

SECTION C

BUSINESS AND SUPPORT SERVICES

3000

MANAGEMENT AND INVESTMENT OF FUNDS

It is the policy of the Durant Board of Education that all general fund receipts shall be transmitted to the treasurer of the board of education. A receipt shall be issued by the person receiving the funds to the person depositing the funds, and a copy of the receipt shall be forwarded to the treasurer. All disbursements shall be issued by the treasurer in the form of legal warrants, bonds or interest coupons.

The board of education, at its regularly scheduled meeting, shall set aside funds to an operating account and to an investment account. The board may direct the treasurer to satisfactorily complete an investment education program approved by the State Board of Education and the State Board of Career Technology Education.

This investment policy is adopted in accordance with the provisions of applicable law by the Board of Education of the Durant School District (the "District"). This policy sets forth the investment policy for the management of the public funds of the District. The policy is designed to ensure prudent management of public funds, the availability of funds when needed, and reasonable investment returns.

Investment Authority:

The District Treasurer is required by the Board of Education to invest District monies in the custody of the Treasurer in those investments permitted by law. The Treasurer shall, to the extent practicable, use competitive bids when purchasing direct obligations of the United States Government or other obligations of the United States Government, its agencies, or instrumentalities.

The District Treasurer shall limit investments to:

1. Direct obligations of the United States Government to the payment of which the full faith and credit of the Government of the United States is pledged; provided the District Treasurer, after completion of an investment education program in compliance with applicable law, may invest funds in the investment account in other obligations of the United States Government, its agencies or instrumentalities;
2. Obligations to the payment of which the full faith and credit of this state is pledged;
3. Certificates of deposits of banks when such certificates of deposits are secured by acceptable collateral as in the deposit of other public monies;
4. Savings accounts or savings certificates of savings and loan associations to the extent that such accounts or certificates are fully insured by the Federal Savings and Loan Insurance Corporation;

5. Repurchase agreements that have underlying collateral consisting of those items specified in paragraphs 1 and 2 above including obligations of the United States, its agencies and instrumentalities, and where the collateral has been deposited with a trustee or custodian bank in an irrevocable trust or escrow account established for such purposes;

6. County, municipal or school district direct debt obligations for which an ad valorem tax may be levied or bond and revenue anticipation notes, money judgments against such county, municipality or school district ordered by a court of record or bonds or bond and revenue anticipation notes issued by a public trust for which such county, municipality or school district is a beneficiary thereof. All collateral pledged to secure public funds shall be valued at no more than market value;

7. Money market mutual funds regulated by the Securities and Exchange Commission and which investments consist of obligations of the United States, its agencies and instrumentalities, and investments in those items and those restrictions specified in paragraphs 1 through 6 above;

8. Warrants, bonds or judgments of the District;

9. Qualified pooled investment programs through an inter-local cooperative agreement formed pursuant to applicable law and to which the board of education has voted to be a member, the investments of which consist of those items specified in paragraphs 1 through 8 above, as well as obligations of the United States agencies and instrumentalities; or

10. Any other investment that is authorized by law.

Investment Philosophy:

This policy shall be based upon a “prudent investor” standard. The Board of Education recognizes that those charged with the investment of public funds act as fiduciaries for the public, and, therefore the Treasurer is directed to exercise the judgment and care that persons of ordinary prudence, discretion, and intelligence exercise in the management of their own affairs as to the permanent non-speculative disposition of their funds, with due consideration of probable income earnings and probable safety of capital. In investing the District’s funds, the Treasurer shall place primary emphasis on safety and liquidity of principal and earnings thereon.

Liquidity: Available funds will be invested to the fullest extent practicable in interest-bearing investments or accounts, with the investment portfolio remaining sufficiently liquid to meet reasonably anticipated operating requirements.

Diversification: The investment portfolio will be reasonably diversified so as to avoid any one investment having a disproportionate impact on the portfolio. Provided this restriction will not apply to securities of the United States Treasury backed by the full faith and credit of the United States Government.

Safety of Principal: Although investments are made to produce income for the District, investments will be made in a manner that preserves principal and liquidity.

Yield: The portfolio will be designed to attain maximum yield within each class of investment instrument, consistent with the safety of the funds invested and taking into account investment risk and liquidity needs.

Maturity: Investments may have maturities extending to ____ months, provided sufficient liquidity is available to meet major outlays, and except that general fund investments may not exceed ____ months.

Quality of the Instrument and Capability of Investment Management: The Superintendent of Schools shall be responsible for seeing that the Treasurer and any Assistant Treasurer are qualified and capable of managing the investment portfolio and satisfactorily complete any investment education programs required by state law or by the Board of Education.

Safekeeping and Custody:

The Treasurer will maintain a list of the financial institutions and pooled investment programs governed by an inter-local cooperative agreement formed pursuant to 70 Okla.Stat. Section 5-117b which are authorized to provide investment services, and will maintain a separate list of financial institutions with collateral pledged in the name of the District.

Securities purchased from a bank or dealer, including any collateral required by state law for a particular investment, shall be placed under an independent third party custodial agreement. The Trust Department of a financial institution will be considered to be independent from the financial institution.

All securities will be in book entry form, and physical delivery of securities will be avoided.

Telephone transactions may be conducted, but such transactions must be supported by written confirmation, which may be made by way of a facsimile on letterhead with authorized signatures of the safekeeping institution.

Written transactions and confirmations of transactions by computer connections will be kept in the Treasurer's office.

Reporting and Review of Investments:

The Treasurer will prepare an investment report to be submitted to the Board of Education on at least a monthly basis. The report will include:

1. A list of individual securities held at the end of the reporting period.

2. The purchase and maturity dates of these securities.
3. The name and fund for these securities.
4. The yield rate of these securities.
5. Any collateral pledged by a custodian.

The Board of Education shall review the Treasurer's investment performance on a regular basis that is no less frequent than monthly.

Depositing Of Interest:

Unless otherwise directed by the Board of Education through policy or by special directive, by the Oklahoma Constitution, or by the federal government, income earned from the investment of non-activity funds shall be deposited in the General Fund, and income earned from the investment of activity funds shall be deposited as directed by the Board of Education.

PUBLIC GIFTS TO THE SCHOOLS

The Durant Board of Education assumes responsibility, within its financial capabilities, for providing at public expense all items of equipment, supplies and services that may be required in the interest of education in the schools unit under its jurisdiction. Gifts, grants or bequests will be accepted and the action recorded, provided the conditions of acceptance do not remove any degree of control of the school district from the board and will not cause inequitable treatment of any student(s) or student group(s).

Propositions giving funds, equipment or materials to the school with a “matching agreement” or restriction are generally not acceptable. Acceptance of donated equipment or materials may depend upon compliance with the board’s policy of standardizing materials and equipment in the district, which could restrict gifts purchased by parent-teacher organizations to individual schools. The acceptance of a gift for a particular school, however, indicates the board’s approval of the use the benefactor specified.

Any person or organization desiring to give a gift or make a grant or a bequest to the board should contact the superintendent, who may accept the gift, thank the donor, and inform the board, except that offers of real property will be accepted only by the board. Also, where the appropriateness of a gift is in doubt, the superintendent will refer the matter to the board for its acceptance or rejection. For example, single gifts of considerable value exhibiting the donor’s name or business shall be considered on an individual basis by the board.

All conditional gifts must be approved by the board.

Any gift or grant accepted by the board or the superintendent as its executive officer will become the property of the board of education and will comply with all state and federal laws.

LYNDA ABBOTT FOUNDATION SCHOLARSHIP TRUST

The Durant Board of Education has approved the establishment of the “Lynda Abbott Foundation Scholarship Trust.” This Trust has been established for the students of Washington Irving Elementary School, Robert E. Lee Elementary School, Northwest Heights Elementary School, George Washington Elementary School, Intermediate Elementary School, Durant Middle School and Durant High School and provides financial incentive to encourage students to go to college and enter the teaching profession. Student scholars will be selected pursuant to Trust terms.

ANNUAL BUDGET

The Durant Board of Education will prepare a budget that will represent a complete plan for the school district and will present information necessary and proper to disclose the financial position and condition of the school district. It will contain a budget summary in tabular form for each fund reflecting:

1. Actual revenues and expenditures for the immediate prior fiscal year;
2. Revenues and expenditures for the current fiscal year as shown by the budget for the current year as adopted or amended;
3. Estimates of revenues and expenditures for the budget year.

The board will schedule a public hearing at least 45 days prior to the beginning of the budget year. Notice of the date, time and place of the hearing, together with the proposed budget summary, shall be published in a newspaper of general circulation in the school district not less than five (5) days before the date of the hearing. Any person present at the public hearing may present comments, recommendations or information on the proposed budget to the board.

On or before July 31, each year, the board of education shall prepare a statement of actual income and expenditures of the district for the fiscal year that ended on June 30 after the financial activity has been recorded, the annual Foundation and Salary Incentive Aid Allocations have been released, and the property tax valuation has been certified. The amended budget shall contain all of the following information, if applicable:

1. Valuation of the school district by county and classification, excluding homestead exemptions;
2. Bonded debt and judgments outstanding, including interest rates by maturity;
3. Matured debt and judgments;
4. Sinking fund balance, including cash and investments;
5. Sinking fund levy calculations, including surplus/deficit, principal accrual, annual interest, judgment installment and interest, total net levy and delinquency;
6. Levies in millage for general fund, building fund and sinking fund;
7. Millage adjustment factor, if applicable;
8. Previous year sinking fund collections, including total proceeds as certified, additions or deductions, reserve for delinquent tax, reserve for protest pending, tax apportioned, net balance in process of collection and excess collections; and

9. Surplus analysis, including itemized sources of excess and deductions.

The board will post a copy of the statement in the administrative office of the board in an area accessible to the public and in at least one public library within the district within five (5) days after the statement is prepared.

Prior to September 1, each year, the board will submit the statement of income and expenditures to the county excise board and will file the itemized expenditure budget and request for state appropriated funds for the ensuing fiscal year, and an estimate of revenues to be received by the district with the State Board of Education.

Not later than 45 days after the estimate of needs is approved by the county excise board, the board of education shall adopt a final budget for the current fiscal year.

The final budget may be revised by the board in open meeting.

