OAKS MISSION PUBLIC SCHOOLS BOARD OF EDUCATION POLICY	*School Property* Adopted: May 9, 2019; Revised: October 8, 2020

USE OF SCHOOL FACILITIES

Policy

The school district will permit use of school facilities by educational, political, literary, cultural, religious, scientific, civic or recreational community organizations provided that:

1. The intended use of the facility by the organization meets certain established criteria; and

2. When required, a previously established fee is paid by the organization.

Providing every student with the best education possible is the primary function and responsibility of the board. Therefore, school-related functions will be given priority when it is necessary to use school facilities. However, the board is also vitally interested in helping out-of-school activities which support and supplement the efforts of this school district.

School facilities are often useful in carrying on the activities of various non-school organizations. Since many constructive educational activities take place outside the classroom, the administration should do as much as possible to encourage and aid the commendable efforts of many parents and citizens who work with youth to attain objectives which are similar to the goals of this school district.

Procedures for Use of School Facilities

Application

All organizations must make application in writing on a provided application form to the superintendent's office at least ten (10) days prior to the date of the meeting requested.

If the organization's request is one with regularly occurring dates, approval may be given for the entire schedule. Should a conflict develop with a school activity, the school district reserves the right to cancel the permission granted or to require a change to a mutually satisfactory date and time.

Although application by a minor is not acceptable, this does not prohibit the use of school premises by them, provided the application is made by a competent adult who will supervise and be responsible for the group.

Permitted Use

Permission for use of school facilities belonging to this school district may be granted

to educational, political, literary, cultural, religious, scientific, civic or recreational organizations for purposes and programs which:

1. Are beneficial to the youth of the school district and to the programs of the school district; and

2. Do not result in an increased monetary burden on the citizens of the school district.

Priority Use

The superintendent or his/her designee is to determine whether the proposed use of the building will conflict with scheduled school programs and is to monitor the building for signs of misuse or abuse.

Prohibited Use

School facilities will not be used for:

1. Meetings which promote subversive teachings and doctrines contrary to the spirit of American institutions;

2. Activities tending to cause unrest in the community or which reflect upon or promote discrimination against citizens of the United States because of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information;

3. Any activity that may be destructive or injurious to the buildings, grounds or equipment; or

4. Any purpose in conflict with school objectives.

Payment in Advance

All payments for the use of school facilities must be received at the office of the superintendent at least 72 hours in advance of the meeting time.

Responsibility of Applicant

The applicant and his/her organization will be held responsible for the proper use of the building, for payment for the use of school facilities, for the conduct of persons attending the meeting, and will see to it that activities are confined to the areas requested and to the hours agreed upon in the application. The applicant will indemnify the school district for any theft, loss or damage to school property over and above normal wear which might be expected from his/her use thereof, and will make prompt payment for such theft, loss or damage. An indemnity bond or a deposit may be required if circumstances warrant. It is required that users of school facilities will see that the activities are conducted at all times under competent adult supervision. The superintendent or his/her designee will be the judge of unwarranted damages to the school property.

All rooms or areas will be left in as good condition as they were found, except the usual accumulation resulting from normal building use. No applicant may sublet any part of the building area named in the application request. All applications for repetitious use of the school facilities will be renewed at the beginning of each school year and are subject to review by the superintendent.

Users of school property must assume responsibility for the safety and protection of the audience, workmen and participants to the extent required by law. The superintendent has the right to require minimum limits of public liability and property damage insurance for all groups using any school facility, and to require that there be evidence presented to the superintendent in the form of a certificate of insurance, showing Independent School District No. 5 of Delaware County, Oklahoma, as an additional named insured.

Time Limits

The superintendent of schools shall approve times for all meetings on school property.

Cancellations

Requests for cancellation of the use of school facilities must be received at least 24 hours in advance of the meeting time. Failure to do so will obligate the applicant and his/her organization to pay for all custodial and such other expenses as are incurred in opening the building for his/her use.

Cancellation of permission may be ordered whenever such action is deemed in the best interest of the school district. However, such cancellations will not be made except when unforeseen emergencies arise, and then with as much advance notice as possible. Permission may be canceled by the superintendent if conduct or infraction of regulations warrant.

Holidays

As a general rule school properties will not be available for use by outside organizations on school or national holidays. Should one or more meetings approved as a series of meetings fall on such days, such meeting dates will be automatically canceled for these days only. The superintendent may, in his/her best judgment, authorize limited exceptions to this rule for good cause shown.

