BROKEN BOW PUBLIC SCHOOLS
BOARD MEMBERS
2018-2019

PRESIDENT
TIM MOYER – SEAT #5

VICE – PRESIDENT
BOBBY BLANQUE – SEAT #4

CLERK
JANE HARMON – SEAT #1

MEMBER
TAMMY RICHBOURG - #3

MEMBER
MICHAEL POLK - SEAT #2

CENTRAL OFFICE STAFF
SUPERINTENDENT
DIRECTOR OF FEDERAL PROGRAMS
CARLA ELLISOR
584-3306

DISTRICT TREASURER AND BUSINESS MANAGER
SHERRY JONES
584-3627

ENCUMBRANCE CLERK / ACTIVITY FUND CUSTODIAN
JENNIFER McBRAYER
584-3627

ADMINISTRATIVE ASSISTANT/ACTIVITY FUND CO-CUSTODIAN / SCHOOL BOARD MINUTES CLERK
GAIL HOPSON
584-3306

The Central Office staff is here to assist you in any way in providing an optimum working and learning atmosphere. Please call on us if we can be of assistance with matters related to insurance, work, or any other area where you feel we may help.
NOTICE

Broken Bow Public School District does not discriminate on the basis of race, color, national origin, gender, age, or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. The Broken Bow Public School District does not discriminate in its hiring or employment practices.

This notice is provided as required by Title VI of the Civil Rights Act of 1964, § 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the American with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator.

Carla Ellisor, Superintendent
108 West 5th St.
Broken Bow, OK 74728
580-584-3306

This notice will be made available from the compliance coordinator in alternative formats upon request.
STANDARDS OF PERFORMANCE AND CONDUCT FOR TEACHERS

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

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

PRINCIPLE I
COMMITMENT TO THE STUDENTS

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

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

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

PRINCIPLE II
COMMITMENT TO THE PROFESSION

The teaching profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service. In order to assure that the quality of the service of the teaching profession meets the expectations of the state and its citizens, the teacher shall exert every effort to raise professional standards, fulfill professional responsibilities with honor and integrity, promote a climate that encourages the exercise of professional judgment, achieve conditions which attract persons worthy of the trust to careers in education, and assist in preventing the practice of the profession by unqualified persons.
STANDARDS OF PERFORMANCE AND CONDUCT FOR TEACHERS
(Cont.)

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

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

PRINCIPLE III

1. Pursuant to the Teacher Due Process Act of 1990, a career teacher may be dismissed or not reemployed for:
   A. Willful neglect of duty.
   B. Repeated negligence in performance of duty.
   C. Mental or physical abuse to a child.
   D. Incompetency.
   E. Instructional ineffectiveness.
   F. Unsatisfactory teaching performance.
   G. Any reason involving moral turpitude.
2. A career teacher shall not be subject to dismissal or non-reemployment for items A, B, C, D, E, and F, above unless and until a written admonishment has been issued in accordance with relevant law.
3. A probationary teacher shall not be subject to dismissal or non-reemployment for inadequate teaching performance unless or until a written admonishment has been issued in accordance with relevant law.
4. A temporary teacher shall not accrue credit toward tenure except by board action upon recommendation of the superintendent.
5. Temporary teachers, substitute teachers, adult education teachers, and teachers employed in positions fully funded by private or federal grants shall not be protected by the provisions of the Teacher Due Process Act.
6. A teacher convicted of a felony shall be dismissed or not reemployed unless a presidential or gubernatorial pardon has been issued.
7. A teacher may be dismissed, refused employment, or not reemployed after a finding that such person engaged in criminal sexual activity or sexual misconduct that has impeded the effectiveness of the individual's performance of school duties.
STANDARDS OF PERFORMANCE AND CONDUCT FOR TEACHERS
(Cont.)

A. "Criminal sexual activity" means the commission of an act defined in §886 of Title 21 of the Oklahoma Statutes, which is the act of sodomy; and
B. "Sexual misconduct" means the soliciting or imposing of criminal sexual activity (70 O.S. §6-101.22).

BROKEN BOW BOARD OF EDUCATION POLICY: DBCA

REFERENCE: 70 O.S. §6-101.21, et seq

Note: In accordance with the referenced statutes, a copy of these standards of performance and conduct will be provided to each teacher.

