

Ninnekah Public Schools
Board of Education Regular Meeting
Ninnekah Elementary School Library, 810 Dell Street, Ninnekah, Oklahoma 73067
Monday, August 11, 2025 at 6:00 PM

MINUTES

{{Name: Agenda Item Name}}

1. Call meeting to order
2. Roll call.
3. Pledge of Allegiance
4. Discussion on the Title IX Plan Compliance Report.
Dereth Harrison opened in orientation with staff today.
5. Principal & Athletic Director Reports
Mrs. Harrison gave test results to discuss in handouts with graphs per year and grades. The school made progress in the 2024-2025 school year. Mrs. Harrison emailed the state department with questions regarding the scores, waiting for answers on the Oklahoma different sets of scores. Miss Cramer gave the secondary test scores for the 2024-2025 school year, but the test results are down in some subjects. Miss Cramer has put a plan in place for the expectations of the teaching Technicians, and spoke with each teacher per grade regarding the plan of improvement for the 2025-2026 school year. Moving into the renovated high school is exciting for teachers and students. The 6th grade parents are positive regarding the new cell phone laws. She gave a report to the FFA teacher that she has the students busy all summer and is at an Ag show tonight in Verden. Mrs. Oliver is giving the Athletic report. The games are going strong already and kids are showing up for a 6am workout, lots of participation for this program in 2025-2026. Coach Oliver went and started fundraising, then went to the banks. Arvest responded and donated to her girls basketball program \$4000.00, the softball program got \$3000.00 and \$3000.00 to the Cross Country and Track program.
6. Superintendent Report
The superintendent's report given by Mrs Jones reached out for a health grant, she will be receiving the grant she applied for. She also met with 1st National Bank for the scoreboard needs. They went to tour the new gym where they will help out on the big score board and score tables that they will get back to school in the next few weeks.
7. Public Comment
Ninnekah Public Schools Policy AF
Adopted August 18th, 2022

unless the Board is specifically conducting a public hearing on a matter. The public is encouraged to attend and to observe meetings of the Board and to participate whenever a public hearing is being held. Members of the public shall not be recognized while the Board is conducting its official business. Public participation time will be available at all regular meetings. Persons may complete the required form and request to address the Board during the Public Comment section of the agenda so long as such request is made more than twenty-four hours prior to the posting of the agenda. If the request to address the Board is approved, each person or group addressing the Board shall be allowed three (3) minutes to address the Board on matters/items which are listed on the agenda. Groups consisting of three (3) or more persons shall designate a spokesperson who shall speak for and represent the group. The Board President will recognize speakers, maintain proper order, and comply with time limits.

Persons addressing the board shall not be permitted to engage in defamatory conduct and shall not engage in disruptive behavior. The Board will not tolerate personal attacks on members of the Board, the administrative staff, or any employee.

Board Members and District Administrative Staff are not required to respond to questions or comments from the public since doing so could be in violation of the Oklahoma Open Meeting Act. The Board will not take any action on an item addressed by the public unless such item is properly posted on the agenda as an action item or is properly considered new business as defined by law.

No public comment.

8. Consent Agenda:

All of the following items, which concern 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 items. The consent agenda consists of the discussion, consideration, and action of the following items:

Motion to approve Consent Agenda. This motion, made by Brock Perryman and seconded by Delanie Berry, Carried.

Ricky Austin: Yea
 Delanie Berry: Yea
 Brock Perryman: Yea
 Russell Thompson: Yea

8.a. Meeting Minutes:

Regular meeting July 7, 2025.

8.b. Encumbrance & Payments

8.c. Fund

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d**

#	8.d. Fund	8.e. Warrants	8.f. Payments	8.g. Encumbrances
8.h. 1 1	8.i. General	8.j. 34- 64	8.k. \$109,8 09.37	8.l. \$355,267 .95
8.m. 2	8.n. Cooperative	8.o. n/a	8.p. \$0.00	8.q. \$15,266. 45
8.r. 2 1	8.s. Building	8.t. 0	8.u. \$19,20 9.45	8.v. \$3,390.6 4
8.w. 2	8.x. Child Nutrition	8.y. 3-7	8.z. \$1,095. 70	8.aa. \$172,2 88.36
8.bb. 1	8.cc. 2023 GOPC	8.dd. n/ a	8.ee. \$0.0 0	8.ff. \$0.00
8.gg. 4	8.hh. Building Bond	8.ii. 2-17	8.jj. \$25,33 4.59	8.kk. \$14,49 7.16
8.ll. 3 8	8.mm. 2013 Bond	8.nn. 1	8.oo. \$45 0.00	8.pp. \$12,00 0.00
8.qq. 9	8.rr. 2023 TB	8.ss. n/ a	8.tt. \$0.00	8.uu. \$0.00

8.vv. 1 8.ww. **Sinking** 8.xx. n/ a 8.yy. **\$0.0** 0 8.zz. **\$0.00**
8.aaa.

8.bbb. Treasurers Financial Report

9. Discussion and possible action to approve the removal of Dr. Ashley Davis/Randall from district accounts at Liberty National Bank.

Motion to approve. This motion, made by Delanie Berry and seconded by Brock Perryman, Carried.

Ricky Austin: Yea

Delanie Berry: Yea

Brock Perryman: Yea

Russell Thompson: Yea

10. Discussion and possible action for the removal of Dustin Tate from the 1st National Bank and Trust as a signer and the addition of Russell Thompson and Ricky Austin as signers to the 1st National Bank and Trust.

Motion to approve removal of Dustin Tate from 1st National Bank and Trust as a signer and the addition of Russell Thompson and Ricky Austin as signers to the 1st National Bank and Trust. This motion, made by Ricky Austin and seconded by Delanie Berry, Carried.

Ricky Austin: Yea

Delanie Berry: Yea

Brock Perryman: Yea

Russell Thompson: Yea

11. Discussion and possible action to approve Regina Jones as the SDE Child Nutrition Administrator.

Motion to approve to approve Regina Jones as the SDE Child Nutrition Administrator. This motion, made by Delanie Berry and seconded by Brock Perryman, Carried.

Ricky Austin: Yea

Delanie Berry: Yea

Brock Perryman: Yea

Russell Thompson: Yea

12. Discussion and possible action to approve the listed vendor contract.

A. Imagine Learning.

B. IXL Learning.

Motion to approve the listed vendor contracts. This motion, made by Brock Perryman and seconded by Delanie Berry, Carried.

Ricky Austin: Yea
Delanie Berry: Yea
Brock Perryman: Yea
Russell Thompson: Yea

13. Review and Discussion regarding the CV Tech Program Information Sheets.
What is the requirements for the IXL Learning and the new classes.
14. Discussion and possible action to approve the Oklahoma Department of Career and Technology contract.

Motion to approve. This motion, made by Delanie Berry and seconded by Brock Perryman, Carried.

Ricky Austin: Yea
Delanie Berry: Yea
Brock Perryman: Yea
Russell Thompson: Yea

This helps in the Ag department in the 412

15. Discussion and possible action to approve the Southwest Youth and Family Art/Life Skills Program.

Motion to approve. This motion, made by Ricky Austin and seconded by Delanie Berry, Carried.

Ricky Austin: Yea
Delanie Berry: Yea
Brock Perryman: Yea
Russell Thompson: Yea

16. Discussion and possible action to approve the revision/adoption of the following Ninnkeh Public Schools Policies from the Center for Education Law Policies:
 - A. AB, DL, and EI revised antisemitism.
 - B. BA: Open Records.
 - C. BC, DA: Reporting child abuse and neglect.
 - D. BD: Administration of medication.
 - E. DA: Felony Record Search.
 - F. DD: Temporary Teachers.
 - G. DD, DE, DM: Reporting.
 - H. DI: Maternity Leave.
 - I. DK: Professional Development.
 - J. EA, EC: School Day and virtual instruction.
 - K. EB: Military transfers and maximum age.
 - L. ED: Dyslexia, Dyscalculia, and Oklahoma Math Achievement and Proficiency Act.
 - M. BD-R2, EE-R, EE-R-F: AED Regs renumbered pursuant to 2024 policy change.
 - N. BJ-R, EI: Cell Phone Policy.

Motion to approve. This motion, made by Delanie Berry and seconded by Ricky Austin, Carried.

Ricky Austin: Yea
Delanie Berry: Yea
Brock Perryman: Yea
Russell Thompson: Yea

17. Discussion and possible action to approve Adjunct Teachers:
A. Rylee Beaty Merrell-Chemistry and Physical Science.
B. Zack Josey- Art and Drama.

Motion to approve. This motion, made by Brock Perryman and seconded by Delanie Berry, Carried.

Ricky Austin: Yea
Delanie Berry: Yea
Brock Perryman: Yea
Russell Thompson: Yea

18. Discussion and possible action to approve the Ninnekah Emergency Action Plan.

Motion to approve. This motion, made by Brock Perryman and seconded by Delanie Berry, Carried.

Ricky Austin: Yea
Delanie Berry: Yea
Brock Perryman: Yea
Russell Thompson: Yea

19. Discussion and possible action to approve the Ninnekah Chase Morris Sudden Cardiac Arrest Response Plan.

Motion to approve the Ninnekah Chase Morris Sudden Cardiac Arrest Response Plan. This motion, made by Ricky Austin and seconded by Delanie Berry, Carried.

Ricky Austin: Yea
Delanie Berry: Yea
Brock Perryman: Yea
Russell Thompson: Yea

20. Discussion and possible action to approve the 2025-2026 Extra Duty Stipends.

Motion to approve the 2025-2026 Extra Duty Stipends. This motion, made by Ricky Austin and seconded by Delanie Berry, Carried.

Ricky Austin: Yea
Delanie Berry: Yea
Brock Perryman: Yea
Russell Thompson: Yea

21. Discussion and possible action regarding proposed executive session to discuss:

Motion to enter executive session to discuss: Employment, hiring, and/or resignations of individual salaried and/or hourly public officers and/or employees listed on Exhibit A. This motion, made by Ricky Austin and seconded by Brock Perryman, Carried.

Ricky Austin: Yea

Delanie Berry: Yea

Brock Perryman: Yea

Russell Thompson: Yea

21.a. Employment, hiring, reassignment, retirement, and/or resignations of individual salaried and/or hourly public officers and/or employees listed on Exhibit A. Executive session authority: OKLA. STAT. TIT. 25, 307(B)(1).

21.b. Substitute list for the 2025-2026 School Year pending a negative National Records Check. Names listed on Exhibit A, Executive Session Authority: OKLA. STAT.TIT.25, 307(B)(1).

21.c. 2025-2026 Contracts. Executive Session Authority: OKLA.STAT.TIT.25, 307(B)(1).

21.d. Evaluation of the Superintendent. Executive Session Authority: OKLA. STAT. TIT. 25,307 (B)(1).

22. Acknowledge return to open session and Executive Session compliance statement.

23. Discussion and possible action regarding the hiring of the individual(s) listed in Exhibit A.

Motion to approve hiring for the individuals listed on Exhibit A. This motion, made by Brock Perryman and seconded by Delanie Berry, Carried.

Ricky Austin: Yea

Delanie Berry: Yea

Brock Perryman: Yea

Russell Thompson: Yea

24. Discussion and possible action regarding the resignations of individual(s) listed on Exhibit A.

Motion to approve resignation of individuals listed on Exhibit A. This motion, made by Ricky Austin and seconded by Delanie Berry, Carried.

Ricky Austin: Yea

Delanie Berry: Yea

Brock Perryman: Yea

Russell Thompson: Yea

25. Discussion and possible action for the approval of substitute names listed on Exhibit A.

Motion for the approval of substitute names listed on Exhibit A. This motion, made by Delanie Berry and seconded by Ricky Austin, Carried.

Ricky Austin: Yea

Delanie Berry: Yea

Brock Perryman: Yea

Russell Thompson: Yea

26. Discussion and possible action regarding the 2025-2026 Employment Contracts.

Motion for approval of the 2025-2026 Employment Contracts. This motion, made by Delanie Berry and seconded by Brock Perryman, Carried.

Ricky Austin: Yea

Delanie Berry: Yea

Brock Perryman: Yea

Russell Thompson: Yea

27. New Business

28. Adjournment

Ninnekah Public Schools
Board of Education Regular Meeting
Ninnekah Elementary School Library, 810 Dell Street, Ninnekah, Oklahoma 73067
Monday, July 7, 2025 at 6:00 PM

MINUTES

1. Call meeting to order

2. Roll call.

3. Pledge of Allegiance

4. Board of education and administration tour high school facility under renovation. Discussion will occur during this tour, which is open to the public. No action will be taken by the board of education during the tour.

5. Discussion on the Title IX Plan Compliance Report.

Mrs. Harrison gave a report on meeting with the state department on new laws, how to watch out for, ie grooming, parent involvement as well.

6. Principal & Athletic Director Reports

Coach Pulliam gave the Athletic Report: Just finished the sports camps. The basketball team went to a gym camp. Covered new 25-26 new rules.

Renessa Cramer gave the Secondary report: Enrollment is up, students are transferring into to Ninnekah Public Schools, and they are adding A.M. and P.M. Alternative Education classes, which will help to get the students on the right path for graduation. Each of the class times has changed to 45 minutes long, the Middle School and High School will have separate lunchtimes.

Dereth Harrison gave the Elementary report: Enrollment is up, more enrollment dates soon, meet the teacher night, monthly activity flyers will be sent out at the end of the week before the following month, working on teacher morale, having teacher appreciation plan this year before the school starts.

7. Superintendent Report

Mrs. Jones gave the Superintendent's report: She gave the financial report comparison of the 24-25 school year to 25-26 school year. New conferences with OSSBA and other entities regarding

school policies training for the board members and staff. A Summer Camp report was given on the number of students that participated and how the director kept the cost down from last year. The back-to-school bash is set for August 12, 2025.

7.a. Financial report.

7.b. Misc.

8. Public Comment

Ninnekah Public Schools Policy AF

Adopted August 18th, 2022

Public Participation at Board Meetings: The purpose of a Board meeting is for the Board to conduct district's business and deliberate and act upon matters before the Board, unless the Board is specifically conducting a public hearing on a matter. The public is encouraged to attend and to observe meetings of the Board and to participate whenever a public hearing is being held. Members of the public shall not be recognized while the Board is conducting its official business.

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properly posted on the agenda as an action item or is properly considered new business as defined by law.

9. Consent Agenda:

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Motion to approve Consent Agenda. This motion, made by Diane Carroll and seconded by Delanie Berry, Carried.

Ricky Austin: Yea
Delanie Berry: Yea
Diane Carroll: Yea
Russell Thompson: Yea

9.a. Meeting Minutes:

9.b. Encumbrance & Payments

Fund #	Fund	Warrants	Payments	Encumbrances
11	General	1471-1600	\$414,046.14	\$54,512.34
12	Cooperative	n/a	\$5,395.61	\$0.00
21	Building	312	\$24,493.34	\$30,483.54
22	Child Nutrition	297	\$21,462.07	\$3,248.96
31	2023 GOPC	n/a	\$0.00	\$0.00
34	Building Bond	41-48	\$6,274.26	\$572.56
39	2023 TB	n/a	\$0.00	\$0.00
41	Sinking	n/a	\$0.00	\$0.00

9.c. Treasurers Financial Report

10. Discussion and possible action to approve 2025-2026 beginning year encumbrances.

Motion to approve. This motion, made by Delanie Berry and seconded by Ricky Austin, Carried.

Ricky Austin: Yea
Delanie Berry: Yea

Diane Carroll: Yea
Russell Thompson: Yea

11. Discussion and possible action to approve the listed vendor contract.

A. Center for Education Law.

B. Rowan & Robertson Pediatric Therapy for Speech Language/Occupational Therapy services for the 2025-2026 School Year.

C. THRIVE Learning Collaborative for the 2025-2026 School Year.

D. Alternative Education Coop Local Education Agency for the 2025-2026 School Year.

E. Feed the Kids.

F. PowerSchool SearchSoft-McRel Principal.

Motion to approve the listed vendor contracts. This motion, made by Diane Carroll and seconded by Delanie Berry, Carried.

Ricky Austin: Yea
Delanie Berry: Yea
Diane Carroll: Yea
Russell Thompson: Yea

12. Discussion and possible action to approve Board Policy EQ related to Student Use of Personal Electronic Devices.

Motion to approve. This motion, made by Delanie Berry and seconded by Diane Carroll, Carried.

Ricky Austin: Yea
Delanie Berry: Yea
Diane Carroll: Yea
Russell Thompson: Yea

13. Discussion and possible action to approve the Title IX Members for the 2025-2026 School Year.

Dereth Harrison-Coordinator.

Deborah Fulton- Investigator/Decision.

Angie Cremer- Investigator/Decision.

Regan Jantzen- Investigator/Decision.

Regina Jones-Appeal Decision.

Motion to approve. This motion, made by Diane Carroll and seconded by Ricky Austin, Carried.

Ricky Austin: Yea

Delanie Berry: Yea

Diane Carroll: Yea

Russell Thompson: Yea

14. Discussion and possible action to approve the Library Waiver for the 2025-2026 School Year.

Motion to approve. This motion, made by Diane Carroll and seconded by Delanie Berry, Carried.

Ricky Austin: Yea

Delanie Berry: Yea

Diane Carroll: Yea

Russell Thompson: Yea

15. Discussion and possible action to approve Math and Science courses offered by Canadian Valley Technology Center for the HS credit for the 2025-2026 School Year.

Motion to approve. This motion, made by Diane Carroll and seconded by Delanie Berry, Carried.

Ricky Austin: Yea

Delanie Berry: Yea

Diane Carroll: Yea

Russell Thompson: Yea

16. Discussion and possible action to approve Ninnekah Public Schools Child Nutrition Price increase for Breakfast and Lunch for the 2025-2026 School Year.

Motion to approve. This motion, made by Delanie Berry and seconded by Diane Carroll, Carried.

Ricky Austin: Yea

Delanie Berry: Yea

Diane Carroll: Yea

Russell Thompson: Yea

17. Discussion and possible action to approve Elementary, Middle School, and High School Student Handbooks for the 2025-2026 School Year.

Motion to approve. This motion, made by Ricky Austin and seconded by Diane Carroll, Carried.

Ricky Austin: Yea

Delanie Berry: Yea

Diane Carroll: Yea

Russell Thompson: Yea

18. Discussion and possible action to approve student communications platforms for the 2025-2026 School Year.

School Email, Google Classroom, Remind App, Class Dojo, Stop it App, Group Me, and Band App.

Motion to approve School Email, Google, Classroom, Remind App, Class Dojo, Stop It App, Group Me with the exception of the Band App. This motion, made by Delanie Berry and seconded by Ricky Austin, Carried.

Ricky Austin: Yea

Delanie Berry: Yea

Diane Carroll: Yea

Russell Thompson: Yea

19. Discussion and possible action to approve the Extra Duty/Stipends for the 2025-2026 School Year.

No Motion or Action was done for this item.

20. Discussion and possible action regarding proposed executive session to discuss:

Motion to enter executive session to discuss: Employment, hiring, and/or resignations of individual salaried and/or hourly public officers and/or employees listed on Exhibit A. This motion, made by Diane Carroll and seconded by Delanie Berry, Carried.

Ricky Austin: Yea

Delanie Berry: Yea

Diane Carroll: Yea
Russell Thompson: Yea

20.a. Employment, hiring, reassignment, retirement, and/or resignations of individual salaried and/or hourly public officers and/or employees listed on Exhibit A. Executive session authority: OKLA. STAT. TIT. 25, 307(B)(1).

20.b. Reduction in force positions Associate Principal, Executive Director, Administrative Assistant, Part-Time Cafeteria Manager.

20.c. 2025-2026 Principal Contracts: OKLA. STAT. TIT. 25, 307(B)(1).tracts

20.d. Evaluation of the Superintendent. Executive Session Authority: OKLA. STAT. TIT. 25,307 (B)(1).

21. Acknowledge return to open session and Executive Session compliance statement.

22. Discussion and possible action regarding the hiring of the individual(s) listed in Exhibit A. Motion to approve hiring for the individuals listed on Exhibit A. This motion, made by Diane Carroll and seconded by Delanie Berry, Carried.

Ricky Austin: Yea
Delanie Berry: Yea
Diane Carroll: Yea
Russell Thompson: Yea

23. Discussion and possible action regarding approval of reduction in force of the position of Associate Principal, Administrative Assistant, Executive Director, and Part-Time Cafeteria Manager.

Motion to approve reduction in force positions listed on Exhibit A. This motion, made by Delanie Berry and seconded by Diane Carroll, Carried.

Ricky Austin: Yea
Delanie Berry: Yea
Diane Carroll: Yea
Russell Thompson: Yea

24. Discussion and possible action to approve Principal Contracts listed in Exhibit A.

Discussion and possible action to approve Principal Contracts. This motion, made by Ricky Austin and seconded by Delanie Berry, Carried.

Ricky Austin: Yea

Delanie Berry: Yea

Diane Carroll: Yea

Russell Thompson: Yea

25. New Business

Motion to approve Stephen L. Smith Corp. Firm Brochure-Form ADV Part 2A. This motion, made by Diane Carroll and seconded by Delanie Berry, Carried.

Ricky Austin: Yea

Delanie Berry: Yea

Diane Carroll: Yea

Russell Thompson: Yea

Discussion and possible action to approve Stephen L. Smith Corp. Firm Brochure-Form ADV Part 2A.

26. Adjournment

Ninnekah Public Schools

Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/1/2025 - 8/7/2025, Fund(s): GEN FUND-FOR OP

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	46	07/08/2025	62	OKLA STATE SCHOOL BOARD ASSOC.	EMPLOYMENT SERVICES	225.00
11	47	07/08/2025	52393	FUSION SIGN AND DESIGN	CAFETERIA SIGN	1,300.00
11	48	07/08/2025	52406	ARVEST BANK OPERATIONS, INC.	OFFICE SUPPLIES	350.30
11	49	07/16/2025	24	ALLEN PEST & RWAY CONTROL	BLANKET PEST CONTROL	2,270.00
11	50	07/16/2025	52074	HOLT TRUCK CENTERS OF OKLAHOMA, LLC	BLANKET BUS PARTS	2,000.00
11	51	07/16/2025	52409	COMPUSCHOLAR	MS/HS COMPUTERS CURRICULUM	2,800.00
11	52	07/16/2025	52406	ARVEST BANK OPERATIONS, INC.	ARVEST	1,566.97
11	53	07/17/2025	52406	ARVEST BANK OPERATIONS, INC.	HOTEL ROOM & MEALS	700.00
11	54	07/17/2025	52406	ARVEST BANK OPERATIONS, INC.	COACHES CLINIC MEALS	400.00
11	55	07/17/2025	51403	TEACHERS SYNERGY, LLC.	SPANISH CURRICULUM	650.00
11	56	07/24/2025	20986	AMAZON CAPITAL SERVICES	SPANISH CURRICULUM	600.00
11	57	07/28/2025	51972	BOLES, MARC	BUS INSPECTION	1,100.00
11	58	07/28/2025	50656	MOTIONWORKS	BLANKET DOT TESTING	500.00
11	59	07/28/2025	52406	ARVEST BANK OPERATIONS, INC.	BOUNCY HOUSE	450.00
11	60	07/28/2025	84	CABLE MEAT CENTER	HOT DOGS AND BUNS	391.04
11	61	07/28/2025	52406	ARVEST BANK OPERATIONS, INC.	BACK TO SCHOOL BASH SUPPLIES	60.00
11	63	07/28/2025	50239	JOSTENS ---GRAD	DIPLOMA	25.25
11	64	07/04/2025	20986	AMAZON CAPITAL SERVICES	DRAMA/ART SUPPLIES	477.50
11	65	08/05/2025	20986	AMAZON CAPITAL SERVICES	SWING AND DESK	482.16
11	66	08/05/2025	20986	AMAZON CAPITAL SERVICES	ADJUSTABLE DESKS	206.62
11	68	08/05/2025	39	SYLOGIST ED	WARRANT/CHECK ORDER	1,105.25

Non-Payroll Total: \$325,671.44
Payroll Total: \$3,622,245.29
Balance Forward: \$0.00
Report Total: \$3,947,916.73

I hereby certify that this is a true listing of purchase orders considered and approved by the Ninnekah Board of Education at a regular meeting on the date shown above.

Ninnekah Public Schools

Payment Register

Options: Year: 2024-2025, Fund Account: GEN FUND-FOR OP, Date Range: 8/11/2025 - 8/11/2025, Payment Range: 1606 - 1607, Print Payroll Payments: False, Print Details: False

Payment No	Date	Vendor No	Vendor	Type	Date Voided	Void Amount	Amount
1606	08/11/2025	52223	TULSA MARRIOT SOUTHERN HILL				\$1,562.00
1607	08/11/2025	20986	AMAZON CAPITAL SERVICES				\$165.50
Non-Payroll Total:							\$1,727.50
Payroll Total:							\$0.00
Balance Forward:							\$5,577,498.12
Total:							\$5,579,225.62

I hereby certify that this is a true listing of purchase orders considered and approved by the Ninnekah Board of Education at a regular meeting on the date shown above.

President

Clerk

Ninnekah Public Schools

Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/1/2025 - 8/7/2025, Fund(s): Building

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	1	07/01/2025	52388	TREATS CLEANING SOLUTIONS	FLOOR CLEANING & FINISHING	9,431.25
21	4	07/28/2025	52400	KING ELECTRIC, LLC	GYM FAN REPAIR	500.00
21	5	07/28/2025	51465	P & L FIRE PROTECTION	DISTRICT SPRINKLER INSPECTION	400.00
Non-Payroll Total:						\$10,331.25
Payroll Total:						\$229,877.47
Balance Forward:						\$0.00
Report Total:						\$240,208.72

I hereby certify that this is a true listing of purchase orders considered and approved by the Ninnekah Board of Education at a regular meeting on the date shown above.

President

Clerk

Ninnekah Public Schools

Payment Register

Options: Year: 2025-2026, Fund Account: Building, Date Range: 7/1/2025 - 8/11/2025, Print Payroll Payments: False, Print Details: False

Payment No	Date	Vendor No	Vendor	Type	Date Voided	Void Amount	Amount
1	07/07/2025	52388	TREATS CLEANING SOLUTIONS				\$9,431.25
Non-Payroll Total:							\$9,431.25
Payroll Total:							\$19,209.45
Balance Forward:							\$0.00
Total:							\$28,640.70

I hereby certify that this is a true listing of purchase orders considered and approved by the Ninnekah Board of Education at a regular meeting on the date shown above.

President

Clerk

Ninnekah Public Schools

Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/1/2025 - 8/7/2025, Fund(s): CHILD NUTRITION

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
22	1	07/01/2025	21035	OK STATE DEPT OF HEALTH	CAFETERIA LICENSES	125.00
22	2	07/01/2025	51812	VETRANS WASTE SOLUTIONS	BLANKET TRASH SERVICES	10,000.00
22	3	07/01/2025	52406	ARVEST BANK OPERATIONS, INC.	HOTEL AND MEALS FOR TRAINING	568.00
22	4	07/08/2025	52406	ARVEST BANK OPERATIONS, INC.	MEALS FOR TRAINING	52.77
22	5	07/08/2025	85685	CONNIE S LEDFORD	MILEAGE/REIMBURSEMENT	159.00
22	6	07/24/2025	50633	THE BEST	EXHAUST SYSTEM CLEANING	1,000.00
22	7	07/28/2025	20524	CENTRAL RESTAURANT PRODUCTS	GAS RANGE AND WARMER	7,004.00
22	8	07/29/2025	52406	ARVEST BANK OPERATIONS, INC.	FOOD ITEMS FOR LUNCH	10,000.00
22	9	07/29/2025	20415	HAGAR RESTAURANT SERVICE, INC.	BLANKET DISH DETERGENT	1,000.00
22	10	07/29/2025	52363	KTC DISTRIBUTION	3RD MEAL BLANKET	50,000.00
22	11	07/29/2025	52356	5th Avenue Processing & Cattle Co.	LFD GRANT BEEF PURCHASE	5,000.00
22	12	07/29/2025	20461	FIRE PROS	SERVICE AND INSPECTION	400.00
22	13	07/29/2025	50431	OK DHS FINANCE-FINANCE PROCESSING	COMMODITY DISTRIBUTION	651.00
22	14	07/29/2025	20491	SYSO FOODS OF OKLAHOMA	BLANKET FOOD ORDER	36,000.00
22	15	07/29/2025	74	BEN E. KEITH	BLANKET FOOD ORDER	24,000.00
22	16	07/29/2025	84	CABLE MEAT CENTER	BLANKET FOOD ORDERS	12,000.00
22	17	07/29/2025	115	HILAND/GILT EDGE	BLANKET MILK	21,000.00
22	18	08/05/2025	24	ALLEN PEST & RWAY CONTROL	BLANKET PEST CONTROL	300.00
22	19	08/05/2025	20888	BUCHANAN REFRIGERATION	ICE MACHINE REPAIR	1,500.00

Non-Payroll Total: \$180,759.77
Payroll Total: \$87,946.93
Balance Forward: \$0.00
Report Total: \$268,706.70

I hereby certify that this is a true listing of purchase orders considered and approved by the Ninnekah Board of Education at a regular meeting on the date shown above.

 President

Ninnekah Public Schools

Payment Register

Options: Year: 2025-2026, Fund Account: CHILD NUTRITION, Date Range: 8/11/2025 - 8/11/2025, Payment Range: 3 - 7,
Print Payroll Payments: False, Print Details: False

Payment No	Date	Vendor No	Vendor	Type	Date Voided	Void Amount	Amount
3	08/11/2025	52406	ARVEST BANK OPERATIONS, INC.				\$398.93
4	08/11/2025	52406	ARVEST BANK OPERATIONS, INC.				\$52.77
5	08/11/2025	85685	CONNIE S LEDFORD				\$159.00
6	08/11/2025	50633	THE BEST				\$400.00
7	08/11/2025	24	ALLEN PEST & RWAY CONTROL				\$85.00
Non-Payroll Total:							\$1,095.70
Payroll Total:							\$0.00
Balance Forward:							\$1,443.35
Total:							\$2,539.05

I hereby certify that this is a true listing of purchase orders considered and approved by the Ninnekah Board of Education at a regular meeting on the date shown above.

President

Clerk

Ninnekah Public Schools

Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/1/2025 - 8/7/2025, Fund(s): BOND FUND-2023 BUILDING BOND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
34	1	07/01/2025	46	ROSS SEED AND GRAIN CO.	BLANKET SUPPLIES	2,500.00
34	2	07/01/2025	30	BRANDT'S ACE HARDWARE	BLANKET BUILDING SUPPLIES	2,500.00
34	3	07/01/2025	50250	ATWOODS	BLANKET DISTRICT MAINTENANCE SUPPLIES	2,500.00
34	4	07/01/2025	50137	LOCKE SUPPLY	BLANKET DISTRICT MAINTENANCE SUPPLIES	2,500.00
34	5	07/01/2025	173	THE GLASS SHOP	BLANKET REPAIRS	2,500.00
34	6	07/01/2025	31	CHICKASHA LUMBER	BLANKET REPAIR SUPPLIES	2,500.00
34	7	07/01/2025	50040	FIRST NATIONAL BANK & TRUST	BASEBALL LIGHTING	7,031.98
34	8	07/01/2025	43	PSO/AEP	BLANKET PO ELECTRIC	15,000.00
34	9	07/01/2025	42	OKLAHOMA NATURAL GAS	BLANKET PO NATURAL GAS	3,000.00
34	10	07/01/2025	48	RWD #7	BLANKET PO WATER	1,400.00
34	11	07/01/2025	52085	PRECISION ALARM SERVICES LLC	BLANKET PO ALARM SERVICES	2,085.00
34	12	07/01/2025	20599	NINNEKAH, TOWN OF	BLANKET PO SEWAGE SERVICES	1,000.00
34	13	07/01/2025	52107	XBLUE NETWORKS, LLC	BLANKET PO LINE SERVICES	1,107.00
34	14	07/01/2025	50193	AT&T (DSL)	BLANKET PO DISTRICT PHONE SERVICES	1,150.00
34	15	07/16/2025	52408	JR'S DIVIRSIIFIED FENCING & CONST.	BUILDING SUPPLIES	8,100.00
34	16	07/17/2025	50307	JOHN HOLT AUTO GROUP	LEAKING BACK GLASS	500.00
34	17	07/17/2025	50976	ABSOLUTE PLUMB	PLUMBING REPAIRS	5,000.00
34	18	07/17/2025	51884	K & M SAFETY SOLUTIONS	FIRE EXTINGUISHER INSPECTIONS	775.00
34	19	07/28/2025	20986	AMAZON CAPITAL SERVICES	PANELS AND BRACKETS	122.16
					Non-Payroll Total:	\$61,271.14
					Payroll Total:	\$0.00
					Balance Forward:	\$0.00
					Report Total:	\$61,271.14

I hereby certify that this is a true listing of purchase orders considered and approved by the Ninnekah Board of Education at a regular meeting on the date shown above.

President

Ninnekah Public Schools

Payment Register

Options: Year: 2025-2026, Fund Account: BOND FUND-2023 BUILDING BOND, Date Range: 8/11/2025 - 8/11/2025,
 Payment Range: 9 - 17, Print Payroll Payments: False, Print Details: False

Payment No	Date	Vendor No	Vendor	Type	Date Voided	Void Amount	Amount
9	08/11/2025	43	PSO/AEP				\$9,167.21
10	08/11/2025	42	OKLAHOMA NATURAL GAS				\$1,861.28
11	08/11/2025	52085	PRECISION ALARM SERVICES LLC				\$2,085.00
12	08/11/2025	52107	XBLUE NETWORKS, LLC				\$331.40
13	08/11/2025	50193	AT&T (DSL)				\$65.65
14	08/11/2025	50307	JOHN HOLT AUTO GROUP				\$500.00
15	08/11/2025	50976	ABSOLUTE PLUMB				\$200.00
16	08/11/2025	51884	K & M SAFETY SOLUTIONS				\$775.00
17	08/11/2025	20986	AMAZON CAPITAL SERVICES				\$122.16
Non-Payroll Total:							\$15,107.70
Payroll Total:							\$0.00
Balance Forward:							\$17,258.87
Total:							\$32,366.57

I hereby certify that this is a true listing of purchase orders considered and approved by the Ninnekah Board of Education at a regular meeting on the date shown above.

 President

 Clerk

Ninnekah Public Schools

Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/1/2025 - 8/7/2025, Fund(s): BOND FUND-2013 BUILDING

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
38	1	08/05/2025	50527	TREATS	BLANKET CLEANING SUPPLIES	5,000.00
38	2	08/05/2025	52099	STOWES OFFICE FURNITURE	OFFICE FURNITURE	6,000.00
38	3	08/05/2025	52406	ARVEST BANK OPERATIONS, INC.	CLEANING SUPPLIES	500.00
38	4	08/05/2025	50742	DRENNAN HEAT & AIR	UNIT REPAIRS	500.00
Non-Payroll Total:						\$12,000.00
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$12,000.00

I hereby certify that this is a true listing of purchase orders considered and approved by the Ninnekah Board of Education at a regular meeting on the date shown above.

President

Clerk

Ninnekah Public Schools

Payment Register

Options: Year: 2025-2026, Fund Account: BOND FUND-2013 BUILDING, Date Range: 7/1/2025 - 8/11/2025, Print Payroll
Payments: False, Print Details: False

Payment No	Date	Vendor No	Vendor	Type	Date Voided	Void Amount	Amount
1	08/11/2025	50742	DRENNAN HEAT & AIR				\$450.00
Non-Payroll Total:							\$450.00
Payroll Total:							\$0.00
Balance Forward:							\$0.00
Total:							\$450.00

I hereby certify that this is a true listing of purchase orders considered and approved by the Ninnekah Board of Education at a regular meeting on the date shown above.

President

Clerk

Ninnekah Public Schools

Payment Register

Options: Year: 2025-2026, Fund Account: GEN FUND-FOR OP, Date Range: 8/11/2025 - 8/11/2025, Payment Range: 39 - 64, Print Payroll Payments: False, Print Details: False

Payment No	Date	Vendor No	Vendor	Type	Date Voided	Void Amount	Amount
39	08/11/2025	52246	T-MOBILE USA, INC				\$1,070.00
40	08/11/2025	50932	DE LAGE LANDEN				\$341.67
41	08/11/2025	51060	BATES REPAIR SERVICE				\$721.55
42	08/11/2025	61	CRAIG PC'S				\$2,000.00
43	08/11/2025	35	MARSHALL AUTO PARTS				\$858.86
44	08/11/2025	50085	NINNEKAH TRUCK STOP				\$1,070.34
45	08/11/2025	62	OKLA STATE SCHOOL BOARD ASS				\$3,600.00
46	08/11/2025	20778	GRADY CO SHERIFF				\$5,924.06
47	08/11/2025	144	OTA PIKEPASS				\$37.61
48	08/11/2025	52366	QUIZIZZ INC				\$1,954.69
49	08/11/2025	39	SYLOGIST ED				\$6,085.00
50	08/11/2025	51942	ADVANCED COPIER SYSTEMS				\$664.13
51	08/11/2025	52025	THE CENTER FOR EDUCATION LA				\$1,000.00
52	08/11/2025	61	CRAIG PC'S				\$1,868.95
53	08/11/2025	51403	TEACHERS SYNERGY, LLC.				\$95.13
54	08/11/2025	20986	AMAZON CAPITAL SERVICES				\$36.98
55	08/11/2025	52406	ARVEST BANK OPERATIONS, INC.				\$98.50
56	08/11/2025	52407	JONATHAN PEARSON				\$116.50
57	08/11/2025	52134	OSBI				\$45.00
58	08/11/2025	62	OKLA STATE SCHOOL BOARD ASS				\$112.13
59	08/11/2025	52406	ARVEST BANK OPERATIONS, INC.				\$350.30
60	08/11/2025	24	ALLEN PEST & RWAY CONTROL				\$2,270.00
61	08/11/2025	52074	HOLT TRUCK CENTERS OF OKLAH				\$588.82
62	08/11/2025	52409	COMPUSSCHOLAR				\$2,800.00
63	08/11/2025	51403	TEACHERS SYNERGY, LLC.				\$640.49
64	08/11/2025	50239	JOSTENS ---GRAD				\$25.25
Non-Payroll Total:							\$34,375.96
Payroll Total:							\$0.00
Balance Forward:							\$156,774.14
Total:							\$191,150.10

I hereby certify that this is a true listing of purchase orders considered and approved by the Ninnekah Board of Education at a regular meeting on the date shown above.

