

TABLE OF CONTENTS

	<u>POLICY #</u>
INTRODUCTION	
SECTION A (1000) – SCHOOL DISTRICT	
Legal Description.....	1100
Philosophy.....	1110
Mission Statement.....	1120
Educational Goals.....	1130
SECTION B (2000) – SCHOOL BOARD OPERATIONS	
Legal Status.....	2100
Election of School Board Members.....	2110
Board Vacancies.....	2120
Board Member Education.....	2130
School Board Internal Organization.....	2140
Board of Education Officers – President.....	2150
Board of Education Officers – Vice-President.....	2160
Board of Education Officers – Treasurer.....	2170
Board of Education Officers – Clerk.....	2180
Board Minute/Encumbrance Clerk.....	2190
Consultants.....	2200
School Board Meetings.....	2210
Board of Education Notification of Meetings.....	2220
Quorum Board Meeting Procedure.....	2230
Board of Education Meeting Public Participation.....	2240
<i>Form: Request to Address Board of Education</i>	<i>2240.1</i>
Rules of Order.....	2250
Administration in Absence of Policy.....	2260
Board Policies.....	2270
Goals for the Superintendent of Schools.....	2280
Board of Education – Executive Officer-Superintendent.....	2290
Board-Superintendent Relationship.....	2300
Term of Office and Salary of Superintendent.....	2310
Evaluation of the Superintendent.....	2320
Line in Staff Relations.....	2330
<i>Chart: Organizational Chart</i>	<i>2330.1</i>
SECTION C (3000) – BUSINESS AND SUPPORT SERVICES	
Management and Investment of Funds.....	3100
Public Gifts to the Schools.....	3110
Lynda Abbott Foundation Scholarship Trust.....	3120
Annual Budget.....	3130
Preliminary Estimate of Need.....	3140

Annual Statistical/Financial Reports.....	3150
Activity Funds.....	3160
Guidelines for the Sanctioning of Student Achievement Programs and Parent-Teacher Associations and Organizations.....	3170
<i>Form: Application for Sanctioning</i>	3170.1
Auditor.....	3180
Salary Deductions.....	3190
Purchasing and Distribution.....	3200
Bids and Quotations.....	3210
Bid Opening.....	3220
Workshops Provision of Sustenance.....	3230
Policy and Procedures for Sale of School District Surplus Property.....	3240
Safety Program.....	3250
Workplace Safety Program.....	3260
Emergency Plans: Disaster Drills.....	3270
Safe School Committees.....	3280
Disaster Drills.....	3290
Fire Drills Rules and Procedures.....	3300
Bomb Threat Procedures.....	3310
Shelter in Place.....	3320
Bomb Threat Procedures and Chain of Command.....	3330
Use of Tobacco Products.....	3340
Hazardous Materials.....	3350
Hazard Communication.....	3360
<i>Form: Affidavit</i>	3360.1
Building, Equipment and Grounds.....	3370
Equipment Accountability.....	3380
Inventories.....	3390
Buildings and Grounds Maintenance.....	3400
Reporting Vandalism.....	3410
Textbooks: Distribution and Care Of.....	3420
School Bus: Extracurricular Use Of.....	3430
Transportation Management.....	3440
School Bus Routes and Assignments.....	3450
Lunch Service.....	3460
Food Procurement.....	3470
Telephones.....	3480
Worker's Compensation Policy.....	3490
<i>Form: Workers' Compensation/Sick Leave Election Form</i>	3490.1
<i>Form: Employee Accident Report Form</i>	3490.2
Disability Accommodations.....	3500
Fair Labor Standards Act.....	3510
Policy as to Assault and Battery Involving School District Employees.....	3520
<i>Form: School District Employee Assault and Battery Report Form</i>	3520.1

