

TABLE OF CONTENTS
GENERAL ADMINISTRATION

- 401 Maintenance of Facilities
- 402 Use of School Facilities
 - 402..R.1 Procedures for Use of School Facilities
 - 402..R.2 Facility User Responsibility Statement
- 403 Distribution of Information and Materials to Staff, Faculty and Students
- 404 Use of Tobacco on School Grounds
- 405 Vandalism
- 406 Transportation
- 407 Use of School Bus for Nonschool and Extra-curricular Activities
- 408 School Safety and Health Issues
 - 408.1 Local Wellness
- 409 Emergency Plans--Fire Drills and Lockdown Drills
 - 409..R.1 Emergency/Evacuation Plan
 - 409..R.2 Warning Systems for Inclement Weather
 - 409..R.3 Fire Drill Rules
 - 409..R.4 Emergency Procedures
- 410 Bomb Threats
 - 410..R.1 Bomb Threat Procedures
- 411 Felons/Sex Offenders and Employment
- 412. 412 Criminal History Record Check
- 413.

413. Sexual Harassment

413..R.1 Definitions, Reporting and Investigating Sexual Harassment

413..R.2 Alleged Sexual Harassment Report Form

414. Transfer and Release of Confidential Information

415 Grievances and Complaints

415..R.1 Procedures for Grievances and Complaints

415..R.2 Grievance/Complaint Form

416 Bloodborne Pathogens

416..R.1 Handling Bloodborne Pathogens

416..R.2 Guidelines for Custodians when Handling Body Fluids

417 Drug-Free Workplace

418 Drug Screening

418..R.1 Procedures for Drug Screening

418..R.3 Drug Testing

419 Suspected Child Abuse and/or Neglect

419..R.1 Suspected Child Abuse and/or Neglect
Reporting Procedures

420 Parental Involvement

421. School Visitors

421..R.1 Appeal Process for Banned Visitors

421. Parental Inspection of Sex Education Materials

421. School Volunteers

MAINTENANCE OF FACILITIES

Ringwood School District shall maintain buildings, grounds and equipment in the best condition of operation and appearance that the school district staff and budget will allow. Good appearance of facilities is a role model for students and the pride of the community. Proper care of facilities and equipment will be a high priority. Custodial service will be of a high standard and will be responsible for keeping the facilities in sanitary, safe and groomed conditions for students, teachers and community usage.

Students and teachers need to respect the custodial and maintenance staff's time and make every effort to help in keeping classroom, restrooms, and hallways, as clear as possible. Students are encouraged to clear desks and floors of paper, pencils, and crayons at the end of each class period. Custodial care and facility maintenance shall be under the direct supervision of the administration.

Preventive and corrective maintenance procedures shall be developed and implemented to ensure that each site and building will be clean, in good repair and maintained with consideration for function and aesthetic value.

As a part of school maintenance, grass at each school site should be mowed and raked as needed. All borders and walkways should be trimmed. Flowerbeds located on a school site should be weed-free and well-maintained. All grounds should be free of trash and debris.

Each school building shall be as free as possible from hazards. Equipment, furnishings, and supplies in proper quantity and quality shall be maintained. Long-range planning for replacing, and/or updating each school site, including buildings and equipment, shall be developed.

Reference: State Department of Education, Standards for Accreditation of Oklahoma Schools, 2002

USE OF SCHOOL FACILITIES

Ringwood Board of Education believes that the first priority in the use of the school district facilities is the education of children in the district. However, local citizens are encouraged to use the facilities for other reasonable educational, recreational, and social functions. School facilities shall not be used for commercial use or personal gain or profit.

The board may open any school building and permit the use of any property belonging to the district for religious, political, literacy, community, cultural, scientific, mechanical, agricultural or parental involvement purposes and other purposes of general public interest.

The board shall exercise its authority to fix and collect rental rates and charges for the occupancy or use of school facilities in such amounts and in such manner as may be determined.

The superintendent or the superintendent's designee will establish rules and regulations in support of this policy.

References: 21 O.S. 1326 (Section 931, School Laws of Oklahoma)
See also Policy "Parental Involvement"

REGULATION PROCEDURES FOR USE OF SCHOOL FACILITIES

General Information

Ringwood Board of Education encourages patrons in the community to use district buildings and facilities for educational purposes. A charge may be made for any such use by those organizations or patrons not directly connected with the school and to school employees using the facilities for a non-school venture. Such fees will be to defray costs in maintaining heat, lights, and related services. The use of buildings must be in keeping with the general program of education. Political meetings open to the public are considered to be within the general program of public education, and school facilities may be rented provided no discrimination is shown. The superintendent has discretion in determining if a group will be charged fees.

Rental of School District Facilities

1. Individuals or groups desiring the use of any school facility must obtain from the superintendent's office the necessary application forms. Applications should be submitted at the earliest possible date and must be submitted at least one week prior to use of the facility, unless special approval is obtained from the superintendent. The master calendar, in the superintendent's office, shall indicate at all times the dates and facilities reserved.
2. At the beginning of each semester, dates and facilities needed for plays, rehearsals, musical events, and other major activities will be placed on the master calendar. If any changes are to be made, the superintendent's office shall be notified to reflect proper space utilization.
3. It is the responsibility of the academic departments to schedule facilities desired for their use, using the official request form. Changes made or additional activities scheduled should also be submitted to the superintendent's office on an official request form.
4. Other student and community groups may schedule events and reserve facilities after the initial master calendar is established. All reservations are tentative because some school activities have to be scheduled at a later date. School activities will take precedence over all other events unless the administrator in charge determines otherwise.
5. The district reserves the right to reschedule any event or facility should a priority need arise. (See Preference for Use of Facilities found in this regulation.)

6. The fee for facility usage will be based upon current expenses and will include custodial, supervision and utility expenses. If a rental charge is required, it shall be paid in the district business office. All checks shall be made payable to "Ringwood Public Schools."
7. No use shall be permitted for any individuals or groups not granted permission to use the premises during the allotted time. Juvenile organizations must have adult sponsorship and supervision.
8. Access to rooms or facilities, including playing fields, other than those approved for use, shall not be permitted, unless approved in advance.
9. No intoxicants or narcotics shall be used in or about school buildings and premises, including playing fields, nor shall profane language, quarreling, fighting or gambling be permitted. Smoking on school grounds is prohibited. Violations of this rule by any organization during occupancy shall be sufficient cause for denying further use of school premises of the organization. Consumption of foods will be permitted only in areas so designated by the school as "Food Service Areas."
10. The person or group receiving the permit shall be responsible in case of loss or damage to school property.
11. The Board will retain all concession rights.
12. The use of facilities or fundraising activities may be approved for community or school benefit and sponsored by a Ringwood community or civic organization.
13. Any person applying for the use of school property on behalf of any society, group, or organization shall be a member of such applicant group and, unless he or she is an officer of such group, must present written authorization from such applicant group to make such application. Only recognized community or civic organizations will be granted use of the facilities.
14. The person applying for the use of school property assumes all responsibility for personal injuries and property damages.
15. The school district reserves the right to reschedule any or all facilities for another purpose or group should a priority need arise.

16. The auditorium cannot be used by outside organizations two (2) weeks before plays are scheduled. Reservations by community groups will be cancelled when a school-sponsored activity needs the facility.

Schedule of Fees, Rates and Charges

The fee for facility usage will be based upon current expenses and will include custodial, supervision, and utility expenses.

Auditorium/Cafeteria: Rental fee for the auditorium shall be set by the board on a basis of per hour plus time and a half of the regular salary of the person supervising and also for the person doing the custodial work. Organizations sponsoring activity will work out the arrangements with the custodian. Cafeteria personnel must be employed when the kitchen is used. Outside agencies will pay time and a half of the cook's regular salary. School organizations will work out arrangements with the cook.

Classroom: The board shall determine the rental fee at the time of the signing of the rental agreement.

High-school Gym: Rental fee for an activity shall be based on a scale of per hour, plus time and a half of regular salary for the supervisor and also for the custodian. The organization sponsoring the activity will work out arrangements with the custodian.

Elementary Gym: Rental fee shall be based on a scale of per hour, plus time and a half of the regular custodian and supervisor salary.

Stadium: The board shall set the rental fee at the time of approval of the use of the stadium.

Other buildings, property, or equipment may be available for use as described above at the discretion of the board of education.

Preference for Use of Facilities: Preference for the use of all facilities on campus will be given in the following order:

1. Educational Use. School programs shall have privileged use of school buildings and shall supersede requests of nonschool groups. Even though first choice will be for this purpose, academic departments should schedule events well in advance through the procedures outlined. This will allow the school to know when the space is available for other use.

2. Student Social Life. School activities planned for the entire student body will be given first preference. Events should be scheduled well in advance to insure reservation of facilities.
3. School-sponsored Groups. Activities planned by clubs, organizations, and small groups will be given second preference. A school employee must be present while a group or organization is using the building. The principal or his designated representative will open the building. Only custodians shall operate the heating and cooling systems.
4. Other Groups. Approved groups not connected with the school may schedule events in school facilities when school groups are not using the facilities. All reservations are tentative until approved by the superintendent's office. On an occasional basis, a religious group may rent school property. A fair and reasonable charge will be made.

Miscellaneous

School organizations may pay personnel costs when the building is used for fund-raising projects, but they need not pay building rent. Cafeteria personnel must be employed when the cafeteria kitchen is used.

Certain special programs, such as annual music festivals and district and regional sports tournaments, directly related to the school's program, are to be handled the same as other regular school programs.

NO PETS allowed on campus other than service animals and administration approved classroom projects.

Insurance

Any individual or group not a part of the school may be required to show proof of insurance coverage before the district will approve any request for use of the school facilities. Superintendent will decide on a case-by-case basis.

Distribution of Information

These regulations shall be made available to applicants and the observance of these regulations is a condition of the use of the facilities.

References: O.S. 21-1326 (Section 931, School Laws of Oklahoma)
A.G. Opinion 75-157

(Note: If desired, the board of education may approve actual fees at the beginning of each school year. The actual fees could be recorded on page 3 (Schedule of Fees, Rates and Charges) or made a part of another regulation.)