PRELIMINARY ESTIMATE OF NEED

Not later than December 31 of each year, the Durant Board of Education shall prepare, on a form prescribed by the State Board of Education, a preliminary estimate of the amount(s) of money and tax rate(s) which it then believes will be required for the district for the ensuing fiscal year; and, if such preliminary estimate shows an estimated need for a levy requiring the approval of the school district electors of the district under Section 9 or Section 10, Article X, of the Oklahoma Constitution, as amended, such preliminary estimate shall contain a call for an election to be held on the second Tuesday in February, or on such other date as may be provided for the election of the members of the board of education, to vote on the question of making such levy or levies. The preliminary estimate shall be published in one issue of a newspaper having general circulation in the district at least ten (10) days before the election.

ANNUAL STATISTICAL/FINANCIAL REPORTS

The Durant Board of Education will make annual statistical and financial reports to the State Board of Education in a timely manner. The statistical report will be made as of June 30. Each of such reports will be filed with the State Board of Education as soon as information is available following the effective date of such reports.

ACTIVITY FUNDS

The Durant Board of Education will exercise complete control over all activity funds and will adopt appropriate rules and regulations for handling, expending and accounting for all such funds.

At the beginning of each fiscal year, the board will approve all school activity fund sub-accounts, all sub-account fund raising activities and all purposes for which the monies collected in each sub-account can be expended. The board will approve any activity fund raising events during the fiscal year.

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

No expenditures will be made from activity funds except by check and on the authorization of the sponsor of the group to whom the fund belongs. All such checks are to be issued and signed by the custodian of the activity fund and countersigned by a person designated by the board.

All activity monies will be deposited with the office of the superintendent. The custodian of such funds will cause the funds to be deposited daily with the central office.

The superintendent will cause to be kept complete and accurate accounts of all activity funds and will see that monthly reports are made to appropriate parties.

The school activity fund custodian will be appointed by the board of education. The custodian will provide a surety bond in an amount determined by the board, but not less than one thousand dollars (\$1,000.00).

These provisions will not apply to funds collected by student achievement programs or parent-teacher associations and organizations that are sanctioned by the board of education.

GUIDELINES FOR THE SANCTIONING OF STUDENT ACHIEVEMENT PROGRAMS AND PARENT-TEACHER ASSOCIATIONS AND ORGANIZATIONS

The Board of Education of the Durant School District believes that student achievement programs (curricular, co-curricular and extracurricular) and parent-teacher associations and organizations can advance the educational goals of the Board of Education and confer a benefit to the students of the School District. It is the purpose of this policy to establish guidelines for the sanctioning of student achievement programs and parent-teacher associations and organizations that raise money and collect revenues for the benefit of students. Only those student achievement programs and parent-teacher associations and organizations sanctioned in accordance with this policy will be exempt from the statutory controls over school activity funds found in the Oklahoma School Code, OKLA. STAT. tit. 70, § 5-129.

Sanctioning Procedure for Student Achievement Programs and Parent-Teacher Associations and Organizations

1. The School District may sanction student achievement programs and parent-teacher associations and organizations that, according to the Board's determination, advance the educational objectives of the School District, are beneficial to students and meet the requirements of this policy.

2. In determining whether a student achievement program or a parent-teacher association or organization should be sanctioned by the School District, the Board of Education may consider: (1) if the program, association, or organization promotes activities that are an extension, expansion, or application of the School District curriculum; (2) if the program, association, or organization assists student government or activities in carrying out special projects or responsibilities; (3) if the program, association, or organization assists student clubs, organizations, and other student groups in raising funds to promote activities approved by the Board of Education; and (4) supplemental information provided by the student achievement program or by a parent-teacher association or organization in support of its application.

3. A written statement by a student achievement program or by a parent-teacher association or organization to the Board of Education requesting sanctioning shall include the following: (1) a statement of its purpose, goals, organizational structure, and membership requirements; (2) a detailed statement of how the School District and its students will benefit if the organization is sanctioned; (3) a statement of nondiscrimination consistent with all Oklahoma and federal laws; and (4) financial and performance audits, if any, which have been performed on such program, association, or organization by an independent accounting firm.

4. The written statement shall be submitted to the superintendent for preliminary review. After the program, association, or organization's written statement has been reviewed by the superintendent, the superintendent shall make a recommendation to the Board of Education. The Board of Education shall review the written statement, and shall sanction or decline to sanction the applicant. The decision of the Board of Education is final and nonappealable.

5. In order to maintain the status of a sanctioned program, association, or organization in accordance with this policy, the superintendent of schools or the Board of Education may require from any such program, association or organization, on an annual basis, that financial and performance audits be performed on the program, association, or organization by an independent accounting firm. If required by the superintendent of schools or the Board of Education, the audits shall be submitted to the superintendent within ninety (90) days of the superintendent's request. The Board of Education shall review any audits submitted and determine if the program, association, or organization is entitled to continue to be sanctioned in accordance with this policy and if its funds should continue to be exempt from the statutory controls over student activity funds found in the Oklahoma School Code, OKLA. STAT. tit. 70, § 5-129.

6. The superintendent of schools or the Board of Education may, at any time they deem warranted, request copies of any and all records maintained by the program, organization, or association. Copies of records must be promptly provided upon the request of the Board or Superintendent.

7. The Board may, at its discretion, withdraw sanctioning at any time it deems it in the best interest of the School District. Any decision of the Board of Education to withdraw sanctioning is final and non-appealable.

8. No program, association or organization sanctioned under this policy shall publish or otherwise publicly indicate in any manner that it has been sanctioned by the School District under this policy.

APPLICATION FOR SANCTIONING
UNDER OKLA. STAT. tit. 70, § 5-129.1

This is a request for sanctioning by the Applicant to the Board of Education of Durant School District pursuant to which the funds collected by the Applicant are exempt from the statutory controls over school activity funds. The Applicant is a student achievement program or a parent-teacher association or organization.

Name of Applicant: _____

Applicant's Address: _____

Applicant's Taxpayer I.D. No.: _____

Applicant's Representative from whom additional information may be obtained:

Applicant's Telephone Number: _____

Applicant's Purpose, Goals and Organizational Structure: _____

Describe how the School District and its Students will benefit if the Applicant is Sanctioned:

Attach the most recent financial audit report, if any, for the Applicant issued by an independent accounting firm.

Applicant certifies that it does not and will not discriminate with respect to its benefits, membership, programs, operation or organization on the basis of race, gender, age, religion, national origin or disability.

Applicant acknowledges that the Board of Education has the discretion to sanction or decline to sanction the Applicant, and the decision of the Board of Education is final and non-appealable. Applicant further acknowledges that (a) the Board of Education may, at any time, request the records maintained by the Applicant, which records Applicant will promptly make available, and

(b) the Board of Education may, at any time it believes it is in the best interest of the School District to do so, withdraw sanctioning, and the decision of the Board of Education is final and non-appealable.

Applicant also acknowledges that, in order for the School District to consider whether to maintain the sanctioning action of Applicant, Applicant shall provide to the Board of Education, upon request, on an annual basis, by July 1 of each year, the audit report, if any, for Applicant's recently ended fiscal year, prepared by an independent accounting firm.

Instructions to Applicant:

- 1) Complete this application. Please print or type. If necessary, please use additional sheets of paper.
- 2) Attach Applicant's most recent audit report, if any.
- 3) Sign and date this application.
- 4) Deliver this application to:

Superintendent of Schools
Durant Public Schools
P.O. Box 1160
Durant, OK 74702-1160

(Name of Applicant)

Dated: _____

By: _____

AUDITOR

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

A written report of the audit will be furnished to the board by the auditor. The board will conduct a final exit interview with the auditor at an open board meeting.

The District will submit reports on audits for expenditures of \$500,000 or more under federal grant awards to the Federal Audit Clearinghouse within the earlier of 30 days after receipt or nine months after the end of the District's fiscal year.

Approved by vote of the Durant ISD Board of Education March 1, 2010

SALARY DEDUCTIONS

Federal and state income tax and social security deductions are mandatory by federal and Oklahoma law. Other deductions may be authorized by the Durant Board of Education upon request and authorization of the employee.

PURCHASING AND DISTRIBUTION

This policy shall govern the purchase of all goods and services. It is the policy of the Durant Board of Education that all non-salary related debts and/or financial obligations against the district shall be incurred as authorized and processed in accordance with this policy and corresponding purchasing procedures. Purchasing of goods or services is contingent upon the availability of funding. No expenditure involving an amount greater than \$500.00 shall be made except in accordance with a written contract or purchase order.

Purchase Requisitions

Purchase orders will be issued only upon submission and approval of a requisition. The requisition will contain a clear description of the materials or services desired, accompanied by appropriate documentary materials, and indicating an approved appropriations account. The requisition must include the signature of the initiator or an administrator who can verify the appropriateness of the expenditure. The Business Manager shall approve issuance of purchase orders after verifying coding and availability of appropriations.

Purchase Orders

All purchases of goods and services must be made on a properly executed purchase order form issued by the Encumbrance Clerk.

The criteria for purchasing all items and services shall be:

1. Best possible quality;
2. Lowest possible cost;
3. Specifications of the user;
4. Availability of products or services.

It is the board's intention to purchase from a local supplier whenever goods and services of equal quality, competitive prices and responsible delivery schedules exist. (A local supplier is one who maintains a distributing, manufacturing, or processing facility within the confines of the district and who occupies real property or possesses personal property appearing on the ad valorem tax rolls). In cases where two or more suppliers at the local, state, or out-of-state level offer equal materials, supplies, equipment, services, and identical prices, preference will be given in the following order: (1) local supplier, (2) state supplier, (3) out-of-state supplier.

In accordance with Oklahoma Statutes, purchase orders shall be processed in the following manner:

1. The encumbrance clerk will verify that the desired expenditure is within the limits of appropriations.
2. Purchase order issued by the encumbrance clerk.
3. Requesting department receives the product or services.
4. Signature of person receiving goods or services shall be placed on the invoice or on a receiving copy of the purchase order.
5. Payment for product or services shall be made after receipt of invoice and approval by the Encumbrance Clerk.

Blanket Purchase Orders

In accordance with Oklahoma Statutes a blanket purchase order may be issued for recurring purchases of utilities, goods or services. The maximum authorized amount of a blanket purchase order may be increased to cover unforeseen expenses after verification of available funds. A written explanation of the increase shall be attached to the blanket purchase order prior to payment.