Non-School Days

School facilities will be available on non-school days, such as weekends and summer months, provided proper application is made and approved by the superintendent and provided such use is not a conflict with use of the facilities by school organizations or students.

Charges

Charges made for use of school facilities are not rentals as that term is generally used, but are based on the cost of operating expenses that would not otherwise have been incurred, such as utilities, supplies, maintenance of facilities, custodial and cafeteria services, as well as clerical services necessary to process each application. Such reimbursement charges

are subject to change as the superintendent may deem necessary. With prior permission of the board of education, a fee in excess of operating expenses may be charged to a facilities user if such user is using school property as a part of a profit-making operation. Such fee will be set by the board of education after recommendation of the superintendent.

A $50 fee has been established by the District for use of its cafeteria for a period of time not to exceed three (3) hours.

Building Use Without Charge

School organizations such as student organizations, school employee groups and educational organizations, such as the OEA, school board organizations, etc., are granted building use without charge as long as such use does not conflict with regular school sessions.

No fee will be assessed against school-affiliated and youth-serving organizations for their regularly scheduled meetings, including but not limited to:

1. Parent-Teacher Association, booster clubs, band parents--monthly meetings (afternoon or night);

2. Cub Scouts--monthly pack and committee meetings (night);

3. Girl Scouts--weekly afternoon meetings and one monthly night meeting; and

4. Camp Fire Girls--weekly afternoon meetings and one monthly night meeting.

Other groups may present information to the Superintendent so that he/she can establish whether they are school-affiliated and youth-serving organizations for whom fees will be waived for periodic meetings. If there should be additional meetings of the above-mentioned or other school-affiliated and youth-serving organizations, they will be charged for custodial services and/or cafeteria employee services as required, according to the regular fee as determined by the superintendent.

Organizations which qualify for use of meeting space without charge on weekdays will be charged regular rates for meetings held on Saturdays and Sundays, for weekday meetings which extend beyond 11:00 p.m., for use of recreational facilities such as gymnasiums and for all fund-raising activity meetings.

Custodial Care

A school custodian is assigned for continuous duty during the time the group will be using the school facility. The custodian will return to open the building prior to the time set for the meeting, arrange the requested facilities and serve as the official representative of the school district. No one except the qualified custodian will be allowed to operate or adjust equipment in the building. Upon conclusion of the meeting the custodian will clean, properly arrange the facilities and carefully inspect the premises before locking the building. For situations in which the meeting does not materialize and has not been previously canceled, the custodian will remain on duty for one hour after the requested starting time of the meeting and, if no word is received within that period indicating a later starting time, he/she will lock the building.

Custodians are instructed not to open any areas other than those required in the application. Additional space may be arranged by filing an additional application. Emergency needs may be requested by telephone.

Security

Uniformed officers must be on duty when so directed by the superintendent.

Alcohol, Drugs, Tobacco and Dangerous Weapons

The use or possession of alcoholic beverages or controlled substances (drugs) will not be permitted on school property. Organizations using school property for any purpose are expected to comply with district policy concerning the use of tobacco.

Dangerous weapons, including but not limited to firearms, are prohibited on school property, although non-student individuals who are either (a) over the age of twenty-one or (b) over the age of eighteen (18) who is a member or veteran of the U.S Military, may possess a firearm in the parking lot and may store that weapon in their vehicle in accordance with Oklahoma law. If the firearm is left unattended in parking lot, it must be hidden from view in a locked vehicle.

Individuals who have received prior permission from the principal may possess an inoperable weapon on the premises for participation in a school program, as long as the weapon remains inoperable while at school and the individual uses the weapon in accordance with the permission granted.

Athletic Activities

In those instances where team competition is involved, it must be clearly understood that no team sponsored by an organization other than the schools will be identified by name as representing any school in this district.

Apparatus and Equipment

Requests to use public address systems, projection equipment and screens, spotlights, stage sceneries, pianos and so forth will be included in the application. The costs of transparencies, gelatins, special scenery, and special lighting effects are to be paid by the using groups. All such equipment and properties will be operated, moved and controlled only by persons specifically designated by the principal.

As a precaution against fire, no request will be granted for the use of lighted candles or other actual flame equipment in connection with building usage.

Classroom apparatus, such as shop, science, physical education, home-making, music, business education, art laboratory, data processing equipment and athletic equipment which is regularly used for school instruction will not be available for use by non-school groups.

School equipment is not available for use off school premises unless it is beneficial to the district in carrying forward its programs.