DISTRIBUTION OF INFORMATION AND MATERIALS TO STAFF, FACULTY AND STUDENTS

Students, school personnel and school facilities of Ringwood School District may not be used in any manner for advertising, selling, fund raising, or promoting the interest of any non-school agency, organization or individual without the prior written approval of the superintendent or the superintendent's designee.

Requests for schools to use or distribute materials must be submitted in writing to the superintendent's office. The superintendent or his/her designee will determine whether acceptance of the material will contribute in a meaningful way to the educational program of the school. The educational program of the school is understood to include instruction, extra-curricular activities, athletics, assemblies, and other similar activities carried out by the school.

Announcements of events sponsored by non-school groups must meet the same criteria and if approved may be posted in a central area within the school.

Ringwood Public Schools will cooperate with non-profit community organizations that have worthwhile activities for children. With the approval of the superintendent or his/her designee, printed announcements of such activities may be distributed for those community activities that could broaden the educational experience of the children.

Commercial materials will not be distributed through the schools unless they are of benefit to the overall educational program of the school and are approved by the superintendent. These materials include, but are not limited to, equipment, supplies, printed matter, logos, slogans, trademarks, symbols, individuals and programs which are recognizable as representing a commercial firm, product, or service.

Any plans by any organization that would involve students in any manner must have the prior approval of the superintendent or his or her representative.

Sale Representatives and Demonstrations

Sales representatives are not permitted to call on teachers, other school staff or students without authorization from the school administration. Principals may give permission to sales representatives of educational products to see members of the school community at times that will not interfere with the educational program.

Representatives of insurance companies may leave materials to be reviewed by employees at their discretion. Employees then may contact the representatives individually if their service is desired.

USE OF TOBACCO ON SCHOOL GROUNDS

Ringwood Board of Education recognizes that tobacco use has been shown to be linked to illnesses and disability and tobacco use is particularly addictive to children and youth. Therefore, in compliance with state law, the following policy on students and tobacco use is adopted.

Students will not be permitted to use tobacco products of any kind on or in any school property while in attendance at a school-sponsored event, or while in transport to or from school (or a school event) in school-authorized vehicles. A student in violation of this rule will be informed that he/she is in violation of board policy and state law. Failure to comply with the policy can result in suspension from school and school activities.

1. "School property" is defined as all property owned, leased, rented or otherwise used by any school in this district, including but not limited to the following:
 - a. All interior portions of any building or other structure used for instruction, administration, support services, maintenance or storage.
 - b. All school grounds over which the school exercises control including areas surrounding any building, playgrounds, athletic fields, recreation areas and parking areas.
 - c. All vehicles used by the district for transporting students, staff, visitors or other persons.
2. "Tobacco" is defined as cigarettes, cigars, pipe tobacco, snuff, chewing tobacco and all other kinds and forms of tobacco prepared in such manner to be suitable for chewing, smoking or both.
3. "Use" is defined as lighting, chewing, inhaling or smoking any tobacco as defined within this policy.

The following policy statement for patrons and employees and other adults is adopted. No smoking or other use of tobacco products shall be allowed in any educational facility by any individual during the hours of 7:00 a.m. to 4:00 p.m. when school is in session or at other hours when a class, activity or program for students is in session. The administration may, at the discretion of the board, designate smoking areas outside the buildings for use by adults during certain activities, including athletic events.

The school district administration bears the responsibility for addressing complaints, including asking smokers to refrain from smoking upon request.

Signs will be posted in prominent places on school property to notify the public that smoking or other use of tobacco products is prohibited.

Employees are warned that violation of this policy may lead to dismissal action. Patrons who violate this policy will be asked to leave the school premises. Students violating this policy will be disciplined according to the district's discipline policy.

VANDALISM

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

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

All persons who are aware of incidents of vandalism, breaking and entering, and/or theft of school property should report the facts at once to the superintendent. A written report shall be made to the superintendent or his/her designee in a timely manner.

Cash in School Building

No money is to be left overnight in any school building by any employee except the principal and/or activity fund manager.

When cash is collected by any employee, it will be receipted and turned in to the designated custodian of the fund for which the collection was made. Any General Fund money collected will be turned in to the District Treasurer for depositing. Each and every transfer of money will be receipted.

This information should be freely disseminated.

Criminal Complaint

The superintendent is authorized to sign a criminal complaint and to press charges against perpetrators of vandalism to school property.

TRANSPORTATION

Purpose

Ringwood School District will provide transportation services to and from school for students in grades PK through 12, whose homes are more than one and one-half (1½) miles from the school attended by those students.

When practicable, the district will provide transportation of students to school activities and on field trips that have been approved by the administration. Transportation for the activity or field trip is a second priority to the regular school route transportation.

The sponsor must requisition all activity trips and field trips through the administration in advance. Time must be allowed to obtain transportation units and needed drivers. An approved sponsor or sponsors will be present during the transportation requirement.

The board of education believes that the purpose of maintaining and operating a transportation system as part of the general school program shall be to provide its students adequate and safe transportation to and from school and on other school trips deemed a part of the educational program. In carrying out this transportation program, the district supports the following goals:

Operation

Transportation unit safety and student safety are the most important elements to consider in operating school district vehicles. All vehicles shall be safety checked each year within 30 days to the start of school by an official inspector. Route bus drivers check buses on a daily basis. Route students have a required safety conduct emergency drill during the first three (3) weeks of each semester. All passengers are required to follow the passenger safety conduct code at all times. Disciplinary action will be taken against students who violate the passenger safety code.

Routes

Each bus shall be operated on its designated route that has been assigned by the director of transportation. Parents and students shall be made aware of the routes at enrollment time.

Maintenance

Each driver shall immediately report any defective condition of a bus to the Transportation Director. Drivers shall be responsible for minor maintenance to buses---checking the oil, gasoline, water and tire inspections. Each driver shall make a daily, written report to the transportation supervisor. Buses will be designated as out-of-service with a Red Tag affixed to the steering wheel. Only the transportation director or the superintendent may remove a Red Tag with accompanying documentation.

Each driver shall be responsible for keeping the interior of his/her bus clean. Drivers are also responsible for keeping windows clean to ensure proper vision.

Drivers

Bus drivers shall know and adhere to all rules and regulations established for drivers of school buses in Oklahoma.

Speed Limits

All staff driving any school vehicle will obey all traffic laws and speed limits.

Use of Cell Phones While Driving

Texting is strictly prohibited while driving. Drivers must pull over to talk on cell phones.

Headlights

The bus headlights will be activated at all times that the bus is operating.

Reference: HB 1258, 1999 Legislative Session
SB 84, 1999 Legislative Session
HB 2803, 2002 Legislative Session

USE OF SCHOOL BUSES FOR EXTRA-CURRICULAR AND NONSCHOOL ACTIVITIES

Extra-Curricular Activities

Ringwood School District's transportation may be used for field trips, extra-curricular activities or school-sponsored activities. The superintendent or his/her designee may authorize the use of private vehicles when a small number of students is involved.

Non-school Activities

The board may choose to furnish district transportation for students to attend non-school activities such as community, state or county fairs, summer youth programs, field trips, and other purposes approved by the State Board of Education. Adults may ride school buses when they are designated as chaperones for the students on the bus at that time.

Transportation Requests

When participating in a school activity that requires school transportation, the sponsor should submit a transportation request. In the event that a conflict develops and cannot be resolved, the administration will determine the priority. Date of request is not a determining factor in such decisions. All requests for trips should be made to the building principal for approval no later than two (2) weeks prior to the planned event.

Board Approval

Approval of the board of education is required for all out-of-state trips. This includes buses provided by the district as well as charter trips. Requests for district owned buses will be considered if destination is within 500 miles from district site. The board must approve requests for out-of-state trips at least one (1) month prior to date of trip, if at all possible.

Role of the Student

Ringwood Public School policy for transportation to and from school events is that students will ride on school transportation. The only way to deviate from this policy is for the parent to transport the student to and from the event. Parents may request that their child be allowed to ride to or from an event with another adult (non-student). This may be approved on an individual basis. Use of private vehicles is discouraged in favor of district transportation. The student must pick up forms that the parents must sign and then these forms must be returned for administrative approval. When students do not adhere to this policy, they will not be allowed to represent the school in the events or contests.

References: 70 O.S. 9-108 (Section 214, School Laws of Oklahoma)
SB 1, 1997 Legislative Session

LOCAL WELLNESS

Ringwood Public School District is committed to the philosophy that healthy children perform better in school and are therefore more likely than unhealthy children to successfully complete their education. Additionally, healthy staff members can more effectively perform their assigned duties and serve as role models of appropriate wellness behaviors for the students in the District.

Reflecting this philosophy, the following Local Wellness Policy, in compliance with the requirements of Public Law 108-265, shall serve as a framework for the students, staff and patrons of the district illustrative of a sound commitment to local health and fitness:

1. It is the goal of the Ringwood Public School District to provide nutrition education, physical activity and other school-based activities designed to promote student wellness. Such activities shall be undertaken in a manner that the Board of Education determines is most appropriate for the students of the District.
2. Guidelines selected by the District for all foods available on campus during the school day shall have the objective of promoting student health and reducing childhood obesity.
3. Guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by the Secretary of Agriculture pursuant to subsections (a) and (b) of section 10 of the Child nutrition Act (42 U.S.C. 1779) and sections 9(f)(1) and 17(a) of the Richard B. Russell National School Lunch Act (42 U.S.C. 1758(f)(1), 1766 (a)), as those regulations and guidance apply to schools.
4. The District shall measure implementation of the Wellness Policy. At least one person within the District shall be responsible for such measurement, ensuring that the District meets the guidelines and objectives of the Wellness Policy.
5. Wellness is an ongoing and dynamic process. As the Wellness Policy is developed and implemented, the District shall involve parents, students, representatives of the school food authority, the school board, school administrators and the public in this process.