Adjustment of Purchase Orders

The Encumbrance Clerk shall have the authority to adjust purchase orders over \$1,000.00 by 10 percent, up to a maximum of \$500.00. Adjustments to purchase orders exceeding the maximum of \$500 must be approved by the Superintendent or Business Manager. Purchase orders under \$1,000.00 may be adjusted as necessary by the Superintendent or designee. Prior to adjusting any purchase order, the encumbrance clerk shall verify the availability of appropriated funds for the increased amount.

Bids and Quotations (Non E-Rate eligible goods and services)

The solicitation for bids and quotations shall be conducted in accordance with district purchasing procedures. Competitive sealed bids shall have a specific bid opening date and time. All vendors shall have the right to attend the bid opening and/or receive the results of the bid. After the bid opening, all bids become public record and are available for review at the district's administration building during regular office hours. Bids will be awarded to the lowest responsible bidder meeting the specifications of the bid. The Board of Education reserves the right to reject any or all bids or parts of bids, and to award the bid in the best interest of the school district. The board also reserves the right to waive informalities or minor irregularities in the bid.

The District shall seek quotes on the acquisition of needed equipment and supplies in the amount of \$5,000 but not exceeding \$20,000. All purchases of equipment and supplies in the amount of \$20,001 but not exceeding \$50,000 will require quotes and Board of Education approval. Purchases of equipment and supplies of \$50,001 or more will require sealed and notarized bids and Board of Education approval. A summary of quotes and/or bids will be attached to purchase orders.

The district shall also utilize a competitive quote process when, in the determination of the Superintendent of Schools, such a process is likely to reduce the cost to the school district.

State and Local Contracts

Purchases made from vendors on the basis of contracts awarded to the State of Oklahoma, local municipalities or other school districts will be considered in lieu of district bidding requirements when such contracts may be advantageous to the district. All contracts on items with a unit value of \$25,000 or more require Board approval prior to purchasing from the contract.

E-Rate Procurement Policy

In selecting service providers for all eligible goods and/or services for which Universal Service Fund ("E-Rate") support will be requested, the administration shall:

1. Make a request for competitive bids for all eligible goods and/or services for which Universal Service Fund support will be requested and comply with applicable state and local procurement processes.

2. Wait at least four weeks after the posting date of the FCC Form 470 on the USAC Schools and Libraries website before making commitments with the selected service providers.
3. Consider all bids submitted and select the most cost-effective service offering, with price being the primary factor considered.
4. Keep control of the competitive bidding process by not surrendering control to a service provider who is participating in the bidding process and not including service provider contact information on the FCC Forms 470.

It is the board's policy to retain all E-Rate records for a period of five years after the last date of service in accordance with FCC Fifth Report and Order (Para. 47, FCC 04-190, adopted August 4, 2004).

Emergency Purchases

For the purpose of this section an emergency situation refers to the purchase and procurement of goods or services necessary to protect the personal safety, life, or property of the district or its students, employees and patrons. Upon approval of two-thirds of the Board of Education, the superintendent may declare an emergency situation.

In emergency situations the board authorizes the superintendent to waive notification and bidding requirements and approve emergency expenditures not to exceed \$35,000 without the board's prior approval. Such purchases shall be brought before the board for ratification at the next regularly scheduled board meeting.

Encumbrance Report

Encumbrances shall be submitted to the Board of Education in the order of their issuance. A report shall be submitted each month at a regular meeting of the Board of Education, reflecting encumbrances authorized through the last day of the previous month or accounting period.

The Business Manager shall recommend ratification of the encumbrances by the Board of Education. A list of approved encumbrance orders shall become a part of the minutes of the board meeting.

Change Order Report

A report showing all payment change orders of \$500 or more, reflecting the difference between the encumbered amount and the actual payment for each purchase order, shall be presented monthly for review and ratification by the Board of Education.

Federal Grant Awards

To be allowed under a federal grant award, costs must be reasonable, allocable and adequately documented. The District will determine a cost to be reasonable if it does not exceed what a prudent person would incur under similar circumstances. The District will determine a cost allocable if the goods or services benefited the grant project. The District will determine a cost adequately documented if it is supporting by appropriate accounting records and source documentation such as purchase orders, vouchers and invoices.

District drawdowns under grant awards from the U.S. Department of Health and Human Services will:

1. be limited to the minimum amount needed to cover allowable grant project costs;

2. be timed in accordance with the actual immediate cash requirements of carrying out the approved project; and
3. not be made to cover future expenditures.

The superintendent will designate one or more District employees to analyze on an ongoing basis the actual and budgeted expenditures made pursuant to each federal grant awarded to the District to prevent significant variance between those expenditures and to ensure that total costs do not exceed the amount(s) budgeted for the grant period. The employee(s) will report any significant variance (greater than \$1,000.00) between such actual and budgeted expenditures in writing to the superintendent within five (5) days of identifying the variance. The superintendent will take prompt action to address the variance, which may include but is not limited to reporting the situation to the board and taking other appropriate action required by the grantor.

Safeguarding Checks

The Business Manager is charged with the responsibility for safeguarding the district's blank checks by securing in a locked cabinet.

The president of the Board of Education or, in his or her absence, the vice-president, has the responsibility of signing checks on behalf of the district. All checks for amounts greater than \$1,000 drawn on a district bank account shall be countersigned by the board president and the Clerk of the Board and the Treasurer.

Purchases for Personal Use

Employees or members of the Board of Education are not permitted to make purchases for personal use through any fund of the district, including the school activity funds.

Gratuities

District employees and members of the Board of Education are expressly forbidden from accepting gratuities from any vendor or supplier. Gratuities as specified under this policy include cash or assets easily convertible to cash, personal property, or any other form of special treatment which might influence the employees' selection of a vendor or supplier.

Prohibitions

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

Approved by vote of the Durant ISD Board of Education March 1, 2010
Revised by vote of the Durant ISD Board of Education May 18, 2010

PUBLIC CONSTRUCTION CONTRACTS

Unless otherwise provided by law, public construction contracts of more than \$50,000 for the purpose of erecting any public building or structure, or making any improvements to a building or structure, or minor maintenance or minor repair work to public school property, or making improvements to real property shall be made only upon submission of sealed proposals, and shall be awarded to the lowest responsible bidder by the Board of Education. These bids shall be subject to the procedures of the Public Competitive Bidding Act of 1974.

Public construction contracts for less than \$25,000 for minor maintenance or minor repair work may be negotiated with a qualified contractor.

As to public construction for minor maintenance or minor repair work to District property, such public construction contracts for less than \$50,000 may be negotiated with a qualified contractor.

Approved by vote of the Durant ISD Board of Education March 1, 2010
Revised by vote of the Durant ISD Board of Education May 18, 2010

BID OPENING

The Durant Board of Education authorizes the superintendent, the clerk of the board and the deputy superintendent or the superintendent's designated representative, in the event one of the above is unable to attend the bid opening, to open bids under the following conditions:

1. The date of opening bids shall not be any longer than five (5) working days before any scheduled board meeting where bids will be presented for approval.
2. All bids shall be on sealed and opened only at the time and place mentioned in the bid section and read aloud in the presence of the above authorized persons. Such bid opening shall be open to the public and to all bidders.

Example of Bid Notice

“Bids shall be opened and read aloud by the superintendent or the designee in the board meeting room at the district's administration office at _____, Durant, Oklahoma, at 10:00 a.m. on July 22, 2002. All bidders and any member of the public may attend such bid opening.”

3. A summary of all bids will be prepared and presented to the board for review and approval at the scheduled board meeting.

**WORKSHOPS
PROVISION OF SUSTENANCE**

By resolution of the members of the Durant Board of Education, authorization is given for reasonable expenditures of general funds for the provision of food and nonalcoholic beverages to school district employees as an additional non-taxable employee benefit, and as provided in the Internal Revenue Code, when employees are in attendance at an in-service workshop or board sponsored meeting for school employees held within the district, and when such meetings are of such duration to consider sustenance appropriate. Such meetings also include meetings of the board of education. The board authorizes the superintendent of schools to make the decisions as to both the appropriateness of providing sustenance and the encumbrance of the monies from the general fund of the school district.

**POLICY AND PROCEDURES FOR
SALE OF SCHOOL DISTRICT SURPLUS 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 School District will have the property appraised by at least one (1) independent appraiser chosen by the Superintendent of Schools. 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 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 Durant, Oklahoma. The bid notice may be published in additional newspapers in Bryan County 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. 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.

SAFETY PROGRAM

The Durant Board of Education seeks to establish procedures to offer reasonable protection for the safety of students, employees, visitors and others present on school property or at school-sponsored events.

The practice of safety shall be taught in educational programs in traffic and pedestrian safety, driver education, fire prevention, emergency procedures, disaster preparedness, etc., appropriately geared to students in different grade levels. Areas of emphasis shall include, but not be limited to, in-service training, accident record keeping, plant inspection, driver and vehicle safety programs, fire prevention, and emergency procedures in traffic safety problems relevant to students, employees and the community.

Responsibilities of the Maintenance Department

1. Maintain an overall safety program in maintenance and operation of buildings and grounds.
2. Provide specialized assistance as requested by building principals.

Responsibilities of Building Principals

1. Schedule regular inspections.
2. Post required state and federal safety regulations and maintain appropriate safety records.
3. Arrange the correction of defects reported by employees in the building either by using building personnel or requesting assistance from the maintenance department.
4. Cooperate in the correction of defects reported by the district center maintenance department or other governmental agencies.
5. Notify the fire department any time a fire, regardless of size, takes place in a building.
6. Designate smoking areas.

Responsibilities of Teachers and Counselors

1. Help students to develop confidence in their ability to take care of themselves and to be of help to others.
2. Be prepared to provide leadership and activities for students during a period of enforced confinement.

3. Be familiar with the psychological basis for working with students under the stress of emergency situations.
4. Be familiar with minimum first aid procedures.
5. Maintain good housekeeping practices to reduce hazards.
6. Help students to understand and interpret the emergency preparedness plan to parents.

Responsibility of School Nurse

1. Be prepared to render first aid, treat casualties and identify and tag young children, unconscious persons and others as indicated, and prepare patients for transportation to hospitals.
2. Participate as a health resource person in faculty studies in the area of curriculum development in determining how to best meet the need for emergency preparedness.
3. Assist the principals in determining the need for additional emergency supplies and equipment.