Cafeterias

Use of cafeterias will be granted with or without use of kitchen facilities. No organization will have access to the cafeteria kitchen area unless the cafeteria manager is present and in charge, together with such additional paid help from the cafeteria manager's staff as may be required. In planning an event which will use the cafeteria kitchen equipment, the area dietitian, the cafeteria manager, and whatever number of helpers they deem necessary, must all be involved in the planning, operation and supervision of such project. Because of the food supplies and expensive equipment, and because of the rigid requirements of health and sanitation authorities, the use of cafeteria facilities must be under the direct control of the cafeteria department.

Refreshments will be served only in cafeterias, unless other areas have been approved in writing by the principal.

Parking Lots

Parking lots are provided with the use of most school buildings. If use of only a parking lot is desired, application will be made as for use of any school facility. Parking areas are not reserved exclusively for groups using school buildings. Playgrounds will not be used for parking.

Use of School Buses

School buses may be used for "summer youth activities" as approved by the State Department of Education whenever such equipment is not available from commercial firms in the area, and whenever such use is beneficial to the youth of the district, provided such youth groups are adequately supervised by adults and provided further that all costs for such operations, including any damages to equipment and usual wear and tear, are defrayed by the using group. Only legally qualified drivers may drive school buses.

Use of School Grounds and Recreational Facilities

School grounds will be made available to the general public at times when they are not being used for school purposes. The general public has a responsibility not to cause damage to the property or become a nuisance to adjoining property owners and others in the neighborhood.

The board realizes that each case should be dealt with separately. However, the following regulations will serve as a guide:

1. School playgrounds may be used by organized athletic leagues when not in conflict with school programs, upon approval of application to use such facilities;

2. Approval of such application does not include uses of any building facilities. Application for use of restrooms may be made subject to advance payment of a standard charge;

3. No automobiles, motor scooters, motor bikes or other such licensed vehicles are to be driven on the playgrounds;

4. Sporting activities will be permitted as long as there is no damage to neighboring or school property; and

Use of School Buildings in Times of Emergency

At times when the district's facilities are already open, school buildings will be available to community members for shelter in the event of severe weather. Any individual wishing to seek shelter during an emergency weather situation must report to the principal's office.

Church Services

Church services by established religious groups may be scheduled in school facilities on a temporary basis due to emergency situations or to early organizational efforts of such groups to build or expand a church facility. Under no circumstances will such usage be beyond one (1) calendar year from first usage.

Concessions

Concession rights at all school facilities are reserved for this school district. These may be assigned to school organizations upon request or may be contracted by outside vendors.

Interpretation of the Policy and Procedures

The superintendent shall interpret and enforce all provisions of this policy and procedures. The superintendent's interpretation shall be final unless at least two board members direct that the issue be brought to the board of education for review.

NAMING OF FACILITIES

The naming of district facilities is a significant matter that deserves opportunities for school and community input through an organized process. Names of facilities have important meaning for all stakeholders. As such, the names of facilities should inspire and challenge everyone to pursue the highest standards of human ideals, citizenship, scholarship and community service; reflect the district's values; and withstand the passage of time. Personal prejudice or favoritism, political pressure, or temporary popularity should not influence the naming of facilities.

Definitions

"Facility" and "facilities" means any and all district properties, including but not limited to, buildings, whether new or existing; any room or other identifiable area within a building, such as a classroom, conference area, computer lab, media center, library, cafeteria, auditorium, theater or gymnasium; as well as playgrounds; performing arts centers; stadiums, athletic fields, tracks, and the like.

"Memorial" means plaques, statues, inscriptions, monuments or any other form of formal recognition for exemplary service or contributions to the district, community or society.

"Stakeholder" means any person, group or organization with an interest in the welfare and success of the district, including but not limited to, students, parents and families; school board members; district administrators, teachers and support employees; parent-teacher associations, employee unions and student clubs; taxpayers, citizens, residents and other community members; local business leaders; local faith-based organizations; federal, state, county and local elected (or appointed) officials; local youth serving organizations; and charities or donors.

Requirements for the Naming or Renaming Facilities

The naming or renaming of a facility must be approved by the Board of Education, which has sole and final decision-making authority for determining the names of facilities in the district. A new facility or unnamed existing facility may be named at such time as the board determines appropriate. When a new facility is to replace an existing facility on the same or on a different site, the new facility shall keep the name of the existing facility it replaces, unless the name is rescinded by the board. Any existing facility may be renamed if the board decides to rescind the name the facility.