Payment Register

Options: Year: 2025-2026, Fund Account: BOND FUND-2023 BUILDING BOND, Date Range: 7/12/2025 - 8/11/2025, Print Payroll Payments: False, Print Details: False

Payment No	Date	Vendor No	Vendor	Type	Date Voided	Void Amount	Amount
2	07/16/2025	30	BRANDT'S ACE HARWARE				\$45.90
3	07/16/2025	52107	XBLUE NETWORKS, LLC				\$331.40
4	07/16/2025	52408	JR'S DIVIRSIIFIED FENCING & CON				\$3,500.00
5	07/23/2025	52408	JR'S DIVIRSIIFIED FENCING & CON				\$4,600.00
6	07/29/2025	30	BRANDT'S ACE HARWARE				\$349.11
7	07/29/2025	48	RWD #7				\$896.75
8	07/29/2025	50193	AT&T (DSL)				\$503.73
9	08/11/2025	43	PSO/AEP				\$9,167.21
10	08/11/2025	42	OKLAHOMA NATURAL GAS				\$1,861.28
11	08/11/2025	52085	PRECISION ALARM SERVICES LLC				\$2,085.00
12	08/11/2025	52107	XBLUE NETWORKS, LLC				\$331.40
13	08/11/2025	50193	AT&T (DSL)				\$65.65
14	08/11/2025	50307	JOHN HOLT AUTO GROUP				\$500.00
15	08/11/2025	50976	ABSOLUTE PLUMB				\$200.00
16	08/11/2025	51884	K & M SAFETY SOLUTIONS				\$775.00
17	08/11/2025	20986	AMAZON CAPITAL SERVICES				\$122.16
Non-Payroll Total:							\$25,334.59
Payroll Total:							\$0.00
Balance Forward:							\$7,031.98
Total:							\$32,366.57

I hereby certify that this is a true listing of purchase orders considered and approved by the Ninnekah Board of Education at a regular meeting on the date shown above.

President

Clerk

Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/12/2025 - 8/11/2025, Fund(s): BOND FUND-2023 BUILDING BOND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
34	15	07/16/2025	52408	JR'S DIVIRSIIFIED FENCING & CONST.	BUILDING SUPPLIES	8,100.00
34	16	07/17/2025	50307	JOHN HOLT AUTO GROUP	LEAKING BACK GLASS	500.00
34	17	07/17/2025	50976	ABSOLUTE PLUMB	PLUMBING REPAIRS	5,000.00
34	18	07/17/2025	51884	K & M SAFETY SOLUTIONS	FIRE EXTINGUISHER INSPECTIONS	775.00
34	19	07/28/2025	20986	AMAZON CAPITAL SERVICES	PANELS AND BRACKETS	122.16

Non-Payroll Total: \$14,497.16
Payroll Total: \$0.00
Balance Forward: \$46,773.98
Report Total: \$61,271.14

I hereby certify that this is a true listing of purchase orders considered and approved by the Ninnekah Board of Education at a regular meeting on the date shown above.

 President

 Clerk

Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/12/2025 - 8/11/2025, Fund(s): GEN FUND-FOR OP

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	10	07/01/2025	50932	DE LAGE LANDEN	BANNER PRINTER	500.00
11	12	07/01/2025	87	CCOSA	BLANKET PO DISTRICT FEES	200.00
11	14	07/01/2025	35	MARSHALL AUTO PARTS	BLANKET PO BUS PARTS	623.88
11	16	07/01/2025	62	OKLA STATE SCHOOL BOARD ASSOC.	BLANKET PO MEMBERSHIP TRAINING	1,620.00
11	38	07/01/2025	20986	AMAZON CAPITAL SERVICES	ECOLOGY CURRICULUM	-11.59
11	40	07/08/2025	20986	AMAZON CAPITAL SERVICES	I-PAD CASES	-23.02
11	46	07/08/2025	62	OKLA STATE SCHOOL BOARD ASSOC.	EMPLOYMENT SERVICES	225.00
11	49	07/16/2025	24	ALLEN PEST & RWAY CONTROL	BLANKET PEST CONTROL	2,270.00
11	50	07/16/2025	52074	HOLT TRUCK CENTERS OF OKLAHOMA, LLC	BLANKET BUS PARTS	2,000.00
11	51	07/16/2025	52409	COMPUSCHOLAR	MS/HS COMPUTERS CURRICULUM	2,800.00
11	52	07/16/2025	52406	ARVEST BANK OPERATIONS, INC.	ARVEST	1,566.97
11	53	07/17/2025	52406	ARVEST BANK OPERATIONS, INC.	HOTEL ROOM & MEALS	700.00
11	54	07/17/2025	52406	ARVEST BANK OPERATIONS, INC.	COACHES CLINIC MEALS	400.00
11	55	07/17/2025	51403	TEACHERS SYNERGY, LLC.	SPANISH CURRICULUM	650.00
11	56	07/24/2025	20986	AMAZON CAPITAL SERVICES	SPANISH CURRICULUM	600.00
11	57	07/28/2025	51972	BOLES, MARC	BUS INSPECTION	1,100.00
11	58	07/28/2025	50656	MOTIONWORKS	BLANKET DOT TESTING	500.00
11	59	07/28/2025	52406	ARVEST BANK OPERATIONS, INC.	BOUNCY HOUSE	450.00
11	60	07/28/2025	84	CABLE MEAT CENTER	HOT DOGS AND BUNS	391.04
11	61	07/28/2025	52406	ARVEST BANK OPERATIONS, INC.	BACK TO SCHOOL BASH SUPPLIES	60.00
11	63	07/28/2025	50239	JOSTENS ---GRAD	DIPLOMA	25.25
11	65	08/05/2025	20986	AMAZON CAPITAL SERVICES	SWING AND DESK	482.16
11	66	08/05/2025	20986	AMAZON CAPITAL SERVICES	ADJUSTABLE DESKS	206.62
11	68	08/05/2025	39	SYLOGIST ED	WARRANT/CHECK ORDER	1,105.25

Non-Payroll Total: \$18,441.56

Payroll Total: \$336,826.39

Balance Forward: \$3,592,648.78

Report Total: \$3,947,916.73

I hereby certify that this is a true listing of purchase orders considered and approved by the Ninnekah Board of Education at a regular meeting on the date shown above.

President

Clark

Payment Register

Options: Year: 2025-2026, Fund Account: GEN FUND-FOR OP, Date Range: 7/12/2025 - 8/11/2025, Print Payroll Payments: False, Print Details: False

Payment No	Date	Vendor No	Vendor	Type	Date Voided	Void Amount	Amount
34	07/16/2025	87	CCOSA				\$1,500.00
35	07/16/2025	62	OKLA STATE SCHOOL BOARD ASS				\$750.00
36	07/16/2025	52393	FUSION SIGN AND DESIGN				\$1,300.00
37	07/29/2025	35	MARSHALL AUTO PARTS				\$1,374.36
38	07/29/2025	61	CRAIG PC'S				\$2,595.00
39	08/11/2025	52246	T-MOBILE USA, INC				\$1,070.00
40	08/11/2025	50932	DE LAGE LANDEN				\$341.67
41	08/11/2025	51060	BATES REPAIR SERVICE				\$721.55
42	08/11/2025	61	CRAIG PC'S				\$2,000.00
43	08/11/2025	35	MARSHALL AUTO PARTS				\$858.86
44	08/11/2025	50085	NINNEKAH TRUCK STOP				\$1,070.34
45	08/11/2025	62	OKLA STATE SCHOOL BOARD ASS				\$3,600.00
46	08/11/2025	20778	GRADY CO SHERIFF				\$5,924.06
47	08/11/2025	144	OTA PIKEPASS				\$37.61
48	08/11/2025	52366	QUIZZ INC				\$1,954.69
49	08/11/2025	39	SYLOGIST ED				\$6,085.00
50	08/11/2025	51942	ADVANCED COPIER SYSTEMS				\$664.13
51	08/11/2025	52025	THE CENTER FOR EDUCATION LA				\$1,000.00
52	08/11/2025	61	CRAIG PC'S				\$1,868.95
53	08/11/2025	51403	TEACHERS SYNERGY, LLC.				\$95.13
54	08/11/2025	20986	AMAZON CAPITAL SERVICES				\$36.98
55	08/11/2025	52406	ARVEST BANK OPERATIONS, INC.				\$98.50
56	08/11/2025	52407	JONATHAN PEARSON				\$116.50
57	08/11/2025	52134	OSBI				\$45.00
58	08/11/2025	62	OKLA STATE SCHOOL BOARD ASS				\$112.13
59	08/11/2025	52406	ARVEST BANK OPERATIONS, INC.				\$350.30
60	08/11/2025	24	ALLEN PEST & RWAY CONTROL				\$2,270.00
61	08/11/2025	52074	HOLT TRUCK CENTERS OF OKLAH				\$588.82
62	08/11/2025	52409	COMPUSCHOLAR				\$2,800.00
63	08/11/2025	51403	TEACHERS SYNERGY, LLC.				\$640.49
64	08/11/2025	50239	JOSTENS ---GRAD				\$25.25

I hereby certify that this is a true listing of purchase orders considered and approved by the Ninnekah Board of Education at a regular meeting on the date shown above.

President

Clerk

Non-Payroll Total: **\$41,895.32**

Payroll Total: **\$67,914.05**

Balance Forward: **\$81,340.73**

Total: **\$191,150.10**

Ninnekah Public Schools

Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/12/2025 - 8/11/2025, Fund(s): CO-OP FUND-FOR CO-OP

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
					Non-Payroll Total:	\$0.00
					Payroll Total:	\$15,266.45
					Balance Forward:	\$31,267.88
					Report Total:	

I hereby certify that this is a true listing of purchase orders considered and approved by the Ninnekah Board of Education at a regular meeting on the date shown above.

President

Clerk

Payment Register

Options: Year: 2025-2026, Fund Account: CO-OP FUND-FOR CO-OP, Date Range: 7/12/2025 - 8/11/2025, Print Payroll

Payments: False, Print Details: False

Payment No	Date	Vendor No	Vendor	Type	Date Voided	Void Amount	Amount
<p>I hereby certify that this is a true listing of purchase orders considered and approved by the Ninnekah Board of Education at a regular meeting on the date shown above.</p> <p>_____ President</p> <p>_____ Clerk</p>							
Non-Payroll Total:							\$0.00
Payroll Total:							\$0.00
Balance Forward:							\$0.00
Total:							\$0.00

Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/12/2025 - 8/11/2025, Fund(s): Building

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	2	07/08/2025	52099	STOWES OFFICE FURNITURE	OFFICE DESKS	-5,473.00
21	4	07/28/2025	52400	KING ELECTRIC, LLC	GYM FAN REPAIR	500.00
21	5	07/28/2025	51465	P & L FIRE PROTECTION	DISTRICT SPRINKLER INSPECTION	400.00

Non-Payroll Total: (\$4,573.00)

Payroll Total: \$1,182.36

Balance Forward: \$243,599.36

Report Total: \$240,208.72

I hereby certify that this is a true listing of purchase orders considered and approved by the Ninnekah Board of Education at a regular meeting on the date shown above.


President


Clerk

Payment Register

Options: Year: 2025-2026, Fund Account: Building, Date Range: 7/12/2025 - 8/11/2025, Print Payroll Payments: False, Print Details: False

Payment No	Date	Vendor No	Vendor	Type	Date Voided	Void Amount	Amount
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I hereby certify that this is a true listing of purchase orders considered and approved by the Ninnekah Board of Education at a regular meeting on the date shown above.

President

Clerk

Non-Payroll Total:	\$0.00
Payroll Total:	\$19,209.45
Balance Forward:	\$9,431.25
Total:	\$28,640.70

Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/12/2025 - 8/11/2025, Fund(s): CHILD NUTRITION

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
22	3	07/01/2025	52406	ARVEST BANK OPERATIONS, INC.	HOTEL AND MEALS FOR TRAINING	0.00
22	4	07/08/2025	52406	ARVEST BANK OPERATIONS, INC.	MEALS FOR TRAINING	-147.23
22	6	07/24/2025	50633	THE BEST	EXHAUST SYSTEM CLEANING	1,000.00
22	7	07/28/2025	20524	CENTRAL RESTAURANT PRODUCTS	GAS RANGE AND WARMER	7,004.00
22	8	07/29/2025	52406	ARVEST BANK OPERATIONS, INC.	FOOD ITEMS FOR LUNCH	10,000.00
22	9	07/29/2025	20415	HAGAR RESTAURANT SERVICE, INC.	BLANKET DISH DETERGENT	1,000.00
22	10	07/29/2025	52363	KTC DISTRIBUTION	3RD MEAL BLANKET	50,000.00
22	11	07/29/2025	52356	5th Avenue Processing & Cattle Co.	LFD GRANT BEEF PURCHASE	5,000.00
22	12	07/29/2025	20461	FIRE PROS	SERVICE AND INSPECTION	400.00
22	13	07/29/2025	50431	OK DHS FINANCE-FINANCE PROCESSING	COMMODITY DISTRIBUTION	651.00
22	14	07/29/2025	20491	SYSCO FOODS OF OKLAHOMA	BLANKET FOOD ORDER	36,000.00
22	15	07/29/2025	74	BEN E. KEITH	BLANKET FOOD ORDER	24,000.00
22	16	07/29/2025	84	CABLE MEAT CENTER	BLANKET FOOD ORDERS	12,000.00
22	17	07/29/2025	115	HILAND/GILT EDGE	BLANKET MILK	21,000.00
22	18	08/05/2025	24	ALLEN PEST & RWAY CONTROL	BLANKET PEST CONTROL	300.00
22	19	08/05/2025	20888	BUCHANAN REFRIGERATION	ICE MACHINE REPAIR	1,500.00

Non-Payroll Total: \$169,707.77
Payroll Total: \$2,580.59
Balance Forward: \$96,418.34
Report Total: \$268,706.70

I hereby certify that this is a true listing of purchase orders considered and approved by the Ninnekah Board of Education at a regular meeting on the date shown above.

 President

 Clerk

Payment Register

Options: Year: 2025-2026, Fund Account: CHILD NUTRITION, Date Range: 7/12/2025 - 8/11/2025, Print Payroll Payments: False, Print Details: False

Payment No	Date	Vendor No	Vendor	Type	Date Voided	Void Amount	Amount
3	08/11/2025	52406	ARVEST BANK OPERATIONS, INC.				\$398.93
4	08/11/2025	52406	ARVEST BANK OPERATIONS, INC.				\$52.77
5	08/11/2025	85685	CONNIE S LEDFORD				\$159.00
6	08/11/2025	50633	THE BEST				\$400.00
7	08/11/2025	24	ALLEN PEST & RWAY CONTROL				\$85.00
Non-Payroll Total:							\$1,095.70
Payroll Total:							\$0.00
Balance Forward:							\$1,443.35
Total:							\$2,539.05

I hereby certify that this is a true listing of purchase orders considered and approved by the Ninnekah Board of Education at a regular meeting on the date shown above.

President

Clerk

Bank account:
 * * 5445

Reconciliation date:
 8/5/2025

Prepared by:
 Williams, Jessica

For applied period:
July, 2026

General ledger account balance	\$111,462.96	Balance per bank statement as of reconciliation date	\$121,515.50
Add debits	\$16,829.75	Add receipts in transit	\$0.00
Less credits	\$13,460.52	Less outstanding checks	\$6,673.53
Add adjustments	\$9.78	Interest not yet posted	\$0.00
		Charges not yet posted	\$0.00
		Investments	\$0.00
Bank Balance Per General Ledger (Activity Fund)	\$114,841.97	Bank Balance Per Statement Reconciliation	\$114,841.97

Variance: \$0.00 ***

NINNEKAH PUBLIC SCHOOLS
 810 EAST DELL STREET
 NINNEKAH, OK 73067

Reconciliation

August 05, 2025

Outstanding Receipts

No Transactions

Outstanding Checks

<u>Number</u>	<u>Amount</u>	<u>Number</u>	<u>Amount</u>	<u>Number</u>	<u>Amount</u>
00000147	210.00	00000167	210.00	00000419	350.00
00000579	100.00	00000727	193.51	00000740	299.50
00001462	767.03	00001465	160.00	00001466	447.10
00001467	211.00	00001468	300.00	00001469	200.00
00001470	480.00	00001471	450.50	00001472	530.86
00001473	167.88	00001474	463.78	00001475	576.00
00001476	59.90	00001477	103.52	00001478	212.95
00001479	180.00				

Total Outstanding Checks:
\$6,673.53

Items:
22

Receipts Cleared This Month

<u>Number</u>	<u>Amount</u>	<u>Number</u>	<u>Amount</u>	<u>Number</u>	<u>Amount</u>
26000001	100.00	26000002	250.00	26000003	800.00
26000004	6.00	26000005	100.00	26000006	361.00
26000007	275.00	26000008	651.00	26000009	790.00
26000010	750.00	26000011	1323.00	26000012	20.00
26000013	1100.00	26000014	200.00	26000015	245.00
26000016	75.00	26000017	2011.00	26000018	5000.00
26000019	2060.75	26000020	600.00	26000021	72.00
26000022	40.00				

Total Receipts Cleared:
\$16,829.75

Items:
22

Checks Cleared This Month

<u>Number</u>	<u>Amount</u>	<u>Number</u>	<u>Amount</u>	<u>Number</u>	<u>Amount</u>
00000738	100.00	00000739	100.00	00000747	60.00
00001458	2170.00	00001459	80.00	00001460	200.00
00001461	100.00	00001463	600.00	00001464	5000.00

Total Cleared Checks:
\$8,410.00

Items:
9

Adjustments This Month

<u>Number</u>	<u>Amount</u>
00002084	9.78

Total Adjustments:
\$9.78

<u>Number</u>	<u>Amount</u>

Items:
1

NINNEKAH PUBLIC SCHOOLS
810 EAST DELL STREET
NINNEKAH, OK 73067

Reconciliation

August 05, 2025

Receipts Voided This Month

No Transactions

Checks Voided This Month

No Transactions

Legacy Checks Outstanding

No Transactions

Legacy Receipts Outstanding

No Transactions

Legacy Checks Cleared

No Transactions

Legacy Receipts Cleared

No Transactions

NINNEKAH PUBLIC SCHOOLS

810 EAST DELL STREET

NINNEKAH, OK 73067

Summary Of Accounts

July, FY2026

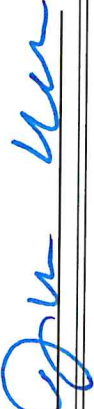
MTD Summary

August 05, 2025

For Bank Account:
* * 5445

This Report Is True And Correct
To The Best Of My Knowledge.

Beginning: 111,462.96
Receipts: 16,829.75
Checks: (13,460.52)
Adjustments: 9.78
Ending: \$114,841.97

Date: 8/5/25 

Acct. Name	Beg. Month	Receipts	Checks	Adjust.	Ending
0801 HIGH SCHOOL	3108.34	0.00	0.00	0.00	3108.34
001 HIGH SCHOOL	3108.34	0.00	0.00	0.00	3108.34
0802 ATHLETICS	18270.61	3555.00	1834.98	0.00	19990.63
800 ATH PROG-COMPETITIVE	5997.73	0.00	200.00	0.00	5797.73
802 Boys Basketball	8362.96	245.00	480.00	0.00	8127.96
803 Girls Basketball	376.95	1990.00	180.00	0.00	2186.95
805 Boys Baseball	1586.82	1320.00	974.98	0.00	1931.84
806 Girls Softball	778.81	0.00	0.00	0.00	778.81
808 Powerlifting	0.00	0.00	0.00	0.00	0.00
811 Elementary Sports	583.67	0.00	0.00	0.00	583.67
812 Track	583.67	0.00	0.00	0.00	583.67
813 Golf	0.00	0.00	0.00	0.00	0.00
0805 PTO	3505.60	1323.00	0.00	0.00	4828.60
001 PTO	3505.60	1323.00	0.00	0.00	4828.60
0806 FFA	10504.73	112.00	212.95	0.00	10403.78
001 FFA	10504.73	112.00	212.95	0.00	10403.78
0807 STUDENT COUNCIL	1238.88	0.00	0.00	0.00	1238.88
001 STUDENT COUNCIL	1238.88	0.00	0.00	0.00	1238.88
0808 YEARBOOK	2969.09	0.00	0.00	0.00	2969.09
001 YEARBOOK	2969.09	0.00	0.00	0.00	2969.09
0809 HOME RUN CLUB	1031.67	0.00	0.00	0.00	1031.67
001 HOME RUN CLUB	1031.67	0.00	0.00	0.00	1031.67
0810 BASKETBALL BOOSTER	1951.52	651.00	1217.53	0.00	1384.99
001 BASKETBALL BOOSTER	1951.52	651.00	1217.53	0.00	1384.99
0811 ELEMENTARY	15620.50	0.00	576.00	0.00	15044.50
001 ELEMENTARY	15620.50	0.00	576.00	0.00	15044.50
0812 CLEARING REFUND ACCOUNT	40.00	0.00	0.00	0.00	40.00
001 CLEARING REFUND ACCOUNT	40.00	0.00	0.00	0.00	40.00

NINNEKAH PUBLIC SCHOOLS

810 EAST DELL STREET

NINNEKAH, OK 73067

Summary Of Accounts

July, FY2026

MTD Summary

August 05, 2025

Acct. Name	Beg.Month	Receipts	Checks	Adjust.	Ending
0813 MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
001 MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
0814 ARCHERY	7054.77	0.00	0.00	0.00	7054.77
001 ARCHERY	7054.77	0.00	0.00	0.00	7054.77
0815 CLASS OF...	1539.80	0.00	0.00	0.00	1539.80
001	1539.80	0.00	0.00	0.00	1539.80
0816 ELEM LIBRARY	68.10	0.00	0.00	0.00	68.10
001 ELEM LIBRARY	68.10	0.00	0.00	0.00	68.10
0817 CHEER	5334.89	636.00	2170.00	0.00	3800.89
001 CHEER	5334.89	636.00	2170.00	0.00	3800.89
0818 NPS SUMMER CAMP	35.00	0.00	0.00	0.00	35.00
001 NPS SUMMER CAMP	35.00	0.00	0.00	0.00	35.00
0819 STEAM	1583.67	0.00	0.00	0.00	1583.67
001 STEAM	1583.67	0.00	0.00	0.00	1583.67
0820 GILLILAND SUPPLIES	142.24	0.00	0.00	0.00	142.24
001 GILLILAND SUPPLIES	142.24	0.00	0.00	0.00	142.24
0821 INTEREST	130.01	0.00	0.00	9.78	139.79
001 INTEREST	130.01	0.00	0.00	9.78	139.79
0827 FLOWER FUND	211.77	6.00	0.00	0.00	217.77
001 FLOWER FUND	211.77	6.00	0.00	0.00	217.77
0828 FACS	678.08	0.00	0.00	0.00	678.08
001 FACS	678.08	0.00	0.00	0.00	678.08
0829 MIDDLE SCHOOL	6051.54	0.00	0.00	0.00	6051.54
001 MIDDLE SCHOOL	6051.54	0.00	0.00	0.00	6051.54
0831 HS LIBRARY	276.88	0.00	0.00	0.00	276.88
001 HS LIBRARY	276.88	0.00	0.00	0.00	276.88
0833 MS ACADEMIC TEAM	214.51	0.00	0.00	0.00	214.51
001 MS ACADEMIC TEAM	214.51	0.00	0.00	0.00	214.51
0842 CLASS OF 2025	591.71	0.00	0.00	0.00	591.71
001 CLASS OF 2025	591.71	0.00	0.00	0.00	591.71

Acct. Name	Beg.Month	Receipts	Checks	Adjust.	Ending
0846 NATIVE AMERICAN STUDENT CLUB	34.19	0.00	0.00	0.00	34.19
001 NATIVE AMERICAN STUDENT CLUB	34.19	0.00	0.00	0.00	34.19
0848 MS STUCO	639.45	0.00	0.00	0.00	639.45
001 MS STUCO	639.45	0.00	0.00	0.00	639.45
0850 WASHINGTON DC	11471.78	0.00	0.00	0.00	11471.78
001 WASHINGTON DC	11471.78	0.00	0.00	0.00	11471.78
0852 CLASS OF 2026	3720.61	0.00	0.00	0.00	3720.61
001 CLASS OF 2026	3720.61	0.00	0.00	0.00	3720.61
0860 DRAMA CLUB	1636.86	0.00	0.00	0.00	1636.86
001 DRAMA CLUB	1636.86	0.00	0.00	0.00	1636.86
0861 SPED	235.68	0.00	0.00	0.00	235.68
001 SPED	235.68	0.00	0.00	0.00	235.68
0862 FFA BOOSTER CLUB	11570.48	10546.75	7449.06	0.00	14668.17
001 FFA BOOSTER CLUB	11570.48	10546.75	7449.06	0.00	14668.17
0885 CHILD NUTRITION LOCAL FUNDS	0.00	0.00	0.00	0.00	0.00
001 CHILD NUTRITION LOCAL FUNDS	0.00	0.00	0.00	0.00	0.00

MTD TOTALS: (33 Accounts) 111,462.96 16,829.75 (13,460.52) 9.78 114,841.97

Beginning MTD Account Balance:	\$111,462.96
Bank Charges:	0.00
Interest:	9.78
NSF Adjustments:	0.00
Expense:	0.00
Revenue:	0.00
Total Adjustments:	\$9.78
Total Adjustments:	9.78
Add Voids:	0.00
Adjustment with Voids:	\$9.78
Receipts Issued:	16,829.75
Voided Receipts:	0.00
Total Receipts:	\$16,829.75
Checks Issued:	13,460.52
Voided Checks:	0.00
Total Checks:	\$13,460.52
Current Balance:	\$114,841.97
YTD Outstanding Checks:	5,310.52
Prior Year Outstanding Checks:	1,363.01

Status Key: For Bank Account:

- 1 - Cleared
- 2 - Outstanding
- 3 - Open
- 4 - Void
- 5 - Post-dated

Check register: \$13,460.52
Less voids: \$0.00
Total register: \$13,460.52

Number	Issued	Payee	Account	Expense	PO#	Remarks	Amount
1	1458	07/14/2025	JEFF & CRAIG CHEER				2170.00
		6-60-800-2199-810-800-0000-000-705	0817-001	2145.00	26000002	3 DAY MATERIAL CAMP FEE	
		6-60-800-2199-810-800-0000-000-705	0817-001	25.00	26000002	PRIVATE CAMP COACH FEE	
1	1459	07/16/2025	BACKROAD THREADIN LLC				80.00
		6-60-800-3200-670-800-3300-000-705	0802-803	80.00	26000005	CORN HOLE BOARD DECALS FOR FOUNDERS DAY AUCTION	
1	1460	07/17/2025	CHAD PRICE				200.00
		6-60-800-5200-950-800-0000-000-705	0802-805	200.00	26000012	STARTING CHANGE	
1	1461	07/17/2025	CODY WOOD WELDING, LLC				100.00
		6-60-800-3200-670-800-3300-000-705	0802-803	100.00	26000004	FIREPIT FOR FOUNDERS DAY AUCTION	
2	1462	07/23/2025	ARVEST BANK OPERATIONS, INC				767.03
		6-60-800-3200-670-900-3300-000-705	0810-001	767.03	26000007	FOUNDERS DAY TSHIRT FUNDRAISER	
1	1463	07/23/2025	ANGEL HARRISON				600.00
		6-60-800-5200-950-900-0000-000-705	0862-001	600.00	26000009	CONCESSION CASH BOX FOR JACKPOT	
1	1464	07/23/2025	ANGEL HARRISON				5000.00
		6-60-800-5200-950-900-0000-000-705	0862-001	5000.00	26000010	CASHBOX FOR JACKPOT	
2	1465	07/23/2025	PCO BOOSTER CLUB				160.00
		6-60-800-1000-810-800-3300-000-705	0802-805	160.00	26000015	SUMMER LEAGE FEES	
2	1466	07/23/2025	ARVEST BANK OPERATIONS, INC.				447.10
		6-60-800-3200-670-800-0000-000-705	0802-805	447.10	26000016	FOOD AND DRINKS FOR CONCESSION	
2	1467	07/23/2025	NINNEKAH PUBLIC SCHOOLS				211.00
		6-60-800-3200-670-900-3300-000-705	0862-001	211.00	26000018	CONCESSION SUPPLIES	

NINNEKAH PUBLIC SCHOOLS
 810 EAST DELL STREET
 NINNEKAH, OK 73067

Check Register
 FY-2026
 7/1/2025 to 7/31/2025
 August 05, 2025

For Bank Account:
 * * 5445

Number	Issued	Payee	Account	Expense	PO#	Remarks	Amount
2 1468	07/23/2025	SHELBI URBAN	0862-001	300.00	26000022	SHEEP AND GOAT JUDGE	300.00
2 1469	07/23/2025	CHANCE SCOTT	0802-800	200.00	26000024	HIRING GAME OFFICIALS	200.00
2 1470	07/30/2025	ARVEST BANK OPERATIONS, INC.	0802-802	480.00	26000006	25/26 MEMBERSHIP DUES	480.00
2 1471	07/30/2025	ARVEST BANK OPERATIONS, INC.	0810-001	442.50	26000008	FOR FOUNDERS DAY TSHIRT FUNDRAISER	450.50
2 1472	07/30/2025	ARVEST BANK OPERATIONS, INC.	0810-001	8.00	26000008	SHIPPING	530.86
2 1473	07/30/2025	ROSS SEED COMPANY	0862-001	530.86	26000011	JACKPOT CONCESSION SUPPLIES	167.88
2 1474	07/30/2025	ARVEST BANK OPERATIONS, INC.	0802-805	167.88	26000013	BASEBALL FIELD CHALK	463.78
2 1475	07/30/2025	HUSTLIN' HONEYS	0862-001	9.88	26000014	JACKPOT CONCESSION SUPPLIES	576.00
2 1476	07/30/2025	ATWOODS FARM AND RANCH	0862-001	59.90	26000020	PELLET BEDDING FOR SHOW RING	59.90

NINNEKAH PUBLIC SCHOOLS

810 EAST DELL STREET

NINNEKAH, OK 73067

Check Register

FY-2026
7/1/2025 to 7/31/2025

August 05, 2025

For Bank Account:

* * 5445

Number	Issued	Payee	Account	Expense	PO#	Remarks	Amount
² 1477	07/30/2025	NINNEKAH TRUCK STOP					103.52
	6-60-800-1000-683-900-0000-000-705		0862-001	103.52	26000023	PROPANE REFILLS	
² 1478	07/30/2025	ROSS SEED COMPANY					212.95
	6-60-800-1000-683-900-0000-000-705		0806-001	212.95	26000025	C. TEAGUE SAE GRANT	
² 1479	07/31/2025	STITCHCO CUSTOM EMBROIDERY, LLC					180.00
	6-60-800-3200-682-900-0000-000-705		0862-001	180.00	26000019	EMBROIDERY FOR PRIZES	
Total Expenditures							\$13,460.52
Total Checks							22



**ANGEL,
JOHNSTON &
BLASINGAME, P.C.**

CERTIFIED PUBLIC ACCOUNTANTS

P.O. BOX 706 • 2700 SOUTH FOURTH
CHICKASHA, OKLAHOMA 73023
PHONE (405) 224-6363 • FAX (405) 224-6364
ajb-cpas.com

Financial Statements

NINNEKAH PUBLIC SCHOOLS

For Month Ending July 31, 2025



**ANGEL,
JOHNSTON &
BLASINGAME, P.C.**

P.O. BOX 706 • 2700 SOUTH FOURTH
CHICKASHA, OKLAHOMA 73023
PHONE (405) 224-6363 • FAX (405) 224-6364
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CERTIFIED PUBLIC ACCOUNTANTS

ACCOUNTANT'S COMPILATION REPORT

To the Board of Education
Ninnekah Public Schools
P.O. Box 275
Ninnekah, OK 73067

Management is responsible for the accompanying interim historical financial statements of Ninnekah Public Schools District (a public school district), which comprise the treasurer's statement of cash position-modified cash basis as of July 31, 2025, and the related revenue analysis-modified cash basis for the one month and one months then ended, in accordance with the modified cash basis of accounting, and for determining that the modified cash basis of accounting is an acceptable financial reporting framework. We have performed a compilation engagement of the interim historical financial information in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the interim historical financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. We do not express an opinion, a conclusion, nor provide any assurance on these interim historical financial statements.

The interim historical financial statements are prepared in accordance with the modified cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America.

Management has elected to omit substantially all of the disclosures ordinarily included in interim historical financial statements prepared in accordance with the modified cash basis of accounting. If the omitted disclosures were included in the interim historical financial statements, they might influence the user's conclusions about the District's cash position and revenues. Accordingly, the interim historical financial statements are not designed for those who are not informed about such matters.

Management has elected to omit the summaries of significant assumptions and accounting policies required under established guidelines for presentation of prospective interim historical financial statements. If the omitted summaries were included in the budgeted information, they might influence the user's conclusions about the District's budgeted information. Accordingly, this budgeted information is not designed for those who are not informed about such matters.

The supplementary budget information (total amount appropriated and estimated revenue) of the District for the year ending June 30, 2026, that is presented for purposes of additional analysis and is not a required part of the basic interim historical financial statements. Such information is the representation of management. The supplementary budget information was not subject to our compilation engagement. We do not express an opinion, a conclusion, nor provide any assurance on such information.

The supplementary information contained in the receipt register-modified cash basis and receipt analysis-modified cash basis is presented for purposes of additional analysis and is not a required part of the basic interim historical financial statements. Such information is the representation of management. The supplementary information was subject to our compilation engagement. We have not audited or reviewed the supplementary information and do not express an opinion, a conclusion, nor provide any assurance on such information.

We are not independent with respect to Ninnekah Public Schools District.

Angel, Johnston & Blasingame, P.C.