SECTION D (4000) – PERSONNEL

Sexual Harassment..... 4100
Nondiscrimination..... 4110
Grievance Procedure for Filing, Processing and Resolving
 Alleged Discrimination Complaints (Students and Employees) 4120
 Grievance Complaint Form 4120.1
Felony Record Search Policy..... 4130
 Form: Authorization and Release [For Applicants]..... 4130.1
 Form: Authorization and Release [For Employees] 4130.2
Teachers Duties and Responsibilities 4140
Teacher Assistants 4150
Teacher Ethics..... 4160
Standards of Performance and Conduct for Teachers..... 4170
Conflicts of Interest..... 4180
Teacher Consultants..... 4190
Employment Practices 4200
Employment Procedures Certified Personnel 4210
Employment Vacancies 4220
Policy With Regard to Employees for a Drug- and
 Alcohol-Free Workplace..... 4230
Policy on Alcohol and Drug Testing for Bus Drivers..... 4240
 Form: Bus Driver Consent for Release of Information 4240.1
 Form: Bus Driver Questionnaire..... 4240.2
Employment and Compensation of Athletic Personnel 4250
Resignation of Certified Personnel 4260
Resignation of Support Employees..... 4270
Salaries and Expenses..... 4280
Notice of Intent to Qualify for Salary Schedule Advancement 4290
Salary Schedules 4300
Extra Pay for Teacher Sponsors..... 4310
Fringe Benefits..... 4320
Personnel Vacations..... 4330
Sick Leave Certified Personnel..... 4340
Personal Business Leave..... 4350
 Form: Leave Request Form 4350.1
Leave: Emergency Certified Personnel 4360
Leave: Military..... 4370
Leave: Professional Certified Personnel..... 4380
Family and Medical Leave Policy 4390
 Form: Notice of Intention to Return From Leave..... 4390.1
 Form: Application for Family or Medical Leave 4390.2
 *Form: Application for FMLA Intermittent Leave or Leave
 on a Reduced Schedule* 4390.3
 Form: Certification of Health Care Provider..... 4390.4
 *Form: Employer Response to Employee Request for
 Family or Medical Leave* 4390.5

Sick Leave Support Personnel	4400
Expense Reimbursement.....	4410
Unused Sick Leave Bank.....	4420
Sick Leave Sharing Bank.....	4430
Staff Participation in Political Activities	4440
Fund Raising by Parent-Teacher Organizations	4450
Health Personnel.....	4460
Bloodborne Pathogens Exposure Control Plan.....	4470
<i>Form: Communicable Disease Risk Exposure Report Form</i>	4470.1
<i>Form: Hepatitis B Vaccine Consent/Refusal Form</i>	4470.2
Dress and Personal Grooming Support Employees	4480
Assignment of Teachers.....	4490
Teacher Transfers.....	4500
Planning Periods	4510
Staff Development	4520
Staff Development Program Additional Training Requirements	4530
<i>Form: Request for Approval of Graduate Credit for Educational Tours,</i> <i>Professional Meetings or Professional Workshops</i>	4530.1
Policy for the Evaluation of Support Staff.....	4540
<i>Form: Support Employee Evaluation</i>	4540.1
<i>Form: Support Employee Plan for Improvement</i>	4540.2
Personnel Files Certified Staff.....	4550
Policy on Suspension, Dismissal and Nonreemployment of Teachers.....	4560
<i>Letter: Notice of Hearing on Superintendent’s Recommendation for</i> <i>Your Nonreemployment [Dismissal]</i>	4560.1
<i>Letter: Notice that Nonreemployment [Dismissal From Employment] has</i> <i>Been Approved by the Board of Education</i>	4560.2
Policy for Suspension, Demotion, Termination or Nonreemployment of Support Employees.....	4570
Support Employee Rules and Regulations.....	4580
<i>Form: Notice to Support Employee of Suspension Without</i> <i>Pay, Demotion or Termination</i>	4580.1
<i>Letter: Notice to Support Employee of</i> <i>Proposed Nonreemployment</i>	4580.2
<i>Form: Hearing Request Form</i>	4580.3
Exit Interview Employment Termination	4590
<i>Form: Exit Interview</i>	4590.1
<i>Form: Exit Checklist</i>	4590.2
Qualifications Principals.....	4600
Principals.....	4610
School Bus Drivers	4620
Support Staff Assignments and Transfers	4630
School Counselor Qualifications	4640
Substitute Teaching.....	4650
Evaluation of Administrative Personnel	4660
<i>Form: Administrator Evaluation From</i>	4660.1

