

**Oklahoma Union Public Schools
Staff Handbook**



2025-2026

Introduction / Employment Relations Statement

Welcome to the district. This staff handbook is designed to provide general guidance regarding the policies, procedures, and expectations of Oklahoma Union School District and does not constitute a contract of employment. It outlines responsibilities and procedures, helping ensure consistency, legal compliance, and a positive, professional work environment. Nothing in this handbook is intended to, nor shall it be construed to, create or imply a binding employment agreement or to alter the at-will employment relationship that exists between the employee and the school, unless otherwise stated in a written contract signed by authorized school officials.

The contents of this handbook are subject to change at the discretion of the school administration. Oklahoma Union School District reserves the right to revise, supplement, or rescind any policies or portions of this handbook as it deems necessary, with or without prior notice. Employees will be notified of such changes when practical.

This disclaimer is intended to help minimize potential confusion that may arise from inconsistent, outdated, or incomplete information across school district documents. In the event of a conflict between this handbook and official school board policy, administrative regulations, or applicable law, the official documents shall govern.

Equal Opportunity Statement/Notice of Nondiscrimination

"The Oklahoma Union School District does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, or genetic information in its programs, services, activities, and employment. The district complies with all federal and state laws, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA). The following person has been designated to handle inquiries regarding non-discrimination policies: [Title IX/EEO Coordinator Contact Information]."

If you suspect discrimination, please contact our Title IX Team Coordinator.

At Oklahoma Union, our mission—**Learning our ABCs: Achieving, Believing, and Changing**—is more than a motto. It is a daily commitment that guides our work with students, families, and one another. The following core values support and reflect this mission.

Achievement: We are dedicated to fostering academic and personal excellence. All students can meet high expectations when supported by committed educators and a positive learning environment.

Belief in Every Learner: We believe in the potential of every student. We promote a culture where encouragement, recognition, and support help learners thrive.

Positive Change and Growth: We embrace change as an opportunity for progress. Continuous improvement allows us to better meet the needs of our students and our evolving world.

We are proud of our rural roots and the traditions that shape us. We build on this strong foundation to prepare students for the future.

Becoming an Oklahoma Union Employee

Selection & Hiring Process

The district follows a fair, consistent, and legally compliant hiring process in alignment with state and federal regulations. When a position becomes available, it will be posted in accordance with district policy to ensure all qualified individuals have an opportunity to apply. The hiring process includes a screening of applications, interviews with selected candidates, and a thorough evaluation of qualifications, experience, certifications, and references. The selection of the final candidate is based on professional merit and the needs of the district. All hiring recommendations are subject to approval by the Superintendent or designee and, when required, by the Board of Education.

[OKU Job Application](#)

The district will provide onboarding training for all new employees, and each new hire will be required to complete an acknowledgment form confirming receipt and understanding of the required training topics.

[NEW EMPLOYEE ACKNOWLEDGEMENT FORM](#)

Teaching Certificate and Official Transcripts

All newly hired employees are required to provide appropriate documentation and complete mandatory pre-employment screenings before beginning work. Certified staff must submit valid state teaching or professional certificates, along with official transcripts verifying their education and qualifications. It is the employee's responsibility to ensure all credentials remain current and on file with the school or district office.

Pre-Employment Criminal Background Search and Drug Screenings

Oklahoma Union will perform a Criminal History Record Search on all potential employees. The criminal history record search will be conducted through the Oklahoma State Department of Education School Personnel Records Section, and will be completed before the first day of employment or within sixty days of employing the individual as an employee of Oklahoma Union Public Schools. Employment is contingent upon satisfactory completion of a background check, which includes fingerprinting as required by state law. In addition, all candidates must pass a pre-employment drug screening conducted by a district-approved provider. Failure to provide necessary documentation or to meet the requirements of the background check or drug screening may result in the withdrawal of an offer of employment. The district will cover the cost of a criminal records check when it is required for employment; however, certified staff are responsible for the cost if the background check is required for certification purposes.

Teacher Assignment

As a rule, assignment of a teacher as to position and school is made by the superintendent. In general, after an employee's assignment to a school, the principal makes definite classroom or other specific assignments. Reassignment of any employee may be made when in the judgment of the superintendent; such transfer is for the good of the school. However, a teacher may make a written application to the superintendent for transfer within the system. Teachers who feel they are qualified may apply for positions of principals, supervisors, or other administrators. In all cases, the best interests of the schools must take precedence over the preference of the employee.

Adjunct Teachers

To support compliance with HB 3523, adjunct positions and qualifications will be reviewed annually during district staffing audits and shared with the school board. This ensures transparency, accountability, and oversight for all adjunct teaching assignments within the district. Adjunct teachers will be responsible for fees associated with adjunct certification application and/or approval.

[OSDE FY25 Adjunct Teacher Report](#)

[OKU Adjunct Teacher Policy](#)

Vacancies

- A. Definitions - A vacancy of a certified position shall exist whenever an employee resigns or vacates a certified position. A vacancy shall also exist whenever a new position is created by the Superintendent or Board.
- B. Posting during the school year – Vacancies in certified positions shall be posted via district approved communication platforms for a minimum of five (5) teacher contractual work days before they are filled. Vacancies which arise during the twenty-one (21) calendar days prior to the first teacher work day of a new school year shall be posted only until filled.
- C. Posting of known and anticipated vacancies for succeeding school year – The administration shall post a list of known vacancies for the ensuing school year as soon as they are made available.
- D. Notice to interested teachers of vacancies arising during summer break – Teachers interested in vacancies which may arise in specific positions between school years may notify the administration in writing of their interest in the specific position(s) within 3 calendar days. Should a vacancy arise in a position for which a teacher has expressed an interest in writing, the administration shall make a reasonable effort to contact the teacher by the telephone number(s) and/or address provided by the teacher.
- E. Consideration of current employees who apply before outside applicants are considered – Teachers currently employed by the district who apply for vacancies shall be considered for the positions before outside applicants are considered.

SCHOOL CALENDAR

Before adoption of the school calendar for the succeeding school year by the Board, the Superintendent will provide a draft(s) of a possible school calendar(s) to the building principals who will solicit input from teachers on the possible calendar(s) and communicate that input to the superintendent.

[2025-2026 School Calendar](#)

Teacher Contract Times

All faculty and staff are required to be on campus from 7:50 am to 3:30 pm daily unless their school-related duties require a different schedule.

The contractual work year of certified staff employed on ten (10) month contracts shall not exceed one hundred eighty (181) days considered school days by the State Board of Education. Certified staff who are required to work more than one hundred eighty (181) days shall be compensated at the rate of one one hundred eightieth ($1/181^{\text{th}}$) of their annual compensation for each required additional day or part day worked.

The contractual work day for certified staff shall not exceed eight hours except in emergencies and when the following are scheduled and held: parent-teacher

conferences, evening school, open house, school carnival, assigned athletic gate duty, staff development, and individual educational plan (IEP) meetings.

Support Staff Work Day

The contractual work day for support staff shall not exceed eight hours except in emergencies. Support employees working over 40 hours per week will be paid time and half for hours worked over 40 hours per week or be provided appropriate compensatory time. **Overtime hours must be pre approved by the employee's supervisor.**

School Closure and Weather Dismissal

In the event of inclement weather or emergency situations, school closures or early dismissals will be communicated through the district's automated alert system, official social media accounts, school website, and local news outlets. Staff are expected to monitor these channels and follow district guidance regarding reporting times or remote work expectations when applicable. On early dismissal days due to weather, staff should remain on campus until students have been safely dismissed and building administrators have given clearance to leave. Safety is our top priority, and clear communication helps ensure the well-being of all students and staff during these events.

Professional Responsibilities

JOB DESCRIPTIONS

Minimum Expectations as an Oklahoma Union Teacher

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

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

PRINCIPLE I: COMMITMENT TO THE STUDENTS

Oklahoma Administrative Code (OAC) 210:20-29-3 – Effective June 25, 1993

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

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

1. Shall not unreasonably restrain the student from independent action in the pursuit of learning,
2. Shall not unreasonably deny the student access to varying points of view,
3. Shall not deliberately suppress or distort subject matter relevant to the student's progress,
4. Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety,
5. Shall not intentionally expose the student to embarrassment or disparagement,
6. Shall not on the basis of race, color, creed, sex, national origin, marital status, political or religious beliefs, family, social, or cultural background, or sexual orientation, unfairly
 - Exclude any student from participation in any program;
 - Deny benefits to any students; or
 - Grant any advantage to any student. * This includes antisemitism, which is a certain perception of Jews, which may be expressed as hatred toward Jews.
7. Shall not use professional relationships with students for private advantage,
8. Shall not disclose information about students obtained in the course of professional service, unless disclosure serves a compelling professional purpose and is permitted by law or is required by law.

PRINCIPLE II: COMMITMENT TO THE PROFESSION

Oklahoma Administrative Code (OAC) 210:20-29-4 – Effective June 25, 1993

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

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

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

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

PRINCIPLE III

Title 70, Oklahoma Statute, Section 6-101.22

1. Subject to the provisions of the Teacher Due Process Act of 1990, a career teacher may be dismissed or not reemployed for:

- A. Willful neglect of duty;
- B. Repeated negligence in performance of duty;
- C. Mental or physical abuse to a child;
- D. Knowing and willful failure to report suspected child abuse or neglect;**
- E. Incompetency;
- F. Instructional ineffectiveness;

- G. Unsatisfactory teaching performance; or
- H. Commission of an act of moral turpitude.
- I. Abandonment of contract.
- J. Conviction of a felony
- K. After a finding that such person has engaged in criminal sexual activity or sexual misconduct that has impeded the effectiveness of the individual's performance of school duties, or
- L. Failure to earn required staff development points.

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

REFERENCE: 70 O.S. §6-101.21, et seq.

Staff Dress Code

All staff are expected to dress in a professional and appropriate manner that reflects the values of Oklahoma Union School District and sets a positive example for students. Attire should be clean, neat, and suitable for the duties being performed. Clothing that is overly casual, distracting, or not aligned with a school setting (e.g., items with offensive graphics, excessive rips, or inappropriate slogans) is not permitted. On designated casual or spirit days, staff may wear jeans and school-branded attire, provided the overall appearance remains professional. Staff involved in physical education, vocational training, or special events may wear attire appropriate to their specific responsibilities. Final discretion on professional dress rests with the building principal.

Chain of Command

Oklahoma Union School District follows a clear chain of command to ensure effective communication, accountability, and problem-solving. Staff members are expected to address concerns, questions, or issues by first consulting their immediate supervisor (e.g., team leader, department head, or building principal). If the matter cannot be resolved at that level, it may then be brought to the attention of the next appropriate administrator. Skipping levels in the chain of command should be avoided unless the situation involves a serious or urgent matter that requires higher-level intervention. Respecting the chain of command promotes professionalism, clarity, and trust across all levels of the district.

Notice to Office / Leaving the Building

For safety and accountability, all staff members must notify the building principal when leaving the building during contracted work hours, even for short periods. This includes off-campus meetings, errands, or personal matters. Staff should sign out at the designated location (office log, sign-out sheet, or electronic system). Upon returning, staff must sign back in. This procedure ensures the school can accurately account for staff in case of emergencies and maintain effective communication throughout the day. Repeated failure to follow this procedure may result in administrative follow-up.

Lunch Duty and Meal Reimbursement

Staff members assigned to lunch duty are expected to actively supervise students in the cafeteria and designated eating areas to ensure a safe and orderly environment. Being assigned to lunch duty does not entitle staff to a free meal. The school district does not provide complimentary meals or reimbursements for staff performing lunch duty unless specifically stated in a negotiated agreement or board-approved policy. Staff wishing to

eat a school meal during their duty time may purchase it at the established adult meal rate.

Employee Conduct & Workplace Rules

To ensure orderly operations and provide the best possible work environment, OKU School Board expects employees to follow rules of conduct that will protect the interest and safety of all employees, students, and the school district.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. Following are examples of infractions of rules of conduct that may result in a corrective plan of action, up to and including termination of employment.

1. The theft or inappropriate removal or possession of school property.
2. Falsification of timekeeping records.
3. Possession or under the influence of alcohol or illegal drugs while on school grounds.
4. Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, while operating employer-owned vehicles or equipment, or on school district property.
5. Fighting or threatening violence against students or staff in the workplace.
6. Negligence or improper conduct leading to damage of employer-owned property.
7. Insubordination or other disrespectful conduct.
8. Violation of safety or health rules.
9. Using or allowing the use of tobacco in or on school property.
10. Sexual or other unlawful or unwelcome harassment.
11. Possession of dangerous or unauthorized material, such as explosives or firearms, in the workplace.
12. Excessive absenteeism or any absence without proper notice.
13. Unauthorized absence from work station during the workday.
14. Unauthorized use of telephones, mail system, or other employer-owned equipment.
15. Unauthorized disclosure of confidential information.
16. Violation of personnel policies.
17. Unsatisfactory performance or conduct.

Resignations

Employees who wish to resign from their positions are expected to notify the administration in writing. Certified continuing contract staff are required to submit written notice of their intent not to return for the upcoming school year within ten (10) calendar days following the first Monday in June. Failure to provide timely notice may result in a breach of contract and could affect future employment eligibility. All resignations should include the effective date and be submitted to the employee's immediate supervisor or the school administrator. Departing employees are responsible for returning all school property, including keys, ID badges, technology, and instructional materials, on or before their final working day. Final paychecks will be issued according to the regular payroll

schedule, and information about benefits continuation will be provided upon request. Staff members who resign in good standing and with proper notice may be considered for future employment opportunities within the district.