SICK LEAVE
CERTIFIED PERSONNEL
(REGULATIONS)

The Broken Bow Board of Education shall provide sick leave benefits to all certificated personnel in order to promote a sense of security and permit an ease of mind that is essential to the satisfactory performance of professional services. The board sets forth the following provisions for administering this policy:

1. The superintendent or designee shall administer this plan.

2. Teachers may be absent from duty because of personal accidental injury, illness or pregnancy, or injury, illness or death in the immediate family without loss of salary not to exceed ten days during each school year. The right to such sick leave shall be vested at the beginning of the school year. Certified employees who have an eleven-month contract shall receive eleven sick leave days per year and those who have a twelve-month contract shall receive twelve days.

3. If sick leave is taken for bereavement purposes, in the event of the death of a member of the employee’s immediate family, the leave for that period may extend to the date of the funeral and a reasonable time thereafter to allow for travel.

4. Unused sick leave shall be cumulative to a total of 60 days and is transferable to any other school district in Oklahoma. Up to a maximum of sixty days of sick leave earned in another Oklahoma district may be transferred to this district. Sick leave so transferred must be certified by the sending district. Sick leave may be accumulated to 120 days for retirement purposes only. Unused sick leave in excess of 120 days is lost at the end of the school year.
5. Any employee who attempts to take unfair advantage of sick leave benefits shall be subject to dismissal or other disciplinary action as provided by contract and/or state law. Any employee may be required to submit appropriate evidence concerning the cause of his/her absence in order to qualify for sick leave benefits. Appropriate evidence may include the following:
   A. Physician’s statement endorsed by the employee
   B. Copies of claim submitted for insurance benefits
   C. Other information as may be indicated by the circumstances

6. Appropriate evidence will be submitted when requested by the principal, immediate supervisor, or the superintendent in the following situations:
   A. Sick leave claim on days of unusual or inclement weather
   B. Sick leave claim during the last four weeks of employment
   C. Sick leave claim on days immediately preceding or immediately following holidays or non-work days other than weekends
   D. Reasonable cause exists to believe that sick leave benefits are being abused

7. When a teacher’s accrued sick leave is exhausted and the teacher is absent due to personal accidental injury, illness, or pregnancy, the teacher shall receive full salary for a maximum of 20 days less the amount actually paid a certified substitute teacher for his/her position if a certified substitute teacher is not hired.

8. After an employee has exhausted all accumulated sick leave, personal leave, and vacation time, the employee may be eligible for up to 12 work weeks of unpaid leave under the family leave policy.

9. Sick leave will be charged to a teacher whether or not a substitute is employed.

10. Sick leave benefits may be paid in addition to workers’ compensation benefits; however, the sum of the payments will not exceed 100% of the employee’s net pay as it existed prior to injury.

11. Certified Staff will be awarded $15.00 per day for every unused sick day they acquired for the current school year.

NOTE: The term “immediate family” has been defined by this district as: spouse, child, parent, grandparent, grandchild, son-in-law, daughter-in-law, mother-in-law, father-in-law sister, brother, aunt or uncle, brother-in-law, sister-in-law, and in the instance of bereavement leave, leave shall include niece, nephew, and first cousin.

REFERENCE: 70 O.S. §6-104
Board Minutes dated October 3, 1995

CROSS-REFERENCE: Policy DECA, Family Leave
OSSBA POLICY SERVICES REVIEW NOTES: Payment for unused sick leave days may be made only upon termination of employment. Please see referenced ACO’s. In reference to the Putnam City Schools audit, the provision of an incentive bonus appears to be a gift in conflict with Article 10, §15(A) of the Oklahoma Constitution.
SICK LEAVE
SUPPORT PERSONNEL
(REGULATIONS)

The board of education shall provide sick leave benefits to all support employees in order to promote a sense of security and permit the ease of mind essential to the satisfactory performance of services. In compliance with Oklahoma Statutes, Title 70, Section 6-104, the following guidelines are set forth:

1. For the purposes of this policy, support employee is defined as a full-time employee of the school district as determined by the standard period of labor which is customarily understood to constitute full-time employment for the type of services performed by the employee who is employed a minimum of 172 days and who provides those services which are not performed by certified teachers, principals, superintendents or administrators and which are necessary for the efficient and satisfactory functioning of a school district.

2. The superintendent of schools, or designee, shall be responsible for administering this plan.

3. A support employee may be absent from duty due to a personal accidental injury, illness, or pregnancy, or accidental injury, illness, or death in the immediate family without loss of salary. Benefits shall include paid sick leave of one day per month of employment. The one day sick leave per month equals the number of hours the employee normally works per day.

4. Unused sick leave shall be cumulative to a total of 60 days. Eligible employees (those employed prior to July 1, 1992) may accumulate up to 120 days toward retirement purposes only.

