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SECTION A
SCHOOL DISTRICT
1000

DURANT SCHOOL DISTRICT LEGAL DESCRIPTION

INDEPENDENT SCHOOL DISTRICT NO. 72 DURANT, BRYAN COUNTY, OKLAHOMA

The following is the legal description of the areas from which each Durant Board of Education member is elected.

Office No. 1

Beginning at the intersection of Mulberry Street and North Washington Avenue; thence north along the centerline of North Washington Avenue to the intersection of North Washington Avenue and Chuckwa Creek; thence following Chuckwa Creek to Highway 78; thence south along the centerline of Highway 78 to the intersection of Highway 78 and West University Boulevard; thence west along the centerline of West University Boulevard to the intersection of West University Boulevard and North 7th Street; thence southwesterly along the centerline of North 7th Street to the intersection of North 7th Street and Mulberry Street; thence northwesterly along the centerline of Mulberry Street to the intersection of Mulberry Street and North Washington Avenue, which is the point or place of beginning.

Office No. 2

Beginning at the intersection of State Highway 48 and the north line of the south half of Section 8, Township 6 south, Range 9 east; thence east to the center of Section 10, Township 6 south, Range 9 east; thence south to the southeast corner of the NE/4 SW/4 of Section 10, Township 6 south, Range 9 east; thence easterly along Sawmill Road to the Blue River; thence along the Blue River to a point where the Blue River intersects the north line of the S/2 of Section 20, Township 6 south, Range 10 east; thence west to center of Section 19, Township 6 south, Range 10 east; thence south to the intersection of Three Mile Road; thence west along the centerline of Three Mile Road to the intersection of Three Mile Road and south Sawmill Road; thence south on South Sawmill Road to the intersection of U.S. Highway 70; thence west along U.S. Highway 70 and Poplar Street to the intersection of Poplar Street and North Katy Street; thence southerly along the centerline of Katy Street to the intersection of Katy Street and West Main Street; thence west along the centerline of West Main Street to the intersection of West Main Street and North 7th Street; thence north along the centerline of North 7th Street to the intersection of North 7th Street and West University Boulevard; thence east on West University Boulevard to the intersection of North 1st Street (Hwy 78); thence north along North 1st Street (Hwy 78) to the intersection of North 1st Street (Hwy 78) and Chuckwa Creek; thence northwesterly along Chuckwa Creek to the east line of U.S. Highway 69-75; thence northeasterly along the east line of U.S. Highway 69-75 to the intersection of U.S. Highway 69-75 and Gerlach Drive; thence east along Gerlach Drive to the intersection of Highway 78 (North 1st Street) and Highway 48; thence northerly along State Highway 48 to the north line of the S/2 of Section 8, Township 6 south, Range 9 east to the point or place of beginning.

Office No. 3

Beginning at the intersection of State Highway 48 and the north line of the south half of Section 8, Township 6 south, Range 9 east; thence west along the north line of the south half of Section 8, Township 6 south, Range 9 east (Knight Drive) to the intersection of Knight Drive and North Washington Avenue; thence south along the centerline of North Washington Avenue to the intersection of North Washington Avenue and Westside Drive; thence southwesterly along the centerline of Westside Drive to the intersection of the Mineral Bayou and Westside Drive; thence southeasterly to Bryan Drive; thence southwesterly along the centerline of Bryan Drive to the intersection of Bryan Drive and West Main Street; thence along the centerline of West Main Street to the intersection of West Main Street and South 15th Street; thence along the centerline of South 15th Street to the intersection of South 15th Street and West Louisiana Street; thence southeasterly along the centerline of West Louisiana Street and South 9th Street; thence northeasterly along the centerline of south 9th Street to the intersection of South 9th Street and West Main Street; thence easterly along the centerline of West Main Street to the intersection of West Main Street and North 7th Street; thence northerly along the centerline of North 7th Street to the intersection of North 7th Street and Mulberry Street; thence northwesterly along the centerline of Mulberry Street to the intersection of Mulberry Street and North Washington Avenue; thence north along the centerline of North Washington Avenue to the intersection of North Washington Avenue and the east line of U.S. Highway 69-75; thence northeasterly along the east line of U.S. Highway 69-75 to the intersection of east line of U.S. Highway 69-75 and Gerlach Drive; thence east along the centerline of Gerlach Drive to the intersection of Highway No. 78 (North 1st and Hwy 48); thence northerly along the centerline of Highway 48 to the north line of the south half of Section 8, Township 6 south, Range 9 east, which is the point or place of beginning.

Office No. 4

Beginning at the intersection of Country Club Road and South 9th Street; thence northerly along the centerline of South 9th Street to the intersection of North 9th Street and West Main Street; thence east along the centerline of Main Street to the intersection of Main Street and Katy Street; thence northerly on the centerline of Katy Street to the intersection of Katy Street and East Poplar Street; thence easterly along the centerline of East Poplar Street and U.S. Highway 70 to the intersection of U.S. Highway 70 and South Sawmill Road; thence north along the centerline of South Sawmill Road to the intersection of South Sawmill Road and Three Mile Road; thence east along the centerline of Three Mile Road to the intersection of the centerline of Section 19, Township 6 south, Range 10 east; thence south along the centerline of Section 19, Township 6 south, Range 10 east to U.S. Highway 70; thence west along the centerline of U.S. Highway 70 to the intersection of U.S. Highway 70 and Hickory Hollow Road and Roberta Road; thence south along the centerline of Hickory Hollow Road and Roberta Road to the intersection of Hickory Hollow Road, Roberta Road and Rodeo Road, which is the southeast corner of Section 12, Township 7 south, Range 9 east; thence west along East 2100 Road and Rodeo Road to the southwest corner of Section 11, Township 7 south, Range 9 east; thence north to East 2100 Road, which is the northwest corner of Section 11, Township 7 south, range 9 east and centerline of Country Club Road; thence west along the centerline of Country Club Road to the point or place of beginning.