A facility shall be named or renamed based on one or more of the following criteria:

1. to honor a person who satisfies the requirements in this policy for facilities named after individuals;

2. to recognize a geographic section of the district or community in which the facility is located;

3. to recognize the academic theme of the school or the function of the facility in the case of non-instructional facilities; or

4. to reflect a fundamental and enduring value of the district.

Facilities Named After Individuals

Except for compelling reasons, a facility shall only be named after an individual who has been deceased for at least one (1) year. Under no circumstances shall a facility be named after a current employee of the district or any elected official while serving in office.

For a facility to be named after a person, the individual shall be of the highest character and have made an outstanding contribution to public education or to the betterment of humanity in one or more of the following respects:

a. an individual whose life or work reflects an unyielding commitment to the education of children;

b. an individual who has provided significant and long-standing service or contributions to the district, city, state, nation or society as a whole;

Prior to naming a facility after an individual, the credentials, character and reputation of the individual shall be carefully scrutinized and evaluated.

Procedure for Naming or Renaming Facilities

At a board meeting and pursuant to an appropriate agenda item, the board president or superintendent shall announce the initiation of a facility naming or renaming process to inform stakeholders that the district will be accepting nominations for the facility's name.

Any stakeholder may present one nomination for a facility name so long as each nomination includes a written rationale explaining how the name meets the criteria under this policy for a facility's name. Nominations shall be made in writing on a district-approved form completed in full and delivered to the superintendent or superintendent's designee within fourteen (14) days of the board meeting at which the facility naming or renaming process was announced.

All nominations will be presented by the superintendent to the board at a meeting held at least fourteen (14) days after the board meeting at which the facility renaming process was announced. The board will hear public comments as allowed under its policy for public comments at board meetings.

The board may, in its sole discretion, approve a nomination, reject all nominations, approve a name that was not nominated, or take any other action that the board determines to be appropriate.

Unless stated otherwise by the board, an approved name shall be effective immediately with regard to new facilities, and with regard to facilities whose names were rescinded, upon the effective date of the rescission.

Rescission of Existing Facility Names

At any time, the Board of Education may consider taking action to rescind an approved name of a facility and authorize its renaming. Sufficient cause to rescind the name of a facility exists when the board determines, in its sole discretion, that the name of the facility is in direct conflict with the values, beliefs or ethical standards of the district. Such reasons include, but are not limited to, circumstances when a person for which a facility is named has been charged with or convicted of a felony, engaged in an act of moral turpitude, engaged in behavior that has brought the name into dishonor for any reason, or for any other good cause as determined by the board.

A facility name may also be rescinded when it is determined by the board to be in the best interests of the district, or when the board determines that the name has become obsolete.

A recommendation to rescind a name must be put on a regularly scheduled board agenda as an information item prior to being considered for final action by the board.

Memorials

The board must approve all decisions relative to memorials. While the standards of facility naming do not apply to memorials, the board shall make memorial recognition decisions that reflect the values of the district and that do not conflict with the general intentions of this policy.

SALE OF SCHOOL DISTRICT SURPLUS PROPERTY

Real Property

When district-owned real estate is no longer needed for public school purposes, the board of education may declare the property to be surplus to the needs of the district. Following such a declaration surplus real estate may be sold at any time using the following procedure:

1. Prior to requesting bids for a property, the district will have the property appraised by at least two (2) disinterested, qualified, appraisers chosen by the superintendent. If the superintendent deems it appropriate additional appraisals may be obtained. All appraisals will be confidential until after the property is sold. When the property is sold, all appraisals will be made available for public inspection. Any appraisal must be made within six (6) months of the date on which the property is offered for public bid.

2. The superintendent will prepare a notice to bidders advising that sealed bids for the purchase of a property will be received by the district at a time and place designated in the bid notice. The bid notice will require each bidder to state, in his or her bid, the intended use of the property. This use may be a factor in determining the successful bidder.

3. The bid notice will be published at least ten (10) days prior to the bid opening in at least one (1) issue of a newspaper of general circulation in the county in which the property is located. The bid notice may be published in additional newspapers or advertised by additional means at the discretion of the superintendent or by direction of the board of education.

4. The bids will be opened at the time and place specified in the bid notice and the bids will be referred to the board of education for acceptance or rejection. The board of education will reserve the right to reject any and all bids or to accept any particular bid.

5. Surplus real estate will not be sold at private sale unless the real estate has first been offered for sale by public sale or public bid and all such bids have been rejected.