Policy as to Assault and Battery Involving School District Employees.....	4670
<i>Form: School District Employee Assault and Battery Report Form</i>	4670.1
Compensatory Time for Overtime.....	4680
<i>Form: Compensatory Time Off Agreement</i>	4680.1
Multiple Employment Assignments	4690
<i>Form: Employee Acknowledgement of Receipt</i>	4690.1
Professional Organization Payroll Deductions.....	4700
CPR & Heimlich Maneuver Training for School Employees	4710
Employees Charged with Crimes.....	4720
<i>Form: Affidavit Regarding Criminal Activity</i>	4720.1
Resident Teachers and Related Committees.....	4730
Extended Leave of Absence-Support Personnel.....	4740
<i>Form: Request for Extended Leave of Absence-Support Personnel</i>	4740.1

SECTION E (5000) – INSTRUCTION

School Calendar	5100
Attendance/Activities Policy	5110
School Day.....	5120
Organization of Instruction.....	5130
Class Size.....	5140
Class Schedules: Student	5150
School Volunteers.....	5160
Correspondence Courses.....	5170
Lesson Plans.....	5180
Library Selection Policy	5190
<i>Form: Teaching About Controversial Issues –</i>	
<i>Citizen’s Request for Reconsideration of Materials</i>	5190.1
Textbook Selection Policy	5200
School Library	5210
Internet Acceptable Use Policy.....	5220
<i>Form: Student Internet Access Agreement</i>	5220.1
<i>Form: Employee Internet Access Agreement</i>	5220.2
Policy and Procedures on Use of Internet-Based Instruction	5230
Field Trips and Excursions	5240
Using Copyrighted Material	5250
Curriculum Development.....	5260
Curriculum Evaluation.....	5270
Driver Education.....	5280
Vocational Programs.....	5290
Aids Prevention Education for Students.....	5300
Equal Education Opportunities	5310
Gifted Student Program	5320
Extended School Year Policy	5330
<i>Form: Consideration for Extended School (ESY) Services</i>	5330.1
Remedial Instruction.....	5340
Summer School.....	5350

Student Promotion and Retention and Student Pass/Failure of a Course	5360
<i>Form: Notification Form for Possible Student Retention</i>	
<i>or Possible Student Failure of a Course</i>	5360.1
Grading	5370
Report Cards	5380
Student Progress Report.....	5390
Semester Test Exemption	5400
Proficiency Based Promotion	5410
<i>Form: Application to Demonstrate Proficiency</i>	5410.1
Homework.....	5420
Honors Program Medals and Certificates	5430
Graduation Requirements	5440
Testing Program.....	5450
Reading Sufficiency Testing.....	5460
Teaching Religion Forbidden	5470
Oklahoma Open Records Act	5480
<i>Form: Public Record Access Request Oklahoma Open Records Act</i>	5480.1
Safe School Committees and Healthy & Fit School Advisory Committees.....	5490
Constitution Day and Citizenship Day	5500