COBRA

In accordance with the Consolidated Omnibus Budget Reconciliation Act (COBRA), eligible employees and their covered dependents may elect to continue group health insurance coverage at their own expense for a limited time after certain qualifying events, such as resignation, termination (other than for gross misconduct), reduction in hours, divorce, or loss of dependent status. The district's benefits coordinator will provide information and instructions regarding COBRA eligibility, enrollment, and deadlines upon separation from employment or other qualifying events. OKU district benefit coordinator is Lisa Harris. You can reach her at lharris@okunion.k12.ok.us

Employee Leave & Salary Information

Family & Medical Leave (FMLA)

Eligible employees may take up to **12 weeks of unpaid, job-protected leave** per year under the Family and Medical Leave Act (FMLA) for qualifying reasons, including the birth or adoption of a child, a serious personal health condition, or to care for an immediate family member with a serious health condition. To qualify, employees must have worked for the district for **at least 12 months** and have logged **1,250 hours** of service in the previous year. During FMLA leave, the district continues to provide health insurance under the same terms as if the employee were actively working. Employees should contact Human Resources for eligibility verification and required documentation.

[FMLA Policy](#)

Maternity Leave

Effective from fiscal year 2023–24, Senate Bill 1121 mandates that all eligible district employees receive up to six weeks of paid maternity leave starting immediately after childbirth. This leave is reimbursed to districts for the employee's compensation and benefits under 70 O.S. § 6-104.8.

Introduced in 2025, House Bill 1601 allows public school employees to extend their maternity leave by utilizing up to **six weeks of accrued sick leave**. This extension, effective November 1, 2025, is contingent upon the employee's eligibility under the Family and Medical Leave Act (FMLA). The sick leave must be used concurrently with FMLA leave.

Personal Business Leave

Each staff member of the Oklahoma Union Public School is allowed three (3) days each year for personal business leave. Personal business is to be conducted after school hours or on the weekend when possible. Personal business leave can be used as sick leave; but only after regular sick leave has been exhausted.

Personal leave will not be granted for job interviews or for working for oneself or for other employers. Prior arrangements must be made with the appropriate principal. Staff are not permitted to take personal leave on the day immediately before or after a scheduled school holiday or break (e.g., fall break, winter break, spring break) without prior approval from the building principal or district administration. This policy is intended to ensure adequate staffing and minimize disruptions to student learning. Exceptions may be granted for documented emergencies or special circumstances at the discretion of administration.

The Oklahoma Union School District will pay the cost of the substitute for all three personal days.

Sick Leave

Each certified staff member of the Oklahoma Union Public Schools will be allowed ten (10) days of sick leave per year without loss of pay. Twelve month employees will be allowed twelve (12) days of sick leave per year without loss of pay. **Sick leave is defined as illness of a staff member of their immediate family. A member of the immediate family is considered to be: father, mother, brother, sister, wife, husband, son, or daughter. Teachers should remember this is strictly sick leave. Sick leave used for other purposes may subject the teacher to administrative action and/or action by the Oklahoma Union Board of Education.** The sick leave is earned at the rate of one sick day per working month and will be granted to the employee on the first contract day of the school year. Unused sick leave is accumulated up to a total of one hundred twenty (120) days.

Accumulated regular sick leave up to one hundred twenty (120) days may be transferred from one accredited school district to another accredited school district within the state of Oklahoma.

1. Any employee who attempts to take unfair advantage of sick leave benefits shall be subject to dismissal or other disciplinary action as provided by contract and/or state law. Any employee may be required to submit appropriate evidence concerning the cause of his absence in order to qualify for sick leave benefits.

Appropriate evidence may include the following:

- A. Physician's statement endorsed by the employee
- B. Copies of claim submitted for insurance benefits
- C. Other information as may be indicated by the circumstances

2. Appropriate evidence will be submitted when requested by the principal, immediate supervisor, or the superintendent in the following situations:
 - A. Sick leave claim on days of unusual or inclement weather
 - B. Sick leave claim during the last four weeks of employment
 - C. Sick leave claim on days immediately preceding or immediately following holidays or non-work days other than weekends
 - D. Reasonable cause exists to believe that sick leave benefits are being abused.
3. Sick leave benefit may not be paid in addition to worker's compensation benefits

Professional Leave

Each certified teacher desiring to take professional leave should submit a request to the appropriate principal. If the principal approves the request, it is forwarded to the superintendent by the principal with the principal's recommendation for approval. Unless otherwise arranged prior to the teacher's taking the leave, if the leave is approved, the Oklahoma Union School District will pay the cost of the substitute. When professional leave is initiated by the administration, the teacher may attend the function without any salary deduction being made for the day(s) missed in the classroom. Expenses will be reimbursed and district transportation will be provided or travel reimbursement will be paid for the minimum number of vehicles needed to transport those attending the function. This policy will be followed when teachers are sent to attend such meetings, textbook hearings, etc.

Bereavement Leave

Each OKU employee may be permitted up to five days without loss of pay for attending the funeral of a member of the immediate family. A member of the immediate family is considered to be: father, mother, sister, brother, wife, husband, son, daughter, son-in-law, daughter-in-law, brother-in-law, sister-in-law, mother-in-law, father-in-law, grandmother, grandfather, or grandchildren.

Each OKU employee may serve as pallbearers or take part in burial rites without deduction in pay. The days are not chargeable to any other leave and are noncumulative

Jury Duty

Each OKU employee of the Oklahoma Union Public Schools will be granted a temporary leave of absence with pay for court appearances and legal proceedings directly affecting the employee's employment; the school system; or involuntary court appearances required by subpoena except in cases in which the employee is a party to the action. Jury duty is considered an involuntary court appearance.

LEAVE TIME(S) DEFINED FOR MAINTAINING STAFF ABSENCE REPORTS:

If covering assignment is feasible and is not abused by staff member(s); every effort will be made by administration to assist staff with duties when absence is less than one hour so as not to be charged any leave.

- Half Day - more than 1 hour / up to 3.5 hours
- Full Day - More than 3.5 hours

Leave Sharing

The district participates in a leave sharing program that allows eligible employees to donate accrued sick leave to a colleague who is experiencing a serious medical condition or crisis and has exhausted their own leave. Participation is voluntary and subject to district policy and state regulations. All requests are subject to administrative approval. Donated leave is non-refundable and must meet eligibility criteria outlined in the district's leave sharing guidelines.

[OKU Leave Sharing Policy](#)

Teacher Absences

Teachers are required to report all absences as early as possible, following district protocol. In addition, teachers must notify their building principal or designated supervisor according to campus procedures. It is the teacher's responsibility to ensure that adequate lesson plans, seating charts, and classroom procedures are available for the substitute. Failure to report absences in a timely and appropriate manner may result in leave being docked or disciplinary action.

Salary Schedule ADD

In addition to the above,

- (1) Each employee shall have the option of 1) participating in the district health insurance program with HealthChoice, the individual teacher's premium paid by funds provided by the State of Oklahoma as provided by law 2) or receiving additional salary in an amount provided by state law.

OSDE Insurance Eligibility

Certified staff working at least 6 hours per day are eligible for the full Flexible Benefit Allowance (FBA) provided by the Oklahoma State Department of Education (OSDE), which may be applied to health insurance premiums or received as a reduced cash option if coverage is declined. Support staff working at least 6 hours per day and in a position requiring 1,032 or more hours per year also qualify for full FBA funding. Final eligibility and benefit amounts are determined by state guidelines and subject to annual updates.

PAY DATE

Employees shall be paid on or before the twentieth day of each month, except when mitigating circumstances arise. When school is not in session, these warrants shall be mailed to teachers.

All district employees are required to participate in direct deposit for payroll. Employees must provide accurate bank account information to the payroll office upon hire and notify the office immediately of any changes. Paychecks are issued on a scheduled basis, with funds deposited directly into the employee's designated account. Mandatory payroll deductions include federal and state income taxes, Social Security, Medicare, and teacher retirement contributions. Optional deductions may include insurance premiums, flexible spending accounts, and other authorized programs. Employees may request changes to optional deductions during open enrollment or qualifying life events, in accordance with district policy.

IRS Section 125 Cafeteria Plan

All teachers who receive benefits may reduce salary up to three hundred dollars (\$300.00) for statutory non-taxable benefits including term life insurance, health insurance, salary protection insurance, cancer insurance, and any other district approved group insurance plan which might be included in the cafeteria plan.

Stipends/Extra Duty Compensation

Staff members who take on responsibilities beyond their regular contract—such as coaching, sponsoring student organizations, or performing extra supervisory duties—may be eligible for a stipend or extra duty compensation. These payments must be approved in advance by the administration and, when applicable, the Board of Education. The amount and terms of compensation are based on the district's extra duty pay schedule and funding availability. Employees should not assume additional responsibilities with the expectation of payment unless prior written approval has been granted. All stipends are subject to standard payroll procedures and applicable deductions.

[2025-2026 Stipend schedule](#)

Retirement

The school district will pay one thousand five hundred dollars (\$1,500.00) toward each staff member's total contribution to the Teachers Retirement System. In the event the certified teacher's required contribution to the Oklahoma Teacher Retirement System is less than one thousand five hundred dollars (\$1500.00), the teacher shall receive the excess amount as taxable salary.

Non-certified support staff who work 20+ hours per week are eligible to enroll, with a 30-day opt-out period; if no opt-out is made, enrollment is automatic, and both employee and employer contributions apply. The school district will pay up to one thousand five

hundred dollars (\$1,500.00) toward each support personnel's total contribution to the Teachers Retirement System.

Employees working under 20 hours per week, substitutes, temporary staff, contract or consultant personnel are not eligible for TRS participation.

Cougar Cub Learning Den

The Cougar Cub Learning Den provides on-site child care exclusively for the children of district staff members. The program operates on a regular school schedule, following the district's calendar for start/end dates, holidays, and school closures, including weather-related dismissals. Child care is available only on days when school is in session for students. Staff are responsible for timely drop-off and pick-up of their children, and adherence to all program policies and procedures is required. Enrollment is limited and available on a first-come, first-served basis. Fees, if applicable, will be communicated annually.

Oklahoma Teacher Empowerment Program (OTEP)

Oklahoma Union participates in the Oklahoma Teacher Empowerment Program (OTEP), a state-funded initiative designed to recognize and retain highly effective classroom teachers. Eligible teachers who meet specific performance and evaluation criteria may apply to receive an annual salary bonus, subject to state funding and approval. Participation is voluntary and based on the district's capacity to support mentor roles and instructional leadership. By state regulation, no more than 10% of the district's certified staff may participate in OTEP each year. The program aims to empower teachers through increased compensation, professional growth, and expanded impact within their schools. Teachers interested in participating should contact administration. [OKU Teacher Empowerment Policy](#)

Teacher of the Year

Oklahoma Union Public Schools honors outstanding educators through the Teacher of the Year program. Nominees should demonstrate excellence in teaching, leadership, and commitment to student success. Eligible candidates for Teacher of the Year will be those selected as the district's Oklahoma Teacher Empowerment Program (OTEP) participants for the current school year. From this group, the Teacher of the Year will be chosen through a secret ballot voting process that includes all administrators and certified staff peers. The district Teacher of the Year will be encouraged to submit the application packet to OSDE for regional review. A teacher previously selected as district teacher of the year cannot be elected school level teacher of the year during the three (3) years following his/her selection as district teacher of the year.

Staff Professional Development

The district is committed to ensuring all certified and support staff receive the training necessary to perform their duties effectively and in compliance with federal, state, and local regulations. In accordance with guidelines set forth by the Oklahoma State Department of Education (OSDE), the district will provide required professional development throughout the school year.

These training sessions are designed to support staff in maintaining a safe, respectful, and effective learning environment for all students. Participation in designated training is mandatory, and staff members are expected to stay current on topics relevant to their roles.

The district may update or add training requirements based on changes in legislation, board policy, or identified staff needs. Staff members are responsible for completing all assigned training and maintaining documentation of completion as required.

ATTENDANCE AT SCHEDULED MEETINGS

Every effort is made to keep the number of meetings that teachers must attend to a minimum consistent with effective school operation. Teachers will attend meetings which are scheduled, however, if it is necessary to be absent from a meeting, to arrive late or leave early this information should be given to the principal prior to the meeting. This is necessary so he or she can relay it to the person conducting the meeting.

Faculty Meetings

Principals should evaluate their faculty meetings very carefully and schedule those that are essential and profitable. A principal should feel free, however, to schedule as many as are necessary for the successful operation of the school program. Meetings or an in-service are encouraged.

Professional Meetings

Teachers who are expected to attend professional meetings because of offices held in their professional organizational unit shall be released from teaching assignments for up to three (3) school days per year with no loss of pay (Board approval must be sought for additional days). Any costs for substitute teachers must be paid by the particular unit represented and not the school district.

Early Release Days

Early Release Days are approved as part of each year's district calendar. Attendance at all Early Release Day meetings is required for principals and teachers as this time is used for data analysis and planning purposes.

Professional Learning Communities (PLCs)

Oklahoma Union School District values collaboration and continuous improvement

through Professional Learning Communities (PLCs). PLCs are structured teams of educators who meet regularly to share best practices, analyze student data, and plan instruction that meets the needs of all learners. Participation in PLCs is an essential part of our commitment to student achievement and professional growth. Staff are expected to engage actively, contribute ideas, and support their colleagues in these collaborative efforts. Through PLCs, we foster a culture of shared responsibility and ongoing learning to enhance teaching effectiveness and student success.

Professional Development

All certified and licensed teachers and administrators shall accrue staff development points in accordance with state law and local staff development procedures. The Oklahoma Union Staff Development Committee shall develop and maintain a staff development plan for this purpose. Teachers must acquire 15 staff development points per year and/or 75 points in 5 years. Failure of any teacher to meet local requirements may be grounds for nonrenewal of such teacher's contract. Such failure may also be grounds for no consideration of salary increments affecting said teacher. (HB 1706, 1980)

School & Home Partnership Events

Open House, Site Events, and Family Nights

The Oklahoma Union School District values strong partnerships between home and school. All staff are expected to participate in key school events such as Open House, site-sponsored events, and family nights. These events provide important opportunities to build relationships with students and families, showcase classroom learning, and strengthen community trust. Attendance at these events is considered part of professional responsibilities and contributes to the overall success of our school culture. Staff should help plan, promote, and support these events as assigned by building leadership, and represent the school in a positive, welcoming manner.

