



WESTERN GATEWAY ELEMENTARY

Policies and Procedures

Updated 9/2025

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Western Gateway Board of Education Policy Manual Disclaimer

Sequence of Policy Numbers

Please note that the school board policy numbers have been updated due to an error in sequence. The revised policy numbers are now in effect to accurately reflect the intended order.

Minutes Clerk

Diana Bedwell

Head of School

Heather Zacarias

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WESTERN GATEWAY ELEMENTARY SCHOOL, INC.

An Oklahoma Not-for-profit Corporation

CONFLICT OF INTEREST POLICY

ARTICLE I PURPOSES

It is important for Western Gateway Elementary School, Inc. (WGES) directors, officers, and staff to be aware that both real and apparent conflicts of interest or dualities of interest sometimes occur in the course of conducting the affairs of the corporation and that the appearance of conflict can be troublesome even if there is in fact no conflict whatsoever. Conflicts occur because the persons associated with the corporation should be expected to have, and do in fact generally have, multiple interests and affiliations and various positions of responsibility within the community. In these situations a person will sometimes owe identical duties of loyalty to two or more corporations. The purpose of the conflict of interest policy is to protect the corporation's tax-exempt interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the corporation or might result in a possible excess benefit transaction. **The policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations and to school boards, including (but not limited to) the Conflicts of Interest Policy of Independent School District No. 89 of Oklahoma County provided to WGES as part of its charter application process and attached here as Exhibit A.**

Conflicts are undesirable because they potentially or eventually place the interests of others ahead of the corporation's obligations to its charitable purposes and to the public interest. Conflicts are also undesirable because they often reflect adversely upon the person involved and upon the institutions with which they are affiliated, regardless of the actual facts or motivations of the parties. However, the long-range best interests of the corporation do not require the termination of all association with persons who may have real or apparent conflicts that are harmless to all individuals or entities involved.

Each member of the board of directors and the staff of the corporation has a duty of loyalty to the corporation. The duty of loyalty generally requires a director or staff member to prefer the interests of the corporation over the director's/staff's interest or the interests of others. In addition, directors and staff of the corporation shall avoid acts of self-dealing which may adversely affect the tax-exempt status of the corporation or cause there to arise any sanction or penalty by a governmental authority.

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to

the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

ARTICLE II **DEFINITIONS**

2.1 Interested Person

Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

2.2 Financial Interest

A person has a financial interest if the person has, directly or indirectly, thorough business, investment, or family:

- (a)** An ownership or investment interest in any entity with which the corporation has a transaction or arrangement,
- (b)** A compensation arrangement with the corporation or with any entity or individual with which the corporation has a transaction or arrangement, or
- (c)** A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the corporation is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest. Whether a conflict of interest exists is a determined both by Oklahoma law and by this Policy; a conflict under either is prohibited by this Policy. The initial determination of whether a person who has a financial interest has a conflict of interest is made by the remaining members of the Board in accordance with Article II, Section 3.2, below, in accordance with Oklahoma law.

ARTICLE III **PROCEDURES**

3.1 Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement

3.2 Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists in accordance with Oklahoma law.

3.3 Procedures for Avoiding the Conflict of Interest

(a) An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

(b) The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

(c) After exercising due diligence, the governing board or committee shall determine by a majority of the disinterested directors whether the transaction or arrangement would give rise to a conflict of interest or if it is entirely in the corporation's best interest, for its own benefit, and whether it is absolutely fair and reasonable. In conformity with the above determination, the governing board shall make its decision as to whether to enter into the transaction or arrangement.

3.4 Violations of the Conflicts of Interest Policy

(a) If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

(b) If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

ARTICLE IV **RECORDS OF PROCEEDINGS**

4.1 Minutes

The minutes of the governing board and all committees with board delegated powers shall contain:

(a) The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest,

any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.

(b) The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

ARTICLE V **COMPENSATION**

No member of the governing board shall receive compensation, directly or indirectly, from the corporation.

ARTICLE VI **ANNUAL STATEMENTS**

Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

- (a) Has received a copy of the conflicts of interest policy,
- (b) Has read and understands the policy,
- (c) Has agreed to comply with the policy, and
- (d) Understands that the corporation is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

ARTICLE VII
PERIODIC REVIEWS

To ensure the corporation operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- (a) Whether compensation arrangements and benefits are reasonable, based on competent survey information and the result of arm's length bargaining.
- (b) Whether partnerships, joint ventures, and arrangements with management corporations conform to the corporation's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

ARTICLE VIII
USE OF OUTSIDE EXPERTS

When conducting the periodic reviews as provided for in Article VII, the corporation may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

CERTIFICATE OF ADOPTION OF CONFLICT OF INTEREST
POLICY AND AGREEMENT

I do hereby certify that the above stated Conflict of Interest Policy for Western Gateway Elementary School, Inc., as revised, was approved and adopted by the board of directors on October 21, 2020, and constitutes a complete copy of the Conflict of Interest Policy of the corporation.



,Secretary

Date: 11-2-2020

Attachment: Exhibit A – Conflicts of Interest Policy of Independent School District No. 89 of Oklahoma County

BYLAWS

WESTERN GATEWAY ELEMENTARY SCHOOL, INC.

PREAMBLE

The following Bylaws shall be subject to, and governed by, the Non-Profit Corporation Act of Oklahoma and the Articles of Incorporation of Western Gateway Elementary School, Inc. In the event of a direct conflict between the herein contained provisions of these Bylaws and the mandatory provisions of the Non-Profit Corporation Act of Oklahoma, said Non-Profit Corporation Act shall be the prevailing controlling law.

ARTICLE 1 – NAME

The legal name of the Non-Profit Corporation shall be known as Western Gateway Elementary School, Inc. and shall herein be referred to as “WGES” or the “Corporation.”

ARTICLE 2 – PURPOSE

The general purpose for which WGES has been established is to serve as the governing board of a public charter school in Oklahoma City, Oklahoma, and the Corporation shall comply with any applicable laws as a governing board of a public school in Oklahoma.

WGES is established within the meaning of IRS Publication 557 Section 501(c)(3) Organization of the Internal Revenue Code of 1986, as amended (the “Code”) or the corresponding section of any future federal tax code and shall be operated exclusively for educational purposes.

To take, accept, hold, and acquire by bequest, devise, purchase, loan or lease any property, real or personal, whether tangible or intangible, without limitations as to kind, amount, or value, as may be allowed by law.

To sell, convey, lease, or make loans, grants or pledges of any such property or any interest therein or proceeds therefrom, and to invest and reinvest the principal thereof and receipts therefrom, if any, as may be allowed by law.

To carry on any of the foregoing activities or purpose either directly, or as agent for or with other persons, associations, or corporation, as may be allowed by law.

To carry on any activity and to deal with and expend any such property or income therefrom for any of the foregoing purposes without limitation, except such limitations, if any, as may be contained in the instrument under which such property is received, the Articles of Incorporation, the Bylaws of the Corporation, or any other limitations as are prescribed by law.

WGES shall hold and may exercise all such powers as may be conferred upon any nonprofit organization by the laws of the State of Oklahoma and as may be necessary or expedient for the administration of the affairs and attainment of the purposes of WGES. At no time and in no event shall WGES participate in any activities which have not been permitted to be carried out by a Corporation/Organization exempt under Section 501(c) of the Internal Revenue Code of 1986 (the “Code”).

The Corporation will not allow discrimination or harassment of students. It is the intent of WGES to be nondiscriminatory to all students regardless of race, color, sex, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information.

ARTICLE 3 – OFFICES

The principal office of WGES shall be located in Oklahoma City, Oklahoma 73109

WGES may have other such offices as the Board of Directors may determine or deem necessary, or as the affairs of WGES may find a need for from time to time.

ARTICLE 4 – DEDICATION OF ASSETS

The properties and assets of WGES are irrevocably dedicated to and for non-profit purposes only. No part of the net earnings, properties, or assets of this Corporation/Organization, on dissolution or otherwise, shall inure to the benefit of any person or any member, Director, or officer of this Corporation/Organization. On liquidation or dissolution, all remaining properties and assets of WGES shall be distributed and paid over to an organization dedicated to non-profit purposes which has established its tax-exempt status pursuant to Section 501(c) of the Code, or as otherwise required by applicable law.

ARTICLE 5 – BOARD OF DIRECTORS

General Powers and Responsibilities

WGES shall be governed by a Board of Directors (the “Board of Directors”), which shall have all the rights, powers, privileges and limitations of liability of Directors of a non-profit corporation organized under the Non-Profit Corporation Act of Oklahoma. The Board of Directors shall establish policies and directives governing business and programs of WGES and shall delegate to the Executive Director and staff, subject to the provisions of these Bylaws, authority and responsibility to see that the policies and directives are appropriately followed.

Number and Qualifications

The Board of Directors shall have up to 15, but no fewer than 3, Board of Directors members. The number of Board of Directors members may be increased beyond 15 members by the affirmative vote of a two-thirds majority of the then serving Board of Directors. A Board of Directors member need not be a resident of the State of Oklahoma, to the extent allowed by law.

In addition to the regular membership of the Board of Directors, representatives of such other organizations or individuals as the Board of Directors may deem advisable to elect shall be *Ex-Officio Board of Directors Members*, which will have the same rights and obligations, with the exception of voting power, as the other Directors. Any newly elected member will require a vote of two-thirds majority of the Directors then in office. Any newly elected member shall be elected for the unexpired term from the point of election.

Board of Directors Compensation

Directors shall receive no compensation other than for actual and necessary expenses incurred in the conduct of the Corporation's business if approved by the Board of Directors.

Board of Directors Elections and Term of Office

The initial Directors shall be the three (3) founding members named in the Corporation's Articles of Incorporation. The term of office of the first Board of Directors shall expire with the election of Directors at the first meeting held after the date of incorporation, which Directors shall be known as the "Founding Directors" and shall not have a limit on their term of office. The term of office of all other Directors shall last for a period of three (3) years commencing at the end of the annual meeting during which said Directors are elected and terminating with the adjournment of the annual meeting held three (3) years later. Directors may be reelected to the Board after a one-year break from service; provided, however, that the Board of Directors may waive the requirement of the one-year break by an affirmative vote of a majority of the other Directors.

Vacancies

A vacancy on the Board of Directors may exist at the occurrence of the following conditions:

- a) The death, resignation, or removal of any Director;
- b) The declaration by resolution of the Board of Directors of a vacancy in the office of a Director who has been declared of unsound mind by a final order of court, convicted of a felony, found by final order or judgment of any court to have breached a duty pursuant to the Corporation Code and/or Act of the law dealing with the standards of conduct for a Director; or has missed 2 consecutive meetings of the Board of Directors; or a total of 3 meetings of the Board of Directors during any one calendar year;
- c) An increase in the authorized number of Directors; or
- d) The failure of the Board, at any annual or other meeting of Directors at which Director(s) are to be elected, to elect the full authorized number of Directors.

Except as provided in this paragraph, any Director may resign effective upon giving written notice to the chair of the Board of Directors, unless the notice specifies a later time for the effectiveness of the resignation. If the resignation is effective at a future time, a successor may be designated to take office when the resignation becomes effective. Unless the Attorney General of Oklahoma is first notified, no Director may resign when WGES would then be left without a duly elected Director in charge of its affairs.

Any vacancy on the Board of Directors may be filled by vote of a two-thirds majority of the Directors then in office, whether or not the number of Directors then in office is less than a quorum, or by vote of a sole remaining Director. No reduction of the authorized number of Directors shall have the effect of removing any Director before that Director's term of office expires.

A Board of Directors member elected to fill a vacancy shall be elected for the unexpired term of his or her predecessor in office.

Removal

A member of the Board of Directors may be removed, with or without cause, at any duly constituted meeting of the Board of Directors, by the affirmative vote of a two-thirds majority of then-serving Board of Directors, provided that the Director to be removed has been notified in writing in that such action would be considered at the meeting.

Meetings

WGES shall comply with the requirements of the Oklahoma Open Meeting Act. Board meetings shall be held at least quarterly. Board meetings shall be within the jurisdictional boundaries of the requested sponsor. Prior to completion of construction of the School, meetings will be held at a public location to be announced. Once construction of the School has been completed, the regular location of Board meetings will be at the School site unless another location is lawfully posted in compliance with Open Meeting Act. Meetings will be filed with the Oklahoma County Clerk to inform the public. If the day fixed for the regular meeting shall be a legal holiday, such meeting shall be held on the next succeeding business day. The Chair of the Board of Directors may call a special meeting of the Board of Directors as authorized by law.

Minutes

The Secretary shall be responsible for the recording of all minutes of each and every meeting of the Board of Directors in which business shall be transacted in such order as the Board of Directors may determine from time to time. However, in the event that the Secretary is unavailable, the Chair of the Board of Directors shall appoint an individual to act as Secretary at the meeting. The Secretary, or the individual appointed to act as Secretary, shall prepare the minutes of the meetings, which shall be delivered to WGES to be placed in the minute books. A copy of the minutes shall be delivered to each Board of Directors member via either regular mail, hand delivered, emailed, or faxed within 5 business days after the close of each Board of Directors meeting.

Quorum

At each meeting of the Board of Directors, the presence of a majority of the Board shall constitute a quorum for the transaction of business. If at any time the Board of Directors consists of an even number of members and a vote results in a tie, then the vote of the Chair of the Board of Directors shall be the deciding vote. If a quorum is not present at a meeting, the Board of Directors present may adjourn the meeting and continue the meeting so long as in compliance with applicable law.

Voting

Each Director shall only have one vote.

Proxy

Directors shall not be allowed to vote by written proxy.

ARTICLE 6 – OFFICERS

Officers and Duties

The Board of Directors shall elect officers of WGES, which may include a Chair, a Vice Chair, a Secretary, a Financial Chair, and such other officers as the Board may designate. The same person may hold any number of offices, except that neither the Secretary nor the Financial Chair may

serve concurrently as the Chair of the Board of Directors. In addition to the duties in accordance with this Article, officers shall conduct all other duties typically pertaining to their offices and other such duties which may be required by law, Articles of Incorporation, or by these Bylaws, subject to control of the Board of Directors, and they shall perform any other such additional duties which the Board of Directors may assign to them at their discretion.

The officers will be selected by the Board of Directors at its annual meeting, and shall serve the needs of the Board of Directors, subject to all the rights, if any, of any officer who may be under a contract of employment. Therefore, without any bias or predisposition to the rights of any officer that may be under any contract of employment, any officer may be removed with or without cause by the Board of Directors. All officers have the right to resign at any time by providing notice in writing to the Chair, and/or Secretary of WGES, without bias or predisposition to all rights, if any, of WGES under any contract to which said officer is a part thereof. All resignations shall become effective upon the date on which the written notice of resignation is received or at any time later as may be specified within the resignation; and unless otherwise indicated within the written notice, a stated acceptance of the resignation shall not be required to make the resignation effective.

Any and all vacancies in any office because of death, resignation, disqualification, removal, or for any other cause, shall be filled in accordance to the herein prescribed Bylaws for regular appointments to such office.

Chair

It shall be the responsibility of the Chair, when present, to preside over all meetings of the Board of Directors. The Chair, with the Secretary or Financial Chair, or any other proper officer authorized by the Board of Directors, is authorized to execute, in the name of WGES, any and all contracts or other documents, which may be authorized by the Board of Directors to be executed by WGES. The Chair shall supervise the affairs of the Corporation subject to the authority of the Board of Directors. The Chair shall keep the Board of Directors completely informed, shall freely consult with them in relation to all activities of WGES, and shall see that all orders and/or resolutions of the Board of Directors are carried out to the effect intended. The Chair shall be empowered to represent WGES between meetings of the Board of Directors. The Chair shall also perform other duties as may be prescribed by the Board of Directors from time to time.

Vice Chair

In the absence of the Chair or in the event of his/her inability or refusal to act, it shall then be the responsibility of the Vice Chair to perform all the duties of the Chair, and in doing so, he/she shall have all authority and powers of and shall be subject to all of the restrictions on the Chair. The Vice Chair shall perform such other duties as from time to time may be assigned by the Chair or by the Board of Directors.

Secretary

The Secretary shall: (a) keep the minutes of the Board of Directors' meetings in one (1) or more books provided for that purpose; (b) see that all notices are duly given in accordance with the provisions of these Bylaws or as required by law; (c) be custodian of the corporate records and of the seal of the Corporation and see that the seal of the Corporation is affixed to all documents, the execution of which on behalf of the Corporation under its seal is duly authorized in accordance with the provisions of these Bylaws; (d) maintain a permanent record of all disbursements for

religious, charitable, scientific, literary, or educational purposes made by the Board of Directors and/or its duly appointed officers or agents in behalf of the Corporation; and (e) in general perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned by the Chair or by the Board of Directors.

Financial Chair

The Financial Chair shall: shall (a) have responsibility for all funds and securities of the Corporation, (b) receive and give receipts for moneys due and payable to the Corporation from any source whatsoever, (c) deposit all moneys in the name of the Corporation in depositories which the Executive Director or the Board selects, and (d) perform all of the duties which the Executive Director or the Board may assign from time to time.

ARTICLE 7 - STANDARD OF CARE

General

The Directors shall comply with the conflict of interest requirements and standards for any member of a governing board of a public school in the state of Oklahoma. A Director shall perform all the duties of a Director, including, but not limited to, duties as a member of any committee of the Board of Directors on which the Director may serve, in such a manner as the Director deems to be in the best interest of WGES and with such care, including reasonable inquiry, as an ordinary, prudent, and reasonable person in a similar situation may exercise under similar circumstances.

In the performance of the duties of a Director, a Director shall be entitled to rely on information, opinions, reports, or statements, including financial statements and other financial data, in each case prepared or presented by:

- a) One or more officers or employees of WGES whom the Director deems to be reliable and competent in the matters presented;
- b) Counsel, independent accountants, or other persons, as to the matters which the Director deems to be within such person's professional or expert competence; or
- c) A committee of the Board of Directors upon which the Director does not serve, as to matters within its designated authority, which committee the Director deems to merit confidence,

So long as in any such case the Director acts in good faith, after reasonable inquiry when the need may be indicated by the circumstances, and without knowledge that would cause such reliance to be unwarranted.

Except as herein provided in Article 8 - Standard of Care, any person who performs the duties of a Director in accordance with the above shall have no liability based upon any failure or alleged failure to discharge that person's obligations as a Director, including, without limitation of the following, any actions or omissions which exceed or defeat a public or charitable purpose to which the Corporation, or assets held by it, are dedicated.

Conflict of Interest

WGES shall have a Conflict of Interest Policy consistent with the requirements of applicable laws as a governing board of a public charter school and a not-for-profit corporation operated exclusively for charitable purposes.

Indemnification

To the fullest extent permitted by law, WGES shall indemnify its “agents,” as described by law, including its Directors, officers, employees and volunteers, and including persons formerly occupying any such position, and their heirs, executors and administrators, against all expenses, judgments, fines, settlements, and other amounts actually and reasonably incurred by them in connection with any “proceeding,” and including any action by or in the right of the Corporation, by reason of the fact that the person is or was a person as described in the Non-Profit Corporation Act. Such right of indemnification shall not be deemed exclusive of any other right to which such persons may be entitled apart from this Article.

To the fullest extent permitted by law, and, except as otherwise determined by the Board of Directors in a specific instance, expenses incurred by a person seeking indemnification in defending any “proceeding” shall be advanced by WGES upon an undertaking by or on behalf of that person to repay such amount unless it is ultimately determined that the person is entitled to be indemnified by WGES for those expenses.

WGES shall have the power to purchase and maintain insurance on behalf of any agent of WGES, to the fullest extent permitted by law, against any liability asserted against or incurred by the agent in such capacity or arising out of the agent's status as such, or to give other indemnification to the extent permitted by law.

ARTICLE 8 – EXECUTION OF CORPORATE INSTRUMENTS

Execution of Corporate Instruments

The Board of Directors may, at its discretion, determine the method and designate the signatory officer or officers, or other person or persons, to execute any corporate instrument or document, or to sign the corporate name without limitation, except when otherwise provided by law, and such execution or signature shall be binding upon WGES.

Unless otherwise specifically determined by the Board of Directors or otherwise required by law, formal contracts of WGES, promissory notes, deeds of trust, other evidences of indebtedness of WGES, other corporate/organization instruments or documents, memberships in other corporations/organizations, and certificates of shares of stock owned by WGES shall be executed, signed, and/or endorsed by the Chair or Vice Chair.

All checks and drafts drawn on banks or other depositories on funds to the credit of WGES, or in special accounts of WGES, shall be signed by such person or persons as the Board of Directors shall authorize to do so.

Loans and Contracts

No loans or advances shall be contracted on behalf of WGES and no note or other evidence of indebtedness shall be issued in its name unless and except as the specific transaction is authorized by the Board of Directors and is allowed by applicable law.

Custodians

The Board of Directors may from time to time designate a bank, *trust* company, or depository as custodian of all funds and properties of the Corporation, which custodian shall maintain a record of all receipts, expenditures, income and expenses of the Corporation and/or perform such ministerial duties as the Board of Directors by written direction may instruct. The custodian may receive fees for its services as may from time to time be agreed upon by the Board of Directors and the custodian.

ARTICLE 9 – RECORDS AND REPORTS

Maintenance and Inspection of Articles and Bylaws

WGES shall keep at its principal office the original or a copy of its Articles of Incorporation and bylaws as amended to date, which shall be open to inspection by the Directors at all reasonable times during office hours.

Maintenance and Inspection of Federal Tax Exemption Application and Annual Information Returns

WGES shall keep at its principal office a copy of its federal tax exemption application and its annual information returns for three years from their date of filing, which shall be open to public inspection and copying to the extent required by law.

Maintenance and Inspection of Other Corporate Records

WGES shall comply with the Oklahoma Open Records Act and shall keep adequate and correct books and records of accounts and written minutes of the proceedings of the Board of Directors and committees of the Board of Directors. All such records shall be kept at a place or places as designated by the Board of Directors and committees of the Board of Directors, or in the absence of such designation, at the principal office of WGES. The minutes shall be kept in written or typed form, and other books and records shall be kept either in written or typed form or in any form capable of being converted into written, typed, or printed form. Upon leaving office, each officer, employee, or agent of WGES shall turn over to his or her successor or the Chair of the Board of Directors, in good order, such corporate/organization monies, books, records, minutes, lists, documents, contracts or other property of WGES as have been in the custody of such officer, employee, or agent during his or her term of office.

Every Director shall have the absolute right at any reasonable time to inspect all books, records, and documents of every kind and the physical properties of WGES and each of its subsidiary corporations/organizations. The inspection may be made in person or by an agent or attorney, and shall include the right to copy and make extracts of documents.

Preparation of Annual Financial Statements

WGES shall prepare financial statements and have an audit conducted as required by law. When required by law, such statements shall be audited by an independent certified public accountant,

which is approved by the Oklahoma Department of Education. WGES shall make these financial statements available to the Oklahoma Attorney General and members of the public for inspection as required by applicable law.

Reports

The Board of Directors shall ensure quarterly reports are sent to all Directors, which shall contain the following information:

- a) The assets and liabilities, including any trust funds, of this corporation at the end of the reporting period.
- b) The principal changes in assets and liabilities, including any trust funds, during the reporting period.
- c) The expenses or disbursements of WGES for both general and restricted purposes during the reporting period.
- d) Any information required by applicable law.

The report shall be accompanied by any pertinent report from an independent accountant or, if there is no such report, the certificate of an authorized officer of WGES as to the accuracy of the reports.

ARTICLE 10 – FISCAL YEAR

The fiscal year for this Corporation/Organization shall end on June 30.

ARTICLE 11 – AMENDMENTS AND REVISIONS

These Bylaws may be adopted, amended, or repealed by the vote of a two-thirds majority of the Directors then in office. Such action is authorized only at a duly called and held meeting of the Board of Directors for which written notice of such meeting, setting forth the proposed bylaw revisions with explanations therefore, is given in accordance with these Bylaws.

ARTICLE 12 – CORPORATE/ORGANIZATION SEAL

The Board of Directors may adopt, use, and alter a corporate/organization seal. The seal shall be kept at the principal office of WGES. Failure to affix the seal to any corporate/organization instrument, however, shall not affect the validity of that instrument.

ARTICLE 13 – CONSTRUCTION AND DEFINITIONS

Unless the context otherwise requires, the general provisions, rules of construction, and definitions contained in the Non-Profit Corporation Act as amended from time to time shall govern the construction of these bylaws. Without limiting the generality of the foregoing, the masculine gender includes the feminine and neuter, the singular number includes the plural and the plural number includes the singular, and the term “person” includes a Corporation/Organization as well as a natural person. If any competent court of law shall deem any portion of these bylaws invalid or inoperative, then so far as is reasonable and possible (i) the remainder of these bylaws shall be

considered valid and operative, and (ii) effect shall be given to the intent manifested by the portion deemed invalid or inoperative.

CERTIFICATE OF SECRETARY

The undersigned certifies that I am the current elected and acting Secretary of the benefit Corporation/Organization, and the above bylaws are the Bylaws of this Corporation as adopted by the Board of Directors and that they have not been amended or modified since the above.


_____, Secretary

Date: 6/21/2022

POLICY Title IX
PROHIBITING THE AIDING AND ABETTING OF SEXUAL ABUSE

Background

Western Gateway Elementary School ("Western Gateway" or the "School") hereby adopts this policy to prohibit the aiding and abetting of sexual abuse. Under Section 8546 of the ESSA(20 U. S. C. § 7926), every state, state educational agency (SEA), and/or local educational agency (LEA) that receives ESSA funds must have in place laws, regulations, or policies that prohibit the SEA, LEA, or School, as well as any School employee, contractor, or agent, from providing a recommendation of employment for an employee, contractor, or agent that the SEA, LEA, or School, or the individual acting on behalf of the SEA, LEA, or School, knows, or has probable cause to believe, has engaged in sexual misconduct with a student or minor in violation of the law. The SEA, LEA, School, or individual acting on behalf of one of those entities would not be prohibited from following routine procedures regarding the transmission of administrative or personnel files but would be prohibited from doing more than that to help the employee obtain new employment.

Purpose

To inform all employees of the School of the requirement of prohibiting the aiding and abetting of sexual abuse through the provision of recommendations for a new job for an individual who engaged in sexual misconduct with a student or minor in violation of the law.

Policy Statement

A School employee, contractor, or agent of the School is prohibited from assisting another school employee, contractor or agent in obtaining a new job if the individual knows, or has probable cause to believe, that such other employee, contractor, or agent engaged in sexual misconduct with a minor or student in violation of the law. Such assistance would include, but not be limited to, the provision of references.

"Assisting" does not include the routine transmission of administrative and personnel files.

Exceptions to giving such assistance may only be made where the exception is authorized by the Every Student Succeeds Act, Sec. 8038 (20 U. S. C. 7926).

These exceptions are:

- (1)(A) the matter has been properly reported to a law enforcement agency with jurisdiction over the alleged misconduct;
- (B) the matter has been properly reported to any other authorities as required by Federal, State, or local law, including Title IX of the Education Amendments of 1972 (20 U. S. C. 1681 et seq.) and the regulations implementing such title under part 106 of title 34, Code of Federal Regulations, or any succeeding regulations; and
- (2)(A) the matter has been officially closed or the prosecutor or police with jurisdiction over the alleged misconduct has investigated the allegations and notified School officials that there is insufficient information to establish probable cause that the School employee, contractor, or agent engaged in sexual misconduct regarding a minor or student in violation of the law;
- (B) the School employee, contractor, or agent has been charged with, and acquitted or otherwise exonerated of the alleged misconduct; or (C) the case or investigation remains open and there

have been no charges filed against, or indictment of, the School employee, contractor, or agent within 4 years of the date on which the information was reported to a law enforcement agency.

If you have questions regarding this policy or your responsibilities under it, please reach out to the Head of School.

Adopted: 10/21/2020

Coordinator: Heather Zacarias hzacarias@westerngateway.school or info@westerngateway.school

Investigator: Diana Bedwell, HR/Finance Coordinator- dbedwell@westerngateway.school or info@westerngateway.school

All investigations will be brought to the Western Gateway School Board of Education and Western Gateway Legal Counsel. Any questions regarding Title IX can also be directed to Legal Counsel at info@westerngateway.school

Title IX POLICY
PROHIBITING SEX DISCRIMINATION

Background

Title IX protects students from all forms of sex discrimination, including discrimination based on sexual orientation, gender identity, parental status, or marital status.

Western Gateway Elementary School ("Western Gateway" or the "School") is committed to providing an environment that is free from all forms of sex discrimination, which includes gender-based discrimination, sexual harassment, and sexual violence, as regulated by Title VII and Title IX, and to ensuring the accessibility of appropriate grievance procedures for addressing all complaints regarding all forms of sex discrimination and sexual harassment.

Any student who believes they may have experienced any form of sex discrimination or sexual harassment ("grievant"), or who believes that they have observed such actions taking place, may receive information and assistance regarding the School's policies and reporting procedures from any of the following:

Coordinator:

Heather Zacarias hzacarias@westerngateway.school or info@westerngateway.school

Investigator:

Diana Bedwell dbedwell@westerngateway.school or info@westerngateway.school

All investigations will be brought to the Western Gateway School Board of Education and Western Gateway Legal Counsel. Any questions regarding the School's Title IX policy and protections can also be directed to legal counsel at <https://westerngateway.school/contact/>

Title IX Complaint Process

Students who feel that administrators, supervisors, support personnel, teachers, or other students are subjecting them to sexual harassment are encouraged to report these conditions, or have their parents report these conditions, to the Title IX Coordinator. Any employee to whom such a report was made will provide notice of the report to the Title IX Coordinator.

To submit formal complaint about sex discrimination including sexual harassment, sexual assault, dating violence, domestic violence, or stalking, contact the Title IX Coordinators in person or file a report, email a responsible party to register a Title IX concern, complete the [online form](#) or submit [this form](#) by email or on paper to the Title IX Coordinator.

Adopted: 4/25/2023

Western Gateway Elementary School

TITLE IX COMPLAINT FORM

Title IX is a federal law that states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

Western Gateway Elementary School is committed to maintaining a working and learning environment free from all forms of sex discrimination, including sexual harassment.

Students who believe that they have been the victim of sexual harassment by an administrator, teacher, support personnel, or (an)other student(s) are encouraged to make a report, or have their parents make a report, by filling out the following form and submitting it to the Head of School, who is the School's Title IX Coordinator.