5. The sick leave granted to support employees under this policy shall be vested at the time of accrual, that is, upon the completion of the first month's employment, the employee shall have accrued one sick leave day.

6. Accumulated sick leave may be transferred to another school district where a support employee is employed the next succeeding school year in accordance with that district's policies.

7. Support personnel who are employed for the first time in this district and who were employed at another school district during the year immediately preceding their employment with this district may transfer sick leave accumulated prior to the transfer, provided that the number of days transferred shall not exceed the maximum days permitted under this policy. The number of accumulated days of sick leave transferred to be credited shall be certified by the prior district employing the support person.

8. Abuse of sick leave will not be tolerated. At the discretion of the board of education or its designated officer, medical certification of sickness may be required. A doctor's receipt or other verification may be required if it is decided that an employee is abusing sick leave. Abuse shall mean an employee using days for reasons other than accidental injury, illness, or pregnancy. Such abuse will be determined by the employee's immediate manager or supervisor.

9. Written notice of accumulated sick days shall be given to each employee at the beginning of each school year.

10. Support personnel will be compensated for unused sick leave days they acquire for the current year at the rate of $10.00 per day.
NOTE: The term "immediate family" has been defined as those close family members such as a spouse, child, parent, grandparent, grandchild, son-in-law, daughter-in-law, mother-in-law, father-in-law, and, in the instance of bereavement, leave shall include uncle, aunt, niece, nephew, and first cousin.

REFERENCE: 70 O.S. §6-101.40
70 O.S. §6-104
Board Minutes dated November 7, 1995
Negotiated Agreement

PERSONAL BUSINESS LEAVE (REGULATIONS)

The Broken Bow Board of Education shall provide for a minimum of three days for personal leave for teachers and support personnel. Such leave shall be limited to personal business matters that cannot be conducted before or after school hours or on weekends. Personal business leave is noncumulative.

Request for personal business leave shall be made in writing and in advance when possible. If advance request is not possible, the written request shall be filed within one day after returning to work. The request shall include a signed statement that was not used for personal entertainment, recreation, gainful employment, or to seek another position. The request shall be considered by the principal and superintendent who shall approve or disapprove.

The types of situations that may qualify for personal business leave are varied. The following examples serve only as guidelines:

1. Family illness other than immediate family

2. Emergency business transactions
   A. Loan closings
   B. Other banking matters
   C. IRS reviews
PERSONAL BUSINESS LEAVE
(REGULATIONS) (Cont.)

3. Legal Matters
   A. Meetings with an attorney for personal, spouse, or children’s business
   B. Court appearances
   C. Settling of estates

4. Miscellaneous
   A. Attend business convention with spouse
   B. Military obligations
   C. Attendance at a school activity if son or daughter is participating
   D. Attending funerals

The following examples are types of absences that will NOT be approved for personal business leave:

1. Pleasure trips or vacations
2. Attending school activities or sporting events when son or daughter is not competing
3. Seeking other employment
4. Participating in political or social activities
5. Performing any service for compensation

* Certified Staff will be awarded $40.00 per day for every unused personal day they acquired for the current school year

REFERENCE:
70 O.S. §6-104
70 O.S. §6-104.7
Board Minutes dated November 7, 1995
Board Minutes dated October 13, 1998
Board Minutes dated October 12, 1999
Board Minutes dated November 12, 2002
Negotiated Agreement
JURY DUTY SERVICE AND WITNESS LEAVE
(REGULATIONS)

The board of education shall grant leave to employees who have been selected for jury duty or who have been subpoenaed as a witness in a criminal, civil, or juvenile proceeding. Employees shall be paid the full, current contract salary during such service. Monies necessary to pay substitute teachers shall not be deducted from the salary of a teacher performing jury duty. However, the amount received by the teacher for jury duty service shall be applied toward the expense of the substitute teacher.

It is the policy of the board that the school district will not provide teachers with paid leave for non-subpoenaed testimony as a witness in a child custody case involving a student in this district. If a teacher testifies as a witness as a result of being subpoenaed, any compensation received from the court by the teacher shall be applied toward the expense of a substitute teacher.

If a school district employee is subpoenaed to appear as a witness in a civil court proceeding, except in a proceeding in which the school district or the state is a party, the school district shall be entitled to a witness fee equal to the amount of the substitute teacher cost, not to exceed One Hundred Dollars ($100.00) per day.

REFERENCE: 70 O.S. Section 6-104
28 O.S. Section 84.1
FAMILY MEDICAL LEAVE

If the district employs 50 individuals, the district is required to provide eligible employees with leave under the auspices of the Family Medical Leave Act (FMLA).