SECTION F (6000) – STUDENTS

School Attendance Areas.....	6100
<i>Attachment A: Elementary Enrollment Procedures</i>	6100.1
Student Residency Policy	6110
<i>Affidavit: of Person Who Has Assumed Permanent Care and</i>	
<i>Custody of Student</i>	6110.1
Students: Enrollment Requirements	6120
Attendance, Transfer and Placement of Students Suspended	
Or Removed From School or Adjudicated or Convicted.....	6130
School District Policy Governing Part-Time Enrollment.....	6140
Student Attendance	6150
Leaving School Grounds Closed Campus	6160
Open Transfer Policy	6170
<i>Attachment A: Application Form</i>	6170.1
<i>Attachment B: Transfer Student Consent to Cancellation of Transfer</i>	6170.2
Withdrawal From School.....	6180
Health: Students.....	6190
Admission and Management of Students with	
Acquired Immune Deficiency Syndrome (AIDS)	6200
Immunizations Students.....	6210
Administration of Medicine to Students	6220
<i>Form: Parental Authorization to Administer Medicine</i>	6220.1
Teaching About Drugs, Alcohol, and Tobacco	6230
Accident Insurance Students.....	6240
Vehicle Use and Parking Students.....	6250
School Bus Program	6260

School Bus Safety Program	6270
Child Abuse, Neglect and Exploitation:	
Reporting and Investigation.....	6280
<i>Form: Suspected Child Abuse Report Form</i>	6280.1
Custodial and Non-custodial Parental Rights	6290
Lettering Qualifications Athletics.....	6300
Fund Raising.....	6310
Student Records Policy and Procedures	6320
<i>Form: Notification of Rights Under the Protection of Pupil Rights</i>	
<i>Amendment (PPRA)</i>	6320.1
Cumulative Records.....	6330
Student Activities Eligibility.....	6340
Extracurricular Activities.....	6350
Cheerleaders and Spirit Group.....	6360
Organization Sponsors	6370
Social Organizations	6380
Student Organizations: Policy on Sponsorship and Equal	
Access for Limited Student Forums	6390
Gang Activity.....	6400
High School Student Council.....	6410
Student Activities Social Affairs	6420
Interscholastic Athletics.....	6430
Athletics Gate Passes	6440
Student Rights and Responsibilities.....	6450
Decision-Making Student Involvement	6460
Policy on Student Behavior	6470
Gun-Free Schools Student Suspension Policy	6480
Student Conduct Dress Code	6490
Policy Prohibiting “Hazing”	6500
Harassment.....	6510
Policy on Reporting Student Substance Abuse.....	6520
Rules for Students Regarding Drugs and Alcohol.....	6530
Policy Prohibiting Student Possession of Dangerous Weapons	6540
Student Search and Seizure Policy	6550
<i>Form: Student Search Report Form</i>	6550.1
Locker Search and Seizure Policy	6560
Use of Search Dogs Drugs, Alcohol and Contraband Searches	6570
Wireless Telecommunication Devices.....	6580
Discipline Action Log.....	6590
Detention.....	6600
In-School Intervention/Alternative School.....	6610
Student Fees, Fines and Charges	6620

Policy Prohibiting Harassment, Intimidation and Bullying and Procedures for Combating These Behaviors.....	6630
Student Identification Cards	6640
Alternative Transportation	6650
<i>Form: Parental Consent and Authorization to Use Alternative Transportation.....</i>	<i>6650.1</i>
Reimbursement for Co-curricular Activity Expenses.....	6660
Student Alcohol and Drug testing for Extracurricular Activities And Parking on School Property	6670
<i>Contract: Extracurricular Activities Participant Alcohol and Illegal or Performance Enhancing Drugs</i>	<i>6670.1</i>
<i>Application: Parking Permit and Contract: Alcohol & Illegal Drugs</i>	<i>6670.2</i>

SECTION G (7000) – COMMUNITY RELATIONS

Public Information Program	7100
News Media Relations	7110
Sports and Special Events Coverage.....	7120
Public Complaints.....	7130
Public Relations	7140
Indian Tribal Involvement	7150
School Visitors.....	7160
Policy Regarding Interference with the Peaceful Conduct of School District Activities.....	7170
<i>Form: Notification of Restriction from Durant School Property</i>	<i>7170.1</i>
Classroom Visitation.....	7180
Policy and Procedures on Use of School Facilities	7190
<i>Form: Facilities Use and License Agreement</i>	<i>7190.1</i>