

SECTION 1100
PUBLIC, PATRONS AND PARENTS

NON-DISCRIMINATION

**1100.01
(1 OF 1 PAGES)**

This School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. This policy of nondiscrimination applies to all matters concerning staff, students, the public, employment, educational programs and services, events, and individuals, companies and firms with whom the board does business.

The following person has been designated to handle inquiries regarding the District's non-discrimination policies and procedures and compliance therewith:

**Steve Walker – Superintendent of Schools
P.O. Box 8, Lahoma, OK 73754
580-796-2204**

It is the policy of the Board of Education to take reasonable steps to accommodate our patrons and students with disabilities.

Each facility or part of a facility constructed by, on behalf of, or for the use of the facility is readily accessible to and usable by persons with disabilities. Alterations of facilities that affect their usability will, to the maximum extent feasible, be altered in such a manner that the altered portion is readily accessible to and usable by persons with disabilities.

The school district will make reasonable accommodations to the known physical or mental limitations of a qualified person, unless it can be shown that the accommodation would impose an undue hardship on the operation of this school district. This school district does not require pre-employment medical examinations except for bus drivers.

For the purposes of this policy, the term "reasonable accommodation" shall mean making existing facilities used by employees readily accessible to and usable by individuals with disabilities; and job restructuring, part-time or modified work schedules, reassignment to a vacant position, acquisition or modification of equipment, modification of examinations and training, the provision of qualified readers, and other similar and reasonable accommodation.

In determining whether an accommodation would impose an undue hardship, the district will consider:

1. The nature and cost of the accommodation needed;
2. The overall financial resources available to the district;
3. The number and nature of employees at the facility in question.

REFERENCE: PUBLIC LAW 101-336, THE AMERICANS WITH DISABILITIES ACT (ADA)

**FILING A GRIEVANCE
BASED ON A COMPLAINT OF DISCRIMINATION**

**1100.03
(1 OF 2 PAGES)**

It is the policy of the Board of Education that the District shall not discriminate against any person on the basis of race, color, national origin, age, sex or disability. The District is committed to taking appropriate measures to remedy and prevent recurrence of any discrimination of which it has notice. The Board has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging discriminatory action prohibited by law:

Any person believing that the District, its Board of Education or any part of the school organization has inadequately applied the principles and/or regulations of (1) Title VII of the Civil Rights Act of 1964 (race, color, national origin discrimination); (2) Title IX of the Education Amendment Act of 1972 (sex discrimination, sexual harassment); (3) Section 504 of the Rehabilitation Act of 1973 (disability discrimination); (4) the Age Discrimination Act of 1975 (age discrimination); and/or (5) Title II of the Americans with Disabilities Act of 1990 (disability discrimination) may bring forward a complaint—which shall be referred to as a grievance—to:

Steve Walker – Superintendent of Schools
P.O. Box 8, Lahoma, OK 73754
580-796-2204

Any person who believes he or she has been subjected to such discrimination may file a grievance under the procedures outlined below. It is against the law for the District to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance. Additionally, the availability and use of this grievance procedure does not prevent a grievant from filing a complaint of discrimination with the appropriate federal agency handling such issues.

Procedure for Grievance Resolution:

1. **Informal Resolution:** Prior to filing of a written complaint, the grievant is encouraged to bring the matter to the attention of the Civil Rights Coordinator. Reasonable effort will be made to resolve the problem or complaint informally.
2. **Formal Grievance Filing:** In the event the problem or complaint cannot be resolved informally, the grievant shall comply with the procedures outlined below for filing a formal grievance:
 - a. The grievance must be submitted to the Civil Rights Coordinator within thirty (30) days of the date the grievance occurs.

**FILING A GRIEVANCE
BASED ON A COMPLAINT OF DISCRIMINATION**

**1100.03
(2 OF 2 PAGES)**

In the event that the individual committing the alleged discriminatory act is the Civil Rights Coordinator, a grievance may be made directly to the Superintendent of Schools. In the event that the Superintendent of Schools is the individual committing the alleged discriminatory act, a grievance may be made directly to the Board of Education.