Office No. 5

Beginning at the intersection of the Mineral Bayou and Bryan Drive; thence northwesterly along the Mineral Bayou to North 3700 Road, which is the northeast corner of the NW/4 of Section 23, Township 6 south, Range 8 east; thence south to centerline of Section 23, Township 6 south, Range 8 east, which point is Wilson Street if extended; thence west along the centerline of Wilson Street if extended to the east line of Section 21, Township 6 south, Range 8 east; thence south to the southeast corner of the N/2 N/2 NE/4 of Section 28, Township 6 south, Range 8 east; thence west to the centerline of Section 28, Township 6 south, Range 8 east; thence south to the southwest corner of NW/4 SE/4 of Section 28, Township 6 south, Range 8 east; thence east to the southeast corner of the NW/4 SE/4 of said Section 28; thence south to U.S. Highway 70; thence east along the centerline of U.S. Highway 70 to the southeast corner of Section 28, Township 6 south, Range 8 east to a point on North 3680 Road; thence south along N 3680 (Kirsey Road); thence south along the centerline of Kirsey Road to the intersection of Kirsey Road and Orchard Road; thence east along the centerline of Orchard Road to the intersection of Orchard Road and South 9th Street; thence northwesterly along the centerline of south 9th Street to the intersection of South 9th Street and West Louisiana Street; thence northwesterly along the centerline of West Louisiana Street to the intersection of West Louisiana Street and South 15th Street; thence northerly along the centerline of South 15th Street to the intersection of South 15th Street and West Main Street; thence westerly along the centerline of West Main Street to the centerline of West Main Street and Bryan Drive; thence northeasterly along the centerline of Bryan Drive to the point or place of beginning.

PHILOSOPHY OF DURANT PUBLIC SCHOOLS

We believe that the Durant Public Schools should provide quality educational experiences for all people through high school level. We believe education should be such that the individual will leave the school ready to meet and adjust to the various life situations in a satisfactory manner. It is the solemn duty and privilege of the public school, in cooperation with the church and home, to guide and train the student so that he/she will be able to grow as an individual, as a member of society, and as a world citizen.

In the Durant Public Schools we believe that:

1. all children can learn;
2. children are our reason for being;
3. our school system empowers students to be happy, successful, and responsible human beings;
4. school improvement is never ending; teachers are the focal point of learning;
5. the outcomes of our educational program should be both quality and equity;
6. the catalyst for school improvement lies within each individual classroom and school building;
7. education is a cooperative effort;
8. the educational climate must be conducive to both teaching and learning; and
9. schools preserve the culture for democracy.

MISSION STATEMENT

The mission of the Durant learning community is to work together to assure that every child feels important and is empowered to be a happy, successful, and responsible human being.

EDUCATIONAL GOALS

The Durant Board of Education establishes the following educational goals for the school district.

In the Durant Public Schools we shall:

1. Make special efforts to enhance student self-esteem;
2. Promote unity within the learning community;
3. Continue to improve the academic performance of all students;
4. Facilitate the professional growth of all district personnel;
5. Foster innovation and risk-taking;
6. Commit the fiscal resources necessary to achieve the district goals through a comprehensive program of sound fiscal management;
7. Tell the story of excellence about the Durant schools;
8. Continue the effective school process;
9. Prepare our students to live effectively in the Age of Information; and
10. Continue to form partnerships with other entities and facilitate existing partnerships in order to enhance the resources of the district.

SECTION B
SCHOOL BOARD OPERATIONS
2000

**BOARD OF EDUCATION
LEGAL STATUS**

The Durant Board of Education is a legislative body of five (5) members elected by a vote of the district. The board of education derives its authority from state law. The board's power is judicial and legislative, and the superintendent elected by the board serves as its executive officer. **When not in legal session, a board member has no legal authority whatsoever.**

The legislative function of the board is to make plans and policies, select the superintendent, and delegate to the superintendent the placing of plans and policies into operation, and provide the financial means for their achievement.

The judicial function of the board is to hear and resolve hearings, grievances, disciplinary appeals, public complaints and other actions of a judicial nature.

ELECTION OF SCHOOL BOARD MEMBERS

It is the policy of the Durant Board of Education that, as mandated by state law, an annual election, held for the purpose of electing a member or members of the board of education, shall be held on the second Tuesday in February. Every candidate for a position on the board shall file a notification and declaration for that office with the Bryan County election board between the hours of 8:00 a.m. on the first Monday in December and 5:00 p.m. on the following Wednesday.

Board members shall be elected to serve a term of five years or until such time as their successors are duly appointed or elected and have qualified as prescribed by law. Terms of office shall be staggered so that one member shall retire from the board each year.

BOARD VACANCIES

The board of education shall determine if and when a vacancy occurs on the board. Such vacancy shall be filled by appointment, and the appointee shall serve until the next regular election if the person is appointed to fill such vacancy in the first half of the term of office for the board position. If the person is appointed to fill such vacancy after the first half of the term of office for the board position, then the appointee shall serve for the balance of the unexpired term. If no one is appointed within sixty (60) days of the date the board declared the seat vacant, a special election shall be held and the elected member shall fill the vacancy for the unexpired term.

Each board member is expected to attend all board meetings. If an emergency situation should arise which will prevent a board member from attending a scheduled meeting, the board member should notify the board president or the superintendent. Three or more consecutive unexcused absences from board meetings may constitute abandonment of office, and the board may declare the position vacant and fill the vacancy as prescribed by law.