In order for school district employees to qualify for FMLA leave, three conditions must be met:

1. The school district must have 50 or more employees on the payroll for 20 workweeks during the current or preceding calendar year.

2. At least 50 employees must work within 75 miles of the district’s worksite for the district to be covered; and

3. The employee must have worked for the school district for at least 12 months and for at least 1,250 hours during the last year.

Eligible employees are those district employees who meet the above requirements and who request leave for one of the following reasons:

1. Birth, adoption, or foster placement of a child by an employee;

2. To care for a spouse, son, daughter, or parent who suffers from a severe health condition;

3. For a serious health condition the employee is experiencing;

4. To care for a covered family service member with a serious illness or injury incurred in the line of duty on active duty; or

5. To use for any qualifying exigency arising out of the fact that a covered military member is on active duty or called to active duty status in support of a contingency operation.

Before an employee will be placed on unpaid family leave, the employee must first exhaust any accumulated sick leave, personal leave, and vacation time. Such sick leave, personal leave, and vacation time will be deducted from the 12 workweeks of eligibility. If both spouses are employees of this district, the total leave in any 12-month period will be limited to 12 weeks if the leave is taken (1) for the birth or adoption of a child or (2) to care for a sick parent. The right to take leave for the birth or placement of a son or daughter expires 12 months after the birth or placement with the employee. Eligible employees who are family members of covered service members with a serious illness or injury incurred in the line of duty on active duty will be able to take up to 26 workweeks of leave in a single 12-month period. Sick leave, personal leave, and vacation leave will be deducted from the 26 workweeks of eligibility.

If the superintendent deems it necessary or desirable, an employee may be required to provide certification from a physician of the necessity of any leave requested. The superintendent may require certification as to the date the medical condition began, the anticipated duration and prognosis, and medical facts about the medical condition and treatment.

If the superintendent deems it necessary or desirable, the superintendent may require a second opinion by a physician selected and paid for by the district. If the original opinion and the second opinion conflict, the district may require a third opinion at the district’s expense. The conclusion of the third opinion will be final and binding upon the employee and the district.
FAMILY MEDICAL LEAVE (CONT.)

If family leave is granted for a continuing health condition, subsequent recertification may be required at the discretion of the superintendent.

Intermittent leave may be taken in lieu of continuous leave for the birth or adoption of a child only with the concurrence of the district. The employee must provide 30 days of advance notice or as many days of advance notice as are practical. Leave taken for serious health conditions of the employee or an eligible member of the employee’s family may be taken intermittently without district concurrence. However, the employee may be transferred to another position that can better accommodate the employee’s recurring absences. Such transfer will not reduce the employee’s pay and benefits.

Upon completion of family leave, the employee will be entitled to return to the former position of employment with equivalent benefits and pay without loss of seniority or tenure. The employee will be deemed to be at work for the purposes of tenure accrual and retirement vesting and participation. The district will maintain the employee’s medical insurance coverage. If the employee contributes toward the premiums, the employee will continue to pay the same rate while on leave.

NOTE: During FMLA leave, a board has no obligation to continue to give an employee any benefits other than health insurance, and those benefits thus may be discontinued during the leave. A board may decide whether to extend continuation of coverage to life, dental, and vision insurance, but should know extensions are not required by the FMLA and there can be a substantial cost to the district in doing so. One option that is cost effective and still protects employees while they are on unpaid leave is to permit employees to retain ancillary insurances by reimbursing the district for the full cost of the premiums during the leave period. No benefits or seniority accrues during leave. The district may require documentation from the employee’s physician that the employee is able to return to work. FMLA will run concurrently.

REFERENCE: 29 CFR pt. 825
PL 103-3

THIS POLICY REQUIRED BY LAW.
LEAVE OF ABSENCE
(REGULATIONS)

The board of education to grant extended leave without pay to certified, career teachers who meet certain conditions. The decision to grant or not to grant such leave shall be an administrative decision of the superintendent. Request must be made with the superintendent by April 25 for leave during the following year.

Leave may be granted to qualified persons as follows:

1. Career teachers with at least three years with the Broken Bow School District may be granted extended leave without pay for up to one year, for pregnancy and/or educational reasons, with no loss of career teacher status.

2. Career teachers with at least five years with the Broken Bow School District may be granted extended leave without pay for up to one year, for personal reasons, with no loss of career teacher status.

Such leave may be granted by the superintendent only after consultation with the teacher requesting such leave, and only after a Leave of Absence Contract is signed by both the teacher and the superintendent.