References: Child Nutrition and WIC Reauthorization Act of 2004, Public Law 108-265, Section 204.

SCHOOL SAFETY AND HEALTH ISSUES

Safe School/Healthy and Fit Kids Advisory Committees

Safety of its students is a primary concern of Ringwood Board of Education. The board is aware of the growing concerns about safety that exist throughout the education system and the school community as a whole. A Safe School Committee has been established to address this concern.

Each committee is to be composed of teachers, parents and students, plus a school official who participates in the investigation of reports of harassment, intimidation, bullying and threatening behavior.

The committees shall study and make recommendations to the school principal regarding unsafe conditions, strategies for avoiding harm, victimization, crime prevention, school violence, and other issues, which prohibit maintenance of a safe school.

Additionally the committee shall study and make recommendations regarding student harassment, intimidation and bullying at school. This study and its recommendations shall include

- * Professional development needs of faculty and staff to implement methods to decrease student harassment, intimidation and bullying at school
- * Methods to encourage the involvement of the community and students, the development of individual relationships between students and school staff, and the use of problem-solving teams that include counselors and/or school psychologists
- * Review traditional and accepted harassment, intimidation and bullying prevention programs utilized by other states, state agencies, school districts and/or the State Department of Education.

If a school district implements a commercial bullying prevention program, it shall use a program listed by the State Department of Education.

At district discretion, this Committee shall also comprise the Healthy and Fit School Advisory Committee. Said Committee shall study and make recommendations to the school principal regarding:

- * Health education;
- * Physical education and physical activity; and
- * Nutrition and health services.

Safety Coordinator

In compliance with state law, the board will also designate a safety coordinator for the district. The safety coordinator is given the responsibility to meet with a committee made up of the principal of each of the school sites in order to review the suggestions made. The safety coordinator will then be responsible for reporting the findings and making recommendations to the superintendent and the board. If safety coordinator is not assigned, it is the duty of the superintendent.

Safety Signs

In further compliance with state law, the administrator of each school site shall post a sign in the school building which reads as follows: "Felony charges may be filed against any person committing an aggravated assault or battery upon any school employee."

Reporting Assaults

Employees who are victims of assault and/or battery while performing school duties shall notify the superintendent, the building administrator or a member of the Safe School Committee of the incident within 30 days of the incident. The building administrator or committee member shall report such incidents to the superintendent. The superintendent shall determine the action to be taken as a result of the incident. The said victim of the assault and/or battery shall be informed of the action taken. If the employee is not satisfied with the action, he or she may ask to be heard by the board of education.

The superintendent shall notify the State Department of Education of all such incidents of the previous year on July 1 of each year. The report shall include a description of the battery or assault and the final disposition of each incident.

Nothing in this policy shall be meant to prevent the school employee himself or herself from filing criminal charges.

Safety Assurance

Ringwood Public Schools shall comply with the applicable state and federal regulations governing the safety of district employees and the protection of the environment. The administration will develop such specific regulations and procedures. Each site will work with the district coordinator to ensure compliance as may be necessary for the safety and environmental hazards present in those facilities. The superintendent will establish procedures in an effort to offer reasonable protection for the safety of students, employees, visitors, and others present on school property or at school-sponsored events.

Educational programs shall address the practice of safety in pedestrian safety, driver education, fire prevention, emergency procedures, disaster preparedness, etc., appropriately geared to students in different grade levels. Emphasis on school safety shall include, but is not limited to, in-service training, accident record-keeping, plant inspection, driver and vehicle safety programs, fire prevention, and emergency procedures in traffic problems.

Dissemination of Policy

A copy of this policy will be posted on the school website and be available in the site and district offices.

References: 70 O.S. 24-100.5 (Section 487.a, School Laws of Oklahoma)
70 O.S. 24-100a (Section 488.1, Schools Laws of Oklahoma)
SB 1071, 1996 Legislative Session
HB 1765, 2001 Legislative Session
SB 992, 2002 Legislative Session
SB 1627, 2004 Legislative Session
SB 1941, 2008 Legislative Session

Note #1: The designation of a safety coordinator is also required in current worker's compensation law.

Note #2: Safety signs and a policy for signs are required by HB 1765, 2001 Legislative Session

**EMERGENCY PLANS
FIRE DRILLS
LOCKDOWN DRILLS**

The principal and faculty members of each school building in Ringwood School District will develop and implement fire and emergency procedures for the orderly evacuation of all buildings upon the sounding of a distinctive audible signal designated as the fire alarm. Directions indicating where students are to go and the route to be taken should be posted in each classroom. Teachers are to instruct students in emergency and fire drill procedures and practice those procedures with their students in each class. These procedures will be developed to ensure the complete safety of children and other school personnel.

Fire and emergency drills will be practiced at least two times each semester of the school year. The first fire drill shall be conducted within the first 15 days of each semester. The second fire drill must occur after the first 30 days of each semester. All students and teachers shall participate. The drills will not be announced in advance to any school personnel.

Lockdown drills shall be conducted at least two times per year, with no more than two occurring per semester. No lockdown drill shall be conducted at the same time of day as a previous lockdown drill within the same school year.

Each drill shall be documented in writing at each school site. The records for each fire drill shall be preserved for at least three (3) years and made available to the State Fire Marshal or his designee upon request.

References: 63 O.S. 176 (Section 1043, School Laws of Oklahoma)
Amended by SB 764, Section 1, 1994 Legislative Session

70 O.S. 548, Amended by SB 1941, 2008 Legislative Session

Note #1: State Department of Education accrediting officer may verify that fire drills are conducted as required.

REGULATION EMERGENCY/EVACUATION PLAN

Ringwood Board of Education has established this emergency/evacuation plan to clearly delineate authority and responsibility for administrative actions when it becomes necessary to close the school, evacuate students, cancel school activities, delay school openings, provide for early dismissal, or change transportation times and/or routes because of disasters, emergencies, inclement weather or other reasons.

Authority

The superintendent or his/her designee is responsible for administering the district emergency/ evacuation plan. He/she will establish rules, regulations and procedures for administering and using the district's facilities, equipment, supplies and staff during an emergency or disaster. The superintendent shall be responsible for the general supervision and welfare of the students and staff of the school district. He/she is authorized to cancel or postpone social events, club meetings, sports events, adult programs and other activities that function in various buildings or grounds of the district. He/she is also authorized to work with other agencies as legally required or as necessary.

District Protection

If an emergency occurs when school is in session, or at other times and under circumstances that would necessitate action by school district employees or that would involve the emergency use of school facilities, supplies or equipment, the superintendent is authorized to initiate the emergency/evacuation plan and to take other action required to protect the interests of the school district.

Legal Protection

The board shall provide liability insurance to include legal counsel to protect its agents, employees and board members for any liability resulting from supervision of students during an emergency.

Guidelines

1. The superintendent shall assume responsibility for protection of students, employees, facilities and equipment. Police, health and other agencies may be used as necessary.
2. The emergency and evacuation plans shall function through the administrative chain of command since emergencies require spontaneous decisions and immediate actions.

3. During a major emergency or disaster, students who are bused will be delivered to their homes as soon as such delivery can be organized and carried out in an efficient, orderly and safe manner. A higher authority (police or fire personnel) may direct all personnel to evacuate to a specific destination or to provide for mass care.
4. Students shall be released to parents as soon as such release can be made in an orderly, safe and nondisruptive manner in accordance with controlled release procedures.
5. The superintendent will provide for communication to the board president about the major emergency or disaster at the earliest possible time. Minor emergencies caused by inclement weather, temporary flooding, loss of utilities, employee or student disturbances, fire and bomb threats, accidents and breakdown of building equipment may be communicated through board administration advisement procedures.
6. The superintendent will coordinate activities with other agencies affected by the emergency through leadership, direction and communication.
7. Facilities and equipment will be maintained under district jurisdiction of school administrators until the primary responsibility of using them and the welfare of the students has been resolved.
8. District supplies, equipment, facilities and staff shall be used for the welfare of the students and staff only. To the degree possible, the staff shall keep a record for future accountability.
9. District responsibility for evacuation of students and employees of the district does not imply that district staff, facilities and equipment cannot be used in a cooperative effort with other agencies after the primary responsibility is complete. District students attending other schools shall be evacuated in accordance with plans prepared by those agencies and will be the responsibilities of those agencies.
10. Emergency and evacuation events shall be communicated with employees, related agencies and the public through an established emergency notification procedure.

**REGULATION
WARNING SYSTEMS FOR
INCLEMENT WEATHER**

Ringwood Board of Education policy shall be to dismiss school if weather conditions deteriorate to the extent that the safety of students may be jeopardized.

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

The superintendent and his/her appointees will drive various areas in the school district to determine travel risks as early as is practical. Should it be determined that weather conditions are such that it is unsafe to transport students within the district area radio and TV stations, all principals, the food service director, and the technology center superintendent will be contacted by 6:30 a.m. if at all possible. Parent and teacher alert system will be used if appropriate.

Each of the people contacted will then contact key individuals in their areas of supervision. The radio stations will broadcast the information concerning closure of schools for the day or the information that buses will be running late, whichever is pertinent. Absent such announcements, students should assume that school will be in session.

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

409..R.3

**REGULATION
FIRE DRILL RULES**

The following fire drill rules shall be observed.

1. Escape routes shall be posted in each room.
2. The teacher leads the students, single-file to the primary exit. If the exit is blocked, the secondary exit is to be used.
3. Classroom doors are to be closed by an assigned student.
4. Lights are to be switched off.
5. Students are not to talk while exiting the building.
6. There shall be absolutely no horseplay.
7. Teachers will take with them a current grade book for the purpose of checking roll.
8. Teachers are to lead the students away from the building to the predetermined designated area, then have roll call and account for all students.
9. If fire doors close on both primary and alternate routes, use primary route by slowly opening the fire doors.