BOARD MEMBER EDUCATION

Instruction for New and Incumbent Board Members:0

Except as provided below, at the time a school district elector files a notification and declaration of candidacy for the office of board of education membership, the elector shall agree and pledge in writing that, upon election or appointment as a member of the board, he or she will attend a two-day workshop to be held by the State Department of Education or, upon approval of the State Board of Education, attend 12 hours of other workshops held by another organization or association representing Oklahoma school district boards of education, for study and instruction concerning school finance, the Oklahoma School Code and related laws, and the ethics, duties and responsibilities of board of education members. If elected, the elector must complete the workshop(s) within 15 months following or preceding his or her election.

When an incumbent board member files a notification and declaration of candidacy for reelection to the board of education, the incumbent shall not be required to comply with the statutory requirement described above if the incumbent produces a certificate of completion showing that he or she has completed the workshop described above. However, the member will be required to agree and pledge in writing that, upon reelection, he or she will attend a six-hour workshop emphasizing changes in school law, within 15 months following his or her election.

Upon completion of the workshop(s) described above, the member's certificate of completion will be included in the public records of the board's minutes.

Any member of the board or any individual elected, certified as the elected member by the county election board, but not sworn in and seated as a member of the board of education at the time of a workshop, who attends and successfully completes a workshop as required above, shall be reimbursed for expenses incurred, not to exceed compensation in the sum of \$25 per day and actual expenses that are itemized and documented for lodging, meals, registration fees and transportation to and from the place of the workshop, as provided in the State Travel Reimbursement Act.

Continuing Educational Requirements

In addition to the workshop requirements described above, every member of the board shall be required to attend a minimum **of 15 hours (5 year full term of office)/ 12 hours (4 year full term of office) / 9 hours (three year full term of office)** of continuing education during any full term of office of the member. The continuing education courses, local and state workshops, seminars, conferences and conventions that will satisfy these requirements will be held within the state and will be approved jointly by the State Department of Education and the State Department of Career and Technology Education. Failure by a board member to satisfy the continuing education requirements of this section shall result in the ineligibility of the member to run for reelection to the board of education. Any member of the board who attends and completes a course that satisfies in part or in full the requirements of this policy shall be reimbursed by the district for expenses incurred. This paragraph shall not apply to those school board members who filed for reelection prior to July 1, 1991.

Failure to Meet the Educational Requirements

Upon receiving any notice by the State Board of Education that a board member has not completed their instructional or continuing educational requires, both the board member and the superintendent shall alert the board to such default.

Upon receiving a final certified notice by the State Board of Education, the board member shall have sixty (60) days in accordance with Oklahoma law to complete the requirements. Should a board member not complete the required instructional or continuing educational requirements within that time period, the board shall declare the board member's seat vacant in accordance with Oklahoma law. The board seat must be declared vacant within sixty (60) days of the last date the board member had to complete the instructional or continuing education requirements according to the final certified notice by the State Board of Education.

Any board member who does not obtain the required education will be ineligible, pursuant to Oklahoma law, to serve on the board of education for a period of 2 years.

Reference: 70 OKLA. STAT. §5-110, 70 OKLA. STAT. §5-110.1, 70 OKLA. STAT. §5-101.2

Revised by vote of the Durant Board of Education December 3, 2012

Revised by vote of the Durant Board of Education August 13, 2018

**SCHOOL BOARD
INTERNAL ORGANIZATION**

The Durant Board of Education shall be organized at the beginning of the first meeting following the annual school election and certification of election of new members. The term of office of newly elected board members shall begin at the first regular, special or emergency board meeting after the member has been certified as elected.

The board shall elect from its membership, at the first regular meeting, a president and vice-president, each of whom shall serve for a term of one year and until a successor is elected and qualified. The board shall also elect a clerk and, in its discretion, a deputy clerk, either of whom may be one of the members of the board, each of whom shall hold office during the pleasure of the board and each of whom shall receive such compensation for services as the board may allow.

**BOARD OF EDUCATION OFFICERS
PRESIDENT**

The president of the Durant Board of Education serves as the presiding officer and manages routine work of the board, signs all contracts, appoints all committees, signs all warrants ordered by the board of education to be drawn upon the treasurer of school money, defends the treasurer of school money, certifies tax levies and defends them, serves as spokesman, and performs other duties that are delegated to him/her by state law or by order of the board of education.

In addition to performing the duties specifically imposed by the board of education, the president shall have the authority to enforce all permanent rules and regulations adopted for the government and control of the district, and shall at all times take such measures and employ such means as may be proper and lawful to enforce school laws within the district in the interim of the meetings of the board.

The president shall have authority to appoint a member or members as ex officio representatives of the board of education to other organizations of the community which request such representation.

**BOARD OF EDUCATION OFFICERS
VICE-PRESIDENT**

It shall be the duty of the vice-president to perform all of the duties of the president in case of the president's absence or disability.

BOARD OF EDUCATION OFFICERS TREASURER

It is the policy of the Durant Board of Education to employ a treasurer for the district. The treasurer shall serve at the pleasure of the board and for such compensation as the board may determine, and shall perform those duties as the board may in its discretion confer upon the treasurer, including but not limited to the following:

The treasurer shall maintain the following records:

1. SEI 208 Treasurer's General Ledger
2. SEI 2061 Treasurer's Cash Ledger
3. SEI 2062 Treasurer's Investment Ledger
4. SEI 207 Treasurer's Warrant Register
5. SEI 411 Treasurer's Receipt
6. SEI 410 Treasurer's Check
7. SEI 1141 Bond Register
8. Deposit Books
9. Such other books or records as may be deemed advisable or useful.