6. Surplus real estate will not be sold at a public or private sale for less than 75% of the appraised value as determined by averaging the property appraisals.

7. Surplus real estate will not be sold to any bidder for less than 75% of the appraised value.

8. Any conveyance of real estate by private sale to a non-profit organization, association, or corporation to be used for public purposes, unless for exchange, will contain a reversionary clause which returns the real estate to the district upon cessation of the use without profit or for public purposes by the purchaser or the assigns of the purchaser.

Personal Property

District owned personal property includes all property owned by the district other than real estate (equipment, furniture, etc.). When district-owned personal property is no longer needed, the board may declare the property to be surplus to the needs of the district. Following such a declaration, surplus personal property may be disposed of using the following procedure:

1. The board must declare the property surplus during a regular or special board meeting. The meeting agenda (or an attachment to the agenda) must contain a description of all property to be declared surplus.

2. After the board has declared the property surplus, the superintendent is authorized to use the most economical and beneficial means to dispose of the property. These methods may include sale (public auction, written bids, online services, etc.), trade, salvage/scrap, discard, or any other means the superintendent determines to be appropriate based on the condition of the property and the totality of the circumstances. If property is sold or traded, the district must receive reasonable compensation.

3. The superintendent or designee will maintain records regarding disposition of surplus property for five years from disposition of the property.

4. Surplus computers, copiers, and other electronics that store data must be either electronically wiped clean or have the hard drive destroyed so that any sensitive or confidential information (social security numbers, health information, personal identification information, school financial information, licensed software, etc.) cannot be recovered from the equipment.

5. Partner school districts may be given an opportunity to take any needed surplus personal property.

6. School board members (and their second-degree relatives) are prohibited by state law from purchasing property from the district.

7. District employees (and members of their immediate families) who recommend that property be declared surplus are prohibited from obtaining the surplus property either directly or indirectly.

Leased Property

If a board of education makes the decision to dispose of real or personal property that is leased at the time the decision is made, whether such disposal is by public sale, public bid or private sale, the lessee shall have a right of first refusal to purchase the property on the following terms and conditions:

(1) if a board of education receives a bid or offer in a public sale, public bid or private sale for any real or personal property that it desires to accept, then it shall provide notice to the lessee of the property. The notice shall include the identity of the prospective purchaser of the property, the terms and conditions of the proposed sale and the purchase price to be paid by the prospective purchaser, and

(2) the lessee shall have thirty (30) days after receipt of the notice to inform the board of education that it elects to purchase the property on the same terms and conditions set forth in the notice, in which event the board of education shall convey the property to the lessee on all the same terms and conditions set forth in the notice; provided, however, that if any portion of the consideration included in the purchase price set forth in the notice is not in cash, then the lessee shall be entitled to pay the fair market value in cash of such noncash consideration.

Reference: OKLA. STAT. tit. 70, §5-117(11); OKLA. STAT. tit. 60, § 812

ASBESTOS INSPECTION

In accordance with the federal Asbestos Hazard Emergency Response Act (AHERA), the district has identified all asbestos materials present within the district and has developed appropriate plans related to asbestos within the district. The district complies with all AHERA regulations, including periodic public advertisements and walk-through inspections. The district has selected the Superintendent to be its "AHERA Designated Person" for each site within the district. The AHERA Designated Person can be contacted at 918-868-2499.

All required documentation for an individual site is on file and available for inspection in the building principal's office. A copy of the documentation for each site in the district is on file and available for inspection in the superintendent's office.

Reference: 15 U.S.C. § 2643

BUILDINGS AND GROUNDS MAINTENANCE

The board of education believes that adequate maintenance of buildings, grounds and property is essential to efficient management of the district.

The board directs a continuous program of inspection and preventative maintenance of school buildings and equipment.

The superintendent shall develop and implement a maintenance program that will include:

- A regular program of repair and conditioning;
- Critical spare parts inventory;
- An equipment replacement program; and
- A long-range program of building modernization and conditioning.

The superintendent shall develop such guidelines as may be necessary for the maintenance and repair of the physical plant.

The superintendent shall develop a checklist that will be applicable to all buildings in the district. Each building principal, in conjunction with the maintenance director, shall conduct a physical inspection of the building on a monthly basis and submit a written report to the superintendent.

The superintendent shall report to the board regarding the current maintenance and improvement program.