Angel, Johnston, & Blasingame P.C.
Chickasha, Oklahoma
August 6, 2025

Ninnekah Public Schools
Revenue Analysis - Modified Cash Basis

Options: Type of Revenue: Estimated, As Of Date: 7/31/2025

	Estimated Revenue	Revenue Collected	Revenue Receivable	Unappropriated Receipts	% Rev Collected	Current Month
Fund - 11 GEN FUND-FOR OP						
Series - 1000						
Source - 1120 AD VALOREM TAX LEVY (PR.YRS)	\$0.00	\$18,125.93	\$0.00	\$18,125.93	N/A	\$18,125.93
Source - 1311 INTEREST EARNINGS	\$0.00	\$6,428.36	\$0.00	\$6,428.36	N/A	\$6,428.36
Source - 1350 INTEREST ON TAXES	\$0.00	\$73.43	\$0.00	\$73.43	N/A	\$73.43
Source - 1420 RENTAL NOT SCHOOL FACILITIES	\$0.00	\$800.00	\$0.00	\$800.00	N/A	\$800.00
Source - 1660 MINERAL ROYALTIES/LEASE REV.	\$0.00	\$72.05	\$0.00	\$72.05	N/A	\$72.05
Source - 1680 REFUND PRIOR YR EXPENDITURES	\$0.00	\$626.72	\$0.00	\$626.72	N/A	\$626.72
Series - 1000 Total	\$0.00	\$26,126.49	\$0.00	\$26,126.49	N/A	\$26,126.49
Series - 2000						
Source - 2100 COUNTY 4 MILL AD VALOREM TA	\$0.00	\$2,592.80	\$0.00	\$2,592.80	N/A	\$2,592.80
Source - 2200 COUNTY APPORT.(MORTGAGE TA	\$0.00	\$1,929.82	\$0.00	\$1,929.82	N/A	\$1,929.82
Series - 2000 Total	\$0.00	\$4,522.62	\$0.00	\$4,522.62	N/A	\$4,522.62
Series - 3000						
Source - 3110 GROSS PRODUCTION TAX	\$0.00	\$68,320.53	\$0.00	\$68,320.53	N/A	\$68,320.53
Source - 3120 MOTOR VEHICLE COLLECTIONS	\$0.00	\$4,017.36	\$0.00	\$4,017.36	N/A	\$4,017.36
Source - 3130 RURAL ELECTRIC COOP.TAX	\$0.00	\$8,546.25	\$0.00	\$8,546.25	N/A	\$8,546.25
Source - 3140 STATE SCHOOL LAND EARNINGS	\$0.00	\$6,236.61	\$0.00	\$6,236.61	N/A	\$6,236.61
Source - 3160 FARM IMPLEMENT TAX STAMP	\$0.00	\$413.98	\$0.00	\$413.98	N/A	\$413.98
Series - 3000 Total	\$0.00	\$87,534.73	\$0.00	\$87,534.73	N/A	\$87,534.73
Series - 4000						
Source - 4210 TITLE I-BASIC PROGRAM	\$0.00	\$90,381.26	\$0.00	\$90,381.26	N/A	\$90,381.26
Source - 4310 INDIV.WITH DISABIL.IDEA--B	\$0.00	\$27,768.55	\$0.00	\$27,768.55	N/A	\$27,768.55
Source - 4445 TITLE IV, PART A, STRONGER CON	\$0.00	\$12,382.74	\$0.00	\$12,382.74	N/A	\$12,382.74
Source - 4550 JOHNSON-O'MALLEY PROGRAM	\$0.00	\$1,759.28	\$0.00	\$1,759.28	N/A	\$1,759.28
Series - 4000 Total	\$0.00	\$132,291.83	\$0.00	\$132,291.83	N/A	\$132,291.83
Series - 6000						
Source - 6110 CASH FORWARD-SURPLUS CASH	\$0.00	\$282,657.45	\$0.00	\$282,657.45	N/A	\$282,657.45
Series - 6000 Total	\$0.00	\$282,657.45	\$0.00	\$282,657.45	N/A	\$282,657.45
Fund - 11 GEN FUND-FOR OP Total	\$0.00	\$533,133.12	\$0.00	\$533,133.12	N/A	\$533,133.12
Fund - 12 CO-OP FUND-FOR CO-OP						
Series - 6000						
Source - 6110 CASH FORWARD-SURPLUS CASH	\$0.00	\$20,719.61	\$0.00	\$20,719.61	N/A	\$20,719.61
Series - 6000 Total	\$0.00	\$20,719.61	\$0.00	\$20,719.61	N/A	\$20,719.61
Fund - 12 CO-OP FUND-FOR CO-OP Total	\$0.00	\$20,719.61	\$0.00	\$20,719.61	N/A	\$20,719.61
Fund - 21 Building						
Series - 1000						
Source - 1120 AD VALOREM TAX LEVY (PR.YRS)	\$0.00	\$2,591.55	\$0.00	\$2,591.55	N/A	\$2,591.55
Series - 1000 Total	\$0.00	\$2,591.55	\$0.00	\$2,591.55	N/A	\$2,591.55
Series - 3000						
Source - 3160 FARM IMPLEMENT TAX STAMP	\$0.00	\$59.19	\$0.00	\$59.19	N/A	\$59.19
Series - 3000 Total	\$0.00	\$59.19	\$0.00	\$59.19	N/A	\$59.19
Series - 6000						
Source - 6110 CASH FORWARD-SURPLUS CASH	\$0.00	\$102,306.80	\$0.00	\$102,306.80	N/A	\$102,306.80
Series - 6000 Total	\$0.00	\$102,306.80	\$0.00	\$102,306.80	N/A	\$102,306.80
Fund - 21 Building Total	\$0.00	\$104,957.54	\$0.00	\$104,957.54	N/A	\$104,957.54
Fund - 22 CHILD NUTRITION						
Series - 4000						
Source - 4710 LUNCHES	\$0.00	\$3,845.38	\$0.00	\$3,845.38	N/A	\$3,845.38
Source - 4720 BREAKFASTS	\$0.00	\$2,405.48	\$0.00	\$2,405.48	N/A	\$2,405.48
Series - 4000 Total	\$0.00	\$6,250.86	\$0.00	\$6,250.86	N/A	\$6,250.86
Series - 6000						
Source - 6110 CASH FORWARD-SURPLUS CASH	\$0.00	\$86,618.66	\$0.00	\$86,618.66	N/A	\$86,618.66
Series - 6000 Total	\$0.00	\$86,618.66	\$0.00	\$86,618.66	N/A	\$86,618.66
Fund - 22 CHILD NUTRITION Total	\$0.00	\$92,869.52	\$0.00	\$92,869.52	N/A	\$92,869.52
Fund - 31 2023 GOCP BOND						

See Attached Accountants Compilation Report

Ninnekah Public Schools

Revenue Analysis - Modified Cash Basis

Options: Type of Revenue: Estimated, As Of Date: 7/31/2025

	Estimated Revenue	Revenue Collected	Revenue Receivable	Unappropriated Receipts	% Rev Collected	Current Month
Series - 6000						
Source - 6110 CASH FORWARD-SURPLUS CASH	\$0.00	\$363,160.64	\$0.00	\$363,160.64	N/A	\$363,160.64
Series - 6000 Total	\$0.00	\$363,160.64	\$0.00	\$363,160.64	N/A	\$363,160.64
Fund - 31 2023 GOCP BOND Total	\$0.00	\$363,160.64	\$0.00	\$363,160.64	N/A	\$363,160.64
Fund - 34 BOND FUND-2023 BUILDING BOND						
Series - 6000						
Source - 6110 CASH FORWARD-SURPLUS CASH	\$0.00	\$173,563.67	\$0.00	\$173,563.67	N/A	\$173,563.67
Series - 6000 Total	\$0.00	\$173,563.67	\$0.00	\$173,563.67	N/A	\$173,563.67
Fund - 34 BOND FUND-2023 BUILDING BOND Total	\$0.00	\$173,563.67	\$0.00	\$173,563.67	N/A	\$173,563.67
Fund - 38 BOND FUND-2013 BUILDING						
Series - 6000						
Source - 6110 CASH FORWARD-SURPLUS CASH	\$0.00	\$32,655.03	\$0.00	\$32,655.03	N/A	\$32,655.03
Series - 6000 Total	\$0.00	\$32,655.03	\$0.00	\$32,655.03	N/A	\$32,655.03
Fund - 38 BOND FUND-2013 BUILDING Total	\$0.00	\$32,655.03	\$0.00	\$32,655.03	N/A	\$32,655.03
Fund - 39 2023 TRANSPORTATION BOND						
Series - 6000						
Source - 6110 CASH FORWARD-SURPLUS CASH	\$0.00	\$272,247.00	\$0.00	\$272,247.00	N/A	\$272,247.00
Series - 6000 Total	\$0.00	\$272,247.00	\$0.00	\$272,247.00	N/A	\$272,247.00
Fund - 39 2023 TRANSPORTATION BOND Total	\$0.00	\$272,247.00	\$0.00	\$272,247.00	N/A	\$272,247.00
Fund - 41 Sinking						
Series - 1000						
Source - 1120 AD VALOREM TAX LEVY (PR. YRS)	\$0.00	\$13,737.39	\$0.00	\$13,737.39	N/A	\$13,737.39
Series - 1000 Total	\$0.00	\$13,737.39	\$0.00	\$13,737.39	N/A	\$13,737.39
Series - 3000						
Source - 3160 FARM IMPLEMENT TAX STAMP	\$0.00	\$338.74	\$0.00	\$338.74	N/A	\$338.74
Series - 3000 Total	\$0.00	\$338.74	\$0.00	\$338.74	N/A	\$338.74
Series - 6000						
Source - 6110 CASH FORWARD-SURPLUS CASH	\$0.00	\$206,262.07	\$0.00	\$206,262.07	N/A	\$206,262.07
Series - 6000 Total	\$0.00	\$206,262.07	\$0.00	\$206,262.07	N/A	\$206,262.07
Fund - 41 Sinking Total	\$0.00	\$220,338.20	\$0.00	\$220,338.20	N/A	\$220,338.20
Report Total	\$0.00	\$1,813,644.33	\$0.00	\$1,813,644.33	N/A	\$1,813,644.33

Supplementary Information:

Receipt Register & Receipt Analysis
Modified Cash Basis

Ninnekah Public Schools

Receipt Register - Modified Cash Basis

Options: Fund: Governmental Funds, Show Detail: No, Date Range: 7/1/2025 - 7/31/2025, Account: All, Status: All

Receipt No	Date	Received From	Amount	Status
1	7/2/2025	Garvin County Clerk	\$1,887.62	Posted
2	7/3/2025	OK State Dept. of Ed.	\$12,382.74	Posted
3	7/3/2025	OK State Dept. of Ed.	\$1,150.00	Posted
4	7/3/2025	Grady County Clerk	\$37,975.21	Posted
5	7/8/2025	Renessa Cramer	\$800.00	Posted
6	7/8/2025	Ben E Keith Co.	\$327.44	Posted
7	7/9/2025	Pitney Bowes	\$299.28	Posted
8	7/10/2025	Oklahoma Tax Commission	\$80,884.14	Posted
9	7/14/2025	OK State Dept. of Ed.	\$90,381.26	Posted
10	7/14/2025	OK State Dept. of Ed.	\$26,618.55	Posted
11	7/16/2025	C. N Accounts Payable	\$1,759.28	Posted
12	7/18/2025	OK State Dept. of Ed.	\$3,845.38	Posted
13	7/18/2025	OK State Dept. of Ed.	\$2,405.48	Posted
14	7/23/2025	State School Land Earnings	\$6,236.61	Posted
15	7/25/2025	Kaiser Francis	\$72.05	Posted
16	7/31/2025	Bank Interest	\$0.05	Posted
17	7/31/2025	Bank Interest	\$6,428.31	Posted
Year and Fund Totals:				
2026	11	\$250,475.67		
2026	21	\$2,650.74		
2026	22	\$6,250.86		
2026	41	\$14,076.13		
Total Receipts Posted =		\$273,453.40		
Total Receipts Not Posted =		\$0.00		

Ninnekah Public Schools

Receipt Analysis - Modified Cash Basis

Options: Date Range: 7/1/2025 - 7/31/2025

Year	Receipt No	Date	Received From	Amount
Fund - 11 GEN FUND-FOR OP				
1120 AD VALOREM TAX LEVY (PR.YRS)				
2026	4	7/3/2025	Grady County Clerk	
				1120 AD VALOREM TAX LEVY (PR.YRS) Total
				\$18,125.93
				\$18,125.93
1311 INTEREST EARNINGS				
2026	16	7/31/2025	Bank Interest	\$0.05
2026	17	7/31/2025	Bank Interest	\$6,428.31
				1311 INTEREST EARNINGS Total
				\$6,428.36
1350 INTEREST ON TAXES				
2026	4	7/3/2025	Grady County Clerk	\$73.43
				1350 INTEREST ON TAXES Total
				\$73.43
1420 RENTAL NOT SCHOOL FACILITIES				
2026	5	7/8/2025	Renessa Cramer	\$800.00
				1420 RENTAL NOT SCHOOL FACILITIES Total
				\$800.00
1660 MINERAL ROYALTIES/LEASE REV.				
2026	15	7/25/2025	Kaiser Francis	\$72.05
				1660 MINERAL ROYALTIES/LEASE REV. Total
				\$72.05
1680 REFUND PRIOR YR EXPENDITURES				
2026	6	7/8/2025	Ben E Keith Co.	\$327.44
2026	7	7/9/2025	Pitney Bowes	\$299.28
				1680 REFUND PRIOR YR EXPENDITURES Total
				\$626.72
2100 COUNTY 4 MILL AD VALOREM TAX				
2026	1	7/2/2025	Garvin County Clerk	\$1,887.62
2026	4	7/3/2025	Grady County Clerk	\$705.18
				2100 COUNTY 4 MILL AD VALOREM TAX Total
				\$2,592.80
2200 COUNTY APPORT.(MORTGAGE TAX)				
2026	4	7/3/2025	Grady County Clerk	\$1,929.82
				2200 COUNTY APPORT.(MORTGAGE TAX) Total
				\$1,929.82
3110 GROSS PRODUCTION TAX				
2026	8	7/10/2025	Oklahoma Tax Commission	\$68,320.53
				3110 GROSS PRODUCTION TAX Total
				\$68,320.53
3120 MOTOR VEHICLE COLLECTIONS				
2026	8	7/10/2025	Oklahoma Tax Commission	\$4,017.36
				3120 MOTOR VEHICLE COLLECTIONS Total
				\$4,017.36
3130 RURAL ELECTRIC COOP. TAX				
2026	8	7/10/2025	Oklahoma Tax Commission	\$8,546.25
				3130 RURAL ELECTRIC COOP. TAX Total
				\$8,546.25
3140 STATE SCHOOL LAND EARNINGS				
2026	14	7/23/2025	State School Land Earnings	\$6,236.61
				3140 STATE SCHOOL LAND EARNINGS Total
				\$6,236.61
3160 FARM IMPLEMENT TAX STAMP				
2026	4	7/3/2025	Grady County Clerk	\$413.98
				3160 FARM IMPLEMENT TAX STAMP Total
				\$413.98
4210 TITLE I-BASIC PROGRAM				
2026	9	7/14/2025	OK State Dept. of Ed.	\$90,381.26
				4210 TITLE I-BASIC PROGRAM Total
				\$90,381.26
4310 INDIV.WITH DISABIL.IDEA--B				
2026	3	7/3/2025	OK State Dept. of Ed.	\$1,150.00
2026	10	7/14/2025	OK State Dept. of Ed.	\$26,618.55
				4310 INDIV.WITH DISABIL.IDEA--B Total
				\$27,768.55
4445 TITLE IV, PART A, STRONGER CONNECT				
2026	2	7/3/2025	OK State Dept. of Ed.	\$12,382.74
				4445 TITLE IV, PART A, STRONGER CONNECT Total
				\$12,382.74
4550 JOHNSON-O'MALLEY PROGRAM				
2026	11	7/16/2025	C.N Accounts Payable	\$1,759.28
				4550 JOHNSON-O'MALLEY PROGRAM Total
				\$1,759.28
				Fund - 11 GEN FUND-FOR OP Total
				\$250,475.67

Ninnekah Public Schools

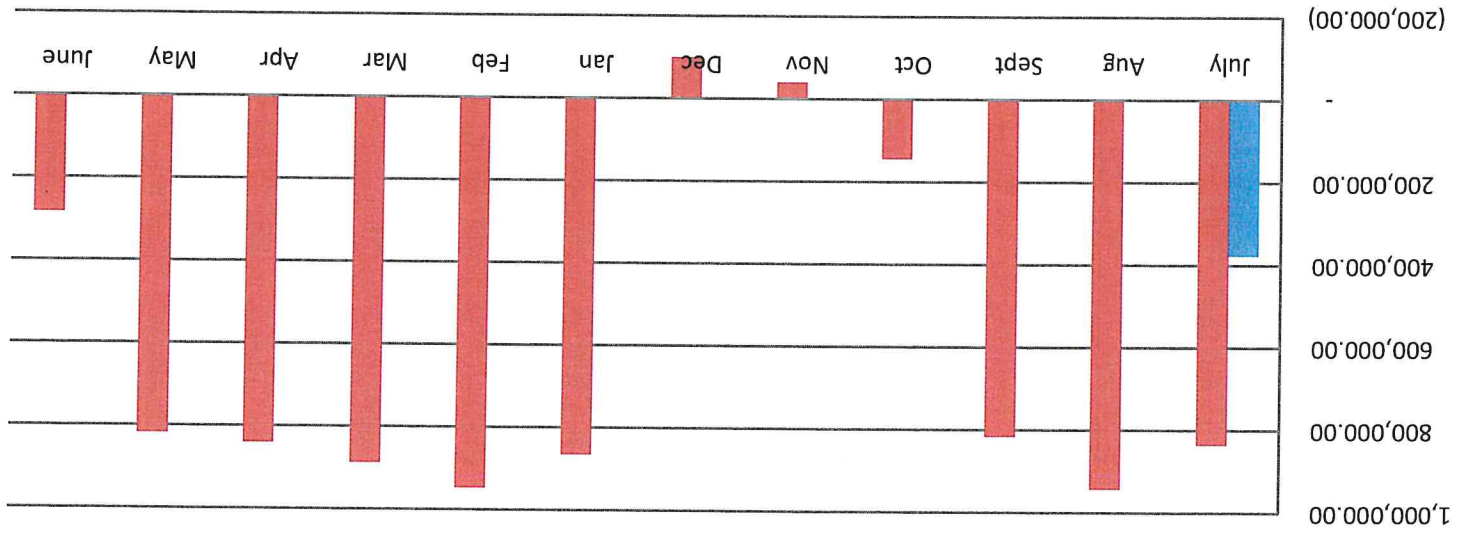
Receipt Analysis - Modified Cash Basis

Options: Date Range: 7/1/2025 - 7/31/2025

Year	Receipt No	Date	Received From	Amount
2026	1120 AD VALOREM TAX LEVY (PR.YRS)	4 7/3/2025	Grady County Clerk	\$2,591.55
			1120 AD VALOREM TAX LEVY (PR.YRS) Total	\$2,591.55
2026	3160 FARM IMPLEMENT TAX STAMP	4 7/3/2025	Grady County Clerk	\$59.19
			3160 FARM IMPLEMENT TAX STAMP Total	\$59.19
			Fund - 21 Building Total	\$2,650.74
2026	Fund - 22 CHILD NUTRITION	12 7/18/2025	OK State Dept. of Ed.	\$3,845.38
	4710 LUNCHES		4710 LUNCHES Total	\$3,845.38
2026	4720 BREAKFASTS	13 7/18/2025	OK State Dept. of Ed.	\$2,405.48
			4720 BREAKFASTS Total	\$2,405.48
			Fund - 22 CHILD NUTRITION Total	\$6,250.86
2026	Fund - 41 Sinking	4 7/3/2025	Grady County Clerk	\$13,737.39
	1120 AD VALOREM TAX LEVY (PR.YRS)		1120 AD VALOREM TAX LEVY (PR.YRS) Total	\$13,737.39
2026	3160 FARM IMPLEMENT TAX STAMP	4 7/3/2025	Grady County Clerk	\$338.74
			3160 FARM IMPLEMENT TAX STAMP Total	\$338.74
			Fund - 41 Sinking Total	\$14,076.13
			Receipts Total	\$273,453.40

See Attached Accountants Compilation Report

Ninnekah School - General Fund Cash Position By Month





Price Quote

100 S. Mill Ave
 Suite 1700
 Tempe, AZ 85281
 877-725-4257

Date 7/28/2025
 Quote No. Q-130407
 Acct. No. 12207144
 Total 19,808.00
 Pricing Expires 09/15/2025

Ninnekah School District 51
 PO Box 275
 Ninnekah OK 73067
 United States

IS overages will be monitored and billed quarterly at \$275/student/.5 credit

Payment Term	Contract Start	Contract End
Net 30	7/1/2025	6/30/2026

Site	Description	End Date	Qty	Per Unit	Amount
Ninnekah School District 51	PL - CW/Supp/SS Virtual Session	06/30/2026	1	750.00	750.00
Ninnekah High School	Edgenuity Academic Integrity	06/30/2026	1	495.00	495.00
	Imagine EdgeEX with Edgenuity 6-12 Comprehensive Site License	06/30/2026	1	16,500.00	16,500.00
	Edgenuity Enhanced CTE Site License	06/30/2026	1	2,063.00	2,063.00

Subtotal 19,808.00
Tax Total 0.00
Total 19,808.00

Imagine Learning will audit enrollment count throughout the year. If more enrollments are found to be in use than purchased, Imagine Learning will invoice the customer for the additional usage.

This quote is subject to Imagine Learning LLC Terms and Conditions of Company Services ("Terms and Conditions"). These Terms and Conditions are available at www.imaginelearning.com/standard-terms-and-conditions, may change without notice and are incorporated by this reference. By signing this quote or by submitting a purchase order or form purchasing document, Customer explicitly agrees to these Terms and Conditions resulting in a legally binding agreement. To the fullest extent permitted under applicable law, all pricing information contained in this quote is confidential and may not be shared with third parties without Imagine Learning's written consent.

Please note that the paper used in our products and the paper and components included in our science and math kits are sourced from suppliers that may become subject to tariffs. While we are actively managing our supply chain to minimize the effect of any tariffs that may be imposed, we reserve the right to apply a tariff surcharge to offset increased costs if necessary. We will provide thirty (30) days advance notice regarding the imposition of any such surcharges.

Not valid unless accompanied by a purchase order. Please specify a shipping address if applicable. Please e-mail this quote, the purchase order and order documentation to AR@imaginelearning.com or fax to 480-423-0213.

Ninnekah School District 51

Imagine Learning Representative

Signature: _____
Print Name: _____
Title: _____
Date: _____

Andy Pena
Account Executive -
andy.pena@imaginelearning.com
imaginethefutureoflearning.com



IXL Learning
 777 Mariners Island Blvd., Suite 600
 San Mateo, CA 94404

RENEWAL QUOTE

QUOTE # 1472820-1
 DATE: AUGUST 1, 2025

TO:
 Regina Jones
 Ninnekah School District 51
 904 E Dell St
 Ninnekah, OK 73067

COMMENTS OR SPECIAL INSTRUCTIONS

SALESPERSON	ACCOUNT #	RENEWAL PERIOD	QUOTE VALID UNTIL
Amilia Yun	A19-2232238	September 7, 2025 - September 7, 2026	September 7, 2025

SUBSCRIPTIONS	QUANTITY	LIST UNIT PRICE	NET PRICE
IXL site license (Grades PK-8, 12) Subjects: IXL Complete (Math, ELA, Science, and Social studies)	325	\$23.50	\$7,637.50
Total Price			\$7,637.50

SERVICES	QUANTITY	LIST UNIT PRICE	NET PRICE
IXL Elevate I	1	\$695.00	\$695.00
Total Price			\$695.00

TOTALS	
Total Subscriptions List Price	\$7,637.50
Total Services List Price	\$695.00
Grand Total	\$8,332.50

Ordering instructions

We accept payment by purchase order, check, or credit card. To submit a purchase order for this quote, [click here](#) or go to <https://www.ixl.com/po-upload> and enter quote # 1472820-1. For international accounts, we can accept wire transfers for an additional fee.



SALES CONTRACT
CONTRACT #1472820-1
August 1, 2025

IXL Learning
777 Mariners Island Blvd., Suite 600
San Mateo, CA 94404

CUSTOMER

Regina Jones
Ninnekah School District 51
904 E Dell St
Ninnekah, OK 73067

RENEWAL INFO

Salesperson	Account #	Quote #	Renewal period
Amilia Yun	A19-2232238	1472820-1	September 7, 2025 - September 7, 2026

PAYMENT PLAN

Amount	Invoice date
\$8,332.50	September 21, 2025
TOTAL	\$8,332.50

Price valid until September 7, 2025

ACCEPTANCE OF SALES CONTRACT

This is a binding agreement of payment between IXL Learning and the Purchaser. Your signature indicates that you have received, reviewed, and accepted the attached Terms and Conditions of Sale and that you agree to pay the full license price listed above within 60 days of the invoice date. Without a signature, your order may not be processed.

Acknowledged and agreed to:

AUTHORIZED SIGNATURE

DATE

THIS IS A LEGAL DOCUMENT ("SALES CONTRACT") BETWEEN THE PURCHASER SHOWN ABOVE ("YOU") AND IXL LEARNING ("SELLER"). PLEASE READ THIS AGREEMENT CAREFULLY. YOU AGREE TO BE BOUND BY ALL OF THE TERMS AND CONDITIONS OF THE AGREEMENT, AS WELL AS BY THE WEBSITE TERMS OF SERVICE, WHICH ARE INCORPORATED BY REFERENCE. NO VARIATION OF THESE TERMS AND CONDITIONS ARE BINDING ON SELLER UNLESS AGREED TO IN WRITING SIGNED BY AN AUTHORIZED REPRESENTATIVE OF IXL LEARNING.

1. **PRICING:** The quoted purchase price of the license is valid through the "Price valid until" date on page 1. This price is not binding on IXL unless you have accepted it by sending us an executed Sales Contract by that date.
2. **PAYMENT:** If IXL decides to accept your Sales Contract, we will issue you an invoice. Complete payment of the amount of the stated purchase price is due within sixty (60) days of the invoice date. If payment is not received by the Seller within 60 days, the invoice is considered past due. IXL licenses with past due payments will be put on hold and are subject to termination. Termination does not relieve the Purchaser of the obligation to pay fees due to the Seller.

The full invoice amount must be paid either by check or by credit card. We accept Visa, MasterCard, American Express, and Discover.

All checks should be mailed to:

IXL Learning
777 Mariners Island Blvd., Suite 600
San Mateo, CA 94404

Credit card payments may be made by phone at (855) 255-8800.

Any late payment will incur interest at the rate of the lesser of 1% a month or the maximum permissible by law.

3. **CANCELLATION AND REFUND:** No cancellation will be accepted, and no refund issued, if it is more than thirty (30) days beyond the date of purchase for the license referenced in this Sales Contract. For cancellations and refunds of the license tendered under this Sales Contract to be accepted, the Seller must receive written notification of the cancellation within 30 days of purchase. Cancellations requested outside of the 30-day period will not be refunded, and the Purchaser will be responsible for completing the purchase as stated in the Sales Contract.
4. **LICENSES:** IXL grants you the right to provide access, through unique log-in IDs, to no more individuals than the quantity indicated on the first page. The terms and conditions of use for each of these individuals are governed by our website's Terms of Service. You agree to be responsible for their accounts, to monitor their use of their accounts, and to indemnify, defend, and hold us harmless for any claims arising out of or related to their use of IXL Learning's website and services. To the extent that these individuals are minors, you consent to our collection of their personal information as described in our Privacy Policy.

Classroom and Site licenses will be activated immediately upon receipt of your payment unless another date is specified or agreed to by IXL. Activation confirmation will be sent to the e-mail address provided by the school or individual completing the purchase.

If an individual who has an IXL account through a Classroom or Site license purchased by you is no longer affiliated with you, you may request that we deactivate the individual's account, or no longer associate it with your license, so that that license can be reassigned to another individual associated with your institution.

If you are a teacher, you represent and warrant that you have permission and authorization from your school and/or district to use the Services as part of your curriculum, and for purposes of Children's Online Privacy Protection Act ("COPPA") compliance, you represent and warrant that you are entering into these Terms on behalf of your school and/or district.

5. **PRIVACY:** If you are a school, district, or teacher, you acknowledge and agree that you are responsible for complying with COPPA, meaning that you must obtain advance written consent from all parents or guardians whose children under 13 will be accessing the website and services and you represent and warrant that you have obtained that consent. When obtaining consent, you must provide parents and guardians with our Privacy Policy. You are to keep all consents on file and provide them to us if we request them.
6. **DISCLAIMER OF WARRANTIES. YOU EXPRESSLY UNDERSTAND AND AGREE THAT:**
 - a. YOUR USE OF THE SERVICE IS AT YOUR SOLE RISK. THE SERVICE IS PROVIDED "AS IS," "AS AVAILABLE," AND WITH ALL FAULTS. IXL EXPRESSLY DISCLAIMS ALL WARRANTIES OF ANY KIND, WHETHER EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO THE IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, AND NON-INFRINGEMENT.
 - b. IXL MAKES NO WARRANTY THAT (i) THE SERVICE WILL MEET YOUR REQUIREMENTS, (ii) THE SERVICE WILL BE UNINTERRUPTED, TIMELY,

SECURE, OR ERROR-FREE, (iii) THE RESULTS THAT MAY BE OBTAINED FROM THE USE OF THE SERVICE WILL BE ACCURATE OR RELIABLE, (iv) THE QUALITY OF ANY PRODUCTS, SERVICES, INFORMATION, OR OTHER MATERIAL PURCHASED OR OBTAINED BY YOU THROUGH THE SERVICE WILL MEET YOUR EXPECTATIONS, AND (v) ANY ERRORS IN THE SERVICE WILL BE CORRECTED.

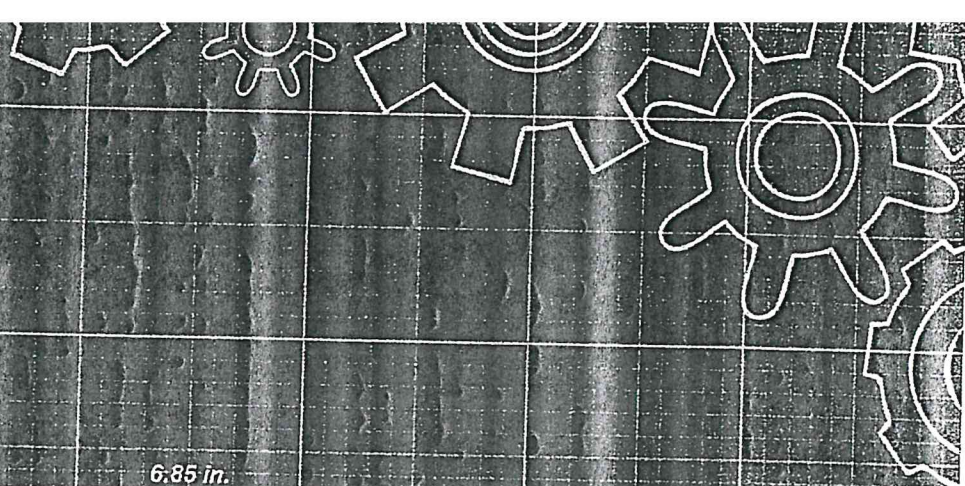
c. ANY MATERIAL DOWNLOADED OR OTHERWISE OBTAINED THROUGH THE USE OF THE SERVICE IS DONE AT YOUR OWN DISCRETION AND RISK AND THAT YOU WILL BE SOLELY RESPONSIBLE FOR ANY DAMAGE TO YOUR COMPUTER SYSTEM OR LOSS OF DATA THAT RESULTS FROM THE DOWNLOAD OF ANY SUCH MATERIAL.

d. NO ADVICE OR INFORMATION, WHETHER ORAL OR WRITTEN, OBTAINED BY YOU FROM IXL OR THROUGH OR FROM THE SERVICE SHALL CREATE ANY WARRANTY NOT EXPRESSLY STATED IN THE TOS.

Some states do not allow certain limitations on warranties, so certain of the above limitations may not apply to you.

7. **LIMITATION OF LIABILITY:** YOU EXPRESSLY UNDERSTAND AND AGREE THAT IXL SHALL NOT BE LIABLE FOR ANY DIRECT, INDIRECT, INCIDENTAL, SPECIAL, CONSEQUENTIAL, OR EXEMPLARY DAMAGES, INCLUDING BUT NOT LIMITED TO, DAMAGES FOR LOSS OF PROFITS, GOODWILL, USE, DATA, OR OTHER INTANGIBLE LOSSES RESULTING FROM THE USE OR INABILITY TO USE THIS SERVICE. IN ALL INSTANCES, DAMAGES SHALL BE CAPPED AT ONE MONTH'S FEES.
8. **SEVERABILITY:** If any provision of this agreement is deemed invalid, illegal, or unenforceable, then that provision shall be deemed severable from these terms and shall not affect the validity and enforceability of any remaining provisions of this Sales Contract, which shall remain in full force and effect.
9. **ARBITRATION:** You agree that any dispute or claim you may have against IXL arising out of or related to this Sales Contract or the use of Services must be submitted to arbitration, before a single arbitrator appointed by JAMS/Endispute and conducted according to their rules in San Francisco, CA, USA, and that the determination of any such arbitrator shall be binding. The courts located in San Francisco, CA, USA, have exclusive jurisdiction over any judicial proceedings related to this agreement, and you waive any claim that such a court is an improper venue, inconvenient, or lacks jurisdiction over you.
10. **GOVERNING LAW:** The Sales Contract and the relationship between you and IXL are governed by the laws of the State of California without regard to conflict of law provisions.
11. **ENTIRE AGREEMENT:** This Sales Contract, which incorporates the Terms of Service by reference, is the final expression of the agreement between Purchaser and Seller and supersedes all prior representations, understandings, and agreements between the Purchaser and Seller relating to its subject matter. This Sales Contract cannot be modified, amended, or changed except in writing and signed by IXL.

Please contact IXL Learning with any questions regarding this sales contract:
Toll-free (855) 255-8800 | Direct (650) 372-4300 | E-mail orders@ixl.com
Completed sales contracts should be emailed to your sales consultant.



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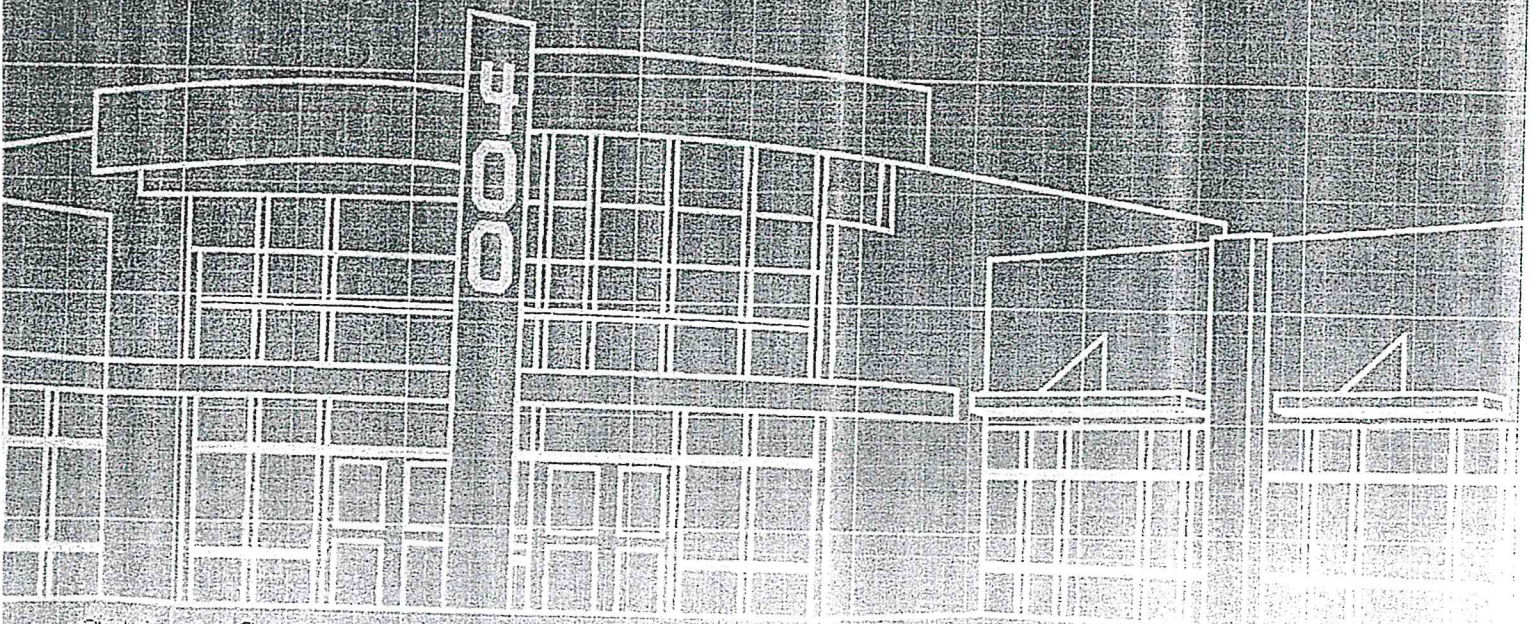
CVTECH

0.135 in.

2025-2026

Program Information Sheets

Chickasha Campus



Chickasha Campus
 12301 W. Whetstone Ave
 Chickasha, OK 73015
 Phone: 222-7330

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Canadian Valley Technology Center

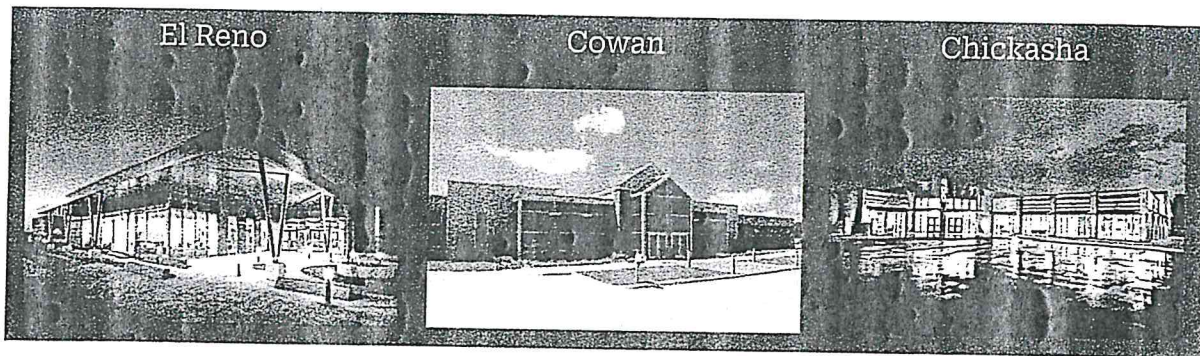
Our mission is to prepare people to succeed through quality career and technical education programs and services.

Since 1970, we have been providing educational opportunities for high school students and adults. Our programs and services help you if you're ready to enter the workforce, if you're going to college, if you're an adult ready to make a career change or simply ready to expand your skills. CV Tech is ready to help you focus on your future.

CV Tech's student body is a diverse group of high school students from 14 sending schools and adults from the communities we serve. We have three campuses and offer training in 29 career fields.

Each year, hundreds of students choose to maximize their education by adding Canadian Valley's career-focused curriculum to their class schedules. Students are taught the fundamental concepts of their chosen field and learn to apply them in a professional lab/shop environment, all while learning to apply math, science, literacy, and employment readiness into their studies. This approach helps our students master highly technical procedures and gives them a head start on developing the work ethic employers demand from employees. As a result, our graduates are prepared to keep up with today's rapidly changing job market.

At CV Tech, instructors utilize instructional delivery that consists of individualized, standards-based learning through the use of an online learning management system and hands-on, skills-driven, project-based learning that includes work-based learning opportunities and capstone projects. Employability skills and academic skills instruction are incorporated with occupational skills education throughout the program.



CV Tech Information

Schedule

We offer two daytime class sessions:

AM 8:00 - 11:00

PM 12:00 - 3:00

Class sessions are approximately three hours with a ten minute break. Students will spend the entire time in their program unless they are taking a math class at CV Tech.

Transportation

Bus transportation is provided from each high school campus or students may choose to drive to campus.

Industry Certifications

The District will pay up to \$350.00 per student, per program toward trade-specific certification examinations and licenses related to the student's approved program of study. To receive this benefit, a student must:

- be taking their first attempt; does not count for retakes
- be currently enrolled or recently completed (within the current year)
- be an in district student in good standing
- have the program instructor's recommendation to take the exam.

High School Credit

Courses that qualify for credit are marked with this symbol ∇ on the program syllabus. They will also be marked with one of the following symbols to identify the type of credit earned.

Δ = Science Credit

\square = Computer Science Credit

π = Math Credit

All ∇ marked courses qualify for Oklahoma Promise credit. OCAS codes are listed on the program information sheet. Awarding of high school credit for courses shall be at the option of the local independent board of education.

Check ODCTE website for continuous updates.

<https://oklahoma.gov/careertech/educators/ocas-codes.html>

College Credit

Community colleges and universities that offer technical college certificates may award college credit for courses taught at technology centers through Prior Learning Assessments (PLA's).

See current Statewide PLA Technical Inventory at

<https://showwhatyouknowok.org/careertech-occupational-licenses/>

For more information contact a CV Tech counselor.