Forms may be submitted in person, by mail, or by email at the contact information provided below:

Heather Zacarias
Head of School
1300 SW 15th Street
Oklahoma City, OK 73108
Email: hzacarias@westerngateway.school

If you need assistance completing the form or need to speak to someone about the complaint, please call the school at (405) 276-9170.

COMPLAINANT'S PERSONAL INFORMATION		
First and Last Name (Legal):		
Street Address:		
City:	State:	Zip:
Cell Phone Number:		
Email:		
RESPONDENT'S INFORMATION - Please list the individual(s) alleged to have engaged in sexual harassment/prohibited conduct.		
Respondent's Name:	Respondent's School/Department:	

COMPLAINT INFORMATION

Type of Complaint:

- ☐ Sexual Harassment
- ☐ Sexual Assault
- ☐ Gender Based Harassment
- ☐ Dating Violence
- ☐ Stalking
- ☐ Retaliation
- ☐ Cyber Bullying
- ☐ Other _____

Dates incident(s) occurred:

Earliest: _____

Latest: _____

- ☐ Continuing Action

NATURE OF COMPLAINT

Please specifically describe your complaint against the named person(s) in the previous section, including how the person(s) sexually harassed you, assaulted you, or retaliated against you. Please describe the behavior, comments, or incidents that caused you to file your complaint. (Identify: Who What, When, and Where)

Please attach additional sheets, if necessary.

WITNESS INFORMATION - please identify witnesses to the incident(s) or those who have knowledge of the incident(s). Please attach additional names if needed.

Witness Name #1:	Relationship to you:
Phone Number:	Email:
Witness Name #2:	Relationship to you:
Phone Number:	Email:

Please identify anyone else to whom you have reported your concerns, including law enforcement:

I, _____, attest that the information that I have provided above is correct and accurate.

Complainant Full Name

Complainant Signature

Date

POLICY A-001
SCHOOL CALENDAR, DAY, AND CAMPUS

Introduction

The Board of Education of Western Gateway Elementary School has opted to use an “hours” schedule instead of days.

School Calendar

The school year shall consist of not less than one thousand eighty (1,080) hours of classroom instruction. In addition, parent-teacher conferences may be held during the school day and counted as classroom instruction for no more than six (6) hours per semester, for a total of twelve (12) hours per school year. Annually, the Head of School or designee shall prepare and present for Board approval a school calendar which indicates the dates of the opening and the closing of school and any applicable instructional and professional days. Extending the length of the school day to make up for instructional hours lost due to school cancellations is an option to be given consideration.

School Day

The Head of School, or designee, shall establish the school hours within the school day and class schedules, and may provide for flexible scheduling and a longer school day to accommodate flexible scheduling. The Head of School shall be responsible for implementing an instructional schedule for each student which provides for the best use of the student’s time in relationship to the student’s goals within the framework of practicable school operation, course offerings, and staffing.

School Ceremonies and Observances

The School may conduct a daily pledge of allegiance to the flag of the United States of America and a moment of silence. The United States and Oklahoma flags may be flown on the school grounds on all school days when weather permits. The flags should be lowered as declared by state or federal government officials. During gatherings and assemblies where a stage or a podium is involved, the United States and Oklahoma flags may be appropriately placed on the stage or beside the podium.

The School may observe the holidays of various religions and present assembly programs with songs and decorations in accordance with the traditional and historical significance of the religious holiday. The School may conduct programs commemorating events in Oklahoma’s history and U.S. history.

Closed Campus

All students are to remain on the school campus between the time of arrival and the close of the school day unless leaving for school-sponsored events or checked out by a parent or guardian. Parents and/or guardians must check out students through the school office before taking the student from campus. Students who leave campus without permission shall be subject to disciplinary action.

Adopted: 5/19/2021

LEGAL REFERENCE: 70 O.S § 1-109-111.

POLICY A-002
TRANSFER AND RELEASE OF CONFIDENTIAL INFORMATION

Introduction

It is the policy of Western Gateway Elementary School to adhere strictly to Oklahoma and Federal law concerning the transfer and release of confidential information, including student records.

For the purposes of this policy, "confidential information" means any information which is required by state or federal law or regulation to be maintained in a confidential manner.

Unless otherwise provided by state or federal law or regulation, confidential information regarding a student will be released only to:

- the student,
- a parent, or
- a legal guardian, or
- to the following, subject to the conditions provided below:
 1. The Department of Human Services,
 2. The Department of Mental Health and Substance Abuse Services,
 3. The State Department of Health,
 4. The State Department of Education,
 5. The State Department of Career and Technology Education,
 6. The Oklahoma Commission on Children and Youth,
 7. The J.D. McCarty Center for Handicapped Children,
 8. The Department of Corrections,
 9. The Office of Juvenile Affairs,
 10. Private agencies receiving public funds pursuant to a grant or contract with one of the agencies listed in (1) through (9) and providing institutional, community residential or community-based services as defined by Title 10A, Section 1-1-105 of the Oklahoma Statutes, to children and family,
 11. Persons and agencies subject to the rules promulgated by the agencies listed in (1) through (9),
 12. Statutorily-constituted juvenile bureaus, and
 13. Other school districts upon their request and in compliance with state law.

Conditions: Confidential information will be release to one of the entities listed in (1) through (13) above only pursuant to (1) a court order or (2) an informed consent that has been executed by (a) the parent or guardian of the child or other person authorized by state or federal law to execute such consent, if the subject of the confidential information is a child or (b) the individual who was the subject of the confidential information or other person authorized by law to execute such consent on his or her behalf, if the subject of the confidential information is an adult.

Note: Pursuant to 70 O.S. §24-101.4, the School will forward records in response to a proper request from another school district within three business days of receipt of the request, including disciplinary records.

The School will follow the rules promulgated by the State Department of Education for authorizing access to and the transfer or release of confidential information for the purpose of gathering statistical information or conducting studies or research otherwise authorized by law.

The School may charge \$.10 per page for all copies made pursuant to this policy plus the actual cost of mailing the copies.

Adopted: 5/19/2021

LEGAL REFERENCE: 10 O.S. §620.1, et seq.; 10 O.S. §7001-1.3; 70 O.S. §24-101.4; Family Educational Rights and Privacy Act of 1974 (FERPA).

POLICY A-003
HEALTHY AND FIT SCHOOL ADVISORY COMMITTEES

Introduction

Oklahoma Senate Bill 1627, the Healthy and Fit Kids Act of 2004, requires each public school site in Oklahoma to establish a Healthy & Fit School Advisory Committee which is an advisory group of at least six individuals who represent segments of the school (i.e. teacher, coach, student, administrator, parent, school nurse, health care professional, community member, food service personnel, custodian, school bus driver, school secretary, school counselor). The group acts collectively to study, make recommendations, and to provide advice to the Head of School and school regarding school health issues. The Healthy & Fit School Advisory Committee is committed to creating healthy school environments enabling students to reach their learning potential.

Health and Wellness Education

The School recognizes that student health and success in school are interrelated. The school cannot achieve its primary mission of education if students (and staff) are not healthy and fit physically, mentally, and socially. The Board of Education will present students with a wide spectrum of health information, delivered in different aspects through the instructional program. In order to play a proactive role in preventing disabling chronic health conditions such as unnecessary injury and disease; helping students learn to take responsibility for their own health and adopting health-enhancing attitudes and behaviors, the school shall adopt a comprehensive health education program consistent with the requirements of state and federal law. The school will provide resources and materials to classroom teachers that will complement physical education and the subjects taught integrating health and wellness in the classroom.

The school's program will be monitored in cooperation with the school's Wellness Committee and Healthy and Fit School Advisory Committees. The input of students, staff, parents and members of the community are encouraged.

Physical Education and Physical Activity Opportunities

The Head of School, or designee, shall promote a comprehensive health and fitness curriculum aligned with the Oklahoma standards. Evaluation procedures will utilize classroom-based assessments or other strategies.

Physical Education: **To the extent required by law**, all students in grades kindergarten through five should complete an average of sixty (60) instructional minutes per week of physical education and an additional 60 minutes to include health/wellness education and a variety of means to increase student physical activity for a total of 120 minutes. In addition, students must be physically active during the majority of time in physical education class. This includes instruction and practice in basic movement and fine motor skills, progressive physical fitness and wellness activities through age-appropriate activities.

Suitable adapted physical education shall be included as part of individual education plans for students with chronic health problems, other disabling conditions, or other special needs that preclude such students' participation in regular physical education instruction or activities. Only medical waivers/exemptions from participation in physical education shall be allowed.

Integrate Physical Activity in the Classroom: The school will provide professional training to classroom teachers on effective ways to integrate physical activity into their curriculum. Schools should discourage

extended periods (i.e., periods of two or more hours) of inactivity. Therefore, teachers will be encouraged to provide short physical activity breaks between lessons or classes as appropriate. When activities such as mandatory school-wide testing make it necessary for students to remain indoors for long periods of time, the school should give students periodic breaks during which they are encouraged to stand and be moderately active.

Daily Recess: All students will have at least 20 minutes a day of supervised recess, preferably outdoors, during which schools should encourage moderate to vigorous physical activity verbally and through the provision of space and equipment.

Physical Activity and Punishment: Teachers and other school and community personnel will not use physical activity (e.g., running laps, pushups) or withhold opportunities for physical activity as punishment.

Child Nutrition Program

On December 13, 2010, President Obama signed the Healthy Hunger Free Kids Act of 2010, also known as the Child Nutrition Reauthorization 2010, into law. Subsequently, the USDA released their proposed guidelines, in accordance with this Act, on January 13, 2011. The committee has proactively included these proposed changes into our updated policy to be at the forefront of making these positive changes.

Nutrition Standards: The School will operate a school nutrition program that will include lunch, and breakfast, through participation in the Child Nutrition Programs. The Head of School in conjunction with the food service supervisor and with the approval of the Board of Education will establish and post meal prices.

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

- School lunch is to be made available to all students.
- Free and reduced-price lunches are to be made available for students who meet the federal income guidelines.
- In the operation of the Child Nutrition Programs, no child will be discriminated against because of race, sex, color, national origin, age, or disability. Discrimination complaints under these programs should be filed with the State Department of Education Child Nutrition Programs, 2500 North Lincoln Blvd., Oklahoma City, Oklahoma 73105-4599.

The school shall inform parents of the eligibility standards for free or reduced price meals. Reasonable efforts shall be made to protect the identity of students receiving such meals. A parent has the right to appeal to the Head of School any decision with respect to his/her application for free or reduced price food services. The Head of School may set a maximum balance limit that students can charge on a meal account so as to limit the number and size of any negative meal accounts at the School. The Head of School may set a maximum balance limit students can charge on a meal account.

The School intends takes a proactive effort to encourage students to make nutritious food choices. Meals served in school before the end of the last lunch period shall conform to the U.S. Dietary Guidelines for Americans. Training and support to food service and other relevant staff will be provided to meet nutrition standards for preparing healthy meals. Food and beverages sold or served on school grounds or at school-sponsored events shall meet the federal requirements for nutritional standards and/or other guidelines as may be recommended by the school, Western Gateway Wellness Committee and/or any

Healthy and Fit School Advisory committee. Food, beverages, and candy will not be used to reward or punish academic performance or student behavior. The Head of School shall ensure that nutritious foods are available as an affordable option whenever food is sold or served on school property or at school sponsored events.

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

The school shall encourage healthy fundraisers as alternatives to fundraising that involve selling food items of limited nutritional value, such as candy, cupcakes or sugary beverages. Example: sales of candy items (candy bars, sugar coated chocolate snacks, cookie dough) as a school or grade-level fundraising project should be replaced with non-food items such as candles, flower plant seeds, etc.

Nutrition Education: The School's child nutrition program shall reflect the Board's commitment to providing adequate time for instruction to promote healthy eating through nutrition education, serving healthy and appealing foods, developing food-use guidelines for staff and establishing liaisons with nutrition service providers as appropriate. Nutrition education topics shall be integrated within the sequential, comprehensive health education program taught at every grade level and coordinated with the school's nutrition and food services operations. The School will use multiple channels to promote healthy eating behaviors, including the classroom, cafeteria, and communications with parents.

Employee Wellness

The School seeks to promote and support a healthy work environment, health awareness, individual responsibility for a healthy lifestyle, decreased risk of disease and enhanced quality of life for all personnel. The school will provide opportunities along with tools and resources that empower personnel to make healthy lifestyle choices to improve health and well being. The School Wellness Committee will provide a Coordinated School Health framework from which the Wellness Committee shall make recommendations, provide guidance, and oversee timely opportunities for access to health and wellness information, fitness challenges and other opportunities for the promotion and preservation of healthy lifestyles.

Monitoring and Policy Review

The Head of School or designee (e.g. the School Wellness Committee) will ensure compliance with established health and wellness policies.

1. The Head of School or designee (Healthy and Fit School Advisory Committee) will ensure compliance with those policies in his/her school.
2. School food service staff will ensure compliance with nutrition policies within school food service areas.
3. The School will, as necessary, revise the wellness policies and develop work plans to facilitate their implementation

Adopted: 5/19/2021

LEGAL REFERENCE: P.L. 108-235, Sec. 204; 70 O.S. § 11-103.9; 70 O.S. § 24-100a; 70 O.S. § 11-103.9.
REFERENCE: USDA Regulations.

POLICY A-004
WELLNESS POLICY

Introduction

Western Gateway Elementary School is committed to the optimal development of every student. The School believes that for students to have the opportunity to achieve personal, academic, developmental, and social success, we need to create positive, safe, and health- promoting learning environments at every level, in every setting, throughout the school year.

This policy outlines the School's approach to ensuring environments and opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. Specifically, this policy establishes goals and procedures to ensure that:

Students in the School have access to healthy foods throughout the school day—both through reimbursable school meals and other foods available throughout the school campus—in accordance with Federal and state nutrition standards;
Students receive quality nutrition education that helps them develop lifelong healthy eating behaviors;
Students have opportunities to be physically active before, during, and after school;
Schools engage in nutrition and physical activity promotion and other activities that promote student wellness;
School staff are encouraged and supported to practice healthy nutrition and physical activity behaviors in and out of school;
The community is engaged in supporting the work of the SCHOOL in creating continuity between school and other settings for students and staff to practice lifelong healthy habits; and
The School establishes and maintains an infrastructure for management, oversight, implementation, communication about, and monitoring of the policy and its established goals and objectives.

This policy applies to all students, staff, and schools in the School.

I. School Wellness Committee

The School will convene a representative School wellness committee that meets at least two times per year to establish goals for and oversee school health and safety policies and programs, including development, implementation, and periodic review and update of the School wellness policy, which will be forwarded to the Board for consideration and possible approval.

The Committee membership will represent: parents; representatives of the school nutrition program (e.g., the school nutrition director); teachers; school administrators, school board members; health professionals; and the general public. The Head of School or designee(s) will convene the Committee and facilitate development of and updates to the wellness policy, and will ensure each school's compliance with the policy.

II. Wellness Policy Assessment Implementation, Monitoring, Accountability, Community Engagement, and Public Release

Annual Progress Reports and Assessment Implementation

The School will compile and publish an annual assessment report to share basic information about the wellness policy and report on the School's progress under the policy.

Community and Stakeholder Awareness, Outreach, and Communications

The School is committed to being responsive to community input, which begins with awareness of the wellness policy. The School will actively communicate ways in which representatives of Committee and other Stakeholders can participate in the development, implementation, and periodic review and update of the wellness policy through a variety of appropriate means. The School will also inform parents of the improvements that have been made to school meals and compliance with school meal standards, availability of child nutrition programs and how to apply, and a description of and compliance with Smart Snacks in School nutrition standards. The School will use electronic mechanisms, such as email or displaying notices on the School's website, as well as non-electronic mechanisms, such as newsletters, presentations to parents, or sending information home to parents, to ensure that all families are actively notified of the content of, implementation of, and updates to the wellness policy, as well as how to get involved and support the policy. The School will ensure that communications are culturally and linguistically appropriate to the community, and accomplished through means similar to other ways that the School is communicating other important school information with parents.

Public Release

The School will actively notify the public about the content of or any updates to the wellness policy annually, at a minimum.

III. Nutrition

School Meals

The School is committed to serving healthy meals to children, with plenty of fruits, vegetables, whole grains, and fat-free and low-fat milk; moderate in sodium, low in saturated fat, and zero grams *trans* fat per serving (nutrition label or manufacturer's specification); and to meet the nutrition needs of school children within their calorie requirements. The school meal programs aim to improve the diet and health of school children, help mitigate childhood obesity, model healthy eating to support the development of lifelong healthy eating patterns, and support healthy choices while accommodating cultural food preferences and special dietary needs.

The School participates in USDA child nutrition programs, including the National School Lunch Program (NSLP), the School Breakfast Program (SBP). The LEA is committed to offering school meals through the NSLP and SBP programs, and other applicable Federal child nutrition programs, that:

- Are accessible to all students;
- Are appealing and attractive to children;
- Are served in clean and pleasant settings;
- Meet or exceed current nutrition requirements established by local, state, and Federal statutes and regulations. (The School offers meals that meet USDA nutrition standards.)

Water

To promote hydration, free, safe, unflavored drinking water will be available to all students throughout the school day and throughout the campus. The School will make drinking water available where school meals are served during mealtimes. In addition, students may be allowed to bring and carry (approved)

water bottles filled with only water with them throughout the day.

Competitive Foods and Beverages

The School is committed to ensuring that all foods and beverages available to students on the school campus during the school day support healthy eating. Competitive Foods and Beverages will not be allowed.

Fundraising

Foods and beverages that meet or exceed the USDA Smart Snacks in Schools nutrition standards may be sold through fundraisers on the school campus during the school day. The School will make available to parents and teachers a list of healthy fundraising ideas.

Nutrition Promotion

Students and staff will receive consistent nutrition messages throughout schools, classrooms, gymnasiums, and cafeterias.

Nutrition Education

The School aims to teach, model, encourage, and support healthy eating by students. Schools will provide nutrition education and engage in nutrition promotion that:

- Is designed to provide students with the knowledge and skills necessary to promote and protect their health;
- Is part of not only health education classes, but also integrated into other classroom instruction through subjects such as math, science, language arts, social sciences, and elective subjects;
- Include enjoyable, developmentally-appropriate, culturally-relevant, and participatory activities;
- Promote fruits, vegetables, whole-grain products, low-fat and fat-free dairy products, and healthy food preparation methods;
- Emphasize caloric balance between food intake and energy expenditure (promotes physical activity/exercise); and
- Include nutrition education training for teachers and other staff.

IV. Physical Activity

Children and adolescents should participate in 60 minutes of physical activity every day. A substantial percentage of students' physical activity can be provided through a comprehensive, school-based physical activity program that includes these components: physical education, recess, classroom-based physical activity, and out-of-school time activities and the School is committed to providing these opportunities. Schools will ensure that these varied opportunities are in addition to, and not as a substitute for, physical education.

Physical activity during the school day (including but not limited to recess, physical activity breaks, or physical education) **will not be withheld** as punishment for any reason. The School will provide teachers and other school staff with a [list of ideas](#) for alternative ways to discipline students.

The School will take all reasonable measures to ensure that its grounds and facilities are safe and that equipment is available to students to be active. The School will conduct necessary inspections and repairs.

Physical Education

The School will provide students with physical education, using an age-appropriate, sequential physical

education curriculum consistent with national and state standards for physical education. The physical education curriculum will promote the benefits of a physically active lifestyle and will help students develop skills to engage in lifelong healthy habits, as well as incorporate essential health education concepts.

All students will be provided equal opportunity to participate in physical education classes. The School will make appropriate accommodations to allow for equitable participation for all students and will adapt physical education classes and equipment as necessary.

All students will receive physical education for at least **120 minutes per week** throughout the school year.

Recess

The School may offer **recess** on all or most days during the school year. If recess is offered before lunch, Schools will have appropriate hand-washing facilities and/or hand-sanitizing mechanisms located just inside/outside the cafeteria to ensure proper hygiene prior to eating. Students are required to wash or sanitize their hands before eating. Hand-washing time, as well as time to put away coats/hats/gloves, will be built into the recess transition period/timeframe before students enter the cafeteria.

Outdoor recess will be offered when weather is feasible for outdoor play.

In the event that the School must conduct **indoor recess**, teachers and staff will follow the indoor recess guidelines that promote physical activity for students, to the extent practicable.

Recess will complement, not replace, physical education class. Recess monitors or teachers will encourage students to be active and will serve as role models by being physically active alongside the students whenever feasible.

Physical Activity Breaks

The School recognizes that students are more attentive and ready to learn if provided with periodic breaks when they can be physically active or stretch. Thus, students may be offered **periodic opportunities** to be active or to stretch throughout the day on all or most days during a typical school week. The School recommends teachers provide short (3-5 minute) physical activity breaks to students during and between classroom time. These physical activity breaks will complement, not be a substitute for, physical education class, recess, and class transition periods.

Before and After School Activities

The School offers opportunities for students to participate in physical activity either before and/or after the school day (or both) through a variety of methods.

Adopted: 5/19/2021

Reference: Healthy, Hunger-Free Kids Act of 2010 (Public Law 111-296); Richard B. Russell National School Lunch Act (42 USC 1758b), Local School Wellness Policy Implementation; Women, Infants and Children (WIC) Reauthorization Act of 2004 (Public Law 108-265).

POLICY A-005
SAFETY PROGRAMS

Introduction

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

Safety Education

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

Safe Schools Committee

The School and the families of the School's students should work together to address concerns of safety and the threat of violence in schools. Therefore, the School hereby authorizes the establishment of a Safe School Committee. The Head of School, or designee shall appoint two (2) teachers, two (2) students, and two (2) parents or guardians of students to the school's Safe School Committee.

The Head of School, or designee, shall appoint the members of the Committee at the beginning of each school year, but no later than October 1. The Committee shall study and make recommendations to the Head of School, or designee at least once each year regarding unsafe conditions, possible strategies for students to avoid harm at school, student victimization, crime prevention, school violence, and any other issues which relate to the providing and the maintaining of a safe school environment for all students.

Accidents

Accidents involving employees, students, or visitors shall be reported immediately to Head of School or designee.

Hazard Communication Standard

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

The Head of School, or designee, in conjunction with other appropriate officials, shall identify hazardous substances on School property, shall maintain proper labeling, notice, and storage of containers of hazardous substances, and shall provide appropriate safety training and equipment as required.

Emergency Plans

Written plans and procedures shall be in place for protecting students, faculty, administrators, and visitors from natural and man-made disasters and emergencies. Such plans will be kept on file in the School and at the appropriate local emergency management organization(s). Annual reports will be presented to the Board detailing the status of emergency preparedness and identifying safety needs for School.

Emergency Closings

The Head of School may close the school, dismiss school early, delay the beginning of school, or take other appropriate measures in the event of hazardous weather or other emergencies which necessitate such action.

Bomb Threats

Bomb threats shall be handled according to the Emergency Plan.

First Aid

First aid may be administered by any qualified personnel of the School, including teachers, the Head of School, an administrator, secretary, counselor, or the School nurse when available.

In the event of a serious injury to a student, School personnel shall contact emergency services (911) if deemed appropriate and shall attempt to notify the student's family or guardian as soon as possible. If a family member or guardian can be reached, that person shall determine whether the student is to be transported to a designated hospital or picked up by the family member or guardian. If a family member or guardian cannot be reached and school personnel deem the injury serious enough to warrant emergency treatment, an ambulance shall be requested. The School is not responsible for any transportation and/or medical costs associated with emergency care.

Adopted: 5/19/2021

LEGAL REFERENCE: 70 O.S. § 24-100.5; 40 O.S. § 401-424.

POLICY A-006
WEAPONS-FREE SCHOOLS

Western Gateway Elementary School recognizes its responsibility for the safety of the students and staff. Therefore, the Board prohibits the possession and/or the carrying of dangerous weapons by students, employees, or others either in a vehicle or about the person, whether concealed or open, while on school property, at a school-sponsored activity, or on a school bus. The policy includes all weapons listed in this policy, as well as any object that is considered dangerous or capable of inflicting serious bodily harm. Dangerous weapons also include all instruments that used in a way that is dangerous or capable of inflicting serious bodily harm, even if not be considered dangerous weapons when used in the manner intended by the manufacturer.

It is the policy of this School to comply fully with the Gun-Free Schools Act.

Any student in this School who uses or possesses a firearm at school, at any school-sponsored event, or in or upon any school property including school transportation or school-sponsored transportation may be removed from School for not less than one full calendar year, and if attending the School on a transfer, may have their transfer immediately revoked. The Head of School or designee has the authority to modify the term of a suspension on a case-by-case basis. However, any substantial modification must be reported to the Board.

Firearms are defined in Title 18 of the United States Code, Section 921, as (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device including any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or any device similar to the above. Such firearm or weapon will be confiscated and released only to proper legal authorities.

Oklahoma Statutes, Title 21, Section 1280.1 prohibits any person to have in such person's possession on any public or private school property or while in any school bus or vehicle used by any school for transportation of students or teachers any firearm or weapon as defined in Title 21, Section 1272, below:

"...any pistol, revolver, shotgun or rifle whether loaded or unloaded, or any dagger, bowie knife, dirk knife, switchblade knife, spring-type knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, blackjack, loaded cane, billy, hand chain, metal knuckles, or any other offensive weapon, whether such weapon is concealed or unconcealed."

Other dangerous weapons include: manually operated pocket knives, box knives, knife replicas, utility or scouting type knives, ammunition clips for automatic weapons, pipes, gun replicas, or any objects considered dangerous or capable of inflicting serious bodily injury; or any object, which through ordinary use is not considered a dangerous weapon, but which is used in a way that is dangerous or capable of inflicting serious bodily harm.

Police will be allowed to carry weapons in the performance of their duties.

Students

If a teacher or other school employee should find a student in possession of a dangerous weapon, the teacher or employee shall immediately secure the safety of the other students and notify the Head of School or the appropriate supervisor. If safety permits, the weapon should be confiscated. The Head of School or designee shall notify the police.

Employees

Employees who use, possess, or bring a weapon onto school property (including school transportation) in violation of this policy shall be subject to disciplinary action, including termination. All disciplinary action will be in accordance with Board policy. Disciplinary action will be independent of any resultant criminal proceeding. If any employee finds another employee in violation of this policy, he/she shall immediately notify the police and the Head of the School. This policy does not prohibit the reasonable and appropriate use of a box knife, kitchen knife or other reasonable and appropriate tool in the course of his/her employment.

Disposition of Confiscated Weapons

All confiscated weapons will be turned over to police authorities.

Use of Firearms by City Police Officers

The Board recognizes that the use of firearms by law enforcement officers is specifically authorized and limited by Oklahoma state law. Personnel in the city police department shall not deviate from the state law in the use of firearms and in all circumstances, bearing in mind the value of human life, exercise the utmost discretion in the use of a weapon.

The Head of School or designee shall forward reports of any incident involving the use of firearms to the Board and any recommendations as to action to be taken by the Board. Personnel in the city police department will adhere to state laws and the Oklahoma City police department's firearm policy.

Adopted: 5/19/2021

LEGAL REFERENCE: 18 U.S.C. § 921; 21 O.S. § 1271.1, 21 O.S. § 1280.1.

NOTE 1: The School is required to include, in each application to the State Department of Education for assistance under the Elementary and Secondary Education Act of 1965, a description of the circumstances surrounding any expulsions imposed under this policy, including the name of the school; the number of students expelled from the school, and the type of weapons concerned.

NOTE 2: Firearms and weapons are allowed on school property and deemed not in violation as follows: A gun or knife designed for hunting or fishing purposes kept in a privately owned vehicle and properly displayed or stored as required by law, or a handgun carried in a vehicle pursuant to a valid handgun license authorized by the Oklahoma Self- Defense Act provided such vehicle containing said gun or knife is driven onto school property only to transport a student to and from school and such vehicle does not remain unattended on school property; a gun or knife used for the purposes of participating in the Oklahoma Department of Wildlife Conservation certified hunter training education course or any other hunting, fishing, safety, or firearms training courses, or a recognized firearms sports event, team shooting program or competition, or living history reenactment, provided the course or event is approved by the Head of School or chief administrator of the school where the course or event is offered, and provided the weapon is properly displayed or stored as required by law pending participation in the course, event, program, or competition; and weapons in the possession of any peace officer or other person authorized by law to possess a weapon in the performance of his/her duties and responsibilities. Although state law allows weapons on school premises, federal law dictates that students in possession of a firearm on school premises are to be suspended for one calendar year.

POLICY A-007
SANCTIONING ORGANIZATIONS

The Head of School shall establish procedures to provide for sanctioning of organizations and associations that raise money and collect revenues for the benefit of students, so that the organizations may be exempt or apply to be exempted from statutory controls and requirements pertaining to school activity funds. Organizations are not required to be incorporated to qualify for sanctioning by the Board. Organizations are not required to have been granted tax-exempt status by the Internal Revenue Service (501(c)(3)) to qualify for sanctioning by the Board.

A. Procedures for Sanctioning

1. Responsibilities of each Booster Club/PTA:

- a. Complete the appropriate form and include the following: (a) a statement of the organization's purpose, goals, organizational structure, and membership requirements; (b) a detailed statement of how the School and its students will benefit if the organization is sanctioned; (c) a statement of nondiscrimination consistent with all Oklahoma and federal laws, as well as School policy; and (d) a financial report.
- b. Assist in obtaining all annual reports required by the Board.

2. Board Procedures

- a. An application for sanctioning must be completed by the organization prior to September 15 each year.
- b. The completed form must be filed with the Head of School.
- c. The Head of School will make a recommendation to the Board concerning the organization seeking to be sanctioned.
- d. The Board will approve those organizations to be sanctioned.
- e. Once an organization has been sanctioned and filed the required reports, the sanction will be automatically extended for another year when a copy of the new bond has been filed.
- f. The sanction shall be approved by the Board on a one-year basis only (November 1 - October 31). The Board will consider the application at the October Board meeting.
- g. The treasurer of an organization whose total revenues exceed six thousand dollars (\$6,000) must be bonded in the amount of \$10,000. A copy of this bond must be on file with the Head of School, or designee. If the bond has been requested but not confirmed, a copy of the request form must accompany the application for sanctioning. Once the bond has been received, a copy of the bond must be filed with the appropriate School official. The treasurer of an organization whose total revenues are less than six thousand dollars (\$6,000) is not required to be bonded.
- h. At the end of each year the organization will provide a financial report to the Head of School, or designee, which must include the beginning balance, funds raised, funds expended and the ending balance. A report on how the funds were raised and expended is also required.