USE OF BUSES
OTHER THAN REGULAR TRANSPORTATION OF PUPILS

School buses may be used for activity trips, extra-curricular activities and any field trips. Requests for transportation vehicles for those purposes should be made one week in advance.

1. Requests for a bus will be presented to and approved by the superintendent.

2. Activity sponsors, teachers and coaches are responsible for picking up litter or trash at the conclusion of each activity trip.

3. Any person using district equipment or vehicles for personal use may be subject to disciplinary action, which could include termination or dismissal.

LOANING OF SCHOOL EQUIPMENT

Loaning of school equipment is prohibited by all school employees, other than the superintendent. When a staff member is requested by individuals or groups to loan district-owned equipment, such individuals or groups will be referred to the superintendent.

Individuals or groups borrowing school equipment will sign a request form stating:

1. The item and quantity borrowed;

2. When the borrowed item or items will be returned;

3. The condition of the item or items borrowed;

4. An assurance statement that the borrower will reimburse the district for any damages incurred while the item or items are on loan; and

5. An assurance that the borrower will accept the superintendent's appraisal of the dollar value of the damages incurred while on loan.

INVENTORIES

Inventories must be maintained by all personnel of the Oaks Mission Public Schools should it become necessary to file claims arising from fire, theft or storm damage.

A separate furniture and equipment list must be used for each room of the building, listing all items of furniture and equipment that are movable or portable.

Building inventories are the responsibility of each building principal. Classroom inventories are the responsibility of the teachers.

Furniture and equipment inventories must be submitted to the superintendent on October 1 and June 1 of each school year.

OAKS MISSION PUBLIC SCHOOLS BOARD OF EDUCATION POLICY	*School Property* Adopted: May 9, 2019

POLICY IMPLEMENTNG THE
"PATRIOTIC ACCESS TO STUDENTS IN SCHOOLS ACT (PASS ACT)"

Pursuant to Enrolled House Bill Number 1715 creating the "Patriotic Access to Students in Schools Act (PASS Act)" enacted during the 2017 regular session of the Oklahoma State Legislature, beginning with the 2017-2018 school year, the school district is required to permit use of school facilities by any youth group listed as a patriotic society in Title 36 of the United States Code ("Patriotic Youth Society").

Under the PASS Act, the District is required to permit, during non-instructional time, a Patriotic Youth Society the use of any school building or property to provide services allowing students to participate in activities provided by the Patriotic Youth Society.

Additionally, the PASS Act requires the principal of each public school to allow representatives of a Patriotic Youth Society the opportunity to speak with and recruit students to participate in their organization during school hours to inform students of how the Patriotic Youth Society may further the students' educational interests and civic involvement to better their school, communities and themselves. No student shall be required to attend such a presentation and any presentation scheduled during school hours shall occur only during non-instructional periods.

The Patriotic Youth Society shall provide oral or written notice to the principal of a school district site regarding its intent to speak to students during non-instructional periods during school hours, and the principal shall provide oral or written approval of the specific day and time and place for the Patriotic Youth Society to address the students.

Reference: OKLA. STAT. tit. 70, § 5-130
OKLA. STAT. tit. 70, §1210.229-7

OAKS MISSION PUBLIC SCHOOLS BOARD OF EDUCATION POLICY	*School Property* Adopted: May 9, 2019

INTELLECTUAL PROPERTY

The Oaks Mission School District ("District") respects the intellectual property of others, including students, patrons and employees. The purpose of this policy is to provide the necessary protections and incentives to encourage both the discovery and development of new knowledge and its transfer for public benefit. The ownership rights to all intellectual property that is created in whole or part at the District or under District sponsorship or with the use of District course materials, facilities, funds, equipment or any other resources of whatever nature or kind owned or controlled by the District shall be determined generally as set forth in this policy.

I. Definitions

1. "Author" and "member" are defined as the individual or as part of a group of other "authors" that invents, authors, discovers, or otherwise creates or helps to create intellectual property.

2. "Course materials" are defined as any and all materials prepared for use in teaching, fixed or unfixed, in any form, including, but not limited to, digital, print, audio, visual, or any combination thereof. Course materials include, but are not limited to, lectures, lecture notes, and materials, syllabi, study guides, bibliographies, visual aids, images, diagrams, multimedia presentations, and educational software.

3. "Creator" is defined as being synonymous with and can be used interchangeably with "author" and "member" as used in this policy.

4. "District facilities" are defined to include, but are not limited to, buildings, equipment, and other facilities under the control of the District.

5. "District funds" are defined as funds under the control and responsibility, or authority of the District, regardless of source.