Contact Information

Chickasha Campus (405) 224-7220 1401 W Michigan Ave Chickasha, OK 73018	Program Administrators	
	Ronnie Bogle	(405) 222-7527
	Wendi Williams	(405) 222-7524
	Counselor	
	Traci McNeff	(405) 222-7553
	Practical Nursing Director	
	Pam Roberts	(405) 422-2333
	Special Needs Coordinator / Assessment	
	Denise Burns	(405) 222-7557
	Outreach and Recruitment Specialist	
Breann Dowdle	(405) 222-7503	

Program Counselor and Administrator

Please direct questions to the counselor and/or administrator that supports each program.

Program	Campus	Counselor	Administrator
Accounting and Business Management	Chickasha	McNeff/Burns	Wendi Williams
Automotive Collision Technology	Chickasha	McNeff/Burns	Ronnie Bogle
Automotive Service Technology	Chickasha	McNeff/Burns	Ronnie Bogle
Computer Aided Drafting & Design	Chickasha	McNeff/Burns	Wendi Williams
Computer Information Systems	Chickasha	McNeff/Burns	Ronnie Bogle
Digital Media Technology	Chickasha	McNeff/Burns	Ronnie Bogle
Early Care and Education	Chickasha	McNeff/Burns	Ronnie Bogle
Electrical Trades	Chickasha	McNeff/Burns	Ronnie Bogle
Graphic Design	Chickasha	McNeff/Burns	Ronnie Bogle
Health Careers	Chickasha	McNeff/Burns	Wendi Williams
Heating, Ventilation, Air Conditioning & Refrigeration	Chickasha	McNeff/Burns	Wendi Williams
Practical Nursing	Chickasha	McNeff/Burns	Pam Roberts
Pre-Engineering	Chickasha	McNeff/Burns	Wendi Williams
Precision Machining Technology	Chickasha	McNeff/Burns	Ronnie Bogle
Service Careers	Chickasha	McNeff/Burns	Wendi Williams
Surgical Technology	Chickasha	McNeff/Burns	Pam Roberts
Welding	Chickasha	McNeff/Burns	Wendi Williams

The background is a dark grey grid with white technical drawings. At the top, there are several gears of different sizes. On the left, a vertical assembly with a circular top and a long stem is shown. In the center, a pencil is drawn horizontally. At the bottom, a ruler is shown at an angle. The word "Programs" is written in a large, white, bold, italicized font across the middle of the grid.

Programs





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Accounting and Business Management

Accounting Clerk

Prepare for a career in accounting with CVTech's Accounting Clerk program. This program equips students with a foundation in financial principles, including bookkeeping, payroll, budgeting, and tax preparation. Students gain hands-on experience using industry-standard tools such as QuickBooks and Microsoft Excel to develop financial statements, analyze business transactions, and address real-world accounting challenges. The curriculum emphasizes ethical practices, precision, and critical thinking—key competencies in today's financial landscape. Participants have the opportunity to earn valuable credentials, including QuickBooks Certification and Microsoft Office Specialist (MOS) Certification. To bridge classroom learning with real-world application, the program includes opportunities for internships with local businesses and accounting firms, providing practical experience in a professional setting.

Local Program			Occupations
Accounting Clerk, OCAS 9258/9266			
Courses	Hours	OCAS	
Fundamentals of Technology 	120	8169	Entry Level Salary Range \$12.00 - \$23.00 per hour
Fundamentals of Administrative Technology 	120	8103	
Office Administration & Management 	120	8105	Licensure/Certification Microsoft Office Specialist Quickbooks Certified User
Business Math	40		
Accounting I	120		Suggested Entry Level Skills 10th grade reading level; Basic math skills
Administrative Technologies II 	120	8104	
Accounting II	120		Resources Microsoft Office Foundations of Business The Office: Procedures and Technology Records Management The Office Specialist Customer Service Accounting General Journal QuickBooks Pro Payroll Accounting Administrative & Clinical Competencies Insurance Handbook for the Medical Office Exploring Electronic Health Records
Payroll Accounting	120		
Capstone	80		
Total Hours	960		

Accounting and Business Management Entrepreneurship

The Entrepreneurship program at CVTech provides students with hands-on experience in launching and managing a business. Through projects like developing a business plan, conducting market research, budgeting, and pitching ideas, students build essential entrepreneurial skills. They also explore customer service, branding, advertising, ROI, and digital marketing strategies. Students can earn the Entrepreneurship and Small Business (ESB) certification and MOS Office Suite certification. Opportunities for internship placements with local entrepreneurs or businesses offer students a first-hand look at business ownership and innovation in action.

Local Program Entrepreneurship, OCAS 9206/9207			Occupations Administrative Assistant Receptionist Financial Clerk Accounts Payable/Receivable Clerk Payroll Clerk Entrepreneur Marketing Assistant
Courses	Hours	OCAS	
Fundamentals of Technology 310	120	8169	Entry Level Salary Range \$12.00 - \$23.00 per hour
Fundamentals of Administrative Technology 310	120	8103	
Office Administration & Management 310	120	8105	Licensure/Certification Microsoft Office Specialist Quickbooks Certified User Entrepreneurship and Small Business
Business Math	40		
Accounting I	120		Suggested Entry Level Skills 10th grade reading level; Basic math skills
Introduction to Entrepreneurship	120		
Human Resources Concepts	120		Resources Microsoft Office Foundations of Business The Office: Procedures and Technology Records Management The Office Specialist Customer Service Accounting General Journal QuickBooks Pro Payroll Accounting Administrative & Clinical Competencies Insurance Handbook for the Medical Office Exploring Electronic Health Records
Digital Marketing	60		
Business Development	120		
Career Major Capstone	20		
Total Hours	960		

Accounting and Business Management Medical Office Assistant

CVTech's Medical Office Assistant program prepares students with the administrative expertise needed to thrive in healthcare environments such as clinics, hospitals, and private practices. The curriculum covers essential topics including medical terminology, patient scheduling, electronic health records (EHR), insurance billing, and HIPAA compliance. Students apply their knowledge in simulated medical office settings, gaining hands-on experience in professional, real-world scenarios. Certifications offered include Certified Medical Administrative Assistant (CMAA) and Microsoft Office Specialist (MOS). Internships with local healthcare providers offer valuable on-the-job training in clinical and administrative office roles.

Local Program			Hours	OCAS	Occupations
Medical Office Assistant, OCAS 9230/9231					
Courses					
Fundamentals of Technology	120	8169			Administrative Assistant Receptionist Financial Clerk Accounts Payable/Receivable Clerk Payroll Clerk Medical Office Assistant
Fundamentals of Administrative Technology	120	8103			Entry Level Salary Range \$12.00 - \$23.00 per hour
Office Administration & Management	120	8105			Licensure/Certification Microsoft Office Specialist Quickbooks Certified User
Business Math	40				Suggested Entry Level Skills 10th grade reading level; Basic math skills
Accounting I	120				Resources Microsoft Office Foundations of Business The Office: Procedures and Technology Records Management The Office Specialist Customer Service Accounting General Journal QuickBooks Pro Payroll Accounting Administrative & Clinical Competencies Insurance Handbook for the Medical Office Exploring Electronic Health Records
Foundations of Medical Office	120				
Patient Billing and Medical Insurance	240				
Medical Terminology	60				
Capstone	20				
Total Hours	960				

Automotive Collision Technology

CVTech's Automotive Collision Technology program, an I-CAR affiliate, prepares students for success in the collision repair industry. Students gain hands-on experience in auto detailing, nonstructural and structural repair, refinishing, shop management, and customer service. The program emphasizes industry standards, safety, and precision to develop well-rounded, job-ready technicians.

Local Program		
Collision Repair Technician, OCAS 9904/9905		
Courses	Hours	OCAS
General Safety	25	
Repair and Refinishing	75	
Damage Analysis, Estimating, and Customer Service	30	
Non-Structural Repair	155	
Plastic and Adhesives	75	
Structural Analysis and Repair	100	
Mig (GMAW) Welding	155	
Electrical / Electronics	40	
Painting and Refinishing	180	
Detailing	50	
Trim and Hardware	75	
Total Hours	960	

Occupations

Painter Helper
 Body Technician Helper
 Auto Detailer
 Refinishing Technician
 Collision Technician
 Estimator / Appraiser
 Service Writer
 Industrial Refinishing
 Parts Manager

Entry Level Salary Range

\$10.00 - \$18.00 per hour

Licensure/Certification

I-Car/PDP-EE Pro Level 1
 I-CAR Platinum Refinishing
 I-CAR Platinum Nonstructural

Student ASE:

Painting and Refinishing
 Structural Analysis and
 Damage Repair
 Non-structural Analysis and
 Damage Repair
 Mechanical and Electrical

Suggested Entry Level Skills

9th grade reading level; Basic
 math skills; Algebra

Resources

- I-CAR Collision Repair PDP Online
- Auto Collision Repair and Refinishing
- Chief Measuring System
- CCC Estimating Software

Clothing Requirement

Students must wear long pants and close-toe shoes. Must wear clothes that can get dirty; be prepared to get dusty.

CV/TECH

Automotive Service Technology

CVTech's Automotive Service Technology program focuses on diagnosing and repairing today's passenger cars and light trucks, including advanced computer-controlled systems. The curriculum covers key areas such as brakes, steering and suspension, electrical systems, heating and air conditioning, automatic and manual transmissions, drivetrains, and engine repair and performance. Students gain hands-on experience using industry-standard tools and technology to become skilled, job-ready technicians.

Local Program			Occupations
Automotive Technician, OCAS 9906/9907			
Courses	Hours	OCAS	
Automotive Brakes	120		Automotive Technician Automotive Service Advisor Maintenance/Light Repair Tech Parts Counter Associate
Automotive Heating and Air-Conditioning	120		Entry Level Salary Range \$12.00 - \$25.00 per hour
Automotive Electrical/Electronics	120		Licensure/Certification <i>Student ASE:</i> Brakes Suspension and Steering Electrical and Electronic Systems Heating and Air Conditioning Maintenance and Light Repair Engine Performance Engine Repair Manual DriveTrain and Axles Automatic Transmission/Transaxle Automobile Service Technology
Automotive Steering and Suspension	120		
Automotive Manual DriveTrain and Axle	120		
Automotive Automatic Transmission	120		
Automotive Engine Repair	120		
Automotive Engine Performance	120		
Total Hours	960		Suggested Entry Level Skills 10th grade reading level; Basic math skills; Algebra; Geometry

Clothing Requirement

Work shirt and work pants; valuable clothing should not be worn, as it could be ruined by contact with dirt and grease. Closed-toe shoes are required; leather, high top, steel toe work shoes, or boots with oil resistant non-slip soles are preferred. Safety glasses are required (1st pair provided).

Resources

- CDX Online Fundamentals of Automotive Technology
- AllData website
- ProDemand website

Computer Aided Drafting and Design

The CADD program at CVTech focuses on developing students' skills in communication design through 3D modeling, texturing, animation, rigging, and game design. Students receive foundational training in traditional design software such as AutoCAD, Revit, Civil 3D, and SolidWorks, while also being introduced to emerging technologies including advanced real-time rendering, interactive design, and virtual reality using Twinmotion, Blender, and Unreal Engine. The program offers specialization tracks in civil, architectural, and mechanical design and drafting.

Local Program			
CAD Drafter, OCAS 9681/9682			
Courses	Hours	OCAS	Occupations
Fundamentals of Computer Aided Drafting and Design 3D 3	120	8905	CAD Drafter Designer 2D Drafter Designer 3D Drafter Designer
Engineering Computer Aided Drafting and Design 3D 3	120	8904	Entry Level Salary Range \$17.00 - \$26.00 per hour
Drawing and Document Management	240		Licensure/Certification AutoDesk-AutoCAD AutoDesk Inventor Autodesk Maya Autodesk 3DS Max AutoDesk-Revit AutoDesk-Civil 3D Solidworks
Fundamentals and Applications in CAD	240		
CAD Mechanical (option 1)			
CAD Architectural (option 2)	240		Suggested Entry Level Skills 9th grade reading level; Basic math skills;
CAD Civil (option 3)			
Total Hours	960		

Resources

- Solid Professor
- AutoDesk

Computer Information Systems

This program prepares students to repair, maintain, and troubleshoot personal computers and related hardware, as well as install and configure operating systems and application software. Students also learn to install, configure, and support local area networks (LANs) within an organizational setting. The curriculum equips students with the technical skills necessary to pursue industry-recognized certifications, including CompTIA A+, CompTIA Tech+, CompTIA Network+, and Cisco Certified Support Technician (CCST) in both Networking and Cybersecurity.

Local Program			
Network PC Support Technician, OCAS 9542/9543			
Courses	Hours	OCAS	Occupations
Computer Repair & Troubleshooting I	240	8136	Help Desk Support Desktop Support Analyst
Computer Repair & Troubleshooting II	240	8137	
Routing & Switching I	240	8125	
Routing & Switching II	240	8126	
	Total Hours	960	

Entry Level Salary Range
\$12.00 - \$20.00 per hour

Licensure/Certification
CompTIA Tech+
CompTIA A+
CompTIA Network+
CCST Networking
CCST Cybersecurity
CCST IT Support

Suggested Entry Level Skills
10th grade reading level;
Basic math skills;

Resources

- LabSIM TestOut PC Pro
- Total Seminars CompTIA A+ Video Lectures
- Total Seminars CompTIA Network+ Video Lectures
- CBT Nuggets Cisco CCNA 200-301 Video Lectures
- uCertify Cisco 200-301 Simulator
- Cisco Packet Tracer

Digital Media Technology

The Digital Media Technology program at CVTech prepares students for careers in video production and digital communication. Using an iMac computer lab and professional-grade equipment, students create a variety of media projects while developing technical and creative skills. The program emphasizes proficiency in Adobe Creative Cloud applications, including Premiere Pro, After Effects, Photoshop, InDesign, and Illustrator. Students also explore digital marketing strategies through social media platforms. Upon completion, students have the opportunity to earn certification in up to two Adobe programs.

Local Program			Occupations
Marketing Communications Associate, OCAS 9783/9784			
Courses	Hours	OCAS	
Fundamentals of Technology	120	8169	Production Assistant Digital Media Specialist Photographer Videographer Social Media Management Marketing Assistant
Advertising Strategies	120		Entry Level Salary Range \$12.00 - \$16.00 per hour
Business and Marketing Communications	60		Licensure/Certification <i>Adobe Certified Associate:</i> InDesign Photoshop Premiere Pro Illustrator
Customer Service	60		
Employment Essentials	60		
Marketing Fundamentals	120		
Desktop Publishing and Graphic Design	120	8149	FAA Certification: Recreational Flyer
Marketing Research	120		Commercial Unmanned Aerial Systems (UAS)
Product & Service Sales	60		
Public Relations Marketing	60		Students will create a professional portfolio or demo reel
Capstone	60		
Total Hours	960		Suggested Entry Level Skills 8th grade reading and math levels

Resources

- Gmetrix
- Digital Photography
- ICEV
- Better Photo Basics
- Drone Workshop

Early Care and Education

The Early Care and Education program at CVTech prepares students for careers in child care and early childhood education. The program includes hands-on experience at CVTech's on-site, NAC-accredited Child Development Center, where students work directly with children ranging from six weeks to five years of age. Throughout the program, students begin developing their professional portfolio in preparation to earn the nationally recognized Child Development Associate (CDA) Credential.

Local Program		
Early Care Education, OCAS 9480/9489		
Courses	Hours	OCAS
Planning a Safe, Healthy Learning Environment	120	
Advancing Children's Physical and Intellectual Development	120	
Supporting Children's Social and Emotional Development	120	
Building Productive Relationships with Families	120	
Managing an Effective Program	120	
Maintaining a Commitment to Professionalism	120	
Observing and Recording Children's Behavior	120	
Understanding Principles of Child Development	120	
Total Hours	960	

Occupations
Early Care & Education Master Teacher

Entry Level Salary Range
\$9.00 - \$18.00 per hour

Licensure/Certification
CECPD Certifications:
Entry Level Child Care Training
Sleep Safe
Early Learning Guidelines
AHA CPR/First Aid

ODCTE Competency Tests:
Teacher Assistant
Master Teacher
Pathway to Your National Credential
CDA Child Development Association Credential

Suggested Entry Level Skills
9th grade reading level; Basic math skills

Clothing Requirement

Closed-toe shoes required in the Child Development Center kitchen. Clothing should be washable and fit to allow for movement, outdoor activities and sitting on the floor with children.

Resources

- Working with Young Children
- The CDA National Credentialing Program and CDA Competency Standards
- Child Development
- Early Care & Education: Pathway to Your National Credential
- Developing Appropriate Curriculum for Young Children
- Integrated Curriculum for Young Children

Electrical Trades

The Electrical Trades programs at CVTech, affiliated with Oklahoma CareerTech, prepare students for both residential and commercial electrical work. Students gain hands-on experience and foundational knowledge in electrical installations, safety practices, blueprint reading, National Electrical Code (NEC) standards, NEC code calculations, and wiring methods. Graduates earn a certificate recognized by the Oklahoma Construction Industries Board as one year of experience toward the four years required for a Journeyman License.

Local Program			Hours	OCAS	Occupations
Electrician's Assistant, OCAS 9058/9086					
Courses					
General Safety			100		Electrical Apprentice Electrical Maintenance Motor Control Apprentice Junior Electrical Estimator Generator Installation and Maintenance Technician
Tools and Meters			40		
Blueprint Reading			30		Entry Level Salary Range \$16.00 - \$24.00 per hour
Electrical Distribution in Construction			40		Licensure/Certification OSHA 10 Construction Safety
Basic Conduit Theory			100		<i>Preparation for assessment:</i> Residential Certification Commercial Certification
Alternative Current Theory			60		CIB Apprenticeship License
Electrical Wiring Installations			390		
Environmental Electrical Practices			80		Suggested Entry Level Skills 9th grade reading level; Basic math skills; Algebra; Geometry
Electric Motor Control			80		
National Electrical Code			80		
	Total Hours		1000		

Clothing Requirement

Personal Protective Equipment (PPE) including safety glasses, closed-toe shoes and coveralls or overalls.

Resources

- 221 Trainee Guide
- Modern Residential Wiring
- Modern Commercial Wiring

Graphic Design

This Graphic Design program at CVTech teaches students to design and produce a variety of business marketing materials, including logos, ads, vinyl decals, posters, packaging, and sublimation projects. Students will use Adobe InDesign, Illustrator, and Photoshop to apply core design principles such as layout, color, typography, and composition. By the end of the course, students will have built a professional portfolio to showcase their creativity and skills to colleges or potential employers.

Local Program			Occupations
Graphic Designer, OCAS 9133/9144			
Courses	Hours	OCAS	
Desktop Publishing & Graphic Design	180	8149	Graphic Artist Print Shop Associate Production Assistant Sublimation Technician Website Designer
Multimedia & Image Management Techniques	120	8150	Entry Level Salary Range \$14.00 - \$24.00 per hour
Graphics Installation	80		Licensure/Certification
Typography	100		<i>Adobe Certified Associate:</i> InDesign Illustrator Photoshop
Production Techniques	140		Students will create a professional portfolio
Illustration	140		
Page Layout Advertising Design	180		Suggested Entry Level Skills
Fundamentals to Portfolio Development	20		10th grade reading level; Basic math skills (understanding the marks on a ruler for example)
Total Hours	960		

Resources

- Advertising and Design
- Creative Workshop
- GO: A Kidd's Guide to Graphic Design
- The Print Handbook
- Gmetrix
- History of Graphic Design

Health Careers

CNA - Certified Nursing Assistant

High School Only

The CNA Health Careers program at CV Tech is a one year program that prepares students in core medical knowledge, anatomy, physiology, medical terminology, CPR, health care communication, and long term care aide skills. Students who complete the program will take the certification test for Long Term Care Aide, also known as Certified Nursing Assistant (CNA), and have the opportunity to add Home Health Aide to their certification.

Local Program		
Health Careers CNA, OCAS 9301		
Courses	Hours	OCAS
Medical Terminology	60	
Anatomy and Physiology	120	5333
HealthCare Provider CPR	9	
Certified Nursing Assistant <i>includes National Health Science Standards (Core) and a minimum of 16 clinical hours in a long term care facility or setting</i>	275	
Home Health Care Nursing Assistant	16	
Total Hours	480	

Occupations
Certified Nursing Assistant

Entry Level Salary Range
\$15.00 - \$16.00 per hour

Licensure/Certification
AHA BLS Provider CPR
Long Term Care Aide LTCA /
Certified Nursing Assistant
CNA
Home Health Aide

Suggested Entry Level Skills
10th grade reading level; Basic
math skills; Algebra

Clothing Requirement

Students must wear scrubs every day (dark gray/pewter); you may wear a HOSA or CV Tech t-shirt instead of a scrub top. A sweatshirt or jacket is allowed with a HOSA or CV Tech short sleeve t-shirt under. Students must wear healthcare appropriate shoes (athletic, closed toe shoes that are clean and professional, no Croc type shoes).

Resources

- Dean Vaughn Medical Terminology
- Chabner Medical Terminology
- The Human Body in Health and Illness
- Hartman's Nursing Assistant Care – Long Term Care and Home Care

CV/TECH

Health Careers Medical Assistant

High School Only

The Medical Assistant program at CV Tech prepares students to assist physicians and other healthcare providers in a medical office or clinic setting. Some of the core courses include CPR, First Aid, medical terminology, anatomy and physiology, and an introduction to medical assisting.

More specialized courses include pharmacology (including administering oral, topical and injectable medicines) and clinical procedures for selected disorders of each body system. Some of the independent procedures the medical assistant performs include taking vital signs, obtaining a medical history, and measuring height and weight. In addition, students will learn how to obtain and prepare blood samples for testing, how to perform point of care diagnostic testing, and executing quality control on the testing equipment.

Local Program Medical Assistant, OCAS 9326/9388			Occupations Medical Assistant Phlebotomist	
Courses	Hours	OCAS	Entry Level Salary Range \$14.00 - \$18.00 per hour	
Medical Terminology	60		Licensure/Certification NCCT Certified Medical Assistant NCCT Phlebotomy Certification NCCT EKG Technician Suggested Entry Level Skills 9th grade reading level; Basic math skills Resources <ul style="list-style-type: none"> • Comprehensive Medical Assisting Text, Workbook, & MindTap online • Medical Terminology A short course • Understanding Anatomy & Physiology Text & Workbook • Blood Collection A Short Course • HIPAA Online 	
Anatomy and Physiology	120	5333		
Medical Assisting Simulation	60			
Law and Ethics for Medical Careers	120			
Clinical Procedures I	120			
Medical Assisting Lab Procedures	120			
Pharmacology	120			
Clinical Procedures II	120			
Administrative Medical Office	60			
Medical Assisting Practicum	60			
Total Hours	960			

Clothing Requirement

Follow Canadian Valley Technology Center dress code policy for classroom, lab and clinical area. Clean, neat scrubs, navy, are required for clinical rotation.

Heating, Ventilation, Air Conditioning, & Refrigeration

The HVACR program at CV Tech provides an introduction to residential and light commercial systems. Students gain foundational knowledge and hands-on experience in key areas, including workplace safety, mechanical systems, refrigeration principles, electrical systems specific to HVACR, residential and light commercial air conditioning, domestic and commercial refrigeration, and sheet metal fabrication. As part of the program, students will complete the OSHA 10-Hour Certification and state competency exams.

Local Program		Hours	
Residential HVACR Technician, OCAS 9059/9080			
Courses			
General Safety		30	
Principles of Heat Transfer and Thermodynamics		60	
Refrigeration Handling and Systems		180	
Electricity for HVAC		135	
Heat and Air Flow		150	
HVAC Systems Installation and Start-Up		340	
Heat Pumps		30	
Capstone - Work Based Learning		75	
	Total Hours	1000	

Occupations
 Apprentice HVAC Technician
 Apprentice HVAC Installer
 Sheet Metal Fabrication Apprenticeship

Entry Level Salary Range
 \$14.00 - \$20.00 per hour
 After obtaining a Journeyman's License, employees may earn \$20.00/hour or more.

Licensure/Certification
 EPA Certification
 OSHA 10 Construction
 FlashShield Certification
 CTE Competencies

Two years of experience toward the 3-years required for a Journeyman License
 Advanced placement with Plumbers and Pipefitters Union

Suggested Entry Level Skills
 9th grade reading level; Basic math skills; Algebra; Geometry

Clothing Requirement

Closed-toe shoes and proper PPE are required and long pants are required in the shop.

Resources

- Modern Refrigeration and Air Conditioning 21st Ed.
- International Mechanical Code
- International Fuel Gas Code

Practical Nursing

Adult Only

The Practical Nursing program at CV Tech is designed to prepare adult students for a career as Licensed Practical Nurses (LPNs). Upon successful completion of the program, graduates are eligible to sit for the National Council Licensure Examination for Practical Nurses (NCLEX-PN), the required step for obtaining licensure and entering the workforce as a qualified LPN.

Local Program		
Practical Nursing, OCAS 9323		
Courses	Hours	OCAS
Medical Terminology	45	
Anatomy & Physiology	120	
Intro to Nursing	40	
Fundamentals of Nursing I	165	
Fundamentals of Nursing II	70	
Pharmacology and Intravenous Therapy Skills	60	
Clinical Level II	193	
Medical Surgical Nursing I	85	
Pediatric Nursing	65	
Clinical Level III	276	
Maternal/Newborn Nursing	65	
Mental Health Nursing	40	
Clinical Level IV	221	
Medical Surgical Nursing II	95	
Total Hours	1540	

Occupations
Licensed Practical Nurse

Entry Level Salary Range
\$12.00 - \$27.00 per hour

Licensure/Certification
Students able to apply for
NCLEX examination for
Practical Nursing licensure

Entry Level Skills
Minimum scores of 250 in
reading and 250 in arithmetic
on the Accuplacer exam.

Clothing Requirement
Students are required to wear
scrubs of any color to class
every day. Scrub tops, tshirts,
or sweatshirts can be worn with
scrub pants. School uniform
scrubs (specific color with
specific patches) are only
required during clinicals and
are purchased from the CV
Tech bookstore.

Resources

- Medical Terminology 350 (2nd edition)
- Human Body in Health & Illness (7th edition)
- Fundamentals of Nursing Care
- Nursing Leadership
- Calculate with Confidence
- All in One Care Planning
- Med-Surg Nursing Concepts and Practice
- CPR – BLS for Healthcare Provider
- CPR Training Mouthpiece
- Introduction to Maternity and Pediatrics
- Mental Health Nursing
- Understanding Pharmacology

CV/TECH

Precision Machining Technology

The Manufacturing and Machining program at CV Tech equips students with the skills needed for a successful career in the machining industry. In the first year, students develop foundational knowledge in blueprint reading, applied mathematics, precision measuring tools, and the setup and operation of manual machine tools, including lathes, mills, and grinding machines. The second year focuses on Computer Numerical Control (CNC) machining, where students learn to set up, operate, and write programs for CNC mills and lathes. Graduates may return as adult students to advance their CNC machining skills and complete an introductory course in Computer-Aided Design and Drafting (CADD).

Local Program: Machinist, OCAS 9679/9680		
Courses	Hours	OCAS
General Safety	30	
Industrial Print Reading	50	
Precision Measurement	50	
Fundamentals of Manufacturing	200	
Production Process	50	
Manual Milling I	140	
Manual Lathe I	140	
CNC Machining I	300	
Total Hours	960	

Occupations
Machinist

Entry Level Salary Range
\$20.00 - \$22.00 per hour

Licensure/Certification
ODCTE Competency Tests:
Drill Press Operator
Lathe Operator
CNC Machine Center Operator

Suggested Entry Level Skills
11th grade reading level;
Algebra; Geometry; Trig

Resources
Immerse2Learn
Precision Machining Technology
Turning and Machine Center
Programming and Operation
HAAS training manual

Local Program (Adult Only): Advanced CNC Machinist		
Courses	Hours	OCAS
CNC Lathe Programming	240	
CNC Mill Programming	240	
CADD / Cam	120	
Total Hours	600	

Prerequisite
Complete the above Machinist program or have comparable, documented work experience

Occupations
CNC Machine Operator / Programmer

Entry Level Salary Range
\$22.00 - \$24.00 per hour

Licensure/Certification
ODCTE Competency Tests:
CNC Machine Center Operator

Clothing Requirement

Long pants, short-sleeved shirts, closed-toe shoes with socks, and safety glasses are required.

CV/TECH

The Pre-Engineering program at CV Tech is a college preparatory program designed for high school sophomores, juniors, and seniors. It integrates advanced mathematics and science with hands-on, real-world applications of engineering principles to prepare students for post-secondary engineering and STEM-related fields. Course placement within the program is based on each student's prior coursework at their home high school. As a result, individual course schedules may vary.

Local Program

Pre-Engineering Academy, OCAS 9862/9871

Courses	Hours	OCAS	Credits	
Sophomore				
Algebra II	160	4412	Many students earn college credit in the AP courses Project Lead the Way college credit hours may be earned	
PLTW Aerospace Engineering	160	8715		
PLTW Principles of Engineering	160	8710	Suggested Entry Level Skills / Academic Criteria A student who meets pre-ACT/SAT college readiness benchmarks in STEM or math and science and has a grade B or higher in high school math and science courses may be accepted.	
Junior				
Pre-Calculus	160	4611		
Accelerated Physics	160	5211		
PLTW Intro to Engineering & Design	160	8709	Licensure/Certification Opportunities AP Subject Tests Remote Pilot Certificate - FAA 107 Autodesk Fusion 360 SACA certifications	
Senior				
AP Calculus BC	160	4616		
<i>Choose 2 of the following 4 classes:</i>				
PLTW Digital Electronics	160	8711		
AP Physics C - Mechanics	160	5216		
PLTW Engineering Design and Development (Capstone Course)	160	8716		
Robotics Engineering	160	8833		
Total Hours	1440			

Resources

- My Open Math
- University Calculus and University Physics Volume 1 and 2 by OpenStax
- CK-12 Interactive Physics and Calculus Concepts
- PLTW Curriculum
- Amatrol

Service Careers - Building and Grounds

The Service Careers – Building and Grounds Maintenance program at CV Tech offers students training for entry-level employment in building and grounds maintenance fields. The curriculum covers a broad range of skill areas, including light construction, woodworking, custodial services, landscape design and maintenance, as well as the operation and upkeep of grounds equipment. The program also emphasizes the development of essential employability skills, including a strong work ethic, positive attitude, and professional behavior—key traits for long-term career success.

Local Program		
Building and Grounds Maintenance Technician, OCAS 9007/9021		
Courses	Hours	OCAS
Construction Core	245	
Groundskeeping and Tool Operation I	235	
Groundskeeping and Tool Operation II	200	
Introduction to Service Careers I	75	
Building Maintenance Tools I	45	
Building Maintenance Tools II	100	
Professional Service	60	
Total Hours	960	

Occupations
 Facilities Maintenance
 Facilities Groundskeeper
 Construction Assistant
 Welder Assistant
 Customer Service Representative

Entry Level Salary Range
 \$10.00 - \$18.00 per hour

Licensure/Certification
ODCTE Competency Tests:
 Construction Trainee

Suggested Entry Level Skills
 Basic reading and math skills but most important is a willingness to learn, work, and be employable upon completion of this program.

Clothing Requirement

Closed-toe shoes are required for all activities. Long pants are required for custodial and landscape labs. Students should wear old clothes or may keep a set of work clothes in their lockers.

Resources

- Core Curriculum: Introductory Craft Skills 5th Edition



Service Careers - Hospitality

The Service Careers – Hospitality program at CV Tech trains students toward employment in the hospitality and service industries by developing essential, hands-on skills. Training areas include customer service, event setup, hotel housekeeping and laundry operations, office cleaning services, and key soft skills such as communication, teamwork, and organization. The program places a strong emphasis on employability skills, fostering positive attitudes, strong work ethic, and professional conduct to support long-term success in the workplace.

Local Program		
Service Careers - Hospitality, OCAS 9434/9442		
Courses	Hours	OCAS
Introduction to Hospitality & Tourism	30	
Sanitation and Cleaning	90	
Customer Service	120	
Lodging Services	240	
Food & Beverage Services	240	
Event Services	120	
Employment Readiness	120	
Total Hours	960	

Occupations
 Housekeeper
 Event Staff
 Breakfast Attendant
 Laundry Attendant
 Room Service Server
 Dining Room Attendant

Categories

- Accommodations
- Custodial
- Food and Beverage
- Attractions

Entry Level Salary Range
 \$8.00 - \$18.00 per hour

Licensure/Certification
 Hospitabilities

Suggested Entry Level Skills
 Basic reading and math skills
 but most important is a
 willingness to learn, work, and
 be employable upon
 completion of this program.

Clothing Requirement

Students must wear non-slip, closed-toe work shoes (no sandals allowed). Students should wear shirts that cover their shoulders (no tank tops allowed). If a hat is worn, the brim must be facing their face.

Resources

- Teacher created and Industry driven

The Surgical Technology program prepares competent entry-level surgical technologists through education in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. Graduates will be equipped to provide high-quality healthcare to a diverse patient population, with consideration for individuals of all ages and cultural backgrounds. Students are encouraged to remain engaged in continuing education to stay current with evolving trends in healthcare. Throughout the program, emphasis is placed on developing professional behavior that aligns with legal standards and the ethical principles outlined in the Association of Surgical Technologists (AST) Code of Ethics.

Local Program		
Surgical Technologist (Accredited Program), OCAS 9343		
Courses	Hours	OCAS
Medical Terminology	40	
Anatomy and Physiology	120	
Surgical Techniques I	30	
Introduction of Surgical Technology	60	
Basic Sciences of Surgical Technology	50	
Essentials of Surgical Asepsis	120	
Surgical Case Management	120	
Surgical Procedures I	120	
Sutrical Technology Practicum I	210	
Surgical Procedures II	120	
Surgical Technology Practicum II	210	
Total Hours	1200	

Occupations

Surgical Technologist

Entry Level Salary Range

\$20.00 - \$25.00 per hour

Licensure/Certification

CST Nationally Certified
Surgical Technologist
TS-C Tech in Surgery - Certified
CPR

Entry Level Skills

9th grade reading level; Must score 250 in reading and 238 in arithmetic on Accuplacer to apply.

Clothing Requirement

The Surgical Technology Program dress code requires students to wear black scrubs every day. See classroom rules and ST Policy and Procedure book for any further clothing requirements.

Prerequisite:

Students must have already completed Medical Terminology and Anatomy & Physiology. A transcript with grade must be submitted as documentation.

Resources

- Surgical Technology for the Surgical Technologist: A Positive Care Approach, 6th Ed. with MindTap
- Surgical Case Counts
- Practical Pharmacology for the Surgical Technologist 1st Ed.
- Surgical Instrumentation, 3rd Ed. with MindTap

Welding

The Welding program at CV Tech provides instruction and hands-on training for students pursuing a career in the welding industry. The curriculum includes Shielded Metal Arc Welding (SMAW/Stick), Gas Metal Arc Welding (GMAW/MIG), Flux Cored Arc Welding (FCAW), and Gas Tungsten Arc Welding (GTAW/TIG). Students also receive training in oxy-fuel cutting and weld shop blueprint reading.

Local Program: Pipe/Structural Welder/Fitter, OCAS 9707/9708			
Courses	Hours	OCAS	Occupations
General Safety	15		Welder
Fundamentals of Metal Fabrication	60		Fabricator
Advanced Metal Cutting and Fabrication	85		Fitter
Shielded Metal Arc Welding (SMAW)	185		Inspector
Advanced Shielded Metal Arc Welding	255		Retail Sales
Gas Metal Arc Welding (GMAW)	70		
Flux Core Arc Welding	35		
Welding Plans and Symbols	30		
Precision Grinding	60		
Gas Tungsten Arc Welding (GTAW)	45		
Advanced Gas Tungsten Arc Welding	120		
Total Hours	960		

Entry Level Salary Range
\$15.00 - \$30.00 per hour

Licensure/Certification
Certified Welder

Suggested Entry Level Skills
9th grade reading level; Basic math skills

Clothing Requirement

Steel-toe high-top boots, welding shirt or jacket, safety glasses, welding cap, welding hood, and welding gloves.

Resources

- Welding Technology Fundamentals
- Hobart Institute of Welding Technology Step-by-Step Books

Appendix

4.28 in.

0.67 in.

Computer Technology Competencies

Secondary students who complete a CareerTech program at CVTech will have gained the set of competencies in computer technology listed below. All CV Tech programs are using Canvas as their Learning Management System.

Program	Programming, Diagnostic Tools, Software, etc	OK Promise Credit with OCAS Code
Accounting and Business Management	Microsoft Office GCFLearnFree.org Quickbooks Pro Canva Gmetrix Knowledge matters TestOut	<ul style="list-style-type: none"> • 8103 Fundamentals of Administrative Technology • 8105 Office Administration & Management • 8169 Fundamentals of Technology
Auto Collision Technology	iCar PPG OneTouch Paint Mixing Software CCC1 Estimating Software Velocity Frame Analysis System AllData	
Auto Service Technology	CDX Auto Diagnostic Technology Scan tools to pull diagnostic trouble codes Alignment Diagnostic Machine Oscilloscope for Wave Forms AllData ProDemand	
Computer Aided Drafting and Design	AutoCAD Revit Civil 3D AutoDesk Vault Maya Stingray 3DS MAX Solid Work Professor Bentley Systems	<ul style="list-style-type: none"> • 8905 Fundamentals of Computer Aided Drafting and Design • 8904 Engineering Computer Aided Drafting and Design
Computer Information Systems	Google Apps for Education LabSim Test Out Packet Tracer Hardware Labs Complex Cisco	<ul style="list-style-type: none"> • 8136 Computer Repair & Troubleshooting I • 8137 Computer Repair & Troubleshooting II • 8125 Routing & Switching I • 8126 Routing & Switching II

Program	Programming, Diagnostic Tools, Software, etc	OK Promise Credit with OCAS Code
Digital Media Technology	Photoshop Indesign Adobe Premiere Pro Gmetrix Drone Technology ICEV	<ul style="list-style-type: none"> • 8169 Fundamentals of Technology • 8149 Desktop Publishing and Graphic Design
Early Care Education	Word Processing Presentation Safe Sleep Center for Early Childhood PD	
Electrical Trades	Programmable Logic Controller Alarm System Fire Alarm System NCCER Testing Center	
Graphic Design	Photoshop Indesign Illustrator GMetrix	<ul style="list-style-type: none"> • 8149 Desktop Publishing and Graphic Design • 8150 Multimedia & Image Management Techniques
Health Careers	EKG Machine Sonogram Machine Pass Assured system Patient Care database Anatomage Table	<ul style="list-style-type: none"> • 5333 Anatomy and Physiology
Heating, Ventilation, and Air Conditioning	ECM Tester Digital Thermostats Control Boards Load Calculation System NCCER Testing Center	
Practical Nursing	EDGT Evolve iTunes U ATI YouTube Anatomage Table	
Pre-Engineering	Robot C Programming Lab Pro 3D Printer TI-Nspire AutoDesk Inventor / CAD Logger Pro Multi SIM Virtual Circuitry EBSCO Google Patent	<ul style="list-style-type: none"> • 8709 Introduction to Engineering Design • 8710 Principles of Engineering
Precision Machining Technology	CNC Programming Ink Scape, BobCAD	See Syllabus for complete list

Program	Programming, Diagnostic Tools, Software, etc	OK Promise Credit with OCAS Code
Service Careers - Building and Grounds	Google Apps for Education NCCER Core Curriculum	
Service Careers - Hospitality	Google Apps for Education	
Surgical Technology	Anatontage Table YouTube AORN, JOMI Association of Surgical Techs	
Welding	Plasma Cutter Programming Mach 3 Sheet Cam	

Below are the suggested entry level skills for each program in reading and math.