- b. The grievance must be in writing, containing the name and address of the person filing it, as well as the name of the grievant, if different. The grievance must state as specifically as possible the problem or action alleged to be discriminatory and the remedy or relief sought.
 - c. The Civil Rights Coordinator shall conduct a thorough, reliable and impartial investigation of the grievance. The grievant will be afforded an opportunity to submit witness testimony and evidence relevant to the grievance and may be asked for additional information deemed necessary for investigating and resolving it. The Civil Rights Coordinator will issue a written decision on the grievance no later than thirty (30) days after its filing. The Civil Rights Coordinator shall maintain the files and records relating to the grievance at this level.
3. Appealing the Decision: In the event the grievant is not satisfied with the Civil Rights Coordinator's decision, the grievant may appeal the decision, as follows:
- a. The grievant must submit an appeal to the Superintendent of Schools within fifteen (15) days of receiving the Civil Rights Coordinator's decision. This appeal shall be in writing. The Superintendent shall issue a written decision no later than thirty (30) days after the appeal was filed.

In the event that the Superintendent of Schools is the designated Civil Rights Coordinator, and/or in the event that the individual committing the alleged discriminatory act is the Superintendent of Schools, an appeal may be made directly to the Board of Education, as outlined below.

- b. If not satisfied with the Superintendent's decision, the grievant may appeal the decision to the Board of Education within fifteen (15) days of receiving the Superintendent's decision. The Board shall place the grievance appeal on the agenda for its next regularly-scheduled board meeting and shall issue a written decision in response to the appeal no later than thirty (30) days after the meeting at which the appeal is addressed.

Reserving Facilities

1. The Board of Education believes that the first priority in the use of its school 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.
2. The Board desires to work with the community and organizations by making available school facilities when so doing will not conflict with the educational program.
 - a. During school hours, school buildings, property, or equipment may generally be used only by student groups for student group meetings or activities which are related to the curriculum during normal school hours. Such use shall be arranged according to the official school schedule. The use of school buildings, property, or equipment by students during normal school hours shall be free of charge. However, consent of the superintendent must be obtained. The building custodian and a member of the faculty must be present at the school.
 - b. During Non-school hours, school buildings, property, or equipment may be made available to student or non-student groups for non-curriculum use of a general public interest during non-school hours.
3. The board shall exercise its authority to fix and collect rentals, rates, and charges for the occupancy or use of school facilities in such amounts and in such manner as may be determined. A schedule of current fees shall be available upon request from the office of the Superintendent. Fees for use may be waived or reduced at the discretion of the Board of Education or Superintendent. If a rental charge is required, it shall be paid in the superintendent's office. All checks shall be made payable to the school district.
4. All facilities rentals shall be made by reservation only. Reservations shall be made in the office of the Superintendent. A minimum of one week's notice is required for facility reservations. Priority for scheduling and use shall be given to school events. Other reservations will be taken on a first-come, first-served basis. The school district reserves the right to reschedule any or all facilities for another purpose or group should a priority need arise.

Rules Applicable to Facilities Use

1. All district policies, rules and/or regulations shall be applicable to facilities rentals and persons utilizing such rentals. Observance of these shall be a condition precedent to rental and use.
2. No alterations may be made to school facilities without prior approval at the time the reservation is made.

-
3. Facilities shall be left in the same or better condition as they were before use. The persons or organization renting the facility shall be responsible and shall be liable for any and all loss, damages, clean-up costs, etc. It is the responsibility of the organization to obtain and provide proof of liability insurance before using any facility.
 4. 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.
 5. Access to rooms or facilities, including playing fields, other than those approved for use, shall not be permitted.
 6. 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.
 7. Tobacco of any form in school buildings is prohibited. Violations of this rule by any organization during occupancy shall be sufficient cause for denying further use of school premises to the organization.
 8. All functions must close by 12:00 a.m. unless special arrangements have been made at the time of reservation.
 9. Property of the school district such as machinery, tools, furniture, etc., shall not be loaned or rented to the public under normal circumstances. The Superintendent has the authority to make exceptions to this policy when circumstances warrant.

The Board of Education believes that student achievement programs and parent-teacher associations and organizations can advance the educational goals of the board and confer a benefit to the students of the district. The following guidelines have been established governing the sanctioning of such organizations and programs which raise money and collect revenues for the benefit of students. Only those student achievement programs and parent-teacher associations and organizations sanctioned in accordance with this policy will be exempt from the statutory controls over school activity funds found in the Oklahoma Statutes at 70 O.S. § 5-129.