BEREAVEMENT LEAVE
(REGULATIONS)

The board of education is to provide up to five days leave with pay for each bereavement in the immediate family of all personnel, certified and support. Such leave must be approved by the principal and the superintendent.

Immediate family is defined as spouse, children, parents, sister, brother, grandparents, grandchildren, aunts, and uncles, nieces, nephews and first cousins. This also includes in-laws.

REFERENCE: Board Minutes dated October 3, 1995
Negotiated Agreement
PERSONNEL VACATIONS

The Broken Bow Board of Education will provide annual vacation with pay to those employees assigned to twelve-month positions and to all daily rate employees whose period of service is continuous (90% of the working days) throughout the year. The only certified employees to receive vacation time are administrators. Such vacation time will be notated in the administrators' contracts.

Vacation days are noncumulative. All employees must use earned vacation days each year. When such vacation time is not used within one year from June 30th, entitlement to such vacation will be forfeited. Upon retirement or termination, personnel having unused vacation time earned during their final year of employment are eligible to be reimbursed for such vacation.

Vacation Year

A full year of service is from July 1 through June 30. Employees shall be eligible for the next higher vacation step on June 30th of the year in which they complete the required number of years service. In effect, an individual employed after July 15th may work some months longer than the scheduled years before reaching the next higher vacation step.

Creditable Years of Service

1. Service need not be consecutive. All full years of service as a contract, full-time employee of the Broken Bow Public Schools will count toward vacation increments.
2. Nine and ten month contract years that have been successfully completed will count as “good” years when computing vacation due on current twelve month employees.
3. A portion of a year on a twelve-month employee beginning after July 15th will not count as an increment year, but vacation will be granted for that portion of the year on a prorated basis.

Monthly Rate of Accrual

1. An employee must work one-half of the working days of a month to receive credit toward vacation for that month (starting or terminating).
2. When a person is absent more than one-half of the working days of any given month, a vacation day is not earned for that month.

Approval of Vacation Dates

A vacation schedule will be arranged for each employee who qualifies for vacation time. Vacations are to be taken at a time which is mutually agreeable with the superintendent and the employee. When a mutually agreeable time cannot be arranged, the needs of the school district must receive first consideration in setting the day(s) of vacation.

Substitutes for Employees on Vacation

It is the responsibility of the immediate supervisor to arrange vacations at a time when a substitute will not be required.
PERSONNEL VACATIONS (CONT.)

Vacation Accrual While on Sick Leave

1. With regard to computation of earned vacation time, absences of an employee on sick leave or vacation are considered as time served.

2. Vacation days will not be accrued after the expiration of sick leave or for absences not covered by sick leave or vacation time.

Eligibility

Employee shall be eligible for vacation days according to the following:

Twelve-month Certified and Non-certificated Employees:

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Days Per Year</th>
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<tbody>
<tr>
<td>1-3</td>
<td>1 week (5 work days)</td>
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<tr>
<td>4-10</td>
<td>2 weeks (10 work days)</td>
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<tr>
<td>11 or more</td>
<td>3 weeks (15 work days)</td>
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E-MAIL POLICY

Under Oklahoma’s “Public Records” law, absent a specific exclusion, written communications to or from Broken Bow Independent School District personnel are considered public records. E-mail communication with this correspondent may be subject to public and media disclosure upon request.

TELEPHONES

The Broken Bow Board of Education recognizes that telephone communications by staff and students are occasionally necessary. However, classes must not be interrupted for routine telephone calls.

School staff may possess, without permission, wireless telecommunications devices on school property or while attending any school-sponsored activities on or off school property. Wireless telecommunications devices include, but are not limited to, beepers, pagers, and cellular telephones.

Devices should be turned off while teachers are in their instructional setting with students. Devices may not be used while the teacher or other staff is in control of students unless needed for an emergency or needed for duties and responsibilities of that position.

Therefore, the superintendent is directed to establish a regulation to provide reasonable access to telephones for both students and staff.
TELEPHONES
(Regulation)

In accordance with the telephone policy of the board of education, the following regulation shall govern the use of telephones by students and staff.

1. Students or staff may be called from the classroom only for urgent or emergency telephone calls.

2. Personal telephone calls are discouraged; however, students may obtain permission from office personnel to use the office telephones for business use only during class breaks.

3. Incoming messages will be accepted and delivered during class breaks, if time permits.

4. Teaching staff may use office telephones if necessary. Long distance calls will not be made without permission from the principal. When personal long distance calls are made, arrangements must be made to reimburse the district for the cost.