Responsibilities of Other Employees

1. Report promptly to the principal of the school or immediate supervisor any defects in buildings, grounds or equipment that might prove injurious to the safety, health or comfort of employees, pupils or other persons.
2. Take reasonable precaution for the safe use of buildings, grounds and equipment by students.

Responsibilities of Students

1. Do not abuse or misuse any safety equipment such as fire extinguishers, fire blankets, alarm systems, etc.
2. False setting off of the fire alarm, misuse of the fire alarm system, fire extinguishers or other fire protection equipment, or setting a fire in the building or on the school grounds shall be considered grounds for out-of-school suspension.

WORKPLACE SAFETY PROGRAM

It is the policy of the Durant Board of Education to develop rules and procedures that will promote safety in the workplace and establish and maintain conditions of work that are reasonably safe and healthful for district employees.

1. A Safety Coordinator will be appointed and designated in writing. The coordinator will be responsible for administering the workplace safety program.
2. The coordinator will arrange for safety classes to be provided to all school district employees each quarter. Safety classes will be provided only during the school year. Certified personnel who are in compliance with federal OSHA occupational safety and health standards will be exempt from such safety classes or instruction.
3. Special training for certain classes of employees, if any, designated by the Oklahoma Commissioner of Labor will be administered within the district or by the Kiamichi Technology Center in conjunction with the district.
4. No employee of this school district shall discharge, discriminate, or take adverse personnel action against any other employee because such employee has filed any complaint, or instituted or caused to be instituted any proceeding under or associated with this policy.
5. Within 48 hours after the occurrence of an employment accident fatal to one or more employees or that results in the hospitalization of five or more employees, the Safety Coordinator, the superintendent, or other designated employee will report such accident in writing to the Oklahoma Department of Labor.
6. The Safety Coordinator or the superintendent or other designated person will prepare or cause to be prepared an annual report of employee workplace injuries. The report will be forwarded to the Oklahoma Department of Labor.
7. The Safety Coordinator will conduct liaison with the Oklahoma Department of Labor to ensure continuing compliance with any rules and regulations of that department.

**EMERGENCY PLANS:
DISASTER DRILLS**

The Durant Board of Education has appointed a committee composed of the superintendent, each building principal, the director of maintenance, and other designated personnel for the purpose of developing and maintaining the district emergency plans. A Crisis Plan will be developed by local officials and the Safe School Committee that will ensure an established set of directives to guide the actions of those involved and responsible for the safety of students and property. Special drill activities related to fire safety and other emergencies will be planned and implemented by each principal, in association with the superintendent, director of maintenance, the fire marshal, or other civil authorities, to ensure orderly movement of students to the safest available space(s) should an emergency occur, including but not limited to the following:

1. Severe weather
2. Fire
3. Flood
4. Terrorism
5. Missing Student(s)
6. Suicide
7. Threatening persons
8. Weapons/explosives found on school site
9. Any other situation the Safe Schools Committee deems appropriate

The superintendent will maintain communication with other community agencies in order to share information on preparedness and planned procedures. It is the responsibility of the superintendent to ensure that the schools work in cooperation with these other agencies during such emergencies.

Emergency preparedness should be discussed with teachers and students at least once per semester or as deemed necessary by the building administration. Each classroom shall have posted a copy of rules, evacuation signals, evacuation routes and procedures for both fire and tornado emergencies. All teachers and staff members shall make themselves familiar with these procedures.

SAFE SCHOOL COMMITTEES

Due to the growing concern of safety and the ever constant threat of violence in the public schools, the Oklahoma Legislature has enacted certain statutory mandates to assist in combating this rising problem. This policy will implement the legislative mandate for the establishment and operation of safe school committees in this School District as follows:

1. For each school year, the principal at each school site within this District where students are regularly present during the school day shall establish a Safe School Committee for the principal's school site to be composed of at least six members, with an equal number of teachers, parents and students. All members of each Safe School Committee shall serve until the following June 30 unless earlier removed from the Committee by the principal for any reason. The principal who appoints the Safe School Committee members shall advise the superintendent of schools, in writing, of the names, addresses and phone numbers of the committee members. In case of a resignation, death or removal of any committee member, the principal shall immediately appoint a successor committee member so as to maintain the composition of the committee as set forth above. Committee members are eligible to serve consecutive terms.

2. Each Safe School Committee shall study and make recommendations, in writing, to the school principal regarding: unsafe conditions, possible strategies for students to avoid harm at school, student victimization, crime prevention, school violence, and other issues which prohibit the maintenance of a safe school.

3. Each Safe School Committee shall meet at least once each semester. Each Safe School Committee shall appoint its committee chairperson who shall maintain written minutes of each meeting. The committee chairperson will be responsible for notifying all committee members of meetings, preparing agendas for each meeting, and posting such agendas in the principal's office for a reasonable period prior to the date and time of each meeting. All agendas, minutes and other documents related to each Safe School Committee shall be retained by the principal of each respective school site.

4. Prior to the last day of school of each school year, each Safe School Committee shall make a written report to the school principal. The school principal shall transmit a copy of the report to the superintendent of schools. The superintendent of schools shall maintain the reports in the records of the School District and shall transmit a copy of each Safe School Committee report to each School District Board Member.

DISASTER AND LOCKDOWN DRILLS

Fire and tornado drills will be performed periodically throughout the school year. Fire drills will be conducted at least four times each school year. Each classroom will have posted a copy of rules, evacuation signals, evacuation routes and procedures for both fire and tornado emergencies. All teachers and staff members will make themselves familiar with these procedures.

Warning for severe weather will be made by the central office and will be announced over the public address system. If the public address system is disabled, severe weather warning will be an intermittent ringing of the school bell.

Fire alarms will be sounded by a long, continuous ringing of the school bell. In the event of power failure, a hand bell will be used.

Each school will conduct at least two lockdown drills per school year. All students and employees will participate in the drills, with the District determining the extent of student involvement.

Approved by Vote of the Board of Education August 4, 2008.

FIRE DRILLS RULES AND PROCEDURES

In accordance with the policy of the board of education and Oklahoma law, fire drills will be scheduled by the principal at least twice each semester. The first drill shall be conducted within the first fifteen (15) days of the school year. The second fire drill must occur after the first 30 days of the semester. The purpose of a fire drill is to train students, under staff direction, to move safely, quickly and quietly from any location within the building to an assigned evacuation area outside.

The following rules and procedures will be complied with in all schools:

1. Rules for fire evacuation will be posted in each room. These rules will indicate the primary and alternate exits and the evacuation area to which the students should proceed upon leaving the building. The posted rules will be discussed with each class using the room during the first day(s) of the school year.
2. A district fire alarm signal will be used for fire drills only; another signal will be established by the principal for return to class.
3. No person is to remain in the building during fire drills.
4. Evacuation areas will be at least 50 feet (100 feet if possible) away from buildings and driveways at the north and south ends of the school.
5. It is each student's responsibility to move quickly, quietly and in an orderly manner through the assigned exit to the assigned evacuation area.
6. The teacher or other fire evacuation leader will be responsible for:
 - A. Seeing that windows are closed.
 - B. Assuring that electrical circuits and gas jets are turned off.
 - C. Maintaining order during the evacuation.
 - D. Assigning students to hold doors open, if their group is the first to evacuate from such doors, and instructing students holding doors to rejoin the class after the last person has passed through the doors.
 - E. Taking the roll book and checking roll when the class is in the assigned evacuation area. The name of any student not accounted for will be reported immediately to the principal or the principal's designee.

7. The exercise will be observed by the assistant principals and a report made to the principal as to the time required to complete the evacuation.
8. The principal will provide the superintendent or the superintendent's designee with a report on all fire drills, including the time required for evacuation. The superintendent will preserve such reports and make them available to the State Fire Marshal or his/her agent, upon request.

BOMB THREAT PROCEDURES

The Durant Public Schools administration with the help of all available law enforcement agencies have come together in order to develop a safe and efficient procedure for our school system to deal with bomb threats.

After several meetings that involved researching the currently practiced procedures within our government agencies, our District Safety Committee has adopted a procedure for dealing with bomb threats known as “Shelter In Place.” “Shelter in Place,” means people should seek shelter inside a building and remain inside until the danger passes. Sheltering in place is used when evacuating the public would cause a greater risk than staying where they are, or when an evacuation cannot be performed.

The rationale that was used for our decision to “Shelter in Place” is related to several factors. The first reason to shelter in place is because our buildings provide better shelter for our students and employees than evacuating our buildings. The second reason to shelter in place is based on situations such as the Jonesboro, Arkansas incident several years ago. The reason we have referred to these past events is that in the Jonesboro shooting the shooter in devising his plan knew where the rally points would be during a building evacuation. Because of his knowledge of where the evacuation would take place the shooter could do his damage from a distance. Using this terrible incident as a guide, we believe that a person who is willing to set off an explosive device would place such a device at the evacuation rally points rather than inside the buildings because there is no shelter outside at the rally points. If we sheltered in place we would have the protection of the buildings. A third reason to shelter in place is the weather conditions. As you know in this part of the country the weather can change at any time. In justifying this rationale we must ask ourselves this question: If a bomb threat occurred with our outside temperature around 35 degrees with wind chills below freezing with a driving rain from the north, where is the best place for our students and employees, inside our buildings or outside in the elements?