The treasurer shall maintain adjunct files of:

1. Paid warrants.
2. Voided warrants.
3. Paid bonds and coupons.
4. Cancelled bonds and coupons.
5. Bank and fiscal agency statements, including deposit tickets and paid checks.
6. County Clerk's remittance advices.
7. Copies of any directive from the County Clerk or County Excise Board supplementing, changing or transferring appropriation balances.
8. State Board of Education notices and allocation of state and federal aid.
9. School board resolutions pertinent to the conduct of the treasurer's office and duties.
10. A copy of the claim and encumbrance clerk's certificate to substantiate the registration of a warrant or warrants.
11. Letters, memos and other supporting data pertaining to transactions of the school district or to the operation of the treasurer's office.
12. Any other files which may be considered advisable or useful.

The treasurer shall reconcile all district bank statements within 14 days' of receipt.

The treasurer is not authorized to sign checks on behalf of the district.

The Board of Education shall require a minimum bonding capacity of \$50,000 when using an independent treasurer and may increase that amount as circumstances warrant.

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

**BOARD OF EDUCATION OFFICERS
CLERK**

The Durant Board of Education has established the following duties for the clerk of the board of education:

1. Attend all meetings of the board, countersign all warrants for school monies drawn upon the treasurer by the board and perform such other duties as the board may direct.
2. In addition to performing the duties specifically imposed upon him/her by the school code, cooperate with the superintendent of schools, the board treasurer and the minutes/encumbrance clerk in the management of the business affairs of the school.
3. Attest, in writing, the execution of all deeds, contracts, reports and other instruments that are to be executed by the board of education.
4. Furnish, whenever requested, any and all reports concerning school affairs, on such forms and in such manner as the State Board of Education or the Superintendent of Public Instruction may require.
5. Destroy all claims, warrants, contracts, purchase orders and any other financial records or documents, including those relating to school activity funds, on file or stored in the offices of the board of education of the district for a period of longer than five (5) years.
6. Maintain all required school board election related filings for a period of four (4) years, including coordinating efforts with the district's technology department for including the filings on the district's website.

Revised by vote of the Board of Education, October 13, 2014

BOARD MINUTE/ENCUMBRANCE CLERK

The Durant Board of Education has combined the positions of minute clerk and encumbrance clerk and has established the following duties for the minute/encumbrance clerk:

1. Attend all meetings of the board and keep an accurate journal of the proceedings thereof;
2. List the approved encumbrances in the minutes of the board meetings;
3. Furnish requesting newspapers in the county with copies of tentative minutes;
4. Keep all books and documents of the school district;
5. Enter the authorized amounts of appropriations in the various appropriations accounts;
6. Charge the appropriate appropriation accounts and credit the affected encumbrances outstanding accounts with approved encumbrances after determining that the encumbrances do not exceed the balance of the appropriation charged;
7. Receive certification from the proper district employee that services or merchandise billed to the district have been received, file bills and invoices in official records, debit encumbrances outstanding account and credit the accounts payable account for the amounts of the approved bills;
8. Pay approved bills by issuing warrants against the designated funds, charging the warrants against the appropriate accounts payable account and crediting to the appropriate warrants issued account, or, by notifying the board treasurer that the bills are approved for payment in lieu of issuing warrants so that the treasurer can records payments by check, wire transfer, direct payroll deposit or other disbursement through the Federal Reserve System.
9. Receive all warrants, certificates of indebtedness or bonds from the treasurer after the treasurer has registered the warrants in numerical order.
10. Perform such other duties as directed by the board of education.

The minute/encumbrance clerk will post a surety bond in the amount of \$1,000.00 before discharging any duties as minute/encumbrance clerk.

CONSULTANTS

The administrative staff shall encourage the use of professional consultants provided to the District without charge from the Oklahoma State School Boards Association, the Oklahoma State Department of Education, universities, colleges and other organizations when such services will be helpful in the improvement of the District's instructional program. The kinds of assistance sought from consultants may include, but will not necessarily be limited to conducting fact-finding studies, surveys and research; providing counsel or services requiring special expertise; and assisting the Board in developing policy and program recommendations. The Superintendent should approve all unpaid consultants before they are invited into the District and visitation is arranged.

No employment agreement or contract for consultant services will be entered into with any person who has retired as an administrator with any school district for two (2) years after the retirement date of such administrator. (Retirement date, for the purpose of this policy, is the last day the employee is required to be physically present on the job.) However, such administrator may be employed as a substitute teacher.

The District may obtain paid professional and consultant services provided by persons who are members of a particular profession or possess a special skill, and who are not officers or employees of the District, when the Board of Education determines that such services are reasonable and necessary.

In (1) determining whether such professional and consultant services are necessary, (2) selecting an individual or entity to provide the services and (3) determining whether costs for professional and consultant fees are reasonable, no single factor or any special combination of factors is necessarily determinative. However, the Board will consider the following factors as relevant to the situation:

1. The nature and scope of the service rendered in relation to the service required.
2. The necessity of contracting for the service, considering the District's capability in the particular area.
3. The past pattern of such costs, particularly in the years prior to federal awards to the District.
4. The impact of federal awards on the District's operation (i.e., what new problems have arisen).
5. Whether the proportion of federal work to the District's total business is such as to influence the District in favor of incurring the cost, particularly where the services rendered are not of a continuing nature and have little relationship to work under federal grants and contracts.
6. Whether the service can be performed more economically by direct employment rather than contracting.
7. The qualifications of the individual or entity rendering the service and the customary fees charged, especially on non-federal awards.
8. The adequacy of the contractual agreement for the service (e.g., description of the service, estimate of time required, rate of compensation and termination provisions).

In addition to these factors, any retainer fees charged by a paid professional or consultant must be supported by available or rendered evidence of bona fide services available or rendered.