6. "District resources" are defined as all tangible resources including, but not limited to, buildings, equipment, facilities, computers, software, personnel, and funding.

7. "Employee" is, unless there is a written agreement providing otherwise, an individual employed by the District in a full-time or part-time position, including certified and support staff, appointed personnel, persons with "no salary" appointments, volunteers, contractors, persons on an extra duty or supplemental contract.

8. "Intellectual property" is defined as any works, products, processes, tangible research property, copyrightable subject matter, works of art, trade secrets, know how, inventions and other creations the ownership of which are recognized and protected from unauthorized exploitation by law. Examples of intellectual property include, but are not limited to, scholarly, artistic, and instructional materials.

9. "Invention" is defined as all discoveries, conceptions, ideas, improvements, innovations, problem solutions and/or technological developments.

10. "Patent" is defined as both United States and foreign patents and patent applications, and the rights conferred upon the patent holder by applicable law.
11. "Student" is defined as any individual who is attending or who has attended any schools within the District.

12. "Trademark" is defined as any mark that identifies an item of intellectual property or an educational or training service.

13. "Work" is defined as any "original work of authorship fixed in a tangible medium" as used in the federal Copyright Act.

II. Patents

All discoveries and inventions, whether patentable or un-patentable, and including any and all patents based thereon and applications for such patents, which are made or conceived by any member of the faculty, staff, or student of the District, either in the course and/or scope of employment with the District or that is created in whole or part with the use of District course materials, facilities, funds, employees, or any other resources of the District shall be owned by and be the sole property of the District and the member will assign and by participating in any activity which leads to any discovery and invention does hereby assign all of member's rights in and to the discoveries and inventions to the District.

III. Trademarks

The District owns all rights and titles to any trademarks related to any item of intellectual property owned by the District.

IV. Copyright

Except as specifically provided herein, copyright rights to works developed by an employee either in the course and/or scope of employment with the District are the sole property of the District. Ownership of copyrights to works of artistry or scholarship in the creator's professional field such as textbooks, course materials, scholarly papers and articles, software and other computer materials when they are works of artistry or scholarship, novels, poems, paintings, musical compositions or other such works of artistic imagination produced by District employees who have a general obligation to produce such works where the specific choice, content, course, and direction of the effort is determined by the employee without direct assignment or supervision by the District ("Artistic or Scholarly Works") shall reside in the creators and the works shall not be deemed "works made for hire" under this policy

unless they are also sponsored/contracted works or specifically assigned by the District.

Upon request by the District, an employee who creates an Artistic or Scholarly Work while acting in the course and/or scope of his or her employment or with the use of District course materials, facilities, funds, or any other resources of the District shall grant the District a nonexclusive, free of cost, world wide right and license to exercise all copyright rights in and to such Artistic or Scholarly Work, except the right to commercially display, use, perform, or distribute copies of the Work, unless to do so would impair the ability of the creator to have the Work published or distributed.

V. Authority to Reference District

The District shall have the right and sole authority to determine whether or not to put its name on a work. If so requested by the District, the author agrees to credit the District, in a manner satisfactory to the Board or its designee, in any way to the creation of such work. Similarly, the author agrees upon request to remove any reference to the District in the work.

VI. Marketing Decisions

The Superintendent of the District or his/her designee will be responsible for all marketing decisions involving patentable inventions. This includes all patents to which the District has ownership rights under this policy.

VII. Release of Liability

Any student or employee who creates or participates in the creation of a work in whole or part at the District or under District sponsorship or with the use of District course materials, facilities, funds, employees, or any other resources agrees to indemnify and hold harmless the District against any loss, damage, liability, or expense that it may incur as a result of the preparation, production, or distribution of such work, including but not limited to, any material in such work that infringes or violates any copyright, right of privacy, or any other right of any person, or is libelous, obscene, or contrary to law.

OAKS MISSION PUBLIC SCHOOLS BOARD OF EDUCATION POLICY	*School Property* Adopted: May 9, 2019

STUDENT MEMORIAL PICTURES

The Oaks Mission Board of Education acknowledges the importance of remembering our fallen students. The following regulation pertains to memorial pictures of students that have passed away while attending Oaks Mission Public Schools. The Oaks Mission Board of Education has voted to allow an appropriate picture on an 8x12 plaque with his/her name and year of attendance to be displayed in the prominent area of the building, designated by administration, wherein the fallen student was in attendance.