We have adopted the philosophy of “Shelter in Place” based on this rationale and the experience and expertise of the following district safety committee members:

Duane Merideth	Assistant Superintendent
John Haynie	Bomb Technician/Arson Investigator
Robert Daws	Bomb Technician
Roy Brown	Durant Police Chief
Bill Sturch	Bryan County Sheriff
Bill Hamby	Bryan County Sheriff
Derwood Cook	Durant Assistant Chief
Charlie Steiffer	Durant Police
Eldon Matthews	Oklahoma Highway Patrol
Steve Dow	Durant Fire Chief
Tim Cooke	Emergency Management

SHELTER IN PLACE

1. When a Bomb Threat occurs telephonically
 - A. We must determine the credibility of the call. Based on several factors from the phone threat we will determine whether to consider the threat to be of Low Credibility or High Credibility. (The school district's administrative staff along with the assistance of the Durant Police Department will determine the Credibility of the call.)
 - B. The person who receives the call will be responsible for using the Phone Threat Checklist. All secretaries and receptionist will receive training in procedures for using the Phone Threat Checklist. The person who receives the call is a key factor in determining whether we consider the threat to be low or high. Once the person receiving the phone threat is no longer on the phone they will contact a building administrator. If the building administrator is not available this person will contact the Superintendent or one of the Assistant Superintendents. After administrative contact the person answering the phone threat will conduct the call trace procedures.
2. High Credibility Call
 - A. If the administration determines that the phone threat has High Credibility we will evacuate the building(s) immediately, asking the faculty and staff members of each building to conduct a "3 Level Scan" of their area as they evacuate.
 - B. In the event of a High Credibility Call the following procedures will be in place:
 - 1) All electronic devices will be turned off.
 - 2) No bell systems will be used.
 - 3) No public address system will be used.
 - 4) Messengers will deliver all messages. The message delivered will be "Code Blue Evacuation".
 - 5) Follow predetermined evacuation procedures. (300 Feet)
3. Low Credibility Call/"Shelter in Place":
 - A. In the event of a Low Credibility Call the following procedures will be in place:
 - 1) All electronic devices will be turned off.
 - 2) No bell systems will be used.
 - 3) No public address systems will be used.

- 4) Messengers will deliver all messages. The message delivered will be “Code Blue”
4. When a “Code Blue” is delivered the classroom teachers will be responsible for the following:
 - A. Secure all students in the classroom
 - B. Continue teaching
 - C. Perform “3 Level Scan”
 - 1) To perform a “3 Level Scan” a teacher should make three visual sweeps of their room: 1. a visual scan from the floor to the teacher’s waist; 2. a visual scan from the teacher’s waist to the teacher’s head; and 3. a visual scan from the teacher’s head to the ceiling. (The teacher should do a “3 Level Scan” of their classroom every morning when they enter their room and every afternoon prior to leaving and locking their classroom.)
 - 2) Report to the messenger when they return to their classroom
 - a. After the “3 Level Scan” has been conducted and if there is nothing out of the ordinary the teacher will tell the messenger “All Clear”
 - b. In the event something out of the ordinary is found the teacher will calmly move students out of the classroom and to the office. The teacher will always carry their classroom grade book in order to account for all of their students. Report what was observed in their classroom and what was out of the ordinary to the administrator and Police Officer. The administrator will instruct the teacher where to secure their students.
 - c. Any teacher on their conference period will immediately perform a “3 Level Scan” of their classroom lock their classroom door and report to the office. The teacher’s on their conference should remain in the office to assist the administrator during a “Code Blue”.
5. All school personnel will perform a “3 Level Scan” in their work areas during a “Code Blue” and report to the administrator in the office.
 6. When all areas are deemed “All Clear” the administrator will make the following announcement over the public address system, “Teachers Your Time Sheets Are Due In the Office at the End of the School Day, Have a Great and SAFE Day.”

USE OF TOBACCO PRODUCTS

Smoking and Background

1. Smoking has been identified as the number one health problem in the United States. It is the leading cause of premature death, disease, and chronic disability in our country.
2. Smoking can be hazardous to health for both smokers and non-smokers. For smokers, it can contribute to heart attack, stroke, high blood pressure, emphysema, and several forms of cancer. Non-smokers can be affected by breathing the toxic products that tobacco smoke adds to the air. The use of snuff and chewing tobacco can cause gum disease and oral cancer.
3. Thousands of Oklahoma adolescents begin smoking each year. The majority go on to become regular, adult smokers.

Purpose

The board of education is dedicated to providing a healthy, comfortable, and productive environment for staff, students, and citizens. The board of education believes that education has a central role in establishing patterns of behavior related to good health and that measures are necessary to help its students to resist tobacco use. The board is concerned about the health of its employees and also recognizes the importance of adult role-modeling for students during formative years. Therefore, the board shall discourage the use of tobacco products by its staff and students.

Policy

1. Smoking and the use of tobacco products in any form, as well as the use of simulated tobacco products, is prohibited on School District property by all persons during the hours of 7:00 a.m. to 4:00 p.m. during the school session or when class or any program established for students is in session. This prohibition includes school buildings, grounds, and school-owned vehicles. Possession of tobacco products or simulated tobacco products by students on school property is prohibited.
2. The Superintendent may designate specific smoking areas outside the buildings for the use of adults during certain activities or functions, including, but not limited to, athletic contests.
3. In order to implement this policy, the superintendent shall cause signs to be posted which identify the smoking areas on school grounds. In addition, at or near each entrance of every School District building the following sign shall be conspicuously posted: "Smoking in this building is prohibited."

4. "Smoking" means the carrying by a person or having access to a lighted cigar, cigarette, pipe or other lighted smoking article.

Enforcement

The success of this policy will depend upon the thoughtfulness, consideration, and cooperation of smokers and non-smokers. All individuals on school premises share in the responsibility for adhering to and enforcing this policy. Any individual who observes a violation on school property may report it in accordance with the procedures listed below.

Students

Any student using, possessing or distributing tobacco products in violation of this policy will be subject to appropriate disciplinary measures, including out-of-school suspension, pursuant to the Board's policies regarding student discipline.

Staff

Any violation of this policy by staff will be referred to the appropriate supervisor. One written warning will be issued to the staff member with a copy placed in his or her district personnel file. Further violations will be considered willful neglect of duty and will be dealt with accordingly based on established policies and procedures for suspension, demotion, dismissal and nonrenewal of staff.

Citizens

Citizens who are observed smoking or using tobacco products on School District property in violation of this policy will be asked to refrain from smoking on school property. If the individual fails to comply with the request, his or her violation of policy may be referred to the building principal or other School District supervisory personnel responsible for the area or program during which the violation occurred. The supervisor shall make a decision on further action which may include a directive to leave school property. Repeated violations may result in a recommendation to the superintendent or board of education to prohibit the individual from entering School District property for a specified period of time. If deemed necessary by the school administration or the board of education, local law enforcement officials may be called upon to assist with enforcement of this policy.

HAZARDOUS MATERIALS

The Durant Board of Education realizes that hazardous materials are used in the day-to-day operation of the school facilities and in the support of education requirements. The board also recognizes that with the use of hazardous materials, responsibility must be taken to ensure personal safety and to protect the environment during the use, storage, handling, transportation and disposal of such materials.

The school district seeks to establish and maintain conditions of work that are reasonably safe and healthful for our employees. The school district's safety standards and safeguards are those that are reasonably necessary for the protection of the life, health and safety of our employees.

The term "hazardous materials" includes any substance or mixture of substances that pose a fire, explosive, reactive or health hazard. Examples are common household cleaning supplies, spray oven cleaners, cleaning solvents, photo chemicals, soldering flux, some ceramic glazes, oils, gasoline and other fuels, and all other materials for which a "material safety data sheet" (MSDS) has been prepared. The U.S. Occupational Safety and Health Administration maintain complete listings of hazardous substances and materials.

District personnel are encouraged to substitute non-hazardous material for hazardous material to the extent possible and to minimize the quantities of hazardous substances used and stored on school property.

Hazardous materials are defined to be those items listed in Oklahoma and federal law and regulations regarding the transportation of hazardous materials. Examples include, but are not limited to the following:

Non-building related asbestos materials;

Lead and lead compounds (included in school supplies, e.g., art supplies, ceramic glazes, etc.);

Compressed gases (natural gas), and explosive (hydrogen), poisonous (chlorine), or toxic gases (including exhaust gases such as carbon monoxide);

Solvents (gasoline, turpentine, mineral spirits, alcohol, carbon tetrachloride);

Liquids, compounds, solids or other hazardous chemicals which might be toxic, poisonous or cause serious bodily injury;

Materials required to be labeled by the Department of Agriculture or the EPA (pesticides, algicide, rodenticide, bactericides);

Regulated underground storage tank hazardous materials (including diesel fuel, regular and unleaded gasoline, oil (both new and used), and propylene glycol).

Each building principal or project manager is responsible for ensuring receipt, proper labeling and storage of hazardous materials received at their location. Copies of the current inventory will be provided to the superintendent no later than May 1 of each year. Inventory lists will be maintained and may be made available to appropriate police, fire and emergency service districts as appropriate.

The superintendent or superintendent's designee will maintain a set of material safety data sheets (MSDS) for the district.

Purchase orders for hazardous materials will include a requirement that the shipment of any such materials include MSDS with any order or portion of order. Purchase orders also will note that failure to provide MSDS with the shipment may result in either the District's refusing to accept the shipment or conditionally accepting the shipment and refusing to pay for the material until the MSDS are provided. These procedures will apply to all hazardous materials regardless of the method of acquisition.

Storage of hazardous materials will be in compliance with any local ordinances and state and federal law and regulations. Hazardous materials will be separated and labeled according to hazardous characteristics and stored safely in storage areas appropriate to the risk posed by the materials. Where appropriate, storage cabinets may be locked and access to students or non-authorized staff limited. Containers will be labeled to show the date of receipt by the district, shelf life and expiration date. Materials should be stored so that the oldest materials are used first.

The superintendent or designee will maintain a master Chemical Information List (CIL) that shall contain the common and trade names of all hazardous substances used or stored within the district. Any new substances introduced into the district will be added to the master CIL within 30 days.

The superintendent or designee will maintain a CIL on each employee who works with or who has had chemical exposure at a workplace within the district. Such CILs shall be presented to any employee upon request and to all appropriate employees at least once annually. The master and individual CILs will be made available for inspection within 24 hours of an employee's request.

Each building principal will maintain a (CIL) of hazardous materials used or stored in their respective building. Such CILs will be available for inspection by any employee working in the building or who is known to have had exposure to any chemical or other hazardous substance stored within the building.

HAZARD COMMUNICATION

It is the policy of the Durant Public Schools to provide in-service training on an annual basis concerning hazard communications (Right to Know Law) and the Maintenance, Operation of Plants (MOPs) workshops by the Oklahoma State Department of Education.

1. MOP Workshop in-services will be mandatory for district employees, custodial staff, appropriate support personnel, student workers and any other employees who work during the summer.
2. Hazard communications in-service will be conducted by district personnel or outside consultants. Employees to attend are custodial staff, appropriate support personnel, lunchroom personnel and student workers in those areas.

All employees will be compensated to attend these workshops. Meals will be paid for or the employees will be reimbursed after submitting receipts to the assistant superintendent's office.

Certificates of attendance will be maintained in the employee's personnel file on an annual basis.