Parent-Teacher Conferences

Parent-Teacher Conferences will be held once each semester, totaling twelve hours annually. These conferences provide valuable opportunities for staff to engage with families, discuss student progress, and collaboratively set goals for academic and personal growth. All certified staff are expected to be available during the scheduled conference times and to prepare meaningful information to share with parents or guardians. Attendance and active participation in these conferences are considered essential professional responsibilities.

Scheduling School Events

To ensure coordination and avoid conflicts, all school events must be scheduled through the building principal or designated office staff. This includes assemblies, field trips, fundraisers, performances, family nights, and any other activity involving students, staff, or the public outside the regular school day. Staff must submit event details in advance

and receive approval before publicizing or confirming any plans. Approved events will be added to the official school calendar. Early planning and communication help us maintain a well-organized schedule and support maximum participation across the school community. School events should be scheduled with a minimum loss of academic time in mind.

School Facilities & Vehicles

Use of the Building

Staff members who wish to use school facilities outside of regular school hours (for meetings, events, or other activities) must receive prior approval from the building principal or designated administrator. A facility use request form may be required and should be submitted in advance. All building use must align with district policies and should not interfere with scheduled school operations or custodial duties. Staff are responsible for ensuring that all areas used are left clean, secure, and in proper order. Unauthorized use of the building is not permitted.

School Vehicle Checkout

First, the requesting teacher must receive approval from the immediate supervisor required. Fill out a bus request form and turn into the transportation director at least three (3) days prior to the date of use.

The requester must provide an adult sponsor for each vehicle used.

All staff are responsible for completing vehicle checkout sheets before leaving for activity. Checkout sheet is located in the main office and should be returned to the folder upon completion. Vehicle should be left free from trash, clothes, bags, and trash can emptied on buses. Keys should be turned back in when returning vehicle. The vehicle may be scheduled to leave early the next morning. **It is not the responsibility of maintenance and mechanic to keep vehicle clean. It is the responsibility of each group to maintain a clean vehicle.**

Work Order Procedures

To ensure timely maintenance and repair of district facilities and equipment, all staff must follow the approved work order request process:

- **Submission of Work Order Request**

Staff should complete a paper work order form and submit it to their building administrator or supervisor. Work order forms can be found in each site's main office (basic maintenance and a separate one for technology needs).

Work orders will be addressed in order of urgency and availability of resources. Routine maintenance will be scheduled during regular hours. Emergency issues (e.g., major water leaks, safety hazards) will be prioritized immediately.

- [OKU Maintenance Request Form](#)

Instructional Responsibilities

Oklahoma Union Public School teachers are expected to teach in alignment with the Oklahoma Academic Standards and utilize evidence-based curricular resources.

- Oklahoma Academic Standards (OAS): These standards outline the expectations for what students should know and be able to do by the end of each school year. They are designed to promote deep thinking, conceptual understanding, and real-world problem-solving skills, preparing students for college, career, and citizenship.
- Evidence-based curricular resources: These are instructional materials and approaches supported by research and proven to be effective in improving student learning.

MTSS & BLAST (Building Level Academic Support Team)

The Oklahoma Union Schools Multi Tiered Systems of Support handbook is linked here:

[Oklahoma Union MTSS 2025-2026](#)

[OK MTSS FRAMEWORK](#)

District Benchmark Testing Protocols

Oklahoma Union Schools utilizes NWEA Measures of Academic Progress (MAP) as their state-approved benchmark data collection tool. Additionally, the PreACT is administered to students during their sophomore year and the ACT is administered during the students' junior year.

Textbooks and Instructional Materials: Distribution and Care

All textbooks and instructional materials provided by the district are the property of Oklahoma Union School District and are to be distributed, used, and maintained with care and accountability. Teachers are responsible for recording the distribution of textbooks and materials to students and ensuring accurate tracking throughout the school year. Students should be instructed in proper care and expected to return all items in good condition. Any lost or damaged materials must be reported promptly, and appropriate charges may be assessed. Teachers should inspect materials periodically and report shortages or excessive wear to the building administrator. Proper management of instructional resources ensures equitable access and extends the life of district materials.

Prohibition of Race & Sex Discrimination in Curriculum

Oklahoma Union School has procedures in place prohibiting any employee from requiring or incorporating as a part of a course, any material related to inherent superiority or inferiority based on race or sex.

OKU PROHIBITION OF RACE & SEX DISCRIMINATION IN CURRICULUM POLICY

Grading

All teachers will submit a minimum of two grades per week per subject currently being taught (ex: elementary grades may alternate between science and social studies units.) As a means of keeping students and parents informed, it is necessary to enter grades on a weekly basis. When multi-week units/projects are being completed, it will be necessary to provide students with benchmark/progress grades and feedback throughout the duration of the unit/project.

Homework

Homework should be purposeful, developmentally appropriate, and designed to reinforce or extend classroom learning. Assignments should support students' understanding of key concepts without creating unnecessary stress or burden. Teachers are encouraged to consider the individual needs of students, including their age, home environment, and extracurricular commitments, when assigning homework. Clear instructions and reasonable deadlines should be provided, along with timely feedback to support learning. Homework should not be used as a form of punishment, and the amount and frequency of assignments should align with grade-level expectations and school or district guidelines. Communication with families about homework expectations is encouraged to promote consistency and support at home.

Use of Instructional Television and/or Video Materials

The use of television programs, films, and video materials in the classroom must support the district's educational goals and align with approved curriculum standards. All audiovisual content must be age-appropriate, relevant to instructional objectives, and comply with copyright laws and district policy. On rare occasions, recreational or entertainment videos may be shown as part of an approved incentive, reward, or special event, with prior approval from the building principal. Teachers must ensure that any such content is appropriate for the age group and does not interfere with core instructional time.

Lesson Plans

All teachers are expected to maintain up-to-date lesson plans that align with curriculum standards and instructional goals. Lesson plans must be readily available and may be requested at any time by the building supervisor or administrative team. While routine submission may not be required, supervisors have the discretion to request plans at any time for review, support, or compliance purposes. Teachers should keep plans accessible—either in digital or printed format—and ensure they reflect current

instruction. Teachers are encouraged to routinely engage in collaborative discussions with colleagues regarding data-informed, standards-aligned instructional planning.

Bell-to-Bell Instruction

Bell-to-bell instruction, or bell-to-bell learning, is expected in all classrooms. Bell-to-bell instruction means engaging students in meaningful learning activities from the moment the class begins until the moment it ends. It emphasizes maximizing instructional time by eliminating unproductive transitions and minimizing idle time. This approach aims to create a structured and focused learning environment where every minute is utilized for active engagement and learning.

Preparation Planning Period -

To support effective instruction and professional accountability, the district provides a guaranteed weekly planning period. PK-8th grade classroom teachers shall receive 200 minutes per week, while high school teachers (grades 9-12) shall receive 225 minutes per week of scheduled prep time. This time is intended for planning lessons, collaborating with colleagues, reviewing student work, and fulfilling reporting responsibilities.

Student Handbooks

Teachers and staff are expected to be familiar with the contents of the district's Student Handbook, which outlines key policies related to attendance, discipline, dress code, academic expectations, and student conduct. The handbook is available on the district website. Staff should refer to the handbook when addressing student behavior or parent concerns and reinforce the expectations outlined within it. Questions about interpretation or enforcement should be directed to building administration.

Substitute Plans

Substitute teacher plans, should provide clear, concise, and comprehensive information to ensure a smooth transition and continuity of learning during the teacher's absence. Key components include a daily schedule, lesson plans, emergency procedures, classroom management strategies, and student information

Supplies

Teachers will submit requested classroom supplies on the end-of-year checkout sheet, and the district will provide basic supplies at the beginning of the school year as funds are available. Additionally, extra supplies are ordered and available for staff to obtain as needed. If basic classroom supplies are needed during the year, staff should contact their building principal. Elementary supplies are located in the workroom.

High school and middle school supplies are located in the high school office and middle school workroom.

Tutoring Students

Oklahoma Union Public Schools offers tutoring opportunities to support student learning and academic success. Teachers are encouraged to refer students who may benefit from additional academic support and to communicate with families about available resources. Scheduling and staffing of tutoring services will be coordinated by building administration based on student needs and available funding.

Visitors, Volunteers, & Guest Speakers

Involving visitors, volunteers, and guest speakers in schools enriches the learning environment by providing diverse perspectives and real-world experiences. Visitors typically have a limited, specific purpose, while volunteers engage more directly with students, often in ongoing roles. Guest speakers, typically experts in their fields, offer specialized knowledge and career insights. All visitors, volunteers, and guest speakers should wear name badges provided by the office at all times while on campus. Visitors, volunteers, and guest speakers should be approved by the building principal prior to being on the premises. Long term volunteers should have a background check on file.

WORK/CONFERENCE ROOM

The Oklahoma Union Board of Education shall provide a suitable facility as a work/conference room for the sole use of the Oklahoma Union faculty and administration.

Student Attendance

It is imperative that student attendance is taken regularly and is maintained accurately. Please update your classes' attendance in the student information system per your building principals instructions.

- Elementary Teachers will take attendance once in the morning, and once in the afternoon.
- High school and middle school teachers will need to take attendance by the end of each class period.

Student Tardy Policy

Students are expected to be in their assigned classrooms and ready to begin instruction at the sound of the first bell. Any student who arrives after the first bell will be considered tardy. Being on time is essential for maximizing instructional time and

maintaining classroom routines. Three (3) tardies will be counted as one (1) unexcused absence for attendance tracking purposes. Excessive tardiness may result in disciplinary action and/or a parent conference. Students are responsible for making up any missed work due to tardiness.

Withdrawal of Students from School

When a student is withdrawing from the district, the parent or legal guardian must notify the school office in advance and complete the official withdrawal form. All district-owned materials (e.g., textbooks, devices, library books) must be returned, and any outstanding fees must be addressed prior to withdrawal. Teachers will be notified of the withdrawal and asked to provide current grades and attendance information. The student's records will be forwarded to the receiving school upon request and in accordance with state and federal regulations. Students under the age of 18 must have a parent or guardian present to complete the withdrawal process.

[OKU Student Withdrawal Form](#)

Special Education & Specialize Student Services

Gifted & Talented Education

Oklahoma Union Public Schools provides services for students identified as Gifted and Talented in accordance with state guidelines and local policy. The Gifted and Talented Program is designed to meet the unique academic, creative, and intellectual needs of students who demonstrate high potential or performance in one or more areas. Identification is based on multiple criteria, including standardized test scores, teacher recommendations, and student performance data.

GT students are offered differentiated instruction, enrichment opportunities, and/or accelerated learning experiences as appropriate to their individual needs. Services may be delivered through in-class differentiation, pull-out programs, special projects, or advanced coursework. The program's goal is to challenge students academically, foster critical and creative thinking, and support the development of their unique abilities.

Staff are expected to collaborate with the GT coordinator and follow district procedures for referring students, providing documentation, and delivering appropriate instruction for identified gifted learners. [Gifted and Talented Student Referral \(Teacher Use Only\)](#)

Referral to Special Services

When a student is not making adequate progress despite appropriate interventions and support in the general education setting, a referral to special education may be considered. Any staff member who suspects that a student may have a disability that is impacting their learning or behavior should document concerns and notify the site

administrator or special education coordinator. Referrals must be based on data and should follow the Multi-Tiered System of Supports (MTSS) or Response to Intervention (RTI) process as outlined by district procedures.

IEP Meetings

Oklahoma Union Public Schools is committed to meeting the needs of students with disabilities in compliance with the Individuals with Disabilities Education Act (IDEA). Each student identified for special education services will have an Individualized Education Program (IEP) developed and reviewed annually by a multidisciplinary team. This team typically includes the student's parent or guardian, special education teacher, general education teacher, school administrator, and other appropriate service providers.

Staff members who are invited to participate in IEP / 504 meetings are required to attend and contribute relevant information about the student's performance, needs, and accommodations. Teachers are expected to implement all supports and services outlined in the IEP and to maintain regular communication with the special education team. Participation in IEP meetings is a legal obligation and a critical component of supporting the academic and behavioral success of students with disabilities. All staff are expected to maintain confidentiality and collaborate to support student needs.

504 Meetings

Section 504 of the Rehabilitation Act of 1973 is a federal law designed to protect the rights of individuals with disabilities in programs and activities that receive federal financial assistance. Students who have a physical or mental impairment that substantially limits one or more major life activities may qualify for accommodations under a 504 Plan. School staff are required to implement the accommodations outlined in each student's 504 Plan to ensure equal access to educational opportunities. If a staff member believes a student may qualify for a 504 Plan or has questions regarding an existing plan, they should contact the building 504 coordinator or counselor. All staff are expected to maintain confidentiality and collaborate to support student needs.

Homeless Student Identification:

All staff members play a vital role in identifying students who may be experiencing homelessness, as defined by the McKinney-Vento Homeless Assistance Act. This includes youth lacking a fixed, regular, and adequate nighttime residence—such as living in shelters, motels, cars, parks, or “doubled-up” with others due to hardship. Designated district personnel will be trained annually on identifying and supporting these students.

If you suspect a student may be homeless—based on attendance irregularities, frequent moves, or housing-related remarks—you should immediately notify the school's Homeless liaison. Oklahoma Union School District's homeless liaison is the HS Counselor. The liaison will follow standardized procedures to confirm eligibility through interviews and documentation. Staff referrals ensure timely coordination of enrollment, transportation, nutrition, counseling, and other essential services as required under the Act .

FERPA Overview

Under the Family Educational Rights and Privacy Act (FERPA), parents and eligible students have the right to access and request corrections to a student's educational records, as well as control most disclosures of personally identifiable information. FERPA allows schools to share records without consent only in limited situations, such as with school officials who have a legitimate educational interest. Staff are responsible for protecting student data and ensuring any disclosures follow legal and district protocols. Directory information may be released unless parents opt out in writing each year. [OKU Release of Directory Information Policy](#) [FERPA Policy](#)

Individuals with Disabilities (ADA)

In compliance with the Americans with Disabilities Act (ADA), Oklahoma Union Public Schools provides reasonable accommodations to qualified employees with disabilities to enable them to perform the essential functions of their job. Employees who require an accommodation must submit a written request to their building principal or the district's ADA coordinator, along with appropriate documentation. Each request is reviewed individually to determine suitable accommodations without causing undue hardship to the district. All medical and accommodation records are kept confidential.