Program	Reading	Math Level
Accounting and Business Management	10	Basic Math
Automotive Collision Technology	9	Algebra, Geometry
Automotive Service Technology	10	Algebra, Geometry
Computer Aided Drafting & Design	9	Basic Math
Computer Information Systems	10	Basic Math
Digital Media Technology	8	Algebra, Geometry
Early Care and Education	9	Basic Math
Electrical Trades	9	Algebra, Geometry
Graphic Design	10	Basic Math
Health Careers	10	Algebra
Heating, Ventilation, Air Conditioning, & Refrigeration	9	Algebra, Geometry
Practical Nursing	10	Algebra
Pre-Engineering	11	Algebra, Geometry
Precision Machining Technology	11	Algebra, Geometry
Service Careers	3	Basic Math
Surgical Technology	9	Algebra
Welding	9	Basic Math

U.S. Department of Education Career Clusters

U.S. Department of Education 16 Career Clusters
CV Tech Local Programs



Oklahoma based the above model on the ACT World-of-Work Map in order to crosswalk the 6 ACT Career Clusters to the 16 U.S. Department of Education Clusters. This version does not imply endorsement by ACT or the U.S. Department of Education.

Oklahoma CareerTech Certifications Processes

CareerTech Certifications and High School Transcripts HB 3218 (2016)

Any business or industry recognized endorsements must be reported on the transcript as provided by the local Career Technology Center. Course vendor identifiers (i.e., "PLTW" for Project Lead The Way) should not be placed on the transcript alongside the course title. Use approved course titles and course codes for transcript purposes.

**This is from Page 15 of the Oklahoma State Dept of Education 2024-25 Academic Advisement and Policy Guidebook booklet "Show What You Know."*

Question: What business or industry endorsements do I put on a transcript?

Answer: On the Oklahoma Department of Career and Technology Education website under "Educators" and then "Certificates and Badging," the division of the CareerTech Testing Center, has an easy-to-read credentialing book. This and the students' technology center are the most accurate resources. The credentials booklet shows these abbreviations in the "Type" box: IA, Industry Aligned; IE, Industry Endorsed; and IR, Industry Required; those types of endorsements and certifications should be listed on a transcript.

Example of a transcript statement: OSCHA 10, name of technology center, April 2023

Additionally:

- Each K-12 student information system has its own locations where information can be placed on transcripts. The SIS vendor and school will need to determine the best method of adding the information.
- A best practice would be to enter certifications at least twice a year or when grades are added.
- An additional resource is the website supported by the Regents of Higher Education. On this website there is a guide to industry credentials that count toward degrees at Oklahoma's two- and four-year institutions.
- For more guidance or if you have specific questions, please contact the student's technology center or the Oklahoma Department of Career and Technology Education.

Career Tech Program Meeting Math Requirement

Using CareerTech to Satisfy 3rd Math for Core Graduation Requirements

S.B. 1370 (2018) allows for the acceptance and completion of one (1) year of a full-time, three-hour career and technology program *leading* to an industry credential/certificate (endorsed or aligned) to satisfy a third math to meet graduation requirements for students on the CORE curriculum.

Conditions for Using S.B. 1370 Regarding Math

- For students under the age of 18, school districts shall require a parent or legal guardian of the student to meet with a designee of the school prior to enrollment in the CORE curriculum. All parties must sign off.
- CareerTech programs cannot satisfy both CORE Math and a computer credit in the same year.

How to show on the transcript, from SDE:

Question: A student on the Core Diploma Pathway has opted to take one year of a full-time, three-hour career and technology program in place of a third mathematics credit. What subject code belongs on this student's transcript?

Answer: If a student is on the Core Diploma pathway and is taking a three-hour career and technology course in place of a third math credit, the subject code for the course they are taking is recorded on the transcript. Then, a comment may be added to the transcript stating that the third math requirement for graduation has been satisfied by [course name/code].

Example: 9707 Welding MN

3rd math credit has been satisfied by 9707 Welding MN

Additionally:

- S.B. 1370 is **NOT** the same as a student taking a pull-out math course at Career Tech.
- Students taking an SDE-coded math course at a CareerTech should have grades transcribed as if the course were taken at the student's local high school.
- Satisfying math **may not** meet college entrance requirements. Satisfying math **does not** meet the OK Promise requirements.
- Although this is available for students, all students should be encouraged to take SDE or CT math courses when available. (Historically, 52% of our students attend college or university)

From the Counseling and Career Development Division at the Oklahoma Department of Career Tech.
For additional questions, please contact 405.744.5110

Career Tech Academic Credits / Transcribing

Math and Science Courses

On March 26, 2015, the Oklahoma State Board of Education approved certain math and science courses taught at technology centers and selected high schools to count for academic credit on high school transcripts. On June 8, 2015, the Oklahoma State Regents for Higher Education approved the PLTW Pre-Engineering and PLTW Biomedical courses to count for academic credit on the College Prep/Work Ready curriculum and to count for OKPromise. CTE Biotechnology courses will count as a science course on the CORE curriculum and will count as electives on the CollegePrep/WorkReady curriculum. Additional courses were approved in December 2016.

In order for students to receive credit for these courses, it is imperative that schools follow these guidelines:

- 1) Technology Centers must submit these courses to their partner schools' boards of education for approval to count these courses as academic credit for graduation purposes.
- 2) NCAA – High schools will need to submit to the NCAA course syllabi for the courses approved by the local BOEs that meet the requirements for math or science credit. Technology Centers will need to work with their partner schools to supply the information needed by the NCAA.
- 3) It is **very important** that the technology centers send their partner schools the correct OCAS code when listing courses receiving academic credit. (Just as technology centers have been doing for Human Anatomy/Physiology in Health and for courses already on the OKPromise list of approved courses.) It is also **very important** that high schools use these same codes when adding the courses to the students' transcripts. The correct OCAS codes for the science and math courses are listed in the chart below.
- 4) Additional computer education courses approved for OKPromise and the CollegePrep/WorkReady curriculum are listed under **CTE Academics and Transcribing**. Here is the link to the list of courses on the SDE's website:
<https://oklahoma.gov/careertech/educators/ocas-codes.html>

Adult Enrollment Steps

How do I apply?

Step 1: Submit your testing waiver or complete placement testing.

Do I qualify for a testing waiver? The following can be used as a testing waiver for enrollment. Test scores are valid for 5 years from the test date.

- ACT: Composite of 19 or higher
- SAT: Composite of 980 or higher
- Pass at least 12 hours of level one college courses or Associate Degree (within the last 5 years). Students must be in good standing with the previous school.
- Bachelor or Master's Degree (can be older than 5 years, no time restriction)
- Prior Assessment
 - Accuplacer Next Gen scores: 235 in Reading; 238 in Arithmetic
 - Workkeys: 3 in all areas
 - ASVAB: 65 or higher

If you do not meet any of the above criteria, schedule the Accuplacer Assessment

- Call (405) 222-7521. The first test is free; retest or no show will result in a fee.
- Cut scores: Reading 235 / Arithmetic 238
 - Exceptions: Practical Nursing program: Reading 250; Arithmetic 250
 - Surgical Technology: Reading 250; 238 Arithmetic
 - Aviation Maintenance Technician: 245 Reading; 245 QRAS
- If accommodations are needed: Prior to scheduling your assessment, call (405) 222-7557.

Once you submit your testing waiver or complete your accuplacer testing, you will meet with the appropriate program counselor. At this point, you will be enrolled, placed on a waiting list, or offered remediation.

Step 2: Payment options

- Students may complete the FAFSA application online:
<https://studentaid.gov> Use school code: 009965
- Determine if you qualify for the Next Step Scholarship.
 - Are you 23 years of age or younger?
 - Do you have a high school diploma or GED?
 - Do you live in one of our partner school districts?
 - All adult students must complete the FAFSA in order to be considered for the Next Step Tuition waiver from CV Tech.
- Self pay or other scholarships awarded.

OKLAHOMA DEPARTMENT OF CAREER AND TECHNOLOGY EDUCATION
 NOTICE OF ALLOCATION
 OF STATE PROGRAM ASSISTANCE & SALARY SUPPLEMENTS FOR FY 26

SUPERINTENDENT
 NINNEKAH SCHOOL SYSTEM
 PO BOX 275
 NINNEKAH, OK, 73067

TYPE OF AID	Project Code	Revenue Code	Amount
Program Assistance	412	3812	
1.00 AG EDUCATION			\$13,000.00
Summer Salary	411	3811	
1.00 AG EDUCATION			\$7,920.00
State Teacher Supplement	411	3811	
1.00 AG EDUCATION			\$2,600.00
		Total:	\$23,520.00

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

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

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

Danielle Kipp, 7/22/2025 3:56 PM
 Finance Manager Date
 Oklahoma Department of Career and Technology Education

**ART/LIFE SKILLS PROGRAM
MEMORANDUM OF UNDERSTANDING**

PURPOSE

The purpose of this Letter of Agreement is to establish a formal understanding between Ninnekah Public Schools (NPS) and Southwest Youth and Family Services, Inc. (SWYFS) for the provision of curriculum-based services.

BACKGROUND

Southwest Youth and Family Services mission is to promote the general welfare of children, youth and families in Grady, Caddo, and Cotton Counties with the aid of an agency that administers social services that are designed to facilitate individual, family, and community growth; to implement programs that prevent juvenile delinquency; and to provide alternatives for the diversion of troubled children from the Juvenile Justice System.

PROGRAM DESCRIPTIONS

Services will be provided during school either as part of a student's regular class schedule or individually. The Botvin LifeSkills and Building Resiliency Through Visual Arts curriculums will be utilized. While students are learning about the basic elements of art and principles of design they will also be developing social skills. In this unique class lessons on the basic elements of art and principles of design are woven with life lessons on responsibility, bullying, gangs, peer pressure, relationships, values, communication, stress, anxiety, life skills, problem solving, culture, anger, character, alcohol and other drugs, and manners.

ROLES AND RESPONSIBILITIES

I. Southwest Youth and Family Services, Inc. will:

1. Provide at least 1 staff to facilitate programs for each period assigned.
2. Provide all curriculum, materials, and training necessary to facilitate programs.

II. Ninnekah Public Schools will:

1. Provide a classroom for instructional use.
2. Provide a substitute, upon request, in the extremely rare instance that SWYFS does not have staff available for facilitation.
3. Require all students to complete a permission slip for enrollment in the Health/Art/Life Skills Program.

COMMUNICATION

Both parties maintain an open line of communication and it is understood that _____ is the primary decision maker for NPS and Shanna Rice for SWYFS. Though program implementation may be delegated to other staff, significant changes in programming will not be made without consultation with both decision makers.

This agreement shall be in effect beginning in the 2025-2026 school year and will continue until either party notifies the other in writing of their intent to modify the agreement giving of a thirty (30) day's notice.

Ninnekah Public Schools

Date

Shanna M. Rice, CEO/Executive Director - Southwest Youth and Family Services, Inc.

Date

NONDISCRIMINATION

District is committed to the policy that no person shall be unlawfully subjected to discrimination in, excluded from participation in, or denied the benefits of any educational program, extracurricular activity, or employment. District does not discriminate on the basis of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. This includes the prohibition of acts of antisemitism, including harassment and discrimination against Jews in compliance with Title VI of the Civil Rights Act of 1964 and antidiscrimination regulations provided by the United States Department of Education (USDE) and the United States Department of Justice.

Antisemitism is defined by the International Holocaust Remembrance Alliance as a certain perception of Jews, which may be expressed as hatred toward Jews. Rhetorical and physical manifestations of antisemitism are directed toward Jewish or non-Jewish individuals and/or their property, toward Jewish community institutions and religious facilities. Harassment of or discrimination against students or employees or resulting from institutional policies or programs on campus that are motivated by or include antisemitic intent, will be treated in the same manner as racially motivated discrimination. District will follow the reporting process established by the Oklahoma State Department of Education (OSDE)'s Title VI Coordinator.

All complaints and inquiries regarding the non-discrimination policies must follow the complaint and/or grievance procedures described in Policy BI - Civil Rights. The following people have been designated to handle inquiries regarding the non-discrimination policies:

- The Superintendent should be contacted for all student and non-student and/or employment related issues; ~~at 405-224-4299 or at 904 Dell St. Ninnekah, OK 73067.~~
- The Title IX Coordinator should be contacted for issues related to sexual discrimination or harassment; and
- The Director of Special Education should be contacted for all student issues related to Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973; ~~at 405-224-4299 or at 904 Dell St. Ninnekah, OK 73067.~~

The aforementioned parties may be reached at 405-224-4299 or at 904 Dell St. Ninnekah, OK 73067.

Inquiries concerning non-discrimination can also be made to the Office for Civil Rights at the following address:

Office for Civil Rights
U.S. Department of Education
One Petticoat Lane
1010 Walnut Street, Suite 320
Kansas City, MO 64106
Telephone: (816) 268-0550
Fax: (816) 268-0599
Email: OCR.KansasCity@ed.gov

Adopted: August 18, 2022
Revised: August 4, 2025

CODE OF CONDUCT

Code of Conduct: District employees will be guided by the following Code of Conduct.

As an employee of District, I will:

1. Promote a safe, orderly and engaging school environment, supporting active teaching and learning;
2. Assist students in coping with peer pressure and personal, social, behavioral and emotional problems;
3. Maintain a safe and healthy environment, free from harassment, intimidation, bullying, substance abuse, and/or violence, and free from bias and discrimination, including acts of antisemitism, which is a certain perception of Jews, which may be expressed as hatred toward Jews;
4. Initiate teacher/student/support staff conferences and parent/teacher/student/support staff conferences, as necessary, as a way to resolve problems;
5. Regularly review students' current educational progress in the areas of academics, attendance and behavior and career/post-secondary plans with students;
6. Provide information to assist students with educational planning and career/post-secondary planning;
7. Encourage and support students to benefit from curricular and extracurricular programs;
8. Communicate regularly with students, parents and other teachers concerning growth, well-being and achievement;
9. Exhibit professional behavior by showing positive examples of preparedness, communication, fairness, punctuality, attendance, language, and appearance;
10. Immediately intervene in any Policy violation, that has a negative impact on students, in a manner that preserves confidentiality and the dignity of each person;
11. Demonstrate responsible citizenship by maintaining a high standard of conduct, self- control, and moral/ethical behavior; and
12. Comply with all Federal and state laws, District policies, regulations and procedures.

STUDENT CODE OF CONDUCT

Students are expected to conduct themselves as ladies and gentlemen at all times and shall adhere to all rules, regulations, and policies formulated by the Administration and the Board as set forth in District Policy and applicable student handbook. Students shall at all times respect the rights of fellow students and of District personnel and shall not provoke any other individual or inflict physical harm upon another, except in self-defense. Courtesy and good manners should be the key to a student's conduct at school. A good attitude towards teachers, staff, and fellow students will make school enjoyable for all. Students shall respect District property and the property of others and may be required to pay for damages intentionally inflicted on District property or the property of others.

Students who engage in conduct or activities which are prohibited by this policy may be subjected to disciplinary action up to and including suspension from school. The disciplinary action taken shall depend upon the nature and severity of the violation and the student's past record of violations, if any. While students are (a) in attendance at school or any function authorized or sponsored by District; (b) in transit to or from school or any function authorized or sponsored by District; or (c) on any property subject to the control and authority of District, students are prohibited from engaging in the following conduct or activities:

1. Smoking, using, and/or possessing tobacco products as defined in Policy BB;
2. Using, consuming, possessing, or being under the influence of, selling, transferring, distributing, or bartering any alcoholic beverage or low-point beer as defined by state law;
3. Using, consuming, possessing, or being under the influence of, selling, transferring, distributing, or bartering any narcotic drug, stimulant, barbiturate, depressant, hallucinogenic, opiate, inhalant, counterfeit drug, or any other controlled dangerous substance as defined by federal or state law or regulation including any substance which is capable of being ingested, inhaled, or absorbed into the body and affecting the central nervous system, vision, hearing, or other sensory or motor function.
4. Using, possessing, selling, transferring, distributing, or bartering any drug paraphernalia;
5. Use of a wireless telecommunication device in a way contrary to Policy [EQ](#), [BJ](#) or to Administrative Regulation BJ-R.

6. Possessing, using, transferring possession of, or aiding, accompanying, or assisting another student to use any type of weapon, which term includes but is not limited to: guns; rifles; pistols; shotguns; ammunition; any device which throws, discharges, or fires objects, bullets, or shells; knives; explosive or incendiary devices, including fireworks; hand chains; metal knuckles; or any object that is used as a weapon or dangerous instrument, and any facsimile weapon, including B-B guns;
7. Disobeying, showing disrespect for, defying the authority of, or being insubordinate to a teacher, administrator, or other District employee, including bus drivers, secretaries, custodians, and cafeteria workers;
8. Leaving school grounds or activities at unauthorized times without permission; or loitering in parking areas or between school and town during school hours or activities;
9. Refusing to identify or falsely identifying one's self to District personnel;
10. Entering, without authority, into classrooms or other restricted school premises;
11. Engaging in conduct which endangers or jeopardizes the safety of other persons;
12. Engaging in bullying which is defined as any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student;
 - a. This includes engaging in acts of Antisemitism, which is a certain perception of Jews, which may be expressed as hatred toward Jews. Rhetorical and physical manifestations of antisemitism are directed toward Jewish or non-Jewish individuals and/or their property, toward Jewish community institutions and religious facilities.
13. Engaging in threatening behavior which is defined as any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property;
14. Using profanity, vulgar language or expressions, or obscene gestures;
15. Committing acts of sexual harassment as defined by District Policy or sexual assaults;
16. Assaulting, battering, inflicting bodily injury on, or fighting with another person;

17. Creating or attempting to create a classroom disturbance, acting in a disorderly manner, inappropriate displays of affection, disturbing the peace, or inciting, encouraging, prompting, or participating in attempts to interfere with or disrupt the normal educational process;
18. Showing disrespect, damaging, vandalizing, cutting, defacing, or destroying any real or personal property belonging to District or any other person;
19. Engaging in extortion, theft, arson, gambling, immoral behavior, forgery, possession of stolen property, and cheating; and
20. Refusing to do required assignments, refusing to go to assemblies directly from class, leaving class before being dismissed, being out of class during class period, failure to take books and supplies to class, passing notes in class, chewing gum or candy in class, and any behavior in class that interferes with the learning of others. Violating District's policies, Administrative Regulations, Student Handbook provisions, rules, practices, or state law.
21. Immorality at school or school activity, use of foul language or obscene gestures at school or school activity, public displays of affection, or showing poor sportsmanship at activities.
22. Running or being excessively noisy in hallway, lunchroom misconduct, bringing any audio, radio or tv appliance to school without permission.
23. Not parking in assigned parking areas, reckless driving on campus or any street adjacent to campus at any time.
24. Violating District's policies, Administrative Regulations, Student Handbook provisions, rules, practices, or state law.
25. Engaging in the original or relayed transmission of obscene material or child pornography which includes but is not limited to the uncovered genitals, buttocks, or female breasts of persons under the age of 18, via electronic media in the form of digital images, videos, or other electronic images. This provision applies to those students that originate the transmission as well as those students who distribute or post it in any manner other than to submit it to appropriate school or law enforcement authorities. School officials will provide all such material to appropriate law enforcement authorities.
26. Engaging in any form of hazing. Hazing is an activity that recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization sanctioned or

authorized by the board of education. Hazing is prohibited by Oklahoma law.

Any student conduct or activity which does not a) occur on school property, b) while the student is in transit to or from school or a school function, or c) on any property subject to the control and authority of District shall be prohibited if such conduct or activity is: a) a continuation of activity which began on school property, b) adversely affects or poses a threat to the physical or emotional safety and well-being of other students, employees, or school property, c) any form of communication specifically directed at students or school personnel which is considered to be bullying or threatening behavior, or d) disrupts school operations.

In addition to disciplinary actions, District, acting through the Superintendent or a principal, may refer matters to local law enforcement for investigation and prosecution and may pursue criminal complaints and/or charges when a student's actions are criminal in nature.

District will provide instruction and guidance to students and employees with respect to prevention and prohibition of improper conduct, including harassment and bullying, during the course of each year. To the extent feasible, District will implement suggestions of the Safe School Committee(s) in providing this instruction.

Additional Procedures Related to Bullying: It is District's policy that 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 District. The Administration will develop and implement appropriate regulations regarding bullying.

Adopted: August 18, 2022

Revised: August 4, 2025

DISTRICT ADMINISTRATION

Purpose: The general purpose of the District’s administration shall be to manage the District’s various departments, units, and programs, to provide professional advice and counsel to the Board, and to implement the District’s mission and philosophy.

Authority: The Superintendent and other administrators shall have the responsibility and the authority necessary to fulfill their respective administrative assignments, in accordance with law.

Organizational Plan: The Superintendent shall develop and maintain lines of authority within the District’s staff for purposes of communication, delegation, and accountability. The Superintendent shall develop and maintain an organizational chart which shall delineate lines of authority within the District.

District Insurance: The Superintendent shall annually review or cause to be reviewed the District’s insurance coverage and shall recommend to the Board appropriate insurance coverage for the District. As authorized by law and deemed necessary, the District shall purchase and maintain appropriate insurance coverage for District property and other possible losses to the extent practicable.

Fund Raising in District: District may conduct District-wide fund raising for charities and non-profit entities when such fund raisers, the handling of funds raised, and other related matters are approved by the Board.

Any funds raised for the District through Grants or Go Fund Me campaigns must be approved by the Administration prior to their initiation.

Open Records: District shall comply with the Oklahoma Open Records Act regarding its records. Requests to inspect or to copy student records shall conform with District policy and Administrative Regulations governing student records and applicable state and federal laws. In order to inspect or to copy District records, a completed Public Record Access Request form must be submitted to the Superintendent or the Superintendent’s designee. Fees for searching and for copying may be assessed as follows:

1. Searching - \$25.00 per hour
2. Copying - \$.25 per page(8.5 x 14 inches or smaller)
3. \$1.00 per page for a certified copy

The Public Record Access Request form shall describe the requested records with specificity, including:

1. A general time frame within which the requested records would have been created or transmitted.
2. Identifiable records, rather than general information without any qualifiers or other specifications, and
3. Search terms that are sufficiently specific to assist the public body in identifying the requested records.

Any requests that are still not reasonably specific, after a request to clarify, or that are not legally disclosable, may be denied.

Payment shall be made in advance when the estimated cost exceeds seventy-five dollars (\$75.00) or if the requester has outstanding fees from previous requests. Upon receipt of a completed Public Record Access Request form and the fees to be charged, where applicable, the District shall provide the information within a reasonable time of receipt of the request and/or the payment of the required fees. Any unused portion of the fees paid will be returned to the requester.

Adopted: August 18, 2022
Revised: August 4, 2025

SAFETY PROGRAMS

General: The regulations, practices, and procedures of District shall promote safety throughout District and shall establish and maintain conditions which are reasonably safe and healthful for District employees, students, and visitors. The Superintendent or the Superintendent's designee shall have overall responsibility for the safety programs of District. General areas of emphasis shall include, but not be limited to, in-service training, accident record-keeping, facility inspection, driver and vehicle safety programs, fire prevention, emergency procedures, traffic safety, and the safety of all persons present on District property or attending District-sponsored events.

Emergency Drills: The Superintendent or the Superintendent's designee shall prepare and publish a plan for the evacuation of each of District's buildings in case of emergency. District shall have written plans and procedures for protecting students, staff, and visitors from natural and man-made disasters and emergencies such as tornados. Disaster plans shall be placed on file with District and with the local emergency management organization. Annually, the Administration shall report to the Board the status of emergency preparedness and identified safety needs for each school. Each fire drill shall be documented in writing, and such records shall be preserved for at least three (3) years and made available to the State Fire Marshall/or his/her agent upon request. Documentation of other emergency drills shall be maintained in writing with a copy at the school site, a copy filed with District's administrative offices, and a copy submitted to the Oklahoma School Safety Institute as created by the Oklahoma Office of Homeland Security.

Security and Safety Drills: Each public school within the District shall perform at least four (4) security drills per school year as required by law. No security drill shall be conducted at the same time of day as a previous security drill conducted in the same school year, and no more than two security drills shall be conducted in one semester. One security drill shall be conducted within the first fifteen (15) days of each semester. Additional drills may be conducted at the discretion of the District. Security drills shall be conducted for the purpose of securing school buildings to prevent or mitigate injuries or deaths that may result from a threat around or in the school. The drills shall conform to the written plans and procedures adopted by the District. All students and employees shall participate in the drills with the extent of student involvement to be determined by the District.

In addition to the four (4) security drills, all districts are required to conduct a minimum of six (6) safety drills as follows:

1. **Tornado Drills:** Disaster/Tornado drills shall be conducted at least two (2) times each

school year with at least one (1) drill being conducted in September and one (1) being conducted in March.

2. **Fire Drills:** Principals shall prepare and publish a plan for the evacuation of their respective buildings in case of fire. Fire drills shall be conducted at each school site at least once per semester and must occur within the first fifteen (15) days of each semester. Fire drills shall include the sounding of a distinctive audible signal designated as the fire alarm signal.
3. **Additional Drills:** In determining the additional safety drills to be performed, the principal and the superintendent shall consider conducting additional drills of any type provided for herein, one (1) or more drills developed by the District that are consistent with the risks assessed for the particular facility, or to conduct one (1) or more drills in accordance with the recommendations of the Safe School Committee and/or local fire and law enforcement.

Emergency Closings: The Superintendent or the Superintendent's designee may close the District's schools, dismiss school early, delay the beginning of school, or take other appropriate measures in the event of hazardous weather or other emergencies which necessitate such action.

Health and Safety Emergency: District's primary concern in any emergency situation is the health and safety of the students, staff and their families. In the event of an emergency that endangers health and safety in such a manner that a person's physical presence in a school building could potentially expose them to pathogens which could lead to illness, no students or families are permitted to be inside a school building until the Superintendent has declared that it is safe. In addition, no staff member shall enter a school building unless the purpose is to provide "essential" services. Any staff members who the Superintendent classifies as "essential" or necessary to perform "essential" duties may be required to be physically present on school property at certain times as designated by the Superintendent. Any staff member who is required to be physically present in a school building shall strictly follow all health and safety guidelines established by the Center for Disease Control ("CDC") and/or the Oklahoma State Department of Health ("OSDH").

Bomb Threats: Bomb threats shall be handled according to District's Emergency Procedures Guide.

Sexual Abuse of Students: Three essential practices for employees to keep in mind with respect to the prevention of sexual abuse of students are as follows:

- I. Avoid engaging in behaviors which could be mistaken for boundary invasion or grooming behaviors. Keep interactions with students on a professional level. Refer students who need emotional or other support to appropriately trained staff such as counselors or school psychologists. Staff can be caring while maintaining professional boundaries.
- II. Report situations where such behaviors by other employees take place.

- a. Do not make your own inferences or waste time determining whether or not to report the behavior, inform the principal immediately.
 - b. Do NOT confront or discuss the matter with the adult engaging in the boundary invasions unless immediate intervention is necessary.
- III. Maintain confidentiality. Do not discuss concerns with anyone other than the appropriate administrator, Child Protective Services, or the police.
- a. Maintain your own documentation. Document who you notified, where and when, and what you reported.

Reporting Child Abuse: District shall post in a clearly visible public area of the school, a sign that is written in English and Spanish and contains a toll-free telephone number operated by the Department of Health Services to receive reports of child abuse or neglect. In accordance with state law, any District employee who has reasonable cause to know or to suspect that a student under the age of eighteen (18) has been subject to abuse or neglect by a person responsible for the child's health or welfare or who has observed the child being subjected to circumstances of abuse or neglect by a person responsible for the child's health or welfare shall **immediately** report or cause to be reported such situation to the Department of Human Services ("DHS") and local law enforcement. The statewide toll-free hotline for DHS is 1-800-522-3511. Any District employee who has a reason to believe that a student who is eighteen (18) years of age or older is a victim of abuse or neglect shall report the matter **immediately** to local law enforcement. Local law enforcement will keep confidential and redact any information identifying the reporting school employee unless otherwise ordered by the court. Any school employee with knowledge of a report made by another school employee shall not disclose information identifying the reporting school employee unless otherwise ordered by the court or as a part of an investigation by local law enforcement or DHS.

The employee making the report shall also inform the building principal who will inform the superintendent. Employees shall not contact the student's family or others to investigate any suspected abuse or neglect.

Any individual who is not an administrator or superintendent, who knowingly or willfully fails to promptly report any suspected child abuse or neglect or who interferes with the prompt reporting of suspected child abuse or neglect incident may be reported to local law enforcement for criminal investigation and if convicted, shall be guilty of a misdemeanor. Any individual, who is not an administrator or superintendent, with prolonged knowledge of ongoing child abuse or neglect who knowingly and willfully fails to promptly report such knowledge may be reported to local law enforcement for criminal investigation and if convicted, shall be guilty of a felony. For the purposes of this section, "prolonged knowledge" means at least six (6) months of child abuse or neglect. ~~Immunity is provided from civil or criminal liability, when an individual in good faith reports or participates in judicial proceedings or allows access to child by persons authorized to investigate a report.~~

Any Superintendent or school administrator who knowingly and willfully fails to promptly report or who interferes with the prompt reporting of child abuse and neglect shall, if convicted, be guilty of a felony punishable as determined by law. For the purposes of this section, a "school administrator" includes a principal, assistant principal, or any other person who serves in a supervisory or administrative capacity.

The reporting obligations provided herein are required by law and are individual. Knowingly and willfully failing to report suspected abuse or neglect pursuant to law and district policy is grounds for dismissal or non reemployment. No employer, supervisor, or administrator shall impede or inhibit the reporting nor shall any employer, supervisor, or administrator discriminate or retaliate against an employee or other person who, in good faith, fulfills his or her reporting obligations. Immunity is provided from civil or criminal liability to individuals acting in good faith as provided for by law. However, any person who knowingly and willfully makes a false report of suspected child abuse or neglect may be reported to local law enforcement for criminal investigation and if convicted, shall be guilty of a misdemeanor.

In addition, during the first year of employment for a certified teacher and then once at least every fifth academic year, a program including the following information shall be completed:

1. Training on the recognition of child abuse and neglect;
2. Recognition of child sexual abuse;
3. Proper reporting of suspected abuse including the reporting requirements specifically provided for by law and associated penalties for failure to report; and
4. Available resources.

Attestation: Every District employee shall annually sign an attestation acknowledging his or her responsibility to report suspected child abuse or neglect pursuant to state law and District policy. It is the responsibility of each employee to read and understand the District policies and state laws related to child abuse, its definitions, its reporting requirements, and the consequences for failure to comply.

Safety Education: The practice of safety shall also be considered a facet of the instructional plan of the District by virtue of educational programs such as traffic and pedestrian safety, fire prevention, and emergency procedures which are appropriately suited for students of different grade levels. In addition, safety education shall be provided as is necessary and appropriate to students participating in laboratory science activities, shop activities, and physical education courses. The Superintendent shall be responsible for the supervision of such safety programs.

Safe Schools Committee/Healthy and Fit School Advisory Committee: District and the families of the District's students should work together to address concerns of safety

and the threat of violence in schools. Therefore, the District hereby authorizes the establishment of a single committee to perform the functions of both the Healthy and Fit School Advisory Committee and the Safe School Committee at each school site. The Committee shall be composed of at least seven (7) members and shall include teachers, parents of enrolled students, students, and a school official who investigates reports of bullying. The Committee may also include school staff, school volunteers, community representatives, and local law enforcement agencies.

Each school site's principal shall appoint the members of the Committee. The Committee will be involved in the monitoring, implementation and evaluation of the law with respect to access to foods of minimal nutritional value. The Committee will also assist the District in promoting a positive school climate by assisting with the planning, implementing, and evaluating the effectiveness of bullying prevention and response. In addition, the Committee shall study and make recommendations to the principal at least once each year regarding:

Health Issues:

- 1) health education;
- 2) physical education and physical activity; and
- 3) nutrition and health services.

Safety Issues:

- 1) unsafe conditions, possible strategies for students to avoid harm at school, student victimization, crime prevention, school violence, and any other issues which relate to the providing and the maintaining of a safe school environment for all students;
- 2) student bullying, including reviewing the District policy regarding bullying and research-based programs for bullying prevention;
- 3) professional development needs of faculty and staff to implement methods to decrease student harassment, intimidation, and bullying;
- 4) methods to encourage the involvement of the community and students, the development of individual relationships between students and school staff, and the use of problem-solving teams that include counselors and other behavioral health and suicide prevention resources within or outside the school system; and
- 5) professional development needs of faculty and staff to recognize and report suspected human trafficking.

The Committee may study and make recommendations to the board regarding the development of a rape or sexual assault response program that may be implemented at the school

site pursuant to state law. The principals shall provide a copy of the recommendations of each Committee to the Superintendent.

Accidents: Accidents involving employees, students, or visitors shall be reported to the Superintendent or the Superintendent's designee and investigated as deemed appropriate.

Safe Room: The safe room will be available to students and staff during school hours. The community will not be permitted to utilize the safe room when school is not in session as these are not open to the public.

Hazard Communication Standard: The Superintendent or the Superintendent's designee shall maintain and make available to District employees such accident and safety reports and chemical hazard information as required by law, including, but not limited to Material Safety Data ("MSD"), Asbestos Containing Materials ("ACM") and Chemical Information Listing ("CIL"). District shall report any health and safety information as required to the appropriate governing agency. Any accident resulting in the hospitalization of five (5) or more employees or the death of one (1) or more employees shall be reported to the Oklahoma Department of Labor within forty-eight (48) hours of the accident.

The Administration, in conjunction with other appropriate officials, shall identify hazardous substances on District property, shall maintain proper labeling, notice, and storage of containers of hazardous substances, and shall provide appropriate safety training and equipment as set forth in Administrative Regulations.

Searches for Contraband: District will occasionally use trained dogs to search for drugs, alcohol, or contraband on District property. Searches of District property and grounds will be conducted during periodic unannounced visits either during school hours or non-school hours at the discretion of the Superintendent. All lockers, vehicles, school desks, and any area of concealment are subject to search. If a search dog indicates the possible presence of any material which the dog is trained to detect, that area or place or thing of concealment will be further searched by law enforcement officers or by designated school personnel. No student, employee, or other person will be the target of a search by a search dog. However, if the search dog indicates the possible presence of material which the dog is trained to detect on a person, a further search of that person's outer garments, purse, containers, or other items of concealment will be conducted by law enforcement officers or by designated school personnel. Searches which disclose the presence of any material which the dog is trained to detect, or any material or items which is forbidden by school policy may lead to further investigation by school officials or law enforcement officers, and/or disciplinary action by the school.

Threatening Behavior: An employee of the District or a member of the Board shall notify law enforcement of any verbal threat or act of threatening behavior which reasonably may have the potential to endanger students, school personnel, or school property. Threatening behavior means any verbal threat or behavior, whether or not it is directed at another person, which indicates potential for future harm to students, school personnel, or school property. Persons making such reports in good faith will be immune from employment discipline as well as civil liability. For guidance on the direct threat assessment inquiry process, see policy EP,

EP-R, and EP-F.

Suicide Awareness and Training: District will provide training to all staff members in their first year employed by District, and then no less than once at least every fifth academic year that addresses suicide awareness and prevention. District will select curriculum for its training in accordance with the standards provided for by law and will post the course outline for the curriculum on its website. The board may also provide training to address suicide awareness and prevention to students in grades seven (7) through twelve (12).

Immediately upon determining that a student is at risk of attempting suicide, teachers, counselors, principals, administrators, or other school personnel shall notify the parents or legal guardians that such risk exists. Teachers, counselors, principals, administrators, and other school personnel shall be immune from liability and discipline as provided for by law.

Mental Health Protocol: A mental health crisis is any situation in which a person's behavior or distress puts them at risk of hurting themselves or others and/or prevents them from being able to function or care for themselves. District staff members are trained to identify warning signs including, but not limited to, self-harm or substance abuse, an inability to perform daily tasks, increased agitation, isolation, loss of touch with reality, paranoia, and rapid mood swings. In the event of a suspected or identified mental health crisis, District staff members shall begin with an assessment of the situation followed by holding a conversation with the student in a safe, quiet space. The student should be supervised at all times and safety protocol will be followed, which may include a referral to crisis services. The 9-8-8 Mental Health Lifeline offers 24/7 call, text and chat access to trained crisis counselors for those who are experiencing mental distress including but not limited to suicidal thoughts and mental health crisis. Parents/guardians will be contacted as soon as possible and asked to come to the school. District staff will provide the parent/guardian with Form BC-F and will provide additional referral information as it deems necessary, up to and including services provided through its mental health partner.