All work units of the school district are included within this program. The written program will be available in the assistant superintendent's office for review by any interested employee. As an employer, the school district intends to provide and maintain conditions of work that are reasonably safe and healthful for all employees. The Durant Public School's Hazard Communication Standard Program is to assure that each employee receives the information and training needed to work safely. It is a tool for providing communication to personnel about hazards and how to deal with them.

The assistant superintendent will be the Hazard Communication Standard Program Manager and will be assisted by the maintenance director.

Container Labeling

The maintenance director will verify that all containers received for use are clearly labeled as to the contents, the appropriate hazard warnings are noted, and the name and address of the manufacturer are listed on each one.

The custodian in each section will ensure that all secondary containers are labeled with either an extra copy of the original manufacturer's label or with the generic labels that have a block for identity and blocks for the hazard warnings.

The assistant superintendent will review the school district labeling system every twelve (12) months and update as required.

Material Safety Data Sheets (MSDS)

The maintenance director will be responsible for obtaining and maintaining the data sheet system for the school district and will review incoming data sheets for new and significant health/safety information. New information will be passed on to the affected employees.

Copies of MSDS's for all hazardous chemicals to which employees of the district may be exposed will be kept in the assistant superintendent's office.

MSDS's will be available to all employees in their work areas for review during each work shift. If MSDS's are not available or new chemicals in use do not have MSDS's, the assistant superintendent should be contacted immediately.

Employee Training and Information

The assistant superintendent is responsible for the employee training program and will ensure that all elements specified below are carried out.

Prior to starting work, each new employee of the school district will attend a health and safety orientation and will receive information and training on the following:

1. An overview of the requirements contained in the Hazard Communication Standard;
2. Chemicals present in the workplace operations;
3. Location and availability of the written Hazard Communication Standard Program;
4. Physical and health effects of the hazardous chemicals;
5. Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area;
6. How to lessen or prevent exposure to these hazardous chemicals through usage of control/work practices and personal protective equipment;
7. Emergency procedures to follow if exposed to these chemicals;
8. How to read labels and review MSDS's to obtain appropriate hazard information; and
9. Location of MSDS files and location of hazard chemical lists.

After attending the training class, each employee will sign a form to verify that the training was attended, written materials were received and the policies on hazard communication are understood.

Prior to a new chemical hazard being introduced into any section of the district, each employee of that section will be given information as outlined above. The maintenance director is responsible for ensuring that MSDS's on the new chemical(s) are available.

List of Hazardous Chemicals

The hazards associated with chemicals used by the school district will be identified from Material Safety Data Sheets obtained from the chemical supplier.

A Chemical Information List is available in the assistant superintendent's office. Further information on each noted chemical can be obtained by reviewing Material Safety Data Sheets.

Hazardous Non-routine Tasks

Periodically employees are required to perform hazardous non-routine tasks. Prior to starting work on such projects, each affected employee will be given information by the maintenance director about hazardous chemicals to which they may be exposed during such activity.

This information will include:

1. Specific chemical hazards;
2. Protective/safety measures the employees can take; and
3. Measures the district has taken to lessen the hazards, including ventilation, respirators, presence of another employee and emergency procedures.

Informing Contractors

It is the responsibility of the assistant superintendent to provide contractors (with their employees) the following information:

1. Hazardous chemicals to which they may be exposed while on the job site; and,
2. Precautions the employees may take to lessen the possibility of exposure by usage of protective measures.

The assistant superintendent will be responsible for contacting each contractor before work is started in the school district to gather and disseminate any information concerning chemical hazards that the contractor is bringing to the school workplace.

It is the responsibility of the contractor to train its employees.

Fire Safety

The fire safety regulations call for keeping the Durant Fire Department informed of hazards. A system for placards to mark areas for the fire department will be set up with the local fire chief.

Monitoring and Evaluation

The superintendent, assistant superintendent and maintenance director will review the Hazard Communications Program at least annually and update and make changes as necessary.

Other Areas of Responsibility

Each principal, the vocational agricultural instructor, the bus mechanic, middle school and high school science instructors, and the head football coach will be familiar with the Hazard Communication Standard and with these procedures and will see that they are carried out in their respective work areas and areas of responsibility.

AFFIDAVIT

STATE OF OKLAHOMA)
) SS
COUNTY OF _____)

The undersigned, under the penalties of perjury, certifies to the Durant School District (“District”) as follows:

_____ has a contract with the District; OR _____ is the duly authorized representative of a business (“entity”) having a contract with the District,

to perform work on District premises on a full-time or part-time basis, which work would not otherwise be performed by District employees.

The undersigned hereby certifies that the undersigned will not allow any employee of the undersigned or of the entity, or of any subcontractor, to perform work on District premises on a full-time or part-time basis that would otherwise be performed by District employees if such employee is or has been convicted in this state, the United States or another state of any felony offense unless ten (10) years has elapsed since the date of the criminal conviction or the employee has received a pardon for the offense.

No employee of the undersigned, or the entity, who performs any work on District property, is currently registered under the Oklahoma Sex Offenders Registration Act.

The undersigned, or the entity: _____ has _____ has not

conducted a felony record search of employees who would be assigned to work on a part-time or full-time basis on District property.

This Affidavit is intended to comply with **OKLA. STAT. tit. 70, § 6-101.48 (Supp. 2000)**.

EXECUTED AND DELIVERED this _____ day of _____, 20____.

AFFIANT SIGNATURE

(Print Name and Title)

Representing: _____

(Name of Entity)

Subscribed and sworn to before me this _____ day of _____, 20____.

My Commission expires:

Notary Public

[SEAL]

BUILDING, EQUIPMENT AND GROUNDS

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

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

The superintendent shall have authority to let contracts for minor repair work. Contracts beyond minor repair shall require board approval.

EQUIPMENT ACCOUNTABILITY

It is the policy of the Board of Education that the District maintain personal property records that include the description, cost, purchase date, source of funding, location and condition of each item. These records will be filed in the office of the superintendent.

District personnel will tag each item of personal property purchased with funds the District received from the federal government.

Inventories will be taken of all equipment, books, furniture and supplies at the beginning and close of each school year. Each teacher and other District employee is charged with the responsibility of accounting for all equipment, books, furniture and supplies that employee uses. Designated District personnel will reconcile these inventories to the District's accounting records.

No school property may be removed from the school for non-school use without the advance approval of the superintendent. Any equipment on loan must be operated by a school approved operator. The borrower shall assume the expense of the operator and full responsibility for the equipment while it is in the borrower's possession.

Approved by vote of the Durant ISD Board of Education March 1, 2010

INVENTORIES

Inventories will be maintained by all personnel of the Durant Public Schools.

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

A furniture and equipment inventory book and instructions for use will be provided by the administration office for the purpose of recording all pertinent data.

Building inventories will be the responsibility of the principals. Classroom inventories will be the responsibility of the teachers.

Each building principal will submit a complete and accurate furniture and equipment inventory for his or her building to the assistant superintendent on October 1 and June 1 of each school year.

Approved by vote of the Durant ISD Board of Education March 1, 2010

BUILDINGS AND GROUNDS MAINTENANCE

The Durant 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.

REPORTING VANDALISM

All persons who are aware of incidents of vandalism, breaking and entering, and/or theft of school property should report the facts at once to the superintendent of schools. A written letter or report should be given to the superintendent for the school files. Thefts of school property occurring without damage or break-ins need to be reported by letter only.

“Dollar” estimates of damage are not to be made when asked by a news reporter. Such persons are to be advised that the information necessary to make such an estimate is not available. All such questions are to be referred to the superintendent.

When theft and/or extensive vandalism has occurred in a school building, the police must be notified by the school principal. When only minor vandalism occurs, notifying the police is optional.

The superintendent is authorized to sign a criminal complaint and to press charges against perpetrators of vandalism to school property. The superintendent is further authorized to delegate, as seen fit, authority to sign such complaints and to press charges.

**TEXTBOOKS:
DISTRIBUTION AND CARE OF**

The Durant Board of Education believes that all employees and students are responsible for the proper care of school facilities, equipment and property in their use or under their control.

Cooperation is expected from the professional staff regarding the care and distribution of school-owned textbooks. The superintendent may delegate authority to building principals for the care, custody and distribution of textbooks, as well as other instructional material and equipment.

Students using school-owned textbooks or library books are responsible for them and shall reimburse the school for any lost or damaged books. If a misplaced book is returned, the student may be refunded any charges previously paid to the school for the book.

**SCHOOL BUS:
EXTRACURRICULAR USE OF**

It is the policy of the Durant Board of Education to allow the use of school buses or other district-owned vehicles for the transportation of students participating in school-sponsored activities under the following conditions:

Bus or district-owned vehicle use for educational field trips and by student organizations is accepted as an extension of classroom activities.

When district-owned transportation is used, the student organization using the vehicles may be required to reimburse the district for all or part of the cost of the transportation.

Students participating in such activities must return in the same vehicle in which they departed unless permission is granted from the activity sponsors to return with parents.

TRANSPORTATION MANAGEMENT

The Durant Board of Education recognizes that transportation is a necessary element of educational opportunity and, therefore, the board shall grant appropriations for transportation. Transportation is a privilege extended to students in the district only when necessary for the accomplishment of one of the following purposes:

1. To provide transportation for any child who is participating in pre-kindergarten, kindergarten or early childhood program operated by the school district or any Head Start program offered by the school district.
2. To transport children whose homes are more than a reasonable walking distance, as defined by regulations of the State Board of Education, from the school attended by such child. Transportation may be provided to children whose residence is within one and one-half miles of the school attended only within the limits of time, space and funds. Such transportation privileges shall be withdrawn if the board believes it to be in the best interest of the school district.
3. To allow, when practicable, the use of school buses for the transportation of students to school activities and on field trips that have been approved by the superintendent. Expenses for such transportation shall be paid by the students transported or by the school activity or school organization requiring the transportation. Such costs may also be paid from other private sources. Any money so collected will not be chargeable to or become a part of the school district's finances.
4. To provide adequate education facilities and opportunities which otherwise would not be available.
5. To contract for the use of school buses and other school transportation for general public use including religious, political, literary, community, cultural, scientific, mechanical, agricultural or parental involvement purposes, and to make a reasonable charge to cover the cost of the use of school buses and other school transportation.