B. Safeguards

1. After a conference with the officer(s) of a sanctioned organization, the Head of School may recommend to the Board that sanctioning be withdrawn. Any decision of the Board to withdraw sanctioning is final and cannot be appealed.
2. No organization or association sanctioned under this policy shall publish or otherwise publicly indicate in any manner that it has been sanctioned by the School under this policy.

C. Non-Sanctioned Organizations

Organizations that are not sanctioned by the Board may continue as a supporting organization, but all monies must be processed through the Student Activity Fund. These organizations shall be subject to all such rules and regulations pertaining to the School Activity Fund.

Adopted: 5/19/2021

LEGAL REFERENCE: 70 O.S. 1996 § 5-129.1

POLICY A-008
DISTRIBUTION OF OUTSIDE MATERIAL

No print materials from outside organizations may be distributed at the School without approval by the Head of School or designee. Individuals and organizations wishing to distribute materials are required to fill out the Request for Distribution/Posting of Printed Materials form which can be accessed via the School's website. The Head of School or designee will provide a signed approval form for those materials that are approved for distribution. The School will distribute only approved materials.

The following materials will **NOT** be approved for distribution:

- material primarily of a religious or political nature,
- advertising for commercial purposes,
- material that may disrupt the educational process,
- material that may violate the rights of others,
- material that is libelous or defamatory,
- material that appears to display or promote unlawful products or services,
- anything obscene, vulgar, or indecent, or
- anything that, in the discretion of the Head of School, is contrary to the mission, purpose or values of the School.

By approving the distribution of written materials by outside organizations, the School and the Board of Education are NOT endorsing, supporting, or advocating the content of the material.

Distribution to Students

The intent of this policy is to ensure students are not exploited by the promotion of non-school related activities or commercial enterprise. Therefore, the Head of School or designee will not approve any attempts by outside agencies, profit or non-profit, to exploit students of the School through the use of commercial advertising or fundraising campaigns. Some advertising and sales, when in connection with school-related activities, can be beneficial to the School and its students. Therefore, advertising and book sales may be permitted in the School if they are directly related to approved school clubs or related activities that benefit the School's students. Such activities may include (but are not be limited to) school newspapers, yearbooks, athletic clubs, cheerleading clubs, YMCA, and scouting activities.

All school-sponsored fundraising projects that have been approved by the Board or the Head of School will be considered permissible. Fundraisers must be approved by the Head of School or designee.

Non-profit organizations requesting to distribute information to students will generally be approved, so long as the content of the printed materials is appropriate, potentially useful or of benefit to the students, and does not violate the criteria listed above. For-profit organizations will generally not be allowed to distribute materials to students unless they serve a School purpose (such as school pictures or other services).

Distribution to Staff

Non-profit organizations requesting to distribute information to staff will generally be approved, so long as the content of the printed materials is appropriate and follows the guidelines previously listed in this

policy. For-profit organizations will be generally be approved to distribute materials to staff members if the content is of direct benefit or cost savings to employees. Such benefits may include, but not be limited to, educator discounts, special sales, and professional development opportunities.

Adopted: 5/19/2021

POLICY A-009
OPEN RECORDS POLICY

The Board recognizes the purpose of the Oklahoma Open Records Act to ensure and facilitate the public's right of access to and review of government records. The Board designates the Head of School as the person to be available at all times during regular business hours to receive requests for public records. The Board authorizes the Head of School to designate a person to process open records requests submitted to the School. The Board authorizes the Head of School to ask information of the person requesting the records to determine if a search fee should be charged because the request is for a commercial purpose. The Board directs the Head of School not to charge more than \$0.25 per page for copies. The Board directs the Head of School not to charge a fee when the release of records is in the public interest, including, but not limited to, release to the news media, scholars, authors, and tax payers seeking to determine whether those entrusted with the affairs of the government are honestly, faithfully, and competently performing their duties as public servants.

Attached is a Sample Open Records Request. The Board directs the Head of School or designee to require a written request to be submitted prior to any public records being released so that a log of such information is maintained by the School.

Adopted: 5/19/2021

POLICY A-010
24/7 SMOKE FREE/TOBACCO FREE ENVIRONMENT

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

This ban on the use of tobacco products will be in effect 24 hours a day, seven days a week, and will apply to all students, employees, visitors, and anyone providing service to the School.

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

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

Definitions:

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

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

Signs will be posted in prominent places on school property to notify the public that smoking or other use of tobacco products is prohibited. The success of this policy will depend on the cooperation and consideration of smokers/tobacco users and nonsmokers/tobacco users. All individuals on school property share in the responsibility for adhering to and enforcing this policy. Those found in violation

will be informed that they are in violation of Board of Education policy, and in the case of tobacco and/ or tobacco products, state law. Any individual who observes a violation on school property may report it in accordance with the procedures listed below:

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

Employees - Any violation of this policy by any employee or contractor of the school will be referred to the Head of School or designee. Continued violations will constitute willful neglect of duty and will be dealt with accordingly based on established policies and procedures for suspension, demotion, dismissal, and non-renewal of employee, and/or termination of contract rights.

Visitors and General Public - Visitors who are observed smoking or using tobacco products on school property will be asked to refrain from smoking or using tobacco on school property. If the individual fails to comply with the request, such violation of policy may be referred to the Head of School or designee. The Head of School or designee shall make a decision on further action that may include a directive to leave school property. Repeated violations may result in a recommendation to the Head of School or the Board of Education to prohibit the individual from entering school property for a specified period of time. If deemed necessary by the Head of School, local law enforcement officials may be called upon to assist with enforcement of this policy with regard to removal of violators of this policy.

Adopted: 5/19/2021

POLICY A-011
NON-DISCRIMINATION POLICY

In furtherance of the Mission of Western Gateway Elementary School (the “School”), it shall be the policy of the School’s Board of Education (the “Board”) to prohibit discrimination based on race, color, religion, national or ethnic origin, age, sex, sexual orientation, gender identity or expression, genetic information, socio-economic status, mental or physical disability, veteran status, citizenship, family and marital status, or any other status protected by federal, state, or local law to include antisemitism compliance with Title VI of the Civil Rights Act of 1964 & antidiscrimination regulations provided by the United States Department of Education and the United States Department of Justice. In addition to the classes identified above, the School shall also not discriminate against a student for enrollment purposes based on proficiency in the English language or measures of achievement, aptitude, or athletic ability.

This non-discrimination policy shall apply to members of the Board, teachers, staff and students of the School. A copy of this policy shall be distributed to Board members, teachers, staff, parents, and students.

The Board’s intent with this policy is to foster an environment that is inclusive and welcoming for all students, parents, staff, volunteers, and members of the community.

Pursuant to 70 O.S. § 24-163

Adopted: 5/19/2021

Updated: 9/18/2025

POLICY A-012
STAFF-STUDENT DIGITAL COMMUNICATION POLICY

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 communication platform approved by the school administration is School Status Connect.

Exceptions to this requirement may be made in case of an emergency, subject to subsequent notification to the parent or guardian. School personnel shall make reasonable efforts to use school-approved platforms, systems, or applications that allow the automatic inclusion of parents or guardians in communications with students.

“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 digital means of communication.

This policy does not prohibit mass communications sent from the district, or a school site, to parents through current communication platforms.

Schools shall provide training developed by the State Department of Education for school personnel on the student communication requirements of this section.

Any school employee who is reported to be in violation of this policy shall be put on administrative leave while the school investigates the incident and notifies the Board. If the investigation finds that no misconduct occurred, the school employee shall be reinstated and the incident shall be noted in the employee's employee file. If the investigation finds misconduct occurred, the employee shall be disciplined according to the school's policy, up to and including termination of employment, and the incident shall be reported to law enforcement pursuant to Section 1210.163 of Title 70 of the Oklahoma Statutes.

Adopted: 9/26/2024

POLICY A-013
VOLUNTARY PRAYER POLICY

In compliance with 70 O.S. Sec. 11-101.1 and Okla. Admin. Code 210:35-3-251, the School permits those students and teachers wishing to do so to participate in voluntary prayer, without bias or prejudice. Students and teachers may engage in voluntary prayer, including at school athletic events and graduation ceremonies, in accordance with the U.S. Supreme Court's decision in *Kennedy v. Bremerton School Dist.*, 142 S. Ct. 2407 (2022). However, school employees shall not teach, or instill by way of repetition, any sectarian or religious doctrine. Any student or teacher who has not been permitted to participate in voluntary prayer should notify the Head of School of the violation of this policy. The school will investigate all reports that a student or teacher has not been permitted to participate in voluntary prayer pursuant to this policy.

Adopted 9/26/24

POLICY A-0014

WESTERN GATEWAY ELEMENTARY SCHOOL COMMUNICATIONS POLICY

This Communications Policy is intended to ensure that communications between Western Gateway Elementary School (“WGES”) Board of Directors, staff, WGES families, and other interested members of the community are handled appropriately and in a manner that best serves WGES.

The WGES Board recognizes that potential problems and conflicts can be avoided by having a clear policy that addresses both internal and external communications. It is also important that the roles and responsibilities of the Board and staff are outlined to facilitate effective communication between and among the Board, staff, families, and other parties. All Board members and staff are expected to be courteous in all communications.

As general guidance, it is important that the Board speaks with one voice or not at all. This does not imply that there has to be unanimity or lack of diversity, but when a vote is taken or a policy developed, each member of the Board acts and supports the decision made, until it is changed by the Board.

Communications between Board Members at Meetings of the Board

Board members should communicate in an open and constructive manner during meetings of the Board and committee meetings. Board members shall not use inappropriate language, body language, or verbal tone during their debate of the issues. Any actions or comments designed to insult, demean, or attack any member of the Board, staff or general public shall be strictly prohibited. Board and committee members shall not discuss or communicate confidential proceedings of the Board outside the meeting, this prohibition includes e-mail, texting, anonymous posting on social media or other internet platforms, and other forms of communication.

WGES Board meetings are public, and Board and WGES staff shall be courteous and welcoming to invited guests and any members of the community who choose to attend Board meetings.

Communications between Board Members Outside of Meetings of the Board

Any Board member may contact the Board Chairperson, or in their absence or unavailability, the Vice-Chairperson, regarding issues of interest or concern to WGES. Board members are to contact the Board Chairperson if they wish to have specific issues discussed by the Board, so that these items can be added to the Board meeting agenda.

The WGES Superintendent will be responsible for drafting and publishing an agenda of items to be discussed at the Board’s regularly-scheduled meetings, in accordance with all applicable Open Meeting requirements. The WGES Superintendent will provide the agenda to the Board’s designated liaison for comment and approval of the agenda, in advance of the statutory publication deadline. Once the agenda has been approved by the Board liaison, it may be posted and published in accordance with the Oklahoma Open Meetings Act.

Communications between WGES Community and Board Members

WGES is appreciates and encourages open communication between the WGES community and the WGES Board. All Board meetings are open to the public, and WGES community members are encouraged to attend if they choose.

If there are any concerns regarding the WGES community, student incidents or issues that took place on school premises or that involve members of the school community, facility safety or maintenance issues, or any other issues that need to be considered and/or addressed at governance meetings, WGES community members are encouraged to reach out to the WGES Board at the email address posted on WGES' website.

Any WGES community member who wishes to address an agenda-related topic at a regularly scheduled business meeting are required to complete a Public Comments Sign-up Form before the Board meeting convenes. These forms will be available in the office and must be submitted to the Superintendent before the meeting convenes. Public comments must pertain to a topic listed on the agenda for the meeting when comments are made.

Communications between WGES Staff and Board Members

WGES is best served through open communication between WGES staff and the WGES Board. The Superintendent will demonstrate accountability and transparency by proactively and timely providing the Board all data and information relevant to the School's mission, without waiting for such information or data to be requested.

Such relevant information that should be proactively provided by the Superintendent includes, but is not limited to, all school testing data; enrollment/disenrollment information; grievances by staff, families, or other members of the WGES community; significant student disciplinary incidents or issues, any incident reports or information about incidents that took place on school premises or that involve members of the school community that may involve press inquiries, notification to WGES' insurance carrier, and/or require no a risk-management response; staff employment decisions (hiring, termination, notable disciplinary matters); facility safety or maintenance issues, and all similar data and information that may help educate Board members as to issues that need to be considered and addressed in governance meetings.

If a Board member needs substantive information or assistance to conduct due diligence regarding the administration of WGES, their primary contact will be the Superintendent. Board members may contact other members of the WGES administrative staff directly, as they deem appropriate.

The Superintendent will communicate with the Board Chairperson and other members of the Board between meetings, if and when issues arise that require immediate attention.

If the Superintendent or member of the WGES staff experiences any issues or problems with a WGES Board member, the Superintendent should immediately alert the Chairperson, unless the Chairperson is the problem, in which case the Superintendent may alert the Vice-Chairperson or another officer.

Communications between WGES Staff and an External Third Party

If the WGES Superintendent or other member of staff is asked to make a presentation to external groups, the staff member must indicate that he or she is not speaking on behalf of WGES, unless they have specifically been authorized to do so by the Board. WGES staff shall be respectful of the Board, its policies, and its decisions in all external communications, even if the WGES staff member disagrees with the Board's decision(s).

To ensure accuracy of WGES materials which are prepared by WGES staff for publication, adoption as a school policy, plan or procedure, grant application, accreditation, reporting to any state or federal entity, and/or general distribution, and to avoid any conflicting messages or appearance of conflicts, the WGES Superintendent and staff must provide all such draft materials to the Board prior to a regularly-scheduled Board meeting (or emergency Board meeting, if necessary) for review and approval prior to distribution or publication to any third party.

Communications between a Board Member and an External Third Party

If a Board member is asked to make a presentation to external groups, the Board member must indicate that he or she is not speaking on behalf of WGES, unless the Board member has specifically been authorized to do so by the Board. Board Members shall be respectful of the Board, its policies, and its decisions in all external communications, even if the Board member disagrees with the Board's decisions.

To ensure accuracy of materials related to WGES which are prepared by Board members for publication or general distribution, and to avoid any conflicting messages or appearance of conflicts, Board members should generally provide such materials to the Board for review and approval prior to internal or external distribution or publication.

Communications between Board Members/Staff and the Media

In general, the Superintendent and the Board Chairperson or their designee are the only two individuals authorized to speak on behalf of WGES. The primary media contact for WGES will be the Superintendent. When a statement from the Board is required, the Board Chairperson will serve as the spokesperson for WGES. If the Board Chairperson is unavailable, the Chairperson will appoint a liaison to serve as the spokesperson.

Should the media inquiry be regarding a crisis of any sort, Board members and WGES staff will refer all media inquiries to the Board Chairperson and Superintendent, who will work together to respond to the crisis.

Adopted: 12/19/2024



**WESTERN GATEWAY ELEMENTARY SCHOOL
BOARD MEETING PUBLIC COMMENT SIGN-UP FORM**

REMINDER: THIS FORM MUST BE SUBMITTED TO THE WGES SUPERINTENDENT BEFORE THE BOARD MEETING BEGINS.

MEETING DATE: _____

NAME: _____

PHONE NUMBER: _____

EMAIL ADDRESS: _____

HOW ARE YOU INVOLVED IN THE WGES COMMUNITY? PLEASE CIRCLE AT LEAST ONE OPTION BELOW.

STUDENT

PARENT

TEACHER

ADMIN STAFF

COMMUNITY MEMBER

OTHER

WHICH AGENDA ITEM ARE YOU HERE TO ADDRESS?

IMPORTANT GUIDELINES TO KEEP IN MIND:

WGES appreciates and encourages open communication between the WGES community and the WGES Board. All Board meetings are open to the public, and WGES community members are encouraged to attend if they choose.

If there are any concerns regarding the WGES community, student incidents or issues that took place on school premises or that involve members of the school community, facility safety or maintenance issues, or any other issues that need to be considered and/or addressed at governance meetings, WGES community members are encouraged to reach out to the WGES Board at the email address posted on WGES' website.

Any WGES community member who wishes to address an agenda-related topic at a regularly-scheduled business meeting is required to complete a Public Comments Sign-up Form before the Board meeting begins. These forms will be available in the office and must be

submitted to the Superintendent before the meeting begins. Public comments must pertain to a topic listed on the agenda for the meeting when comments are made.

Policy A-015

Display of United States Flag, Flag History/Etiquette, and Pledge of Allegiance

Pursuant to 70 O.S. § 24-106; 25 O.S. § 153; and 21 O.S. § 372:

1. The school shall own and display the United States Flag in or outside of each classroom building.
2. The school shall provide instruction to its students in the history and etiquette relating to the United States Flag.
3. The school shall provide for the recitation of the pledge of allegiance at least once per week for those students who so choose.

Adopted:9/18/2025

POLICY E-001
EMPLOYMENT

It is the intent of the School to employ and maintain a staff of highly qualified personnel. Personnel policies and regulations will reflect fair practices and comply with state law and any Employee Handbook.

The Board shall select the Head of School, Board Clerk, Treasurer, Attorney, Auditor, and their respective deputies.

All other employees of the School will be appointed by the Head of School. The Head of School will appoint employees based on experiences, qualifications, and guidelines established by the Head of School.

It is the responsibility of the applicant to meet federal, state, and local qualifications for employment to include maintaining any certificate or license required for continued employment.

A felony record search based upon name or fingerprints shall be required by the School for all prospective school employees and on-site contractors. An individual may not work over thirty (30) days pending receipt of the results of the search (Reference: 70 O.S. §5-142). If the results of the search reveal a felony conviction, the individual will be terminated immediately.

I. Equal Opportunity Employment

The School shall select employees as needed on the basis of merit, training, and experience. The School shall comply with the letter and the spirit of state and federal laws prohibiting discrimination in employment. There shall be no discrimination against any otherwise qualified disabled applicant or employee or to any applicant or employee because of race, creed, color, national origin, sexual orientation, religion, sex, age, or veteran status.

II. Assignment and Transfer

Employees will be assigned to serve in capacities where their services will best contribute to the total programs of the School.

A. Teacher Criteria

Teachers will be assigned within the scope of their certification, experience, and/or qualifications. Assignments will be made in order to best meet the needs of students and the total School program. When making assignments, criteria such as the following may be considered:

1. Contribution which the teacher can make to the total School program in a specific position;
2. Certification and qualifications of the teacher for the assignment;
3. Opportunity for the teacher's professional growth; and,
4. The teacher's length of service to the School.

B. Support Employee Criteria

Assignment or transfer of support employees shall be based on:

1. The contribution which the employee can make to the program;
2. The qualifications of the employee for the assignment to be filled;
3. The opportunity for professional growth; and,
4. The length of time in the School.

The Head of School will make the final ruling on assignments and transfers.

C. Posting of Vacancies

All vacancies shall be posted on the school website. A vacancy will remain open for at least seven (7) school days following the posting of the vacancy, except when the immediate filling of a vacancy is necessitated by student needs.

Teachers shall be notified of their tentative assignment for the ensuing year prior to the last day of school, if possible. In the event a change is necessary during the summer months, teachers shall be notified as soon as possible.

D. Reassignment/Transfer Requests

Employees desiring to change assignments at the School shall notify the Head of School in writing. While employees shall have the right to volunteer for reassignment to a particular position, it is recognized that the final decision will be made by the Head of School.

E. Involuntary Transfer

Involuntary transfers may be made by the Head of School or his/her designee due to job performance, Reduction in Force (RIF), emergencies or when the Head of School determines such a transfer is in the best interest of the School.

III. Contracts for Personnel

Personnel may be reemployed for the upcoming school year unless they are notified by the Head of the School. Personnel are expected to notify the Head of School before the end of the school year if they do not intend to continue their employment.

IV. Personnel Files

A. Personnel Files

Personnel Files shall be maintained at the School. Head of School may maintain a Site Accreditation File and a Working File; however, materials that may be used as the basis for disciplinary action must be forwarded to the Official Personnel File before they may be used in any disciplinary action.

A teacher shall have the right to review the contents of his/her Official Personnel File with the exception of employee reference and other confidential materials. A representative, at the teacher's request, may accompany the teacher in this review. Such review may occur only during the teacher's non-working hours and/or scheduled planning time. Said inspection shall be at a time and a manner mutually acceptable to the teachers and the Head of School, and shall be requested at least twenty-four (24) hours in advance.

Materials that may adversely affect a teacher's employment status may not be placed in the teacher's Official Personnel File unless the teacher has had an opportunity to review the materials. The teacher will acknowledge that he/she has had the opportunity to review such materials by offering his/her signature to the copy to be filed, with the expressed understanding that such signature in no way indicates agreement with the contents thereof. Within fourteen (14) days after reviewing the materials, the teacher will have a right to submit a written answer to such materials and the answer will be attached to the file copy.

Materials of reprimand or admonishment may be removed upon mutual agreement of the teacher and the Head of School. Normally the severity of the issue will determine the length of time it remains in the file. If removal is requested and denied, a reason shall be given. Anonymous materials shall not be placed in a teacher's Official Personnel File.

B. Support Personnel Files

Important events in an employee's history with the School will be recorded and maintained in the employee's personnel file; including performance evaluations, change of status records, and educational attainment documentation. An employee has the right to review his/her personnel file by making an appointment with Personnel Services.

V. Off Duty Employment

Employees who work a second job or engage in activities to earn additional income must ensure that extra work does not impact their ability to fulfill duties and responsibilities as a school employee. Tutoring for pay will be allowed outside of contract hours.

VI. Substitute Teachers

Substitute teachers are those teachers who are appointed temporarily to assume the duties of a regular teacher.

A substitute teacher who holds a valid Oklahoma certificate may teach an unlimited number of days during the school year in content areas/grade levels in which he/she holds a valid certificate. A substitute teacher who holds a lapsed or expired certificate or has a bachelor's degree may teach one hundred (100) school days. Substitute teachers with no degree may teach ninety (90) days during one school year. A substitute teacher may not be employed for the same assignment for more than ninety (90) school days unless he/she holds a valid certificate.

In accordance with state law, substitute teachers who do not hold a valid certificate and who are employed in the same special education teaching assignment for more than fifteen (15) consecutive days or thirty (30) days total, will be required to participate in training offered by the State Board of Education (Reference: 70 O.S. 2000 §6-105).

With the exception of the teaching certificate, substitute teachers shall provide the Head of School with the same information required from a regular teacher.

VII. Inter-session & Summer School Teachers

Inter-session & summer school positions will be posted on the School website. When possible, teachers shall be selected from teachers employed for the regular school term. The Head of School shall recommend the hiring of inter-session and summer school teachers, which the board will approve or disapprove.

VIII. Disqualification from Employment

Adopted: 2/17/2021

In Compliance with state statute, no relatives (within a third degree) of Board members may be employed by the School; exemptions may be given by the State Board of Education (Reference: 70 O.S. §5-113.1).

POLICY E-002
EMPLOYMENT DUTIES, RESPONSIBILITIES, AND MONITORING

I. School Day Duties

Provided that assigned duties and professional responsibilities related to the proper functioning of the School do not require otherwise, teachers will report to the School and be available for duty as directed by the Head of School. Assignments and professional responsibilities required beyond the normal work day shall be reasonable in number and duration. Meeting agendas shall be provided in advance whenever possible.

The obligations of certified personnel shall include a reasonable amount of extra duty. After annual review and receiving input from administration and faculty representatives, the Head of School shall discuss with the faculty and assign teachers to supervisory duties on an equitable basis and shall post all duty schedules in a prominent place.

All teachers will receive adequate planning time based on their teaching assignments.

II. Alcohol and Drug-free Workplace

The unlawful possession, sale, distribution, manufacture, or use of a controlled substance (63 O.S. §2-101) or intoxicating beverage (37 O.S. §506) while at work is not allowed. Judgment regarding the use of such substances will be based upon reasonable belief, as defined in the Standards for Workplace and Alcohol Testing Act (40 §551-556).

Any employee found to be in violation of this policy will be subject to disciplinary action which may include termination of employment or satisfactory participation in a drug or alcohol abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

School employees must notify the Head of School or his/her designee of any criminal drug statute conviction for a violation occurring in or on the premises of the School or while otherwise on-duty. Such notification must be made to the Head of School or his/her designee no later than five (5) calendar days after conviction. In compliance with P. L. 100-690, Title V, Subtitle D., (the Drug-Free Workplace Act), when an employee notifies the Head of School of a drug statute conviction, the Head of School must notify federal granting agencies within ten (10) calendar days of receiving notice from the employee. Within thirty (30) calendar days of receipt of the notification, the School must take appropriate disciplinary action.

The Board hereby commits itself to a continuing good faith effort to maintain a drug-free workplace. At the time of employment, the School policy for a drug and alcohol free work place will be provided to each new employee. Staff development programs shall be conducted to inform each employee of the School's drug-free workplace program. Information for employees about drug and alcohol counseling and rehabilitation will be available at the School.

III. Reporting Abuse and Neglect

A. Reporting

Suspected instances of child abuse or neglect, whether the result of circumstances at home, school or at other locations, affects the child while he or she is in the care and custody of the school. In compliance with state law, each individual employee, who has reasonable cause to believe that a student is suffering from abuse, neglect, or exploitation, is required to report his/her concern directly to the Oklahoma Department of Human Services (DHS), and any other state and federal agencies.

B. Investigations

The School will cooperate with DHS, law enforcement, State Department of Education, Federal Department of Education, State Auditor, Inspector and/or the School attorney's office in all investigations of child abuse. DHS will notify the parent/guardian when an interview is conducted at school (10A O.S. §1-2-105).

Adopted: 2/17/2021

POLICY E-003
EVALUATION OF FAMILY MEMBERS

No administrator shall evaluate any member of his/her immediate family. If an employee is assigned to be an administrator of a program, department or division in which a member of his/her immediate family is already an employee, the evaluation will be conducted by a non-family member appointed by the Head of School.

Adopted: 2/17/2021

POLICY E-004
RECORD SEARCHES AND BACKGROUND CHECKS

In accordance with 70 O.S. Section 5-142, the School will request in writing to the State Board of Education that a national criminal history record check be conducted of any employee of the School and shall request such information for any person seeking employment with the School; provided that the Board is required to obtain a new criminal history record check for an individual who has obtained certification from the State Department of Education within the previous twelve (12) months. The Oklahoma State Bureau of Investigation (OSBI) shall obtain fingerprints of the employee or prospective employee and require that the person pay a search fee not to exceed Fifty Dollars (\$50.00) or the cost of the search, whichever is the lesser amount. The fee shall be deposited in the OSBI Revolving Fund. The School may reimburse employees for the cost of the search. The State Board of Education shall contact the Oklahoma State Bureau of Investigation for any national criminal history record of the person within fourteen (14) working days of receiving a written request from the board of education.

The Oklahoma State Bureau of Investigation is required by statute to provide the national criminal history record check requested by the State Board of Education within fourteen (14) working days from the receipt of the request. The Bureau may contact the Federal Bureau of Investigation to obtain the information requested.

The State Board of Education shall provide the information received from the Oklahoma State Bureau of Investigation to the board of education within fourteen (14) days from the receipt of the information. The State Board of Education shall provide any follow-up information received from the OSBI concerning a person for which a national criminal history record check was requested to the employing board of education.

For the purpose of this policy, "Prospective employee" means an individual who has received an offer of temporary employment from the School pending the results of the national criminal history record check.

The School may permit temporary employment of prospective employees for a maximum of sixty (60) days pending receipt of results of national criminal history record check requests. The temporary employment of the prospective employee shall terminate after sixty (60) days unless the School receives the results of the national criminal history record check. The sixty-day temporary employment period shall begin on the first day the prospective employee reports for duty at the School. Prospective employees shall be notified of the requirement, the fee and the reimbursement policy when first interviewed concerning employment. The School shall promptly reimburse employees in full for the fee if employed by the district at the time the national criminal history record check request is made unless the person was employed pending receipt of results as set forth above.

The School, in its discretion, may waive the requirement to have a national criminal history record check for any person who applies for employment as a full-time teacher at the School and has been employed as a full-time teacher by a school district in Oklahoma if the teacher produces a copy of a national criminal history record check completed within the preceding five (5) years and a letter from the school district in which the teacher was employed stating the teacher left in good standing.

At the discretion of the School, substitute teachers, who were employed in the previous academic year, may not be required to participate in a background check for the current school year. Any person employed as a full time teacher by the School for five (5) or more consecutive years, immediately preceding an application for employment as a substitute teacher, will not be required to undergo a new background check if the teacher produces a copy of a national criminal history record check completed within the preceding five (5) years and a letter from the school district in which the teacher was last employed stating the teacher left in good standing.

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

All other prospective employees will have a felony background check conducted by the School.

Adopted: 2/17/2021

POLICY E-005
COMPENSATION

Compensation

School employees shall be compensated in accordance with the Oklahoma Charter Schools Act. Compensation may include performance-based incentives. The Minimum State Salary scale will be used as a benchmark for salaries; however, salaries may be adjusted based on experience, education, job responsibilities and performance, and may be individually negotiated by the Head of School with approval of the Board. All employees are employed at-will.

Reasonableness

Employees engaged in work on Federal awards will be compensated in a manner consistent with that paid for similar work in other activities that are not Federally funded or comparable to that paid for similar work in the labor market.

Conformity

Compensation shall conform to these Policies and shall be consistently applied to both Federal and non-Federal activities.

Appointment

Employment with the School shall follow an appointment made in accordance with the School's rules or written policies and shall meet the requirements of Federal statute, where applicable. Federal Standards for Documentation of Personnel Expenses will be followed, if applicable.

Adopted: 2/17/2021

Reference: 2 CFR 200.430(a)-(f)

POLICY E-006
CONFLICT OF INTEREST

Board members and School personnel shall not engage in any activity that would create a conflict of interest. In order to protect the public trust and maintain confidence in the fairness of public education, conflicts of interest or even the appearance of conflict must be avoided.

Board Members

Board members shall comply with the Conflict of Interest Policy adopted by the Board January 15, 2020, or as subsequently amended.

Employees

Personal property acquired by the School is intended for use by employees of the School within the scope of their employment. Use of School property, including, but not limited to, teaching materials, computer software and hardware, electronic equipment, and other equipment, outside of the scope of the employee's employment is prohibited. Employees who utilize School property for personal use or gain may be subject to disciplinary action which could include possible action not to renew or to terminate employment.