REGULATION EMERGENCY PROCEDURES

General Emergency Procedures

1. Call 911 if the situation warrants. The decision whether or not to call 911, police, fire department and/or an ambulance rests with the building administrator or designee.
2. The superintendent's office is to be contacted immediately any time a situation has the potential for generating media coverage. This call should be delegated to an assistant principal, supervisor or secretary so that the administrator in charge is free to deal with the situation.
3. The principal will prepare and coordinate for crisis intervention follow-up with counselors and staff. The principal will also coordinate notification of parents, i.e. calls to parents, sending notes home with students, contacting radio stations, etc.
4. The transportation department will be notified if alternative bus services are needed on the campus.
5. The maintenance department will be notified if the building or school property is damaged.
6. The superintendent shall notify risk management about related insurance and safety issues. Risk management will investigate and collect information for potential claims and litigation.
7. Designated distract liaisons during crisis situations are: fire department, police, sheriff and central office.

Hazardous Materials Incident Procedures

The transportation of hazardous materials over streets and highways is a common occurrence. The possibility of an accident resulting in a spill is ever present, making it necessary for schools to be prepared should a spill occur near a school site.

1. Call 911 and the superintendent's office. Give the placard number on the truck to police and notify of injuries.
2. The location of a spill could be a significant distance from a school site and, as a result, an employee may have to act relative to a phone call from the police department. All procedures will be followed.

3. If the incident is at a school site, move all students indoors. Shut down all air handling systems.
4. Follow directions of police and civil defense.
5. The building principal will coordinate the contacting of parents.
6. The superintendent or designee will serve as spokesperson to the media.

Medical Emergency/Accident at School Procedures

1. Call 911 and the superintendent's office.
2. Wear latex gloves in assessing the situation and assisting the individual (s).
3. Notify the parent(s). If a parent is not available, notify the contact person, if appropriate.
4. Access and copy signed "Authorization for Emergency Care to Minor" form.
5. The superintendent or designee will serve as spokesperson to the media.

Gun at School/Shooting at School Procedures

1. Call 911 and the superintendent's office.
2. Follow police directions.
3. Maintain a calm environment.
4. Move students away from the incident site.
5. Isolate witnesses and preserve the crime scene.
6. The principal will communicate a predetermined code to the faculty, resulting in students being placed in their respective classroom with doors locked.
7. The principal or designee will coordinate notification of parents.
8. The superintendent or designee will serve as spokesperson with the media.

Bomb Explosion Procedures

1. Call 911, report injuries, and call the superintendent's office.
2. Preserve the area of explosion.
3. Follow the directions of the police department.
4. The principal or designee will coordinate the notification of parents.
5. The superintendent or designee will serve as spokesperson to the media.

Bus Accident/Incident Procedures

The rules and regulations of the State Board of Education provide an investigating officer to investigate all school bus accidents. The responsibility is too great for the driver to decide whether or not the accident should be investigated. An accident may appear to be minor at the time but turn out to be serious later.

A. **Bus Incident:** Any injury to a passenger, driver, or aide that is not due to a traffic accident will be classified as an incident.

Drivers are to:

1. Call 911.
2. Assess the injuries.
3. Notify the transportation department.
4. Follow standard procedures, depending on the injury.
5. Report all incidents in writing to the transportation director as soon as the route is completed.
6. Wear latex gloves

B. Bus Accidents

1. Stop the bus and secure the vehicle.
2. Get the students' attention. Calm and reassure them. Tell them what to do.
3. Wearing latex gloves, check for injuries to all passengers and the driver. Do not release students from the accident scene without police approval.
4. Call transportation department by radio or phone. Give the following information: Exact location, direction of travel, bus number, nature or emergency, and type of assistance needed.

5. Check for possibilities of fire, i.e. hot tires, engine fire, leaking fuel, smoke, other vehicles.
6. If no cell phones are available, send a student (at least two) to the nearest phone to report the information to 911.
7. The school office will call the police, fire department and others if necessary.
8. The driver should never leave the bus unattended.
9. Protect the scene.
 - a. Activate hazard lights on bus.
 - b. Protect road evidence.
 - c. Set out reflectors at least 100 feet behind and in front of the bus.
10. Determine if the bus should be moved.
 - a. Do not move the vehicle unless in danger or ordered by the police.
 - b. Determine if the bus is safe in its present location.
 - c. Determine if the bus is able to move under its own power.
 - d. Determine if help will be needed to move the bus.
11. Wait for the police, transportation director and/or central office personnel.
 - a. Do not leave the scene of an accident until the investigation is complete and police have given clearance to leave.
 - b. When the police releases students, they are to be transported to the nearest school site so that parents can be contacted.
12. Exchange information. Secure names, addresses and phone numbers of other driver(s) and passengers, injured persons, witnesses, and students. From the students obtain grade, age, race, sex and where seated at the time of the accident.
13. Discuss the accident only with authorized persons such as police, the transportation director or central office administrators.
14. Do not talk with others about the accident.
 - a. Make no statements as to any vehicle defects, payment of damages, or admission of liability. If the driver receives a traffic citation, the superintendent's office is to be consulted for disposition.

- b. The driver should not admit that an accident is his/her fault. The driver may state that he/she is sorry the accident happened and that the accident shall be reported to the insurance company.
 - c. The driver will not offer to pay damages to the other person. If the school bus driver is at fault, the insurance company will take care of any claims.
 - d. The driver will not say, "Our insurance company will pay for damages." It is the insurance adjuster's responsibility to decide who is to blame and to take care of payments for damages.
 - e. If a representative of another insurance company or any attorney representing the owner(s) of the other vehicle(s) involved calls or visits the bus driver and wants the driver to make a statement, either written or verbal, the driver is to refuse to comply. The driver may advise that a report was made. The representative of the insurance company will need to contact the school's insurance company or superintendent. This is very important in settling claims.
15. Administrators and/or the transportation director will contact parents of students on the bus.
16. The superintendent or designee will serve as spokesperson with the media.

BOMB THREATS

Ringwood Board of Education takes very seriously any threat of violence to the school. Bomb threats of any kind will not be taken lightly. Quick and appropriate measures will be taken to deal with such circumstances. Appropriate discipline will be taken toward any student found to be responsible for such acts.

Details for handling this and other emergencies can be found in Regulation 410..R.1.

REGULATION
BOMB THREAT PROCEDURES

In the event of a call or notice to the effect that a bomb has been placed anywhere on school grounds, the following procedures will be followed:

1. Call 911 and Immediate evacuation of the school and all buildings
2. If the fire and police departments did not receive the original call, they must be notified immediately.
3. The fire department or the county sheriff's deputies shall conduct a search of the building and premises.
4. If a thorough search has been conducted and nothing found, the administrator in charge will notify the fire department personnel and sheriff deputies so that reentry will be permitted.
5. A request for investigation of the incident should be made to the county sheriff.

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

FELONS/SEX OFFENDERS AND EMPLOYMENT

Ringwood Board of Education shall require every person or business having a contract with the school district to perform certain work to submit to the district a signed statement confirming that the person or business has complied with state law concerning felons and sexual offenders. This requirement applies to those performing work on a full-time or part-time basis that would otherwise be performed by school district employees. Such statement shall declare that no employee working on the school premises under the authority of the business has either been found guilty of (1) a felony offense (unless ten years has elapsed or the employee has received a pardon for the offense) or (2) is currently registered under the provisions of the Oklahoma Sex Offenders Registration Act.

In accordance with state law, the board shall dismiss or not reemploy, unless a pardon has been issued, any teacher, support employee, or administrator who, during the term of employment, is convicted of any sex offense subject to the sex offenders registration act of any state or the federal sex offender registration provisions or who is convicted of any felony offense.

The board understands that it is unlawful for any person registered pursuant to the Oklahoma Sex Offenders Registration Act to work with or provide services to children or to work on school premises, or for any person to knowingly and willfully allow such employment. Upon conviction, the violator shall be guilty of a misdemeanor and may also be liable for civil damages.

Reference: SB 1394, 1998 Legislative Session
HB 3144, 1998 Legislative Session
SB 588, 1999 Legislative Session
70 O.S. 6-101.22 (Section 125, School Laws of Oklahoma)
57 O.S. 589 (Section 1042.1, School Laws of Oklahoma)
70 O.S. 6-101.41 (Section 135, School Laws of Oklahoma)

CRIMINAL HISTORY RECORD CHECK

Pursuant to 70 O.S. § 5-142, the district shall request a national criminal history record check for any person seeking employment with the school. The prospective employee shall be notified of this requirement at the time of interview. Additionally, the district may initiate such a check of any current employee, in writing, to the State Department of Education.

For the criminal history record check, the prospective employee will be required to furnish his/her fingerprints to the Oklahoma State Bureau of Investigation (OSBI) and must pay to the OSBI the cost of the records search up to \$50.00.

If the applicant for employment meets all other criteria for employment in this school district, the applicant may be employed on a temporary basis for up to sixty (60) days pending receipt of the criminal history record search results. If the applicant is offered permanent employment following the review of the records search, the OSBI search fee, if any, will be reimbursed up to a maximum of \$50.00.

In the case of substitute teachers, the teacher shall not be required to provide more than one criminal history record check each year. If the substitute teacher teaches in more than one school district, this district shall share results of criminal history record searches when requested.

**REGULATION
EMPLOYEE RECORDS INVESTIGATION
PERMISSION**

**Ringwood Public Schools
Employee Acceptance of Records Investigation**

The names and fingerprints of applicants for employment with Ringwood School District may be submitted to the Oklahoma State Bureau of Investigation for a state and/or national felony records search. Such a search will require that you be fingerprinted by the OSBI, or designee, and that you pay the cost of the search up to \$50.00. If you are subsequently employed or are employed for a temporary period pending the receipt of the search results, then the district will reimburse you for the cost of the search.

I state that I have read the above requirements and do consent to being fingerprinted. I will pay the fee for an OSBI felony records search if so requested by the district.

Signed this _____ day of _____, 20 _____.