SCHOOL BUS ROUTES AND ASSIGNMENTS

The director of transportation will make school bus assignments to regular route bus drivers. Bus assignments will be made on the basis of route assignment, schools involved, location of schools, age of bus, condition of bus, road conditions, economics and driver seniority. It is emphasized that buses are assigned to routes rather than to drivers. The director of transportation may also make changes in bus assignments at any time during the school term.

Although bus route assignments, like any other work task, will be made by the director, bus drivers have an option of requesting assignment to an open position. It shall be the director's choice as to whether a position change will be made. Assuming everything else is equal, seniority may be the determining factor in filling a vacant position.

Special education route assignments require a bus driver of special qualities. As a rule, special education drivers are selected because they have demonstrated that they have the qualities to work with exceptional children. Preferably, they will have had some prior experience in dealing with exceptional children.

The following procedures will be used in determining bus routes:

1. Safety will be considered above all other considerations.
2. State law will apply to all situations.
3. School buses will not enter private property except as a safety factor or turn-around.
4. Providing and maintaining adequate turn-arounds will be the responsibility of the parents.
5. A student must live at least one and one-half (1 ½) miles from the school in order to qualify for transportation. However, the district will provide transportation to children with disabilities for whom school transportation has been identified as a related service even if the child resides less than one and one-half (1 ½) miles from school.
6. Bus routes and bus stop locations will be determined by the director of transportation.
7. The school administration retains the right to change bus routes where efficiency is concerned or state law is involved.
8. The director of transportation will assign students to buses when there is more than one bus that the student could ride.
9. If changes are made in bus routes and/or schedules, students and parents will receive a written notification prior to the change.

LUNCH SERVICE

The Durant Public Schools will operate a school lunch program that will include lunch, and may include breakfast, through participation in the National School Lunch Program. The superintendent, in conjunction with the director of food services and with the approval of the board of education, will establish and post meal prices.

As required for participation in the National School Lunch Program, the board prescribes that:

School lunch be made available to all students.

Free and reduced price lunches be made available for students who meet the federal income guidelines.

Students who desire to do so may bring lunches from home and purchase beverages. Those students may eat their lunch in the school cafeteria or a designated area.

1. Students may bring or otherwise provide their own lunch. Milk or other beverages may be purchased in the cafeteria, if desired.
2. Meal prices will be established by the superintendent and director of food services, with the approval of the board of education, at the beginning of each school year.
3. Meal prices will be conspicuously posted in each cafeteria.
4. A guest must be cleared through the principal by his/her host to be eligible to eat in the cafeteria.
5. Use of cafeteria facilities by non-district organizations or individuals must have approval of the administration.
6. The director of food services will develop in-service training programs, approved by the superintendent, for the food service staff.
7. Under federal law, a school that operates on a commodity program is prohibited from serving free meals to any adult, including employees of the district.
8. Qualifications for free and reduced-price meals will vary annually in accordance with the annual eligibility schedule.
9. All students in grades pre-kindergarten through three may charge meals at school. Cafeteria charges will be limited to a maximum of five (5) meals per child from August to May 1. Students who reach this limit will not be allowed to charge in the cafeteria. Rather than allow a child to go hungry, the school will provide an alternative meal, defined as a reimbursable meal according to state and federal guidelines. In an effort to keep a child on a regular meal program, the school will contact parents by sending a notice home with their child when their account balance is \$10.00 or less. After May 1 of each school year, there will be no charges permitted and outstanding accounts will require payment in full.
10. Adults, including school employees, cannot charge meals at school.

Revised by vote of the Durant Board of Education August 6, 2007

FOOD PROCUREMENT

It is the policy of the Durant Board of Education to follow acceptable practices in the procurement of food supplies for this school district. Acceptable practices are those set forth in federal law, Oklahoma statutes and Department of Education regulations.

No employee, officer, or agent of this school district shall participate in the selection of or in the award of administration of a contract for food procurement if a conflict of interest, real or apparent, would be involved.

Conflicts of interest arise when any of the following has a financial or other interest in the firm selected for the award:

- The employee, officer or agent;
- Any member of his/her immediate family;
- His/her partner; or
- An organization which employs or is about to employ any of the above.

Officers, employees and agents of this school district shall neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors or parties to sub-agreements.

Officers, employees, contractors and agents are expected to be aware of the penalties established by the Anti-Kickback Act of 1974 as codified by Oklahoma Statutes, Title 70, Section 3401, et seq.

The method of procurement used will be determined by the aggregate amount of goods, equipment and services purchased. "Aggregate" is defined as any purchase or group of purchases, e.g., milk and milk products, bread, canned and staple foods, fresh and frozen meats, etc., capable of being secured from a single source on a given date or during a purchase period. The procurement methods that will be used by this school district to purchase the goods, equipment and services required by the program are as follows:

1. Small Purchase Procedures will be used to purchase goods, equipment and services where the aggregate cost is less than \$10,000, and fresh produce regardless of aggregate amount.

When small purchase procedures are used, the following conditions, stipulations and terms must be met:

- A. The goods, equipment or services to be purchased must be adequately and consistently described for each perspective supplier so that each one can provide price quotes on the same merchandise or service;

- B. Written or verbal “requests for quotations” for the goods, equipment or services to be purchased may be made;
 - C. An adequate number of qualified sources must be contacted to provide such quotes. NOTE: The term “adequate number” is determined by local market conditions;
 - D. Responses to “requests for quotations” can be in either written form or verbal with a written confirmation;
 - E. Cost plus a percentage of cost method of purchasing is prohibited; and
 - F. Price quotation responses will be retained by the school district with other program documentation and records for a period of five (5) years after the end of the fiscal year to which they pertain.
2. Competitive Sealed Bids (Formal Advertising) will be used to purchase goods, equipment and services where the aggregate cost is \$10,000 or more, and when the selection of a successful supplier can appropriately be made principally on the basis of price. NOTE: Breaking up purchases with the intent of circumventing formal advertising procedures is contrary to federal procurement regulations. Any change in the district’s normal purchasing practices that results in the aggregate amount of purchases becoming less than \$10,000 must be documented for review and audit purposes.

When competitive sealed bids are used, the following conditions, stipulations and terms must be met:

- A. The invitation to bid will be publicly advertised;
- B. Bids will be solicited from an adequate number of known suppliers in sufficient time prior to the date set for the opening of the bids;
- C. The invitations for bid will clearly define the goods, equipment or services needed in order for the bidders to be able to properly respond. This includes product specifications and general purchasing conditions;
- D. All bids will be opened publicly at the time and place stated in the invitations for bid;
- E. A firm, fixed-price contract award will be made by written notice to the responsible bidder whose bid is lowest, assuming the bid conforms to the requirements in the invitation for bid.

- F. Where specified in the bidding documents, factors such as discounts, transportation costs and life cycle costs (for equipment), if applicable, will be considered in determining which bid is lowest;
 - G. Payment discounts will only be used to determine the low bid when prior experience of the school district indicates that such discounts are generally taken;
 - H. Any and all bids may be rejected when there are sound documented reasons that the best interest of the program will not be served by the potential suppliers;
 - I. Cost plus a percentage of cost method of contracting is prohibited; and
 - J. All bids received must be documented, and such documentation shall be maintained by the school district with other program records for five (5) years after the end of the fiscal year to which they pertain.
3. Competitive Negotiation can be used when competitive sealed bids are determined to be inappropriate, infeasible or impossible. This method of procurement is commonly used for the acquisition of professional services. The document used to solicit bids is commonly referred to as a request for proposal. When competitive negotiation is used, the following conditions, stipulations and terms must be met:
- A. Proposals will be solicited from an adequate number (at a minimum, two) of qualified sources to permit reasonable competition;
 - B. The request for proposal will be publicized and reasonable requests by other sources to compete must be honored to the maximum extent possible;
 - C. The request for proposal will identify all significant evaluation factors, including price or cost where required and their relative importance;
 - D. This school district will provide a mechanism: (1) for technical evaluation of the proposals received; (2) to determine which responsible bidders will be contacted for further written and verbal discussions; and (3) for selection of contract award;
 - E. The contract will be awarded to the responsible bidder whose proposal is most advantageous to the school district when price or other factors are considered;
 - F. Cost plus a percentage of cost method of contracting is prohibited; and
 - G. All requests for proposal received must be documented, and such documentation shall be retained by the school district with other program records for five (5) years after the end of the fiscal year to which they pertain.

4. Noncompetitive Negotiation is procurement through solicitation of a proposal from only one source and can only be used when the procurement is not feasible under small purchase procedures, competitive sealed bids (formal advertising), or competitive negotiation. The decision to use noncompetitive negotiation must be justified in writing and be available for audit and review. As with the methods of procurement, such documentation must be maintained with other program records for five (5) years after the end of the fiscal year to which they pertain, and cost plus a percentage of cost method of contracting is prohibited.

Circumstances under which procurement may be made by noncompetitive negotiations are limited to the following:

- A. The merchandise or service is available only from a single source;
- B. A public emergency exists, and the urgency for the requirement will not permit the delay involved with competitive sealed bids (formal advertising) or competitive negotiation; and
- C. After solicitation from a number of sources, competition is found to be lacking.

TELEPHONES

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

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.

WORKER'S COMPENSATION POLICY

The School District provides benefits established under the Oklahoma Workers' Compensation Act ("Act") to all School District employees who are injured in on-the-job accidents.

All regular employees who are injured in on-the-job accidents shall receive statutory benefits including medical expenses, temporary compensation and benefits for permanent disability or death as required by the Act.

Accrued and unused personal leave and sick leave benefits shall be paid as allowed by law to the injured employee in addition to workers' compensation benefits for temporary disability if the injured employee should so elect. Attached to this procedure is an appropriate election form which every injured employee will be given as soon as possible after an on-the-job injury. No supplemental payment shall be made until such time as the employee returns the election form to the School District. If the election for supplemental pay is made sick leave shall be used and exhausted before personal leave unless different instructions are directed by the employee, in writing, to the District.

EMPLOYEE ACCIDENT REPORT FORM

Name _____
 (Last) (First) (Middle)

Address _____
 (Number & Street) (City) (State) (Zip)

Phone # _____ Social Security # _____ Birth Date _____

Length of Employment _____ Sex _____ Occupation _____

Date Accident Occurred _____ Time _____ (Please Circle) a.m./p.m. Time Work Day Began _____ (Please Circle) a.m./p.m.