5. Support personnel may use office telephones for emergency calls, either incoming or outgoing. Long distance calls will not be made without permission from the principal. Local personal calls may be made during break periods, provided they do not interfere with the normal operation of school business. Such calls shall be limited to three minutes.

USE OF SCHOOL OWNED VEHICLES

It is the policy of the Broken Bow Board of Education to provide various vehicles for use in different programs or for purposes other than student transportation. Regulations applying to the use of such vehicles are as follows.

Vocational Agriculture Program

A pickup truck will be provided to be used in the Vocational Agriculture Program. However, such vehicle so provided shall be used for any other school need as approved by the superintendent.

The vehicle is assigned to the vocational agriculture instructor to be used for vocational agriculture and other school-related business.

The vehicle shall not be driven out of the state without the written permission of the superintendent.

A stock trailer will be provided for the sole use of the agriculture classes and other class-related activities as authorized by the superintendent.
USE OF SCHOOL OWNED VEHICLES (Cont.)

Driver Education

A vehicle will be provided for use in the driver education program. Driver education training will be given priority over any and all use of the vehicle.

Since the vehicle is school-owned, it may be used for scouting purposes, meetings, and other official school use as approved by superintendent and/or the transportation director. This vehicle will not be used by staff members for personal use at any time.

The vehicle will be parked at the school unless use is approved by the superintendent. All scheduling of the vehicle shall be made with the superintendent or designee.

School-owned Tractor

The tractor and/or equipment purchased to be used with it shall not be loaned or leased to any private individual, group, or business.

City, county, or community projects that would benefit the school may be assisted by the use of the tractor and/or equipment. In such event, an authorized school staff member will operate the equipment.

School personnel are not authorized to use the tractor and/or attachments on school property or any other site without prior authorization of the maintenance supervisor or the superintendent.

Maintenance and repairs to vehicles and equipment shall be performed in compliance with board policy and administrative regulations.

Students will not be permitted to ride in the back, on the side, or on top of any school vehicle.

When transporting any children between the ages of 4 and 13 years of age in a vehicle other than a school bus, the children must be protected by a child passenger restraint system or seat belt, unless all the vehicle’s seat belts are in use or the child cannot be placed in such devices due to medical reasons.

USE OF PRIVATE VEHICLES FOR SCHOOL BUSINESS

It is the policy of the Broken Bow Board of Education that written permission must be obtained from the superintendent or the superintendent’s designee before using a private vehicle for school purposes.

Permission may be granted in the form of a standing permit for any employee who regularly uses a private vehicle for school purposes.

The permit will state the particular purpose and whether it includes transportation of students.

For special trips involving students, including field trips, a special permit must be obtained in advance for each specific trip.
USE OF PRIVATE VEHICLES FOR SCHOOL BUSINESS (CONT.)

Employees authorized to use their cars for school business purposes will be provided liability coverage by the district. The district will assume no responsibility for liability in event of an accident unless the employee has the authorization described above.

The board specifically forbids any employee to transport students for school purposes without prior authorization from the superintendent or the superintendent's designee.

Students will not be sent on school errands in private vehicles, an employee's vehicle, or in district-owned vehicles.

The district will reimburse the employee $0.58 per mile for school business purposes.

CROSS-REFERENCE: Policy DEE-R, Travel and Expenses

TRAVEL AND EXPENSES

It is the policy of the board of education that official school travel for board members must be approved in advance by the board and travel for employees will be approved in advance by the building administrator or the superintendent. Requests and arrangements for employee travel will originate from the appropriate building administrator's office. Travel requests will be made as early as possible and placed on the building calendar as well as the master calendar. Emergency travel will be placed on the respective calendars as soon as possible following the travel.

The school will reimburse reasonable costs, subject to the availability of funds, for approved and documented travel. Lodging expense will be reimbursed at actual cost for a single occupancy room not to exceed the state rate per night. The Board may approve payment of lodging expenses on a per diem basis rather than requiring lodging expenses to be itemized and documented.

Documented meal costs will be reimbursed in an amount not to exceed the meal rates of $24.00 per day for day travel and $32.00 per day for overnight travel when appropriate receipts are provided. The costs of meals and incidental expenses for group meetings conducted for the general improvement of the school system may be approved as a separate item by the board. The board may approve payment of meal expenses on a per diem basis rather than requiring meal expenses to be itemized and documented. If overnight travel is not involved and/or a meal is not provided as part of a workshop or part of a legitimate business meeting relating to school business, reimbursement for meals will be reported as taxable compensation and run through payroll.

Per Diem rates will not exceed those provided in Title 74, § 500.8 of the Oklahoma Statutes.