Contracts and Business Arrangement

The Board believes that certain business and contractual arrangements by employees, although not in violation of state, create such a potential for conflict of interest that such contracts or relationships should be disclosed to the Head of School.

Employees who hire or use the services of other School employees for personal benefit during times other than normal employment hours should do so in such a manner as to avoid the appearance that the work or employment is being done as a condition of employment or is being done during normal employment hours.

Employees are prohibited from receiving a monetary benefit as the result of any contract between a non-employee and the School.

Outside Activities of Full-time Employees

For purposes of this policy, a "full-time employee" is any teacher, administrator, support employee, or other employee contracted as a full-time employee with the School and includes all teachers and other employees who are engaged as full-time employees for only a portion of the year because of summer vacation or any other reason. All full-time employees shall report any outside business activities or employment in writing to the Head of School. The intent of this provision is not to prohibit such activities, but to allow the Head of School to be fully aware of activities that may give rise to violations of other provisions of this policy. It is the express policy of the Board that full-time employees devote their full efforts to their assigned activities during their normal business hours.

Adopted: 2/17/2021

Reference: 70 O.S. § 5-124 Contract Requirements and Prohibitions; 70 O.S. 3-145.3 Powers and Duties; 70 O.S. 3-136 Charter School Compliance; 70 O.S. § 5-110 Instruction for New and Incumbent Board Members; 70 O.S. § 5-113 Relations by Affinity or Consanguinity-Prohibition.

Policy E-007
FMLA POLICY

I. POLICY SUMMARY

This Policy provides the procedures by which family medical leave shall be granted in compliance with the Family and Medical Leave Act (FMLA) of 1993, as amended. In the event of any inconsistency between this regulation and the FMLA, the FMLA shall govern. Should there be conflicting provisions in other School regulations regarding leave, this regulation shall take precedence.

II. FAMILY MEDICAL LEAVE

Family medical leave is leave with pay (using accrued sick or annual leave balances) or leave without pay granted for an eligible employee's serious health condition; the birth or adoption of a child or the placement of a foster child; the care of a spouse, child, or parent with a serious health condition; the care of a seriously ill or injured active duty U.S. service member of whom the eligible employee is the spouse, child, parent, or next of kin (as defined by the Department of Defense); or the management of personal affairs (otherwise known as exigencies) while the spouse, child, parent, or next of kin of the National Guard or Reserves is on active duty in support of a contingency operation. Exigencies qualifying for FMLA leave are: a) short-notice deployment; b) military events and related activities; c) child care and school activities; d) financial and legal arrangements; e) counseling; f) rest and recuperation; g) post-deployment activities; and h) other activities if agreed upon by the school and the employee.

For most types of FMLA leave, an eligible employee is entitled to a maximum of 12 weeks of family medical leave during a 12-month period designated as a family medical leave year. From the first day of FMLA leave, an employee has the equivalent of 12 weeks of leave within that 12-month period. A new family leave period will begin for any FMLA request initiated after the completion of a 12-month FMLA period. If the leave is to care for a seriously ill or injured service member, however, an eligible employee is entitled to a maximum of 26 weeks of family medical leave during a single 12-month period. Family medical leave entitlement may not be carried over from one family medical leave year to another.

Eligible employees are entitled to 12 weeks of family medical leave during each family medical leave year once the eligibility requirements have been met. Eligible employees are limited to one medical leave year in which they are entitled to a maximum of 26 weeks of family medical leave to care for a seriously ill or injured service member, once eligibility requirements have been met. Leave to care for a seriously ill or injured service member may be coupled with leave for other reasons identified in this regulation but may not exceed a maximum of 26 weeks in the single family medical leave year.

An approved paid leave of absence for short-term disability, workers' compensation, child care, qualifying hardship, medical reasons, and an employee's absence for family medical reasons shall be designated as family medical leave if it qualifies under this regulation.

For the purposes of this regulation, a health care provider is a medical doctor, another professional authorized by the state to diagnose and treat physical or mental conditions, a nurse practitioner, a midwife, a social worker or physician's assistant authorized by the state, a Christian Science practitioner, a provider accepted by the school's medical plans, or, in certain instances, a foreign provider.

III. ELIGIBILITY

Employees who have been actively employed for a total of 12 months are eligible for family medical leave if they worked 1,250 hours in the year prior to the start of the leave. At the time a request is made, the 12 months prior to the request will be reviewed to confirm the 1,250 hours requirement. Teachers can use work time before and after school to determine hours worked. As a benchmark, teachers physically working nine months of the year would meet the 1250 hour benchmark if they worked 35 hours a week during those 9 months.

IV. CONDITIONS

Subject to the restrictions in this regulation, family medical leave shall be provided to eligible employees for one or more of the qualifying occurrences described in sections **A.** through **G.** below.

A. Serious Health Condition of the Employee. Family medical leave is provided for an employee's serious health condition that requires inpatient care or continuing treatment by a health care provider.

“Continuing treatment” means (1) at least three consecutive days of incapacity plus two instances of treatment within 30 days of the initial incapacity or one treatment plus a continuing regimen of treatment; (2) any period of incapacity related to pregnancy or prenatal care; (3) any period of incapacity or treatment for a chronic serious health condition requiring periodic treatment or long-term condition; or (4) any period of incapacity for multiple treatments for restorative surgery or for a condition that would result in incapacity for three consecutive days if not treated.

An employee must meet with a health care provider within seven days of the first day of incapacity, and at least twice a year if the health condition is a chronic condition requiring periodic treatment. An employee on family medical leave due to his or her own serious health condition must use accrued sick leave benefits if eligible. Upon the expiration of all accrued sick leave, a 12-month employee may elect to use accrued annual leave. After the employee has used all accrued sick leave—and accrued annual leave if elected by a 12-month employee—the remainder of the family medical leave shall be taken as unpaid leave.

All leave taken during family medical leave, whether paid or unpaid, shall count toward the employee's annual 12-week entitlement. Family medical leave based on the serious health condition of the employee may be taken on an intermittent or reduced leave schedule when medically necessary except as restricted in section V.G. When an employee receives sick leave for a serious health condition, FMLA will run concurrently with the sick leave.

B. Birth or Adoption of a Child or Placement of a Foster Child. Family medical leave is provided for the birth or adoption of a child or the placement of a foster child. An employee on family medical leave due to the birth or adoption of a child or the placement of a foster child may elect to use accrued sick leave during some or all of the family medical leave 12-week period. A 12-month employee may use accrued sick leave and/or accrued annual leave, during some or all of the family medical leave period. If the employee either exhausts all accrued sick and/or annual leave or elects not to use such paid leave, the remainder of the family medical leave shall be taken as unpaid leave. All leave taken during family medical leave, paid or unpaid, shall count toward the employee's 12-week entitlement.

Leave taken due to the birth or adoption of a child or the placement of a foster child may not be taken intermittently or on a reduced leave schedule. Family medical leave for a particular child expires at the end of the 12-month period beginning on the date of birth or adoption of a child or the date of placement of a foster child, and any such family medical leave for that child must be concluded within this one-year period. If an absence from work is required for the adoption or placement of a child to proceed, the employee's FMLA leave may begin before the adoption or placement date, if necessary, for counseling, court appearances attorney/physician consultation, or travel to another country.

Intermittent leave may be taken in lieu of continuous leave for the birth or adoption of a child only with the approval of the Head of School.

C. Care of a Child, Spouse, or Parent with a Serious Health Condition (nonmilitary service related)

Family medical leave may be used for care of a child, parent, or spouse with a serious health condition (nonmilitary service related). This includes care of a biological, adopted, or foster child; a child who is living with the employee and is treated as a son or daughter; a child with a disability (including a child over 18 whose documented and verified disability renders him or her incapable of self-care); a person who treated the employee as a son or daughter when the employee was under the age of 18 years; and a legal or common-law spouse.

An employee on leave due to a serious health condition of a child, spouse, or parent must use sick leave during a family medical leave. After the employee has used all accrued sick leave, the remainder of the family medical leave shall be taken as unpaid leave. All leave taken, whether paid or unpaid, shall count toward the employee's annual 12-week family medical leave entitlement.

Leave taken due to the care of a sick child, spouse, or parent may be taken intermittently or on a reduced-leave schedule except as restricted in section V.G.

D. Care of a Seriously Ill or Injured Service Member Family medical leave may be used for care of a seriously ill or injured covered U.S. service member of whom the eligible employee is the spouse, child, parent, or next of kin (blood relative with legal custody of service member, sibling, grandparent, aunt or uncle, first cousin, or other blood relative designated in writing by the service member). Documentation of family relationship may be required. A covered service member includes a member of the National Guard, Reserves, or Armed Forces or such an individual on temporary disability retirement list, but does not include former members or those on permanent disability list. A serious injury or illness is defined as one incurred in the line of active duty that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating and for which the member is receiving medical treatment, recuperation, or therapy.

E. Management of Exigencies (for National Guard and Reserves) An employee may use family medical leave to handle qualifying exigencies arising from the active duty of a family member (spouse, child, or parent) in the National Guard or Reserves if the active duty is in support of a contingency operation. Qualifying exigencies are defined as activities related to: a) short-notice deployment; b) military events and related activities; c) child care and school activities; d) financial and legal arrangements; e) counseling; f) rest and recuperation; g) post-deployment activities; and h) additional activities agreed upon by the school and the employee.

1. Short notice deployment—leave of seven calendar days beginning on the day the military member is notified of an impending call or order to active duty if the service member is notified of a call or order to active duty seven or fewer days prior to the date of deployment.
2. Military events or related activities—to attend any official military ceremony, program, or event related to the call to active duty and to attend support or assistance programs and informational briefings sponsored by the military, one of its service organizations, or the American Red Cross.
3. Child care or school activities—to arrange for alternative child care for a biological, adopted, or foster child, a stepchild, or a legal ward of a covered military member, or a child for whom the covered member stands in loco parentis, if the child is either under age 18 or aged 18 or older and incapable of self-care; to provide child care on an urgent immediate-need basis; to enroll in or transfer a child to a new school or day care facility staff when due to circumstances arising from the active military duty or to attend meetings with staff at a school or daycare facility when such meetings are necessary due to circumstances of the active duty.
4. Financial and legal arrangements—(i.) to make or update financial or legal arrangements to address the service member's absence, such as powers of attorney; bank account signature authority; enrolling in the Defense Enrollment Eligibility Reporting System; obtaining military identification cards; or preparing or updating a will or living trust; or (ii.) to act as the service member's representative before a federal, state, or local agency to obtain, arrange, or appeal military service benefits while the service member is on active duty and for a period of 90 days following the termination of active duty status.
5. Counseling—to attend counseling (provided by someone other than a health care provider) for the employee, the covered service member, or his or her child, if the need for counseling is due to the active duty.
6. Rest and recuperation—to spend time with a covered service member who is on short-term, temporary rest and recuperation leave during the period of deployment.
7. Post-deployment activities—to attend arrival ceremonies, reintegration briefings and events, and any other official ceremony or program sponsored by the military for 90 days following the termination of the active duty, and to address issues that arise from the death of a covered service member while on active duty, such as meeting and recovering the body and making funeral arrangements.
8. Additional activities—to address other events that arise out of the active duty or call to active duty if the employer and employee agree that the leave qualifies as an exigency and agree to the timing and duration of the leave. The school will request certification regarding the exigency, including copies of active duty orders, dates of leave, and facts regarding the exigency, and completion of required form.

F. Rules When Spouses Are Both School Employees If the spouses are both employees of the school, and if both are otherwise eligible, they are entitled to an annual total of 12 weeks of family medical leave each due to the birth or adoption of a child, the placement of a foster child, or the care of a parent with a serious health condition. They are also entitled annually to 12 weeks each (less any time taken for the birth or adoption of a child, the placement of a foster child, or the care of a parent) for their own serious personal illness, or for the care of a sick child or spouse. However, if the spouses are both employees of the school, the two employees are entitled to a combined total of 26 weeks of family

medical leave due to the care of a seriously ill or injured active duty U.S. service member of whom the eligible employee is the spouse, child, parent, or next of kin.

G. Intermittent or Reduced Leave

1. Definition—intermittent leave is FMLA leave taken in separate blocks of time due to a single qualifying reason. A reduced leave schedule is a leave schedule that reduces an employee's usual number of working hours per workweek or workday. This regulation refers to both as intermittent leave.

2. Types of intermittent leave—employees may take intermittent leave for their own serious health condition or that of a parent, child, or covered service member if there is a medical need for the leave, and that leave can best be accommodated by an intermittent schedule. Intermittent leave also can be taken for qualifying exigencies.

3. Scheduling—an employee needing intermittent leave must make a reasonable effort to schedule treatment so as not to disrupt school operations. The smallest permissible increment of intermittent leave is 15 minutes. When it is physically impossible for an employee to begin or end work midway through the shift, then the entire period the employee is absent will count against the employee's FMLA entitlement.

4. Transfer—if the intermittent leave is foreseeable, the school may require the employee to transfer temporarily to an available alternate position that better accommodates the recurring leave, if the employee is qualified for such position.

5. Instructional employees—as defined by the Family Medical Leave Act, an instructional employee is a teacher, but not an instructional assistant, a curriculum specialist, a counselor, or another administrator or specialist. Such instructional employee who requests intermittent leave or leave on a reduced leave schedule to care for a family member or for his or her own serious health condition, which would require the employee to be absent more than 20 percent of the workdays during the leave, may be required to transfer temporarily to an alternative position that better accommodates the employee's intermittent leave or to take leave for a specified period or periods.

Also, in order to minimize disruption to instruction, an instructional employee may be restricted in his or her ability to return from family medical leave within three weeks of the end of a semester (second or fourth grading period designated in the annual school calendar).

For Leave within last three (3) weeks of the end of the semester for instructional employees - for a purpose other than the instructional employee's own serious health condition, the School may require continuous leave until the end of the term if the period of leave lasts more than five working days. For leave within last five (5) weeks of the semester for instructional employees, for a purpose other than the instructional employee's own serious health condition, the School may require continuous leave until the end of the term if: (1) Period of leave is longer than two weeks and (2) the employee's return to work would occur within two weeks of the end of the semester. For leave more than five (5) weeks prior to the end of the semester for instructional employees, the School may require continuous leave until the end of the term if: (1) Period of leave is at least three weeks and (2) Return to work would occur during the last three weeks of the Academic Term.

In these cases, only the period of leave taken until the employee is ready to return to work may be charged against the instructional employee's twelve weeks (not the additional time the school requires the employee to not work).

All such end-of-semester instances must be approved by the Head of School.

V. APPLICATION AND MEDICAL CERTIFICATION

- A. An employee's written request for family medical leave must be received by the Head of School, at least 30 calendar days prior to the effective date of the leave. In case of an emergency or when the need for leave is not foreseeable, the Head of School may authorize leave with fewer than 30 days' notice. In such a case, the request shall be made as soon as possible, generally the same day or the next business day. The request shall explain the nature of the emergency and why notice could not be provided. In either case, the employee, or his or her designee, shall provide a copy of the request to the program manager for signature prior to forwarding to the Head of School.
- B. The written request shall state the date the leave begins; the date leave without pay begins, if applicable; the expected ending date; how the leave shall be taken; and the reason for the request. The employee shall provide enough information about the serious health condition for the school to determine that the leave is FMLA qualifying. This information shall be provided on a copy of the form provided to the employee.
- C. When family medical leave is requested due to the birth or adoption of a child or the placement of a foster child, the employee shall also be required to provide verification of the expected delivery date or date of adoption or placement. When the date of birth, adoption, or placement occurs earlier or later than anticipated, the employee should submit a revised request. In the case of adoption, employees may also be required to provide verification of the actual date of legal transfer.
- D. In the case of family medical leave due to the employee's serious health condition, the employee or his or her designee shall be required to provide a statement from a health care provider, within 15 days, at the employee's expense, confirming that a leave from employment is necessary and containing a diagnosis of the employee's illness, the date upon which it commenced and its likely duration, the nature of the prescribed treatment, and a statement from the health care provider that the employee is unable to perform the functions of his or her position. This information must be provided by a Certification of Health Care Provider. If the Certification of Health Care Provider is not submitted at the same time as the request for FMLA leave, the Head of School will contact the employee to inform and request timely submittal so their request can be processed.
- E. In the case of leave due to a sick child, spouse, parent, or covered service member, the employee must provide a statement from a health care provider containing a diagnosis of the family member's illness, the date upon which it commenced and its likely duration, the nature of the prescribed treatment, and a statement from a health care provider that the employee is needed to care for the individual. This information shall be provided through either Certification of Health Care Provider for Family Member's Serious Health condition or Certification for Serious Injury or Illness of covered service member for Military Family Leave. If these required forms are not submitted at the same time as the FMLA application, the Head of School will send the employee whichever form is applicable based on the information on FMLA application.

- F. If there is reason to question the validity of a medical certification, an employee may be required to obtain a second opinion, at the school's expense, from a provider selected by the school. Any dispute between the two opinions shall be resolved by the opinion of a third jointly selected provider paid for by the school. The opinion of the third provider shall be binding on both parties.
- G. An employee may be required to obtain recertification by the health care provider at his or her own expense. An employee must obtain recertification within 15 calendar days after the request is made by the school. During an absence for pregnancy or for chronic or permanent or long-term conditions in which the employee is under the continuing supervision of a health care provider, the school will not request recertification more frequently than every 30 days, nor will the school request recertification during a period of approved intermittent or reduced schedule leave, except in the following circumstances: (1) the employee requests an extension of the original leave period; (2) the circumstances of the original leave have changed (e.g., the duration or nature of the illness has changed or there are complications); or (3) the school receives information that casts doubt upon the continuing validity of the certification. If the original certification defines the duration of the illness as more than 30 days, the school will not ask for recertification before the end of the leave period or 6 months, except in circumstances described in (1)-(3) above.
- H. Second opinions and recertifications will not be required for leaves to care for a seriously ill service member.
- I. In addition to these application and notification requirements, employees must comply with their workplace's normal call-in procedures for absences and leave requests. If the employee does not comply, and there are no unusual circumstances justifying that failure, leave may be delayed or denied.

VI. SCHOOL NOTICES TO EMPLOYEES

The school will notify employees of their FMLA rights by this notice, information on the School intranet page, and by the FMLA rights summary provided in notice materials. In addition, when an employee applies for FMLA leave, the school will provide the eligibility notice, rights and responsibilities notice, and designation notice required by law.

VII. DESIGNATION OF LEAVE AS FAMILY MEDICAL LEAVE

The School shall designate qualifying leave, paid or unpaid, as family medical leave (and count it against the employee's annual entitlement) even if the employee does not specifically request family medical leave. The decision to designate leave as family medical leave shall be based only on information received from the employee or the employee's designee (e.g., if the employee is incapacitated, the employee's spouse, adult child, parent, doctor, etc., may provide information). The school shall designate leave as family medical leave within five business days of receiving sufficient information to determine if the leave is FMLA qualifying, unless extenuating circumstances require a longer period. In order to designate leave as FMLA, the principal or program manager shall complete form Notice to Designate Authorized Employee Absences as Family Medical Leave and forward the form to the employee.

The school's initial notice to the employee that leave has been designated may be communicated orally or in writing. If the initial notice is oral, the employee shall also receive written documentation of the oral notification within the time limits of this regulation.

Retroactive designation—The school may retroactively designate leave as FMLA, with notice to the employee, but only if the retroactive designation does not cause harm to the employee. If leave taken for a family medical reason has not been designated as family medical leave by the school, and the employee intends that the leave should have been counted as family medical leave, the employee must notify the school within two workdays of returning to work that the leave was for a family medical reason.

VIII. BENEFITS

Benefits for the purpose of this section include health and dental insurance, life insurance, long-term disability insurance, flexible spending accounts (FSAs), and retirement credits. Employees already entitled to these benefits may continue them during a family medical leave, as described below. Employees not already entitled to these benefits, such as temporary employees, shall not be entitled to them during family medical leave.

A. Health and Dental Insurance Employees may continue their health and dental insurance coverage for the duration of the family medical leave. During a paid leave, there is no change in the procedure used by employees to pay for health and dental insurance coverage. If in an unpaid status during this period of time, the employee must submit, directly to the Human Resources Department ~~Head of School~~, a check for the amount of the employee's portion of the health and dental insurance premiums in order to receive coverage.

Employees who fail to submit payment within 30 days after a premium is due may lose health and dental insurance coverage.

B. Life and Long-Term Disability Insurance And Flexible Spending Accounts. Employees should contact American Fidelity or the current benefit provider for the most current information regarding coverage and eligibility for any life insurance, long-term disability insurance, or flexible spending accounts that may have been elected.

D. Additional Information on Benefits

1. After the approved Family Medical Leave period, benefit coverage shall be canceled for any employee who fails to make the appropriate premium payments within a 30- day grace period for those benefits that he or she is eligible to continue while on unpaid leave. While uncovered, employees become responsible for any incurred claims.

2. Employees who are granted paid intermittent family medical leave shall have all benefit coverage continued if their paychecks for the pay periods involved are sufficient to withhold the appropriate employee deductions. Otherwise, the employee must remit payment for the appropriate premium amounts in order to maintain coverage.

3. Employees who fail to return to work with the School following the expiration of the unpaid leave period shall have all benefits terminated effective the last day of the month for which premiums were received. These employees shall be obligated to reimburse the school for the cost of health and dental premiums paid on their behalf while in an unpaid status unless they qualify for an exemption under the Family Medical Leave Act. Such employees, however, shall be eligible to continue health and dental insurance coverage under COBRA from the point at which they notify the school that they will not be

returning to employment. When an employee whose coverage has terminated after family medical leave due to the employee's failure to make the required premium payments and fails to return to work, the employee shall have no entitlement to continued health and dental insurance coverage under COBRA.

4. During any unpaid period of family medical leave, employees cease accruing sick leave or annual leave benefits.

IX. RETURNING FROM LEAVE

An employee shall return to the position vacated or, with the approval of the Head of School, to another position in the same class or active assignment. If an employee is able to return to work but has restrictions that impact their ability to perform all of their job duties, the employee is to contact the Head of School to complete and submit the request for reasonable accommodations form. Once the Head of School receives the form, the Head of School will contact the employee to engage them in the interactive process to ensure that the employee has the appropriate supports in place to return to work. An employee who does not plan to return to work shall notify the Head of School as soon as the decision is made but no later than at the expiration of the leave.

Failure to return to work with the School without giving notice at the expiration of the leave without good cause may result in an unsatisfactory service separation.

Adopted 1-25-2024

POLICY P-001
MANAGEMENT AND ACCOUNTING OF FUNDS

General:

The Board and the employees of the School are charged with a public trust to receive, expend, and account for the monies and property of the School. These resources are to be managed in an efficient and lawful manner, with the objective of maximizing their availability for and contribution to the School's educational programs. No indebtedness shall be created in excess of the funds on hand available for payment of such indebtedness, except as provided by law. No School funds shall be used to pay for any indebtedness created in excess of the total adopted budget for expenditures for such funds, except as provided by law. The Head of School shall be responsible for receiving and properly accounting for all funds of the School, pursuant to School policy and applicable law.

Accounting System:

The School shall utilize an accounting system which conforms to the requirements of the State Department of Education and to good accounting practices and procedures.

Annual Budget:

The School budget is a written document which presents the Board's plans for the allocation of resources into an explicit expenditure plan to sustain and improve the educational function of the School. The budget shall be based on the educational needs and financial ability of the School, as cooperatively identified by the Head of School, school staff, and the Board. The budget shall be balanced and shall provide for adequate reserves.

Audits:

It is the policy of the Board to employ an auditor for the School. The Board shall select an auditor experienced in municipal accounting approved by the State Board of Education. The auditor shall serve at the discretion of the Board and for such compensation as the Board may determine. The auditor's duties will be to assist the Board in preparing budgets, manage allocations available to the school, prepare Estimate of Needs, and make such reports as may be required.

The Board will provide for and cause to be made an annual audit of the School for each fiscal year. The audit shall be a financial audit and a compliance audit of all School funds. Audits will be made at the end of each fiscal year at a minimum and may be required by the Board at more frequent intervals.

A written report of the audit shall be furnished to the Board by the auditor. The Board will conduct a final exit interview with the auditor at an open Board meeting. The Head of School/Superintendent shall be responsible for filing copies of the audit as required by law.

Deposits:

As required by law, the Treasurer shall be responsible for the deposit of all revenues received by the School in the School's depository bank. The Treasurer shall maintain a record of all revenues and deposits and shall provide periodic reports to the Board. Subject to applicable state law, the Board shall select a depository bank for depository bank services.

Fund Balance:

In order to meet the School's financial obligations and provide a contingency for emergencies or unexpected expenditures, the Board establishes an acceptable range for the general fund year-end fund balance. Based on an analysis of the School's cash flow and the need for a contingency, the targeted minimum annual fund balance for the general fund is 5% of annual revenue with a maximum fund balance as allowable by statute. For purposes of this policy, the term annual revenue refers to the total amount of annual general fund collections, including the previous year's fund balance, as of June 30. The annual fund balance for all other funds will be based on an analysis of cash flow requirements, the need for a contingency, and any legal or program requirements as may be established by state law or regulations.

Reference: 70 O.S. § 18-200.1

Inventories:

The Head of School or designee shall be responsible for maintaining accurate inventories of all School equipment, vehicles, and fixed assets purchased with both public funds and private donations. All equipment purchased with federal funds shall be labeled in accordance with the rules and regulations of the State Department of Education. To the extent allowed by law, assets with an original value of Two Hundred Fifty Dollars or more will be maintained on the inventory log.

Investments:

The Treasurer shall invest School funds, including general funds and activity funds which will not be required for immediate expenditure in those instruments, obligations, and investments authorized by law. The Treasurer shall maintain appropriate records of all investments made and interest received and shall provide periodic reports to the Board regarding the School's investments. The Administration may develop any appropriate regulations and/or procedures applicable to the investment of School funds.

Preliminary Estimate of Needs:

Not later than December 31 of each year, the Board shall prepare, on a form prescribed by the State Board of Education, a preliminary estimate of the amount(s) of money and tax rate(s) which it then believes will be required for the School for the ensuing fiscal year.

Warrants:

Warrants for the payment of School funds shall be issued according to law. The Treasurer shall maintain a register of warrants. The Board shall require at least two authorized signatures on all warrants. The signatures of these persons may be facsimile signatures as authorized by law. No blank warrants shall be signed. Any void warrant shall be so marked and shall have the signature section removed and destroyed. The Treasurer shall retain void warrants.

Reports:

The Treasurer shall prepare and present to the Board periodic financial reports which show the financial condition of the School.

Expenditure Procedures:

1. Employee Submits Requisition to Fiscal Agent
2. Fiscal Agent Approves Requisition
3. Encumbrance Clerk Verifies that Funds are Available to Encumber
4. Encumbrance Clerk Issues Purchase Order
5. Encumbrance Submitted to School Board for Approval
6. School Board Approves Encumbrance
7. Order is Placed for Services/Materials Requested
8. Encumbrance Clerk Verifies Services/Materials Received by School
9. Items are added to the inventory / asset logs
10. Payment Issued to Vendor

Adopted: 10/21/2020

POLICY P-002
PURCHASING

The Board authorizes the Head of School to purchase materials, supplies, equipment and services for the School. Purchasing procedures will be used to obtain supplies, equipment, materials and services of acceptable quality at the lowest possible price and within acceptable time frames. The following guidelines and procedures will be used for purchasing:

I. Purchasing Policy:

- A. Employees of the School are not permitted to make purchases for personal use through any fund of the School, including the school activity fund.
- B. Only those employees designated by the Board shall have authority to obligate the funds of the School.
- C. The Board authorizes the Head of the School to make purchases on behalf of the School with a maximum authority per purchase of **\$25,000** with a ten (10%) adjustment to such purchase price as may reasonably arise.
- D. No contract will be made between the School and any member of the Board in violation of the Conflict of Interest Policy adopted by the Board January 15, 2020, or as subsequently amended. (Reference: 70 O.S. §5-124).
- E. Board members and/or School employees shall not allow travel related expenses for non-school related activities to be paid for or provided by a vendor or a potential vendor.
- F. Employees of contractors used by the School shall be subject to state statutes regarding convictions of felony offenses (70 O.S. §6-104.48). Contractors will declare that no employee working on School property is currently registered under the provisions of the Oklahoma Sex Offenders Registration Act, or any amendments thereto, or other related laws. Felony searches may be conducted in accordance with state statute (70 O.S. §5-142).
- G. The School should not enter into contracts that encumber public funds for more than one (1) fiscal year; or enter into a contract that causes the School to incur a debt.

II. Purchasing Procedures:

The purchasing procedures are applicable to all School activities utilizing public funds. The procedures apply to expenditures of public funds for construction or for purchase of materials, supplies, equipment or services, as set forth in 70 O.S. §5-123, and 61 O.S. §101-137.

- A. Areas of Authority
 - 1. Board. The Board shall approve Board operating policies defining the area and scope of operations of the purchasing system. Additionally, the Board shall:
 - a. Give prior approval for expenditures for one specific item or multiples of the same items in excess of \$25,000.

- b. Give approval for routine annual expenditures prior to the issuance of the specific purchase orders involved. This would include but not be limited to recurring annual expenditures such as textbooks and testing.
 - c. Accept those purchase orders, which are presented on a monthly basis. The business cycle cut-off date shall be the close of business on the Monday preceding the regular monthly Board meeting.
 - d. Review audits by competent outside authorities to assure compliance with established Board policies related to purchasing.
2. Head of School or designee. The Head of School shall administer the policies of the Board as they pertain to purchasing. In addition, the Head of School shall:
- a. Require that efficient business practices govern the purchasing of all materials, supplies, services and equipment required in the operation of the School.
 - b. Ensure that appropriate Board policies are put into effect.
 - c. Initiate administrative practices and procedures which when implemented shall efficiently fulfill the educational objectives of the School.
 - d. Determine that all statutory requirements are observed and complied with in all the purchasing procedures.
 - e. Recommend changes in policies, practices or procedures to the Head of School.
 - f. Authorize the payment of invoices that do not exceed the original purchase order amount by more than ten percent (10%).
 - g. Administer the purchasing procedures and practices for all purchasing activities of the School including all E-Rate services and materials.
 - h. Review requisitions submitted by School personnel for adherence to Board policy.
 - i. Create purchase orders from approved requisitions.
 - j. Review purchasing activities, records and documentation for appropriateness and compliance with policies, procedures and acceptable purchasing practices.
 - k. Identify and develop, as necessary, specifications and service improvements to resolve supply problems.