1. The district may sanction student achievement programs and parent-teacher associations and organizations that, according to the board's determination, advance the educational objectives of the district, are beneficial to students and meet district requirements.
2. In determining whether a student achievement program or a parent-teacher association or organization should be sanctioned by the district, the board may consider:
 - a. If the program, association or organization promotes activities that are an extension, expansion or application of district curriculum;
 - b. If the program, association or organization assists student government or activities in carrying out special projects or responsibilities;
 - c. If the program, association or organization assists student clubs, organizations and other student groups in raising funds to promote activities approved by the board.
 - d. Supplemental information provided by the student achievement program or by a parent-teacher association or organization in support of its application.
3. Organizations/Associations/Programs seeking sanctioning by the board are required to submit a written statement which includes the following:
 - a. A statement of purpose, goals, organizational structure and membership requirements;
 - b. A detailed statement of the potential benefits to the district and its students from sanctioning of the entity;
 - c. A statement of nondiscrimination consistent with state and federal laws;
 - d. Financial and performance audits, if any, which have been performed on such program/association/organization by an independent accounting firm.
4. The written statement shall be submitted to the superintendent for preliminary review. Upon review, the superintendent shall make a recommendation to the board, who will review the request and be the final determinant of whether or not to sanction. This decision is non-appealable.

SANCTIONING STUDENT PROGRAMS & PARENT ORGANIZATIONS

**1100.05
(2 OF 2 PAGES)**

-
5. The board may, in order to maintain the status of a sanctioned program, require performance audits to be conducted by an independent auditor. Any such audits must be submitted to the superintendent within 90 days of the request. The board will review the audits and determine whether or not to continue its sanction of the program.
 6. The board or superintendent may, at their discretion, request copies of records from the sanctioned entity.
 7. No program, association or organization sanctioned under this policy shall publish or otherwise publicly indicate in any manner that it has been sanctioned by the district.
 8. The board reserves the right to withdraw sanctioning at any time it deems the district's best interests would be best served by so doing. Such a withdrawal is final and non-appealable.

ORDERS TO LEAVE SCHOOL PROPERTY

**1100.06
(1 OF 1 PAGES)**

The superintendent or principal of any secondary, middle, or elementary school shall have the authority to order any person out of the school buildings and off the school property when it appears that the presence of such person is a threat to the peaceful conduct of school business and school classes.

Any person who refuses to leave the school buildings or grounds after being ordered to do so by the superintendent or principal, shall be guilty of a misdemeanor and upon conviction thereof shall be punished by a fine of not more than Five Hundred Dollars (\$500.00) or by imprisonment in the county jail for not more than ninety (90) days, or by both such fine and imprisonment.

Pursuant to 21 O.S. 1991, Section 1376, the Board shall establish a grievance or appeals procedure and an opportunity for hearing for persons who have been required to leave the institution pursuant to this section. Any person removed from the institution pursuant to this section shall be given written notice of the procedure for requesting a hearing and filing a grievance or appeal. (70 O.S. § 24-131)

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/her right to appeal.
2. The person so banned may, within 14 days of the removal, make a written request to the superintendent for lifting of the ban.
3. The superintendent may choose to lift the ban and, if so, will do so in writing and will send such notification to the banned individual. A copy will be filed with administration and security personnel of the district.
4. If the superintendent denies lifting of the ban, the affected individual may then appeal to the Board of Education within five days of receiving the superintendent's denial. If the Board approves lifting of the ban, it shall direct the superintendent to report the action in writing to all district administrators and security personnel.
5. If the appeal is denied by the Board, a letter so stating will be sent to the banned individual, administrators and security personnel.
6. Such ban will exist up to six months, with length of the ban to be designated in the letter. The time of the ban may be extended subject to additional violation of state statute by the individual or by circumstances which the Board feels warrant an extension of the ban.
7. Any person who fails to leave the school as directed or returns within the time of the ban or within six months, whichever is less, without permission of the superintendent or designee shall be guilty of a misdemeanor as per 21 O.S. § 1376.

General

As used herein, "school employee" shall mean any duly appointed person employed by or employees of a firm contracting with a school system for any purpose, including such personnel not directly related to the teaching process and school board members during school board meetings.

For purposes of this section, "assault" shall be defined by Section 641 of Title 21 of the Oklahoma Statutes, "battery" shall be defined by Section 642 of Title 21 of the Oklahoma Statutes, and "aggravated assault and battery" shall be defined by Section 646 of Title 21 of the Oklahoma Statutes.

Any person who, without justifiable or excusable cause and with intent to do bodily harm, commits any assault, battery, or assault and battery upon the person of a school employee of a school district while such employee is in the performance any duties as a school employee or upon any student while such student is participating in any school activity or attending classes on school property during school hours shall, upon conviction, be guilty of a misdemeanor. The convicted person shall be punished by a term of imprisonment in the county jail for a period not exceeding one (1) year, or by a fine not exceeding Two Thousand Dollars (\$2,000), or by both such fine and imprisonment.