Parental Rights

General Rights Statement

Parents have the right to be informed about and involved in their child's education, including access to academic records, participation in meetings, and the ability to request information or raise concerns about instructional content or school policies.

[Parent Participation in the School District](#)

Retention

2024 Oklahoma Statutes Title 70. Schools §70-24-114.1. Retention of child in present grade level - Appeal. Universal Citation: 70 OK Stat § 24-114.1 (2024)

Whenever a teacher or teachers recommend that a student be retained at the present

grade level or not passed in a course, the parent or guardian, if dissatisfied with the recommendation, may appeal the decision by complying with the district's appeal process. The decision of the board of education shall be final. The parent may prepare a written statement to be placed in and become a part of the permanent record of the student stating the reason(s) for disagreeing with the decision of the board.

Student Transfer Policy

Under the Oklahoma Education Open Transfer Act (Senate Bill 783, effective January 1, 2022), students may request an intra-district or inter-district transfer at any time during the school year. Inter-district (open) transfer applications for the upcoming school year begin June 1, and intra-district transfer windows open January 1. Receiving districts must post and update grade-level capacity quarterly—and may deny transfers only due to lack of capacity, discipline history, or excessive absences (10+ unexcused in a semester). Students may be granted up to two open transfers per year (excluding foster care cases), and approved transfers remain valid year to year unless revoked for the same reasons. Denials can be appealed first to the local school board within 10 days and then to the State Board of Education oklahoma.gov.

[OKU Student Transfer Policy](#) [Student w/ Active Duty Military Parent](#)

Student Discipline & Supervision

Expectations of Staff

All staff members share the responsibility of maintaining a safe, respectful, and productive learning environment. Employees are expected to actively supervise students during instructional time, lunch, recess, transitions, and school-sponsored activities. Staff should promptly address inappropriate behavior in accordance with the district's discipline policies, using positive interventions whenever possible. Consistent enforcement of rules helps promote student accountability and respect for others. When incidents require escalation, staff must follow the established chain of command and document discipline actions as directed. Maintaining vigilant supervision and fair discipline practices is essential to supporting student success and school safety.

Student Dress Code

Students are expected to dress in a manner that is neat, clean, and appropriate for a school setting. Clothing should not disrupt the educational environment or present safety hazards. Prohibited attire includes clothing with offensive language or graphics, excessively revealing garments, hats or hoods worn inside the building (unless for religious or medical reasons), and items promoting alcohol, drugs, or violence. Staff are

responsible for enforcing the dress code fairly and consistently, addressing violations privately and respectfully. Parents will be notified when dress code issues arise, and repeated violations may result in disciplinary action as outlined in the student handbook.

Bullying Policy Information

Oklahoma Union Public Schools is committed to providing a safe, respectful, and supportive learning environment for all students. Bullying, harassment, and intimidation of any kind—whether physical, verbal, written, or electronic—are strictly prohibited. Bullying is defined as any pattern of behavior intended to intimidate, threaten, or cause harm to another student and includes cyberbullying, social exclusion, and any conduct that substantially disrupts the educational process. All reported incidents will be taken seriously and investigated promptly in accordance with district policy and Oklahoma state law. Students and staff who engage in bullying behavior will be subject to disciplinary action, including suspension. Victims of bullying and witnesses are strongly encouraged to report incidents to a teacher, counselor, or administrator without fear of retaliation.

[OKU Bullying, Intimidation and Harassment Policy](#)

Student Bullying Reporting Procedures

All Oklahoma Union staff members are required to take immediate and appropriate action when they witness or are informed of bullying. Any staff member who observes bullying or is notified by a student of a bullying incident must promptly report the information to a school administrator. Staff may not ignore reports or signs of bullying, regardless of the perceived severity. All reports should be documented in accordance with district procedures, and confidentiality must be maintained to the extent possible. Failure to report known bullying incidents may result in disciplinary action. Staff play a critical role in ensuring a safe and respectful school environment by responding consistently and seriously to all bullying concerns.

[Oklahoma Union Harassment/Bullying Reporting Form](#)

Student Office Referral

When a student exhibits behavior warranting an office referral, teachers are expected to make the first contact with the student's parent or guardian to address the concern and promote collaboration, unless the behavior presents an immediate threat to safety or significant disruption. In emergency or high-risk situations, the student should be sent directly to the office, and administration will follow up with the parent or guardian. Routine or non-emergency referrals should be accompanied by documentation of classroom interventions and parental communication. This approach supports a consistent and proactive discipline process across the campus.

[HS Discipline documentation](#)

Educational Trips & Excursions

Educational trips and learning experiences that extend classroom instruction are encouraged and should be designed to support curriculum objectives. All trips must be approved in advance by the building administrator and, when necessary, the district office. Parent or guardian permission is required for all student participants, and appropriate supervision ratios must be maintained throughout the trip. Staff are responsible for ensuring student safety, appropriate conduct, and adherence to school policies while off campus. Trips should be inclusive, equitable, and aligned with the educational mission of the school.

[OKU Activity Parent Permission form](#)

Celebrations/Parties

Classroom celebrations and parties should be planned with educational goals and school guidelines in mind. Celebrations must be approved in advance by the building administrator and should not interfere with instructional time. Staff are encouraged to keep events simple, inclusive, and mindful of food allergies or dietary restrictions. Any food or drink brought for classroom consumption should follow district wellness policies and local health regulations. School-wide celebrations or staff events may be organized periodically and should promote a positive and respectful environment for all students and employees.

Displaying Flags

The United States flag and the Oklahoma state flag shall be displayed at each school site in accordance with state and federal laws. The U.S. flag must be prominently displayed outside each school building and in every classroom, and it must be treated with proper respect as outlined in the U.S. Flag Code. The Oklahoma flag may also be displayed inside and outside school buildings. Any additional flags, banners, or symbols displayed on school property must be approved by the building principal and align with district policies, educational relevance, and community standards. Unauthorized or controversial displays may be subject to removal to maintain a focus on education and unity. [OKU Flag Policy](#)

Elementary Extracurricular Activity Absences

- In compliance with Oklahoma House Bill 1006, Oklahoma Union will treat student participation in approved 4-H extracurricular activities as an excused absence, with the following provisions:
- The student's absence must comply with the local district's attendance policy. Documentation is required: the county 4-H educator must furnish proof of participation if requested by school administrators.

- Students must be allowed to make up for all missed work, and their grades cannot be penalized due to their participation.
- This benefit does not apply during state testing days or if the student is suspended, expelled, or otherwise ineligible for extracurricular engagement .

Assignment Requests & Making Up Assignments

Students who are absent from school are responsible for requesting and completing all missed assignments. Parents or guardians may request assignments by contacting the school office or the student's teachers if the absence is expected to last more than one day. Teachers will provide reasonable time—generally equal to the number of days absent—for students to complete and return make-up work for full credit. It is the student's responsibility to follow up with each teacher to ensure all missed work is completed. Missed assignments due to unexcused absences may result in reduced or no credit, at the teacher's discretion and in accordance with district policy.

Strong Readers Act

The Oklahoma Strong Readers Act requires that students in grades K–3 are screened for reading proficiency three times annually—fall, winter, and spring—using state-approved tools. Any student identified as at-risk must receive a Student Literacy Intervention Plan (SLIP) within 30 days, which includes additional instructional support tailored to their needs. Districts must develop and annually update a Strong Readers plan, share individual student progress with families, and publicly post literacy data and related district policies by September 1 each academic year. Instruction must be grounded in the science of reading, implementing multi-tiered supports (Tier 1–3) to ensure all students become proficient readers. Special exemptions exist for students with IEPs, EL newcomers, or those using alternate assessments.

[KG-3rd SLIP \(Student Literacy Intervention Plan\)](#) [Strong Readers Act](#)

Grading Policies

Teachers are expected to use a fair, consistent, and transparent grading system that accurately reflects student mastery of academic standards. Grades should be based on a combination of assessments, classwork, homework, projects, and participation, as outlined in each course syllabus. Teachers must clearly communicate grading criteria to students and parents at the start of each term. Grades should be updated regularly in the district's student information system, and students should be given timely feedback to support academic growth. No grade may be assigned or changed arbitrarily; all grades must be supported by documentation. Accommodations for students with IEPs or 504 Plans must be followed as required by law.

Learning Lab

The Learning Lab provides a structured environment for students to receive academic support, complete assignments, access online coursework, or receive remediation or enrichment as needed. Staff are expected to communicate with the Learning Lab facilitator regarding student needs and ensure that assignments and expectations are clearly provided. Students assigned to the Learning Lab must report on time, bring necessary materials, and follow all behavior and academic guidelines. Teachers may recommend students for Learning Lab placement through the building principal or counselor, and attendance and progress will be monitored regularly.

Detention

Detention may be assigned as a disciplinary response to minor infractions and can be served before school, after school, or during lunch. Before- or after-school detention requires advance notice to parents or guardians to allow for transportation arrangements. Lunch detention may be assigned the same day, provided the student is notified and supervised appropriately. During detention, students are expected to complete academic work or reflect on their behavior. Writing will not be used as a form of punishment, though letters of apology or other restorative writing activities are acceptable when educationally relevant. Teachers must document the infraction and communicate with families as needed.

End of Day Dismissal

To ensure student safety and an orderly dismissal process, all staff must follow the designated end-of-day procedures. Teachers are responsible for supervising their students until dismissal time and ensuring students leave the classroom in an organized manner. Students should be dismissed only when their transportation has arrived or when they have been authorized to leave. Staff should verify that students follow their assigned dismissal method (bus, parent pick-up, walking, etc.) and report any concerns or discrepancies to administration immediately.

Student Assignment to Classrooms

Student schedules for middle school and high school are developed collaboratively by building principals and school counselors. While student input and course requests are considered, final schedules are determined based on graduation requirements, individual student needs, course availability, and staffing capacity. Due to these factors, students may not always receive all requested classes. The scheduling process aims to provide each student with the most appropriate academic pathway while ensuring compliance with state and local education guidelines.

School-Home Communication

Ongoing communication between school and home is essential for student success. In addition to scheduled parent-teacher conferences, teachers are expected to maintain regular contact with families through phone calls, emails, class newsletters, digital platforms (such as Remind or Google Classroom), and informal in-person conversations when appropriate. Communication should be timely, respectful, and focused on student progress, behavior, and classroom expectations. Efforts should be made to notify parents of both achievements and concerns. All communication should be documented and, when possible, accessible in the family's preferred language.

Secondary Specifics

Activity/Club Sponsors

Staff members serving as sponsors for student activities, clubs, or organizations are responsible for the planning, supervision, and conduct of all related events. Sponsors must remain with students at all times during activities and ensure that students are supervised until picked up by a parent or guardian. In addition, all sponsors are required to follow district accounting procedures for handling student activity funds, including proper documentation of receipts, deposits, and expenditures. All financial transactions must be approved by the building principal and processed through the school's activity fund clerk.

Activity Absences

A good program of interscholastic competition is available to Oklahoma Union students, and students are encouraged to participate. To be eligible to participate in any sport, a student must meet scholastic eligibility requirements and have parental consent and approval of a medical examiner.

An activity absence will be defined as any type of absence resulting from an activity, initiated by any group, organization, team, club, or person/persons sponsored or recognized by the school, that causes a student to miss any class for a period of 15 minutes or longer in any one class period.

1. No teacher will ask for students out of classes other than his/her own for an extracurricular activity without the permission of the principal.
2. All organizational meetings will be scheduled at such a time that they do not exceed 15 minutes of the class period.
3. If the organizational meeting or meetings exceed the time limits, they must be counted as an activity absence.
4. Teachers and sponsors will be very diligent in scheduling activities to be sure the activity does not cause the student to have too many activity absences.

5. The classroom teachers will be responsible for keeping a weekly record of absences. The building principals and activity sponsors (list of students supplied to office) will be responsible for assigning activity absences.
6. The teacher will make available, at any time, the number of activity absences a student has when the student requests.
7. The principal's office keeps the master record of activity absences for inspection by outside interested parties that have the authority to inspect the records.
8. In the event a student accumulates ten activity absences in any class, the student will not be allowed to miss that class for any activity the remainder of the school year. (Activity committee may meet and extend activity absences based on academic standing and regular absence amount)
9. Because the student is charged with the activity absence it is his/her privilege to decide if he/she needs to be out of class for an authorized activity.
10. The teacher and the student share the responsibility to ensure the student does not exceed his/her allowed 10 activity absences.
11. A review committee designated by the School Board of Education will monitor the master activity absence record monthly. The principal's secretary will be responsible for making this available to the committee.
12. School assemblies in which the teacher takes his/her class to the assembly and remains with them for the duration of the assembly, and if it does not exceed one class period, will not count as an activity absence.
13. A field trip in which the teacher takes his/her class on the field trip, and that trip is educational in nature and approved through the committee and board, will not count as an activity absence.
14. Any regular, approved activity must be scheduled to float in a different hour every meeting.

Off-Campus Religious or Moral Instruction

Oklahoma House Bill 1425 allows students to be excused from school for up to three class periods per week, or 125 periods per school year, to attend off-campus religious or moral instruction with written parental consent. These released time courses occur outside school property, are privately funded, and require attendance records to be shared with the district. The school district is not responsible for students during this time, and instructors do not need to be licensed teachers. Staff should be familiar with the district's policy to support compliance and ensure smooth communication with families.

Concurrent Enrollment

Oklahoma Union Public Schools offers high school juniors and seniors the opportunity to earn college credit through concurrent enrollment programs with partnering institutions. To participate, students must:

- Be a high school junior or senior.
- Obtain written consent from a parent or guardian.
- Secure approval from a high school counselor or principal.
- Meet specific academic criteria, including minimum GPA and standardized test scores.
- Be on track to graduate by the end of their senior year.

[Oklahoma Concurrent Guidelines:](#)

Eligible seniors may receive up to 18 hours of tuition-free college credit, while juniors may receive up to 9 hours, contingent upon available funding. Grades earned through concurrent enrollment are recorded on the student's high school transcript, and contribute to GPA and class ranking calculations. Students are responsible for any associated costs, including fees, books, and supplies.