B. Vendor List

The School will maintain a vendor list. Any vendor may be added to the list and receive an invitation to bid for the products which he/she sells. A vendor may be removed from the list for unsatisfactory performance.

C. Acceptance of Bids

Bids for anticipated purchases in excess of \$25,000 shall be submitted on approved documents in a sealed envelope marked with the firm name, bid name, the bid opening date and the bid opening time. Bid opening time shall be defined as that specified time valid bids must be in the hands of the Head of School, or designee at the location identified. If a bid is received after the stated bid opening time, it shall be returned to the sender unopened. No attempt will be made to provide special internal mail service for such documents. Each prospective bidder shall be furnished a copy of the bid documents for the proposed items. The prepared bid proposal blanks and the invitation to bid sheet are to be returned to the designated School official on or before the time specified for bids to be returned. The public opening of bids shall be the time designated under the conditions of the bid. A tabulation of bidders will be made prior to the time purchase orders are authorized and issued. Supporting data shall

be made accessible to qualified bidders in those instances where there is a best bid or a low bid meeting specifications. The complete tabulation of bids will be available for inspection at the School. The Board shall reserve the right to reject any or all bids or quotations and to waive any irregularities. Any bidder may make inquiry concerning the award or decision to award a contract by submitting an inquiry in writing to the Head of School Director no later than ten (10) calendar days after the award is made. The Head of School, or designee, will review the inquiry and reply to the bidder within five (5) working days.

Public construction contracts falling within the scope of the Oklahoma Public Competitive Bidding Act of 1974, 61 O.S Section 101 et. seq., shall be bid and awarded pursuant to the provisions of the Act.

D. Classification of Vendors

Vendors shall be classified as follows:

1. Local — A local vendor is a vendor of materials, supplies, services or equipment who maintains a distributing, manufacturing or processing facility within the confines of Oklahoma City, OK and who occupies real property appearing on the ad valorem tax rolls of the City of Oklahoma City.
2. State — A state vendor is a vendor of materials, supplies, services or equipment who maintains a distributing, manufacturing or processing facility within the confines of the State of Oklahoma but outside of Oklahoma City, OK.
3. State of Oklahoma State Contract Vendors — A State of Oklahoma contract vendor is a vendor of materials, supplies or equipment who holds a State of Oklahoma State Contract through the Department of Central Services.
4. Other — An other vendor is a vendor of those materials, supplies or equipment who does not qualify under the above three definitions.

The School must diligently pursue purchasing materials, supplies, services and equipment required by the educational program from the vendor who offers products conforming to purchase specifications and whose total price for such products is the lowest of those approved vendors submitting quotations. The "total price" shall be defined as that quoted for the quantity offered for bid in accordance with the published terms delivered to the address or addresses indicated. In that instance where one or more vendors shall offer materials, supplies, services or equipment at a nearly identical "total price", preference shall be given such vendors in the following order: (1) Local; (2) State; (3) State Contract Vendors; and (4) Other. In those instances where two or more vendors who are judged to belong in the same classification shall submit identical quotations for the same item, it shall be the administrative responsibility of the Head of School to select that vendor who shall be awarded the purchase contract based upon consideration of each vendor's past performance such as meeting delivery deadlines, product warranties and meeting specifications. If the past performance of the vendors is equal, then the selection shall be by means of a chance drawing conducted by the Head of School and witnessed by those vendors affected provided they express a desire to be present.

E. Requirements for Issuance of Purchase Order

Any material, supplies, service or equipment requested by a duly authorized employee of the School on a purchase requisition shall be purchased by the School provided that the following limitations are complied with: (1) Funds exist in the current year's approved budget; and (2) Proper budgetary assignment of the charge incurred by the purchase shall have been made.

Purchase of any material, supplies, services or equipment obligating the Board shall be made only upon issuance of a purchase order or a blanket purchase order. Exceptions apply for petty cash purchases.

F. District Credit Cards

The Board authorizes the Head of School to obtain a School credit card for use towards payment of services and/or products in certain circumstances. If a purchase is deemed best value or sole source, but the vendor does not accept purchase orders, then the School credit card may be used to make the purchase. Travel and/or registration expenses for staff may also be secured with the School credit card. Possession of the card will reside with the Head of School, or shall be secured by the Encumbrance Clerk, at all times unless it has been issued to a specific staff member for an approved purchase. For security purposes, the account number will remain confidential and unknown by all other staff members.

The preferred payment method is through purchase orders, vendor invoices and checks/warrants. This method allows for compliance and ensures that the school does not pay sales tax. However, there are many circumstances that may require the school to have a Credit Card. The following methods will be used to regulate Credit Card purchases:

- The Credit Card must be accompanied by the tax exemption certificate for purchases made.
- The Credit Card cannot be used for a cash advance, personal or non-school related purchases;
- The Credit Card account numbers shall not be distributed and shall not be saved in online accounts to which others have access;
- The Encumbrance Clerk shall be responsible for ensuring that credit card purchases are within the budget and properly approved.
- The Credit Card will be issued by the Encumbrance Clerk only after written authorization in the form of a request for purchase and purchase order has been created.
- The Credit Card will be issued for the duration of need and is to be returned to the Encumbrance Clerk after use.
- Receipts must be signed and submitted to the Encumbrance Clerk no later than one week after the purchase. Receipts must be taped to an 8.5 X 11" sheet of plain paper, with the amount matching the statement circled.
- Any receipts for meals or entertainment must clearly indicate the names of all persons attending the meal and the purpose of the meeting.
- Any unauthorized use will require reimbursement by the staff member who made the purchase, and may lead to further disciplinary measures including, but not limited to, suspension, demotion, or termination.

G. Authorization to Purchase

Purchasing for the child nutrition program shall follow the Oklahoma State Department of Education (OSDE) and United States Department of Agriculture (USDA) rules and regulations.

Purchases for all funds except Child Nutrition shall be made as follows:

1. In excess of \$25,000: Vendors shall be given the opportunity to submit sealed bids covering a purchase of one specific item or multiples of the same item having an estimated total price in excess of \$25,000. This provision only applies to purchases made with public funds. A purchase of one specific item or multiples of the same item having an estimated total price in excess of \$25,000 shall be made only upon prior approval of such purchase by the Board. Exception: rental of used equipment, maintenance agreements, payment on utilities, and similar continuing contractual obligations and purchases from activity accounts.

2. Between \$2,500 and \$24,999: A purchase of one specific item or multiples of the same item having an estimated total price less than \$25,000 shall be made only upon prior approval of the Head of School. Exception: purchases from activity funds. Vendors shall be given the opportunity to submit written quotations covering a purchase of one (1) specific item or multiples of the same item having an estimated total price in excess of \$2,500 but less than \$25,000. Awards of such items normally shall be made to the lowest responsible quotation. This provision only applies to purchases made with public funds. The written quotations must be submitted to the Head of School, or designee, as directed.

3. Between \$100 - \$2,499: Purchases of less than \$2,500 may be made without verbal quotations by vendors. This provision only applies to purchases made with public funds. Written quotes are not required at this threshold, but as purchase decisions are made, the expectation remains that we will obtain the best product for the best price.

4. Between \$1 - \$99: A purchase of one (1) specific item or multiples of the same item having an estimated total price of less than \$100 can be purchased using authorized petty cash funds. Petty cash is intended for small cash expenditures such as postage, freight, or express charges not typically payable with a purchase order. Petty cash is not intended to be used for personal reimbursements.

5. Personal reimbursements may involve instances where a purchase order to a vendor cannot be used. Personal reimbursements should be avoided for items that can be encumbered to a vendor. To ensure that the items meet purchasing guidelines and budget is available, purchase orders for personal reimbursement should be in place before expenses are incurred. Personal purchases are discouraged due to the addition of sales tax. The additional cost of the sales tax may impact the value of the item purchased and may not be reimbursable to the buyer. The following are examples of allowable expenses for personal reimbursement: (a) travel-related expenses, (b) purchases with businesses who do not accept purchase orders, (c) online sites that do not accept purchase orders, (d) professional development materials purchased while attending conferences.

6. Purchases of same items are not to be divided in order to circumvent the approved dollar limitations. Quantities of the same item are to be consolidated into a single purchase request whenever possible.

7. Adequate records to substantiate all purchase transactions shall be maintained by the Head of School, or designee.

8. The Board authorizes the Head of School or his/her designee to approve emergency expenditures in excess of \$25,000 after consultation with members of the Board. The limitation placed by emergency requirements shall be considered, but every effort shall be made to secure competitive quotations.

III. Exemptions from Bidding Requirements:

Every effort should be made to obtain the best quality of goods and services at the lowest possible price. Due to the unique nature of some goods and services, the following goods and services are exempt from bidding requirement: professional services, including but not limited to audit services; legal services; employment services; drug and alcohol testing; professional consultation services; extermination services; travel services including airfare, hotel, accommodations, etc.; specialty repair or service contracts; maintenance agreements on School owned equipment; textbooks, student workbooks, library/media materials, educational and training videos; software upgrades and specialized source software; staff training classes and catering events; unique artwork for projects (excluding signage); yearbooks and student photos. Additional exemptions include goods purchased for student activity fund raisers (e.g., candy, T-shirts, candles, etc.); expenses for graduation and other student social activities; unique and custom decorations purchased from student activity funds and used for student events (e.g., graduation, etc.); testing and assessment materials; items purchased with funding from private funds or grants where item was described in a grant application. The bidding requirements also do not apply to any purchases made on an existing State of Oklahoma Contract, or other similar contract for the acquisition of goods and/or services for the School.

Standardization Program:

If the School has a designated a specific brand or type of furniture, office equipment, or technology equipment from an Original Equipment Manufacturer (OEM) or authorized distributor, quotes are not required for maintenance, additional units or component pieces (Excluding off-the-shelf, common catalog items) in order to maintain standardization of equipment or furniture.

IV. Sole Source Procurements:

Sole Source procurements shall be exempt from bidding provided the following criteria are met:

- A. The goods or services are unique to one manufacturer/supplier and no form/fit/function replacement exists from another supplier.
- B. The manufacturer distributes it directly or has limited distribution to one supplier.
- C. The Sole Source Procurement is justified by a written memorandum stating why the goods or services are unique.

- D. Sole Source procurements may also be allowed where compatibility of equipment, accessories, or replacement parts are of paramount consideration. Documentation of such shall be included with the requisition.

V. Exceptions for Quotation Selections:

It shall be the administrative responsibility of the Head of School, or designee, to obtain justification in writing for the selection of a bid other than a low, valid bid submitted by an approved vendor in accordance with established purchasing procedures. Criteria to be used in such a selection shall include, but not be limited to, the determination of the item which best fits the specifications, delivery dates for the item, service warranties, and past performance of the vendors. Justification for such selection shall identify the criteria used and other reasons, if any, for selection of other than the low bid.

VI. Blanket Purchase Orders:

Based on the guidelines provided in state statute, the School may issue blanket purchase orders for recurring purchases (62 O.S. §310.8).

VII. Unlawful Acts:

As specified in state statutes, it is hereby declared to be unlawful for any officer or employee of the State Board of Education, member of a board of education or employee thereof, to solicit, take, retain, or receive any money, property or thing of value in the nature of commissions or otherwise for the purchase of any furniture or supplies, and the soliciting, taking, retaining or receiving of any such money or other thing of value is hereby declared to be a misdemeanor (70 O.S. §24-103).

It is hereby declared to be unlawful and a misdemeanor for any person, corporation or individual to offer, tender to pay or deliver to any such officer or employee of the State Board of Education, member of a board of education or employee thereof, any such property, money or other thing of value in any way connected with the issuing of school bonds or the purchase of furniture or supplies, whether the same be denominated commission or otherwise (70 O.S. §24-104).

School employees violating this policy, exceeding their purchasing authority or incurring an expense without a purchase order may be held personally and financially liable and subject to disciplinary action including, but not limited to, suspension, demotion, termination, and legal action.

Adopted: 10/21/2020

POLICY P-003
PETTY CASH

Petty cash funds will be established in accordance with the Oklahoma State Department of Education Technical Assistance Document (latest revision). The general intent of the use of petty cash funds is to provide building administrators the ability to purchase supplies on an emergency basis. The Head of School, or his/her designee receiving such funds shall keep a record of all receipts and expenditures from the fund and, at the time a requisition is submitted to replenish the funds, submit such records along with the requisition. The petty cash fund shall be replenished by payment from the appropriate funds of the School to the petty cash fund upon proper claim. The fund shall be kept separate from all other funds and be used only for authorized expenditures; itemized receipts shall be taken for each expenditure. No part of such fund may be loaned or advanced against the salary of any employee.

The total amount expended by the School may not exceed \$2,500.00 in a school year and no single expenditure shall exceed \$75.00. A petty cash account may be set up at a local bank. Purchases made from the petty cash fund are to be directly related to the School's educational program or the operation of the School. Those items purchased should be of the type that would be approved if requisitioned through regular channels. When money is spent, the expenditure must be supported by an itemized receipt, bill, cash ticket or similar record of what was purchased. Any remaining balance in the petty cash account shall be transferred to the general fund on or before June 30 of each year.

Adopted: 10/21/2020

POLICY P-004
STUDENT ACTIVITY FUND

Pursuant to 70 O.S. §5-129, the Board shall exercise control over all activity funds and authorizes the Head of School to adopt appropriate rules and regulations for handling, expending, and accounting for such funds. The Head of School is appointed the school activity fund custodian. Activity funds shall be deposited to the credit of the particular activity within the school activity fund. Deposit of funds shall be made by the end of the next business day; however, if the deposit for a day totals less than One Hundred Dollars (\$100.00), the Head of School or designee may accumulate monies until such amount is achieved; provided however, the funds shall be deposited within one week of receipt even if this amount is not reached. Disbursements from an activity account shall be by check countersigned by the fund custodian and the Head of School or designee and such funds shall not be used for any purpose other than that for which the account was originally created.

The Board, at the beginning of each fiscal year and as needed during each fiscal year, shall approve all school activity fund accounts (or subaccounts), all account fund-raising activities and all purposes for which the monies collected in each subaccount can be expended. The Board authorizes the Head of School to transfer any balance in excess of the amount needed to fulfill the function or purpose for which an account was established to another account.

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

The Head of School or designee shall cause to be kept complete and accurate accounts of all activity funds, and shall see that quarterly reports are made.

The Board designates that any of the following revenue be deposited for the use of specific school activity accounts, or to a general activity fund within the school activity fund:

1. Admissions to athletic contests, school or class plays, carnivals, parties, and dances;
2. Sale of student activity tickets;
3. Concession sales, including funds received from vending concession contracts and school picture contracts approved by the Board, and cafeteria or luncheon collections;
4. Dues, fees and donations to student clubs or other organizations, provided that membership in such clubs or organizations shall not be mandatory;
5. Income or revenue resulting from the operation of student organizations or club projects, provided, such revenue is not derived from the lease, rental or sale of property, supplies, products or other assets belonging to the School. When approved by the Board, student organizations or club projects may include fund-raising activities, the revenues from which may be used for the purpose of purchasing goods or services otherwise considered to be general fund expenditures;
6. Deposits for or collections for the purchase of class pictures, rings, pins, announcements, calling cards, annuals, banquets, student insurance and other such personal items; provided the cost of such items shall not be charged against other school funds; and
7. Other income collected for use by school personnel and other school-related adult functions.

Adopted: 10/21/2020

POLICY P-005
TRAVEL REIMBURSEMENT

If an employee is given prior written approval by the Head of School, or designee, to attend a conference, meeting or seminar as an official representative of the School, travel, meals, lodging and registration fee may be reimbursable expenses. An employee is considered to be on official travel when the trip has been approved by the Head of School, or designee. Employees shall provide themselves with sufficient funds to cover travel expenses. There will be no advancement of School funds for travel expenses. Travel reimbursements shall be limited to allowance for lodging, transportation, registration fees, meals including gratuities, and other actual and necessary travel expenses incurred by a traveler in the performance of official duties. A non-employee may be reimbursed, as per policy, for the same expenses if they have been approved to perform duties in lieu of a School employee. The School will not reimburse for alcoholic beverages.

Travel to and from the conference or convention shall be reimbursed in the amount of the actual commercial fare. Travel within the destination area shall be by the most economical means available and is reimbursable for School purposes only. If an employee desires, airline reservations may be made through a travel agency. It will be necessary for the employee to make all flight arrangements directly with the agency. Flight arrangements should be made at least twenty-one days in advance of the scheduled travel date. Only authorized travel tickets can be charged to the School. The employee must submit a requisition form to the Head of School, or designee, whom will prepare a purchase order which can be submitted at the time the employee obtains the ticket. If it is necessary to change travel plans resulting in a refund, the unused portion of the ticket must be submitted to the School for credit to the School.

If an employee is approved to drive a personal car instead of using a public mode of transportation, reimbursement will be for coach fare or mileage from workplace to destination, whichever is the lower amount. A copy of the coach fare quote and mileage as determined by online map application should be attached to the request for expenses. The School's rate of reimbursement shall be the same as the prevailing per-mile rate approved by the Internal Revenue Service.

Taxicabs, Buses, Limousines, Use of Personal Vehicles, Rental Vehicles, Parking Fee, and Turnpike Fee Cost will be reimbursed when their use is required in the performance of official duties.

Every employee will use a Travel Reimbursement Request Form, which shall be prepared by the Head of School, or designee, when requesting reimbursement for travel related expenses. This form must be submitted within ten (10) days following the trip. The agenda or conference brochure reflecting dates of the conference must be attached to the reimbursement form. The Travel Reimbursement Request Form must be prepared in detail including receipts for hotel/motel, turnpike fees, parking fees, registration, airline passenger ticket (last sheet of ticket used), airline fees, railroad ticket, bus ticket, and rental vehicle, which must be attached. Each category of expenses must be itemized separately.

The following is a summary of expenses allowable for approved travel:

- A. Actual fare and fees for common carrier transportation;
- B. Reimbursement for mileage at the prevailing per-mile rate approved by the Internal Revenue Service.
- C. Meals that are connected to an overnight stay, which are a qualified business expense and exempt from tax. Meals not involving an overnight stay may be reimbursed but may be considered a taxable fringe benefit. Reimbursements will be actual costs or the per diem rate as allowed by the General Services Administration, whichever is less.
- D. Single rate for hotel room; an employee may, based upon reservation confirmation, request advance payment payable to the hotel to cover the cost of their room. Upon return, the employee must provide receipts to substantiate the actual cost of the room. If the cost of the room is less than the advance, the difference must be reimbursed to the School.
- E. Registration expenses cannot include professional dues;
- F. Expenses for travel to and from the airport plus travel expense to and from the convention building and hotel;
- G. Turnpike expense and parking fees; and
- H. Expenses for dry-cleaning, non-business long distance telephone calls and alcoholic beverages are not reimbursable.

Adopted: 10/21/2020

Policy P-006
Transportation Policy

The Board of Education (the “Board”) of Western Gateway Elementary Charter School (the “School”) acknowledges the challenges that families and students may confront concerning transportation to and from School and for extracurricular activities and community involvement. In an effort to ensure equitable opportunities for all students, the Board authorizes transportation services to qualifying students who request transportation for these purposes.

The School will provide transportation services to students for extracurricular activities and to encourage increased community involvement in the School. These extra-curricular activities may include School field trips, community involvement events, such as town-hall meetings, etc., and other School sanctioned events for students that request transportation services so long as the Oklahoma State Department of Education (“OSDE”) authorizes transportation funding for the School. The School intends to provide these transportation services by using city bus passes or other similar transportation service providers, and bus rentals for specific School-sanctioned activities as determined by the Head of School. The School does not provide route buses for day-to-day transportation; however, “daily” or “monthly” public bus passes can be provided free of charge to any family requesting them. Due to budgetary constraints, the School will not be able to provide these transportation services should the OSDE fail to authorize transportation funding for the School.

The Board directs the Head of School to prepare the appropriate forms for students to request transportation services and to take the steps necessary to ensure transportation services are provided as set forth herein, and to take the steps necessary to request transportation funding from the OSDE.

Adopted: 4/25/2024

70 O.S. §5-130
OAC 210:30-5-1(c)

Policy P-007
MEAL CHARGE POLICY

In compliance with the *Healthy, Hunger-Free Kids Act of 2010* and SP 46-2016, **Western Gateway Elementary School** implements the following meal charge policy:

Local Meal Charge Policy Considerations

1. Students who are unable to pay for their meal at the time of the meal service may charge either breakfast or lunch;
2. The limit for student charges is \$150;
3. If a student charges a meal, the student may be allowed to receive a reimbursable meal with no limitations;
4. Families can find assistance by contacting the Superintendent/Head of School;
5. The school will notify households for negative balances by email or direct mail;

Local Meal Charge Policy Communication Requirements

1. Households will be notified of the charge policy at the beginning of each year;
2. Transfer students will be notified of the charge policy during enrollment;
3. Parents will be notified at the time of any changes to the charge policy;
4. Staff will be trained annually on the lunch charge policy.

Alternate Meal Policy Considerations

1. If a student charges a meal, the student may be allowed to receive a reimbursable meal with no limitations.

Delinquent/Bad Debt Practices

1. Households be notified of delinquent debt monthly;
2. Households who are delinquent will be reviewed and/or encourage to submit an application;
3. Households will be notified by mail of unpaid meal charges, expected payment dates, and collection efforts;
4. The Superintendent/Head of School will determine whether the achievement of program purposes would be jeopardized by the diversions of staff time and effort to collect payment;
5. The school may solicit donations or use general fund collections to ensure that funds will be obtained to restore any unallowable bad debt to the School Food Service Account.

Reference: SP 46-2016; Healthy, Hunger-Free Kids Act of 2010 (Public Law 111-296)

Adopted: 8/18/2022

Policy R-001
ENROLLMENT POLICY

WGES is a neighborhood public charter school with a two-way dual language immersion program. As a result, its enrollment policies must meet several sets of requirements.

The School has designated attendance boundaries (the Boundary), and any child residing within that Boundary is entitled to attend the School, subject to limitations on the School's capacity and its education program.

The School does not discriminate or limit admission based on ethnicity, national origin, gender, income level, disabling condition, proficiency in the English language, or measures of achievement, aptitude, or athletic ability.

WGES strictly complies with all applicable State and Federal laws and regulations, as well as all requirements imposed by grant and funding agreements.

WGES seeks to attract a population of students that is representative of the ethnic, socioeconomic, and cultural diversity of the area within its Boundary. A School community that reflects the diversity of the larger community is critical for instilling in students the skills and understanding necessary for lifelong participation in a democratic society.

A student population that maintains a healthy linguistic balance by ensuring adequate representation of children from homes where Spanish is the primary language spoken is essential to achieve the School's educational objectives through its specialized program emphasizing academic performance through language learning. In order to achieve this linguistic balance, there are inherent capacity limits in the dual immersion program, just as there are in each grade. The primary means by which this linguistic balance will be achieved will be targeted, home language notification and outreach to parents and guardians of prospective students. Outreach will include information nights, public service announcements, attendance at community events, social media, and other communications. WGES will take affirmative steps to help families in the community understand the outreach information, including offering it in clear, simple language in both English and Spanish.

A. Admission

Admission is open to all students within the Boundary who wish to attend the School, limited only by the capacity in any given year, grade, and program.

Overview

The School will use the following procedures to determine admission and enrollment:

Each year, the School will set deadlines for applications and "Intent to Re-enroll" forms. Applications will be generally in the form attached here as Exhibit A, to gather the information necessary for grade and program placement.

Any child currently enrolled at the School who submits an Intent to Re-enroll form will be presumptively re-enrolled, provided they have not moved out of the School Boundary and submit other required forms by the stated deadlines.

In the event that fewer students than the maximum capacity to a given grade/program submit applications by the deadline, the School will admit all eligible students who apply.

In the event that the number of eligible students submitting applications by the deadline exceeds the capacity of any grade/program, the Board directs the Head of School to conduct a lottery, which shall be held within the priority level and grade/program that is oversubscribed, to select the student(s) to be admitted to the School.

Admission to the School will be governed by the following priorities for each grade/program:

- Tier 1: Any student who resides within the Boundary
- Tier 2: Any student who resides outside the Boundary, but within the boundaries of the OKCPS District
- Tier 3: Any student who resides outside of the OKCPS District (for which an out-of-district transfer form is required).

Within each of the Tiers, first priority will be given to current students (subject to limitations described below), and secondly to students with a sibling relationship to a current student.

Additionally, a student who is a child of a person who is employed by the School full-time will be given the same priority within their geographic tier as a student with a sibling relationship to a current student. Enrollment is subject to capacity limitations for the relevant class, grade, and program, and reasonable and relevant operational concerns.

Residency

A child's residency for purposes of determining admission priority is determined by the child's legal residence with their parent, guardian, person having legal custody, or person who has assumed permanent care and custody of the child.

"Person having legal custody" means a person who is legally responsible for the care of the child pursuant to an order of a court or governmental agency responsible for making custody determinations and/or placements.

"Person who has assumed permanent care and custody" means a person who has assumed the care and custody of the child on a continuous and ongoing basis with the intent not to relinquish such care and custody until the child reaches the age of majority. The Board shall require the proper documentation be submitted to establish that a person has assumed the permanent care and custody of any student claiming residency within the attendance boundaries.

Proper documentation will be required to establish both (1) residency and (2) legal custody or assumption of permanent care and custody.

WGES requires two proofs of address for purposes of establishing residency (either in the School Boundary or the OKCPS District), and the following documents may be used:

- A deed, mortgage payment dated within the past 90 days, or current lease or other rental agreement; and
- a utility bill other than cable or internet dated within the past 90 days.

Documentation submitted to establish legal custody or assumption of permanent care and custody may include, but not be limited to: birth certificate, certified copies of court orders, sworn affidavit(s), guardianship records, domestic agreements or related orders (e.g., custodial, divorce, etc.), as determined reasonably necessary by the Head of School to confirm a student's residency.

The Head of School, with the assistance of the School's legal counsel, may from time-to-time update the list of acceptable documents for purposes of establishing residency and legal custody or assumption of permanent care and custody.

The Head of School or designee may conduct site visits to the address provided for residency to confirm the existence of activities required to establish residency.

If the residence of a student changes during the school year resulting in a change in the student's admission tier that is *less advantageous* than at the time of original admission, the student will be required to re-apply for admission to the School based on their new tier.

Similarly, students whose admission to the school is based on residency in the Oklahoma City Public School District who move out of the District will be required to re-apply for admission to the School based on their new tier.

All students, regardless of admission year or tier, may be required up to twice during any school year to re-verify residency by submitting required documentation and completing all required re-enrollment forms. Students who are not able to provide proof of residency for re-enrollment but desire to continue to attend the School will be required to apply for admission and participate in the lottery, if a lottery is necessary.

Siblings

For the purposes of this Policy, a "sibling" is defined as a biologically or legally related brother or sister of the child currently attending the School. This includes stepchildren living in the same household.

Children of School Employees.

A child of a full-time employee of the School, whether biological or by law, such as a stepchild, who is admitted to the School based on that relationship will be required to re-verify the continued relationship with the qualifying employee each year, and the employee must have expressed a commitment to continue their full-time employment with the School. If, for whatever reason, an employee does not continue to work at the School, then the child of the employee admitted previously based on the parent's employment with the School shall be required to apply for admission to the School.

Transfers from Outside OKCPS

To the extent the student's residence is not in the OKCPS District, the School will verify that the parent, guardian, or person having legal custody is a resident outside of OKCPS and qualifies for an open transfer. As a part of this verification process, the School shall obtain the appropriate records to qualify for an open transfer.

B. Enrollment

When a student is admitted to the School, enrollment and matriculation is still subject to completing the required paperwork for enrollment within the time limits established by the School.

The Head of School will require the submission of the appropriate transfer documents in accordance with the timelines set forth in the Education Open Transfer Act, 70 O.S. 2011, § 8-101.1, *et seq.* The Board may consider applications for Emergency Transfers in accordance with the law.

The Board authorizes the Head of School to receive, review, and consider applications for approval. The Board authorizes the Head of School or designee to notify parents/students within a reasonable amount of time of the completed application for enrollment being submitted.

Upon acceptance into the School, parents of students who are residents of OKCPS will have a limited number of days, as determined by the Head of School, in which to accept their seat and intent to enroll in writing and complete any necessary enrollment paperwork. Upon acceptance into the School, parents of students who are NOT residents of OKCPS will complete the necessary transfer paperwork, and upon approval of a transfer, complete any required enrollment paperwork within a limited number of days, as determined by the Head of School.

Current students must submit and executed an “Intent to Re-Enroll” form each year by the deadline set by the Head of School. The student must provide the required documentation in order for the Intent to Re-Enroll to be accepted by the School.

Any student enrolled under a false statement may be required to withdraw immediately.

C. Timeline

The Board adopts the following general timeline for application and enrollment and authorizes the Head of School to further define the dates, deadlines, and paperwork for this process:

Late February	Public information meetings with parents and community (virtual and/or in-person)
March	Application window opens
March	Application window closes
April	Lottery (as necessary)
May	Parents notified
May	Transfer deadline
May/June	Enrollment deadline – all forms for enrollment must be completed and submitted.

D. Lottery

In the event that the number of eligible students submitting applications by the deadline exceeds the capacity of any grade/program, the Board directs the Head of School to conduct a lottery, which shall be

held within the priority level and grade/program that is oversubscribed, to select the student(s) to be admitted. Subject to the conditions in this policy, all applications received prior to the established cut-off date will be eligible for participation in the admission lottery. The purpose of the lottery is to ensure an equal probability that any student may be selected for the grade/program that is oversubscribed. When all the available seats have been filled, the School will continue the lottery process until every application has been assigned to an order on a waitlist in the event an opening arises in that grade/program. The lottery will be open to the public.