Applicant's signature

Name printed

Address

Telephone

SEXUAL HARASSMENT

The policy of this school district forbids discrimination against an employee or applicant for employment on the basis of sex. Ringwood Board of Education will not tolerate sexual harassment by any of its employees. It is the intent of the Ringwood Board of Education to maintain a learning and working environment that promotes treating people with dignity and respect. Sexual harassment undermines that effort and is legally classified as sexual discrimination. Therefore, Ringwood Public Schools will not tolerate or condone any form of sexual harassment by employees, students, or third parties of the district.

Sexual harassment violates Title VII of the 1964 Civil Rights Act, and amended by the Civil Rights Act of 1991. Any employee or student who is subjected to such harassment, including a hostile environment, or who has knowledge of such harassment, should report it to an administrator who is responsible for complaint investigation. The administrator will take steps for further action.

Ringwood Board of Education will act to investigate all complaints, either formal or informal, verbal or written, of sexual harassment and to discipline any student or employee who sexually harasses a student or employee of the school district.

A Hostile Work Environment

A hostile work environment is defined as an environment that limits or precludes a reasonable employee or student from working to his/her maximum potential. The existence of a hostile work environment shall be decided only after a full review of all relevant circumstances; provided, it shall be a hostile work environment if any employee complains about behavior in writing and such behavior continues or is allowed to continue.

Conduct of a Sexual Nature

1. Conduct of a sexual nature may include verbal or physical advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually oriented “kidding,” “teasing,” double meanings, and jokes.
2. When the allegedly harassed employee has indicated, by his or her conduct, that it is unwelcome verbal or physical conduct of a sexual nature, the conduct may constitute sexual harassment.

Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when either of the following situations exist:

1. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment, education, or participation in an educational program or activity.

a. Submission to the conduct or communication that is made either an explicit or implicit condition of employment or education.

b. Submission to or rejection of the conduct or communication that is used as a basis for an employment decision or student evaluation

c. Conduct or communication that substantially interferes with an employee's work performance or creates an intimidating, hostile, or offensive work environment.

2. Submission to or rejection of such conduct is used as the basis for evaluation, particularly in making employment, academic, or activity decisions affecting the individual

It is sexual harassment for an administrator or supervisor to use his or her authority to solicit sexual favors or attention from subordinates when the subordinate's failure to submit will result in adverse treatment, or when the subordinate's acquiescence will result in preferential treatment.

3. Such conduct has the purpose or effect of unreasonably interfering with an individual's education or activity, work performance, or creating an intimidating, hostile or offensive education or employment environment.

This policy applies to all students, all district employees, and third parties of the district. (Third parties are defined as any individual who enters the school premises other than students or employees, i.e. parents, contractors, and vendors).

Any sexual harassment as defined when perpetrated on any student or employee by any student or employee will be treated as sexual harassment under this policy.

References: Title VII of the Civil Rights Act of 1964, 42 U.S.C. 2000e. et seq.
Title IX of the Education Amendments of 1972, 20 U.S.C. 1681-1688

REGULATION

ALLEGED SEXUAL HARASSMENT FORM

**Ringwood Public Schools
Sexual Harassment Report Form**

General Statement

Ringwood Public Schools maintains a firm policy prohibiting all forms of discrimination based on sex. Sexual harassment against students or employees is sex discrimination. All persons are to be treated with respect and dignity. Sexual advances or other forms of personal harassment by any person, male or female, that creates a hostile or offensive environment will not be tolerated under any circumstances.

Report

Complainant _____

Home Address _____

Work Address _____

Home Phone _____ Work Phone _____

Date of Alleged Incident(s) _____

Name of person you believe sexually harassed you _____

Where did the incident(s) occur? _____

Describe the incident(s) as clearly as possible, including such things as what force, if any, was used; any verbal statements (threats, requests, demands, etc.); what, if any physical contact was involved; what did you do to avoid the situation. Attach additional pages if necessary.

This complaint is filed based on my honest belief that

_____ has sexually
harassed me.

I certify that the information I have provided in this complaint is true, correct and

complete to the best of my knowledge and belief.

Printed Name of Complainant

Signature of Complainant

Date

Printed Name of Person who Receives Complaint

Received by (Signature)

Date

**TRANSFER AND RELEASE
OF CONFIDENTIAL INFORMATION**

It shall be the policy of Ringwood Board of Education to comply with state and federal laws concerning the dissemination of confidential student information. Thus, no teacher shall reveal any information concerning any child obtained in his or her capacity as a teacher, except as may be required in the performance of his or her contractual duties. However, such information may be furnished to the child's parent or guardian upon request.

References: 70 O.S. 6-115 (Section 155, School Laws of Oklahoma)
51 O.S. 24A 16 (Section 553, School Laws of Oklahoma)

GRIEVANCES AND COMPLAINTS

Ringwood Board of Education wishes to make the school workplace as positive and productive for faculty and staff as possible. Therefore, the board hereby establishes a procedure for employees to have individual concerns or grievances relating to their terms and conditions of employment addressed in a professional and orderly fashion.

This procedure is designed to solve individual problems on as low a level as reasonable and as quickly as feasible in an attempt to prevent minor problems from becoming major ones. The final authority in resolving such grievances is the board of education.

This policy is meant to provide an avenue for resolution in situations not addressed by a negotiated agreement.

**REGULATION
PROCEDURES FOR GRIEVANCES AND COMPLAINTS**

Purpose

The purpose of this procedure is to secure at the lowest possible level equitable solutions to issues that may arise with respect to an employee's terms and conditions of employment.

Definitions

1. A "grievance is a claim by an employee that there has been a violation, misinterpretation or misapplication of an established board policy or established district administrative regulation that has specifically affected that employee's terms and conditions of employment.
2. The "grievant" is the employee making the claim.
3. "Days" shall mean the days when the school district central office is open for business.

Procedure

1. Level I - Informal Resolution---Immediate Supervisor

An employee with a grievance shall first discuss the concern individually with the immediate supervisor within ten (10) days of the alleged violation, citing the specific policy or regulation alleged to have been violated, with the objective of resolving the grievance informally. No written record will be made. However, a memo signed by both parties giving the date of the meeting shall be prepared.

2. Level II --Formal Resolution--Immediate Supervisor
 - a. If the employee is not satisfied with the discussion of the grievance at Level I, the employee may file the grievance with the immediate supervisor in writing, using the official form which is a part of this procedure, within five (5) days of the Level I meeting.
 - b. The immediate supervisor shall schedule and hold a meeting with the grievant within five (5) days after receipt of the written grievance and shall transmit a written decision to the grievant within five (5) days of the meeting.

3. Level III --Formal Resolution -- Superintendent

- a. If the grievant is not satisfied with the disposition of the grievance at level II, he or she may file an appeal with the superintendent in writing, using the official grievance form which is a part of this procedure, within five (5) days of the Level II response.
- b. The superintendent or the superintendent's designee shall schedule and hold a meeting with the grievant within ten (10) days after receipt of the appeal and shall transmit a written decision to the grievant within five (5) days of the meeting.

4. Level IV -- Formal Resolution-- Board of Education

- a. If the grievant is not satisfied with the disposition of the grievance at Level III, he or she may file an appeal with the board of education in writing, using the official grievance form which is a part of this procedure, within five (5) days of the Level III response.
- b. The board will hear the appeal at its next regularly scheduled meeting or a special meeting that has been called for that purpose within forty-five (45) days of the receipt of the appeal. The board shall transmit its written decision to the grievant within five (5) days of the meeting. The decision of the board shall be final and nonappealable.

General Provisions

1. The grievant shall have sole responsibility for pursuing the grievance through all levels and within the time limits specified in these procedures.

2. Failure at any level of this procedure to appeal to the next level within the specified time limits shall be deemed to be acceptance by the grievant of the decision at that level.

3. Failure at any level of this procedure to respond to a grievance within the specific time limits shall permit the grievant to appeal to the next level.

4. Time limits at any level may be extended by mutual agreement, and such agreements shall be made in writing and placed in the record for that grievance.

5. A grievance, which arises from an action of an authority above the level of immediate supervisor, may be initiated at Level III of this procedure.

6. Evidence and testimony presented by the grievant at any level of this procedure shall be limited to that which was presented at previous levels.
7. Copies of official grievances, all documents, communications and records dealing with the processing of a grievance will be filed in a separate grievance file and will not be kept in the personnel files of the grievant.
8. No reprisals shall be taken against the grievant or other participants in the grievance procedure by reason of such participation.

**REGULATION
GRIEVANCE/COMPLAINT FORM**

**Ringwood Public Schools
Grievance/Complaint Form**

Level (Check one) II. _____ III. _____ IV. _____

Name of Grievant: _____ Assignment _____

Date of occurrence giving rise to the grievance: _____

Citation of specific board policy or administrative regulation alleged to have been violated.

Statement of Grievance _____

Relief Sought _____

Signature of Grievant _____ Date _____

Decision and Supporting Reason (s) _____

Signature and Title _____ Date _____

If additional space is needed to complete any segment(s) of this form, attach and properly identify additional pages.

BLOODBORNE PATHOGENS

Ringwood Board of Education recognizes that body fluids of any person may contain infectious or contagious bacteria or viruses, and that such bacteria or viruses may be spread from one person to another by accidental or careless handling of body fluids during sanitation or custodial work or the administration of emergency first aid.

The superintendent is directed to prepare regulations establishing proper procedures for handling body fluids during normal school day activities. Such procedures shall include methods for the handling and disposal of body fluids in school buildings and on school equipment and material. The district will make personal protective equipment available to employees for use in handling and disposing of body fluids.

The superintendent will also direct the identification of employees who could be reasonably anticipated as the result of their job duties to face contact with blood or other potentially infectious materials. Any employees so identified will be offered Hepatitis B vaccinations at district cost. Such vaccinations will be provided at a reasonable time and place, under the supervision of a licensed physician or health care professional and according to the latest recommendations of the U.S. Public Health Service.

School district employees who have had an exposure incident to body fluids may participate in a follow-up confidential medical evaluation documenting the circumstances of exposure, identifying and testing the source individual if feasible, testing the exposed employee's blood if the employee consents, post-exposure prophylaxis, counseling and evaluation of reported illnesses. Health care professionals must be provided specified information to facilitate the evaluation and their written opinion on the need for Hepatitis B vaccination following exposure. Information such as employee's ability to receive the Hepatitis B vaccine must be supplied to the employer. All diagnoses must remain confidential.