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

SCHOOL BOARD MEETINGS

The board of education shall transact all business at official meetings of the board. These may be regular, continued or reconvened, special or emergency meetings, defined as follows:

1. Regular Meeting – the usual, official legal action meeting held regularly.
2. Continued or Reconvened Meeting – a meeting assembled for the purpose of finishing business appearing on an agenda of a previous meeting.
3. Special Meeting – an official legal action meeting called between scheduled regular meetings to consider specific topics.
4. Emergency Meeting – an official legal action meeting held only for dealing with situations involving either injury to persons or injury or damage to public or personal property or immediate financial loss so severe that the 48-hour notice period for a special meeting would be impractical and increase the likelihood of injury or damage or immediate financial loss.

A “meeting” is defined as the gathering of a quorum of members of the school district to propose or take legal action, including any deliberations with respect to such action.

No meetings will be held by teleconference. However, meetings may be held by videoconference as long as the meeting conforms to the requirements of Oklahoma’s Open Meeting Act. Accordingly, any meeting conducted by videoconference must meet the following requirements:

- A quorum must be present in person at the physical meeting site as posted on the meeting notice and agenda.
- The meeting notice and agenda prepared in advance of the meeting shall indicate that the meeting will include videoconferencing locations and shall state the location, address and telephone number of each available videoconference site, the identity of each member of the body, and the specific site from which each member of the body shall be physically present and participating in the meeting.
- After the meeting notice and agenda are prepared and posted, no member of the public body shall be allowed to participate in the meeting from any location other than the specific location posted on the agenda in advance of the meeting.
- The method of meeting described in the meeting notice shall not be modified prior to the meeting, and the board shall conduct the meeting according to the methods described in the notice. If a code or password is required to access the videoconference meeting, the code or password shall be included in the public notice.

- In order to allow the public to attend and observe each board member carrying out their duties, a member of the board desiring to participate in a meeting by videoconference shall participate from a site and room located within the district or political subdivision from which they are elected, appointed, or are sworn to represent. Each site or room where a member of the board is present for a meeting that includes videoconference, shall be open and accessible to the public, and the public shall be allowed into that site or room.
- Public bodies may provide additional videoconference sites as a convenience to the public, but additional sites shall not be used to exclude or discourage public attendance at any video at any videoconference site.
- The public shall be allowed to participate and speak, as allowed by rule or policy set by the public body.
- Any materials shared electronically between members of the public body, before or during the videoconference, shall also be immediately available to the public in the same form and manner as shared with members of the public body.
- All votes occurring during any meeting conducted using videoconferencing shall occur and be recorded by roll call vote.
- *Executive sessions by videoconference are prohibited.*

The regular meeting of the board of education shall be the 2nd Monday of each month at 12:00 p.m. at the location indicated in the annual letter to the Bryan County Clerk. The regular meeting may be changed in accordance with the provisions of the Open Meeting Act.

Special meetings of the board may be called by the president at any time, and he/she shall call special meetings whenever so requested, in writing, by any member of the board. Business transacted at any special meeting may be for either a specific or a general purpose.

Reference: OKLA. STAT. tit. 25, §§ 304, 307.1 (2021).

Revised by vote of the Board of Education August 13, 2018

Revised by vote of the Board of Education August 10, 2021

**BOARD OF EDUCATION
NOTIFICATION OF MEETINGS**

Notice of all meetings of the board of education shall be made in accordance with the Oklahoma Open Meeting Act.

Notice to County Clerk

Prior to December 15 each year, the board of education shall provide the county clerk a listing of the time, date and place of all regular meetings for the coming calendar year.

Any change in the date, time or place of a regular meeting shall be provided in writing to the county clerk at least ten days prior to implementing the change.

Notice of the time, date and place of a special meeting shall be provided to the county clerk in person, in writing, or by telephone at least forty-eight (48) hours prior to the meeting.

Emergency meetings may be held without the required public notice if it is reasonably believed that delay would increase the likelihood of personal injury, property damage or immediate financial loss to the district. The person calling an emergency meeting shall give as much advance notice as is possible in person or by telephone.

Meeting Notices

At least twenty-four (24) hours prior to a regular or special meeting, a meeting agenda shall be posted which shall include the date, time and place of the meeting and the business to be undertaken at the meeting. The calculation of the twenty-four (24) hour period shall exclude Saturdays, Sundays, and holidays.

Written notice of the date, time and place of the meeting will be mailed or delivered to each person, newspaper, wire service, radio station and television station that has filed a written request for such notice. Such requests must be renewed annually, and an annual fee of Eighteen Dollars (\$18.00) will be charged each person or entity that requests written notification.

Continuing Meetings

In the event any meeting of the board is to be continued or reconvened, public notice of the action, including the date, time and place of the continued meeting, shall be given by announcement at the original meeting. Only matters appearing on the agenda of the meeting which is continued may be discussed at the continued or reconvened meeting.

Internet Website

Within 6 months of the establishment of an internet website the district shall make available on its website or on a general website, if a general website is used, a schedule and information about regularly scheduled meetings of the district's board of education. The information shall include the date, time, place and agenda of each board meeting. When

reasonably possible the district shall also provide information about the date, time, place and agenda of any special or emergency meeting of the district's board of education.

Videoconference

In any instance in which the board, in accordance with the Open Meetings Act, will conduct a meeting by videoconference, its meeting notice and agenda shall indicate that the meeting will include videoconferencing locations and shall state the location, address, and telephone number of each available videoconference site. The notice and agenda shall also state the identity of each member of the board of education who shall participate in the board's meeting by videoconference and the specific site from which each member of the board shall be physically present and participating in the meeting. If a code or password is required to access the videoconference meeting, the code or password shall be included in the public notice.

References: OKLA. STAT. tit. 25, §§ 307.1 (2021), 311; OKLA. STAT. tit. 74, § 3106.2

Revised by vote of the Board of Education, August 10, 2021

**QUORUM
BOARD MEETING PROCEDURE**

A quorum consisting of a majority of the board membership present in person at the meeting site shall be necessary to conduct business at a meeting of the board of education. In the event that a quorum is not present in person at the meeting site and a regularly scheduled board meeting cannot be convened, the meeting shall be cancelled. If a regularly scheduled board meeting is cancelled due to lack of a quorum, a notice of such cancellation shall be immediately prepared and posted with the original agenda of the cancelled meeting. A special meeting may then be called with the appropriate minimum of 48 hours' notice to the county clerk. The agenda for the special meeting shall include all of the items listed on the agenda of the regular meeting.