In the event that a student is out of school for more than two (2) school days due to a mental health crisis, the student's caregiver should expect to meet with the student and District's counselor prior to returning to school. The meeting will consist of discussing and documenting a re-entry procedure relating to both academic and emotional transition as well as address any concerns the student or parent/guardian may have. Any necessary accommodations should be documented and designated staff, in addition to the counselor, should continue to monitor and communicate with the student and the parent/guardian regarding the ease or difficulty of the transition. District staff will maintain detailed documentation regarding the steps taken and concerns addressed. District staff will comply with the Health Insurance Portability and Accountability Act ("HIPAA") and Family Educational Rights and Privacy Act ("FERPA") at all times.

Restrooms and Changing Areas: In accordance with 70 O.S. § 1-125, every multiple occupancy restroom or changing area on District property shall be designated for the exclusive use of the male sex or for the exclusive use of the female sex. District will provide a reasonable accommodation for individuals who do not wish to comply with this policy, which may include a

single occupancy restroom or changing room. The provisions of this policy shall not apply to individuals entering a multiple occupancy restroom or changing area designated for use by the opposite sex when entering under the following circumstances: 1) for custodial, maintenance, or inspection purposes; 2) to render emergency medical assistance, including, but not limited to, assistance with hygienic needs and/or disciplinary issues; or 3) if a suitable meeting room or area is unavailable, a coach may enter a locker room or changing area before, during, or after a school-sponsored athletic activity provided that:

1. All students present are fully clothed;
 2. The coach is accompanied by at least one additional adult at all times; and
 3. Any coach who is the opposite sex of the students present is accompanied by at least one adult of the same sex of the students present who is not a current high school student.
- I. **Discipline.** Individuals who fail to comply with Oklahoma law regarding the use of school bathrooms or changing facilities may be disciplined as follows:
- a. **Students:** Students may be subject to disciplinary methods listed in the student discipline code.
 - b. **Staff:** Staff members may be subject to disciplinary action. Due process procedures will be followed as required by law or negotiated agreement.
 - c. **Patrons:** Patrons may be removed from the premises for interfering with peaceful orderly conduct in accordance with 21 O.S. §§ 1375 and 1376.
- II. **Definitions.**
- a. **Sex:** the physical condition of being male or female based on genetics and physiology, as identified on the individual's original birth certificate.
 - b. **Multiple Occupancy Restroom or Changing Area:** an area that is designated to be used by more than one individual at a time, where individuals may be in various stages of undress in the presence of other individuals. This may include, but is not limited to, a school restroom, locker room, changing room, or shower room.
 - c. **Individual:** any student, teacher, staff member, or other person on District property.
 - d. **Coach:** a person who is employed by the District and who is involved in the teaching or training of students who participate in school-sponsored athletic activity.
 - e. **School-sponsored athletic activity:** a sporting event that is supposed and affiliated with the school such as games, matches, and tournaments.

Adopted: August 18, 2022

Revised: August 30, 2022; July 18, 2023; December 5, 2023; July 18, 2024;
August 4, 2025

GENERAL PERSONNEL POLICIES

The District's personnel are an important resource for achieving a successful educational program. The District shall seek to employ those persons who have the highest capabilities, the strongest commitment to quality education, and the greatest probability of effectively implementing the District's educational program.

Categories of Employees: The District may employ certified administrators, certified teachers, and support employees. Full-time employment shall be employment on a regular basis, as opposed to temporary, for at least 6 hours per day, 5 days per week, for 10 months or more, except for certified teachers who shall be considered to be full-time if employed at least 7.6 hours, 5 days per week, for 10 months. Part-time employment shall be any employment for less than full-time employment. Temporary employment is employment to fill a position for a stated period of time on a non-continuing basis.

Employment: The Board shall determine whether to create new positions upon the Superintendent's recommendation which shall be accompanied by a proposed job description which contains the qualifications for the responsibilities of the proposed position. The Superintendent shall be responsible for recruiting and recommending qualified persons for employment with the District. In determining the qualifications of candidates, the Superintendent may consult with other personnel and shall ensure that recommended candidates can produce legally sufficient proof of citizenship status. The Board shall employ those persons whom it determines should be hired after reviewing and considering the Superintendent's recommendation. Unless otherwise provided by law, no person shall have any right to employment in the District until such employment has been approved by the Board. However, when it is necessary to meet the best interests of the District, the Superintendent shall have the right to employ persons on a temporary basis until the Board can take action on the Superintendent's recommendation for a term not to exceed sixty (60) days. The District shall utilize a Status Verification System to verify the federal employment authorization status of all new employees as required by law.

Employment Contracts: Every person employed by the District shall enter into a written contract of employment which shall describe the position in which the person is to be employed and set forth the term of the employment contract. All contracts of employment must be approved by the Board and may be signed by the Board President, the Clerk of the Board, or the Superintendent. Any person who fails to sign a contract of employment which accurately conveys the Board's offer, including salary and fringe benefits, within thirty (30) days after presentation shall be considered to have refused the offered employment, and the position shall be declared vacant.

Employment Vacancies: When a vacancy exists, notice of the vacant position shall be posted at the Superintendent's office for a reasonable amount of time and shall be posted and/or

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mailed as required by any applicable negotiated agreement. In addition, the District may advertise vacancies in local, statewide, or national newspapers, school-related publications, or such other sources as may be determined by the Superintendent or the Board.

Employment Applications: Applicants for employment may be required to complete an employment application on a form to be provided by the District. Applicants may be required to be tested as to certain skills, may be required to authorize the District to conduct various investigations as to the applicant's experience, employment history, and personal history, and shall be required to submit information for a felony record search. Any person who is determined to have falsified information on his or her employment application may be dismissed.

Compensation: The Administration may prepare and submit to the Board for review and approval compensation plans for the various categories of employees, including certified administrators, certified teachers, and support personnel. Such compensation plans may include the provision of fringe benefits, including, but not limited to, retirement, health insurance, disability insurance, and social security benefits.

District will provide all employees with the benefits afforded by the Oklahoma Workers' Compensation Act ("Act"). At the option of the employee, temporary total disability benefits may be supplemented by any sick leave or personal leave, or fractional use thereof, available to the injured employee, to the extent that the injured employee shall receive full wages during the employee's temporary absence. The sum of all temporary total disability payments and sick leave shall in no case combine to exceed one hundred percent (100%) of the employee's net pay as it existed prior to injury.

Job Descriptions: The Administration shall prepare, periodically review, and update job descriptions for all positions within the District.

Felony Record Searches: The Administration shall conduct a felony record search for all new employees as required by law. Employment contracts issued to any new employee shall be on a temporary basis for sixty (60) days ~~or~~ pending the results of any felony record search. If the District has not received the results within the sixty (60) day period, the temporary employment will automatically terminate. The applicant for employment shall pay the fee required for such search; however, the District shall promptly reimburse the employee ~~or prospective employee if the employee or prospective employee is employed for more than ninety (90) days, except as otherwise provided, in full if he or she is employed by the district at the time the national criminal history record check request is made unless the person was employed pending receipt of the results. A person applying for or employed as a substitute teacher shall only be required to have a felony record search as required by law. If a substitute teacher is employed by the District for ten (10) or more days, the District shall reimburse the substitute the cost of the felony record search.~~

Substitute Teachers: At the discretion of the board, a person who was employed as a substitute teacher during the last school year may not be required to complete a criminal history record check. Any person applying for employment as a substitute teacher in more than one district shall only be required to complete one national criminal history check, which shall be sent to all districts where the substitute teacher is applying to teach at the request of the substitute teacher.

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

Full-time Teachers: Any person who has been employed as a full-time teacher by a school district in the state of Oklahoma and applies for employment as a full-time teacher in another school district in the state of Oklahoma may not be required to complete a national criminal history record check if he or she can produce a copy of the record check completed within the preceding five (5) years and a letter from the 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.

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

Full-time Teacher for ten (10) or more years applying as a Substitute Teacher: Any person employed as a full-time teacher by an Oklahoma school district for ten (10) or more consecutive years immediately preceding an application for employment as a substitute in the same school district may not be required to complete a national criminal history check for as long as the person remains employed for consecutive years by the same school district as a substitute teacher, if the teacher left full-time employment in good standing. If the teacher applies as a substitute teacher in another school district, a national criminal history check would be required.

~~If a felony record search reveals a prior felony, the applicant may not be hired and any temporary contract may be terminated. District may take into account such factors as age at time of the offense, the seriousness and the nature of the felony, the relationship of the felony to the job applied for, any rehabilitation of the applicant, length of time since the offense, whether the State Department of Education has issued certification, and the subsequent employment history of the applicant in determining whether to recommend the applicant for employment with District. If a felony record search reveals a prior felony and the District determines that the person should not be recommended for employment based on the prior felony, the employment relationship may be terminated by notice from the Superintendent or the Superintendent's designee.~~

Except as otherwise provided by law, any teacher employed by an Oklahoma public school district prior to ~~August-May~~ August-May 195, 2020, who does not have an Oklahoma criminal history record check from the Oklahoma State Bureau of Investigation ("OSBI") as well as a national criminal history record check on file with his or her employing district, shall complete the criminal history record checks upon the next renewal of his or her Standard Teaching Certificate.

Except as otherwise provided by law, any other person employed by an Oklahoma public school district prior to ~~August-May~~ 195, 2020 who does not have an Oklahoma criminal history record check from the OSBI as well as a national criminal history record check on file with his or her employing district shall have until July 1, 2022 to complete the criminal history record checks.

Any teacher eligible to retire from the Teachers' Retirement System of Oklahoma who does not have an Oklahoma criminal history record check from the OSBI as well as a national criminal history record check on file with his or her employing district shall complete the criminal history record checks by the earlier of: July 1, 2022 or the next renewal of his or her Standard Teaching Certificate.

If a felony record search reveals a prior felony, the applicant may not be hired and any temporary contract may be terminated. District may take into account such factors as age at time of the offense, the seriousness and the nature of the felony, the relationship of the felony to the job applied for, any rehabilitation of the applicant, length of time since the offense, whether the State Department of Education has issued certification, and the subsequent employment history of the applicant in determining whether to recommend the applicant for employment with District. If a felony record search reveals a prior felony and the District determines that the person should not be recommended for employment based on the prior felony, the employment relationship may be terminated by notice from the Superintendent or the Superintendent's designee.

Personnel Files: The Administration shall maintain a personnel file for each employee of the District. Each personnel file shall contain the employee's application for employment and any other documents submitted during the application process, all evaluations, admonishments, reprimands, complaints, commendations, plans of improvement, and any other documents which Administrative Regulations may designate for inclusion. Personnel files shall be confidential and shall not be released except as provided in this policy. However, an employee's personnel file may be provided to the following without the employee's notification and/or consent:

1. members of the Board with an established need to know;
2. administrators and/or supervisors with an established need to know;
3. agents of the District authorized by the Administration; or
4. when ordered to be released by court order or subpoena.

Except as otherwise provided by law, all records created pursuant to the Oklahoma Teacher and Leader Effectiveness Evaluation System ("TLE") which identify a current or former public employee and contain any evaluation, observation, or other TLE record of such employee should be kept confidential. These records shall not be subject to disclosure under the Oklahoma Open Records Act and where disclosure of TLE records is required, all individually identifying information shall be removed to the fullest extent possible.

Gifts and Solicitations: Employees shall not engage in any activity involving commercial solicitations of students, parents or colleagues except for District-sponsored fund raisers. All gifts or donations not of a personal nature, such as books, magazines, materials, or equipment, become the property of the school district and cannot be removed.

Conflicts of Interest: A conflict of interest represents a conflict between the private interest and the public obligations of a person in an official position. Listed below are employee standards of conduct which prohibit specific acts which could lead to a conflict of interest.

Standards of Conduct:

1. Except for a substitute teacher, no person shall be employed who is related to a member of the Board within the degree prohibited by law. No employee shall directly supervise any other employee who is a member of the employee's family within the second degree of consanguinity or affinity.
2. Supervisors involved in romantic or sexual relationships with those they supervise or evaluate erode confidence in their leadership and interject questions regarding possible conflicts of interest and favoritism in decisions. Therefore, no supervisor may influence (directly or indirectly) salary, promotion, performance evaluation, work assignments or other working conditions for an employee with whom such a relationship exists. Supervisors involved in a consensual romantic or sexual relationship, in the context of supervision, must discuss the matter on a confidential basis with their own supervisor or with the Human Resources Office to assess the implications for the workplace and make arrangements to ensure that employment-related decisions are made in an appropriate and unbiased setting. Although both employees involved in consensual relationship are individually responsible for disclosure, a supervisor's failure to report such a relationship will be regarded as a serious lapse in the management of the workplace and grounds for appropriate disciplinary action, including termination (particularly in cases where bias or harassment has occurred in connection with a benefit).
3. Family members related to an assistant principal or principal shall not be assigned to the same building as their related assistant principal or principal but may be employed in other departments or other division positions, including teaching positions. Teachers presently employed who are family members of a District administrator shall not be assigned to the same work site as the administrator. Non-certified individuals who are family members of an administrator shall not be assigned to the same supporting departments. Administrators shall not supervise a family member, and, in the event of a conflict, the administrator shall remove him or herself from any decision or attempt to influence decisions regarding a family member.
4. No employee, officer or agent may participate in the selection, award, or administration of contract(s) supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest could arise where an employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

5. No employee, officer, or agent of District may solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts unless the financial interest is insubstantial, or the gift is an unsolicited item of nominal value. District defines nominal value to mean a value of Fifty Dollars (\$50.00) or less.
6. Employees shall be in compliance with all statutes, regulations, and case law governing conflicts of interest involving school districts.
7. District and its employees shall fully disclose any instances of conflict of interest or relevant violations of Federal criminal law involving fraud, bribery, or gratuity violations in Title 18 of the United States Code, as effective measures to help prevent or prosecute instances of waste, fraud, or abuse.
8. Employees may be disciplined in accordance with State law as well as District policy and procedure for violating the above referenced instances of waste, fraud or abuse, as well as conflict of interest guidelines in addition to any other situation which fails to be mentioned herein, but which leads to a real or apparent conflict of interest for a District employee, officer, or agent.

Alternative Arrangements: Alternative arrangements may be made when necessary to avoid real or perceived conflicts of interest. Alternative arrangements mean removing the responsibility or influence to hire, promote, reclassify, supervise, direct, evaluate, make a salary recommendation, assign work or resources, approve leave requests, give any benefit, recommend termination of employment, and recusal from influencing any employment related decision. This includes relationships that are established post-hire.

Individuals currently employed but whose employment would have been prohibited under this policy shall not be deemed in violation of this policy, but individuals may be reassigned as considered feasible by the administration. No current employee will be terminated because of such nonconformity with these standards or because reassignment was not feasible.

Outside Employment: District employees shall not accept outside employment which requires that the employee perform services during the employee's normal working hours for the District unless the employee utilizes vacation or personal leave. This provision shall not apply to employees who participate in military activities in accordance with federal and/or state statutes or who are on approved leave.

Assignments and Transfers: Employees shall be assigned to a position by the Superintendent and may be transferred to a position on the basis of the needs of the District, the employee's qualifications, and the employee's expressed desires and in accordance with any applicable negotiated agreement. The needs of the District shall be the primary criteria in determining any assignments or transfers, and the secondary criteria shall be the employee's qualifications.

Work Hours: The Administration shall establish the work hours of the different categories of employees and shall notify employees of their work hours.

Overtime: The District shall comply with the Fair Labor Standards Act (“FLSA”). Employees who are not exempt from the overtime provisions of the FLSA shall be entitled to overtime compensation or compensatory time for hours worked in excess of forty (40) per work week. The District’s work week shall commence on Sunday at 12:00 a.m. and end on Saturday at 11:59 p.m. An employee shall not work overtime unless authorized in writing by the employee’s supervisor.

Substitutes: The Administration may develop and maintain a list or lists of qualified substitutes who may be called upon to temporarily replace or substitute for employees when required by an agreement or the needs of the District. A substitute teacher who holds a valid Oklahoma teaching certificate may teach for an unlimited number of days during the school year in areas and grade levels in which he or she holds a valid certificate. A substitute teacher without a current Oklahoma certificate (and who does not possess a lapsed or expired certificate, or a bachelor’s level college degree) shall be employed for a maximum period of one hundred thirty-five (135) school days during a school year. A substitute teacher without a current Oklahoma certificate (and who possesses a lapsed or expired certificate, or a bachelor’s level college degree) shall be employed for a maximum period of one hundred forty-five (145) school days during the school year. At the discretion of the District, a substitute teacher without a current Oklahoma certificate may be employed in the same teaching assignment for up to one hundred thirty-five (135) school days during the school year, or up to one hundred forty-five (145) school days during the school year if the teacher holds a lapsed or expired certificate or has a bachelor’s level college degree.

Volunteers: District recognizes that volunteers may make valuable contributions to District’s educational programs. Therefore, when appropriate, volunteers will be encouraged and utilized. The Administration may develop appropriate regulations regarding the use of volunteers.

Supervision and Evaluation: Supervisory personnel will observe the performance of any employee for whom the supervisor will be required to complete an evaluation. The Superintendent shall prepare appropriate forms for the evaluation of teachers, administrators, and support personnel. Unless otherwise provided for by law or policy, all District employees shall be evaluated in writing, according to the standards provided for in law, at least once during each fiscal year by a supervisor. All evaluations and any responses shall be maintained in the employee’s personnel file. In addition to its policy of evaluation, District must also create and maintain a corresponding professional development policy for all teachers and administrators.

It will be District’s policy of professional development to:

1. Establish an annual professional growth goal for the teacher or administrator that is developed by the teacher or administrator in collaboration with the evaluator;
2. Address a specific area or criteria identified through the qualitative component of the TLE;
3. Allow the teacher or administrator to actively engage with learning practices that are evidence-based, researched practices that are correlated with increased student achievement; and

4. Refer to resources, in drafting and reviewing its policy of professional development, that are easily available and supplied by District and the State Department of Education.

District will monitor compliance with each individualized program of professional development. All professional development completed pursuant to an individualized program of professional development shall count toward the total number of points a teacher or administrator is required to complete as established by District's Board.

Individualized programs of professional development required by this subsection may include but are not limited to the following learning practices:

1. Presenter-led workshops;
2. Individual or faculty studies of books, scholarly articles and video productions,
3. Peer observations;
4. Committee studies to address student achievement issues;
5. Work related to a specific subject area or areas associated with obtaining an advanced degree or professional certification;
6. Action research projects designed to improve student achievement; and
7. Participation in local, regional or state initiatives associated with the development or implementation of curriculum standards.

Resignation and Retirement: Any employee who wishes to resign or to retire from employment with the District must do so in writing submitted to the Superintendent. Except as otherwise provided, such resignation or retirement shall be effective and may not be revoked when submitted to and accepted by the Superintendent unless otherwise determined by the Board. In accordance with Oklahoma law, teachers shall be required to give notice of resignation or retirement by the date required by law or else the teacher will be bound to perform pursuant to a continuing contract.

The superintendent shall report the names of all individuals tendering a resignation to the Board, no later than the next scheduled Board meeting, for the purpose of keeping them informed regarding resignations and employment.

Medical Examinations: In accordance with applicable laws, an employee or applicant for employment may be required to undergo a physical and/or medical examination to determine the employee's or applicant's ability to perform the essential functions of the job. The District shall pay for any required medical examination.

Recommendation for Dismissal or Non-reemployment: When a superintendent decides to recommend that a teacher or administrator be dismissed or not reemployed, the superintendent shall state that recommendation in writing, setting forth the basis for the recommendation, and shall submit such recommendation to the board. If the recommendation includes grounds that could form the basis of criminal charges sufficient to result in the denial or revocation of certification or if it includes such grounds and is based on an agreement between the teacher or administrator and the district to avoid civil litigation or a settlement of a civil action unless the court orders the terms of the settlement to be confidential, a copy of the recommendation shall also be forwarded to the State Board of Education (SBE) when the recommendation is made pursuant to the due process.

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procedures provided for by law regardless of whether the teacher or administrator resigns before or after a recommendation for termination is made, provided that the resignation occurs while the teacher or administrator is under investigation for conduct that could form the basis for criminal charges or certificate revocation. A report of the resignation and any investigatory findings to date shall be forwarded to the SBE as well as to the teacher or administrator who may provide supplementary information.

If the investigation into the conduct of the teacher or administrator concludes with findings to support criminal charges, certificate revocation, or termination, the individual's report shall be expunged from the SBE records and written notification of the clearance shall be sent to all affected parties. Any request for a copy of the recommendation will be handled in accordance with applicable law.

Absent a presidential or gubernatorial pardon, a teacher shall be dismissed or not reemployed, if, during the term of employment, the teacher is convicted of:

1. Any sex offense subject to the Sex Offenders Registration Act in this state or subject to another state's or the federal sex offender registration provisions;
2. Knowingly or willfully failing to report suspected abuse or neglect of a child as provided for by law; or
3. Any felony offense.

Breastfeeding: District will provide a private, secure and sanitary location for any employee who is lactating to express her milk or breastfeed her child. This location will not be a bathroom. District will provide an employee with a reasonable break time for breastfeeding or pumping for up to one year after the birth of the employee's child and will not lose any pay as a result.

Employee Produced Materials: Any work product of employees which is produced during normal school hours or with the use of District-owned equipment and/or supplies shall be the property of the District. District shall not be obligated to compensate employees for material produced under these conditions.

Code of Ethics: All employees shall adhere to and conduct themselves in a manner consistent with the following:

- a) Upholding the honor and dignity of the profession in all actions and relations with students, colleagues, board members, and the public;
- b) Carrying out in good faith all policies and Administrative Regulations;
- c) Rendering services to the best of one's ability;
- d) Honoring the public trust of the position above any economic or social award; and

- e) Not permitting considerations of private gain or personal economic interest to affect the discharge of responsibilities.

Adopted: August 18, 2022
Revised: July 18, 2023; August 4, 2025

CERTIFIED TEACHERS

Definition: Certified teacher means a person who holds a teaching certificate or license, who is employed as a teacher, counselor, librarian, school nurse, entry-year teacher, or in any other instructional position for which a teaching license or certificate is required by the Oklahoma State Department of Education, and who does not exercise supervisory authority with respect to other certified teachers of District.

Standards of Performance and Conduct: Certified teachers are expected to adhere to the standards of performance and conduct for teachers which are adopted by the Oklahoma State Board of Education, and such standards of performance and conduct are incorporated herein by reference as if fully set forth.

Evaluation: Certified teachers shall be evaluated as designated by Oklahoma law. All evaluations shall be done in writing and shall be maintained, along with any responses, in the certified teacher's personnel file. All certified personnel shall be evaluated by a principal, assistant principal or other trained certified individual designated by the Board. All individuals designated by the Board to conduct personnel evaluations shall participate in training conducted by the State Department of Education or training provided by District using guidelines and materials developed by the State Department of Education prior to conducting evaluations.

Duties and Responsibilities: Certified teachers shall perform those duties and responsibilities set forth in any applicable job description, contract, District policy, Administrative Regulation or administrative directive.

Admonishment: Certified teachers may be admonished as provided by law.

Dismissal, Non-re-employment, or Suspension: Certified teachers may be dismissed, non-re-employed, or suspended according to applicable law.

Temporary Teachers: Certified teachers may be employed on a temporary basis in certain circumstances and pursuant to a Temporary Teacher Contract. Temporary Teacher Contracts are not subject to the continuing contract law and shall be effective only for the specified term which shall not exceed the end of the school year in which the contract begins. No teacher shall be hired on a temporary contract by the District for more than four semesters, cumulatively or consecutively, unless:

1. The teacher is hired to replace a teacher who is on an approved leave of absence and is expected to return to employment in the District;
2. The teacher is a retired member of the Teachers' Retirement System of Oklahoma; or
3. The teacher is on an emergency or provisional certificate.

Reporting: District will not prohibit or take disciplinary measures against teachers for: disclosing public information to correct what the teacher reasonably believes evidences a violation of the Oklahoma Constitution or a law or rule promulgated pursuant to law; reporting a violation of the Oklahoma Constitution or state or federal law; or taking any of the aforementioned actions ~~without giving regardless of whether or not~~ prior notice was given to the teacher's supervisor or anyone else in the teacher's relevant chain of command.

For purposes of this section, "reporting" includes providing a written or spoken account to a supervising teacher, administrator, school board member, an Oklahoma State Department of Education ("OSDE") representative, law enforcement official, district attorney, and/or parent or legal guardian of a student directly impacted by the actions.

The Family Educational Rights and Privacy Act ("FERPA"): This does not exempt a teacher or support employee from adhering to a student or parent's rights to confidentiality and protection under FERPA.

Reduction in Force: In the event it becomes necessary to reduce the number of certified teachers because of actual or projected decreases in revenues, actual or projected declines in enrollment, consolidation of programs or positions, elimination of programs, changes in curriculum, or other circumstances determined by the Board, the Board may undertake a reduction in force in accordance with the provisions of the law and regulation and any negotiated agreement. The Board will determine which programs can best serve the needs of the students. The position or the program shall be the determining factor(s) for what will be eliminated, not the individuals that occupy the position or serve the program. The Board shall attempt to reduce staff by normal attrition. Any other determinations regarding retention or reassignment of affected teachers shall be made primarily based on the ratings of the administrators as measured pursuant to the Teacher and Leader Effectiveness Evaluation System ("TLE").

Adopted: August 18, 2022
Revised: August 4, 2025

SUPPORT PERSONNEL

Definition: Support personnel are those persons employed full-time by District who provide necessary services not performed by certified teachers or certified administrators.

Categories of Support Personnel: Support personnel shall include, but not be limited to the following categories:

1. Secretaries
2. Teacher Assistants
3. Library Media Assistants
4. Paraprofessionals
5. Health Aides
6. Custodial and Maintenance Personnel
7. Cafeteria Personnel
8. Transportation Personnel and Bus Drivers
9. Management and technical staff who are not certified administrators.

Dismissal, Non-re-employment, Demotion, or Suspension: A support employee who has been employed by District for less than one (1) complete year of service or who is employed on a part-time and/or temporary basis may be suspended, demoted, terminated, or non-re-employed with or without cause. A support employee who has been employed by District for more than one (1) complete year of service may only be suspended, demoted, terminated, or non-re-employed for cause as allowed by law. Nothing contained in this policy shall be construed to prevent layoffs for lack of funds or lack of work. District adopts the following causes for suspension, demotion, termination, or non-re-employment:

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, 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.
23. Unsafe operation of motor driven vehicles.
24. Operating machines or equipment inappropriately or without safety devices provided.

25. Participating in or witnessing gambling, lottery, or any other unauthorized 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 during working hours, except for emergencies.
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.
40. Pleading guilty or no contest to any felony.
41. Violation of any district rule or policy.

District shall comply with the statutory procedures for the suspension, demotion, termination, or non-re-employment of a support employee who may be suspended, demoted, terminated, or non- re-employed only for cause.

Reporting: District will not prohibit or take disciplinary action against support employees for disclosing public information to correct what the support employee reasonably believes evidences a violation of the Oklahoma Constitution, law or a rule promulgated pursuant to law or reporting a violation of the Oklahoma Constitution or state or federal law, regardless of whether or not prior notice was given to the support employee's supervisor or any other party in the relevant chain of command.

For purposes of this section, "reporting" includes providing a written or spoken account to a supervising teacher, administrator, school board member, an Oklahoma State Department of Education ("OSDE") representative, law enforcement official, district attorney, and/or parent or legal guardian of a student directly impacted by the actions.

The Family Educational Rights and Privacy Act ("FERPA"): This does not exempt a teacher or support employee from adhering to a student or parent's rights to confidentiality and protection under FERPA.

Temporary Contracts: Support personnel may be employed on a temporary basis in certain circumstances. Temporary Support Personnel Contracts shall be effective only for the specified term which shall not exceed the end of the fiscal year in which the contract begins. Temporary Support Personnel Contracts may be utilized for support personnel who are employed:

1. for a period of time during the absence of support personnel on District-approved leave;
2. to fill a new position created because of increased enrollment after the commencement of school;
3. to fill a vacancy which occurs after July 1 of the fiscal year; or
4. to fill a need of District which does not require a full-time, permanent position.

Reduction in Force: District may implement a reduction in force when necessary due to lack of funds or lack of work, including but not limited to, actual or projected decreases in enrollment, consolidation of programs or positions, elimination of programs, changes in curriculum, or other circumstances determined by the Board. A reduction in force shall begin with normal attrition throughout the district and possible transfer of support employees declared excess in a building to a vacancy for which they are qualified. However, if necessary, District may reduce full-time support employees considering the following criteria:

1. Review current assignment and qualifications;
2. Review district evaluations; and
3. Review years of service in the district.

There shall be no right to recall after a reduction in force. However, support employees whose positions are eliminated may be considered for re-employment upon the submission of an

application for employment and may be considered for transfers to other available positions depending on the support employee's qualifications and performance.

Hearing Before Board of Education: Any support employee who is entitled by law to a hearing before the Board prior to any termination or non-renewal or following any suspension must request a hearing before the Board, in writing delivered to the Board Clerk, within ten (10) working days of the date of the mailing of the notification to the support employee of the notice of the recommendation for termination or non-renewal or of the suspension without pay. Failure to request a hearing will be deemed to be a waiver of the right to a hearing. The Board will provide the hearing as required by Oklahoma law, and will follow the procedures set forth by the Oklahoma State Department of Education for hearings on the termination or non-renewal of certified teachers. The decision of the Board at the hearing will be final.

Adopted: August 18, 2022

Revised: August 4, 2025

Professional Boundaries

The Board counts on staff to adhere at all times to recognized standards of professional conduct. Teachers, administrators, and support employees are role models and must exemplify ethical behavior in their relationships with students, patrons, and other staff members. The Board expects staff to be mindful that they are professionals and their conduct, particularly in relation to students, patrons, and other staff, must be consistent with professional standards. Staff members must never engage in conduct which detracts from a safe, positive or appropriate learning environment.

The Board believes that all staff members have a responsibility and professional obligation to be familiar with, and abide by, the laws of Oklahoma, the policies of the Board, and the administrative regulations designed to implement them – as they affect the employee’s job and commitments to students and others. No teacher or support employee shall be prohibited from or disciplined for disclosing public information to correct what the teacher or support employee reasonably believes evidences a violation of the Oklahoma Constitution or law or a rule promulgated pursuant to law or reporting a violation of the Oklahoma Constitution or state or federal law, regardless of whether or not prior notice was given to the teacher or support employee’s supervisor or any other party in the relevant chain of command.

For purposes of this section, “reporting” includes providing a written or spoken account to a supervising teacher, administrator, school board member, an Oklahoma State Department of Education (OSDE) representative, law enforcement official, district attorney, and/or parent or legal guardian of a student directly impacted by the actions.

The Family Educational Rights and Privacy Act (FERPA): This does not exempt a teacher or support employee from adhering to a student or parent’s rights to confidentiality and protection under FERPA.

The OSDE Standards of Performance and Conduct set forth standards for the professional conduct of teachers. The Board, like the State Department of Education, requires teachers in the school system to adhere to this code. It expects its administrators also to adhere to requirements for administrators. In addition, the Board approves specific ethical standards that must guide the conduct of all staff members.

Specific Responsibilities. Essential to the success of ongoing District operations and the instructional program are the following responsibilities, required of all personnel:

1. Support and enforcement of policies of the Board and regulations of the District administration with regard to students.
2. Concern and attention toward their own and the District’s legal responsibilities for the

- safety and welfare of students, including the need to assure that students are responsibly supervised within the constraints presented.
3. Avoidance of exploitation of relationships with students, other staff members or District patrons.
 4. Consistency and promptness in attendance at work.
 5. Diligence in submitting required reports promptly at the times specified.
 6. Care and protection of District property.

Staff -Student Relationships: Exploitation of staff-student relationships is inconsistent with obligations owed to students. Commercial and business dealings between students and staff members are prohibited. A staff member may not use a teacher/administrator or similar relationship with a student for personal gain. Likewise, staff members may not use student property for personal use or benefit. Staff members who suspect or recognize an inappropriate relationship between a student or staff member or who observe inappropriate conduct toward or contact with a student are required to report this in writing to their supervisor, the Superintendent, or other District official.

Exploitation of a Student. Exploitation of a student may result from an improper personal relationship encouraged by a teacher, administrator or support employee. Staff members should be aware that gestures and physical conduct, even though innocent and properly motivated, may be misrepresented by students or parents. Therefore, teachers, administrators, and support employees must avoid conduct that might be characterized as evidencing an improper or unprofessional personal attachment toward a student. Sponsors or chaperones shall not sleep in the same rooms with students on overnight activity trips unless the sponsor or chaperone is the parent or legal guardian of the student. Likewise, coaches, sponsors or chaperones shall not accompany a single student on a trip or activity unless written approval is received from parents or legal guardian of the student and the Superintendent or Superintendent's designee. Sexual or romantic involvement with a student and sexual harassment by any employee, regardless of the student's age or student's placement in or out of the teacher's class, is prohibited. School officials will seek criminal investigation and prosecution of any employee suspected of engaging in child exploitation.

Standards of Behavior. Staff is expected, in the capacity as role models, to establish an example of acceptable behavior for students in connection with classes and extracurricular activities. Teachers, administrators and support employees must refrain from the use of vulgar or obscene language and conduct in the presence of students. Similarly, discussion with students of issues personal to the staff member, such as divorce, sexual issues, or similar highly personal subjects, is inappropriate. The use of alcohol by any staff member in the presence of students is prohibited. Likewise, the use of illegal or illicit drugs by employees in or outside the presence of students is prohibited. Likewise, the use of illegal or illicit drugs by employees in or outside the presence of students is prohibited and grounds for disciplinary action, including dismissal.

District has adopted policies relating to employee and student use of wireless telecommunications devices and social networking sites, and employees shall adhere to these provisions. Staff members are expected to refrain from comments or statements, even in jest, reflecting adversely on any person or group with reference to race, color, religion, sex, status,

sexual orientation, age or genetic information. Racial, ethnic, or sexual slurs in the presence of student or during work or work-related activities or programs constitute unprofessional conduct.

Exploitation by Supervisors of Subordinate Employees. The exploitation by supervisors of subordinate employees is improper and prohibited. In particular, any employee who supervises, directs, evaluates or makes any employment recommendation with regard to any other employee (ie. acts as a supervisor) is prohibited from engaging in any commercial, business, romantic, sexual, or other similar type of personal relationship with any employee who is or may be subordinate to the supervisor.

Fiscal Management. It is imperative that sound fiscal management procedures be followed by staff to ensure maximum benefit for each dollar expended. Accordingly, misuse of District property and/or funds constitutes unacceptable behavior. Employees must adhere to accepted procedures of sound accounting, reporting, business and purchasing practices.

Every employee of the District has the duty to abide by this professional boundary policy. Failure to do so may lead to disciplinary action including dismissal or non-renewal from employment, referral to law enforcement authorities for prosecution, to other action appropriate to the nature, gravity, and effect of the relationship on students, other staff members, or school operations.

Adopted: August 18, 2022
Revised: August 4, 2025

LEAVE

General: The Board recognizes that District employees must occasionally be absent from work. Therefore, the Board will provide various forms of leave as required by law. This policy shall apply to all employees of District except those covered by an applicable collective bargaining agreement which has conflicting provisions for leave or unless otherwise specified by a contract.

Sick Leave: An employee who is absent from duty because of personal illness, injury, or pregnancy, or serious illness in the immediate family shall be allowed sick leave. Immediate family includes the employee's spouse, parents, grandparents, children, or corresponding in-laws. Sick leave may be used for dental and/or medical appointments. Hours per day of paid sick leave shall not exceed the number of hours per day for which the employee is regularly employed. Sick leave for part-time employees shall be proportionate to the hours worked by the employee.

The following accrual rates will apply to employees who are not covered by an applicable collective bargaining agreement:

Support Employees:

- 10-month contract (200 contract days or less) = 10 days per school year
- 11-month contract (201-220 contract days) = 11 days per school year
- 12-month contract (238 contract days or more) = 12 days per school year

Central office Administrators who work 12 months will be provided 15 days per school year.

Accrued but unused sick leave may be transferred to another school district, to the Oklahoma School for the Blind, or the Oklahoma School for the Deaf or may be used for service credit with the Oklahoma Teachers' Retirement System("OTRS"). According to applicable law, employees may transfer up to 60 accumulated and unused days of sick leave from another school district, and such transferred days shall be used first in case of illness.

District shall not compensate an employee for any accrued, unused sick leave, except in the case of an employee declaring full retirement. Full retirement is defined as an employee meeting OTRS guidelines for full retirement, declaring and subsequently beginning withdrawals from OTRS, and resigning employment from his/her current position with District. Any unused sick leave may be bought back by District at \$25.00 per day upon retirement. Unused sick leave days from other agencies or districts are not eligible for reimbursement.

When an employee is unable to work due to personal illness, injury, or pregnancy, or serious illness in the immediate family, the employee or employee's designee will notify his/her immediate supervisor or designee at the work site at a time as established by existing District/department policy/practice, unless extenuating circumstances preclude this notification.

Any employee who attempts to take unfair advantage of sick leave benefits shall be subject to dismissal or other disciplinary action. Any employee may be required to submit appropriate evidence concerning the cause of his absence in order to qualify for sick leave benefits. Claiming sick leave on unusual or inclement weather days, claiming excessive sick leave during the last two months of employment, claiming sick leave on days immediately preceding or immediately following holidays or non-work days other than weekends, absences exceeding five (5) consecutive days or more, or presenting behaviors and/or patterns creating a reasonable suspicion that sick leave is being abused are all situations in which appropriate evidence may be requested from the employee by a supervisor. Appropriate evidence may include:

1. Medical professional's statement endorsed by the employee;
2. Employee statement endorsed by the principal or immediate supervisor;
3. Copies of claim submitted for insurance benefits; and
4. Other information, to include District form(s), as may be indicated by the circumstances.