References: 29 CFR, Section 1910.1030, Bloodborne Pathogens News, OSHA
Hepatitis B Policy Revision, United States Department of Labor,
July 6, 1992

REGULATION HANDLING BLOODBORNE PATHOGENS

In accordance with the policy of Ringwood Board of Education, the following regulations and procedures contain guidelines for cleaning and disposal of body fluids. For the purpose of this regulation, the term "body fluids" shall include reference to blood, semen, feces, urine, vomit, drainage from scrapes and cuts, and respiratory secretions such as nasal discharge. Body fluids of all people should be considered to contain potentially infectious agents (germs, bacteria or viruses). Diseases such as hepatitis, shigella, salmonella and AIDS are transmitted through body fluids.

The following guidelines are established for the protection of all personnel. These procedures are to be followed when cleaning up and disposing of body fluids, including when providing first aid.

1. Wear gloves. All personnel will wear disposable latex gloves during the cleanup and disposal of any of the body fluids listed above. When in doubt about material, assume it to be a body fluid. After any material is removed and disposed, the gloves should be destroyed or disposed.

2. If gloves are not available and contact with body fluids or open wounds is necessary, hands should be carefully washed as follows:

- a. Use hot water and liquid soap with vigorous washing under running water for at least 10 seconds.
- b. Dry hands thoroughly with a paper towel. Use the paper towel to turn off the faucet and discard the towel in a proper container.
- c. Use hand lotion if desired. CAUTION: Dry, cracked hands provide openings in the skin for bacteria to enter.

3. A 1 to 10 solution of household bleach and water may be stored in proper containers in areas where soap and water are not readily available. The solution may be used in cleaning body fluid spillage and hands if soap and water are not available following the cleanup.

4. Materials used in the cleanup of body fluids or suspected body fluids will be sealed in a plastic bag and discarded in appropriate trash containers. Soiled clothing articles, including sanitary napkins will be sealed in plastic bags and discarded. Other non-disposable cleaning items such as mops, towels, buckets and other items will be thoroughly rinsed in the bleach and water solution or carefully washed in hot, soapy water.

5. Personnel will use the same procedures for washing non-disposable cleaning equipment as for handling body fluids and soiled clothing or other personal apparel.
6. Sanitary absorbents may be used to clean spilled body fluids. The absorbent should be swept up or vacuumed. Carpets should be shampooed with a germicidal rug shampoo. Sweepings or used vacuumed bags should be sealed in a plastic bag for disposal. Brooms, dustpans and vacuum brushes should be washed in a solution of one part bleach to ten parts water.
7. Any liquid disinfectant used in cleaning floors, equipment or materials should be discarded in a suitable and appropriate sewage drain.
8. Clothing, towels and similar cleaning equipment or materials should be washed in hot, soapy water with one-half to one cup of bleach added to the wash water.
9. Careful hand washing is the single most effective method of preventing the spread of contagious diseases. Hands should be washed in hot, soapy water before and after any cleanup operation.
10. A copy of these routine procedures for sanitation and hygiene when handling body fluids will be provided to each employee and must be followed when appropriate and necessary.

References: U. S. Occupational Safety and Health Administration, 29 CFR Part
1910.1030
Oklahoma Department of Labor and Oklahoma Statutes, Title 40, Section
401
Printed materials, "Bloodborne Pathogens," Andrea Kunkel, at the office of
Rosenstein, Fist and Ringold

REGULATION

GUIDELINES FOR CUSTODIANS WHEN HANDLING BODY FLUIDS

The body fluids of all people should be considered to contain potentially infectious agents. The following guidelines are established for the protection of all personnel.

Handwashing Procedures

Handwashing is the most important single way to prevent the spread of infectious diseases. Hands should be washed frequently during the day –always before eating, after going to the restroom, after any dirty cleaning job and particularly after cleaning up body fluids whether you touched the fluids or not.

1. Use liquid soap and water with vigorous washing under a stream of running water for about 10 seconds.
2. Dry hands thoroughly with a paper towel. Use the paper towel to turn off the faucet. Discard towel in proper container.
3. Use hand lotion as needed. Dry, cracked hands leave openings in skin for bacteria to enter.

Cleaning Spilled Body Fluids

1. Put on disposable latex gloves.
2. Pour sanitary absorbent on the fluid. Allow a few minutes to absorb the liquid.
3. Vacuum or sweep up the absorbent.
4. The vacuum bag or sweepings should be disposed of in a plastic bag. Brooms or dustpans should be rinsed in a disinfectant made of 1 cup of bleach to 1 gallon of water. No special handling is required for the vacuuming equipment.
5. Grasp each glove by its cuff and turn it inside out as you remove it from your hand. Discard the gloves in a plastic bag lined trashcan. Seal tightly before disposal.
6. Wash your hands with liquid soap and water.

Disinfecting Hard Surfaces

1. Put on disposable latex gloves.
2. Remove soil and apply a disinfectant (one cup of bleach to one gallon of water). This disinfectant must be freshly prepared for each use.
3. Soak mops in disinfectant after use and rinse thoroughly.

4. Discard disposable cleaning equipment in a plastic bag. Contaminated water should be flushed down the toilet.
5. Non-disposable cleaning equipment should be thoroughly rinsed in disinfectant.
6. Pour used disinfectant solution promptly down a drain pipe.
7. Remove gloves and discard in plastic bag.
8. Wash your hands with liquid soap and water.

Disinfecting Rugs

1. Put on disposable, latex gloves.
2. Apply sanitary absorbent; let it dry and vacuum.
3. Apply a germicidal rug shampoo with a brush and vacuum again. If necessary wash vacuum brush with soap and water.
4. Discard gloves. Wash your hands with liquid soap and water.

Laundering Clothing Soiled with Body Fluids

1. Wash items separately from other clothing. Pre-soak if heavily soiled.
2. Wash in hot soap and water. Add one-half cup of bleach to the wash cycle. If articles are not colorfast, add one-half cup of non-Clorox bleach to the cycle.
3. Discard gloves. Wash your hands with liquid soap and water.

Miscellaneous

1. Line all trashcans with a plastic bag. Discard at the end of each day.
2. Wear plastic gloves to clean toilets and urinals.
3. Do not use re-usable plastic gloves to handle body fluids. It is impossible to clean them sufficiently to prevent the spread of bacteria.

DRUG-FREE WORK PLACE

In recognition of the clear danger resulting from drug abuse and in a good faith effort to promote the health, safety, and welfare of employees, students, and the community as a whole, it shall be the policy of Ringwood Board of Education to provide a drug-free workplace in compliance with the Drug-Free Schools and Communities Act Amendment of 1989 (P.L. 101-226).

Chemical dependence is a contagious, progressive disease that does not disappear of its own accord. Because drugs have a destructive impact on the brain, regular users lose control over their behavior, and most of them find it extremely difficult to stop using drugs without outside intervention. Using a drug just one time predisposes a person to try it again because the person has apparently violated a taboo with impunity. For additional health hazards associated with drug and alcohol use, refer to the district's drug education curriculum.

Any student or employee of this school district who believes that he or she may have a problem with drug abuse may be referred to appropriate local agencies for counseling, treatment or rehabilitation. For additional information concerning assistance available, contact the district's administrators or counselors.

Employment and a Drug-Free Workplace

Student and employee safety is of paramount concern to the board. Employees under the influence of alcohol, drugs, or controlled substances are a serious risk to themselves, to students and to other employees. Therefore the board shall not tolerate the unlawful manufacture, use, possession, sale, distribution or being under the influence of drugs or controlled substances. Nor shall the board tolerate the unlawful use of, or being under the influence of, alcohol by an on-duty employee. Any employee who violates this policy will be subject to disciplinary action, which may include employment termination.

When it is evident that a staff member has consumed alcoholic beverages or illegal drugs off school property and/or before a school activity, the staff member will not be allowed on school property or to participate in school activities. Staff members who violate this policy will be subject to the same penalties as for possession or consumption on school property.

Each employee of Ringwood School District is hereby notified that, as a condition of employment, the employee must abide by the terms of this policy. The employee will notify the superintendent of any criminal drug statute conviction for a violation occurring in or on the premises of this school district or while engaged in regular employment. The employee shall make such notification to the superintendent no later than five days after conviction.

Within thirty days following receipt of the above notification, the district will take appropriate disciplinary action that may include termination or the requirement that the employee participate in a drug abuse assistance or rehabilitation program.

Drug-Free Awareness Program

Education: Because it is the policy of the board of education to promote prevention, information about a drug-free awareness program will be made available to inform employees about (1) the dangers of drug abuse in the workplace, (2) the district policy of maintaining a drug-free workplace; (3) available drug counseling, rehabilitation and employee assistance programs, and (4) penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

Assistance: Employees who have a drug abuse problem shall be encouraged to seek professional assistance. Any employee who requests assistance shall be referred to a treatment facility or agency in the community if such facility or agency is available.

Notification

It is a requirement of Ringwood Board of Education that each current employee shall be notified of this policy in writing and future employees shall be notified in writing upon employment. This statement shall be published in other appropriate documents for proper distribution and posted at appropriate work sites.

The board hereby commits itself to continuing good faith effort to maintain a drug-free workplace. This policy shall be communicated in writing to all present and future employees.

DRUG SCREENING

It is the policy of Ringwood Board of Education to comply with the Omnibus Transportation Testing Act of 1991 and to establish programs that help prevent accidents and injuries resulting from misuse of alcohol and controlled substances by drivers of commercial vehicles. This policy and the regulations that follow apply to all school employees holding a Commercial Driver's License and using school vehicles.

Every employee of this school district shall be made aware of the dangers of drug and alcohol abuse and federal requirements concerning substance abuse.