Recognition of Students for Academic Achievement

The Valedictorian is the graduating senior with the highest cumulative grade point average (GPA) over the course of high school, and the Salutatorian is the student with the second-highest GPA. Both must have been enrolled at Oklahoma Union High School for at least four consecutive semesters prior to graduation and must have completed the required college preparatory/work-ready curriculum. In the event of a GPA tie, additional criteria such as ACT scores, number of advanced coursework credits, and academic rigor may be used to determine ranking. Final determination will be made by the high school principal in accordance with district policy.

Eligibility - Extracurricular Activities

To participate in extracurricular activities, students must meet academic, attendance, and behavioral expectations as outlined by the Oklahoma Secondary School Activities Association (OSSAA) and district policy. Students must maintain passing grades in all classes, with eligibility checked weekly during the activity season. Ineligible students may not participate in competitions or performances until academic standards are met. Repeated disciplinary issues or poor attendance may result in suspension from activities. Coaches and sponsors are responsible for monitoring and supporting student eligibility. Students on the eligibility list on Monday will remain ineligible until eligibility is determined the following week. If a student is ineligible due to teacher error, the classroom teacher must submit a request in writing to the building principal for the student to be removed off the eligibility list. The request must include the reason for the

error and what has been done to make sure the error has been corrected. Students must be given ample opportunities each week to improve their grade.

HIV/AIDS Education

In accordance with Oklahoma state law, the district provides age-appropriate HIV/AIDS prevention education to students. Instruction is designed to promote awareness, reduce stigma, and teach students how to make healthy, informed decisions. Parents or guardians are notified in advance and have the right to review curriculum materials and opt their child out of instruction by submitting a written request. All HIV/AIDS education is delivered in a medically accurate, developmentally appropriate, and culturally sensitive manner by qualified staff, in compliance with state education standards.

Library Media Center

The Media Center is a resource hub designed to support student learning, literacy, and research. Staff members are encouraged to collaborate with the media specialist to schedule class visits, check out materials, and integrate technology into instruction. Staff should ensure that students respect Media Center rules, including appropriate computer use, quiet study behavior, and timely return of borrowed materials. The media specialist is available to assist with instructional resources, book selection, and digital learning tools.

Students out of Class

At Oklahoma Union Public Schools, teachers are responsible for ensuring that students remain in class unless there is a legitimate, approved reason for them to be absent. The district maintains a closed campus policy, meaning students are not permitted to leave school grounds during the school day without prior administrative approval. This policy is in place to ensure student safety and maintain an orderly learning environment.

If a student needs to leave class for a valid reason, such as a medical appointment or to visit the restroom, teachers should:

- Verify the student's request and ensure it aligns with school policies.
- Provide a hall pass or other appropriate documentation to the student.
- Report any concerns or unusual requests to school administration promptly.

Teachers should not allow students to leave class for non-essential reasons without prior approval from administration. This includes ensuring that students do not leave class to visit other areas of the school unless it is part of an approved activity or with explicit permission. Maintaining these protocols helps uphold the integrity of the learning environment and ensures the safety and accountability of all students.

Student Drivers

Students who drive to school must have a valid driver's license. Students must park in designated parking areas and follow all campus driving and safety rules. Reckless driving, excessive speed, or unauthorized use of vehicles during school hours may result in disciplinary action and loss of driving privileges. Staff should report any concerns related to student driving or parking to the building principal or school resource officer.

School Resource Officer

Oklahoma Union contracts with the South Coffeyville Police Department to provide a full-time School Resource Officer (SRO) who is on-site during the school day. The SRO is a certified law enforcement officer dedicated to maintaining a safe and secure learning environment across the district. In addition to ensuring campus safety, the SRO serves as a resource for students, staff, and families, assists with emergency preparedness, and provides education on safety-related topics such as drug awareness, bullying prevention, and legal issues. While the SRO supports school staff in addressing safety concerns, they do not serve as a disciplinarian for school policy violations. Staff should communicate any safety issues or concerns directly to the SRO or building principal.

Student Interns

Oklahoma Union Public Schools offers students opportunities to gain real-world experience through internships and work-based learning programs. These programs are designed to help students explore potential careers, develop professional skills, and make informed decisions about their futures.

Teacher Internships - Teachers should not leave interns alone with students. Interns are not allowed to be substitutes. Interns need to follow all OKU policies and procedures. Interns are expected to show up each day and remain for the entire class period. Interns are not allowed to leave campus during their internship hour. High school teachers will record their intern's attendance in Sylogist. Middle school and elementary teachers need to report intern absences to the high school office by email. Interns are expected to follow all internship rubric requirements to receive a grade.

[Student/Teacher Internship Agreement](#)

[Internship Rubric](#)

The district supports the development of future educators by hosting student teacher interns. Teachers interested in supervising interns should request placements through their building principals.

EMPLOYEE EVALUATION

The evaluation system is used to inform instruction, create professional development opportunities, and promote the continuous improvement of the practice and art of teaching and leading. Evaluation of employees shall be based on objective observation of the work performance and shall be conducted openly and with full knowledge of the employee. Indicators/elements not viewed during a classroom observation can be supported by uploading materials used in class for the evaluator to view. All observations (career or probationary educator) will be followed by a feedback conference. All observations or evaluations shall be performed only by properly certified persons, authorized to rate or evaluate by the school code of Oklahoma.

Employees shall be provided a copy of the evaluation instrument(s) to be used prior to any formal observation. Career-status educators will be observed twice a year; once in the fall and once in the spring. Probationary educators will be observed once during the first nine weeks, once during the second nine weeks and again in the third nine weeks. The final evaluation with actionable feedback will be held in the fourth nine weeks. Employees shall be given any class visit or evaluation report prepared by the evaluator. The observation post-conference shall be conducted within five instructional days of the classroom observation. The observation conference may be conducted in-person or virtually, but may not be conducted via email. There shall be at least ten instructional days between an observation conference and the next classroom observation. The employee shall have the right to submit a written response to the evaluation which shall be attached to the file copy.

Any evaluation which is less than effective must be accompanied by written specific recommendations for improvement with a commitment for direct assistance in implementing such recommendations.

No report shall be submitted to the central office, placed in the employee's file or otherwise acted upon without prior conference with the employee.

TLE RUBRICS

The Board shall maintain teacher personnel files in accordance with the following:

1. There shall be one official file maintained by the district central administrative office. An unofficial working file may be maintained by each building principal for the teachers he/she supervises.
2. Teachers shall be permitted to inspect the contents of their official district personnel file at reasonable times. Confidential documents relating to the teacher's hiring by the district shall not be made available for inspection by the teacher. A

teacher may be accompanied by a person of his/her choosing during the inspection of the contents of his/her personnel file.

3. Teachers shall be provided, upon request and at no cost to the teacher, a copy of nonconfidential documents in their central administrative office personnel files.

4. Documents other than routine records and forms may be placed in a teacher's central administrative office personnel file only after the teacher has been provided a copy of the document.

5. Teachers may respond in writing to documents in their central administrative office personnel files and such responses shall be attached to the copies of the documents in the files.

6. Teachers may request that documents be removed from their central administrative office personnel files. If the Superintendent approves the request, the documents will be removed from the file and given to the teacher. No copies of those documents will be retained by the district.

Fair Employment Evaluation & Dismissal - Certified Personnel

1. Background and Purpose: The ultimate objective of employment policy is to provide for the establishment and maintenance of an employment environment and professional staff conducive to excellence in educational offering.

Fair employment is the establishment of and adherence to ethical practices relating to the employment or reemployment, evaluation and dismissal of teachers. Such practices are in the highest interest of the employer and the teacher.

The essence of ethical employment practices may be realized only by cooperative effort and recognition on the part of both employer and teacher of their respective responsibilities to the district and to each other.

The procedures outlined herein are predicated upon recognition that all teachers are entitled to opportunity, security, fair evaluation, and consideration in matters dealing with their employment. The Board of Education, as employer, is entitled to determine the personnel requirements of the district and to fill these requirements consistent with policy and the best interest of the district.

While employment practices are intended to provide stability, security, and democratic processes, they are not for the protection of those who are unqualified, disloyal, unethical, or for other just and good reasons, unfit for employment. The right to security of employment is for the deserving. However, all teachers are entitled to equal, fair, and impartial consideration in accordance with established orderly procedures. It is the purpose of this policy to establish those procedures.

2. Employment: Any person who is professionally qualified and certificated by the State Department of Education may make an application for employment by the Board of Education, Independent District No. 1-3. Submission or acceptance of application does not imply or entail any obligation on the part of the Board of Education for employment of the applicant.

Application will be made to the superintendent who will determine the adequacy of the application. Evaluation of applicants will be accomplished under the direction of the

superintendent. Recommendation for employment will be made by the superintendent and will be effective upon ratification of the Board.

Teachers are considered to be employees “of the district” and not “of any particular school site.” Site assignment will be made by the superintendent after consultation with the principal and the teacher. Teachers will be under the direct supervision of and responsible to the principal. Teachers in grades k4-5 will be under the supervision of the elementary principal; grades 6-8 under the middle school principal; grades 9-12 under the high school principal. Approved personnel policy pertaining to dismissal or failure to reemploy will be affected only after evaluation as prescribed herein, except as provided by state law.

Teacher Rights

Teachers shall be permitted to have a representative of their choosing at any meeting with an administrator(s), Board of Education, or agent(s) thereof which could adversely affect their employment.

Rights provided to the teacher herein shall be in addition to those provided to certified staff elsewhere.

Complaints against teacher shall be handled in accordance with the following:

1. A person with a complaint against a teacher shall normally be directed to meet with teacher first in an effort to resolve the complaint. If the complaint is not resolved as the result of the complainant meeting with teacher, the complainant may take his/her complaint to the following, in this order: teacher's principal or coaches' athletic director, the superintendent, and the Board of Education.
2. Complaints against a teacher brought to the attention of the administration shall be thoroughly and fairly investigated to determine whether there is merit to the complaint.
3. A teacher against whom a complaint is made shall be provided an opportunity to respond to the complaint before the administration decides to take disciplinary action, if any, against the teacher arising from the complaint.
4. If disciplinary action is taken against a teacher due to a complaint made against that teacher, the teacher shall be permitted to write a statement in response to the disciplinary action. If the disciplinary action consisted of or included a written document being given to the teacher and the teacher writes a statement in response to the disciplinary action, the teacher's written response shall be attached to the original copy of the disciplinary action.
5. A complaint not previously brought to the attention of a teacher shall not form the basis or partial basis for a future disciplinary action against a teacher arising from subsequent matter.
6. The administration will not keep a record of unsubstantiated complaints made against teachers.

When disciplinary action against a teacher is being considered or to be taken, it shall be in accordance with the following:

1. Disciplinary action shall not be taken against a teacher without just cause.
2. When disciplinary action is to be taken against a teacher, it shall normally be in accordance with the following progression: oral warning/reprimand, written warning/reprimand without plan for improvement, and written warning/reprimand with plan for improvement, dismissal or non reemployment. Disciplinary action for more serious matters may be taken without following some or all of the preceding steps.
3. Whenever a teacher is required to attend an investigatory or disciplinary meeting or conference the teacher shall be given prior notice and an explanation of the purpose of the meeting or conference. The teacher shall be permitted to be accompanied to such a meeting or conference with a person of his/her choosing.
4. Prior to taking any disciplinary action or recommending any adverse employment action be taken against a teacher, the administration shall conduct a full, fair, and thorough investigation which shall include an opportunity for the teacher to respond to any allegations against the teacher before the administration decides to take or recommend disciplinary or adverse employment action against the teacher.
5. A teacher against whom disciplinary action is taken shall be permitted to make a written response to any documents reflecting the disciplinary action taken and such responses shall be attached to the original copies of the documents.

TEACHERS FEEDBACK TO PRINCIPALS

Teachers shall have the opportunity to provide feedback to principals during the school year. The purpose for teacher feedback to principals is twofold. First, teachers can provide feedback to principals regarding their own evaluations. Second, teachers are encouraged to offer ideas to improve education, safety, and facility use of Oklahoma Union schools. These opportunities are not meant to be a negative tool in any way. Teachers who choose to offer feedback to their principals should do so in the spirit of professionalism.

Corrective Action

The Teacher Leader Effectiveness (TLE) document will be used as the evaluation tool for all certified staff. The Support Staff Evaluation Rubric will be used as the evaluation tool for all support staff. Should corrective action be necessitated as a result of an evaluation, the TLE criteria or the Support Staff Evaluation Rubric criteria will be used to set goals for improvement in a Professional Development Plan.

Involuntary Transfer

No employee shall be transferred from one grade, and/or subject to another without prior conference and reasons for the transfer for the youth of this community and such change in assignment would be applicable to all laws, rules, and regulations governing certification of teaching assignments.

DUE PROCESS FOR ADMINISTRATORS

Whenever the board of education shall determine that the dismissal or non-reemployment of a full-time certified administrator from his/her administrative position within the school district should be effected, the administrator shall be entitled to the following due process procedures:

A statement shall be submitted to the administrator in writing prior to the dismissal or non-reemployment which states the proposed action, lists the reasons for effecting the action, and notifies the administrator of his/her right to a hearing before the board of education prior to the action.

A hearing before the board of education shall be granted upon the request of such administrator prior to the dismissal or non-reemployment. A request for a hearing shall be submitted to the board of education not later than ten (10) days after the administrator has been notified of the proposed action.

Failure of the administrator to request a hearing before the board of education within (10) days after receiving the written statement shall constitute a waiver of the right to a hearing. No decision of the board of education concerning the dismissal or non-reemployment of a full-time certified administrator shall be effective until the administrator has been afforded due process as specified in this policy. The decision of the board of education concerning the dismissal or non-reemployment, following the hearing, shall be final.

When the board is of the opinion that the immediate suspension of an administrator would be in the best interests of the children in the district, the board may suspend the administrator without notice or hearing, but shall initiate hearing procedures as prescribed above within 10 days after the suspension becomes effective. The suspension shall not deprive the administrator of any compensation or other benefits to which he or she is entitled under his or her contract or pursuant to law.