E. General Procedures

The School will follow the following general procedures:

- Parents or guardians of a student selected for admission will be notified and will have a limited period of time to accept their admission. Families who do not accept their admission within this period will not be enrolled in the School and the seat may be filled from the waitlist.
- In the case where a seat becomes available during the academic year, the seat may be filled from the current school year waitlist as determined by the Head of School.
- If a parent/guardian on the waitlist, for whatever reason, chooses not to accept a seat at the School when offered, the parent/guardian will be either removed from the waitlist or placed at the bottom of the waitlist.
- Applications received after the lottery will be placed at the bottom of the waitlist.
- The waitlist is for each school year and will not carry over year to year.
- If the Head of School discovers that false, inaccurate or erroneous information has been provided to the School on an application, the Board authorizes the Head of School to take the appropriate action to address the inaccurate application. If a parent or guardian provides incorrect information on an enrollment application, the School will investigate to determine if a parent or guardian purposefully and intentionally misled the School in their application. If the Head of School determines that the parent(s) or guardian(s) action was purposeful, the Board authorizes the Head of School to revoke the student's transfer to the School.

F. Resolving Residency or Priority Designation Disputes; Appeals

The School recognizes that there may be occasions when there is a dispute regarding a child's eligibility to attend the School. If at any time the School has reasonable belief that the reported residence may not be correct, the Head of School or designee shall notify the student's parent, guardian, person having legal custody of the child, or person who has assumed the care and custody of the child that there is a question regarding the student's legal residency and may require the submission of additional documentation to confirm residency. The student's parent, guardian, person having legal custody of the child, or person having assumed care and custody of the child shall be given an opportunity to submit information regarding residency or employment to the Head of School or designee.

Any such dispute shall be determined by the Head of School or designee. To the extent the Head of School, or designee, determines that the student does not reside within the School Boundary or OKCPS, then the Head of School, or designee shall notify the student's parent, guardian, person having legal custody of the student, or the person having assumed the care and custody of the child in writing of the decision denying residency as a basis for qualifying for admission as soon as reasonably practicable.

The Board will appoint an Appeals Committee, consisting of three people, one or more of whom may be members of the Board, but none of whom shall be a parent of a current student, to hear any appeals from the decision of the Head of School.

In the event that the student's parent, guardian, person with legal custody, or person having assumed care and custody of the student wishes to appeal the decision of the Head of School, he or she shall have ten (10) calendar days after receipt of the written notice to appeal the Head of School's decision to the Appeals Committee by submitting in writing to the Head of School a request for hearing before the Appeals Committee at its next regularly scheduled meeting or at a date and time set by the Appeals Committee. The request for a hearing shall include, at a minimum, the address relied upon to establish residency as applicable, and the basis for the person submitting the appeal to assert that the student does reside within the School Boundary or OKCPS. The person appealing will be notified of the date, time, and place of the Appeals Committee meeting, and will be afforded a period of time during the meeting to present the appeal. The decision of the Appeals Committee shall be final.

POLICY S-001
STUDENT UNIFORMS

Introduction

The Western Gateway Elementary School Board of Education requires the wearing of student uniforms in order to promote and to maintain an orderly and safe learning environment, to eliminate distractions while at school so as to increase the focus on instruction, to minimize socio-economic differences so that all students are treated equally, and to encourage and to promote professional and responsible dress for all students. In recognition of the right of students to express themselves in the manner of dress, students have the right to choose their own grooming and clothing styles subject to the requirements of this policy.

Generally, students should regard neatness and cleanliness in grooming and clothing as important. Dress or grooming which is in any way disruptive to the operation of the school will not be permitted.

Head of School ("HOS"), in conjunction with persons in leadership roles, may regulate dress and grooming of students who participate in a particular activity if the HOS reasonably believes that the student's dress or grooming creates a hazard, or may prevent, interfere with, or adversely affect the purpose, direction, or effort required for the activity to achieve its goals. Exceptions to the student uniform may be made to meet needs of specific classes such as extra-curricular activities. Additionally, HOS may designate days for students to wear particular attire in recognition of school-wide events such as Spirit Day, Community Helper Day, etc. and may provide for days when the student uniform shall not be required.

No student shall be denied attendance at school or be otherwise penalized for failing to wear clothing that complies with the school uniform if such failure is due to financial hardship. Parents of any student who may not be able to comply with the school's uniform requirements should advise the HOS that obtaining the required uniform will present a financial burden. The School will offer to assist students who are having difficulty complying with their school's uniform requirements due to financial hardships and shall develop a program to assist students in obtaining clothes that comply with the uniform. The School may establish a trade or resale plan for reusable uniforms through parent organizations. The school may provide for donations of clothing or financial assistance, operate a clothing closet where extra uniforms are kept, or provide coupons for stores that sell or provide clothing that meets the requirements of this uniform policy. The School may accept donations from the community, businesses, PTA, and other supporters for the purpose of meeting the needs of students for assistance with the cost of uniforms.

The following guidelines apply to all students while in attendance at school or school-sponsored events:

General:

- Clothing worn to school shall not be torn, cut-up, or slit and must be appropriately sized.
- Students shall not wear bedtime attire, such as pajamas, and shall not wear undershirts or undergarments as outerwear.
- Students shall not wear clothing that reveals the chest such as net shirts, undershirts, see-through blouses, halter tops, or tube tops or clothing that exposes a bare midriff, bodice, abdomen, or buttocks, or exposes undergarments.
- Students shall not wear any clothing (including outerwear), jewelry, accessories, or display tattoos that contain messages or images that are obscene, vulgar, or related to tobacco, drugs, alcohol, sex, and/or violence.
- Students may wear to school the uniforms designated by service/civic organizations including but not limited to Cub Scouts, Boy Scouts, Brownies, Girl Scouts, Camp Fire, or Blue Birds.

Pants/Slacks/Skirts/Shorts/Skorts/Dresses:

- The HOS shall designate specific colors of pants, slacks, skirts, shorts, skorts, or dresses that may be worn. Jeans are also permitted as uniform pants, shorts, skirts, skorts, or dresses.
- Pants, slacks, skirts, shorts, and skorts shall be appropriately fastened at the waist. No sagging or “low rise” clothing is allowed.
- Leggings may be worn only as an accessory under skirts, skorts, or dresses that meet uniform requirements.
- Hemlines must be of modest length (eg., not above the fingertip of the wearer with the arm).

Shirts:

- The HOS shall designate specific colors and types of shirts, which may be worn. A shirt with the school logo will also be acceptable as a uniform shirt.
- Shirts may be long or short-sleeved and shall be collared.
- Shirts may not have visible insignias, logos, labels, words, or pictures except approved school logos or names.
- Shirts/blouses must be appropriately buttoned, zipped, or fastened.

Footwear:

- Students shall wear shoes and/or footwear at all times while on school property, and shoes with laces must be tied for safety.
- Students shall not wear flip-flops, beach, pool wear shoes, or house shoes.

Outerwear:

- Students may wear plain sweatshirts, sweaters, fleece jackets, or vests without hoods in the same colors as shirts designated for the school uniform. Sweaters, sweatshirts, or vests may have school approved logos and/or names but no other insignias, logos, words, or pictures.
- Coats may not be worn inside the building during the school day but shall be worn to school and placed in the location designated by the HOS. The HOS may make an exception if the building and/or classroom are unusually cold.

Hats/Jewelry/Accessories:

- Students may not wear caps, hats, or head coverings of any kind, including but not limited to, scarves, bandanas, and sweatbands inside a school building except for students with religious beliefs requiring a head covering, for medical reasons, or as approved by the school's administration for a special school activity.
- Jewelry and accessories which pose a safety concern for the student or others are prohibited.
- If a student wears a belt, the belt must be worn in the belt loops of the clothing, and appropriately fastened.

Students who violate this policy may be subject to disciplinary action.

Adopted: 6/17/2021

LEGAL REFERENCE: 70 O.S. § 24-100.4.

POLICY S-002
IMMUNIZATION – STUDENTS

Introduction

The Western Gateway Elementary School seeks to provide an environment for students to study, interact, and learn. Such an environment should be reasonably free of known hazards that may threaten or endanger the health of our children or educators.

No child shall be admitted to this school unless and until certification from a licensed physician or an authorized representative of the State Department of Health is presented to the school administrators that such child has received or is in the process of receiving the immunization required by the State Department of Public Health unless an exemption has been granted by the State Department of Health from the immunizations on medical, religious, or personal grounds, in accordance with State law.

If a parent or guardian is unable to pay for the required immunizations, the School will refer the student to the Oklahoma County Health Department and other vaccine providers who will administer immunizations at no cost.

The following immunizations are required by the State Department of Public Health prior to the enrollment of a child in public school:

Guide to Immunization Requirements in Oklahoma: 2021-22 School Year



All children two months of age and older must present an immunization record or file for an exemption before they are allowed to attend child care or school in Oklahoma. Please read the bullets below for essential information.

Age/Grade	Required Immunizations with Cumulative Doses required	Recommended Immunizations
Child Care Up to date for age	4 DTaP (diphtheria, tetanus, pertussis) 1-4 PCV (pneumococcal) ♦ 1-4 Hib (<i>Haemophilus influenza</i> type B) ♦ 1 MMR (measles, mumps, rubella) 1 Varicella (chickenpox)	3 IPV (polio) 2 Hep A (hepatitis A) 3 Hep B (hepatitis B) Seasonal influenza (flu)
Preschool/Pre-K	4 DTaP (diphtheria, tetanus, pertussis) 1 MMR (measles, mumps, rubella) 1 Varicella (chickenpox)	3 IPV (polio) 2 Hep A (hepatitis A) 3 Hep B (hepatitis B) Seasonal influenza (flu) 2 nd varicella at 4 years old Polio on or after 4 th birthday
Kindergarten-6th	5 DTaP (diphtheria, tetanus, pertussis) * 2 MMR (measles, mumps, rubella) 1 Varicella (chickenpox)	4 IPV (polio) ◀ 2 Hep A (hepatitis A) 3 Hep B (hepatitis B) Seasonal influenza (flu) 2 nd varicella at 4 years old Polio on or after 4 th birthday
7th-12th	1 Tdap (tetanus, diphtheria, pertussis) ● 5 DTaP (diphtheria, tetanus, pertussis) * 2 MMR (measles, mumps, rubella) 1 Varicella (chickenpox)	4 IPV (polio) ◀ 2 Hep A (hepatitis A) 3 Hep B (hepatitis B) ■ Seasonal influenza (flu) 2-3 HPV (human papillomavirus) 1-2 MCV4 (meningococcal ACWY) 2-3 Men B (meningococcal serotype B)

The current childhood immunization schedule may be found at <https://www.cdc.gov/vaccines/schedules/index.html>.

- Doses administered 4 days or less before the minimum intervals or ages are counted as valid doses. This does not apply to the 28-day minimum interval between doses of live vaccines not administered on the same day.
- If a parent reports their child had varicella disease (chickenpox), the child is not required to receive varicella vaccine. Record the child's history of varicella.
- The first doses of measles, mumps, and rubella (MMR), varicella, and hepatitis A vaccines must be administered on or after the child's first birthday (or within 4 days before the birthday), or they will not count toward the immunization requirement and must be repeated.
- It is not necessary to restart the series of any vaccine if a dose was given late or if a dose is past due. Additional doses of a vaccine series that are administered after the due date do not affect final immunity.
- Children may be allowed to attend child care and school if they have received at least one dose of all required vaccines due for their age or grade, and the next doses are not yet due. They must complete the remaining doses of vaccine on schedule. These children are in the process of receiving immunizations.
- Hib and PCV vaccines are not required for students in preschool, pre-kindergarten, or kindergarten programs operated by schools, unless the facility is a licensed child care facility. Hib and PCV vaccines are required for children attending licensed child care facilities.
- * If the 4th dose of DTaP is administered on or after the child's 4th birthday, then the 5th dose of DTaP is not required.
- ♦ The number of doses of PCV and/or Hib may range from 1 to 4 depending on the age of the child, when the first dose was given, and type of vaccine used.
- ◀ If the 3rd dose of IPV is administered on or after the child's 4th birthday, and at least six months from the previous dose, then the 4th dose of IPV is not required.
- Students 11 through 15 years of age who have not received Hep B vaccine may receive a 2-dose series of Merck® Adult Hepatitis B vaccine to comply with this requirement. All other children (younger or older) must receive 3 doses of pediatric hepatitis B vaccine.
- The Centers for Disease Control and Prevention (CDC) recommends a dose of Tdap on or after the 10th birthday even if previously received. An inadvertent dose of DTaP on or after the 10th birthday may be accepted for the 7th grade Tdap requirement.

For more information call the Immunization Service at (405) 426-8580 or visit our website at: <http://imm.health.ok.gov>.

Revised 05-07-2021 IMM 400

Adopted: 6/17/2021

LEGAL REFERENCE: 70 O.S. § 1210.191, et seq.

REFERENCE: CDC.GOV, Immunization Service Oklahoma State Department of Health Regulations.

<https://www.cdc.gov/vaccines/schedules/hcp/imz/child-adolescent.html>

<https://oklahoma.gov/health/prevention-and-preparedness/immunizations.html>

POLICY S-003
STUDENT MEDICATION

Introduction

The School seeks to ensure the safe, accurate administration of medication to students during school hours in accordance with applicable law, legal requirements, and safe practices.

Procedure

The medication must be delivered to the Head of School's office in person by the parent or guardian of the student unless the medication must be retained by the student for immediate self-administration. The medication will be accompanied by written authorization from the parent, guardian, or person having legal custody that indicates the following:

- Purpose of the medication,
- Time to be administered,
- Whether the medication must be retained by student for self-administration,
- Termination date for administering the medication, and
- Other appropriate information requested by the Head of School or designee.

The following personnel shall be authorized to administer medicine at school: The school nurse or, in the absence of the school nurse, the Head of School, or other school employees who have been designated in writing by the Head of School and/or the school nurse.

No medicine shall be administered unless the parent or guardian of the student has given the school written authorization to administer the medicine. The School shall keep on file the written authorization to administer medicine to a student.

Prescription medication shall be administered pursuant to the directions for the administration of the medicine listed on the prescription label or as otherwise authorized in writing by the physician prescribing the same. All medicine shall be properly stored in a locked cabinet, and not readily accessible to persons other than the persons who will administer the medication except medication retained by a student if the student has been authorized to self-administer medication as directed by the parent and physician in writing on the Authorization to Administer Medication form.

Self-administration medication by a student is permitted with written parental authorization. Additionally:

- The parent or guardian must provide the school with an emergency supply of the student's medication to be administered as authorized by state law.
- The school will inform the parent or guardian of the student, in writing, and the parent or guardian shall sign a statement acknowledging, that the Western Gateway Elementary School/Charter Elementary School and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student.

- Permission for the self-administration of medication is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the above requirements.
- A student who is permitted to self-administer medication shall be permitted to possess and use appropriate medications at all times.
- Teachers and other appropriate school personnel will be given the names of students who have permission to self-administer medicine. Those names are to be kept confidential.

Definitions

Prescription Medication means medication contained in a prescription vial or other original container with a label that correctly states the name and address of the pharmacy, date of filling, name of patient, name of prescriber, prescription number, and directions for the administration of the medication.

Self-administration means a student's use of medication pursuant to prescription or written direction from a physician.

The Head of School or designee shall inform appropriate school personnel of the medication being administered; keep a record of the name of the student to whom the medicine was administered, the date the medicine was administered, the type or name of medicine that was administered, the dosage of the medicine that was administered, and the time the medicine was administered; and return unused prescriptions to the parent or guardian only. The "Log of the Administration of Medicine" form shall be used by each school to keep the record of all medicine administered by school personnel during each school year.

Nonprescription medication, including over-the-counter drugs such as aspirin, cough medicine, etc., may be administered by a school nurse or, in the absence of a nurse, an administrator or designated school employee, pursuant to written authorization of a parent, guardian, or person having legal custody of the student when other alternatives, such as resting or changing activities, are inappropriate or ineffective. The medication will be administered in accordance with label directions or written instructions from the student's physician. All medicine shall be properly stored, and not readily accessible to persons other than those persons who will administer the medication.

School personnel will not administer routine allergy injections or other injections to school personnel. The Head of School or designee may authorize the school nurse or LPN to administer injections or other emergency medications to students under special circumstances, providing the medication protocol is followed.

Diabetes Management

If a student with diabetes submits a diabetes management plan, within the meaning of the Diabetes Management in Schools Act, 70 O.S. § 1210.196.1 *et seq.*, the School will take reasonable steps to assist the student with the management of their diabetes care as provided in their diabetes management plan.

The School shall provide (with the permission of the parent, guardian, or person having legal custody of the student) to each employee who is responsible for supervising a student with diabetes an information sheet that:

- Identifies the student who has diabetes
- Identifies potential emergencies that may occur as a result of the diabetes of the student and the appropriate responses to emergencies
- Provides the telephone number of a contact person in case of an emergency involving the student.

The parent, guardian, or person having legal custody of the student is responsible for informing the designated official of any change in the student's health or change in medication.

This policy statement will be provided to a parent or guardian upon receipt of a request for long-term administration of medication.

Adopted: 6/17/2021

LEGAL REFERENCE: 10 O.S. § 170.1; 59 O.S. § 353.1; 70 O.S. § 1-116, et seq., 70 O.S. 1210.196.1-196.8

POLICY S-004
VISION SCREENINGS

Oklahoma law requires that the parent or guardian of each student enrolled in kindergarten, first, and third grades at a public school must provide proof that their student passed a vision screening within the last 12 months. State law further provides that no student shall be prohibited from attending school for the lack of a vision screening certification or an eye examination report.

The School will offer to all students yearly vision screenings, with the consent of the legal guardian, free of charge. The legal guardian will continue to receive the results. The School will comply with any state reporting requirements.

Adopted: 6/17/2021

LEGAL REFERENCE: 70 O.S. § 1210.284.

POLICY S-005
BULLYING PREVENTION

Introduction

Western Gateway Elementary School recognizes that the need for student safety is imperative in order to promote a climate that is safe and conducive for learning.

Students are prohibited from bullying, harassing, threatening, or intimidating other students or school personnel. Bullying means any behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

The following steps shall apply to the investigation of reported incidents of harassment, intimidation, bullying, or threatening behavior:

- If any person is aware of, observes, or is a victim of bullying, harassing, threatening, or intimidating behavior or communications from a student, such person must report the behavior or communication to the Head of School.
- The Head of School will gather information deemed necessary to evaluate the incident.
- After completing any necessary investigation, the Head of School shall determine if the student accused of bullying, harassing, threatening, or intimidating behavior or communications engaged in prohibited conduct and, if so, shall determine the appropriate discipline.
- Parents and guardians of both victims and perpetrators of verified bullying will be notified and steps taken to rectify the actions of students involved.
- During the pendency of the investigation, the Head of School may take appropriate action to ensure the safety of all students or school personnel involved.
- If warranted, the Head of School shall notify law enforcement of the reported incident and cooperate with any law enforcement investigation.
- If the student's actions are determined to constitute harassing, intimidating, threatening, hazing, or bullying behavior or communications, the Head of School may, as a condition and part of any disciplinary action that is taken, recommend that available community mental health care options be provided to the student.
- The Head of School may also require that the student and the student's parent or guardian meet with the administrator, a school counselor, and/or other appropriate school personnel before being allowed to return to school.
- If a student is found to have falsely accused another student of harassment, intimidation, bullying, or threatening behavior as a means of retaliation, reprisal or as a means of bullying then they may be assigned disciplinary consequences as deemed appropriate by the Head of School.

Definitions/Terms:

“At school” means on school grounds, in school vehicles, at school-sponsored activities or at school-sanctioned events.

“Electronic communication” means the communication of any written, verbal, pictorial or video content by means of an electronic device, including, but not limited to, a telephone, or mobile or cellular telephone or other wireless telecommunication device or a computer.

“Threatening behavior” means any pattern or behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.

Appropriate school personnel consists of site administration (Head of School, Assistant Head of School), counselor, and/or teacher.

Information from this policy shall be posted in areas deemed appropriate by the Head of School, and will be included in all student and faculty handbooks.

The Head of School or designee will conduct an annual training of preventing, identifying, responding and reporting incidents of bullying with their faculty and staff. The Head of School will also provide for an educational program for students and parents in preventing, identifying, responding to and reporting incidents of bullying.

Adopted: 6/17/2021

LEGAL REFERENCE: 70 O.S. §24-100.3 and §24-100.4; 21 O.S. § 850.

POLICY S-006
STUDENT DISCIPLINE

Introduction

The Board believes that student behavior should be based on respect and consideration for the rights of others. This policy and corresponding regulations define standards of conduct to which students are expected to conform, and provide options for the methods of control and discipline of students as required by law. In order to comply with the Board's statutory obligation to notify all students, teachers, and parents of the adoption of policies for the control and discipline of children attending this school, the substance of this policy shall be set forth in documents for students and parents and be distributed on an annual basis.

Classroom teachers have the responsibility of maintaining discipline in the classroom in accordance with this policy. Minor infractions of school rules may be handled by the teacher, the Head of School, or his or her designee. Disciplinary action is to be consistent with the Student Code of Conduct.

Western Gateway Elementary School's primary goal is to educate. However, education includes establishing norms of social behavior and assisting students in understanding and attaining those norms. Occasionally, corrective actions are necessary for the benefit of the individual and the School. It is the policy of the School that students may be disciplined for any misconduct related to the programs or activities of the School.

Each student shall be treated in a fair and equitable manner. Disciplinary action will be based on a careful assessment of the circumstances surrounding each infraction.

*If a student is suspended, whether in school (ISS) or out of school (OSS), the student will be given the opportunity to complete assignments and receive full credit for such assignments that are completed and returned to the teacher.

The following are some examples of these circumstances:

- The seriousness of the offense;
- The effect of the offense on other students;
- Whether the offense is physically or mentally injurious to other people;
- Whether the incident is isolated or habitual behavior;
- The manifestation of a disability;
- Any other circumstances which may be appropriately considered.

Standards of behavior for all members of society are generally a matter of common sense. The following examples of behavior are not acceptable in society generally, and in a school environment particularly. The involvement of a student in the kind of behavior listed below will generally require remedial or corrective action. These examples are not intended to be exhaustive, and the exclusion or omission of unacceptable behavior is not an endorsement or acceptance of such behavior. When, in the judgment of

a teacher or administrator, a student is involved or has been involved in unacceptable behavior, appropriate remedial or corrective action will be taken.

- Unexcused lateness to school
- Unexcused lateness to class
- Cutting class
- Leaving school without permission
- Refusing redirection or time-out
- Smoking
- Truancy
- Disrupting class
- Possessing or using alcoholic beverages or other mood-altering chemicals
- Stealing
- Forgery, fraud, or embezzlement
- Assault, physical and/or verbal
- Fighting
- Profanity
- Possession of weapons or other items with the potential to cause harm
- Distributing obscene literature
- Destroying/defacing/vandalizing school property
- Racial discrimination including racial slurs or other demeaning remarks concerning another person's race, ancestry, or country of origin and directed toward another student, an employee, or a visitor.
- Harassment because of race, sex, national origin, disability, religion, sexual orientation, or gender identity.
- Gang-related activity or action

Parents, guardians, and students enrolled in the School should be notified at the beginning of each school year that this policy is in effect. A copy of this policy will be made available upon request to parents or guardians at any time during the school year.

Adopted: 6/17/2021

***Ammended: 4/28/2022**

LEGAL REFERENCE: 70 O.S. § 6-114; 70 O.S. § 24-100.8; 70 O.S. § 24-101.3.

POLICY S-007
STUDENT DISCIPLINE – OUT-OF-SCHOOL

The Board recognizes that out-of-school conduct of students attending School is not normally a concern (a responsibility) of the Board. However, the Board believes that disciplinary action for conduct occurring off school property and not involving a school activity is proper if the conduct has an adverse effect upon the School. Therefore, it is the policy of this Board that any student will be subject to disciplinary action including, but not limited to, suspension from School for any conduct which, in the opinion of the school administrators, has an adverse impact upon the School, even if such misconduct occurs off school property and during non-school time. Such activity includes, but is not limited to, the following:

- Damaging school property;
- Engaging in activity that causes physical or emotional harm to other students, teachers, or other school personnel, including social media; and
- Engaging in activity that directly impedes discipline at School or the general welfare of School activities.

Adopted: 6/17/2021

LEGAL REFERENCE: 70 O.S. § 6-114.

POLICY S-008

STUDENT DISCIPLINE – PROCEDURES FOR STUDENTS WITH DISABILITIES

Disciplinary Actions Resulting in Removal for 10 or Fewer School Days

Students with disabilities are expected to follow the student code of conduct. A student with a disability who has an IEP in effect can be removed from school through an out-of-school suspension or removed to another setting or to an appropriate Interim Alternative Educational Setting (IAES), just as any other student without a disability can, for up to a total of 10 school days, for violations of the student code of conduct or school rules. The 10 school days can be consecutive or cumulative and can occur over the course of one school year. It is not necessary for the IEP team to meet when this occurs. Likewise, it is not necessary for a manifestation determination to be completed, a functional behavior assessment to be conducted, a behavior intervention plan to be developed, or for any special education services to be provided if the removal is for 10 or fewer school days over the school year. However, as a best practice, Western Gateway Elementary School may choose to convene the IEP team to discuss the need for a functional behavior assessment or to review and make changes to the student's current behavior intervention plan. Additionally, in accordance with Oklahoma State law, an out-of-school suspension of any student for more than 5 consecutive school days requires Western Gateway Elementary School to provide the student with an education plan designed for the eventual reintegration of the student into school.

Disciplinary Actions Resulting in Removal for More than 10 School Days

When disciplinary actions result in removal for more than 10 school days in a school year **and** clearly indicate a **pattern of removal** that constitutes a change in placement, Western Gateway Elementary School must conduct a manifestation determination, and the IEP team must determine appropriate services that allow the student to continue to participate in the general education curriculum and progress toward meeting the goals outlined in the student's IEP, although in another setting.

If Western Gateway Elementary School officials determine that it is appropriate to suspend a student out of school for more than 10 **consecutive** school days, or to have a student's educational setting changed to an IAES for up to 45 school days due to the existence of a special circumstance, such as weapon or illegal drug possession or infliction of serious bodily injury on another person, Western Gateway Elementary School officials must notify the parent or adult student immediately of this decision.

Western Gateway Elementary School personnel must consider unique circumstances when determining whether a change in placement is appropriate for a student with a disability. These circumstances are best determined at the local level by Western Gateway Elementary School personnel who know the student and the facts and factors related to the behavioral violation. Western Gateway Elementary School personnel should consider various forms of information such as the student's disciplinary history, antecedents to the offending behavior, as well as the supports that were provided to the student prior to the behavioral violation.

Actions Involving a Disciplinary Removal that Results in a Change of Placement

Within 10 school days from the date of the decision to impose an out-of-school suspension or another type of disciplinary removal that either exceeds **10 consecutive school days or 10 cumulative days of suspensions in the same school year that constitute a pattern of removal** (a change in placement), or placement in an IAES, a meeting must be held to determine whether the conduct in question was

caused by, or had a direct and substantial relationship to, the student's disability or whether the conduct was a result of Western Gateway Elementary School's failure to implement the student's IEP. These steps are referred to as a "manifestation determination."

Actions Resulting in a Change of Placement

34 CFR §300.536 Change of placement because of disciplinary removals.

For purposes of removals of a child with a disability from the child's current educational placement under 34 CFR §300.530 through 300.535, a change of placement occurs if -

- The removal is for more than 10 consecutive school days; or
- The child has been subjected to a series of removals that constitute a pattern -
 - Because the series of removals total more than 10 school days in a school year;
 - Because the child's behavior is substantially similar to the child's behavior in previous incidents that resulted in the series of removals; and
 - Because of such additional factors as the length of each removal, the total amount of time the child has been removed, and the proximity of the removals to one another.

The public agency determines on a case-by-case basis whether a pattern of removals constitutes a change of placement.

This determination is subject to review through due process and judicial proceedings.

Western Gateway Elementary School Actions When There is a Change of Placement

Whenever disciplinary action results in a change in placement, Western Gateway Elementary School must:

- Notify the parent or adult student of the disciplinary action to be taken on the date of the decision and provide a copy of the *Parents Rights in Special Education: Notice of Procedural Safeguards*; and
- Conduct a manifestation determination no later than 10 school days after the date on which the decision to take the disciplinary action is made.

Interim Alternative Educational Settings

Western Gateway Elementary School personnel may remove a student to an IAES for no more than 45 school days without regard to whether the behavior is determined to be a manifestation of the student's disability if one or more of the following special circumstances exist. The student:

- Carries a weapon to or possesses a weapon at school, on school premises, or to or at a school function under the jurisdiction of Western Gateway Elementary School;
- Knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school, on school premises, or at a school function under the jurisdiction of Western Gateway Elementary School;
- Has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of Western Gateway Elementary School, defined as bodily injury that involves:
 - A substantial risk of death;
 - Extreme physical pain;
 - Protracted and obvious disfigurement; or
 - Protracted loss or impairment of the function of the bodily member, organ, or mental faculty.

[Serious Bodily Injury 18 U.S.C. §1365(h)(3), Dangerous Weapon 18 U.S.C. §930(g)(2), Controlled substance 21 U.S.C. §812(c)]

Serious bodily injury A bodily injury that involves a substantial risk of death, extreme physical pain, protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member, organ or faculty. See 18 U.S.C. Section §1365(h)(3).

Although the student may be placed in an IAES, as determined by the IEP team, for up to 45 school days even if the conduct is a manifestation of the student's disability, the IEP team must still convene a meeting to review the student's IEP and conduct a manifestation determination.

Hearing Officer Actions Resulting in a Change of Placement

If necessary in appropriate circumstances, through an expedited due process hearing, Western Gateway Elementary School may ask a hearing officer to place a student with a disability in an appropriate IAES.

In requesting a hearing officer to place a student in an IAES, Western Gateway Elementary School must:

- Demonstrate by substantial evidence that maintaining the current placement is substantially likely to result in injury to the student or others; and
- Indicate whether the request is for an initial period of not more than 45 school days or an additional period of not more than 45 school days.

Court Actions Resulting in a Change of Placement

Western Gateway Elementary School administrators may seek a court order to remove a student with a disability from school or the current placement at any time. FAPE [educational services] must not cease during the period of time an injunction is in place. Although not directly addressed in the IDEA, the U.S. Department of Education has stated that a school district need not exhaust the administrative due process hearing system before seeking such court relief.

FAPE Considerations

Services may not cease and Western Gateway Elementary School must consistently provide FAPE to the student with a disability:

- After the student is removed for 10 school days in the same school year and subsequent days of removal do not constitute a change of placement;
- When there is a disciplinary change of placement.