If a quorum is present in person at the meeting site, but the meeting needs to be relocated due to lack of space, building problem, etc., a motion to reconvene the meeting at another place will be made and voted upon. If the board decides to reconvene the meeting, the decision will be announced and a written notice will be posted with the original agenda showing the date, time and place of the reconvened meeting. The minutes of the original meeting will reflect the decision to reconvene and the full announcement.

Reference: OKLA. STAT. tit. 25, §§ 303, 304, 307.1 (2021), 311

Revised by vote of the Board of Education, August 10, 2021

BOARD OF EDUCATION MEETING PUBLIC PARTICIPATION

All regular, special and emergency meetings of the Durant Board of Education shall be open to the public.

The board wishes to hear the viewpoints of citizens throughout the district and considers the responsible presentation of these viewpoints vital to the efficient operation of the school system. The board also recognizes its responsibility for the proper governance of the schools and the need to conduct its business in an orderly and efficient manner. The board, therefore, adopts the following procedures for public participation:

1. District patrons in attendance at a regular meeting of the board of education may comment on items that are scheduled on the agenda under the "Comments from the Public" agenda item.
2. Patrons wishing to address the board of education concerning agenda items must register their intention with the clerk of the board at the start of the meeting.
3. The president of the board of education will recognize speakers, maintain proper order, and adhere to time limits. A maximum of three (3) minutes will be allotted for "Comments from the Public" at each regular board meeting.
4. Board members and administrative staff will not respond to questions from the public. Proper questions from members of the public will be referred to the superintendent for later report to the board.
5. Patrons wishing to make a formal presentation to the board of education shall contact the superintendent in writing at least seven (7) days prior to the regular meeting date. The individual or group will be given an opportunity to present material as a regular item on the agenda.
6. Members of the public shall not be recognized while the Board is conducting its official business.
7. No person who has publicly announced or filed as a candidate for public office may use the public comment portion of the board meeting as a forum for campaigning. School board policies, state and federal law have established separate and distinct procedures and forums for the resolution of employee grievances, employee complaints, employee suspensions and terminations, and complaints against individual employees, student suspensions and appeals and litigation. To avoid circumvention of those separate proceedings and to assure fairness to all parties concerned, no person will be allowed to speak regarding the following:

- A. An issue in a pending lawsuit, complaint or investigation filed with an outside agency, in which the school district, its employee(s) or the board of education is a party;
- B. A pending grievance;
- C. A pending employee complaint filed with the school district or an outside agency;
- D. A complaint against individual employee(s);
- E. Employee disciplinary action, suspension or termination; or
- F. A pending student suspension or appeal that may reach the board of education.

The board of education will not hear from any school district employee who has not taken his or her employment-related concern through the appropriate chain of command in an effort to resolve the matter at the lowest possible level. Employees are required to take their concerns to their immediate supervisor, the building principal, the superintendent and only then to the board of education.

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

REQUEST TO ADDRESS BOARD OF EDUCATION

I request permission to address the Durant Board of Education on the following topic:

(Date)

(Name)

(Street Address)

(City) (State) (Zip)

(Representing)

RULES OF ORDER

In matters of procedure not covered by law or board policies, Robert's Rules of Order for Small Boards shall govern, except that all motions must be seconded and all action items shall require a motion.

The following rules of order may be subject to suspension only upon a majority vote of the members of the board present at a meeting.

1. A quorum being present, the president or, in his/her absence, the vice-president, shall take the chair and proceed with the business.
2. Should both the president and vice-president be absent at the appointed time for the meeting to convene, and should a quorum then be present, a president pro tempore shall be elected to serve for such meeting or until either the president or vice-president should appear.
3. Under the "Comments from the Board" agenda item, members of the board of education may schedule specific topics for discussion at the meeting and comment on these items or other scheduled agenda items. Board members may schedule specific topics on the agenda by contacting the superintendent twenty-four hours prior to the meeting date (excluding Saturdays and Sundays.) The president of the board shall recognize board members wishing to speak, maintain order and adhere to time limits, if any, established by the board. Personal attacks directed to other members of the board of education or administrative staff shall not be tolerated.
4. The right to vote on every question is vested in the president by virtue of his/her membership on the board of education. Normally, the president will vote last, thereby breaking any tie votes.
5. A motion made must be seconded and must then be repeated distinctly by the president or read aloud before it is debated, and every motion shall be reduced to writing in the minutes.
6. Any member who shall have made a motion shall have the liberty to withdraw it with the consent of his/her second before any debate has been had thereon, but not after such debate has been had without leave being granted by the board.
7. The consideration of any questions may be postponed to a fixed time or the question may be suppressed altogether by an indefinite postponement.
8. A motion once voted down shall not be renewed at the same meeting without the consent of the number of members required for adoption.

9. When any business is brought regularly before the board, the consideration of the same shall not be interrupted except by motion for adjournment, to lay on the table, for the previous question, for postponement, for commitment or for amendment.
10. A motion for adjournment shall always be in order and shall be decided without debate except that it cannot be entertained when the board is voting on another question or while a member is addressing the board. Adjournment is an act and not an announcement.
11. The first person recognized by the president as desiring to speak shall have the right to the floor.

ADMINISTRATION IN ABSENCE OF POLICY

It is the policy of the Durant Board of Education that, upon the recommendation of the superintendent or another member of the administrative staff, the board will adopt general and personnel policies to serve as a basis for the administration of the school and as a guide to the administrative staff and other employees in conducting their respective duties. The policies will be in published form and available to employees, students, patrons, representatives of the State Department of Education and others as requested under the Oklahoma Open Records Act.