Policy Objectives

1. To create and maintain a safe, drug-free environment for all employees
2. To encourage any employee with a dependence on, or addiction to, alcohol or other drugs to seek help in overcoming the problem
3. To reduce problems of absenteeism, tardiness, carelessness and/or other unsatisfactory matters related to job performance
4. To reduce the likelihood of incidents of accidental personal injury and/or damage to students, property, equipment or buses

Implementation

Substance abuse, whether on or off the job, that affects an employee's work is prohibited. The board insists that all employees report to work without any alcohol or illegal or mind altering substances in their systems.

Employees must inform their supervisor when they are legitimately taking medication, which may affect their ability to work in order to avoid creating safety problems and violating the federal laws.

Reference: 40 O.S. 554 (Section 761, School Laws of Oklahoma)

Printed materials, State Department of Education, February 1995, and undated materials of the State Department of Education

Note: School Districts may not request or require an applicant or employee to undergo drug or alcohol testing unless the district has a detailed policy. (Section 162, School Laws of Oklahoma)

REGULATION PROCEDURES FOR DRUG SCREENING

Drug Screening

Enforcement of the drug screening policy requires that bus drivers of Ringwood Public Schools be tested on a random basis. The board reserves the right to require all transportation employees to submit, at any time an employee is on duty, to drug tests to determine the presence of prohibited substances.

Bus drivers will undergo testing at scheduled physical examinations once a year and on a random basis without advance notice. Bus drivers may be tested at any time the superintendent has reasonable cause to request testing. The district will pay for all requested tests. Once the results of the test are available, the board has the final decision as to personnel actions to be taken. A positive result is just cause for immediate termination of employment.

Drug Searches

The board reserves the right to search desks, cabinets, tool boxes, vehicles, including personal vehicles brought on school property, bags or any other property at the school or in vehicles when the board has reasonable cause to believe an employee has violated alcohol and drug policies.

Enforcement

Violation of these rules, including testing positive, will subject the employee to discipline, including discharge. Refusal to cooperate with the board in any test or investigation will result in discipline, including discharge as appropriate under federal and state laws.

REGULATION

DRUG TESTING

General Information

Notice to Employees: The superintendent or designee shall, before performing an alcohol or controlled substance test, notify the employee that the test is required.

Alcohol Concentration: No employee shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater. A driver testing less than 0.04 but more than 0.02 cannot return to work until at least 24 hours have passed and a new test shows the alcohol concentration has dropped below 0.02.

Behavior or Appearance: No employee shall report to duty requiring the performance of safety-sensitive functions or remain on such duty if exhibiting characteristics through behavior or appearance of alcohol or other controlled substance use.

Alcohol Possession: No employee shall be on duty or operate a school-owned vehicle while the employee possesses alcohol or other controlled substances.

On-Duty Use: No employee shall use alcohol or other controlled substances while performing safety-sensitive functions.

Pre-Duty Use: No employee shall perform safety-sensitive functions within four (4) hours after using alcohol or other controlled substances.

Alcohol Use Following Accidents: No driver who has an accident while performing safety-sensitive functions shall use alcohol for eight (8) hours following the accident, unless the driver has been given a post-accident test.

Test Procedures: Testing may be conducted by the employer, outside contractor, a consortium or any other entity.

1. Alcohol Testing: A Certified Breath Alcohol Technician (BAT) will use evidential breath test devices (Bets) with the following capabilities:
 - a. Printing three copies of each test result.
 - b. Numbering each test consecutively
 - c. Processing an air blank (test of ambient air) with printed record.
 - d. External calibration
 - e. Distinguishing alcohol from acetone at a 0.02 concentration.

2. Controlled Substance Testing: "Drugs" or illegal substances containing the following: Amphetamine/Methamphetamine, Cannabinoids (Marijuana), Cocaine metabolites, Opiates (Heroin, Morphine, or Codeine), PCP (Phencyclidine) will all be screened. A medical technical trained in urine sample collection in an approved location will take samples. Samples will be transported to a HAS (formerly NIA) laboratory to be tested. Results of the test will be given to a Medical Review Officer (MRO) who will determine disposition.

If the district has actual evidential knowledge that an employee is guilty of alcohol concentration above 0.04 or greater, alcohol possession, pre-duty use of alcohol or controlled substances, or demonstrates behavior or appearance of alcohol or other controlled substance use, the district shall not permit the employee to perform or continue to perform the safety-sensitive function.

No employee shall refuse to submit to alcohol or controlled substance post-accident testing, random tests, reasonable suspicion tests, return to duty tests or follow-up tests.

Required Testing

At a minimum the district shall purchase or have access to an evidential breath test device. More invasive testing techniques may be required by the district at no cost to the employee.

Pre-employment and Pre-Duty Testing: Prior to the first time an employee performs safety-sensitive functions, the employee may undergo testing for alcohol/controlled substances. The district may test during the hiring process, just before starting the safety-sensitive function or both.

Post-Accident Testing: As soon as practical during the 8 hours following an accident involving a school-owned vehicle, the district shall test the driver for the presence of alcohol and controlled substances. Post-accident testing will be required if

1. There is a fatality
2. One or more persons requires medical treatment away from the accident scene
3. One of the vehicles must be towed from the scene
4. The driver receives a citation arising from the accident.

If the test is not administered within two (2) hours following the accident, the school district must prepare and maintain on file a record stating why the test was not promptly administered. After eight (8) hours has passed, the district must cease attempts to administer the test and record who the district was unable to administer the test. An employee who is subject to post-accident testing who leaves the scene of an accident without a valid reason prior to submission to such test may be deemed by the district to have refused to submit to testing.

Nothing in this subsection shall be construed to require a delay of necessary medical attention for injured persons or seeking of assistance in responding to the accident. The district shall provide drivers with necessary post-accident information, procedures and instructions prior to the driver operating a vehicle, so that drivers will be able to comply with these requirements.

Random Testing of Employees: The district shall, at various times, randomly select employees subject to random drug testing for an unannounced alcohol testing or controlled substance test. The selection of employees to be testing shall be by a scientifically valid method so that each employee shall have an equal chance of being tested each time testing occurs.

1. The dates for the unannounced testing of randomly selected employees shall be spread reasonably throughout the year.
2. The number of employees to be tested shall equal an annual rate of 50% for controlled substances and 25% for alcohol of the total number of such employees employed by the district or as specified by governing agencies.
3. The district shall require that each employee who is notified of selection for random testing to proceed to the testing site immediately.

Reasonable Suspicion Testing: The district shall require any employee subject to drug testing to submit to an alcohol test or test for controlled substances when the district has reasonable suspicion to believe the employee has violated the prohibitions in this regulation.

1. The district's determination that reasonable suspicion exists shall be based on specific, contemporaneous, articulable observations concerning the behavior, appearance, speech or body odors of the employee. The required observations shall be made by a supervisor who is trained in detecting the symptoms of alcohol and/or controlled substance misuse.

2. Alcohol and/or controlled substance testing is authorized only if the observations are made during or just preceding the period of the work day. The covered employee may be required to undergo reasonable suspicion testing while the employee is working (or while the driver is driving, just before the employee performs his/her safety sensitive function, or just after he/she has driven.

Return to Duty Testing: The district requires that before an employee returns to duty requiring the performance of a safety-sensitive function after engaging in conduct prohibited by these regulations, the employee shall be suspended without pay and shall undergo a return-to-duty alcohol or controlled substance test and be qualified to resume the safety-sensitive function. Employees who test positive a second time will be terminated.

Follow-up Testing: Following a determination that an employee is in need of assistance in resolving problems associated with alcohol or controlled substance misuse, the district will ensure that the employee is subject to unannounced follow-up alcohol/controlled substance testing as directed by a substance abuse professional.

Maintenance of Records

The district shall maintain records of its alcohol/controlled substance misuse prevention program. The period of retention for these records shall be as follows:

1. Five years:
 - a. Records of employee alcohol/controlled substance tests with positive results
 - b. Documentation of refusals to take required tests
 - c. Calibration tests for EBTs (evidential breath test devices)
 - d. Employee evaluation and referrals.
2. Two years: Records relating to the collection process and training.
3. One year: Records of negative test results.

Reference: Printed materials, Transportation Section, State Department of Education,

1996.

SUSPECTED CHILD ABUSE AND/OR NEGLECT

Ringwood Board of Education supports the Oklahoma Department of Human Services in its search for physical injury or abuse. All employees are obligated to report any suspected child abuse and/or neglect.

Reporting

Every certified or support employee responsible for a child under the age of eighteen (18) years of age and having reason to believe that any such child has had physical injury or injuries inflicted upon him/her by other than accidental means where the injury appears to have been caused as a result of physical abuse, sexual abuse, or neglect, shall report the matter promptly to the county office of the Department of Human Services (DHS) in the county wherein the suspected injury occurred.

Anytime a possible abuse situation is suspected through observation of the student or by disclosure from the student, school personnel shall take immediate action. Reporting obligations are individual; however, school personnel shall inform the building principal or principal's designee and may request assistance with the reporting process.

The initial report shall be made directly to a DHS worker by telephone, in writing or in person. Any report of abuse or neglect shall be made in good faith.

No Ringwood Public School employee shall be impeded or inhibited by the employer, a supervisor, or an administrator from reporting in good faith. Any employee making a report, providing information, and/or testifying shall not be discriminated or retaliated against provided that the employee did not perpetrate or inflict the abuse or neglect. Any employer, supervisor, or administrator who discharges, discriminates, or retaliates against an employee making a report shall be liable for damages, costs, and attorney fees.

Any person who knowingly and willfully fails to report promptly any incident may be reported by the DHS to local law enforcement for criminal investigation and, upon conviction thereof, shall be guilty of a misdemeanor.

Immunity

Immunity is provided from any civil or criminal liability, when an individual in good faith reports, allows access to a child by persons authorized to investigate a report, or participates in judicial proceedings.

Investigating/Interviewing

A witness shall be present whenever it becomes necessary for the principal or a designated Ringwood Public School employee to check a student for signs of suspected abuse and/or neglect. Both parties shall be responsible for documenting the necessary check of a student.