Expenses for registration, parking, toll charges, and similar expenses will be reimbursed when documented by receipt(s).

School vehicles, when available, may be used for official business only. Private vehicles may be used when school vehicles are not available. If a school gasoline credit card is used, mileage will not be reimbursed. Mileage expense will be reimbursed at .58 cents per mile using the most recent map available when a school gasoline credit card is not used. Claim forms for travel expenses are available in the building administrator's office or on the Travel Shared folder on your computer. The forms will be completed and approved in the respective building and hand-delivered to the business office for payment.

REFERENCE: 70 O.S. § 5-117

Board minutes dated July 29, 1997

CROSS-REFERENCE: Policy CFB, Activity Funds
SCHOOL CREDIT CARD
REGULATIONS

In accordance with the policy of the board of education, the following regulations shall apply to the usage of the school credit card:

1. The credit card will be maintained in the superintendent’s office. The use of the credit card will be carefully controlled by the superintendent.

2. The superintendent and the superintendent’s designee is the only district employees authorized to charge expenditures on the card.

3. Personnel desiring use of the card must obtain approval through the superintendent’s office.

4. The card may be checked out from the superintendent’s office by the certified employee who is serving as sponsor for a board-approved activity.

5. A card usage log will be maintained in the superintendent’s office and will include the following information:
   A. The signature of the employee checking out the card.
   B. The activity for which the card is to be used.
   C. The date the card is checked out.
   D. The date the card is checked in.
   E. Verification of receipts turned in for all purchases.
      Receipts for gasoline purchases must include the license number of vehicle number.

6. Purchases are to be made only by the employee whose signature is recorded on the usage log as checking out the card.

7. Purchases made which are not approved by the board will be reimbursed to the school district within 10 days of notification. Anyone making such purchases may be prohibited from future use of the card.

8. Personal usage of the card is prohibited at all times.

9. All usage of the credit card will require the acquisition of an original itemized invoice from the vendor in addition to the credit card invoice customer copy. If the itemized invoice is not supplied the employee will be responsible for reimbursing the school.
10. All bills received from oil companies or other credit card companies will be paid in full upon receipt and within the time period provided by the credit card company. Service charges for late payments cannot be paid by the district.

11. Students will not be allowed to use school credit cards or to sign for purchases.

12. The General Fund credit card may not be used to purchase food except in the following instances: When students are competing in a state competition such as – state games, contest, etc. then 1 meal per trip can be charged on the General Fund credit card.

Flagrant abuse of credit card regulations may result in discontinuation of credit card privileges and/or cancellation of credit card services.

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**REQUISITION PROCEDURES**

The following procedures shall be used when requesting supplies and/or equipment for Broken Bow Public Schools;

1. Staff is to present their needs to their building principal in the form of a requisition, giving all required information, including prices.

2. If approved, the requisition will be signed by the building principal.

3. The principal will keep one copy of the requisition and the original will be taken to the purchasing office.

4. The superintendent will authorize the purchase or deny the request.

5. The order will then be placed by the purchasing officer or the purchase order given to the requester for purchase. Only the items listed on the purchase order are the ones authorized to be purchased. Any modification of the purchase order must be approved by the superintendent.

6. All shipments will be received and verified by the purchasing office. After verification of shipment is made, the building principal will be notified that the shipment is ready for pickup. When the requester receives the goods directly from the vendor, the invoice or packing slip shall be given to the purchasing office for verification of receipt and processing for payment.
7. Personnel is not authorized to make any expenditure commitments prior to authorization by the purchasing office.

This could cause duplicate purchases, two different vendors, and/or duplicate shipments. Invoices will not be paid by the school without a purchase order being issued.

8. Telephone calls or letters to vendors, made by or authorized by building principals or activity sponsors, should be specific that no shipment is to be made until a purchase order is approved.

9. When a purchase order is furnished to a vendor, the materials or equipment may be procured.

No purchase is authorized without a purchase order properly validated by the purchasing office.

GENERAL FUND

PRUETT’S FOOD CHARGES

When a charge is made at Pruett’s both the receipt that is left at the store and the itemized receipt that you are issued, must have the employees signature and PO# written on them. Receipt needs to be sent to Central Office promptly.

CREDIT CARD USAGE

All charges made to the credit card need to have itemized documentation returned to Central Office immediately. Individuals using the credit card will be personally responsible for payment if any tax and/or tips are charged to the credit card as the school is unable to pay these. Tax exempt letters are provided to you as the credit cards are signed out. If traveling out of state, state taxes may be charged. If a receipt cannot be produced, the individual responsible may be personally liable for that charge.