Sick Leave Sharing: District hereby adopts a Sick Leave Sharing program to be administered in accordance with the applicable law and District Regulation.

Personal Leave: Unless otherwise specified by contract or negotiated agreement, full-time employees shall be entitled to three (3) days for personal business leave. Personal business leave is not cumulative. Unused personal business leave shall be either be paid out in the amount of twenty-five dollars (\$25.00) per day or converted to sick leave at the end of the fiscal year. Except in situations which are beyond the control of the employee, personal business leave may not be taken during the following periods of time, without Board approval:

1. The first or last week that school is in session; or
2. The day preceding or following a holiday or vacation period.

Emergency Leave: At any time during the fiscal year, District's Board may grant up to ten (10) days of emergency leave for all employees to be used for days when District's schools are closed due to inclement weather, unsafe conditions of physical facilities, lack of proper supervision of students, unsafe conditions for students, and other unforeseen conditions that are declared an emergency. Emergency leave will only be available during the year in which the Board approves such leave or during the following fiscal year and shall not be cumulative from year to year. In approving emergency leave, the Board may designate that employees whose services are essential are not allowed emergency leave for days designated as an emergency. Provisions may be made to provide district emergency leave for essential personnel at a later date following the declared emergency.

Bereavement Leave: District will provide up to five (5) days of bereavement leave each year in the event of the death of one of the following relatives of a full-time employee: spouse, child, step child, parent, step parent, sibling, grandchild, or grandparent of the employee or the employee's spouse. An employee may use up to two (2) of the five (5) days of bereavement leave for persons not listed above. Bereavement leave must be approved by the employee's supervisor. Bereavement leave is not cumulative, and employees shall not be compensated for such leave if not used.

Jury or Witness Leave: All employees shall be excused from employment without loss of pay when summoned for jury service or when subpoenaed in a criminal or civil proceeding.

Military Leave: All employees shall be excused from employment for military leave according to applicable law. Upon receipt of the proper military orders, such leave shall be granted without loss of status and shall include his/her regular salary for a period of up to thirty (30) days.

Family Medical Leave: Pursuant to the Family and Medical Leave Act of 1993 ("FMLA"), an employee who has worked at least one thousand two hundred fifty (1250) hours during the previous twelve (12) month period and all full-time certified teachers shall be allowed up to twelve (12) weeks of unpaid leave for the following reasons: 1) the birth or adoption of a child; 2) because of any qualifying exigency arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty or has been notified of an impending call to active duty status in support of a contingency operation; 3) for the employee's own serious health condition; or, 4) to care for the employee's spouse, child, or parent who has a serious health condition.

In addition, an eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty is entitled to up to 26 weeks of leave in a single 12-month period to care for the service member. The single 12-month period for military caregiver leave begins on the first day the employee takes leave for this reason and ends 12 months later. An eligible employee is limited to a combined total of 26 workweeks of leave for any FMLA qualifying reason during the 12-month period. Up to 12 of the 26 weeks may be for an FMLA-qualifying reason other than military caregiver leave. Military caregiver leave is available to an eligible employee once per veteran, per serious injury or illness.

Prior to taking unpaid leave, an employee must utilize any accrued paid leave to which the employee is entitled. An employee may be required to provide certification from a physician of the necessity of such leave, including the date the condition began, the anticipated duration, and the medical facts regarding the condition.

With the exception of leave approved for military care-givers, District will abide by the Rolling 12-Month Period. The 12-month period is to be measured backward from the date an employee uses any FMLA Leave. Under the Rolling 12-Month Period, each time an employee takes FMLA leave, the remaining leave entitlement would be the balance of the 12 weeks which has not been used during the immediately preceding 12 months.

Maternity Leave: Full-time employees in the District shall be entitled to six (6) weeks of paid maternity leave following the birth of the employee's child provided that:

1. The employee has been employed by the District for at least one (1) year;
2. The employee has worked at least one thousand two hundred fifty (1,250) hours during the preceding twelve-month period; and
3. The leave is used immediately following the birth of the employee's child.

Paid maternity leave provided pursuant to ~~this section~~ state law shall be in addition to sick leave taken due to pregnancy and no employee who takes maternity leave pursuant to ~~this section~~ state law shall be deprived of any compensation or other benefits to which the employee is otherwise entitled. In addition, maternity leave shall run concurrently with the first six (6) weeks of any qualifying FMLA leave.

Qualifying employees may utilize accrued sick leave to extend the duration of their maternity leave beyond six (6) weeks in order to recover from childbirth, bond with a newborn, or care for a newborn, without requiring additional approval of the Board or administration. The employee must have sufficient sick leave to cover the extended duration of the leave and the additional sick leave shall not exceed six (6) weeks or a combined total of twelve (12) weeks of FMLA leave, unless a licensed medical professional provides the district with written certification recommending additional leave for the employee due to medical necessity related to recovery from child birth, or to care for the newborn.

An employee seeking to use sick leave to extend the duration of their maternity leave shall notify their employer in accordance with FMLA. FMLA leave shall run concurrently with the extended duration of the paid sick leave.

Once sick leave and maternity leave are exhausted, a full-time teacher, who with proper Board approval, takes not more than ninety (90) school days of leave without pay to care for the teacher's child during the first year of life, shall receive full credit for days on leave without pay as though the teacher had been on leave with pay for purposes of computing experience for the minimum teacher salary schedule. A teacher on leave without pay pursuant to this section shall have the period during which such leave is taken counted toward retirement service credit as though the teacher had been on leave with pay so long as the requirements of Oklahoma law and OTRS are met.

Additional Leave Less Cost of a Substitute Teacher: If a certified teacher is absent from his or her duties due to personal accidental injury, illness, or pregnancy, and all applicable sick leave and maternity leave have been exhausted, the teacher shall receive, for a period not to exceed twenty (20) days, his or her full contract salary less the amount:

1. Actually paid to a certified substitute teacher for his or her position if a certified substitute teacher is hired; or
2. Normally paid a certified substitute teacher for his or her position if a certified substitute teacher is not hired.

Leave of Absence: Any certified employee who has been employed full-time for at least three (3) consecutive years with District may request an unpaid leave of absence for a period which

shall not exceed one (1) school year in duration. Requests for such leave must be made in writing, submitted to the superintendent, and contain sufficient detail as to the reasons for the leave so that a decision may be made based on the merits of the request. Requests for an initial Leave of Absence must be submitted no later than June 1 and be for an approved reason. Requests submitted after June 1 will be contingent on District's ability to find a suitable replacement. As a condition of approval, the employee must state that the reason for the leave is not for the purpose of accepting other employment or other activities for direct personal financial gains. A leave of absence may be used when all other applicable leave has been exhausted and the employee is unable to return to work. The Board shall determine if an employee's request for a leave of absence is to be approved, and approval of a leave of absence is contingent upon the needs of District. An employee who returns to work after an approved leave of absence shall be returned to the position previously held or to another comparable position for which the employee is qualified. Except for employees on an approved leave of absence to hold office as an officer, director, trustee or agent of a national, statewide, or school district employee association, employees on an approved leave of absence may participate in and pay for continued insurance coverage or professional memberships, however, sick leave, personal business leave, and vacation leave shall not accrue for the period of time the employee is on an approved leave of absence. Salary increments or years of experience will not increase and/or accumulate during a Leave of Absence except in those cases involving military leave and/or teaching assignments that qualify as teaching experience according to the regulations of the Oklahoma State Department of Education, provided said teaching experience is not a paid position.

Employees who are on an approved Leave of Absence must submit a written request for reinstatement or request an extension of the approved Leave of Absence by certified mail to the Superintendent on or before April 1 prior to the contractual year in which the employee wishes to return. An employee who is on an approved Leave of Absence who fails to submit a request for reinstatement or a request for extension of the approved Leave of Absence shall be considered to have resigned his/her employment with District. A Leave of Absence may only be extended one time, except in the case of an elected/appointed officer.

Leaves of absence may be granted for the following reasons:

1. Parental Leave: Parental leave may be granted for the purpose of child rearing
2. Illness: Personal illness or caring for a sick member of the immediate family. Requests for such leave must be accompanied by a physician's statement. Immediate family is defined as spouse, children, step-children, parent(s), step-parent(s) and legal guardian of the employee.
3. Educational Leave: Employees pursuing the completion of an advanced degree or additional certification from an institute of higher learning. Proof of satisfactory completion of at least six (6) hours per semester will be required.
4. Election/Appointed Officer: Employees serving as a full-time

elected/appointed officer of a professional organization at the state or national level for the duration of the term.

Decisions on whether to grant a leave of absence will be based on the benefit of the employee, the benefit of the District, and the availability of a replacement teacher who is willing to sign a Duration of Need contract. This does not apply to parental leave requested prior to June 1.

Vacation Leave: District will provide annual vacation with pay to those employees assigned to twelve-month positions. The following provisions will apply to all twelve-month employees unless otherwise specified by contract or negotiated agreement:

- Vacation days are cumulative, up to a maximum balance of 15 days. It is the employee's responsibility to monitor his or her vacation balances.
- No employee will be credited any days of vacation that result in the balance exceeding the maximum allowance of 15 days.
- Vacation days up to 15 days will be paid out to the employee on an annual basis at a rate of twenty-five dollars (\$25.00) per day.

A full year of service is measured from July 1 to June 30. Vacation time will be accumulated only for months during which the employee works the majority of the month. Absences of an employee on sick leave, vacation leave, or other paid approved leave are considered days worked for the purpose of vacation time accrual. Paid vacation leave will not be accrued for leave taken for unapproved reasons, or for reasons that result in unpaid leave. The following accrual rates will apply to those employees eligible for paid vacation days:

0 to 4 consecutive years in District	10 days per year
5 consecutive years in District	11 days per year
6 consecutive years in District	12 days per year
7 consecutive years in District	13 days per year
8 consecutive years in District	14 days per
year 9 or more consecutive years in District year	15 days per

Unless otherwise specified in a contract or negotiated agreement, an employee who leaves employment with District will be compensated at a rate of twenty-five dollars (\$25.00) per day, up to a maximum of 15 days.

Both the supervisor and the employee should strive to arrange vacation times during periods that are the least disruptive to the mission of the District.

Professional Leave: The Board may authorize leave for certified employees to attend professional conferences, conventions, and/or meetings which contribute to the basic functioning of the certified employee's assignment in accordance with District Regulation.

Holidays: District shall provide those holidays which are set forth on a school calendar and those which are specified by the Superintendent.

Adopted: August 18, 2022
Revised: July 18, 2023; August 1, 2024; August 4, 2025

PROFESSIONAL DEVELOPMENT PROGRAM

Applicability: All licensed and certified teachers and administrators employed by District, including teachers on temporary contracts, shall be required to meet the professional development requirements established by the Board in accordance with state law.

Professional Development Committee: As provided for by law, a Professional Development Committee shall be composed of classroom teachers, administrators, school counselors or licensed mental health providers, and parents/guardians/custodians of students in District. A majority of the committee members shall be classroom teachers selected by a designated administrator and chosen from a list of names submitted by teachers in the district, and approved by the majority vote of the teachers in the District. The Professional Development Committee shall consult with a member of the faculty of an institution of higher education as needed.

Professional Development Program: The Board shall adopt Professional Development Programs based on the recommendations of the Professional Development Committee. The Professional Development Committee shall prepare and recommend Professional Development Programs as required by law which comply with the regulations of the State Department of Education and state law. The Professional Development Committee shall present such programs to the Board for review, modification, and adoption.

Penalties for Failure to Comply: The failure of any certified employee to meet the Professional Development Programs adopted by the Board may be grounds for non-renewal of the certified employee's contract, withholding of salary increments, and/or withholding step increases. Teachers should maintain written documentation of all completed professional development courses.

Faculty Professional Growth: The Board believes that teachers need to keep abreast of new knowledge in their fields of expertise.

Staff Development:

1. Each teacher shall satisfy the District required staff development points each year.
2. Teachers are encouraged to attend workshops and conferences in their fields of study.
3. Teachers are encouraged to attend summer school for refresher courses from time to time.
4. Counselors are encouraged to attend programs specifically designated for school counselors each year.

Adopted: August 18, 2022

Revised: July 18, 2023; August 4, 2025

GENERAL STUDENT POLICIES

School Calendar: School shall actually be in session and classroom instruction offered:

- For not less than 1,086 hours with a minimum of 166 days of instruction each school year, if ~~a district~~the board adopts a school-hours policy and notifies the SBE prior to October 15 of the applicable school year; ~~or~~
- For not less than 1,086 hours each school year, if a district board adopts a school-hours policy, notifies the SBE prior to October 15 of the applicable school year; ~~or and meets the requirements established by the SBE pursuant to law.~~
- For not less than 1,086 hours each school year if the Board adopts a school-hours policy, notifies the SBE prior to October 15 of the applicable school year, and the district meets or exceeds the minimum guidelines for student performance and school district cost savings established by the SBE.

Annually, the Superintendent or the Superintendent's designee shall prepare and present for Board approval a school calendar which indicates the dates of the opening and the closing of school and all applicable instructional and professional days. The District will not count more than 30 hours of attendance at professional meetings each school year toward the 181 days or the 1,086 hours of classroom instruction time required by law. In addition, the superintendent shall have the authority to make short-term adjustments to the calendar as necessary, including but not limited to distance learning schedules and related planning and redefining attendance and absence requirements for students and staff.

For the purposes of this subsection, "virtual instruction" means the use of the Internet or other means of digital information transmission systems as a form of academic instruction. Beginning with the 2026-2027 school year, the district shall not count days or portions of days when school is closed and virtual instruction is provided towards the 181 days or 1,086 hours of classroom instruction. However, a district may count up to two (2) days or twelve (12) hours when school is closed and virtual instruction is provided towards the 181 days or 1,086 hours of classroom instruction time only if certain requirements are met as required by law, including but not limited to annual approval by the district's board as well as the State Superintendent. This provision does not apply to full-time virtual education programs operated by a district.

School Day: A school day shall consist of not less than six (6) hours devoted to school activities except as allowed by law or as a result of extenuating circumstances such as a health and safety emergency. The Administration shall establish the school hours within the school day and class schedules for the schools within District and may provide for flexible scheduling and a longer school day to accommodate flexible scheduling. That information

will be provided to students, parents and the public in the school handbooks.

Class Size: The Administration shall maintain appropriate class sizes as required by state law and applicable regulations.

School Ceremonies and Observances: According to state law, each school may lead its students in a daily, but not less than weekly, pledge of allegiance to the flag of the United States of America and may fly the United States and Oklahoma flags on school grounds on school days when weather permits. The United States Flag will be on display, either inside or outside, on school property as required by law. Any person who mistreats or dishonors the Flag will be subject to consequences pursuant to state law and district policy. In addition, students who do not wish to participate in the pledge will not be required to do so or penalized for noncompliance, so long as it is respectful. Schools within District may observe the holidays of various religions and present assembly programs with songs and decorations in accordance with the traditional and historical significance of the religious holiday. Schools within District may conduct programs commemorating events in the history of Oklahoma and the United States. Student assemblies shall be considered part of the school program and shall be held during school hours.

Minute of Silence: At the beginning of each school day in which students are present at school, District shall observe approximately one minute of silence for the purpose of allowing each student, in the exercise of his or her choice, to reflect, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their individual choices. Students or staff shall not coerce or attempt to coerce any person to engage in any particular activity during the minute of silence. After a minute of silence, the administrative staff shall indicate that the minute of silence is concluded.

The minute of silence shall commence with an announcement substantially mirror the following statement: "We now pause for a minute of silence in which students may reflect, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their individual choices." Any complaints regarding violations of this policy will be addressed promptly and in accordance with law and District's complaint procedures.

Voluntary Prayer: District acknowledges the right to engage in voluntary prayer. Those who wish to participate in voluntary prayer will be permitted to do so pursuant to the Oklahoma Administrative Code at OAC 210:35-3-251. Voluntary prayer is permitted at school events, including but not limited to sporting events or graduation ceremonies, so long as it is non-disruptive and respectful of the rights of other individuals present. Any complaints regarding violations of this policy will be addressed promptly and in accordance with law and District's complaint procedures.

Release of Students: All students are to remain on the school campus between the time of arrival and the close of the school day. Parents and/or guardians must check out students through the school office before taking the student from campus. Students shall only be released from schools to a parent or guardian unless the parent or guardian has provided the

Principal with a written statement authorizing the release of the student to a third party without proper authorization. The Principal may contact the parent or guardian to authenticate or verify the written authorization. Students who leave campus without permission shall be subject to disciplinary action.

Adopted: August 18, 2022

Revised: August 12, 2024; February 3, 2025; August 4, 2025

**ADMISSION, RESIDENCY, PLACEMENT,
TRANSFER, AND WITHDRAWAL**

Admission: The following students shall be admitted to District if they meet the age, immunization, and good standing requirements set forth in this policy:

- A. Students who are legal residents of District;
- B. Students who have a legal transfer into District;
- C. Students who have been accepted by District on a tuition basis; and
- D. Foreign students who have been accepted by District as Non-immigrant (F-1) Students.

A home-schooled student who wishes to be admitted to District may only be enrolled on a full-time basis. Part-time admission or enrollment is not allowed.

Age Requirements:

- A. Minimum Age: A child must be four (4) years old on or before September 1 in order to enroll in District's early childhood program. A child must be five (5) years old on or before September 1 in order to enroll in kindergarten. A child must be six (6) years old on or before September 1 in order to enroll in first grade, unless otherwise entitled to enroll by law.
- B. Maximum Age: All students who have not completed the twelfth grade shall be eligible to attend school in District until they reach twenty-one (21) years of age on or before September 1 of the school year in which enrollment is sought; provided that upon submitting evidence to the Board of Education in the student's resident district, or the Board's designee, showing that the-a student who is a resident of the State of Oklahoma, is lawfully present in the United States, and was unable to attend school because of physical disability or service in the United States Armed Forces or auxiliary organizations by reasons provided for by law ~~of which made it was impossible~~ to complete the twelfth grade before the age of twenty-one (21), a student may attend school in District until the student attains the age of thirtytwenty-six (3026). Persons applying for and approved under this subsection shall only be eligible if the district offers a full-time virtual education program, which the student utilizes to complete their high school education.
- C. Students with Disabilities: Students with disabilities may be entitled to attend school

from three (3) years of age. District's Special Education Director should be contacted to determine eligibility of students with disabilities for early admission.

- D. Proof of Age: Unless identified as homeless in accordance with the McKinney-Vento Homeless Education Assistance Act, any student who is enrolling in school for the first time shall present upon enrollment a birth certificate which verifies the student's age. If a birth certificate is not presented within four (4) weeks after its request, the student's enrollment may be terminated depending on the circumstances.

Immunization Requirements: No student shall be permitted to enroll in District unless the student presents to the school at the student's initial enrollment either:

- A. Certification from a licensed physician or authorized representative of the State Department of Public Health that such student has received, or is in the process of receiving, immunizations required by the Department of Public Health, or that such student is likely to be immune as a result of the disease; or
- B. A Certificate of Exemption form stating that the child is exempt from the immunization requirements on the ground that (1) the physical condition of the student is such that immunization would endanger the life or health of a student, signed by a physician; (2) the parent, guardian or person having legal custody of the child objects to such tests or immunizations for religious reasons; or (3) the parents, guardian or person having legal custody of the student claims an exemption for personal reasons. A copy of the Certificate of Exemption will be forwarded to the Department of Public Health for review and approval.

Good Standing Requirement: A student must be in good standing at the time of withdrawal from any previous school in order to enroll in District. A student who has been suspended from a public or private school in the State of Oklahoma or another state for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students shall not be entitled to enroll in District, and no public school shall be required to enroll such student, until the terms of the suspension have been met or the time of suspension has expired.

Residency Requirements:

Categories of Residency: The following students shall be considered legal residents of District:

1. Students whose parent, legal guardian or legal custodian holds legal residence in District.
2. Students who have been placed in a foster home within District (a) by the person or agency holding legal custody pursuant to court order, or (b) by a state agency having legal custody; provided that "foster home" means a family home, other than the home of a parent, step-parent, grandparent, brother, sister, uncle, or aunt, which provides full-time care for five or fewer children.

3. Qualified students under a Special Power of Attorney as required by the Compact on Educational Opportunity for Military Students.
4. Students whose full-time care and custody is provided by an orphanage or a child care facility supported by charity.
5. Students who reside in District and are supporting themselves entirely by their own efforts.
6. Students who have been placed in a public or private residential child care or treatment facility and whose place of legal residence cannot be determined.
7. Students who are homeless persons as defined by the law.
8. Any other students provided for by law.

Procedures for Determining Residency - The following procedures shall be used to determine the residency of a student in District:

1. An admissions form shall be completed for each student initially enrolling to attend school in District. All other students may be requested to complete an admissions registration form at enrollment or at other times at the discretion of the Administration.
2. In determining the residency of a student, the Administration may require proof of residency and/or affidavits or verification of residency. Such proof may include but is not limited to proof of payment of local ad valorem taxes, proof of rental payment or title to residential property in district, utility bill voter or car registration.
3. If a student is denied admission to a school in District by the Administration, the student shall be notified of the reasons for the denial in writing. The student may appeal the denial to District's Residency Officer in writing, stating the reasons for the appeal. District's Residency Officer shall be the Superintendent. District's Residency Officer shall consider the appeal and shall notify the student of the appeal decision in writing, stating the reasons for the decision. The decision of District's Residency Officer shall be final.
4. If a student has been admitted to attend school in District after establishing a bona fide legal residence in District, and thereafter moves and is no longer a resident of the district, the student shall be permitted to complete the current school year; provided that, if District determines that the student did not in fact establish a bona fide legal residence in District, the student's permission to attend school shall be revoked and tuition shall be charged for the days attended.

~~Residency by Military Order - A student whose parent or legal guardian is transferred or is pending transfer to a military installation within the state while on active military duty pursuant to~~

~~an official military order will be considered in compliance with the residency requirements as provided by law. District shall accept enrollment applications by electronic means, including enrollment in a specific school or program within the District and course registration. The parent or legal guardian shall provide proof of residence in the District within ten (10) days of the published arrival date provided on the official documentation. The following may be provided to show proof of residence:~~

- ~~1. A temporary on base billeting facility;~~
- ~~2. A purchased or leased home or apartment, or~~
- ~~3. Federal government or public-private venture off-base military housing.~~

~~For purposes of this policy:~~

~~“Active military duty” means a full-time military duty status in the active uniformed service of the United States including members of the National Guard and Military Reserve on active duty orders; and~~

~~“Military installation” means a base, camp, post, station, yard, center, homeport facility for any ship or other installation under the jurisdiction of the Department of Defense or the United States Coast Guard.~~

Power of Attorney: A parent or legal custodian of a child, through a properly executed power of attorney and without compensation, may delegate to another person, for a period to exceed twenty-four (24) hours but not to exceed one (1) year, certain powers regarding the care and custody of the child as provided in law. The parent or guardian may withdraw or revoke the power of attorney at any time. The attorney-in-fact shall have those powers specified by law, including the right to enroll the child in school and to have access to all education records., or those powers specifically delegated to the attorney-in-fact.

Withdrawals: Students who attend school as resident students may be withdrawn from school:

- A. By the submission of proof that the student’s residence for school purposes has changed or is about to change to another school district;
- B. By the submission of proof that the student has attained the age of eighteen (18);
- C. If the student has attained the age of sixteen (16), upon written agreement between the principal and the parent, guardian or custodian of the student that such withdrawal is in the best interests of the student and/or community, and that the student shall thereafter be under the supervision of the parent, guardian or custodian until the student has reached the age of eighteen (18); and
- D. By administrative action, if the student has had ten (10) consecutive unexcused absences.

Placement and Assignment: Students, including students who have been home-schooled, shall be assigned to a grade level or class based upon an assessment of the student's age, maturity, grades received, standardized test results, and/or abilities in accordance with Administrative Regulations.

Students transferring into District from a school not accredited by the Oklahoma State Department of Education ("OSDE") or enrolling in District immediately after being a home-schooled student, shall be required to take comprehensive written examinations in the subjects studied or grades attended in the nonaccredited school. Results of the examinations will be utilized in determining the academic units or grade levels for which a student is to receive credit. In order for a student to enroll in courses that have prerequisites, the student must have passed the proficiency exam for that prerequisite. Proficiency must be demonstrated by exam on all courses required for graduation from District. Exams will be given only for courses offered at District. Copies of the exams and their results will be placed in the student's file.

A parent or guardian of multiple-birth siblings may request that the children attend the same school and be placed in the same classroom or in separate classrooms if the children are in the same grade level at the same school and meet the eligibility requirements of the class. The parent or guardian must request the classroom placement no later than fourteen (14) days after the first day of each school year or fourteen (14) days after the first day of attendance of the children during a school year if the children are enrolled in the school after the school year commences. The school may recommend classroom placement to the parents and provide professional education advice to the parents to assist them in making the best decision for their children's education. A school must provide the placement requested by the children's parent or guardian, unless the Board makes a classroom placement determination following the school principal's request. At the end of the initial grading period, if the school principal, in consultation with the children's classroom teacher, determines that the requested classroom placement is disruptive to the classroom environment, the school principal may request that the Board determine the children's classroom placement.

Placement of Student Victims: Upon the Superintendent's receipt of notice from a juvenile bureau that a student of District has been adjudicated, or that adjudication has been withheld, an offense subject to the Juvenile Sex Offender Registration Act, District shall notify the victim and parent or guardian of the victim of their right to request to be separated from the offender at school and during school transportation. If the victim requests to be separated from the offender, District shall take appropriate action as required by law. The decision of the victim shall be final and not reversible.

Student Transfers: Subject to certain exceptions provided for by law, the transfer of a student from the district in which the student resides to District or within the District by a student attending a different school site within the District shall be granted at any time during the school year unless the requested transfer exceeds the capacity of the grade level sought for each school site or the desired school site within the District. District's Board will meet by the first day of January, April, July and October each year to establish the number of transfer students the school has the capacity to accept in each grade level for each school site within the District. District's capacity will be published on District's website and reported to the State Department of Education ("SDE"). District's capacity is as follows:

- **Pre-kindergarten:** No more than 20 students per classroom or 10 students per

adult in the classroom.

- **Kindergarten:** No more than 20 students per teacher (excluding PE and Music classes), unless an additional class would have fewer than 10 students or unless a teacher's assistant is hired.
- **Grades 1-3:** No more than 20 students per teacher (excluding PE and Music classes), unless an additional class would have fewer than 10 students or unless a teacher's assistant is hired.
- **Grades 4-6:** No more than 20 students per teacher (excluding PE and Music classes), unless an additional class would have fewer than 16 students.
- **Secondary:** No more than 140 students per day (excludes PE and music classes).

In order for a student to be transferred, the parents or guardian of the student must first submit an application form specified by the State Board of Education ("SBE") and in accordance with the SBE's procedures to the District Superintendent. District will approve or deny transfer applications and notify the parents of the decision in writing within thirty (30) days of receiving an application. If the capacity of a grade level for each school site or the desired school site within the District is insufficient to enroll all eligible students, District shall select transfer students in the order in which District received the student transfer applications. If the transfer application is accepted, the parent or guardians shall notify District in writing within ten (10) days of receiving notice of approval that the student will be enrolling in the District. Failure to provide such notice may result in District's decision to cancel the transfer, which will be provided in writing immediately upon the cancellation. If the transfer application is denied, the parent or guardians may appeal such denial as set forth in law and regulation.

A transfer may be denied if it will exceed enrollment capacity, or for student discipline as provided for in § 24-101.3 or attendance issues. "Attendance issues" as defined are ten (10) or more absences in one semester that are not excused for the reasons provided in 70 O.S. § 10-105 or due to illness. District will begin receiving new applications for the subsequent school year on or after July 1st each school year. However, any currently approved transfers may be approved for the next school year beginning on May 1st

All student transfers are good only for the school year during which the transfer is granted. For all subsequent school years, students already attending school in the District on a transfer will be automatically placed at the top of the applicant list for the following school year. No new applications will be needed. All student transfers previously granted will remain in effect unless the District takes action to deny a future year's attendance the continued transfer based on discipline or attendance issues as as provided for by law previously stated herein. If District intends to deny a student's continued transfer, the parents or guardians will be notified by or before July 15th.

If the grade a student is entitled to pursue is not offered in the student's resident district, the transfer will be automatically approved. A student whose parent or ~~legal~~ guardian is employed by the District shall be allowed to transfer to the District regardless of capacity. The child of a District employee who resides in the District, but wishes to attend a different school site within the District where the student resides may be granted an intra-district transfer as long as the student does not meet the criteria as a basis for denial as provided for herein. In addition, any student who

has attended school as a resident student for at least three (3) years prior to moving out of the District may be allowed to transfer regardless of capacity provided that the student does not meet a criteria for denial as provided for herein.

Any child in the custody of the Department of Human Services (“DHS”) in foster care who is living in the home of a student who transfers to the District or to another school site within the District may attend school in the District or at the school site as provided for by law. Except for a child in the custody of DHS in foster care, a transfer student shall not transfer more than two (2) times per school year to one or more districts in which the student does not reside or to other school sites within the District where the student resides, provided that the student may reenroll in his or her district or school site of residence at any time.

The brother or sister of a student who transfers to District may attend school in the District so long as the District has capacity and the brother or sister does not meet the criteria as a basis for denial. Applications will be considered in the order in which they are received by the District and a separate application must be submitted for each student who desires a transfer. The brother or sister of a student who transfers intra-district may attend the school site to which his or her sibling transferred so long as the district has capacity and the brother or sister does not meet a basis for denial as provided for herein.

A student who changes residence within the District, but wishes to attend the same school site may be granted an intra-district transfer provided that the student does not meet the criteria as a basis for denial as provided for herein.

On or before the first day of January, April, July and October, the Superintendent will file with the SBE and each resident district a statement showing the names of the students who were granted transfers, their resident districts and their grade levels.

If a transfer request is denied by the District, the parent or guardian of the student may appeal the denial to District’s Board within ten (10) days of the notification of the denial as provided for by law and regulation. District’s Board will consider the appeal at its next regularly scheduled board meeting so long as the appeal is received prior to the statutory deadline for posting the Board agenda. If the appeal is not received prior to the deadline for posting the agenda, the Board shall schedule a special meeting to consider the appeal. The appeal process will be paper-only and the review of documents will take place in executive session in order to protect student privacy. During executive session, the Board will review written documentation from the Superintendent regarding reasons for the transfer denial and information from the parent/guardian regarding why the transfer should have been approved. The vote to uphold or reject the Superintendent’s transfer denial will be held in open session.

If the Board upholds the denial, the parent or guardian may appeal the denial to the SBE within ten (10) days of the notification of the Board’s decision. The SBE will adopt guidelines for this process.

Special Education and Gifted Education Transfers: Transfers regarding students with disabilities will be considered in accordance with the law and SDE regulations. Prior to approving the transfer of a student with disabilities, the receiving district shall establish availability of the appropriate program, staff, and services. In addition, a joint IEP conference shall be required

between the district of residence and the receiving district prior to approval of the transfer. If a request to transfer a student with disabilities to a district other than the resident district is denied, the parent or ~~legal~~-guardian or an adult student who is eighteen (18) years of age or older, but under the age of twenty-two (22) may appeal the denial within ten (10) days of notification of the denial to the receiving district's board of education. The receiving district's board shall consider the appeal at its next regularly scheduled meeting. If the receiving district's board denies the appeal, the parent, ~~legal~~-guardian, or qualifying adult student may appeal the denial to the State Board of Education within ten (10) days of notification of the denial. The appeal process shall be conducted as provided for in law and regulation.

Military Parent Transfers: Students who are 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 a member of the military reserve on active duty orders shall be eligible for admission to the District regardless of its capacity, but in accordance with state law, if ~~a) at least one (1) parent or guardian of the student has a Department of Defense-issued identification card; and b) at least one (1) parent can provide evidence that he or she will be on active-duty status or active-duty orders, meaning that the parent will be temporarily transferred in compliance with official orders to another location in support of combat, contingency operation, or a natural disaster requiring the use of orders for more than thirty (30) consecutive days.~~

Specifically, 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 a member of the military reserve on active duty orders, shall be provided provisional eligibility for intra-district transfers regardless of capacity except that the number of intra-district transfers specific to military dependents shall be based on two (2) military dependents per one hundred (100) enrolled students at the elementary school level, four (4) military students per one hundred (100) students at the middle school level, and six (6) military dependents at the high school level.

For purposes of this policy:

"Elementary school" means kindergarten through fifth grade;

"Middle school" means sixth grade through eighth grade; and

"High school" means ninth grade through twelfth grade.

A student shall be considered in compliance with residency provisions if his or her parent or guardian is transferred or is pending transfer to a military installation within the state while on active military duty pursuant to an official military order. District shall accept enrollment applications by electronic means, including enrollment in a specific school or program within the District and course registration. The parent or guardian shall provide proof of residence in the District within ten (10) days of the published arrival date provided on the official documentation. The following may be provided to show proof of residence:

4. A temporary on-base billeting facility,
5. A purchased or leased home or apartment, or

6. Federal government or public-private venture off-base military housing.

A student shall not be precluded from enrollment prior to residency for any of the following reasons:

1. Having an individualized education program (IEP) or an individualized family service plan (FSP) under the Individuals with Disabilities Education Act (IDEA);
2. Receiving or qualifying for special education courses or services; or
3. Receiving or qualifying for accommodations or services under Section 504 of the Rehabilitation Act of 1973 (Section 504).

If the enrolling student is transferring with an IEP, ISP, or a Section 504 Plan, the District's Board shall take the necessary steps including but not limited to, the transfer of records and any prior evaluations, the performance of reevaluations, if necessary, and meeting to ensure that comparable services are in place prior to the student's first day of school in the state.

For purposes of this policy:

"Active military duty" means a full-time military duty status in the active uniformed service of the United States including members of the National Guard and Military Reserve on active duty orders; and

"Military installation" means a base, camp, post, station, yard, center, homeport facility for any ship or other installation under the jurisdiction of the Department of Defense or the United States Coast Guard.

McKinney-Vento Act: The Education for Homeless Children and Youth ("EHCY") program is authorized under the McKinney-Vento Homeless Assistance Act ("McKinney-Vento Act"), as amended by Every Student Succeeds Act ("ESSA"). The mission of the EHCY program at the Oklahoma State Department of Education ("OSDE") and District is to ensure educational equity and success for students experiencing homelessness by providing support according to the McKinney-Vento Act.

Homeless children and youth are defined as those who lack a fixed, regular, and adequate nighttime residence. Determinations will be made on a case-by-case basis as provided for in the Student Handbook. The District McKinney-Vento Liaison is the Holly Dabbs and may be reached at Holly.dabbs@ninnekah.k12.ok.us or 405-224-4299. Each site will also have a McKinney-Vento liaison, who can be reached through the Administration office at each school site.

The McKinney-Vento Act provides homeless children and youth the following rights:

1. To immediately enroll in school;
2. To attend school in school of origin or in the attendance area where the family currently resides;
3. To receive transportation to school of origin if requested by parents/guardians/unaccompanied youth and is in the best interest of the child;
4. To receive comparable services as other schoolmates including but not limited to

- transportation and supplemental services;
5. To attend school along with children who are not homeless;
 6. To have their rights posted in all schools and other places around the community that low-income families and high-risk families may visit.
 7. To be free of segregation and stigmatization with the nature of their living situation remaining confidential under the Family Educational Rights and Privacy Act (“FERPA”).

District Responsibilities: ~~Beginning with the 2024-2025 school year,~~ The State of Oklahoma will require a parent or guardian of a student, or the student if he or she is not in the physical custody of a parent or guardian, to complete the form provided by the OSDE for students who are identified as homeless children and youth at the time of enrollment.

District will immediately enroll the child or youth, even without records that are normally required for enrollment, or if the child or youth has missed application or enrollment deadlines during a period of homelessness. District will assist with obtaining immunizations or other required health records. District will presume that the school of origin is in the child’s best interest and will continue such enrollment even if the child becomes permanently placed during the academic year unless contrary to the request of the parent, guardian or unaccompanied youth. District will enroll the homeless child or youth with non-homeless students who live in the attendance area in which the child or youth is living and eligible to attend. District will consider student-centered factors related to the child or youth’s best interest and will provide a written explanation of the reasons for the decision, including information regarding the right to appeal if District sends the child to a school other than the one requested. District will enroll the child or youth immediately in the school in which enrollment is sought if a dispute arises pending final resolution of the dispute and will provide services comparable to those received by other students in the school. Information regarding the homeless child or youth’s living situation will be confidential and coordination efforts with local agencies providing services to homeless children or youth and their families will be made.

Dispute Resolution: Parents, guardians, or unaccompanied youth experiencing homelessness may disagree with District on issues related to McKinney-Vento services, enrollment, and/or school selection. In most cases, issues can be resolved without outside intervention. When a dispute arises over eligibility, school selection, or enrollment and cannot be resolved independently, the following procedures will be invoked:

- The child or youth “shall be immediately enrolled in school in which enrollment is sought, pending final resolution of the dispute, including all available appeals.
- The parent, guardian, or unaccompanied youth must be provided with a written explanation of any decisions related to school selection or enrollment made by the school, district or state involved, including the rights of the parent, guardian, or unaccompanied youth to appeal such decisions.
- The parent, guardian, or unaccompanied youth must be referred to the local liaison, who will carry out the dispute resolution process as expeditiously as possible.

McKinney-Vento dispute procedures apply to any dispute arising under the McKinney-Vento Act, including disputes over questions such as: eligibility, school selection, participation, and transportation. Every effort will be made to resolve the complaint or dispute at the District

level before it is taken to the OSDE. District will inform the Complainant of District's Complaint Resolution Procedure when a question concerning the education of a homeless child or youth arises.