In cases where action must be taken involving the operation of the school district and where no guidelines have been established by board of education policy, the superintendent will have the authority to act. In such cases, the superintendent shall use his/her own best judgment based on what he/she believes the policy would be if it existed. Such emergency policy decisions will be reported to the president as soon as practical and to the board of education at its next meeting. The board will then determine whether a permanent policy should be established.

BOARD POLICIES

The Durant Board of Education believes that the formulation of school policy is its primary function and responsibility.

School policies are statements that set forth the goals of the community and the board of education. School policies serve as guidelines for the successful and efficient functioning of the school system. They create a framework within which the administrative staff can successfully discharge its responsibilities in organizing and carrying out a sound educational program.

Policies may be cooperatively developed by the board of education working with students, teachers and parents, but the final authority rests solely with the board. The execution of school policy is the responsibility of the superintendent and the administrative staff.

A board policy statement may be added or an existing policy statement may be changed or deleted at any board meeting by the approval of a majority of the membership, provided such action is properly announced by the agenda of that meeting.

In an effort to keep its written policies current so that they may be used consistently as a basis for board action and administrative decision, the board shall review its policies as needed. It shall rely on the school staff, students and the community to provide evidence of the effect of the policies. The superintendent is responsible for calling to the board's attention all policies that are out of date or need revision.

GOALS FOR THE SUPERINTENDENT OF SCHOOLS

The superintendent of schools shall endeavor to:

1. Implement a school improvement plan based on effective schools research;
2. Be visible in the school buildings and in the community;
3. Improve the efficiency of district business and management procedures;
4. Move toward a balanced budget and a responsible carryover;
5. Implement the administrator leadership academy;
6. Communicate the successes of the school district;
7. Take time for meditation;
8. Be actively involved at the state and national levels in education;
9. Bring the school district together;
10. Enhance the role of board members in school improvement.

**BOARD OF EDUCATION
EXECUTIVE OFFICER – SUPERINTENDENT**

The Durant Board of Education recognizes that the superintendent of schools is the executive officer of the board of education and the administrative head of the school system. The superintendent must hold an administrator's certificate recognized by the State Board of Education. If the superintendent is employed for the first time in Oklahoma, he or she must attend training seminars as required by the Oklahoma Department of Education. The following duties have been established for the office of the superintendent of schools:

1. The superintendent is the executive officer of the board and the leader of the educational forces of the community. The board shall seek the superintendent's recommendation on school matters.
2. The superintendent shall attend the meetings of the board (except when his/her employment is being considered) and advise the board on all school matters.
3. The superintendent shall make recommendations to the board of candidates for principal, teacher and supervisory positions, as well as other employees of the school system as the need arises. The board shall not normally employ a school employee against the recommendation of the superintendent. The board will direct the superintendent to make additional recommendations if necessary.
4. The superintendent shall devote himself or herself to the study of public educational trends, keep the board informed on conditions of the schools of the district, and present recommendations for the determination of policy. The superintendent shall, once policies have been established, devise ways and means for their operation and make periodic reports on the success of such policies.
5. All purchases of supplies, materials or equipment shall be made on authority of a purchase order approved by the superintendent.
6. Responsibility for the operation and maintenance of the lunch program is delegated to the superintendent. Monthly reports regarding the financial status of the program shall be made available to the board of education.
7. Responsibility for the operation and maintenance of the activity funds shall be delegated to the superintendent.
8. The superintendent shall prepare procedures for admitting non-resident children who apply for permission to attend school in this district, and for the transfer of children who apply for permission to attend schools in other districts.
9. The superintendent shall be responsible for the administration of suspensions and exclusions of children of compulsory school age for any reason.

10. The superintendent shall be responsible for providing the ways and means for teaching the subjects required by the State Board of Education and such other subjects as may be designated or approved by the Durant Board of Education.
11. The superintendent shall administer a complete high school course, consisting of a three-year middle school, and a four-year senior high school program, in conformity with the regulations established by the State Department of Education.
12. The superintendent shall have all school accounts audited each year and a copy of the audit filed with the clerk of the board of education.
13. The superintendent shall visit personally all the schools of the district as often as practical, carefully observing the methods of instruction and the discipline of teachers; suggest improvements; remedy defects in their management; advise as to the best methods of instruction and discipline; and pay special attention to the classification of students, the program of studies and the apportionment of time allotted to each of the prescribed subjects.
14. The superintendent shall secure adequate plant facilities; standardize supplies, equipment and other materials used in the school; and formulate standard procedures for purchasing equipment in all departments of the school.
15. The superintendent shall prepare a well-coordinated budget by requiring the various divisions of the school system to participate in its development.
16. The superintendent shall have the authority to close any of the public schools in case of emergency.
17. The superintendent shall visit schools in other cities to observe developing educational trends and to suggest appropriate means for the advancement of the Durant Public Schools.

The renewal of the superintendent shall be considered by the board and announced no later than its regular meeting in January each year. It is the duty of the president of the board to notify the superintendent as soon as possible following the board's decision.

BOARD-SUPERINTENDENT RELATIONSHIP

Delegation by the board of its executive powers to the superintendent provides freedom for the superintendent to manage the schools within the board's policies and frees the board to devote its time to policy making and other governance functions.

The board holds the superintendent responsible for the administration of its policies, the execution of board decisions, the operation of the internal machinery designed to serve the school program, and for keeping the board informed about school operations and problems.