TRAVEL REIMBURSEMENT

A staff trip authorization form must be submitted and approved prior to the trip. When the trip is completed, the employee must bring proof of attendance and itemized receipts back to Central Office in order to be paid.
Broken Bow Public Schools
Illegal Expenditure Acknowledgement

The following expenditure incurred by the District is a violation of Oklahoma State Law and/or Board Policy:

1. ___ Obligation was made prior to Purchase Order being approved.
2. ___ Invoice(s) should have been paid in fiscal year 20___ therefore these are not legal obligations of this year’s funds.
3. ________________________________________________________________

Explanation / Response:

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

____________________________________________________________________

Signature of Individual ______________________________________________________________________________________

Date ______________________________________________________________________________________

Signature of Site Principal ________________________________________________________________________________

Date ______________________________________________________________________________________

Signature of Superintendant ______________________________________________________________________________

Date ______________________________________________________________________________________

Please Note: A copy of this form will be attached to the corresponding Purchase Order for examination by our auditor. Individual may be financially responsible for this expenditure.

Business Office Use Only:

Vendor Name: _____________________________________________________________________ PO # __________________________________________________________________
## Broken Bow Public School
### 2019-2020 Calendar

<table>
<thead>
<tr>
<th>AUGUST 2019</th>
<th>JANUARY 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>7-9</strong> - Professional Days</td>
<td><strong>1</strong> - Holiday - New Years</td>
</tr>
<tr>
<td><strong>12</strong> - First Day of School</td>
<td><strong>2-3</strong> - No School</td>
</tr>
<tr>
<td><strong>6</strong> - Professional Day</td>
<td><strong>6</strong> - Professional Day</td>
</tr>
<tr>
<td><strong>7</strong> - Students Return</td>
<td><strong>7</strong> - Students Return</td>
</tr>
<tr>
<td><strong>20</strong> - Holiday - MLK Day</td>
<td><strong>19</strong> - Holiday - MLK Day</td>
</tr>
<tr>
<td>15 Days Taught</td>
<td>18 Days Taught</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SEPTEMBER 2019</th>
<th>FEBRUARY 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2</strong> - Holiday - Labor Day</td>
<td><strong>13</strong> - Regular School Day Parent/Teacher Conf. 3:00 - 9:00 pm</td>
</tr>
<tr>
<td><strong>1</strong> - Labor Day</td>
<td><strong>14</strong> - No School</td>
</tr>
<tr>
<td><strong>17</strong> - Holiday (President's Day)</td>
<td><strong>17</strong> - Holiday (President's Day)</td>
</tr>
<tr>
<td>20 Days Taught</td>
<td>19 Days Taught</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OCTOBER 2019</th>
<th>MARCH 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>11</strong> - End of 1st Qtr</td>
<td><strong>6</strong> - End of 3rd Qtr.</td>
</tr>
<tr>
<td><strong>15</strong> - Regular School Day Parent/Teacher Conf. 3:00 - 9:00 pm</td>
<td><strong>16-20</strong> - Spring Break</td>
</tr>
<tr>
<td><strong>16-18</strong> Fall Break</td>
<td><strong>27</strong> - Professional Day</td>
</tr>
<tr>
<td>21 Days Taught</td>
<td>16 Days Taught</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OCTOBER 2019</th>
<th>APRIL 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>22</strong> - No School</td>
<td><strong>3, 17, 24</strong> - Weather Days</td>
</tr>
<tr>
<td><strong>25-29</strong> Thanksgiving Break</td>
<td><strong>10</strong> - Holiday (Good Friday)</td>
</tr>
<tr>
<td>15 Days Taught</td>
<td>18 Days Taught</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DECEMBER 2019</th>
<th>MAY 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>20</strong> - End of 2nd Qtr / 1st Semester</td>
<td><strong>1</strong> - Weather Day</td>
</tr>
<tr>
<td><strong>7</strong> - Last Day/Students</td>
<td><strong>3</strong> - Last Day/Teachers</td>
</tr>
<tr>
<td><strong>8</strong> - End of 4th Qtr/2nd Semester</td>
<td><strong>8</strong> - Graduation</td>
</tr>
<tr>
<td><strong>23-31</strong> Christmas Break</td>
<td>4 Days Taught</td>
</tr>
<tr>
<td>15 Days Taught</td>
<td>24/31 25 26 27 28 29 30</td>
</tr>
</tbody>
</table>

Note: The calendar includes key dates such as holidays, breaks, and school days with taught days marked for each month.