1. Notify District's homeless liaison:
 - a. Request a copy of or access to District's Board policies addressing the education of homeless children and youth and review them. Make an appointment with the homeless liaison to discuss the complaint.
 - b. If the dispute is not resolved at the point, Complainant may file a Complaint in writing to District's homeless liaison for further review.
 - c. The Complaint should include a request that a written proposed resolution of the dispute of a plan of action be provided within five (5) days of the date the Complaint was received by the homeless liaison. A review of the proposal or plan of action with the homeless liaison should follow. An extension may be mutually agreed upon; however, every effort should be made to resolve the Complaint in the shortest time possible.
2. If the dispute is not resolved at the District homeless liaison level, the Complaint may be forwarded to the Superintendent for review followed by a meeting with the Superintendent to discuss the dispute. The Complainant should request from the Superintendent a written resolution within five (5) days of the date of the discussion. The parties may mutually agree upon an extension; however, every effort should be made to resolve the Complaint in as short a time as possible.
3. If the dispute is not resolved at the Superintendent level, the Complainant may take the matter before the Board for resolution. If this effort for resolution fails, the Complaint may be taken to the OSDE.

Adopted: August 18, 2022

Revised: May 24, 2023; July 18, 2023; July 3, 2024; August 4, 2025

BED BUGS

Bed bugs are small insects that feed on human blood. They are most active at night and are not usually seen during the daytime. While bed bugs can be a nuisance, they are not known to transmit diseases. Bed bugs can be found in any person's home regardless of factors such as gender, race or economic status. Discretion is of the utmost importance in situations involving bed bugs and will be exercised to the maximum extent possible.

1. If a suspected bed bug is found on a student, the student will **not** be sent home from school, but the parents or guardians will be notified.
2. The student will be temporarily removed from class so that the school nurse or other trained staff can inspect the student's clothing and other belongings (ie. Shoes, jacket, backpack, etc). The inspection will be performed in a private and confidential area with more than one staff member present.
3. The area where the student sat, or was immediately present prior to removal from the classroom, will be inspected discretely such that special attention will not be drawn to the student.
4. Specimens will need to be collected where possible so that identification can be confirmed. Specimens will be placed in a sandwich-sized Ziploc bag and sealed with clear tape. Staff members will take care to see that the bag is not smashed, and that the specimen is intact, to the extent possible.
5. The Principal or designee will be responsible for communicating with a pest management company in order to facilitate immediate analyzation of the specimen and will be responsible for ensuring receipt of the test results.
6. If positive identification of a bed bug is received by the District, the pest management company will be contacted to inspect and treat the school as deemed necessary based on the level and degree of the infestation. One bed bug does not equate to an infestation and if no other insects are found in the classroom, it will not be necessary to vacate the classroom prior to the pest management inspection.
7. If an infestation is confirmed, District will provide parents and guardians with appropriate information regarding bed bugs as released by the health department. Parental notification will only occur where a classroom infestation is identified.

Adopted:

Revised: August 4, 2025

USE OF AUTOMATIC EXTERNAL DEFIBRILLATOR

The Automatic External Defibrillators (“AEDs”) are to be located so that any victim may be reached in five minutes or less. Therefore, they will be stored in the elementary hallways, high school hallway, middle school hallway, and SECC hallway.

Roles and Responsibilities: The AED coordinator will serve as the primary liaison between the local EMS and the AED program. The coordinator will be responsible for purchasing equipment and supplies, organizing training programs, forwarding the incident data to the local EMS, and holding post-event debriefing sessions for employees involved.

Certified district employees authorized to utilize the AED are specific employees trained and certified to use an AED in a sudden cardiac arrest emergency. These employees will attend a four-hour, American Heart Association AED training session, will have yearly refresher classes, and will be recertified every two years.

Procedure: When an apneic, pulseless victim is discovered, activate the emergency response plan by following the suggested guidelines set forth by the American Heart Association. District will follow the American Heart Association AED treatment algorithm. The AED coordinator will notify the medical director’s office of the use of the AED. An accident report form will be used to document an event and to document the practice drills.

Maintenance: District will follow the manufacturer’s suggested guidelines for maintenance of the AED. The AED coordinator will supervise the procedure.

The principal’s secretary will:

1. Daily check the status indicator, verifying alternating dark and hourglass shapes, which indicates readiness for use and recording the status on the AED battery check sheet.
2. Notify the AED coordinator if a flashing red X, a solid red X, or constant dark shape appears.

Adopted: August 18, 2022
Revised: August 4, 2025

NINNEKAH PUBLIC SCHOOLS: DISTRICT FORM

EE-R-F

AED Maintenance

AED Maintenance Checklist	Month/Year:
Site Name:	Primary Liaison:
Site Address:	Backup Liaison:
Site Phone:	

Type of Unit: Portable *	Wall Mounted*	Electrode Expiration Date:
Specific Location of Unit:		
SERIAL # OF AED:		

Date of Check	Green Light		Initials of Liaison Performing Daily Check	Comments (Optional)
	Yes	No		
1	*	*		
2	*	*		
3	*	*		
4	*	*		
5	*	*		
6	*	*		
7	*	*		
8	*	*		
9	*	*		
10	*	*		
11	*	*		
12	*	*		
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16	*	*		
17	*	*		
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19	*	*		
20	*	*		
21	*	*		
22	*	*		
23	*	*		
24	*	*		
25	*	*		
26	*	*		
27	*	*		

28	*	*		
29	*	*		
30	*	*		
31	*	*		

Submitted By: _____ Date: _____
Signature of AED/PAD Program Liaison

FAX THIS FORM ON THE LAST DAY OF THE MONTH TO THE DISTRICT NURSE COORDINATOR: _____Name_____, 405-224-4092 or scan and send to rjones@ninnekah.k12.ok.us.

Adopted:
Revised: August 4, 2025

NINNEKAH PUBLIC SCHOOLS: DISTRICT FORM

EE-R-F

AED Maintenance

AED Maintenance Checklist	Month/Year:
Site Name:	Primary Liaison:
Site Address:	Backup Liaison:
Site Phone:	

Type of Unit: Portable *	Wall Mounted*	Electrode Expiration Date:
Specific Location of Unit:		
SERIAL # OF AED:		

Date of Check	Green Light		Initials of Liaison Performing Daily Check	Comments (Optional)
	Yes	No		
1	*	*		
2	*	*		
3	*	*		
4	*	*		
5	*	*		
6	*	*		
7	*	*		
8	*	*		
9	*	*		
10	*	*		
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22	*	*		
23	*	*		
24	*	*		
25	*	*		
26	*	*		
27	*	*		

28	*	*		
29	*	*		
30	*	*		
31	*	*		

Submitted By: _____ Date: _____
Signature of AED/PAD Program Liaison

FAX THIS FORM ON THE LAST DAY OF THE MONTH TO THE DISTRICT NURSE COORDINATOR: _____Name_____, 405-224-4092 or scan and send to rjones@ninnekah.k12.ok.us.

Adopted:
Revised: August 4, 2025

Bring-Your-Own-Device (“BYOD”)

~~Technology plays a large role in students’ and employees’ lives. Personal devices can enhance and enrich learning opportunities both at home and at school. District is committed to allowing responsible, learning-centered use of personal devices at school so as to provide as many pathways to understanding as possible for its students and promote synergy and collaboration among teachers and staff.~~

1. General Information:

Access to the District wireless networks, whether with school-provided or personal devices, is filtered in compliance with the Children’s Internet Protection Act, 47 U.S.C. § 254. Access from personal devices is limited to Internet use only. Students and employees will not have access to any documents that reside directly on the school network from their personal devices.

Access to the District wireless networks is a privilege, not a right. Any use of the wireless network entails personal responsibility and compliance with all school rules and District policies. The use of the District’s network also allows information technology staff to conduct physical and remote investigations regarding inappropriate Internet use at any time, on all school-provided and personal devices.

2. Guidelines for use:

- a. ~~Use of cell phones or personal electronic devices during the school day is prohibited during the instructional day pursuant to Policy BJ and 70 O.S. § 1-126. Use of cell phones or personal electronic devices by employees is at the discretion of the employee’s supervisor and must be strictly for work related tasks at the discretion of teachers and staff or an employee’s supervisor. Students must use devices as directed by their teacher and employees must use devices for work-related tasks.~~
- b. ~~The primary purpose of the use of personal devices at school is educational. Personal use for personal reasons is secondary.~~
- c. ~~The use of a personal device is not to be a distraction in any way to teachers, students, or employees. Personal devices must not disrupt class or any work-related function in any way.~~
- d. ~~The use of cell phones or personal electronic devices falls under District’s Acceptable Use Policy (BJ and EQ).~~
- e. ~~Students will refrain from using personal devices inside of their classroom unless otherwise directed by their teacher or specific school-level policies and activities.~~
- f. Students and District personnel shall make no attempts to circumvent the

District's network security and/or filtering policies. This includes, but is not limited to, setting up proxies, downloading programs to bypass security, and setting up personal access points for wireless coverage.

- g. Students shall not distribute pictures or video of students or staff without their permission (distribution can be as small as emailing/texting to one other person or as large as posting image or video online).

3. Consequences for Misuse/Disruption (one or more may apply):

- a. Device taken away for the period, a specified amount of time, or all day;
- b. Device taken away and kept in the front office until parent picks it up;
- c. Student and/or employee is not allowed to use personal devices at school or on District time;
- d. Disciplinary Referral resulting in ISS or OSS for students, or termination for employees;-
- e. Any other disciplinary consequence deemed appropriate by the administration.

4. School Liability Statement:

Students and employees bring their devices to use on District property at their own risk. It is their duty to be responsible in the upkeep and protection of their devices.

District is in no way responsible for:

- a. Personal devices that are broken while at school or during school-sponsored activities;
- b. Personal devices that are lost or stolen at school or during school-sponsored activities;
- c. Maintenance or upkeep of any device (keeping it charged, installing updates or upgrades, fixing any software or hardware issues).

District highly recommends that all users of personal devices used on District property have insurance on their devices that cover accidental damage and theft. Most warranty plans do not cover these areas.

Revised: August 4, 2025



NINNEKAH PUBLIC SCHOOLS
EMERGENCY ACTION PLAN
2025-2026

The safety of every individual on a Ninnekah campus is a priority.

The procedures in this guide are designed to provide school personnel information to be able to act quickly and efficiently in the event of a real or potential crisis situation. Well planned emergency procedures not only provide action plans to help deal with major crisis situations, they also facilitate quick and effective intervention that can diffuse a potentially serious situation before it reaches a crisis level.

OBJECTIVES:

- 1) To provide school personnel with quick access to procedures in emergency situations.
- 2) To help defuse potentially serious situations before they escalate.
- 3) To define the roles of school personnel in the event of an emergency.
- 4) To help maintain a calm, responsive environment during an emergency.
- 5) To help with the disbursement of accurate information to all relevant parties.

MEDIA GUIDELINES

- 1) Contact the superintendent's office prior to speaking to the media.
- 2) Direct all media inquiries to the principal or superintendent.
- 3) The superintendent or designated spokesperson will respond to the media in a timely and professional manner. Acknowledge the difficulty of the media's role, take a position of helpfulness and thank the media for assisting in communication. Do not become defensive or treat the interviewer as an adversary.
- 4) Do not disclose personal information about any staff member or student.
- 5) Emphasize actions taken by the school and district to contain and resolve the issue.
- 6) Principals and superintendent will stay in constant communication in the event they are not together.

DISTRICT ADMINISTRATION

Title	Name	School Phone	Cell Phone
Superintendent	Regina Jones	405-224-4092	405-606-1193
Operations Coordinator	Kevin Reed	405-224-4092	405-574-5788
High / Middle Principal	Renessa Cramer	405-224-4092	580-641-1874
Elementary Principal	Dereth Harrison	405-222-0420	405-802-9427
Athletic Director	Wes Pulliam	405-224-4092	405-820-3187

EMERGENCY CONTACTS

**RAVE Panic Button Fire / Medical / Police / 911 / Active Assailant
Emergency Services.....911**

Fire/Police/Ambulance

Ninnekah Fire/Police Department.....405-222-0882
Grady County Sheriff.....405-224-0984
Grady Memorial Hospital.....405-222-2300
Poison Control Center.....800-522-4611
Toxic Chemical and Oil Spills.....800-424-8802
Child Abuse Hotline.....800-522-3511

GENERAL SCHOOL SAFETY

- 1) All visitors are required to check in the school office with SafeID Keys.
- 2) All visitors are required to show identification, even if well known.
- 3) All visitors must wear a visitor's badge.
- 4) Visitors may visit only the areas authorized.
- 5) Unknown individuals should be stopped and asked to report to the office. Immediately notify the office of unknown visitors.
- 6) Be vigilant in supervision: no students should ever be left unsupervised.
- 7) Be aware of surroundings and report suspicious activity.

CPR Trained Personnel

Dereth Harrison, Elementary Principal dereth.harrison@ninnekah.k12.ok.us

Regan Jantzen, Physical Education regan.jantzen@ninnekah.k12.ok.us

Jonathan Pearson MS Math jonathan.pearson@ninnekah.k12.ok.us

Michelle Horn, LPN michelle.horn@ninnekah.k12.ok.us

Diabetes Trained Personnel

Dereth Harrison, Elementary Principal dereth.harrison@ninnekah.k12.ok.us

Deborah Fulton, Middle School dfulton@ninnekah.k12.ok.us

Bri Rowell, Elementary browell@ninnekah.k12.ok.us

Michelle Horn, LPN michelle.horn@ninnekah.k12.ok.us

CRISIS TEAM MEMBERS

The Crisis Team responds to events as a group or as needed.

Superintendent	Regina Jones	405-224-4092	580-606-1193
High School Principal	Renessa Cramer	405-224-4092	580-641-1874
Middle School Principal	Renessa Cramer	405-224-4092	580-641-1874
Elementary Principal	Dereth Harrison	405-222-0420	405-802-9427
Elementary Counselor	Jimmy Brackeen	405-222-0420	405-863-3308
Secondary Counselor	Kaylee Rodriguez	405-224-4092	405-999-7513
LPC	Soraia Pargali	405-222-0420	405-274-2233
SPED	Lynzi Bouchard	405-224-4299	219-728-9977
McKinney Vento	Cristie Oliver	405-224-4299	405-706-7139
School LPN	Michelle Horn	405-222-0420	405-779-5634
School Resource Officer	Jeff Goucher	405-224-4299	405-482-9555

ABDUCTION / RUNAWAY

- 1) Notify administration. (Principal / Superintendent)
- 2) Call the SRO and local law enforcement as necessary.
- 3) Contact parents / guardians.
- 4) Contact school counseling staff for mental health assistance.
- 5) Follow students if able.
- 6) Have a description of the student / abduction available for emergency responders.

Administrator or counselor as designated by the administrator, should gather information about the abduction, question friends, and any other involved party for pertinent information to share with police.

If a reported runaway student shows up in your classroom, continue class as normal without alerting the student.

Notify the administration that the student is in your room. Do this by emailing, AND sending a sealed note to the office or calling the office to come to the room. An email alone may not be seen timely.

DO NOT leave the student unattended.

Administration will take the student and contact the appropriate people based on the situation.

ACCIDENT / INJURY / ILLNESS / ASSAULT

An emergency situation in which a severe illness or injury has occurred. The immediate necessity is to provide aid and assistance to the sick or injured.

- 1) Call for help (yell or call as available)
- 2) Contact the 1) school nurse and 2) building administrator, or administrator on duty. The nurse or Administrator will call for emergency services if necessary.
- 3) While requesting help, assess the situation to determine if 911 should be called and make the call if needed.
- 4) Stay with the ill or injured person.

- 5) If a person is trained in first aid or CPR, utilize it as necessary.
- 6) Remove non-injured from the accident site.
- 7) Contact the necessary emergency contacts: parent/guardian/emergency contact.
- 8) Create a list of witnesses / file a report
- 9) If an assault occurred, the administrator will remove the individual that assaulted; contact parents, law enforcement, or both as required by the situation; apply disciplinary measures according to policy.

CPR Trained Staff

Dereth Harrison, Elementary Principal dereth.harrison@ninnekah.k12.ok.us

Regan Jantzen, Physical Education regan.jantzen@ninnekah.k12.ok.us

Wes Pulliam, HS Math wes.pulliam@ninnekah.k12.ok.us

Michelle Horn, LPN michelle.horn@ninnekah.k12.ok.us

Diabetes Trained Personnel

Dereth Harrison, Elementary Principal dereth.harrison@ninnekah.k12.ok.us

Bri Rowell, Elementary browell@ninnekah.k12.ok.us

Michelle Horn, LPN michelle.horn@ninnekah.k12.ok.us

IF BLOOD OR BODILY FLUIDS ARE PRESENT, WEAR GLOVES AND FOLLOW PROTOCOLS FOR BLOOD BORNE PATHOGENS.

SUDDEN CARDIAC ARREST

- 1) Call for help requesting the Cardiac Arrest Team and call 911.
- 2) Cardiac Arrest Team responds asap with the closest CPR trained personnel to assess and begin CPR.
- 3) The AED should be obtained and brought to the person in crisis. Use as directed and needed.
- 4) Stay with the person in crisis.

- 5) The Crisis Team will assign roles to contact the family of the person in crisis; communicate with 911; and continue to the hospital with the person in crisis.
 - 6) All coaches and administrators will be trained in CPR and in use of the AED as will members of the Cardiac Arrest Team.
-

SUDDEN CARDIAC ARREST TEAMS

Superintendent - Regina Jones	Coaches – Wes Pulliam
Secondary School Principal - Renessa Cramer	Cristie Oliver
Regan Jantzen	Chad Price
Elementary Principal - Dereth Harrison	Amber Drennan
SRO – Jeff Goucher	Jonathan Pearson
LPN - Michelle Horn	

ELEMENTARY SCHOOL

Elementary Principal - Dereth Harrison

MIDDLE SCHOOL

Secondary School Principal - Renessa Cramer

HIGH SCHOOL

Secondary School Principal - Renessa Cramer

DISTRICT

Michelle Horn, LPN

BOMB THREAT

Alarm:

Steps of Action:

- 1) If a threat is made by phone, write the message in its entirety with as much accuracy as possible. Do not paraphrase,
- 2) Call the superintendent's office 405-224-4092. Call 911 if you feel necessary.
- 3) Evacuate the building if advised.
- 4) Authorized personnel search building and grounds.

Questions to ask the caller making the threat:

- 1) When will the bomb explode?
- 2) Where is the bomb right now?
- 3) What does the bomb look like?
- 4) What kind of bomb is it?
- 5) What will cause the bomb to explode?
- 6) Did you place the bomb?
- 7) Why did you place the bomb?
- 8) Is there only one bomb or more?
- 9) What is your address?
- 10) What is your name?
- 11) Where are you calling from?

Caller Characteristics:

Sex Age Calm Angry Excited Slow Rapid Soft Loud
 Laughing Crying Normal Distant Slurred Nasal Stutter Ragged
 Lisp Deep Raspy Disguised Accent Familiar Clearing Throat
 Deep Breathing Cracking Voice

Background Sounds:

Street Noise Voices PA System Laughing Music Motorized
 Office machines Factory machines Animals Horns Clear Static Radio

tv other: _____

Threat Language:

Well spoken/educated Casual/Calm Hyperactive Nervous/Anxious Foul language
 Hesitant Irrational Incoherent Taped

Date of Call: _____

Number on ID: _____

Name: _____ (answering the call)

CHILD ABUSE

School employees that have reason to believe a student is a victim of abuse or neglect **SHALL** report to the Department of Human Services and to local law enforcement.

School employees that have abuse or neglect reported to them by a student **SHALL** report to the Department of Human Services and to local law enforcement.

Document the case number provided and report to the site administrator who will report to the superintendent.

CHILD ABUSE HOTLINE: 800-522-3511

An employee may request the presence of an administrator or counselor to assist in making a report, but the report must be made.

Do not question children or make them repeat their story repeatedly. If reported to you, brought to your attention through conversation, or even suspected, the report to DHS and law enforcement is non-negotiable.

DHS and Law Enforcement may have access to the student. School personnel may be present if allowed by the authorities.

Parents will be notified by DHS or law enforcement if necessary.

EVACUATION

In the event of a need to evacuate the building, all will meet at buses to evacuate to Vital Church, 102 E Almar Dr, Chickasha, Ok 73018.

Buses will be located at the south parking lot unless unsafe. If an alternate pick up location is needed, instructions will be given by intercom or bullhorn.

- 1) Teachers should grab the emergency folder and move students quickly to the evacuation zone.
- 2) Load students onto a bus.
- 3) Go with students to the reunification zone.
- 4) Principal / Administrator / Assistant set up Triage if necessary
- 5) Take roll on the bus and at the reunification zone.
- 6) Stay with students and keep them calm.
- 7) The principal / secretary takes the "go bag" and at the reunification zone sets up a reunification spot to release students to parents/guardians.
- 8) ID's must be checked against the student information sheet prior to releasing a student. Heightened tension and anxiety will be present. Remain calm and follow procedures.

SEE ZONE LEADER INSTRUCTIONS

FIRE EVACUATION

Signal: Ringing of fire alarm

- 1) If notice a fire or smoke, pull the fire alarm/report to the office
- 2) Take the emergency folder and evacuate to the assigned location.
 - a. There will be a map by the doorway.
- 3) Follow the individual plan for evacuating wheelchair or students in need of assistance.
- 4) If the assigned exit is blocked, find the closest exit out of the building.
- 5) The building administrator or designee will check the building and evacuate.
- 6) Teachers will report any missing students to the zone leader who will radio that information to the school secretary.
- 7) Any missing individuals will be reported to firefighters immediately.

Principal / Administrator: Supervise evacuation and assign roles as needed.

Secretary: Call 911 and Superintendent and begin taking reports of all present or missing.

Teacher: Evacuate and remain with students / Take roll and report to the school secretary any missing or all present.

SEE ZONE LEADER INSTRUCTIONS

HUMAN TRAFFICKING

IF IN IMMEDIATE DANGER CALL 911!

- 1) Do not engage suspected traffickers.
- 2) Notice as many details as possible to report.
- 3) If a student has confided in you about being a victim, assure them you will get help.
- 4) Maintain a trauma informed approach with a victim. Do not ask the victim to repeat abuse stories.
- 5) Do not use judgmental words or phrases with a victim.
- 6) Report to law enforcement and DHS.

National Human Trafficking Hotline: 888-373-7888

Homeland Security Investigations: 866-347-2423 www.ice.gov/tips

DHS: 405-574-7400

Emergency Services: 911

Local Police Department: 405-222-0882

Grady County Sheriff Department: 405-224-0984

Grady County Emergency Management: 405-222-2339

DHS/TSA: 405-702-7528

INTRUDER

Visitors to a school building **MUST** check into the office and receive a visitor badge. The badge must be displayed in clear view of the school staff. Staff should stop anyone not wearing a school badge and be directed to the office and notify the office.

If a person poses a threat to the safety of students or staff, call the office to notify the SRO & police. If you believe you are in imminent danger, call 911. Notify the office

Intercom address: **INTRUDER ON CAMPUS**

Action: 1) Address the school by intercom or bullhorn.

2) Outside doors locked

3) Lock classroom doors

4) Move students away from doors/windows

5) Prepare students with things to throw at an intruder in the event they enter a room with the students. This will startle the intruder.

The office will notify the superintendent.

See LOCKDOWN

LOCKOUT / LOCKDOWN

LOCKOUT is conducted when a situation occurs outside of the school building and precautions are taken to lock all exterior doors. School will continue as normal inside of the building. However, no one will be able to enter the building or leave the building other than school and emergency personnel.

Follow instructions given during the event.

Command is LOCKOUT IMMEDIATELY

Classroom doors locked.

Exterior doors locked.

LOCKDOWN is conducted when a situation occurs outside of the school building but could potentially cause harm inside the building as well. Students will take shelter in classrooms. Anyone in the halls should return immediately to class or enter the nearest classroom

Command is LOCKDOWN IMMEDIATELY

Classroom doors locked / barricade the door if possible

Exterior doors locked.

No one may leave the locked area.

Do not open the classroom door to anyone.

Move away from windows and cluster out of sight.

Have items to throw at an intruder that may come in.

SHOOTINGS

ACTIVE SHOOTER

If a shooting occurs on campus, determine the most reasonable way to protect life.

Response to an active shooter:

EVACUATE

- 1) Call 911 / RAVE Panic Button
- 2) Try to determine where the shooter is located and leave the building in the opposite direction.
- 3) Avoid main hallways if possible and exit the building in alternate ways. (Break a window, etc...) Leave belongings behind.
- 4) Have an escape route and plan.
- 5) Establish a meeting place away from the school and instruct students to meet you there.
- 6) When leaving the building, have hands in the air, visible, and if confronted by law enforcement, follow instructions. Law enforcement will not know who is good or bad so it is imperative to have hands up and visible and comply.

HIDE

- 1) If evacuation is not an option, hide in an area out of the active shooters view.
- 2) Lock doors
- 3) Remain as quiet as possible.

TAKE ACTION

- 1) If life is in imminent danger, fight back.
- 2) Attempt to incapacitate the active shooter.
- 3) Throw items at the shooter from all directions and act with physical aggression.

When you reach an assembly point, do not leave until given the clearance by law enforcement. School personnel will take class/school lists and work to reunify

parents/guardians with students. If you know of injuries or casualties, move the parents/guardians of the injured or deceased to a specific area for information.

Law enforcement will be seeking bad guys and not stop to assist the injured. Medical personnel will assist as soon as possible.

SNIPER / DRIVE BY / HOSTAGE SITUATION

- 1) Call 911 / RAVE Panic Button
- 2) Hold all classes in rooms / lockdown.
- 3) No bells
- 4) Notify superintendent

SUICIDE

If an employee has reason to believe, either by virtue of direct knowledge or a report from another person that a person is in danger of harming themselves, that employee shall:

- 1) DO NOT LEAVE THE PERSON ALONE.
- 2) Contact an administrator, counselor, SRO and LPC.
- 3) The administrator/counselor will take the person to a secure office to assess. If a student will not go to another area, remove other students from the room.
- 4) Contact the parent / guardian and document. A witness is required.
- 5) If it is determined that contacting the parent would increase the probability of a suicide attempt, contact the SRO & police. 911
- 6) Call the police. (police may transport to mental health facility)
- 7) Refer the situation to DHS
- 8) The student may not leave unsupervised. A parent / guardian / mental health or law enforcement official must assume direct responsibility for the student.

After the immediate crisis has resolved, the Crisis Intervention Team shall meet to evaluate the situation and decide on an appropriate role for the school to take in assisting the student.

SUICIDE HOTLINE: 800-522-8336

TORNADO

Weather conditions will be monitored by radio and television by administration. Communication will be made between the district administration and emergency management.

Action:

- 1) Sound Alarm
- 2) Safe room furniture moved to the side of the room or hallway
- 3) Teachers take emergency binder and take roll
- 4) Listen to instructions and move into the shelter orderly.
- 5) If time permits, high school students will move to the safe room in the middle school and/or New Gymnasium. If the threat is imminent, students will shelter in the interior rooms of the high school.
- 6) If a tornado hits a school, administrators will work with emergency personnel to safely remove students as well as assist the injured.
- 7) Establish triage with emergency responders.
- 8) Students are to be released after a release location is set to safely reunite parents/guardians with students.

REMEMBER: If a tornado has hit the campus or surrounding area, there may be mass destruction. Power lines, trees, cell towers and more will be down. Releasing students may be delayed for hours. Remain calm and reassure students they are safe and prepare to care for students until safely reunited.

VIOLENT BEHAVIOR OF A STUDENT

- 1) Attempt to calm the student by listening and reassuring. Deescalate.

- 2) Notify administration.
- 3) Move students away from the violent outburst, out of the room, or violent students away from the room.
- 4) If possible, place the student in a secure room.

ZONES

Zones are areas that will be meeting places for evacuations.

- 1) Class evacuates an area.
- 2) The teacher takes the emergency folder.
- 3) Roll is taken and reported to the zone leader.*
- 4) Zone leader reports to the administration all present and accounted for OR the names of missing individuals that require emergency responders to find.

Elementary School

Middle School

High School

Dereh Harrison, Principal

Renessa Cramer, Principal

Renessa Cramer, Principal

Jennifer Rodriguez

Holly Russell

Christie Allen

*Zone leaders will report using radios.

FACILITIES

During severe weather or a crisis situation, it may be necessary to evacuate facilities:

- 1) Cafeteria
 - a. Evacuate to the elementary school safe room.
- 2) Gym
 - a. Evacuate to the middle school safe room.
- 3) Athletic Fields
 - a. Evacuate the athletic fields by putting teams on school buses and moving them to the middle school and/or New Gymnasium safe rooms.
- 4) AG Barn/Classroom
 - a. Evacuate the Ag facilities to the elementary school safe room.

Riley Boatwright Emergency Action Plan

Ninnekah Public Schools works in conjunction with the Ninnekah Fire Department and Grady County Emergency Management for first responders to emergency situations. District employees follow the district emergency response plan and call 911 if needed.

Automated External Defibrillators (AEDs) are in each school building and a portable device located in the gymnasium and athletic fields. Annual training is provided to employees on the use of the AED machines, First Aid and CPR.

The school resource officer will be available at many events and will be able to aid in the management of emergency services if necessary.

Emergency Operations Site Plan

Chase Morris Sudden Cardiac Arrest Response Plan

HOME OF THE OWLS!



CHASE MORRIS ACT

Oklahoma Statutes Citationized

Title 70. Schools

Chapter 1 - School Code of 1971

Article Article XXIV - Miscellaneous Provisions

Section 24-156 - Chase Morris Sudden Cardiac Arrest Prevention Act

Cite as: 70 O.S. § 24-156 (OSCN 2024)

- A. This act shall be known and may be cited as the "Chase Morris Sudden Cardiac Arrest Prevention Act".
- B. As used in the Chase Morris Sudden Cardiac Arrest Prevention Act, "athletic activity" means any sport sanctioned and offered in grades seven through twelve by a school district.
- C. The State Department of Health and the State Department of Education shall jointly develop and post on their publicly accessible websites guidelines and other relevant materials to inform and educate students participating in or desiring to participate in an athletic activity, their parents, and their coaches about the nature and warning signs of sudden cardiac arrest including the risks associated with continuing to play or practice after experiencing one or more symptoms of sudden cardiac arrest including unexplained fainting, difficulty breathing, chest pains, dizziness, and abnormal racing heart rate. In developing the guidelines and materials, the State Department of Health and the State Department of Education may utilize existing materials developed by other entities or organizations.
- D. A student participating in or desiring to participate in an athletic activity and the student's parent, or guardian shall, each school year and prior to participation by the student in an athletic activity, sign and return to the student's school an acknowledgement of receipt and review of a sudden cardiac arrest symptoms and warning signs information sheet jointly developed by the State Department of Health and the State Department of Education.
- E. A school may hold an informational meeting prior to the start of each athletic season for all ages of competitors regarding the symptoms and warning signs of sudden cardiac arrest. In addition to students, parents, coaches, and other school officials, informational meetings may include physicians, pediatric cardiologists, and athletic trainers.
- F. A student who collapses or faints without a concurrent head injury while participating in an athletic activity shall be removed by the coach from participation at that time.
- G. A student removed or prevented from participating in an athletic activity pursuant to subsection F of this section shall not return to participation until the student is evaluated and cleared for return to participation in writing by a health care provider as defined in Section [3090.2 of Title 63](#) of the Oklahoma Statutes.
- H. Once each year, a coach of an athletic activity, school nurses, and athletic trainers shall complete: 1. The sudden cardiac arrest training course offered by a provider approved by the State Department of Health; and 2. Training in first aid, cardiopulmonary resuscitation, and use of an automated external defibrillator. The training shall follow guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care.
- A coach of an athletic activity shall not coach the athletic activity until the coach completes the training course required under this subsection.
- I. Each public school in this state shall develop a sudden cardiac emergency response plan. The plan shall be formulated by a school site administrator and presented to the school district board of education. The plan shall:**
- 1. Establish and provide for membership of a sudden cardiac emergency response team for each school site. Each team shall include a school site administrator;**
 - 2. Activate the team in response to a sudden cardiac arrest;**

3. Implement automated external defibrillator (AED) placement and routine maintenance within the school as needed and dictated by the plan and in accordance with guidelines set by a nationally recognized, guidelines based organization focused on emergency cardiovascular care. The plan shall provide for implementation of clearly marked and easily accessible AED placement;

4. Provide for communication and dissemination of the plan throughout the school campus;

5. Require the response team to practice the plan by conducting periodic drills;

6. Provide for coordination with emergency medical service providers that serve the area in which the school is located;

7. Address athletic events and athletic facilities at each middle school and high school site provided:

a. an AED shall be placed at each athletic venue or be accessible within one to three minutes of each venue where athletic practices or competitions are held, or

b. a mobile AED device shall be on the premises in accordance with guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care;

8. Provide for appropriate school staff to be trained in first aid, cardiopulmonary resuscitation, and the use of an AED in accordance with guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care. The plan shall stipulate the appropriate staff to receive training which shall include, but not be limited to, athletic coaches, school nurses, and athletic trainers; and

9. Be reviewed by the school district board of education and sudden cardiac emergency response team members and updated annually.

J. The sponsors of youth athletic activities not associated with a school are encouraged to follow the guidance stated in the Chase Morris Sudden Cardiac Arrest Prevention Act.

K. Nothing in the Chase Morris Sudden Cardiac Arrest Prevention Act shall be construed to create, establish, expand, reduce, contract, or eliminate any civil liability on the part of any school or school employee.

L. The State Board of Health and the State Board of Education shall promulgate rules to implement the provisions of the Chase Morris Sudden Cardiac Arrest Prevention Act.

Historical Data

Laws 2015, SB 239, c. 272, § 1, emerg. eff. July 1, 2015; Amended by Laws 2024, SB 1921, c. 451, § 1, emerg. eff. July 1, 2024 ([superseded document available](#))

NINNEKAH PUBLIC SCHOOLS

CHASE MORRIS ACT COMPLIANCE SITE PLAN

NINNEKAH PUBLIC SCHOOLS have developed a sudden cardiac emergency response plan. The district has collaborated with the local/responding Grady County Emergency Management on 8-12-25

SUDDEN CARDIAC EMERGENCY RESPONSE TEAM:

The team **MUST** include a school administrator. The school or administrator will determine other team members and number to be on the team.

<i>Team Member</i>	<i>Role</i>
<i>Jessica Williams</i>	<i>Call 911</i>
<i>Jennifer Rodriguez</i>	<i>Call 911</i>
<i>Michelle Horn, LPN</i>	<i>Start CPR</i>
<i>Chad Price</i>	<i>Retrieve AED</i>
<i>Regan Jantzen</i>	<i>Apply pads & deliver shock if necessary</i>
<i>Dereth Harrison</i>	<i>Direct EMS/Ambulance to victim</i>
<i>Deputy Jeff Goucher, SRO</i>	<i>Emergency Management</i>

IDENTIFY APPROPRIATE SCHOOL STAFF TO BE TRAINED IN FIRST AID, CARDIOPULMONARY RESUSCITATION, AND THE USE OF AN AED

All athletic coaches
All athletic trainers

School LPN
Your team members for response plan at all sites

HOW TO ACTIVATE THE TEAM:

**Team members will be activated through the RAVE app and district intercom system

HOW WILL THE PLAN BE COMMUNICATED AND DISSEMINATED THROUGHOUT THE SCHOOL?

****The Cardiac Emergency response plan will be reviewed with staff on Professional Development Day and the plan will be distributed to school faculty and staff through school email.**

DOCUMENT PERIODIC DRILLS FOR PRACTICING THE PLAN:

****These drills are NOT required to be entered on the School Security Website**

<i>Date of Drill</i>	<i>Notes</i>
<i>8-11-25</i>	<i>Professional Development</i>
<i>10-24-25</i>	<i>Professional Development</i>
<i>1-5-25</i>	<i>Professional Development</i>

IDENTIFY EMERGENCY MEDICAL PROVIDERS THAT SERVE YOUR AREA

****Example: Local Ambulance, Fire Department, Police Department, Sheriff Department**

*****Identify who on your team will contact these providers**

<i>Name of Provider</i>	<i>Contact Information</i>
<i>Ninnekah Fire/Police Dept</i>	<i>405-222-0882</i>
<i>Grady Co Sheriff Dept</i>	<i>405-224-0984</i>
<i>Grady Memorial Hospital</i>	<i>405-222-2300</i>
<i>Poison Control Center</i>	<i>800-522-4611</i>
<i>Toxic Chemical & Oil Spills</i>	<i>800-424-8802</i>
<i>Child Abuse Hotline</i>	<i>800-522-3511</i>
<i>Grady County Emergency Management</i>	<i>405-222-2339</i>

Emergency Medical providers will be contacted via Christie Allen, Holly Russell or Jennifer Rodriguez, depending on the site victim.

LOCATION OF AED'S IN SCHOOL SITE AND MAINTENANCE DATE:

**Check with your manufacturer for the recommended maintenance of your AED.

<i>AED Location</i>	<i>Maintenance Date</i>
<i>High School Office</i>	<i>8-11-25</i>
<i>Middle School Office</i>	<i>8-11-25</i>
<i>Elementary Teachers Lounge</i>	<i>8-11-25</i>
<i>Cafeteria</i>	<i>8-11-25</i>

LOCATION OF AED'S AT ATHLETIC EVENTS AND FACILITIES AT EACH MS & HS SITE **AED

must be accessible within one to three minutes.

***Check with your manufacturer for the recommended maintenance of your AED.

<i>Site</i>	<i>Location</i>	<i>Last Maintenance Date</i>
<i>Gym</i>	<i>Lobby</i>	<i>8-11-25</i>
<i>Sports Complex</i>	<i>Concession</i>	<i>8-11-25</i>

DATE UPDATED AND REVIEWED BY THE SCHOOL BOARD

**Must be updated and reviewed by the school board annually

Date of update and school board review: _____

EXHIBIT A

Lay Baseball Coach

Jayson DeSilver

Lay Softball Coach

M'Kailei Myers

Support

Hannah Brunner

Rebekah Brunner

Resignations

Courtney Baird

Substitutes 2025-2026

Jean Lawler

Clarissa Lewis

Shelly Crawford

Taylor Stark

Makayla Horn

Cody Sweat

Kari Franklin

Beth Turpin

Margaret Mangus

Jayson DeSilver