FAPE Requirements in an IAES

If the student's placement will change to an IAES, the IEP team must select an IAES that enables the student to:

- Continue to participate in the general education curriculum;
- Progress toward meeting the goals set out in his or her IEP; and
- Receive, as appropriate, a functional behavior assessment(s) (FBA) and behavioral intervention services to address the behavior violation so that it does not recur.

Procedures for a Manifestation Determination

In making the manifestation determination, Western Gateway Elementary School, the parent or adult student, and relevant members of the IEP team (as determined by the parent or adult student and Western Gateway Elementary School), will review all relevant information, including:

- The student's IEP;
- Any relevant teacher observations; and
- Any other information provided by the parents or adult student.

If the IEP team finds that the student's behavior was caused by or had a direct and substantial relationship to the student's disability, or that the behavior was a direct result of Western Gateway Elementary School's failure to implement the IEP, then the behavior must be found to be a manifestation of the student's disability. If the team determines that the conduct in question was the direct result of Western Gateway Elementary School's failure to implement the IEP, Western Gateway Elementary School must take immediate steps to remedy those deficiencies. The team must also either:

- Seek parent or adult student consent to conduct a FBA, unless Western Gateway Elementary School already conducted a FBA before the behavior that resulted in the change of placement occurred and the team determines that further FBA is unnecessary, and develop and implement a BIP for the student; or
- If a BIP has already been developed, review the BIP and modify it, as necessary, to address the behavior.

When the conduct is determined to be a manifestation of the student's disability, Western Gateway Elementary School will not implement the disciplinary removal, unless special circumstances exist for placement in an IAES, as discussed above. Unless special circumstances exist, the IEP team will return the student to the placement from which the student was removed, unless the parent or adult student and Western Gateway Elementary School agree to a change of placement as part of modifying the student's BIP.

If the IEP team finds that the student's behavior was not a manifestation of the student's disability, the same disciplinary actions can be implemented for the student with a disability as are implemented for any student except that the student is still entitled to a FAPE. The IEP team must determine how the student will continue to receive educational services that allow him or her to continue to participate in the general education curriculum and progress toward meeting the goals in the IEP during the suspension or other removal from school, and amend the current IEP or develop a subsequent IEP that specifies what and where special education and related services will be provided.

In addition, the IEP team, if appropriate, will conduct a FBA and develop a BIP. In the event of appeal of a student's out-of-school suspension, Western Gateway Elementary School will forward the student's special education and disciplinary records for consideration to the board of education or board-appointed hearing officer who makes the final decision regarding the disciplinary action.

Other Considerations

Request for an Expedited Hearing

An expedited hearing is a hearing that occurs within 20 school days of the request with a decision rendered within 10 school days of the hearing.

The parent or adult student may request an expedited due process hearing if he or she:

- Disagrees with the determination that the behavior was not a manifestation of the student's disability;
- Disagrees with any decision of the IEP team regarding a change of placement for disciplinary reasons; or
- Disagrees with the decision regarding the student's placement in an IAES.

Western Gateway Elementary School may request an expedited hearing if it believes that maintaining the current placement is substantially likely to result in injury to the student or to others. When an expedited hearing is requested (either by the parent or adult student to challenge the action or by Western Gateway Elementary School to seek removal to an interim setting), the student remains in the IAES

pending the decision of the hearing officer or the expiration of the disciplinary placement term, whichever occurs first, unless the parent or adult student and Western Gateway Elementary School agree otherwise. Resolution meeting requirements apply but are shortened from 15 to 7 days. No challenge to the sufficiency of the request is available.

Referrals to and Action by Law Enforcement and Judicial Authorities

Western Gateway Elementary School is permitted to report a crime that a student with a disability may have committed to appropriate law enforcement authorities. However, under the Family Educational Rights and Privacy Act (FERPA), Western Gateway Elementary School must ask for parent or adult student consent to transmit a student's special education records to the authorities, unless ordered by a judge or in compliance with a subpoena; Western Gateway Elementary School may transmit the records. Otherwise, records are not transmitted in accordance with the IDEA.

FERPA always allows disclosure if the parent(s) consent to the disclosure. FERPA exceptions to the parent consent requirement may allow for disclosure in other circumstances:

- Student records may be disclosed in compliance with a lawfully issued subpoena. However, parents or adult students must be notified in writing that the records have been subpoenaed before they are forwarded, unless the court has ordered that the existence of the subpoena or the contents of the subpoena not be disclosed.
- Student records may be disclosed in emergency situations where the disclosure is necessary to protect the health or safety of themselves or others.
- Student records may be disclosed under limited circumstances pursuant to State laws concerning the juvenile justice system.
- When records are provided to law enforcement or judicial authorities, the disclosure must be on the condition that the record will not be further disclosed without the written consent of the student's parents, or the student if the student is 18 or older.

Transportation

If bus transportation is identified as a related service on the IEP, a suspension from the bus is treated as a suspension from school (unless Western Gateway Elementary School provides transportation services in some other way, such as "transportation in lieu of") because transportation is necessary for the student to be provided a FAPE.

If bus transportation is not identified as a related service on the IEP, a suspension from the bus is not counted as suspension from school. In these cases, the student and the parent have the same obligation to get to and from school as a student without a disability who has been suspended from the bus.

If the student's behavior on a school bus violates a school code of conduct, whether or not the transportation is a related service, the IEP team must consider whether the behavior should be addressed in a Behavioral Intervention Plan (BIP).

In-School Suspension

Students with disabilities who are placed in an in-school intervention or in-school suspension program must have the opportunity to continue to progress appropriately in the general curriculum, to receive the services in the IEP, and to participate with nondisabled students to the extent they would have in the current placement, in order for Western Gateway Elementary School to avoid counting those days as days of disciplinary removal. If any of the criteria are not met, the in-school

suspension will count towards the 10 cumulative school day limit before the IDEA disciplinary provisions are applied.

Transfer of Discipline Records

The forwarding and disclosure of disciplinary records or other educational records to Western Gateway Elementary School Elementary School in which a student seeks or intends to enroll must be in accordance with the annual notification requirements and provisions of FERPA. When Western Gateway Elementary School Elementary School initiates disciplinary proceedings applicable to all students, the special education and disciplinary records of students with disabilities must be given to authorized Western Gateway Elementary School Elementary School personnel for their consideration in making the final determination regarding the disciplinary action.

Protections for Students Not Yet Eligible for Special Education

A student who has not been determined eligible for special education and who has violated any rule or code of conduct of Western Gateway Elementary School Elementary School may assert the protections of the IDEA if Western Gateway Elementary School Elementary School had knowledge that the student was a student with a disability before the behavior that precipitated the disciplinary action.

Parent Request for Evaluation of a Disciplined Student

If a request for an evaluation of a student who is not currently eligible for special education is made during the period in which the student is subject to disciplinary measures, Western Gateway Elementary School will conduct the evaluation in an expeditious manner. Pending the results of the evaluation, the student will remain in the educational placement determined by Western Gateway Elementary School officials, which can include suspension or expulsion without educational services.

If the student is subsequently determined eligible for special education, Western Gateway Elementary School Elementary School will:

- Convene an IEP team meeting to develop an IEP; and
- Conduct a manifestation determination.

If the behavior is caused by or had a substantial relationship to the student's disability, the disciplinary action must be set aside, and the student must be provided appropriate educational services in the least restrictive environment (LRE).

If the behavior is not caused by nor has a substantial relationship to the student's disability, the student is subject to the disciplinary placement that has been determined, but he or she is still entitled to receive a FAPE, which is determined by the IEP team. Educational services must be provided to the extent necessary to allow the student with a disability the ability to participate in the general education curriculum and the opportunity to advance toward achieving the goals set out in his or her IEP.

If the evaluation group determines that the student is not eligible for special education, he or she will be subject to the same disciplinary actions as all other students.

Basis of knowledge

With limited exceptions, Western Gateway Elementary School will be deemed to have knowledge that an individual is a student with a disability if one or more of the following is true:

- The parent or adult student has expressed concern to supervisory or administrative Western

Gateway Elementary School personnel or a teacher of the student that the student is in need of special education and related services. The concern must be expressed in writing unless the parent or adult student is unable to write or has a disability that prevents a written statement.

- The parent or adult student has requested that the student be evaluated for special education.
- The student's teacher or other Western Gateway Elementary School personnel have expressed specific concerns about a pattern of behavior demonstrated by the student directly to the director of special education or to other Western Gateway Elementary School supervisory personnel in accordance with Jones Public School's established Child Find system or special education referral system.

No basis of knowledge

Western Gateway Elementary School will be deemed not to have knowledge that an individual is a student with a disability if one or more of the following is true:

- An evaluation was conducted and a determination was made that the student did not have a disability.
- The parent or adult student refused to give written consent for an evaluation.
- The parent or adult student refused special education services.

If Western Gateway Elementary School did not have a basis of knowledge that a student was a student with a disability prior to taking disciplinary measures, the student is subject to the same disciplinary measures applied to all other students who engage in comparable behaviors.

Parents Revoking Consent

If a parent chooses to revoke consent for special education and related services, Western Gateway Elementary School should inform the parents in the written notice that the student will be treated as a nondisabled student for disciplinary purposes.

Adopted: 6/17/2021

LEGAL REFERENCE: Individuals with Disabilities Education Act (IDEA), as amended in 2004, PL 108-446, 20 U.S.C. 1400, *et seq.*

POLICY S-009
SUBSTANCE USE BY STUDENTS

Introduction

The Western Gateway Elementary School recognizes that the need for student safety is imperative in order to promote a climate that is safe and conducive for learning.

Student Substance Use, Possession, Being Under the Influence

Whenever a student is suspected of using, consuming, possessing, or being under the influence of drugs or alcohol, the Head of School shall verify such suspicion by observation and/or documentation.

Use, Possession, or Being under the Influence of Drugs or Alcohol/Distribution of Controlled or Non-controlled Prohibited Substances: The following discipline shall be imposed on students who violate the policy provisions relating to (a) the use, consumption, possession, abuse or being under the influence of an alcoholic beverage, low-point beer, narcotic drug, stimulant, barbiturate, marijuana, depressant, hallucinogen, opiate, inhalant, counterfeit drug, any controlled substances, controlled substances without a valid prescription, mood altering chemicals or drug paraphernalia, or (b) the sale, transfer, distribution, or exchange of any over-the-counter medications, counterfeit drugs, alcoholic beverages or low-point beer.

For any student attending the School on a transfer, the Head of School may either immediately revoke the transfer such that the student shall return to the school that would otherwise be their home/resident school; or the Head of School may impose other disciplinary action as appropriate and revoke the transfer to the School at the semester or the end of the school year as determined by the Head of the School.

For students that reside within the residence boundaries of the School, the following disciplinary actions may be taken:

- First Offense: Upon verification of a first offense, the Head of School or designee shall notify the student's parent or guardian. The Head of School or designee shall suspend the student found to have violated these provisions for a minimum of 10 days. The Head of School or designee may modify the suspension. Furthermore, the Head of School or designee may recommend long-term suspension up to the remainder of the semester/term depending on circumstances of the violation and/or lack of compliance.
- Subsequent Offenses: Upon verification of a subsequent offense, the Head of School or designee shall notify the student's parent or guardian. The Head of School or designee may recommend long-term suspension for the remainder of the current semester/term and succeeding semester/term.

Adopted: 6/17/2021

LEGAL REFERENCE: 70 O.S. § 24-138(B).

POLICY S-010
SUSPENSION OF STUDENTS AND REVOCATION OF TRANSFER

Introduction

It is the policy of the Western Gateway Elementary School that the Head of School or designee may suspend a student or revoke a student's transfer to the School for any of the following reasons:

- Serious Acts of immorality;
- Violations of School policy or regulations;
- Possession of an intoxicating beverage, low-point beer;
- Possession of missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities;
- Possession of a dangerous weapon or a controlled dangerous substance (as defined in the Uniform Controlled Dangerous Substances Act);
- Possession of a firearm;
- Any act which disrupts the academic atmosphere of the school, or endangers or threatens fellow students, teachers, or officials or damages property; and
- Adjudication as a delinquent for a violent or non-violent offense.

A student who has been suspended from any school within the State of Oklahoma, or another state, for a violent act or an act showing deliberate or reckless disregard for the health or safety of employees or other students shall not be entitled to enroll in the School until the term of the suspension has been met or the time of suspension has expired, and may be a consideration by the School as to whether to approve a transfer.

The School is not required to provide educational services, in the regular school setting, to any student who has been adjudicated as a delinquent for an offense defined in 57 O.S. § 571 as an exception to nonviolent offenses or convicted as an adult of an offense which is an exception to a nonviolent offense as outlined in Oklahoma law or who has been removed from a public or private school in the State of Oklahoma or another state, by administrative or judicial process, for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students. Additionally, the School is not required to provide educational services in a regular school setting to any student who has been found to have assaulted, attempted to cause physical bodily injury to, or acted in a manner that could reasonably cause bodily injury to a school employee or a person volunteering at a school. Until the School determines that such students no longer pose a threat to self or other students, or employees, the School will not accept a transfer for any such students, and if the student resides in the boundaries of the School, the School will seek to enroll such students in alternative service programs, home-based programs, or in other appropriate settings.

Any student who uses or possesses a firearm at school, at any school-sponsored event, or in or upon any school property, including school transportation or school-sponsored transportation, will be removed from School for not less than one full calendar year or to immediately revoke the student's transfer to attend the School. The Head of School or designee has the authority to modify the term of suspension

on a case-by-case basis; however, any substantial modification must be reported to the Board of Education.

Adopted: 6/17/2021

LEGAL REFERENCE: 70 O.S. § 24-101.3.

POLICY S-011

HEAD LICE

In order to safeguard students and School personnel from an epidemic of Pediculosis (lice), the following protocols will be followed:

When a student is found to have live head lice or nits:

- The parent is notified, and information related to detection and elimination of head lice and nits may be provided to the parent or guardian.
- The student will be sent home from School so as to avoid any other students or staff from being infected.
- The parent is instructed that the student must be treated before returning to School, and evidence of the treatment should be provided to the School (e.g., used treatment container/note).
- The School may check student's head upon return to School. If live lice or nits are found, the student should not return to the classroom. Parent will be instructed to remove all live lice and nits before the student returns to school.
- If only nits are found, the parent will be notified to keep combing them out with a lice comb at least daily for the next two weeks.
- Follow up head checks may be done by school staff to confirm lice and nit elimination efforts.
- If live lice or nits are found, the process of notification to parents/guardians begins again.

In addition, additional checks or screenings for lice may be done when appropriate:

- If a student found to have live head lice or nits has siblings in the School, those siblings will be checked for head lice or nits.
- Full classroom screenings for head lice may be done as deemed necessary by the Head of School or designee but will not be common practice.

Adopted: 6/17/2021

LEGAL REFERENCE: 70 O.S. § 1210.194

POLICY S-012
PARENT/STUDENT AND SCHOOL AGREEMENT

Western Gateway Elementary School (the “School”) is a full-time charter school for which many families choose for their children to attend. If a parent elects to have their student attend the School, the parent(s) and student(s) agree to fulfill certain expectations and School policies upon acceptance of enrollment at the School. Parents and students are aware that it is their obligation to fulfill these expectations and to comply with the School policies so that student(s) and School can be successful.

Direct parental involvement is fundamental to the success of the School. The school requires parental duties to include parental support of their student by ensuring his/her attendance, punctuality, volunteering, addressing behavior issues, and refraining from any disparaging comments about the School, staff, other parents or students, including social media or other forms of communication which may reasonably disrupt the educational environment at School. Student attendance is required for continued enrollment in School. School is required to track attendance according to state law. Students who do not meet attendance requirements may be found truant and/or withdrawn from School by revoking the student’s transfer. Students are expected to have at least an attendance rate of ninety-five percent (95%), and are expected to be on time for School. If the Head of School determines that a parent and/or student are not upholding their agreement(s) with the School and abiding by School policy, a student may be denied a transfer to the School in future school years, or a transfer may be revoked effective immediately. Additionally, the Head of School may require a parent meeting to discuss support, resources, and commitment necessary to adhere to applicable school policy.

Parents or other responsible adults are expected to maintain communication with School and teachers on a regular basis. Face-to-face meetings may be requested by either the School or parent. A working phone number, email address, and current physical, mailing, address must be provided and maintained throughout the school year. Families are required to notify teachers and/or School administration of any changes in contact information as they occur. Failure of a parent or legal guardian to maintain reasonable communication with School may result in the denial of a transfer to the School in future school years and/or the Head of School may require a parent meeting to discuss support, resources, and commitment necessary to adhere to applicable school policy.

As applicable, students shall be required to participate in state-mandated testing or site-based academic testing according to their grade level. Parents acknowledge and agree to participate in applicable state and school academic testing as required by law.

Parents are advised that a transfer may be revoked for violation of School policies, to include, but not limited to, acts of immorality, violations of School policy or regulations/code of conduct, any act which disrupts the academic atmosphere of the School, or endangers or threatens fellow students, teachers, or employees of the School or School property.

The failure of the parent and/or student to fulfill their agreement with School and to honor the permissions and authorizations with the School as well as School policies may result in the School imposing consequences to include, but not limited to: (1) immediate revocation of a student's transfer; and/or (2) denying a student's request to re enroll; and/or (3) denying a transfer for future school years. School seeks to serve the best interest of a student, and the School believes that if a student is not attending School, is not punctual to the start of the School day, and if a parent and/or student is not complying with School policies, the School may not be the best choice for that family or student.

Adopted: June 17, 2021

POLICY S-013
GUIDELINES FOR PRIVATE COUNSELING AT SCHOOL

The following are guidelines to allow students the opportunity to receive private mental health and behavioral support at school while ensuring compliance with School policies and procedures.

1. Private agencies, therapists, and appropriately licensed practitioners authorized to provide services to students at school.

- a. Services may be provided only by agencies and individuals with appropriate training and licensing ("Practitioners"). Proof that the individual is a Licensed Behavioral Health Practitioner (LBHP), or equivalent appropriately licensed professional (including but not limited to Licensed Professional Counselors (LPC), Licensed Clinical Social Worker (LCSW), Licensed Marriage and Family Therapist (LMFT), or Licensed Alcohol and Drug Counselor (LADC)), who is in good standing and has successfully completed a comprehensive background check must be provided to the School prior to providing services.
- b. Agencies must identify an agency point of contact for the School, and individual Practitioners must provide complete contact information.
- c. Private Practitioners may not under any circumstances solicit business by initiating contact with students who are not already their clients.

2. Prior Approval.

- a. Completion of the School's consent form, including consent of the parent(s)/guardian(s) and authorization from the Head of School, is required prior to providing services.

3. General Conditions.

- a. Practitioners are required to adhere to all applicable School policies, rules, and guidelines, including check-in procedures.
- b. Practitioners are required to comply with applicable rules of professional conduct and adhere to all relevant professional standards.
- c. A student's time out of the regular educational program to receive private services is to be limited as much as practical and in the best interests of the student.
- d. Practitioners must ensure that the student and parents/guardians understand that the services are not provided or sponsored by Western Gateway Elementary School. School staff shall also convey this information.

4. Student Confidentiality.

- a. Practitioners must agree to and follow all rules of confidentiality.
- b. School staff shall not consult with the Practitioners about any specific student without a prior completed Western Gateway Elementary School Authorization for Release of Information Form from the student's parent/guardian.
- c. In the absence of written authorization from the student's parent/guardian, school staff may speak with Practitioners only in terms that do not disclose the identity of individual students.

***The School reserves the right to exclude any Practitioner, agency, or individual from providing services to students in the school buildings.**

NOTICE CONCERNING OUTSIDE AGENCY THERAPISTS IN SCHOOLS

Private therapy services provided by outside agencies at school are NOT provided or sponsored by Western Gateway Elementary School. If a parent or guardian has problems with a particular outside agency or therapist, the parent or guardian should address the problem directly with the therapist or with the agency with which the therapist is associated. If a parent or guardian has reason to believe that a particular therapist should not be allowed to provide private services to students at school, the parent or guardian should inform the building administrators of the fact and the reason for the concern. Parents and guardians may at any time revoke the consent they have given for their child to be served at school by an outside private therapist.

CONSENT TO RECEIVE OUTSIDE AGENCY THERAPY SERVICES IN SCHOOL

I have read the above notice and give consent for my child, _____, to receive outside agency therapy services in school from: _____

(Name of outside agency and therapist). I agree to hold Western Gateway Elementary Schools harmless for any costs, damages, injury, or other harm that may be caused as a result of the outside agency therapy services. I understand that this consent expires at the end of the current school year.

Parent/Guardian Signature: _____ Date: _____

* Disclosure Notice: This Disclosure Notice applies to the electronic record above and all communications with LPS related to this electronic record. Under this notice, the electronic record, communications, disclosures, and other records you receive from LPS in electronic form will be considered "in writing." Your consent covers the electronic record. You understand and agree that your electronic signature affixed to the electronic record shall be legally binding and shall be considered authorized by you. You also consent to receive all communications, disclosures, notices, and other records relating to this from LPS in electronic form, instead of receiving such communication, disclosures, notices, and other records in printed paper form. You can print your electronic records directly from your computer to provide your handwritten signature. The records will not be sent to you in a paper copy unless specifically requested by you. You will not be charged for paper copies of the records. To specifically request paper copies, please send an email to hzacarias@westerngateway.school. You will be able to sign a paper copy after school is in session. You have the right at any time to cancel and withdraw your consent to receive future electronic delivery of records. If you withdraw your consent, none of the electronic records, communications, disclosures, notices, or other records delivered to you in electronic form prior to your withdrawal of consent will be affected. If you wish to withdraw your consent, please send an email to hzacarias@westerngateway.school. Your notice of withdrawal will be effective within a reasonable time after we receive the withdrawal notice. In order to sign your electronic record electronically and in order to receive electronic delivery of communications, disclosures, notices, and other records, you will need access to a computer with the following:

a) Access to the following operating systems: Microsoft Windows or Apple macOS; b) Access to the Internet; c) Access to a valid e-mail address; d) A web browser (The use of Chrome is recommended); e) Access to software which permits you to receive and access Portable Document Format files, such as Adobe Acrobat Reader; f) Sufficient storage space to save records, communications, disclosures, and notices, and other records (whether presented online, in e-mails, or in PDF format) or the ability to print such records, communications, disclosures, and notices, and other records; g) Access to a printer (if you wish to print paper copies of any electronic records, communications, disclosures, notices, or other records). If we change the minimum hardware and/or software requirements, we will notify you of the changes. If you cannot access or retain electronic records, communications, disclosures, notices, or other records in electronic form as a result, you will have the right to withdraw your consent with respect to the electronic delivery of such records. It is your responsibility to keep your primary email address current so that we may send electronic records and communications. You understand and agree that if we send you an electronic record, communication, disclosure, or notice, but you do not receive it because your email address is incorrect, out of date, blocked by your service provider, or returned undeliverable, we will be deemed to have provided electronic delivery. You acknowledge and agree that your consent to your electronic signature and electronic delivery is being provided in connection with a transaction affecting governmental affairs that is subject to the Nebraska Uniform Electronic Transactions Act and, to the extent required, by the federal electronic Signatures in Global and National Commerce Act, and that you and we both intend that both acts apply to the fullest extent possible to validate our ability to conduct transactions with you by electronic means.

Policy S-014
SCHOOL RESTROOMS AND CHANGING FACILITIES POLICY

1. Definitions:

- a. "Sex" means the physical condition of being male or female based on genetics and physiology, as identified on the individual's original birth certificate;
- b. "Multiple occupancy restroom or changing area" means an area in a public school or public charter school building designed or designated to be used by more than one individual at a time, where individuals may be in various stages of undress in the presence of other individuals. The term may include but is not limited to a school restroom, locker room, changing room, or shower room;
- c. "Coach" means a person employed by a public school district or public charter school who is involved in the teaching or training of students participating in a school-sponsored athletic activity; and
- d. "School-sponsored athletic activity" means a sporting event that is supported and affiliated with the school such as games, matches, and tournaments.

2. To ensure privacy and safety, any multiple-occupancy restrooms or changing areas will be designated as for the exclusive use of the male sex or the exclusive use of the female sex.
3. Any individual who does not wish to use the appropriate restroom or changing room based on sex as defined in this policy shall be provided a reasonable accommodation consisting of access to a single-occupancy restroom or changing room.
4. This policy shall not apply to individuals entering a multiple occupancy restroom or changing area designated for use by the opposite sex when entering in any of the following circumstances:
 - a. For custodial, maintenance, or inspection purposes;
 - b. To render emergency medical assistance; or
 - c. If a suitable meeting room or area is not available, a coach may enter a locker room before, during, or after a school-sponsored athletic activity, provided:
 - i. all students present are fully clothed,
 - ii. the coach shall be accompanied by at least one additional adult at all times, and
 - iii. if the coach is the opposite sex of the students present, the coach shall be accompanied by at least one adult of the same sex as the students present. The adult shall not be a current high school student.
5. In the event any individual refuses to comply with this policy, disciplinary action will be taken in accordance with school policy and/or applicable state law.

Adopted: 4/25/2024

70 O.S. § 1-125:

Policy S-015
Oklahoma Strong Readers Act School Policy

Purpose: This policy outlines the procedures and guidelines for the implementation of the Oklahoma Strong Readers Act, which requires the assessment of reading skills for students enrolled in kindergarten, first, second, and third grades. The policy ensures the acquisition of critical reading skills, including phonological awareness, decoding, fluency, vocabulary, and comprehension, as required by the State Board of Education.

1. Assessment and Screening:

- **Scope of Assessment:** Every student enrolled in kindergarten, first, second, and third grades will be assessed at the beginning and end of each school year using a screening instrument approved by the State Board of Education. This assessment will measure the following areas: phonological awareness, decoding, reading fluency, vocabulary, and comprehension, as appropriate for the student's grade level.
- **Criteria for Identifying Deficiencies:** If a student is assessed and found not to meet grade-level expectations, the student will be provided a program of reading instruction designed to improve their reading skills to the appropriate grade level.

2. Reading Instruction Program:

- **Research-Based Instruction:** The program of reading instruction will be based on scientific reading research and will align with the State subject matter standards adopted by the Oklahoma State Board of Education.
- **Multi-Tiered System of Support (MTSS) Model:** The reading instruction program will follow a three-tiered model:
 - **Tier 1:** Core instruction for all students.
 - **Tier 2:** Targeted interventions for students identified as not meeting grade-level standards.
 - **Tier 3:** Intensive, individualized instruction for students requiring additional support.
- **Additional Instructional Time:** The program may include:
 - Sufficient additional in-school instructional time to address deficits in phonological awareness, decoding, fluency, vocabulary, and comprehension.
 - If available and necessary, after-school tutoring, Saturday classes, or summer programs which will not count toward the required 180-day or 1080-hour school year.

- **Progress Monitoring and Diagnostic Assessments:** Regular assessments will be conducted to measure students' progress and inform instructional decisions. These assessments will be used for diagnostic purposes and periodic monitoring.
- **High-Quality Instructional Materials:** Instruction will be delivered using high-quality, scientifically-based instructional materials to support reading development.
- **Family Support:** Families of students in pre-kindergarten, kindergarten, first, second, and third grades will have access to free, online, evidence-based literacy resources to support their child's literacy development at home.

3. Reading Intervention Plans:

- **Intervention Identification:** Any student identified as having a reading deficiency through the screening process will receive an Individual Reading Intervention Plan within thirty (30) days. This plan will be in addition to the core reading instruction provided to all students.
- **Components of the Intervention Plan:**
 1. **Research-Based Intervention Services:** The plan will describe the research-based services the student will receive to address their reading deficiencies.
 2. **Explicit and Systematic Instruction:** Instruction will be explicit, systematic, and focused on the specific areas of phonological awareness, decoding, fluency, vocabulary, and comprehension as necessary.
 3. **Progress Monitoring and Adjustment:** The student's progress will be monitored regularly, and instruction will be adjusted based on the student's needs throughout the school year.
 4. **Continuous Support:** The intervention will continue until the student meets grade-level targets for reading based on assessments and screening instruments.

4. Dyslexia Screening:

- **Required Screening:** Beginning with the 2022-2023 school year, any student enrolled in kindergarten, first, second, or third grade who is assessed as not meeting grade-level targets in reading after the beginning-of-year assessment will be screened for dyslexia.
- **Additional Screening Requests:** A student may also be screened for dyslexia at the request of their parent or guardian, teacher, counselor, speech-language pathologist, or school psychologist.

5. District Strong Readers Plan:

- **Annual Plan Update:** The district will adopt and annually update a Strong Readers Plan, developed with input from school administrators, teachers, parents, guardians, and, if possible, a reading specialist.
- **Plan Components:** The district plan will include:
 - An analysis of data from the Oklahoma School Testing Program and other reading assessments.
 - A detailed outline of how each school site will comply with the provisions of the Strong Readers Act.
- **Submission for Approval:** The district's Strong Readers Plan will be submitted to and approved by the State Board of Education.

6. Accountability and Compliance:

- The district will ensure that all procedures outlined in this policy comply with the Oklahoma Strong Readers Act (70 O.S. §1210.508A, et seq.).
- Schools will maintain records of student assessments, intervention plans, and progress to ensure accountability and track student development.
- Regular reviews and updates to the district plan will be conducted to reflect new data, research, and best practices in reading instruction.

7. Communication with Families:

- **Notification to Families:** Families will be notified when their child is identified as having a deficiency in reading, and the individual intervention plan will be shared with them.
- **Ongoing Communication:** Regular updates on the child's progress will be provided to parents and guardians, and any necessary adjustments to the intervention plan will be communicated.

Effective Date: 4/17/2025. This policy will take effect immediately upon adoption and will be reviewed annually.

G References:

70 O.S. §1210.508A, et seq.

Policy S-016
Student Personal Electronic Device Policy

Purpose and Rationale

Western Gateway is committed to providing an environment that fosters academic focus, student engagement, and social interaction. Research and practical experience show that personal electronic devices such as cell phones, smartwatches, and wireless earbuds can be a significant distraction in the classroom. Excessive or inappropriate device use contributes to lower academic performance, decreased face-to-face interaction, and increased incidents of cyberbullying and social anxiety.

This policy supports a cell-phone-free learning environment, encouraging students to be present, focused, and engaged throughout the school day.

This policy is adopted in compliance with **Oklahoma Statutes, Title 70, Section 1-126**, as enacted by Senate Bill 139 (2025).