OAKS MISSION PUBLIC SCHOOLS BOARD OF EDUCATION POLICY	*School Property* Adopted: August 11, 2022; Revised: September 11, 2023

USE OF MULTIPLE OCCUPANCY RESTROOMS AND CHANGING AREAS

Pursuant to SB615 (2022), each multioccupancy restroom and changing area located in public schools serving students in prekindergarten through twelfth grades shall be designated as either for the exclusive use of the male sex or for the exclusive use of the female sex. The District has, therefore, designated its restrooms for use as follows: ''males,'' ''men,'' or ''boys''; ''females,'' ''women,'' or ''girls''; and ''single-occupancy.''

''Sex,'' for the purposes of this policy is defined as the physical condition of being male or female based on genetics and physiology, as identified on the individual's original birth certificate.

''Multiple occupancy restroom or changing area'' is defined as an area in a public school or public charter school building designed or designated to be used by more than one individual at a time, where individuals may be in various stages of undress in the presence of other individuals. The term may include but is not limited to a school restroom, locker room, changing room, or shower room.

''School'' means any public school and public charter school that serves students in prekindergarten through twelfth grades in this state.

''Individual,'' for the purposes of this policy is defined as any student, teacher, staff member, or other person on the premises of a School.

''Coach,'' for the purposes of this policy is defined as a person employed by the district who is involved in the teaching or training of students participating in a school-sponsored athletic activity.

''School-sponsored athletic activity'' for the purposes of this policy is defined as a sporting event that is supported and affiliated with the district such as games, matches and tournaments.

If an individual does not wish to comply by using the appropriate restroom or changing room based on sex as defined herein, the District shall provide a reasonable accommodation by providing access to a single-occupancy restroom or changing room.

An individual shall be disciplined by the District for refusing to (a) use the appropriate multiple occupancy restroom or changing area designated for their sex as defined herein, (b) designate multiple occupancy restrooms or changing areas for the exclusive use of one sex as defined herein, or (c) provide access to a single-occupancy restroom or changing room to an individual who does not wish to utilize the multiple occupancy restroom or changing area designated for their sex, provided that such individual is authorized to be on District premises. Students shall be disciplined pursuant to the District's student behavior

policy. Employees shall be disciplined pursuant to the appropriate District policy and Oklahoma law based on the employee's position within the District. Other persons on the premises of the District shall be disciplined pursuant to the appropriate District policy and Oklahoma law.

This policy does not apply to individuals entering the multioccupancy restroom or changing facility designated for the opposite sex under the following circumstances:

1. For custodial, maintenance, or inspection purposes;
2. To render emergency medical assistance; or
3. If a suitable meeting room or area is not available, a coach may enter a locker room before, during, or after a school-sponsored athletic activity, provided:

    - All students present are fully clothed;
    - The coach shall be accompanied by at least one additional adult at all times; and
    - If the coach is the opposite sex of the students present, the coach shall be accompanied by at least one adult of the same sex as the students present.

The adult accompanying the coach shall not be a current high school student.

Reference: OKLA. STAT. tit. 70 § 1-125
OKLA. ADMIN. CODE § 210: 35-3-186

OAKS MISSION PUBLIC SCHOOLS BOARD OF EDUCATION POLICY	*School Property* Adopted: March 10, 2025; Revised: September 8, 2025

FLAG PROTOCOL

In accordance with Oklahoma law, every board of education shall be required to provide, own and display, either inside or outside each classroom building in the district, a United States Flag, and cause the flag to be displayed during every school day either from a flagstaff or pole, and in inclement weather, within the school building. Further, students are allowed to display the United States Flag.

The district shall provide instruction in the history and etiquette relating to the United States Flag in one or more grades in district schools. Students are authorized to recite, at the beginning of each school day, the pledge of allegiance to the flag of the United States of America as enumerated at 36 U.S.C., § 172; however, students *shall* recite the pledge of allegiance to the flag of the United States of America *once every school week*. Each student shall be informed by posting a notice in a conspicuous place that students not wishing to participate in the pledge shall not be required to do so.

Oklahoma law provides that any person who shall contemptuously or maliciously tear down, burn, trample upon, mutilate, deface, defile, defy, treat with indignity, wantonly destroy, or cast contempt, either by word or act, upon any flag, standard, colors or ensign of the United States of America, shall be guilty of a felony.

Reference: OKLA. STAT. tit. 21, §372
OKLA. STAT. tit. 25, §153
OKLA. STAT. tit. 70, §24-106
OAC § 210:35-3-5