Place Accident Occurred _____
 (Location) (City) (State) (County)

Date Employer Notified _____ a.m./p.m. (Please Circle)

First Date of Disability _____ Time Lost _____

What were you doing when the accident occurred? _____

How did the accident happen and what was the cause? _____

Describe in detail the nature and extent of the injury and part of the body affected. _____

Were you admitted to the hospital? _____ Date _____

Hospital Name and Address _____

Name and Address of Attending Physician _____

Have you returned to work? _____ If so, give date _____

If hospitalized, give the dates _____

Name and Address of Witnesses to Accident _____

Date _____ Signed _____

NOTE: This form must be filed with the clerk of the board of education immediately following any "on the job" injury. Reports will be made for Workers' Compensation insurance from this information.

DISABILITY ACCOMMODATIONS

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

Employment opportunities will not be withheld from any qualified person solely because of a known disability. The school district will make reasonable accommodations to the known physical or mental limitations of a qualified person, unless it can be shown that the accommodation would impose an undue hardship on the operation of this school district.

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

Plan for Assessing Undue Hardship

The School District is not required to provide an accommodation if it will impose an undue hardship on the operation of its business. Undue hardship is defined by the Americans with Disabilities Act ("ADA") as an action that is excessively costly, extensive, substantial, or disruptive, or that would fundamentally alter the nature or operation of the business.

The District will evaluate and determine whether a particular accommodation will impose an undue hardship on a case-by-case basis. The factors to be considered are as follows:

1. The nature and cost of the accommodation needed.
2. The financial resources of the facility making the accommodation, the number of employees, at the facility, and the effect on expenses and resources of the facility.
3. The overall financial resources, size, number of employees, and type and location of facilities of the entity covered by the ADA.
4. The operation of the District including the structure and functions of the work force, the geographic separateness, and the administrative or fiscal relationship of the facility involved in making the accommodation to the larger entity.
5. The impact of the accommodation on the operation of the facility that is making the accommodation.

Each of the related factors will be considered in determining whether an accommodation will pose an undue hardship. The ADA compliance officer will investigate the accommodations under consideration and will issue a report examining the accommodations in view of the factors listed.

FAIR LABOR STANDARDS ACT

The Durant Board of Education will comply fully with the Fair Labor Standards Act, its regulations and relevant court decisions. This district will inform employees of the Act through proper posting of information as disseminated by the U.S. Department of Labor. The district will cooperate with all state agencies and maintain compliance.

1. This district will pay all nonexempt employees at least the federal minimum wage and time and a half for all hours worked which exceed 40 hours per week, or permit compensatory time off at the rate of one and one-half hours of duty for each overtime hour worked. Provided, however, that for any overtime hours to be credited for overtime pay, such overtime hours must be approved in advance by that employee's designated superior.
2. This district will inform employees of the law by posting information disseminated by the U.S. Department of Labor.
3. This district shall establish, through separate administrative regulations, the process of time keeping and procedurally complying with the Act.
4. The district establishes the following class guide for job classification of exempt and nonexempt employees as defined in the Act:

EXEMPT PERSONNEL

All personnel having certification
from the State of Oklahoma

NONEXEMPT PERSONNEL

Custodians
Maintenance Personnel
Secretaries
Cafeteria Workers
Bus Drivers

**POLICY AS TO ASSAULT AND BATTERY
INVOLVING SCHOOL DISTRICT EMPLOYEES**

Any School District employee upon whom an assault, battery, assault and battery, aggravated battery or aggravated assault and battery is committed while in the performance of any duties as a school employee shall immediately notify either the Superintendent, a building administrator or a member of a Safe School Committee of the School District. The building administrator or member of the Safe School Committee shall immediately notify the Superintendent of the incident. If the School District employee seeks emergency medical treatment as a result of the incident, the employee may make the report after obtaining such treatment or through a designee. All such reports must state the name of the person who committed the offense, the person upon whom the offense was committed, the nature, context and extent of the offense, the date(s) and time(s) of the offense and any other information necessary to a full report and investigation of the matter. The report may be made orally or in writing. The Superintendent or his/her designee will deliver a copy of this policy to the School District employee upon receipt of the report. The Superintendent or Superintendent's designee will investigate the incident and take appropriate action based upon the results of that investigation. The School District employee must cooperate in the investigation. The Superintendent will notify the State Department of Education in writing of all such incidents for the previous year on July 1 of each year or the first business day thereafter if July 1 falls on a weekend or legal holiday. The Superintendent's report must include a description of the incident and the final disposition of the incident.

The School District will also refer appropriate incidents to law enforcement for investigation and prosecution. The School District's decision to report or not to report a particular incident to law enforcement does not preclude the School District employee from making a report to law enforcement. To the extent permitted by law, the School District will share information and cooperate with law enforcement in the conduct of its investigation and in any subsequent prosecution.

No School District employee will be subject to any civil liability for any statement, report or action taken in reporting or assisting in reporting a battery or assault and battery committed upon the School District employee while in the performance of any duties unless such report or assistance was made in bad faith or with malicious purpose.

The School District will post in a prominent place at each school site the following notice: "FELONY CHARGES MAY BE FILED AGAINST ANY PERSON(S) COMMITTING AN AGGRAVATED ASSAULT OR BATTERY UPON ANY SCHOOL EMPLOYEE."

For purposes of this policy, a "School District employee" means a teacher, principal, or any duly appointed person employed by the School District or employees of a firm contracting with the School District for any purpose, including any personnel not directly related to the teaching process and school board members during school board meetings.

For purposes of this policy, the terms “assault,” “battery” and “aggravated assault and battery” are defined as follows: An “assault” means any willful and unlawful attempt or offer with force or violence to do a corporal hurt to another. A “battery” is any willful and unlawful use of force or violence upon the person of another. An “assault and battery” becomes “aggravated” when committed under any of the following circumstances: (1) when great bodily injury is inflicted upon the person assaulted; or (2) when committed by a person of robust health or strength upon one who is aged, decrepit or incapacitated, as defined by law.

SCHOOL DISTRICT EMPLOYEE ASSAULT AND BATTERY REPORT FORM

For purposes of this report, a “School District employee” means a teacher, principal, or any duly appointed person employed by the School District or employees of a firm contracting with the School District for any purpose, including any personnel not directly related to the teaching process and school board members during school board meetings. An “assault” means any willful and unlawful attempt or offer with force or violence to do a corporal hurt to another. A “battery” is any willful and unlawful use of force or violence upon the person of another. An “assault and battery” becomes “aggravated” when committed under any of the following circumstances: (1) when great bodily injury is inflicted upon the person assaulted; or (2) when committed by a person of robust health or strength upon one who is aged, decrepit or incapacitated, as defined by law.

Date of offense: _____ Approximate time of offense: _____

Name of person who committed the offense: _____

Name of person upon whom the offense was committed: _____

Name(s) of any person(s) who witnessed the offense: _____

Description of the nature, context and extent of the offense (use additional pages as necessary for a full description of the event): _____

Other information: _____

No School District employee will be subject to any civil liability for any statement, report or action taken in reporting or assisting in reporting a battery or assault and battery committed upon the School District employee while in the performance of any duties unless such report or assistance was made in bad faith or with malicious purpose.

Date of Report: _____

Name of Person Reporting the Offense

A copy of the School District’s Assault and Battery Involving School District Employees policy will be provided to the employee upon whom the offense was committed upon receipt of this report.

**DURANT PUBLIC SCHOOLS
PROTEST PROCEDURES**

- A. Any actual or prospective bidder, offeror, or contractor who considers itself to have been aggrieved in connection with the solicitation, evaluation, or award of a contract by the Durant Public Schools may submit a formal protest. Such protests must be made in writing and received by the District Superintendent via mail or delivery within five (5) days of the event that is the subject of the protest. The protesting party must simultaneously provide copies of the protest to the State Agency and all other interested parties.
- B. In the event of a timely protest, the District shall not proceed further with the solicitation or award of the contract.
- C. The formal protest shall include:
 - a. A specific identification of the statutory or regulatory provision that the protesting party alleges has been violated;
 - b. A specific description of each action by the District that the protesting party alleges to be a violation of the statutory or regulatory provision that the protesting party has identified;
 - c. A precise statement of relevant facts;
 - d. A statement of any issues of law or fact that the protesting party offers in support of the protest;
 - e. A statement that copies of the protest have been mailed or delivered to the State Agency and all other identifiable interested parties; and
 - f. A section attesting to the accuracy of the information signed by the protesting party.
- D. The District may solicit written responses to the protest from other parties. The District may resolve the dispute over the solicitation or award of a contract at any time before the matter is submitted on appeal.
- E. If the protest is not resolved by mutual agreement, the District shall promptly issue a written determination that addresses the issues identified in the protest.
 - a. If the District determines that no violation of any statutory or regulatory provision has occurred, then the District shall inform the protesting party, the State Agency and other interested parties in a writing that sets forth the reasons for its determination.
 - b. If the District determines that a violation of any statutory or regulatory provision has occurred, then it shall inform the protesting party, the State Agency and other interested parties of that determination in a writing that sets forth the reasons for the determination and the appropriate remedy.
 - c. If the District determines that a violation of any statutory or regulatory provision has occurred in a situation in which a contract has been awarded, then it shall inform the protesting party, the State Agency and other interested parties of that determination in a writing that sets forth the reasons for the determination. This letter may include an order that declares the contract void.
 - d. The District shall maintain all documentation on the purchasing process that is the subject of a protest or appeal in accordance with the District's document retention schedule.

Adopted by the Durant ISD Board of Education February 2, 2009

**MATCHING OR COST SHARING CONTRIBUTIONS
UNDER FEDERAL GRANT AGREEMENTS**

It is the policy of the Durant Board of Education that, subject to any qualifications and exceptions provided by federal law and implementing regulations, a matching or cost sharing contribution requirement included in a federal grant agreement (including cash and third party in-kind contributions) will:

1. be verifiable from the District-grantee's records;
2. not be included as contributions for any other federally-assisted project or program;
3. be necessary and reasonable for proper and efficient accomplishment of the project or program objectives;
4. not be paid by the federal government under another award (except where authorized by federal statute to be used for cost sharing or matching); and
5. be allowable and provided for in the approved budget.

Approved by vote of the Durant ISD Board of Education March 1, 2010