Policy Statement

Beginning with the 2025–2026 school year, all students enrolled in [District Name] public schools shall be prohibited from using **cell phones and personal electronic devices** while on campus during the instructional day, defined as “**bell to bell**”—from the first bell signaling the start of instructional time to the final bell dismissing students at the end of the day.

Devices must be **powered off and stored** in a student’s backpack, locker, or designated secure area for the duration of the school day unless an approved exception applies.

Definitions

- **Bell to bell:** The time from the first instructional bell of the school day to the final dismissal bell.
- **Personal electronic device:** Any personal device capable of connecting to a smartphone, the Internet, a cellular or Wi-Fi network, or another similar device. This includes but is not limited to:
 - Cell phones
 - Smartwatches
 - Smart headphones or earbuds
 - Tablets
 - Laptops
 - Smart glasses

School-issued or school-approved devices specifically limited for classroom instruction are not included in this definition.

Exceptions

Approved exceptions to this policy include:

1. **Emergency use:** Students may use personal devices in an emergency situation as directed by school personnel.
2. **Medical necessity:** Students who rely on electronic devices for health monitoring (e.g., glucose monitors, seizure alerts) may use them as needed, subject to prior approval by school administration and/or the school nurse.
3. **Instructional use with staff permission:** Teachers may allow temporary use of devices for specific learning activities.
4. Students who are on IEPs, Medical Plans and 504 Plans that require the use of these devices for assistive technology.

Disciplinary Procedures

Violations of this policy will result in appropriate disciplinary action in accordance with the district's student code of conduct. Progressive discipline may include:

- Verbal warnings
- Confiscation of the device and parent pick-up
- Loss of device privileges on campus
- Additional administrative consequences as appropriate

Parental Communication and Access

Parents or guardians needing to contact their student during the school day should call the school office. In turn, students may request permission to use a school phone or be called to the office when necessary.

Review and Implementation

This policy shall be reviewed annually. Training and clear communication will be provided to students, parents, and staff before implementation.

Adopted: 8/21/2025

70 O.S. § 1-126 (SB 139, 2025)

Policy S-017
Military-Dependent Student Transfers

Pursuant to 70 O.S. § 8-103.1v2 B, the school will approve the transfer of students who are the dependent children of a member of the active uniformed military services of the United States on full-time active duty status and students who are the dependent children of a member of the military reserve on active duty orders if:

1. At least one parent of the student has a Department of Defense-issued identification card; and
2. The student will be residing with a relative of the student who lives in the receiving school district or who will be living in the receiving school district within six (6) months of the filing of the application for transfer

Adopted:9/18/2025

Policy S-018

Student Self-Administration of Asthma, Anaphylaxis, and Cystic Fibrosis Medication and Stocking of Epinephrine and Inhalers

Pursuant to Emerson Kate Cole Act 70 OS. § 1-116.3

(a) **Purpose.** The purpose of this policy is to provide clear guidance to school personnel, the students, and the parent(s) or guardian(s) regarding the self-administration of prescribed medication for asthma, anaphylaxis, and cystic fibrosis. This policy also outlines procedures for the stocking and administration of epinephrine and inhalers by trained school staff in the event of an emergency. It is intended to support student health, safety, and compliance with state law, specifically the *Emerson Kate Cole Act* (as amended by House Bill 2047, effective August 29, 2025), codified in statute Title 70 O.S.

§ 1-116.3, as amended.

(b) **Definitions.**

(1) **"Inhaler"** means a device that delivers a bronchodilator to alleviate symptoms of respiratory distress that is manufactured in the form of a metered-dose inhaler or dry-powder inhaler and that may include a spacer or holding chamber that attaches to the inhaler to improve the delivery of the bronchodilator.

(2) **"Medication"** means, for purposes of this policy, a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label, an anaphylaxis medication used to treat anaphylaxis including but not limited to Epinephrine prescribed by a physician and having an individual label, or replacement pancreatic enzymes prescribed by a physician and having an individual label.

(3) **"Respiratory distress"** means the perceived or actual presence of coughing, wheezing or shortness of breath.

(4) **"Self-administration"** means a student's use of medication pursuant to prescription or written direction from a physician.

(c) **Policy Statement.** It is the policy of the Western Gateway Elementary Board of Education to allow students with asthma, anaphylaxis, or cystic fibrosis to self-administer prescribed medication in accordance with Title 70 O.S. § 1-116.3. The Western Gateway Public Schools supports responsible self-care by students who have been properly instructed in medication administration and whose parent(s) or guardian(s) and physician(s) have submitted the required documentation. In addition, the district shall maintain and administer stock medication for emergency use by trained personnel, as mandated by the *Emerson Kate Cole Act*. The provisions herein are intended to safeguard student health in the event of an unexpected medical crisis such as anaphylaxis or respiratory distress.

(d) **Student Self-Administration Requirements.** A student may self-administer medication under the following conditions:

(1) **Parental Authorization.** Written permission must be submitted by the parent(s) or guardian(s) authorizing self-administration.

(2) **Physician Statement.** A written statement from the treating physician must confirm:

(A) the diagnosis (asthma, anaphylaxis, or cystic fibrosis);

(B) the student's ability to self-administer; and

(C) that the student has received proper instruction.

(3) **Emergency Supply.** An emergency supply of the student's medication must be provided to the school.

(4) **Liability Notification.** The parent(s) or guardian(s) shall be notified in writing that the school district assumes no liability from injuries resulting from self-administration.

(5) **Waiver Acknowledgement.** The parent(s) or guardian(s) must sign a waiver acknowledging no liability on the part of the school district.

(6) **Annual Renewal.** All documentation must be updated annually each school year.

(7) **Student Possession.** Authorized students may carry their prescribed medication at all times and use their prescribed medication as necessary while on school grounds or attending school activities.

(e) **Stock of Epinephrine and Inhalers.** The Western Gateway Public Schools may elect to stock epinephrine and/or inhalers:

(1) **Epinephrine.**

(A) **Parent Notification.** The parent(s) or guardian(s) shall be notified in writing that a trained school nurse or staff member may administer epinephrine if they believe, in good faith, that a student is experiencing anaphylaxis.

(B) **Waiver Requirement.** A signed waiver of liability from the parent(s) or guardian(s) must be on file prior to any administration.

(C) **Staff Designation.** There shall be a designated employee responsible for acquiring and maintaining epinephrine at each school site.

(D) **Post-Administration Notification.** The parent(s) or guardian(s) shall be notified following administration of an epinephrine to their student.

(2) **Inhalers.**

(A) **Parent Notification.** The parent(s) or guardian(s) shall be notified in writing that a trained school nurse or staff member may administer an inhaler if they believe, in good faith, that a student is experiencing respiratory distress.

(B) **Staff Designation.** There shall be a designated employee responsible for acquiring and maintaining the inhalers and any required spacers or chambers.

(C) **Post-Administration Notification.** The parent(s) or guardian(s) shall be notified following administration of an inhaler to their student.

(f) **Field Trip and Off-Campus Activity Protocol.** For off-campus activities or field trips, the supervising staff shall ensure students authorized to self-administer medication have access to their prescribed medications. Staff shall also ensure that emergency response protocols are in place and that trained personnel are available to respond appropriately to symptoms of anaphylaxis or respiratory distress.

(g) **Documentation and Recordkeeping Procedures.** All documentation related to self administration permissions, physician statements, and liability waivers shall be securely maintained in the student's health record and accessible to authorized personnel.

(h) **Storage and Maintenance.** Each school site shall maintain at least two epinephrine and two inhalers with spacers or holding chambers in a secure and accessible location. Designated staff shall be responsible for regularly monitoring expiration dates and ensuring timely replacement of expired stock medication.

(i) **Staff Training Protocol.** In accordance with the *Emerson Kate Cole Act*, the Western Gateway Board of Education shall ensure all teachers and school employees who are directly responsible for students complete annual training on food allergies, recognizing anaphylaxis, and administering epinephrine. This training must be completed before the school year begins or upon hiring, shall be documented

in personnel files, and may be delivered online or in person by a school nurse or a recognized training program.

G) **Emergency Protocol.** If a student is believed to be experiencing an anaphylactic reaction or respiratory distress, a school employee shall immediately contact 911, and if properly trained and authorized, administer the appropriate medication. The responding staff member shall inform emergency personnel of the symptoms observed and any medication administered. The parent(s) or guardian(s) shall be notified as soon as possible following the incident.

(k) **Implementation and Review.** This policy shall be reviewed and updated annually. The Western Gateway Board of Education shall adopt and implement, at a minimum, the provisions of the model policy created by the Oklahoma State Board of Education, in consultation with the State Board of Health, as required by the *Emerson Kate Cole Act*.

❖ **Liability Protection.** The Western Gateway Public Schools, its employees, and agents shall not be held liable for any injury resulting from the self-administration or emergency administration of medication in accordance with this policy. This protection extends to situations in which medication is administered, not administered, or self-administered, provided the action or inaction is based on the good-faith judgment of authorized personnel. Additionally, any licensed physician who prescribes stock medication to the district shall be immune from liability for any injury resulting from the use of such medication.

(m) **Legal Authority.** This Western Gateway Public Schools board of education policy is aligned with the *Emerson Kate Cole Act* (as amended by House Bill 2047, effective August 29, 2025), codified at Title 70 O.S. § 1-116.3, as amended, and the model policy and rules developed by the Oklahoma State Department of Education in consultation with the State Board of Health.

Legal Reference: Title 70 OS. § 1-116.3

Adopted: 9/18/2025

POLICY I-001
ENGLISH LANGUAGE LEARNERS AND
THE DUAL LANGUAGE BILINGUAL EDUCATION PROGRAM

Introduction

Western Gateway Elementary School embraces its obligation under civil rights law to ensure that English language learners have equal access to education. As part of its mission and to fulfill its obligation, the School chooses to establish a Dual Language Bilingual Program. The Board recognizes that both English and Spanish are to be the primary languages spoken and taught within the School. The Head of School will establish programs, services and activities designed to meet all state and national academic standards for English language learners equivalent to those standards expected of all learners.

Testing

Appropriate testing will be administered to students in grades PreK-12 whose primary language is other than English in order to determine English language skill proficiency in listening, speaking, reading, and writing. All English language learners will be identified for testing, appropriate placement, and specialized instruction.

WGES Educational Program

The curriculum and instruction model of Western Gateway Elementary School has two paths: the dual-language immersion path and the single language path. Both promote a love of languages and positive cross-cultural interactions, designed to provide an advantage to children living in an increasingly globalized world. Teachers at the School are highly trained to provide a challenging and enriched curriculum through a myriad of strategies and activities designed to teach core areas and promote language acquisition.

Dual-Language Education Program

In the Dual Language (DL) Path, both English and Spanish are utilized to provide literacy and content instruction to students. The goals for students who complete the dual-language path are:

- To achieve high linguistic proficiency in two languages,
- To achieve average or above-average academic proficiency in two languages,
- To develop positive cross-cultural attitudes.

In order to meet the educational objectives of the DL path, students should begin the DL path in preK, Kindergarten, or 1st grade. Students will not be enrolled in the DL path if they did not begin as DL students by 1st grade unless they can demonstrate Spanish language proficiency appropriate to grade level according to a standardized assessment selected by the Head of School, such as the NWEA MAP Assessment.

Language acquisition requires time, commitment, and support. To ensure that students succeed in a supportive environment, the parents and the School must form a partnership. Parents of students participating in the DL Path are expected to:

- Support their children's linguistic, academic, and socio-cultural development,
- Commit to completing the elementary DL Path (six years),
- Support the continued development of the native language and Spanish at home,
- Become involved in the classroom, school functions, and events,
- Maintain the child's attendance rate and reduce absenteeism,
- Attend (monthly) dual-language education meetings,
- Promote, advocate, and support the DL Program,
- Encourage the use of the second language at home and in the community.

To ensure that children succeed in the DL Path, the student should continue in a DL Path for a minimum of six years. Parents need to be aware that research shows that, although dual-language students will generally surpass their monolingual peers, this heightened achievement often becomes apparent only after about six years. Thus, the decision to enter the DL Path requires a long-term commitment. Accordingly, the School will not permit the student to exit the DL Path without the permission of the Head of School, following a meeting (and, generally, the recommendation) of the student's learning team, consisting of a teacher, a parent, the Head of School or his or her designee, and the student (if of an appropriate age).

Adopted: 6/17/2021

LEGAL REFERENCE: PL 107-110, the No Child Left Behind Act of 2001; PL 114-95, Every Student Succeeds Act; Executive Order 13166 (Improving Access to Services for Persons with Limited English Proficiency).

POLICY I-002
GIFTED AND TALENTED EDUCATION

Introduction

Western Gateway Elementary School elects to establish the requirement for the Board to annually approve a Plan for Gifted and Talented Education to specifically comply with state law.

The School Plan shall include:

- Procedures for establishing gifted/talented committees at the School.
- Processes for selection and assessment of children who demonstrate high-performance capability in intellect, creative thinking, leadership, visual arts, and specific academic subjects.
- A description of a differentiated curriculum that is consistent for grades one through twelve in pace, depth, scope and sequence.
- Criteria to annually evaluate the effectiveness of services provided in accordance with an approved site plan.
- Procedures for providing written notification to parents/guardians and a summary of the services offered to qualifying students.
- Establishment of a Gifted and Talented Advisory Board members.
- Evidence of participation by the local gifted/talented advisory committee.
- Required competencies, qualifications, and duties of instructional staff.
- Procedures to comply with required reports.
- A budget for gifted child educational programs, services and materials.
- A calendar of required meetings.

The Head of School, or designee, will develop the School Plan, and once the Plan is adopted, the School Plan shall serve as the regulations for the operation of Gifted and Talented services until the next annual plan is approved.

Adopted: 6/17/2021

LEGAL REFERENCE: 70 O.S. § 1210.301-308.

POLICY I-003
TESTING PROGRAMS

Introduction

Western Gateway Elementary School establishes standards for testing student achievement. The Board supports student testing for instructional improvement of individual students and for school accountability. The School will participate in the Oklahoma School Testing Program as prescribed by legislation and administered by the Oklahoma State Department of Education.

Standardized Tests

Standardized tests including both norm-referenced and criterion-referenced tests are administered to students for the purpose of obtaining data. The analysis of test data along with a variety of other student information is used for instructional program improvement and accountability.

The major goals for student testing are:

- To provide student achievement data for the use of developing individual student instructional programs.
- To provide student group data for the improvement of instructional programs.
- To provide summary data for the purpose of school accountability.
- To provide summary data as required by the State Department of Education, federal and state legislation, and grants.

Test Administration

Group standardized ability and achievement tests are administered to students as a part of the School testing program, required in state and federally funded projects, and required by state and Board policies. All other group standardized tests require special approval by the Head of School or designee.

Individual diagnostic and psychological tests are administered to students with special instructional needs, and to students suspected of having learning or behavioral management problems. Such testing requires parent/guardian permission.

Use and Dissemination of Test Results

Federal law grants parents/guardians easy access to the test records of their child. The School will make available to parents/guardians a copy of test results and an explanation of the meaning of the scores.

The Head of School or designee, teachers, school counselors, and/or psychologists are available upon request to provide parents/guardians an explanation of their child's test results.

Federal law requires that procedures for the storage, disclosure, retention, and destruction of test scores be made public to parents/guardians on request. These procedures are on file in the School Office.

Adopted: 6/17/2021

LEGAL REFERENCE: PL 107-110, the No Child Left Behind Act of 2001; Family Educational Rights and Privacy Act of 1974 (20 U.S.C. § 1232g; 34 CFR Part 99); 70 O.S. § 24-101.4.

POLICY I-004
TITLE I PARENT INVOLVEMENT POLICY

PART I. GENERAL EXPECTATIONS

Western Gateway Elementary School agrees to implement the following statutory requirements:

1. Western Gateway Elementary School will put into operation programs, activities and procedures for the involvement of parents, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.
2. Western Gateway Elementary School will incorporate this parental involvement policy into its LEA plan developed under section 1112 of the ESEA.
3. In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, Western Gateway Elementary School will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
4. If the LEA plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, Western Gateway Elementary School will submit any parent comments with the plan when Western Gateway Elementary School submits the plan to the State Department of Education.

Western Gateway Elementary School will be governed by the following statutory definition of parental involvement and will carry out programs, activities and procedures in accordance with this definition:

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:

- That parents play an integral role in assisting their child's learning;
- That parents are encouraged to be actively involved in their child's education at school;
- That parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;
- The carrying out of other activities, such as those described in section 1118 of the ESEA.

PART II. Western Gateway Elementary School PARENTAL INVOLVEMENT POLICY COMPONENTS

1. Western Gateway Elementary School will take the following actions to involve parents in the joint development of its parental involvement plan under section 1112 of the ESEA:
 - Parent Meetings facilitated by the school parent organization;
 - Written communication to parents;
 - Information Dissemination on the school website;
 - Summer School Meetings;

- Individual communication concerning individual students.
2. Western Gateway Elementary School will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:
 - Parent Meetings facilitated by the school parent organization;
 - Written communication to parents;
 - Information Dissemination on the school website;
 - Summer School Meetings;
 - Parent/Teacher Conferences.
 3. Western Gateway Elementary School will provide coordinate and integrate parental involvement strategies as other programs become available or are used by the school.
 4. Western Gateway Elementary School will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). Western Gateway Elementary School will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement and to revise, if necessary (and with the involvement of parents) its parental involvement policies. The evaluation will be conducted annually at the end of the summer program. The school administration will conduct the evaluation. Parents may give input at the meeting or through written responses. The parent's role will be to suggest modifications to the federal programs' policies that are consistent with state and federal laws.
 5. Western Gateway Elementary School will build the schools' and parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities specifically described below:
 6. Western Gateway Elementary School will provide assistance to parents of children served by Western Gateway Elementary School, as appropriate, in understanding topics such as the following:
 - The State's academic content standards;
 - The State's student academic achievement standards;
 - The State and local academic assessments including alternate assessments;
 - The requirements of Part A;
 - how to monitor their child's progress; and
 - How to work with educators.

7. Western Gateway Elementary School will accomplish this through the following:
 - Dissemination of information produced by the state and edited by the school;
 - Web-based information;
 - Public and individual parent meetings (at parent convenience); and
 - Open invitation to school-sponsored teacher professional development programs.
8. Western Gateway Elementary School will provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement, by web-based resources, teacher-generated notes, and in-service inclusion.
9. Western Gateway Elementary School will educate its teachers, pupil services personnel, and other staff, on how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by utilizing appropriate in-service activities and parent/school meetings.
10. Western Gateway Elementary School will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with outside agencies and other state-sponsored programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children.
11. Western Gateway Elementary School will ensure that information related to the school and parent- programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand.

PART III. ADOPTION

This Parental Involvement Policy will be developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs and will be in effect for the period of one year and will be reviewed and revised annually.

Western Gateway Elementary School will distribute this policy to all parents of participating Title I, Part A children through the school handbook, the school website, and direct distribution to parents throughout the year.

Adopted: 6/17/2021

LEGAL REFERENCE: Title I, Part A, of the Elementary and Secondary Education Act (ESEA), as reauthorized by the Every Student Succeeds Act (ESSA), requires that local educational agencies (LEAs), conduct outreach to all parents and family members and implement programs, activities, and procedures for the

involvement of parents and family members. Such programs, activities, and procedures shall be planned and implemented with meaningful consultation with parents of participating children (ESSA Section 1116[a][1]).

Policy I-005
Parental Rights Notification Policy

Right to Information Regarding Sex or Sexuality Education:

- a. Parents and guardians shall be provided with advance written notice materially similar to that which is described in 25 O.S. § 2003 for any sex or sexuality education material that may be presented or provided.
- b. The right to inspect classroom materials shall extend to any sex or sexuality education material.
- c. Parents and guardians may provide a written objection to sex or sexuality education or any other instruction questioning beliefs or practices in sex, morality, or religion.
- d. The school shall ensure that it honors any request to inspect sex or sexuality education material in a manner that is easily accessible to parents and guardians upon request and that makes all parts of the material available for inspection.

Right to Information Concerning Your Children:

- e. Neither the school, nor any employee of the school, shall encourage, coerce, or attempt to encourage or coerce a minor child to withhold information from the child's parents or guardians.
- f. The school shall disclose to a child's parents or guardians any information known to the school or its employees regarding material changes reasonably expected to be important to parents regarding their child's health, social, or psychological development, including identity information. Such disclosures shall occur within 30 days of learning the information and may include referrals to appropriate counseling services that the parents or guardians may use at their discretion.

Adopted: 4/25/2024

Pursuant to OAC 210:10-2-3, 70 O.S. § 11-105.1, and 25 O.S. § 2003:

POLICY I-006
Library/Media Center Policy

Purpose and Objectives

The policy of the school is to provide an educational program which enrich and support the curriculum, reflect the philosophy of the school, encourage and enable each student to become critical thinkers and thoughtful users of ideas and information, develop the skills necessary for independent lifelong learning, and to value moral integrity and personal decency.

This policy aligns with Oklahoma state law, which outlines procedures for the selection and review of instructional materials, and parents' rights regarding instructional materials.

This policy will be made publicly available through the school website, in the library, and during annual parent orientations. All staff involved in the selection and review of materials will receive training on this policy.

All instructional material, including teachers' manuals, films, tapes, printed or representational materials, audio-visual materials and materials in electronic or digital formats, which will be used in connection with any research/experimentation program/project or as part of the educational curriculum, shall be available for inspection by the parents or guardians of students enrolled in the school. A request by a parent or guardian for reasonable access to instructional material will be granted within a reasonable period of time after the request is received, not to exceed 10 working days after the request is received.

For the purpose of this statement of policy, the term "instructional materials" will refer to any material with instructional content or function that is used for formal or informal teaching or learning purposes. "Library" shall mean a school library, media program, a classroom library, or any other collection of materials, print or digital, that are maintained by the school or its employees for use by students and that do not qualify as textbooks within the jurisdiction of the State Textbook Committee. "School library" means the official library maintained by a school for use by students.

The following objectives will provide unity, direction, and guidance in both the design and implementation of the educational program:

1. To provide a comprehensive collection of instructional materials selected in compliance with basic written selection principles, and to provide maximum accessibility to these materials;
2. To provide a central catalog which lists all instructional and learning materials in the school related to the media program, and to provide annually to the State Department of Education as required under Oklahoma Administrative Code 210:35-3-126 a complete listing of all books and materials available in any school library.
3. To provide materials that will enrich and support the curriculum, taking into consideration students' varied interests, abilities, and learning styles;

4. To provide materials that will stimulate growth in factual knowledge, literary, cultural, and aesthetic appreciation and ethical standards;
5. To provide materials that reflect diverse perspectives and encourage critical thinking;
6. To provide research materials for students and teachers to increase awareness of the changing trends and the new developments in education;
7. To provide in-service educational training to promote teacher effectiveness and to provide knowledge to assist in curriculum enrichment and effective use of the media center;
8. To provide recreational materials for the students and the staff;
9. To ensure that minor students may not access pornographic materials and sexualized content. "Pornographic" means (1) depictions or descriptions of sexual conduct which are patently offensive as found by the average person applying contemporary community standards, considering the youngest age of students with access to the material; (2) materials that, taken as a whole, have as the dominant theme an appeal to prurient interest in sex as found by the average person applying contemporary community standards; and (3) a reasonable person would find the material or performance, taken as a whole, lacks serious literary, artistic, education, political, or scientific purposes or value, considering the youngest age of students with access to the material. "Sexualized content" means material that is not strictly pornographic but otherwise contains excessive sexual material in light of the educational value of the material and in light of the youngest age of students with access to said material.

Selection Policy

This process aims to balance educational integrity with respect for community values, providing a clear, structured process for selecting and reviewing instructional materials.

1. The Selection Policy provides a procedure for maintaining a consistent quality of excellence in the materials for use in the teaching-learning process including continuing evaluation of the media collection. It is a basis for selecting instructional materials, and used as a document to help students, parents and other citizens better understand the purposes and standards used to select instructional materials.
2. The Board declares it is the policy of the school to provide a wide range of instructional materials on all levels of difficulty, with diversity of appeal, and the presentation of different points of view, and to allow the review of existing media collections and the reconsideration of allegedly inappropriate materials through established procedures. The Selection Policy shall be reviewed and updated (if necessary) each school year.
3. Responsibility for Selection: Although the Board is legally responsible for the operation of the school, the responsibility of the selection of instructional materials is delegated to the library media person or designee, in cooperation with the Superintendent, faculty, and, when feasible, the students and community stakeholders.

4. Materials for the library resource center are selected by the library media person with the cooperation of the faculty, the administration, and, when feasible, the students and patrons of the community.
5. Responsibility for coordinating the selection of materials and purchase of textbooks may rest with appropriate department head or with textbook evaluation committees.
6. Selection Procedures: The primary objective of selection is to support, enrich and help implement the educational program of the school through the interaction of professional personnel and other members of the school community. While the selection of instructional materials involves many people, the responsibility for the final selection of most instructional materials rests with the library media personnel or designee.
7. Criteria for Selection: It is the policy of the school to select materials or library media set in accordance with the following guidelines:
 - a. Instructional materials are chosen because they are of interest and have learning value for the students in the community.
 - b. Insofar as it is practical, materials are provided that present all points of view concerning the problems and issues of our times, international, national, state, and local.
 - c. Selections are made from and in accordance with, the different maturity levels of the students. The suitability and age-appropriate nature of any materials shall be taken into account. No minor students shall have access to materials containing any pornography or sexualized content.
 - d. Nonfiction materials are selected which fill a need related to the curriculum and/or contribute to the development and enrichment of the student.
 - e. Fiction as well as nonfiction has assumed an important role as an educational medium. The sound treatment of significant historical, social and personal problems in books of fiction can contribute to the understanding of human problems and human relations.
 - f. In the selection of materials, recognized reviewing tools including but not limited to the following may be used: Children's Catalog, Book Talk, Book Report, Junior High School Library Catalog, Senior High School Library Catalog, School Library Journal, National and Oklahoma book award lists, Oklahoma State Department of Education Reviews.
8. The following specific criteria are considered:
 - a. Material must align with curriculum standards and instructional objectives;
 - b. The overall purpose of the material;
 - c. Importance of subject matter to the collection.
 - d. Authentic Spanish text and/or accurate translation of text for dual language instruction;
 - e. Inclusion of multiple perspectives, including providing materials representative of diverse religious, ethnic, social, political, historical, and cultural groups that contribute to our national heritage and world community;
 - f. Reputation of author, artist, composer, or producer;
 - g. Timeliness or permanence of the material;
 - h. Readability and reader appeal;
 - i. Format and price;
 - j. Accuracy of the material;
 - k. Quality of the writing and illustrations;
 - l. Accessibility to all students, including those with disabilities;

- m. Reviews of the title in material selection aids.
- 9. Requests for Consideration: Suggestions and input from other individuals are important to the library personnel. Many times administrators, faculty, or students may be aware of a need in the library. Requests for consideration for library materials for possible inclusion into the collection may be made by completing a request form. Upon completion of the form, forward it to the library media specialist or designee.
- 10. Gift Materials: Gifts may be acceptable when they meet the same standards as the original purchases. Gift materials will be accepted or rejected on the basis of the criteria in the selection process. It will be strongly recommended that a gift of money be made so that it may be used to fill the greatest need at that time. There may be no special conditions placed on the gift by the donor. Gift books and other materials, once accepted by the school, become the property of the school. The final disposition concerning the gift will be the responsibility of the certificated library media personnel.

Disposition of Materials

Selection is an ongoing process which includes the removal of instructional materials no longer appropriate. The final decision in the disposal of materials is the responsibility of the certificated library media personnel. Disposition will be considered for the following:

- a. Badly damaged print and non-print materials;
- b. Old editions replaced with newer copyright editions;
- c. Outdated, inaccurate, or discriminatory materials;
- d. Titles that are no longer popular and rarely circulate;
- e. Duplicate copies that no longer circulate.

Professional Materials

Materials will be provided for teachers and administrators to increase awareness of the changing trends and the new developments in education.

Use of Materials and Equipment

Equipment and materials housed in the library media center are for the use of students and teachers, primarily. However, some materials are appropriate for parents or other members of the community. These items may be checked out by patrons other than school staff at the discretion of the professional library media staff.

Procedures for Challenging Selected Materials

Every student's parent or legal guardian has the right to determine and make decisions as to what's best for their own child and may notify in writing to the Head of School which specific material(s) the student is not permitted to check out. If a student checks out any library material that the student's parent or legal guardian deems inappropriate, the item should be returned to the school. Similarly, teachers may provide alternative choices for classroom assignments involving library media materials that seem incompatible with a student's values and beliefs.

If a student, parent, legal guardian, employee, or community member chooses to challenge one or more selected material that they believe to be inappropriate, the following procedure shall be followed.

1. Filing a Complaint:

- Complaints must be submitted in writing using the school's Material Challenge Form, available at the school office and via email request at info@westerngateway.school
- The complainant must identify the specific material, cite the objectionable content, and state the reasons for the challenge.

2. Review Process for Challenged Materials:

- Within 10 working days of receipt of a challenge, the Superintendent will appoint a Review Committee, including teachers, administrators, a media specialist, and community representatives and schedule an initial committee meeting to determine whether additional school staff and/or community persons with relevant professional knowledge need to be consulted.
- The committee will review the challenged material in its entirety, consider the complaint, and evaluate the material against the above-described selection criteria.
- The committee's decision will be documented in a written report, including a recommendation to retain, modify, or remove the material.

3. Appeal Process:

- If the complainant disagrees with the Review Committee's decision, they may appeal to the Board.
- The Board will review the committee's report, hear statements from the complainant and committee representatives, and make a final decision.
- The decision of the Board is final.

The reconsideration processes shall be strictly followed. A decision to sustain a challenge shall not necessarily be interpreted as a judgment of irresponsibility by the professionals involved in the original selection or use of the material.

Library Guidelines for Teachers

1. Teachers may check out library books without the two-week limit, but they are expected to return the books as soon as possible. Only teachers may take reference books from the library (please do not send students for them).
2. To get books placed on the reserved shelf, turn in the information to the librarian indicating which books and the length of the check-out period.
3. If a teacher wishes to use the library for a class period for their class, they should clear it with the librarian at least one day in advance. A teacher must always accompany the class and supervise them the entire time they are in the library. Smaller groups may be sent to the library provided prior notification has been given to the librarian. Students are not to be sent to the library for disciplinary purposes.

Adopted: 9/26/2024