Ringwood Public Schools shall allow DHS workers to interview and examine a child at a school site when a report of suspected abuse and/or neglect has been made. Investigators shall show appropriate identification to the building principal or principal's designee prior to conducting an interview with a student.

School District Representatives During the Interview

1. Any investigation resulting from a referral by school district employees that leads to an interview held during the regular school day shall be attended by the principal or principal's designee.
2. All interviews of elementary and middle school students conducted by DHS during the regular school day shall be attended by the principal or principal's designee.
3. Any investigation resulting from a referral by an outside source which leads to any interview held during the regular school day shall be attended by the principal or the principal's designee in the elementary school and the middle school.
4. A witness may be present at the discretion of the student in grades eight through twelve. The principal or principal's designee shall be available to witness the interview as soon as possible upon the arrival of the DHS investigator. The principal or principal's designee shall not be a vocal participant in the investigation.

Confidentiality

Ringwood Public Schools shall maintain all records concerning child abuse in a confidential manner. Any employee convicted of a violation of the confidentiality requirements of the Oklahoma Child Abuse Reporting and Prevention Act shall be guilty of a misdemeanor punishable by up to six (6) months in jail or fine of five hundred (\$500) dollars or both.

Reference: 10 O.S. 7101-3 (Section 823, School Laws of Oklahoma)

**REGULATION
SUSPECTED CHILD ABUSE AND/OR NEGLECT
REPORTING PROCEDURES**

Ringwood Public Schools Suspected Child Abuse Report will include

1. The names and addresses of the student and parents or other persons responsible for the student's care
2. The student's age
3. The nature and extent of the student's injuries, including any evidence of previous injuries
4. The nature and extent of the student's dependence on a controlled dangerous substance
5. Any other information that the maker of the report believes might be helpful in establishing the cause of the injuries
6. The identity of the person(s) responsible, any information or any part of any information of the abuse or neglect known to the person making the report

School nurses are designated to oversee all official suspected child abuse reports with a centralized filing system. When a child progresses from the elementary level (K-5) to the secondary level (6-12), copies of any suspected child abuse and/or neglect reports and documentation on file with the elementary nurse will be transferred to the secondary nurse. All child abuse reports will be transmitted under separate cover as "Confidential File."

All employees of the district will receive information about the reporting process and procedures to be followed during the yearly OSHA training.

PARENTAL INVOLVEMENT

Ringwood Board of Education holds the philosophy that parents, and the community as a whole, are very important to the success of the school district. In implementation of this belief and in compliance with the State Department of Education standards, the board will involve parents in school activities, utilize parental and community resources in the instructional/learning program of the school. Also, the board promotes the use of school facilities before and after regular school hours for parent and community involvement.

The board further encourages private employers to give time off to employees who have school-age children for attending parent-teacher conferences at least once each semester.

The district also supports parent educational programs that provide assistance to parents of children ages 0 through 3.

The board expects an effective system of communication to exist between and among school district patrons, the board of education, administrative staff, teachers, support personnel and students. In the belief that this "open communication" concept should prevail, board members individually, as well as the board as a whole, pledges every effort to maintain open channels for discussion with any person whatever the issue or concern might be.

References: Printed materials State Department of Education, "Standards for Accreditation Oklahoma Schools," 2002
Policy required by State Department of Education

SCHOOL VISITORS

Ringwood Board of Education believes that parent involvement is one of the ingredients of a successful school. Parents are welcome to visit the school; however, parents and other adult visitors must check in at the main office of the school. School personnel have the right to know the identity of all persons on school premises. Students and visitors must identify themselves upon request of school personnel or school sponsors, during school or school activities hours.

Teachers and staff members of Ringwood School District are asked to approach any unfamiliar person in the building and offer to assist him or her. Upon determination that the visitor has not been authorized to be in the building, the teacher or staff member should direct the person to the office and also notify the office immediately so that the visitor can be expected.

The superintendent or principal (and/or their designee) shall have the authority to order any person out of the school building and/or off school property when it appears that the presence of such person is a threat to the peaceful conduct of school business, school classes, school students and/or school personnel. Any person refusing to leave or returning within six months without written permission from the superintendent or the board of education shall be guilty of a misdemeanor, punishable by fine or imprisonment.

The board shall establish an appeals process and opportunity for a hearing for any person removed pursuant to this policy. Any person banned from the school grounds or a school building shall be given written notice of these procedures.

Granting permission to visit a classroom in session will be at the option of the individual classroom teacher and the school administrator. Students are discouraged from asking that other children be allowed as visitors in a classroom.

References: 70 O.S. 24-131- 131.2 (Section 513-513.2, School Laws of Oklahoma)
21 O.S. 1375-76 (Section 1038-39, School Laws of Oklahoma)
[SB 439, 2001 Legislative Session](#)

REGULATION
APPEAL PROCESS FOR BANNED VISITORS

Any individual ordered to leave the school building or school grounds, pursuant to this policy and state law, shall have the right to a hearing concerning this action.

The procedure for appeals shall be as follows:

1. Any person removed from the school grounds or a school building shall be given written notice of his right to appeal.
2. The person so banned may, within 14 days, make a written request to the school superintendent or designee for removal of the ban.
3. The superintendent or designee may choose to remove the ban and, if so, will do so in a written letter, which will be sent to the banned individual. A copy will be sent to all administrators and security personnel of the district.
4. If the superintendent denies removal of the ban, the affected individual may then appeal to the board of education. If the board approves removal of the ban, it shall direct the superintendent to report the action in a letter to all district administrators and security personnel.

5. If the board denies the appeal, a letter so stating the action shall be sent to the individual, all administrators and security personnel. Such ban will exist up to six months, with time to be designated in the letter. The time of the ban may be extended subject to additional violation of state statute by the named individual.

Any person who fails to leave the school as directed or returns within the six months without permission of the superintendent or designee shall be guilty of a misdemeanor according to 21 O.S., Section 1376.

Reference: 21 O.S. 1376 (Section 1039, School Laws of Oklahoma)
SB 439, 2001 Legislative Session

**PARENTAL INSPECTION
OF SEX EDUCATION MATERIALS**

Ringwood School District superintendent of schools or his/her designee shall review all materials and curriculum used in the teaching of sex education, including programs, textbooks, or tests. The superintendent or designee shall give written notification to parents of their right to inspect materials and curriculum to be presented in the sex education program and of the right of any student not to participate.

A letter containing the information about the rights of parental inspection and student nonparticipation shall be sent to the parent or guardian of each student eligible for the curriculum, materials, or program. Such notification should be sent no later than ten days before the presentation of the sex education curriculum or class.

Parent permission for student attendance in the sex education classes is required for grades 4-6. If a parent or guardian of a student in grades 7-12 objects in writing, the student will not be allowed to attend these presentations.

Any materials and curriculum used by the school district in the teaching of sex education shall always include the teaching of abstinence.

References: House Bill 1072, effective November 1, 1995.
70 O.S. 11-105.1 (Section 249.1 School Laws of Oklahoma)
70 O.S. 11-106 (Section 250, School Laws of Oklahoma)

SCHOOL VOLUNTEERS

The Board values the unique contributions made by parent and community volunteers to the educational programs of the school district. Accordingly, the Board encourages the use of parent and community volunteers, subject to certain requirements and procedures as set forth below:

1. Definition and Qualifications – A volunteer is defined as any individual who performs a service for the school district without compensation, remuneration or other consideration and who otherwise meets the requirements of this policy. A volunteer must be at least 18 years of age. A volunteer need not be a parent of a student enrolled in the school district.
2. Volunteer Status – Under no circumstances shall a volunteer be considered an employee or independent contractor of the school district. A volunteer shall not receive wages, salary or other valuable consideration for the performance of his or her services; provided, however that, without altering a person's status as a volunteer, the superintendent, in his or her sole discretion, may reimburse costs incurred by volunteers. Holding the position of a volunteer is not a right, but a privilege conferred upon the volunteer by the Board, acting through the building principal of each school within the school district.
3. Scope of Activity – The role of volunteers is to assist—but not replace or assume—the professional or paraprofessional responsibilities or authority of the school district staff. The principal shall assign volunteers to particular classrooms or duties at his/her discretion. Such assignments may be revised or revoked at any time by the superintendent or principal. Volunteers shall not provide regular instruction or educational training to students enrolled in the school district. The following list is provided to assist in understanding the scope of permissible volunteer activities:
 - a. Volunteers are permitted to:
 - i. Chaperon and monitor students at various school events (i.e., during a pep rally or field trip);
 - ii. Type or perform other data entry tasks assigned by teachers or teachers' aides;
 - iii. Make photocopies of or otherwise reproduce documents;
 - iv. Stock and organize classroom supplies (i.e., paper, pencils, crayons, etc.);
 - v. Prepare classroom for activities specified by teachers or teachers' aides and clean up classroom after such activities;
 - vi. Prepare bulletin boards or decorate classroom at direction of teachers or teachers' aides.
 - b. Volunteers may undertake activities that are in addition to or different from those listed above, so long as such activities are in support and at the direction of the professional and paraprofessional staff, and provided that such activities do not conflict with the requirements of this policy or the additional procedures established by the school district.

the building principal and/or review the school district's policy manual as it relates to such matters.

- b. Each volunteer shall keep strictly confidential all information he or she may learn, during the course of performing services, about the students enrolled in the school district.
6. Delegation of Duties – Upon superintendent approval, each school within the school district may adopt its own administrative procedures for the recruitment, selection and assignment of volunteers; provided, however, that the following minimal requirements shall apply to all such procedures:
 - a. Each building principal or designee shall be responsible for training the volunteers to perform the specific duties associated with their assignments.
 - b. Each building principal or designee shall assume general authority and responsibility over the volunteers performing services of any kind at or on behalf of the school.
 - c. No such procedures adopted by the schools within the school district shall be inconsistent with the terms and conditions of this policy.
 7. Acknowledgment – All such procedures adopted by the schools within the school district shall be subject to the approval of the superintendent. Each volunteer shall affirm in writing that he or she has been provided with a copy of, has read, understands and agrees to comply with this policy.