It is the responsibility of the superintendent to recommend to the board of education positions to be filled in special areas of school leadership. These positions may change from time to time according to the needs of the system. The superintendent will define the duties of those persons who fill the positions on his staff

Association Rights

The district will provide the Association with copies of documents at no cost to the Association upon reasonable request by the Association.

The Association shall be permitted reasonable use of school facilities at no cost to the Association when such facilities have not been scheduled for other use.

The Association may put up a bulletin board at each teacher worksite in a location approved by the building principal for the posting of materials exclusively by the Association.

The Association may use the district e-mail and teacher mailboxes for communicating with teachers.

The Association officers or Building Representatives may have announcements made over school PA systems concerning Association activities.

The Association President or designee shall be provided up to three (3) noncumulative leave days annually for the purpose of conducting Association business or participating in Association-related meetings, conferences, etc.

Equipment Accountability and Inventories

All staff are responsible for the proper use, care, and security of district-owned equipment and materials assigned to them. This includes technology devices, classroom tools, instructional resources, and any other equipment provided for professional duties. Staff must not remove district equipment from school property without prior approval from administration. An inventory of assigned items may be conducted periodically, and all items must be accounted for at the end of the school year or upon separation from the district. Any lost, damaged, or malfunctioning equipment should be reported immediately to the appropriate supervisor. Maintaining accurate inventories and equipment accountability ensures responsible stewardship of district resources.

Classroom Inventory Expectations

Teachers will turn in an updated classroom inventory list at the end of each year as a part of the End of Year Check-Out procedures. This inventory will need to be maintained and shared with the building principal as a google sheet. [Classroom Inventory](#)

End of Year Teacher Check-Out

At the conclusion of each school year, all certified and support staff are required to complete the end-of-year checkout process. This process ensures that classrooms, instructional materials, technology, and other school property are properly accounted for, and that all district responsibilities are fulfilled prior to summer break. Staff will receive a checkout form with a list of tasks, which may include returning keys, submitting final grades, turning in inventory or technology, and cleaning personal and instructional spaces. All items must be signed off by the appropriate supervisors before final clearance is granted. Completed checkout forms must be submitted to the building principal or designee by the specified deadline. Failure to complete checkout may result

in a delay in final pay processing. During the end-of-year staff checkout process, all non-returning employees will be asked to complete an exit survey to help the district gather feedback and improve workplace practices.

- [Elementary End of Year Check-Out](#)
- [HS/MS End of Year Check-Out](#)
- [Employee Exit Survey](#)
- [Classroom Inventory](#)

Building Access

Authorized employees will be issued building keys or access cards as needed for their job responsibilities. All keys remain the property of the district and must not be duplicated or shared without written permission. Employees are responsible for the safekeeping of their issued keys and must report any lost or stolen keys immediately to their building administrator or the district office. In the event of a lost or stolen key, the employee may be held responsible for the cost of rekeying affected areas if deemed necessary for security. Upon resignation, termination, or reassignment, all keys must be returned during the staff checkout process. Principals are responsible for maintaining accurate records of all keys issued and returned within their building and ensuring proper key control procedures are followed.

FINANCIALS

CREDIT CARD USE AND ACCOUNTING POLICY

Oklahoma Union Public Schools maintains district credit cards that may be checked out for approved school-related purchases. Cards are issued through the building principal or encumbrance clerk and must be signed out and returned promptly. All staff are expected to follow the district's credit card policy, including obtaining prior approval for expenses, submitting original itemized receipts, and adhering to purchasing guidelines. Personal purchases, cash advances, or use for unapproved items are strictly prohibited and may result in disciplinary action.

Activity Fund Account Procedures

Standard Operating Procedures Activity Fund Accounts

The Activity Fund and all subaccounts are subject to all accounting and auditing requirements.

The Activity Fund and all subaccounts are included in the district's annual audit.

Citations on specific subaccounts will be the responsibility of the sponsor/coach/parent

representative (hereafter referred to only as sponsor) to ensure corrective steps are taken to clear the finding. Deficiencies will be reported in the audit and must be addressed.

Repeated failure to adhere to all requirements will result in:

- a. The sponsor being removed from the activity — or —
- b. The activity being removed as an approved activity of the district.

(Decisions will be made based on the situation and cause.)

All subaccounts and fundraising efforts must have prior approval.

FUNDRAISERS:

Each account sponsor must obtain prior permission for their fundraisers. Oklahoma Union School District will submit fundraisers to the Board of Education biannually (once in the first semester and once in the second semester) The “Fundraiser Request” form can be obtained from the building principal or athletic director. The Fundraiser Request form must include the date and purpose of the activity. Each sponsor will be limited to the number of fundraisers approved based on the need and circumstances.

The operation of any unapproved activities can result in personnel action if deemed necessary.

REMINDER: State statutes require board approval on all fundraisers.

SPONSOR PROCEDURES FOR RECEIPTING MONEY

Prenumbered school activity fund receipt books shall be issued for every account for each fiscal year. Each subaccount will be issued a receipt book at the beginning of each school year (or as applicable for new accounts). Each sponsor will sign for the receipt book assigned to their subaccount. The receipt book can be called for to be reconciled at any time without prior notification. The receipt book must be returned and reconciled prior to the end of the school year. If a receipt book is needed during the summer months for on-going preapproved fundraising purposes, please make arrangements with the Activity Fund Secretary.

1. The sponsor of each organization or subaccount shall issue receipts and keep records of credits, debits, and balances.
 - *Sponsor receipts are to be distributed as follows:*
 - White: Customer Copy*
 - Pink: To be forwarded to site Activity Fund Secretary along with corresponding deposit.*
 - Yellow: To remain in the receipt book.*

2. The district Activity Fund Office will provide a computer printout of all transactions to the individual sites which in turn will be forwarded to the specific organization. All reports should be compared and coordinated for accuracy.
3. Account reconciliations will be done monthly. The site Activity Fund Secretary will provide a printout to each subaccount. The individual subaccount must reconcile the printout to their records. The district Activity Fund Office will provide a computer printout of all transactions to the individual sites which in turn will be forwarded to the specific organization. All reports shall be compared and coordinated for accuracy. ALL DISCREPANCIES MUST BE REPORTED IMMEDIATELY.
4. Deposits Sponsors All funds received need to be turned in to the site Activity Fund Secretary on a daily basis (or next business day if money is received after school hours or over a weekend):
 - If receipts total less than \$100, the funds are to be locked in the site safe. However, all funds must be deposited by the end of the week. Further, a deposit is required at the time the receipts equal or total more than \$100.
 - If receipts total more than \$100, turn in daily.

REMINDER: ALL receipts must be accounted for. All voided receipts must be marked as such and kept with the receipt book.

All receipt books are tri-copy.

White: Customer Copy

Pink: To be forwarded to site Activity Fund Secretary along with corresponding deposit.

Yellow: To remain in the receipt book.

ACTIVITY ACCOUNT TREASURER PROCEDURES FOR RECEIPTING MONEY

1. The Activity Account Treasurer will count all revenue received from each subaccount sponsor, make sure the sub account receipts balance with the collections, and give a signed copy of the receipt to the sponsor.
2. Site Activity Fund Treasurer will recount all monies received from the sponsor, preferably in the presence of the sponsor. However, we recognize this is not always possible, therefore, the recount needs to be done as soon as possible and any discrepancies will be annotated and reported immediately back to the sponsor.
3. Verify the checks are made out to the school district/activity account. Checks should have a current phone number and address on them.
4. Deposit the funds into the bank. The bank deposit slip and all supporting documentation will be sent to the District Activity Account Custodian for receipting on the school district's software program.

5. Verify the amounts to be deposited by the denomination as they are reported on the deposit slip. Verify the numbered receipts equal the amount to be deposited. Receipt the money, returning the white receipt to the sponsor along with a copy of the deposit slip.
6. The Activity Fund Office will recount, verify amounts, and make appropriate deposits. The Activity Fund Office will return a copy of the bank receipt to the site when the funds are deposited. This receipt will be kept on file at the site level as confirmation of the deposit.

RETURNED CHECKS: All returned checks and service charges will be charged back to the appropriate subaccount and forwarded to the site. The site Activity Fund Secretary must adjust all ledgers and records appropriately and forward the returned check to the appropriate sponsor. The site Activity Fund Custodian and/or Treasurer can work with the organizations in making sure these funds are collected.

REMINDER: It is essential to adjust all ledgers and records. The amount of the returned check, plus any service charge, IS NOT in the specific account and can not be used for expenses. [PO/Receipt Chart](#)

ACTIVITIES THAT CHARGE FOR GATE ADMISSION:

All activities that charge for performances or gate admission must issue printed, pre numbered tickets. Tickets are available through the site Activity Fund Secretary. At the conclusion of the event, return all unused tickets as well as deposits to the site Activity Fund Secretary.

Gate workers will reconcile returned tickets, ticket sales, and deposit to the original number of tickets issued.

Example: Ticket Numbers Issued: 1 through 100 = 100 Tickets Issued (\$1 each)
Tickets Returned: #98 and #100 (2 tickets @ \$1 = \$2) Anticipated deposit: \$98 Actual Cash Deposit: \$95 Deposit Short: <\$ 3> Indicate and initial shortage on ticket request form

Signed documentation (shipping/packing slip) showing all items have been received (documentation must be signed by an authorized adult and the date merchandise was received),

REMINDER: Invoices dated prior to the purchase requisition will be denied. The payment will become the liability of the individual making the purchase. All payments will be by check only. DO NOT REQUEST A CHECK FOR "CASH."

Advance travel payments:

Advancements for travel will be issued in the name of the sponsor. Itemized receipts and unused monies will be required the first working day immediately following the trip. Receipts and returned funds must equal the original advancement. Any discrepancies will be the responsibility of the sponsor.

IMPORTANT POINTS TO REMEMBER: PROCEDURES FOR PURCHASING:

All purchases must have prior approval. Purchases made without prior approval will become the liability of the individual making the purchase.

Purchase request forms can be obtained through the site Activity Fund Secretary or administrative assistant.

1. Properly complete the purchase order form including quantity, item name, item number, description, and cost. When requests are submitted for entry fees, the dates and proper information must be submitted.
2. All purchases made from School Activity Funds must be for the benefit of the students, e.g., entry fees for contests, field trips, motel, etc. However, certain items not directly benefiting the student can be purchased if a fundraiser was held for that specific purpose.
3. The invoiced costs of the purchase cannot exceed the estimated costs by more than 25%.
4. Each request is to be used only for the purpose intended. Any additional purchases will require approval from the administration.
5. Upon confirmation that funds are available and the purchase is within preapproved expenditures, the site Activity Fund Custodian will assign the request with the next applicable purchase requisition number and return a copy of the original request along with the approved, numbered purchase requisition to the sponsor.
6. The purchase process can only be initiated upon receipt of the approved, numbered purchase requisition. Please provide the purchase order number to the vendor when placing the order.

REMINDER: *No purchases will be approved for any account with a zero or negative balance. If a purchase request is received on an account with insufficient funds, the request will be returned marked NOT APPROVED: FUNDS NOT AVAILABLE. No purchase requests will be approved for purchases already made without prior approval.*

7. Turn in all signed invoices and supporting documentation to the OKU Activity Fund Custodian for payment. All invoices should be original and signed by the employee. Please inspect all items purchased for proper quantities and quality.
8. Do not hold invoices. Vendors must be paid in a timely manner. This also eliminates the possibility of invoices being lost.

Payments for purchases will only be issued when invoice or supporting documents and merchandise have been received.

Invoices/bills submitted for payment must contain the following:

Itemized invoice with all items purchased (showing dollar amount for each item),

1. ALL fundraisers must be pre approved.
2. Receipt money

DAILY: Receipt any funds turned in. Deposit any funds totaling more than \$100 (or next business day for weekend deposits).*

WEEKLY: Deposit all funds totaling less than \$100.*

3. . Funds are to be spent for the purpose that the account was established. The Oklahoma Union Board of Education exercised control over all funds, regardless if they are School Activity or General Fund.
4. Document all transactions in all accounts on a daily basis. Provide an accurate and complete audit trail.
5. Do not make payments of any type from cash.
6. Do not make a purchase without an approved purchase order.
7. Estimate shipping and handling costs at 15% of your total purchase, if actual charges are unknown. Note on the requisition form if shipping/handling charges are free.
8. After services and goods have been received and are in good order, sign and send all packing slips/invoices to the Central Office for payment. Do not use statements in place of invoices. Invoices are required before payment can be made.
9. If money is not collected on returned checks, the amount will be deducted from the activity account.

Fundraising Activities

Fundraising by sports teams, extracurricular activities, support groups, and educational activities must be approved by the building administrator and board of education where appropriate. Fundraising should be accomplished without disrupting educational programs at Oklahoma Union schools. Groups selling food items that do not meet nutritional requirements published by Oklahoma State Department of education can only sell those items for 14 total days each school year. Food items are not allowed to be sold during breakfast and lunch times. It is the responsibility of the sponsor to maintain appropriate records for auditing purposes. (Receipt books must be presented that match deposits) Funds raised must be deposited in appropriate activity account for each organization.

Grant Writing and Foundation Funding Requests

Staff members are encouraged to pursue external grants and funding opportunities that enhance student learning and support district goals. Before applying for any grant, including those through the Oklahoma Union Education Foundation, staff must first obtain approval from their building principal or supervisor. This ensures alignment with school priorities and avoids duplication of requests. For OKU Education Foundation

funding, staff should complete the official grant request form and follow the foundation's current application guidelines and deadlines. All awarded funds must be used as specified in the approved proposal, and a brief follow-up report, presentation or summary may be required. Questions regarding the process or support in writing grant proposals can be directed to the building principal.