Any person who, without justifiable or excusable cause, commits any aggravated battery or aggravated assault and battery upon the person of a school employee while such person is in the performance of any duties as a school employee shall, upon conviction, be guilty of a felony punishable by a term of imprisonment in the State Penitentiary for a period not exceeding two (2) years, or by a fine not exceeding Five Thousand Dollars (\$5,000), or by both such fine and imprisonment.

Every school site shall post in a prominent place a notice having the following or similar language: "FELONY CHARGES MAY BE FILED AGAINST ANY PERSON(S) COMMITTING AN AGGRAVATED ASSAULT OR BATTERY UPON ANY SCHOOL EMPLOYEE." (21 O.S. § 650.7)

Assaults at Athletic Contests

Every person who, without justifiable or excusable cause and with intent to do bodily harm, commits any assault, battery, assault and battery upon the person of a referee, umpire, timekeeper, coach, official, or any person having authority in connection with any amateur or professional athletic contest is guilty of a misdemeanor and is punishable by imprisonment in the county jail not exceeding one (1) year or by a fine not exceeding One Thousand Dollars (\$1,000.00), or both by such fine and imprisonment. (21 O.S. § 650.1)

SMOKING STRICTLY PROHIBITED

1100.09
(1 OF 1 PAGES)

All persons shall comply with the Smoking in Public Places Act, 70 O.S. § 63-1-1521 to 1527, which prohibits smoking, the use of snuff, chewing tobacco or any other form of tobacco product in the school buildings and on the school grounds by all persons including, but not limited to, full-time, part-time, and contract employees, during the hours from 7:00 a.m. to 4:00 p.m., during the school session or when class or any program established for students is in session.

The Board, at its discretion, may establish more restrictive policies regarding smoking in or around district property. Also at its sole discretion, the board may designate smoking areas outside the buildings for use by adults during certain activities including athletic events. 'No Smoking' signs will be posted advising the public of the district's non-smoking rules and regulations. The school district administration bears the responsibility for addressing complaints regarding smoking, including asking smokers to refrain from smoking. Patrons who violate this policy will be asked to leave the school premises.

"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:

1. All interior portions of any building or other structure used for instruction, administration, support services, maintenance or storage.
2. All school grounds over which the school exercises control, including areas surrounding any building, playgrounds, athletic fields, recreation areas and parking areas.
3. All vehicles used by the district for transporting students, staff, visitors or other persons.

**OUTSIDE ENTITIES, SOLICITATION OR DISTRIBUTION
ON DISTRICT PROPERTY**

**1100.10
(1 OF 1 PAGES)**

Salesmen, Collectors, and Solicitors Contacting Teachers

Salesmen, collectors, or solicitors are prohibited from contacting principals and/or teachers while on duty at the school. Any salesman, collector, or solicitor must have permission from the office of the Superintendent of Schools before contacting principals and/or teachers in the buildings or on school property.

Contests for Students

School contests sponsored by outside agencies will not be allowed without prior superintendent/board approval. While there is no intent to refuse to cooperate with agencies sponsoring worthwhile contests, there is very definitely a desire to keep such cooperation within reasonable bounds. Criteria for acceptance or rejection of such contests will include, but not be limited to, the following:

1. The primary educational aims of the schools and the needs and interest of their students must be consideration at all times.
2. Schools shall not be used to promote private or commercial interests.
3. Schools shall not be used to promote sales promotion of individual competitive goods or services.
4. All materials or activities initiated by private sources shall be judged on the grounds of their direct contribution to educational values, factual accuracy, and good taste.
5. Consideration shall be given in all cases to protecting students and teachers against unreasonable added work and/or responsibilities.

School Fund Drives

All sales and/or fund drives in schools by school children shall be banned except ticket sales and approved promotions of student activities. All drives for funds in the school must be approved through the office of the Superintendent of Schools prior to implementation.

Distribution of Advertising Materials or Other Propaganda in the Schools

The District will not distribute advertising materials or other propaganda on school property to the pupils because of the educational time consumed by such practices and because of the unfair advantages in such advertising. No materials of any kind without prior Superintendent approval may be distributed to school pupils on school property.

QUESTIONS FROM/STATEMENTS TO MEDIA REPRESENTATIVES

**1100.11
(1 OF 1 PAGES)**

Any communication to representatives from the various media (i.e. television, newspaper, radio, etc.) pertaining to the District shall be made through the office of the superintendent of schools. Employees are instructed to refer any such communication to the superintendent and are not authorized to speak on behalf of the district.

Media representatives shall not enter any district facilities without prior express authorization from the office of the superintendent and must be accompanied by a district escort at all times when such permission has been given.

Violation of this policy shall result in suspension of any media privileges currently in place.