- [OKU Education Foundation Request Form](#)

Internet, Technology Systems, & Other Computer Networks Acceptable Use & Internet Safety Policy

Social Media Permission to Post

Social Media Permission to Post form for each student signed by parent/guardian

Email

All staff are provided with a district-issued email account, which serves as the primary method of official communication within Oklahoma Union School District. Employees are expected to check their school email regularly and respond to messages in a timely and professional manner. School email should be used for all work-related communication with students, parents, colleagues, and administrators. Personal use of the school email account should be minimal and must not interfere with job responsibilities or violate district policies. Email accounts are the property of the district and may be monitored in accordance with board policy and applicable laws. Staff are responsible for maintaining the confidentiality and security of their login credentials.

District Staff Cell Phone Policy

Personal cell phone use during work hours should be limited and must not interfere with instructional time, student supervision, or professional responsibilities. Staff are expected to model appropriate technology use for students by keeping phones silenced and avoiding non-emergency use during class or duty times. Staff Cell phones may be used during planning periods, lunch breaks, or in designated areas, provided it does not disrupt the educational environment. Staff are expected to keep their cell phones accessible during the school day for district communication purposes, including emergency notifications through the RAVE Panic Button system and other approved messaging platforms. Repeated misuse of personal devices may result in administrative action in accordance with district policy.

Faculty/Staff Communication with Students

Professional and appropriate communication between staff and students is essential to a safe and respectful learning environment. In compliance with Oklahoma House Bill

3958, any *electronic or digital communication* (such as email, text, direct message, or messaging app) between a staff member and an individual student must include the student's parent or guardian—*unless* it takes place on a school-approved platform and is strictly related to academic or school matters. Emergency communications are allowed without prior parental inclusion, but parents must be notified afterward. The law, effective July 1, 2024, also mandates training for all school personnel and requires disciplinary actions—from administrative leave to termination and possible law enforcement reporting—for violations. Conversations should always remain respectful, age-appropriate, and related to educational matters. Staff are expected to model good digital citizenship and maintain clear boundaries to ensure student safety, trust, and well-being at all times.

OKU Staff Communications Policy

The Superintendent and the School Principals will annually remind staff members and orient new staff members concerning the importance of maintaining proper decorum in the on-line, digital world as well as in person. Employees must conduct themselves in ways that do not distract from or disrupt the educational process. The orientation and reminders will give special emphasis to the following prohibited behaviors:

1. Improper fraternization with students using electronic or digital communication.
 - a. Teachers may not list current students as “friends” on networking sites.
 - b. All e-contacts with students should be through the district's school-approved platform computer and telephone system.
 - c. All contacts and messages by coaches/sponsors with team members shall be sent to all team members, except messages involving medical or academic privacy matters, in which case the messages will be copied to the athletic director and the school principal.
 - d. Teachers will not give out their private cell phone or home phone numbers to students without prior written approval of the district and the parent of the minor student.
 - e. Improper private contact via electronic or digital communication e-mail or phone is prohibited.
2. Inappropriateness of posting items with sexual content
3. Inappropriateness of posting items exhibiting or advocating use of drugs and alcohol
4. Monitoring and penalties for improper use of district computers and technology
 - As per state law, employees are discouraged from sharing content or comments containing the following when directed at a citizen of the State of Oklahoma:
 - 1) Obscene sexual content or links to obscene sexual content;
 - 2) Abusive behavior and bullying language or tone;
 - 3) Conduct or encouragement of illegal activity; and

4) Disclosure of any information required to be maintained as confidential by law, regulation, or internal policy.

“Electronic or digital communication” includes, but is not limited to, emails, text messages, instant messages, direct messages, social media messages, messages sent through software applications, and any other electronic or digital means of communication. “Social networking or “social media” means interaction with external websites or services based upon participant contributions to the content. Types of social media include social and professional networks, blogs, micro blogs, video or phone sharing and social bookmarking; and

“*Comment*” means a response to an article or social media content submitted by a commenter.

The Superintendent or designees will periodically conduct internet searches to see if teachers have posted inappropriate materials on-line. When inappropriate use of computers and websites is discovered, the School Principals and Superintendent will download the offensive material and promptly bring that misconduct to the attention of the school district’s legal counsel for review.

The board of education shall designate school-approved platforms. The administration shall publish school-approved platforms on the district’s website and in student or staff handbooks.

Oklahoma Union School District shall approve the following communication platforms;

- **School issued Gmail**
- **School phone/text messaging system**
- **OKU Google Classroom, OKU Google Meets, and ZOOM**
- **Oklahoma Union School Facebook sponsored pages (OKU staff admin)**
- **Band APP**
- **Remind**
- **AET - (agricultural education management system)**

School personnel engaging in electronic or digital communication with an individual student shall include the student’s parent or guardian in any electronic or digital communication, unless such communication is on a school approved platform and related to school and academic communications. The only exception to this requirement may be made in case of an emergency, subject to subsequent notification to the parent or guardian. School employees shall make reasonable efforts to use school-approved

platforms, systems, or applications that allow automatic inclusion of parents or guardians in communications with students.

School employees reported to have engaged in electronic or digital communications that would violate this policy and state law shall be placed on administrative leave while the school district investigates the incident. If the investigation finds that no misconduct occurred, the school employee shall be reinstated, and the incident noted in the personnel file.

Employees who engage in any of the above-referenced prohibited behaviors are subject to the possibility of penalties, including termination of employment, for failure to exercise good judgment. Incidents will be reported in compliance with district policy and state law.

REFERENCE:

74 O.S. § 840-8.1

70 O.S. § 6-401.

***A copy of this policy shall be distributed to each affected employee by email**

Student Cell Phone Policy

Students may not use or have visible cell phones from the first bell of the school day until the last bell; see the linked policy for full details regarding student cell phone use and consequences. Computer Usage/Software/ regarding usage of OKU owned operating systems [OKU Student Cell Phone Policy](#)

Education Technology Plan

Oklahoma Union Public Schools follows a district-wide Technology Plan that supports digital learning, device access, and responsible technology use to enhance instruction and student achievement. Oklahoma Union School will utilize technology to provide innovative learning opportunities that are student-led, relevant, encourage collaboration, and promote critical thinking and problem solving.

[OKU Technology Plan 2025-2030](#)

District Wellness Policy

Oklahoma Union Public Schools is committed to promoting the health and well-being of all students and staff through its District Wellness Policy. The policy supports lifelong wellness practices by encouraging healthy eating habits, regular physical activity, and comprehensive health education. Schools are encouraged to provide nutritious meals, limit access to unhealthy snacks, and incorporate physical activity into the school day.

Staff members play a vital role in modeling and supporting wellness initiatives and are encouraged to participate in school-wide health efforts. The district's wellness policy is reviewed regularly by the wellness committee. [OKU District Wellness Policy](#)

Health Services for Students & Employees

Accident Reports

All accidents and injuries involving students, staff, or visitors on school property or during school-sponsored events must be reported immediately to the building administrator or designated safety officer. Staff who witness or are involved in an accident must complete an official accident report form as soon as possible, providing accurate and detailed information about the incident. Prompt reporting ensures appropriate medical attention, timely investigation, and proper documentation for insurance and legal purposes. Failure to report accidents may delay care and jeopardize compliance with district policies and state regulations.

Administration of Medicine to Students

School health clerks will administer medications to students whenever possible, following proper procedures. Other staff members may administer medications only if they have received appropriate training and authorization. Medications will be given only when a properly completed medication authorization form, signed by a parent or guardian and the prescribing healthcare provider, is on file with the school nurse or designated personnel. All medications must be delivered to the school in their original, labeled containers. Staff administering medication must follow the district's medication administration policies to ensure student safety. Over-the-counter, prescription, and emergency medications (such as inhalers or epinephrine) require proper documentation. Any adverse reactions or medication errors must be reported immediately to the school nurse and parent or guardian.

Food Allergies

The district is committed to providing a safe environment for students with food allergies. Staff must be aware of any students in their classrooms or care who have medically documented food allergies and follow all health plans and accommodations outlined in their 504 Plan or Individual Health Plan (IHP). Food sharing among students is discouraged, and staff should avoid using food as rewards or classroom incentives without prior approval. When planning class parties, activities, or field trips, teachers must communicate with the school nurse and parents of students with allergies to ensure safety. All allergic reactions, whether suspected or confirmed, must be reported immediately to the school nurse and administration.

Hygiene & Sanitation (Bloodborne Pathogens)

In Oklahoma, teachers and other school staff who may be exposed to blood or other potentially infectious materials (OPIM) are required to receive bloodborne pathogens training. This training is mandated by [OSHA](#) and the [Oklahoma State Department of Education](#). It must be provided initially and annually thereafter.

Head Lice / Bed Bugs

Oklahoma law (70 O.S. §1210.194 and 63 O.S. §1-507) prohibits children with contagious diseases, including head lice, from attending school until they are free of the disease. Any student suspected of having head lice or bed bugs will be referred to the school health clerk. The parent/guardian of any student confirmed to have contracted head lice or bed will be contacted for immediate pick of their student.

Illness at School

If a staff member becomes ill or experiences a medical concern while at school, they should notify the building principal or immediate supervisor as soon as possible. If the illness requires the staff member to leave campus, appropriate arrangements should be made to cover classes or duties. In the event of a serious or sudden illness, school administration will assist in securing medical attention or contacting emergency services if needed. Staff should also follow district leave policies and report absences in accordance with the established procedures.

Immunizations & Meningococcal Disease and Vaccines

- [2025-2026 Required Immunizations](#)

School Nurse or Health Staff

The School Health Clerk supports the health and wellness of students by assisting with the delivery of basic health services under the direction of the school nurse or building administrator. Responsibilities may include administering first aid, documenting student health visits, dispensing medications as authorized, maintaining health records, and assisting with health screenings. The Health Clerk also communicates with parents/guardians regarding minor illnesses or injuries and follows district protocols for contagious disease reporting. While not a licensed nurse, the Health Clerk plays a vital role in supporting a safe and healthy school environment and must maintain confidentiality in all health-related matters.

24/7 Tobacco Free Policy

Oklahoma Union Public Schools is a 24/7 tobacco-free campus, prohibiting the use of all tobacco products, including e-cigarettes and vaping devices, on school property at all times—by all individuals, including staff, students, and visitors.

[OKU 24/7 Tobacco Free Policy](#)

Drug-Free Workplace & Drug Testing

- [Drug-Free Workplace](#)
- Pre employment drug testing
- [Bus Driver Drug Testing - Regulation](#)
- [Activity Student Drug Testing Policy](#)

Employee & Student Safety

Fire Marshal Regulations

To ensure the safety of all students and staff, and to remain in compliance with state fire marshal regulations, the following guidelines must be followed in all classroom areas:

Keep Exits Clear; Doors, hallways, and exit routes must remain free of obstructions at all times. Desks, furniture, or classroom materials should never block an emergency exit or pathway.

Doors and Locks: Classroom doors must be able to open easily from the inside without special tools. Never use wedges, chains, or other objects to prop doors open or keep them closed.

Decorations: Wall and ceiling decorations must be limited to reduce fire risk. In non-sprinklered buildings, decorations should cover no more than 20% of the wall space; in sprinklered buildings, up to 50% is allowed. Avoid highly flammable items unless they are treated with a flame-retardant spray.

Electrical Safety: Extension cords are for temporary use only and should not be connected to each other (“daisy-chained”). Surge protectors must plug directly into a wall outlet—not into another surge protector. Only district-approved space heaters with automatic shut-off features are allowed.

Evacuation Plans and Drills

Each classroom must have an evacuation map posted near the door. Staff are expected to participate in all fire drills and to guide students according to the posted route.

RAVE Panic Alert System

The district utilizes the RAVE Panic Button app to enhance school safety and emergency response. All staff members are required to download, register, and activate the app on their mobile devices. The RAVE Panic Button instantly notifies 911, on-site personnel, and first responders during emergencies such as active threats, medical crises, or fire situations. Staff should familiarize themselves with the app’s features and use it only for genuine emergencies. Training on the proper use of the app will be provided annually. Prompt and responsible use of the RAVE system can significantly improve response time and ensure the safety of students and staff.

Safety and Emergency Procedures

The safety of students and staff is a top priority. All employees are expected to follow district-approved emergency procedures, which include protocols for fire, tornado, lockdown, evacuation, shelter-in-place, and medical emergencies. Staff must be familiar with the Emergency Operations Plan (EOP) and participate in all required safety drills throughout the school year. In an actual emergency, employees are to remain calm, follow their assigned responsibilities, and prioritize student supervision and accountability. Any safety concerns or incidents must be reported immediately to the building principal or designated administrator. Emergency contact information for each classroom must be updated and readily accessible at all times.

Safety Drills

Regular safety drills are essential to ensure preparedness for emergencies such as fire, tornadoes, lockdowns, and evacuations. All staff members are provided with evacuation route maps and assigned safe-room locations. These documents are posted in a visible location in all classrooms. All staff are required to actively participate in scheduled drills and follow established procedures promptly and calmly. Drills will be conducted throughout the school year in accordance with Oklahoma State Department of Education guidelines and district policies. Staff must review their assigned roles and responsibilities before each drill and assist students in understanding and safely executing the procedures. Documentation of drill completion will be maintained by the administration. Any concerns or suggestions for improving safety protocols should be communicated to the building principal.

Harassment & Hostile Work Environment Prevention

- All forms of harassment
- Zero tolerance for workplace harassment, violence, or threats
- Complain procedures
- Investigation procedures
- No retaliation

Weapons-Free Schools

In accordance with state and federal law, all district school campuses, buildings, vehicles, and school-sponsored events are designated as weapons-free zones. No employee, student, or visitor may bring or possess a firearm, knife, explosive device, or any other dangerous weapon on school property or at school functions, regardless of possession of a license or permit. Violations will be reported to law enforcement and may result in disciplinary action, up to and including termination of employment. The only exceptions are law enforcement officers authorized to carry weapons in the course of their duties. Staff are expected to immediately report any suspected weapons possession to a building administrator or school resource officer.

Workplace Safety

Injuries Incurred Performing Duties

Injuries should be reported to the building administrator. A written account of the facts involved with the injury must be presented to the building administrator within 24 hours. Facts should consist of place, time, duties being performed, and witnesses present when injury occurred.

Workers Compensation

The district provides workers' compensation insurance to cover employees who sustain job-related injuries or illnesses. Any staff member injured while performing their job duties must **immediately report the incident** to their supervisor and complete the required injury report forms. Prompt reporting is essential to ensure proper medical treatment and benefits. Workers' compensation covers medical expenses, wage replacement, and rehabilitation costs as outlined by Oklahoma state law. Staff should follow district procedures for medical evaluation and return-to-work guidelines. Retaliation against employees who file workers' compensation claims is strictly prohibited.

Counseling Services

Reporting Suspected Child Abuse and/or Neglect Policy

Oklahoma law requires teachers, nurses, and all other school personnel to report any suspected case of physical abuse, neglect of a child, child exploitation, or suspected child trafficking. Failure to report such information immediately is a misdemeanor. The law also grants immunity from any civil or criminal liability to any person who, in good faith, makes such a report.

Any Oklahoma Union District employee having reasonable cause to believe that a student is the victim of abuse or neglect shall report the matter immediately.

Child Abuse/Neglect Reporting Procedure

1. If a student is under the age of 18, immediately report to DHS Hotline (1-800-522-3511) and local law enforcement agency. Oklahoma Union SRO may be informed in lieu of local law enforcement if one is employed at the time of report.
If student is over the age of 18, immediately report to local law enforcement agency. Oklahoma Union SRO may be informed in lieu of local law enforcement if one is employed at the time of report.
2. The reporter shall give all pertinent details regarding the case.

3. The reporter may notify the building principal, superintendent, building counselor, and/or school health clerk that a report has been made.
4. Employees may turn in a copy of the report to the site principal and/or site counselor. Employees shall keep a copy in a confidential file for 5 years.

Process for Responding to Suicide Ideation

1	<ul style="list-style-type: none"> Staff becomes aware of suicide ideation. Staff reports to counselor, or school social worker immediately.
2	<ul style="list-style-type: none"> Counselor or school social worker meets with student immediately. Counselor explains concern and completes the Columbia Rating Scale with the student.
3	<ul style="list-style-type: none"> Counselor contacts parents and requests immediate conference. Counselor completes Emergency Packet which includes the Emergency Notification of Student in Crisis, Columbia Rating Scale, and My Safety Plan.
4	<ul style="list-style-type: none"> Parent is given completed Emergency Packet which includes the Emergency Notification of Student in Crisis, Columbia Rating Scale, and My Safety Plan. Counselor keeps copies of all forms in confidential file.
5	<ul style="list-style-type: none"> Counselor advises parent of need for a re-entry conference with the counselor or social worker, before the student returns to school. Parent takes student to mental health agency and provides agency a copy of Emergency Notification Student in Crisis and Columbia Rating Scale.
6	<ul style="list-style-type: none"> Parent calls to notify counselor when student is released to return to school. Counselor schedules conference with parent and student to formulate Re-entry Plan Parent provides a copy of the Emergency Notification with signed ProviderAcknowledg-
7	<ul style="list-style-type: none"> Parent, Student and counselor meet to develop Re-entry Plan and Safety Plan. Frequency of monitoring will be determined in the Re-entry plan. Counselor shares with the student's teachers about the Student Re-entry and Safety Plan.
8	<ul style="list-style-type: none"> Counselor meets with student to review Safety Plan and student returns to classes according to Re-entry Plan. Counselor monitors student as determined in the Re-entry plan.

Additional Resources:

Third Party Statement, Crisis Response Protocols, Abuse Reporting Form



Emergency Notification of Student in Crisis

Date: _____ School: _____

School Personnel: _____ Title: _____

_____, the parents of _____

have been advised that our child has expressed thoughts of self-harm, has engaged in self-harming behavior, or made homicidal threats. We have been further advised that we should seek some psychological/psychiatric consultation immediately. We have been further advised that we should seek some psychological/psychiatric consultation immediately. We have been provided with a list of Emergency Resources for Crisis Care. We understand that the school district is not responsible for the provision of these services, but is alerting us to this emergency just as they would inform us of any health problem.

Parent/Guardian Signature

School Personnel Signature

We have received a Safety Threat Assessment to assist in receiving mental health services.

Parent/Guardian Initials

Third Party Statement *(describe activity or incident personally observed)*

Third Party Statement Provider Signature

Printed Name

Title

Student Return to School

We will contact the counselor in advance of our child's return to school to formulate a Student Re-entry Plan and provide a copy of this form with completed provider acknowledgment.

Parent/Guardian Initials

Counselor's Printed Name

Phone Number and/or Email Address

Provider Acknowledgment: I received a copy of the Emergency Notification of Student in Crisis.

Name

Title

Date

Agency Name (if applicable)

COLUMBIA-SUICIDE SEVERITY RATING SCALE
Primary Care Screen with Triage Points

SUICIDE IDEATION DEFINITIONS AND PROMPTS:		Past month									
Ask questions that are in bold and underlined.		YES	NO								
Ask Questions 1 and 2											
1) Wish to be Dead: Person endorses thoughts about a wish to be dead or not alive anymore, or wish to fall asleep and not wake up? <u>Have you wished you were dead or wished you could go to sleep and not wake up?</u>											
2) Suicidal Thoughts: General non-specific thoughts of wanting to end one's life/die by suicide, "I've thought about killing myself" without general thoughts of ways to kill oneself/associated methods, intent, or plan." <u>Have you had any actual thoughts of killing yourself?</u>											
If YES to 2, ask questions 3, 4, 5, and 6. If NO to 2, go directly to question 6.											
3) Suicidal Thoughts with Method (without Specific Plan or Intent to Act): Person endorses thoughts of suicide and has thought of a least one method during the assessment period. This is different than a specific plan with time, place or method details worked out. "I thought about taking an overdose but I never made a specific plan as to when where or how I would actually do it....and I would never go through with it." <u>Have you been thinking about how you might do this?</u>											
4) Suicidal Intent (without Specific Plan): Active suicidal thoughts of killing oneself and patient reports having <u>some intent to act on such thoughts</u> , as oppose to "I have the thoughts but I definitely will not do anything about them." <u>Have you had these thoughts and had some intention of acting on them?</u>											
5) Suicide Intent with Specific Plan: Thoughts of killing oneself with details of plan fully or partially worked out and person has some intent to carry it out. <u>Have you started to work out or worked out the details of how to kill yourself? Do you intend to carry out this plan?</u>											
6) Suicide Behavior Question <u>Have you ever done anything, started to do anything, or prepared to do anything to end your life?</u> Examples: Collected pills, obtained a gun, gave away valuables, wrote a will or suicide note, took out pills but didn't swallow any, held a gun but changed your mind or it was grabbed from your hand, went to the roof but didn't jump; or actually took pills, tried to shoot yourself, cut yourself, tried to hang yourself, etc. If YES, ask: <u>Was this within the past 3 months?</u>		<table border="1"> <tr> <td colspan="2">Lifetime</td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td colspan="2">Past 3 Months</td> </tr> <tr> <td></td> <td></td> </tr> </table>		Lifetime				Past 3 Months			
Lifetime											
Past 3 Months											

Response Protocol to C-SSRS Screening

- Item 1 Behavioral Health Referral
- Item 2 Behavioral Health Referral
- Item 3 Behavioral Health Consult (Psychiatric Nurse/Social Worker) and consider Patient Safety Precautions
- Item 4 Behavioral Health Consultation and Patient Safety Precautions
- Item 5 Behavioral Health Consultation and Patient Safety Precautions
- Item 6 Behavioral Health Consult (Psychiatric Nurse/Social Worker) and consider Patient Safety Precautions
- Item 6 3 months ago or less: Behavioral Health Consultation and Patient Safety Precautions

STUDENT RE-ENTRY PLAN



STUDENT INFORMATION									
Student:				ID:		Grade:			
Person Completing Form:									
Meeting Date:					Date Returning to School:				
Length of time out of school:									
Signed release of information from mental health provider				Yes	No				
Mental health provider present (if yes, provide name)				Yes	No				
Parent/Guardian present				Yes	No				
Student Safety Plan (must complete before re-entry)				Yes	No				
Student on 504 plan or IEP				Yes	No				
Daily check-in upon Reentry		Yes	No	With whom:			AM	PM	Both
Family Concerns									
Academic Concerns									
Re-entry Conference (Names & titles of all present)									
Modification on course assignments (list course and if assignments can be modified) List modifications on back									
Course	Can assignments be modified?			Can assignments be modified?					
	Yes	No		Yes	No				
	Yes	No		Yes	No				
	Yes	No		Yes	No				
	Yes	No		Yes	No				

MY SAFETY PLAN



Date:
What are my warning signs that a crisis may be developing?
What are some ways I can help myself at school?

Who are people I can call if I need help?	
Name:	Phone #:
Name:	Phone #:
Name:	Phone #:

Who will I contact in case of an emergency:
Call 911
National Suicide Prevention Lifelines Hotline 1-800-273-8255 (TALK)
Local Hospital _____

Additional Resources:

[OSDE_Parent Notification of Emergency Conference_0.pdf \(ok.gov\)](#)

[OSDE Guidance for School Staff: What should I do if I think a student might harm someone?.docx \(ok.gov\)](#)

[OSDE_Suicide Information_Sheet 1.pdf \(ok.gov\)](#)

[Suicidal Ideation & Self Harm Best Practices.docx \(ok.gov\)](#)

[OSDE_THIRD PARTY STATEMENT 2.pdf \(ok.gov\)](#)

[OSDE_Counselor Process for Suicide Response_0.pdf \(ok.gov\)](#)

Counseling Support Services

Oklahoma Union Public Schools offers a variety of counseling and mental health services to support the academic, social, and emotional well-being of students and their families. Services include individual and small group counseling, crisis intervention, behavioral support, and access to community mental health partnerships such as GRAND Mental Health. If a staff member has concerns about a student's emotional or behavioral needs, they should notify the school counselor and the building principal to begin the referral process. Parental consent is required for ongoing services, and all referrals and interventions are handled confidentially and in the best interest of the student.

Grand Mental Health

Oklahoma Union Public Schools partners with GRAND Mental Health to support student wellness by providing a full-time Behavioral Health Specialist on campus. This specialist works closely with staff and families to address student behavioral and emotional needs. In addition, GRAND Mental Health offers on-site counseling services for students who are enrolled with them. These services are coordinated with parent or guardian consent and are intended to supplement the school's overall support system, promoting a safe and healthy learning environment.

Nondiscrimination

The Oklahoma Union Board of Education is committed to a policy of nondiscrimination in relation to race, color, religion, sex, age, national origin, alienage, handicap, or veteran status. This policy will prevail in all matters concerning staff, events, students, the public, employment, admissions, financial aid, educational programs and services, facilities access, and individuals, companies, and firms with whom the board does business. [Nondiscrimination Policy / Complaint Procedures](#)

Sexual Harassment

SEXUAL HARASSMENT OF STUDENTS

The policy of this school district forbids discrimination against, or harassment of any student on the basis of sex. Policy G-04 applies to sexual harassment of employees. It is the express policy of the board of education to encourage student victims of sexual harassment to come forward with such claims.

1. **Sexual Harassment.** Sexual harassment is defined as conduct on the basis of sex that satisfies one or more of the following:

a. An employee of the school district conditioning the provision of an aid, benefit, or service of the school district on a student's participation in unwelcome sexual conduct. This is referred to as quid pro quo sexual harassment;

b. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a student equal access to the school district's educational program or activity; or

c. Sexual assault, dating violence, domestic violence or stalking as defined by federal law.

d. For the purpose of this policy, examples of sexual harassment include, but are not limited to:

I. Verbal comments of a sexual nature or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against (unwanted body contact); comments regarding physical or personality characteristics of a sexual nature; sexual name-calling; repeated propositions; and sexually-oriented "kidding" "teasing," double meanings, and jokes.

II. Demeaning comments about a girl's ability to excel in a class historically considered a "boy's" subject, privately talking to a student about sexual matters, hugging or touching a student inappropriately may constitute sexual harassment.

III. Writing graffiti that names a student or otherwise identifies a student is potentially slanderous and constitutes sexual harassment. Graffiti of any kind will not be tolerated on school property. The superintendent is directed to cause any graffiti or unauthorized writings to be removed immediately. Use of e-mail, the internet, or technology may constitute sexual harassment as much as use of in-person, postal mail, handwritten or other communication.

IV. Any of the aforementioned conduct that effectively deprives a student of access to educational opportunities or benefits provided by the school.

2. Specific Prohibitions.

a. It is sexual harassment for an administrator, supervisor, support employee, or teacher to use his or her authority to solicit sexual favors or attention from students.

b. Administrators, supervisors, support personnel, or teachers who either engage in sexual harassment of students or tolerate such conduct by other employees shall be subject to sanctions, as described below.

c. The "off-duty" conduct of school personnel that has or will have a negative impact on the educational process of the school or constitutes an illegal or inappropriate relationship with a student may subject the employee to disciplinary action which could include termination of employment. Any romantic or sexual affiliation between school personnel and students, including students who have reached the age of majority (18), during school hours will have a negative impact on the educational process and shall constitute a violation of school policy. Such violations may result in suspension of the student and suspension or termination for the employee. Any sexual affiliation between teachers and students under the age of 20 constitutes a crime under Oklahoma law and will most likely result in the suspension of certification by the State of Oklahoma.

3. Any employee found to have engaged in sexual harassment of students shall be subject to sanctions, including, but not limited to warning, suspension, or termination subject to applicable procedural and due process requirements.

4. District administrators, teachers, and counselors shall be made aware of their obligation and timely act to receive student complaints of sexual harassment and forward them to the Title IX compliance officer.

5. Notice of Policy.

Notice of this policy and grievance procedure, including how to file or report sexual harassment and how the district will respond shall be provided to applicants for admission and employment, students, parents or legal guardians, and unions or professional organizations holding agreements with the school district.

REFERENCE: Title VII of the Civil Rights Act of 1964

42 U.S.C. §2000e-2 29 C.F.R. §1604.1, et seq.

**U.S. Department of Education of Education, OCR, Title IX
Regulations Addressing Sexual Harassment.**