The board as a whole, as individual members, shall:

1. Give the superintendent full administrative authority for properly discharging his or her professional duties, holding him or her responsible for acceptable results.
2. Except under extraordinary circumstances, act only upon the recommendation of the superintendent in matters of school personnel.
3. Hold all meetings of the board in the presence of the superintendent except when the superintendent's contract and salary are under consideration.
4. Refer all complaints to the superintendent and discuss them only at a board meeting after administrative solutions fail to resolve the complaints.
5. Strive to provide adequate safeguards around the superintendent and other staff members.
6. Present personal criticisms of any employee directly to the superintendent.

TERM OF OFFICE AND SALARY OF SUPERINTENDENT

The superintendent of the Durant Public Schools shall be employed for a term specified by this board and will be employed on a twelve-month basis, with vacation time to be agreed upon. The salary of the superintendent, including all fringe benefits, if any, will be determined prior to the execution of an employment contract and shall be stated therein.

It is the policy of this board to consider the issuance of the superintendent's contract each year to insure continuity and stability in the office. The renewal of the contract shall be considered in January, each year, or at some other date as determined by the board. In its discretion, the board may contract with the superintendent for a term as mutually agreed upon, but not to exceed three years beyond the fiscal year in which the contract is approved by the board and accepted by the superintendent.

Prior to considering the superintendent's contract for renewal, the board shall complete and present to the superintendent an evaluation form pertaining to the superintendent's performance.

The superintendent's employment contract shall include terms and conditions as agreed upon in writing by the board and the superintendent and will be filed by the superintendent with the State Department of Education within fifteen (15) days after it is signed. The board may not pay any salary, benefits or other compensation not specified in the contract on file and may not pay any amounts for accumulated sick leave or vacation leave benefits not calculated on the same formula used for determining payments for such benefits for other full-time employees of the district.

EVALUATION OF THE SUPERINTENDENT

The Durant Board of Education, in recognition of its accountability to the people of Durant and its obligations under state law, will conduct an annual formal evaluation of the superintendent of Durant Public Schools. The evaluation shall be conducted toward the goal of improving Durant Public Schools through an improving superintendency.

Members of the board will first evaluate the superintendent independently, using a written form adopted by the board for this purpose. The board will convene to discuss the assessments and to prepare a composite evaluation. The composite evaluation will be discussed by the full board and the superintendent. The board and the superintendent will each retain a copy of the written evaluation report.

Evaluation of the superintendent shall be conducted in such manner as to:

1. Provide positive and constructive feedback to the superintendent that will support and promote the superintendent's professional growth and development;
2. Help the board evaluate its work in planning the educational program in this community;
and
3. Strengthen the working relationship between the board and the superintendent by providing a comprehensive vehicle of communication.

LINE IN STAFF RELATIONS

Unless limited by statute or board action, any of the powers and duties assigned to the superintendent may be delegated. The superintendent shall be responsible to the board for the execution of delegated powers and duties.

Lines of authority shall be clearly outlined by the superintendent by means of organization charts, job descriptions and administrative regulations and procedures, as needed.

Line Relationships

1. General

- A. Each employee in the district shall be responsible to the board of education through the superintendent of schools.
- B. Whenever possible, each member of the staff shall be made responsible to only one immediate supervisor for any one function.
- C. In the absence of the superintendent, the assistant superintendent shall be the person in charge.

2. Instructional Program

The principal shall have line authority over the following positions assigned to the principal's building, and the employees shall report directly to the principal:

Assistant principal
Directors of Vocational Education,
Instrumental Music and Athletics
Counselors
All teachers, including specialized teachers

3. Operational (Support Services)

- A. The Director of Maintenance will report directly to the superintendent of schools. The Directors of Public Information and Compensatory Education, Indian Education, Transportation and Food Services will report to their assigned assistant superintendent.
- B. The principal shall have direct line authority over all support personnel assigned to the building, including but not limited to:
Secretaries
Clerical assistants
Teachers' assistants
Cafeteria workers
Custodians

Staff Relationships

1. Instructional

- A. The superintendent shall clarify the working relationships between the board of education and the superintendent, between the superintendent and the assistant superintendents, building principals, and other administrative-supervisory personnel and between the principals and their respective staffs in regulations issued by the principals, which shall be of such nature that they foster cooperative, effective administration. The quality of personal relationships existing between members of the staff is more important than the organizational structure.
- B. A cooperative advisory relationship shall be maintained between the following:
 - Assistant superintendents
 - Building principals
 - The principal and instructional and curriculum specialists
- C. All auxiliary supervisory personnel and coordinators of instruction, whether members of the building staff, the central office staff, a regional service center, or the State Department of Education, shall work through the principal in the performance of their duties within the school.

2. Operational Staff (Support Services)

- A. Where the activities of operational and other non-instructional personnel are related to the authority of the principals and conflict arise, the schedule and details of their activities shall be determined by conference among the persons involved. If agreements cannot be reached, the final determination shall be the responsibility of the superintendent.
- B. A cooperative, working relationship shall be maintained between the following:
 - Assistant superintendents and all administrative and supervisory personnel
 - Director of Maintenance and building principals
 - Director of Transportation and building principals
- C.** All operational personnel, whether members of the building staff or operational staff shall work through the principal in the performance of their duties within the school.

SECTION C

BUSINESS AND SUPPORT SERVICES

3000

MANAGEMENT AND INVESTMENT OF FUNDS

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. Investment programs administered by the state treasurer; or

11. 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, provided sufficient liquidity is available to meet major outlays, that general fund investments may exceed 15 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.

1. 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.
2. All securities will be in book entry form, and physical delivery of securities will be avoided.
3. 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.
4. 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.

Revised by vote of the Board of Education, December 3, 2012

Revised by vote of the Board of Education, August 13, 2019

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 school's 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.\

**FINANCIAL GIFTS TO THE DISTRICT UNDER THE OKLAHOMA EQUAL
OPPORTUNITY EDUCATION SCHOLARSHIP ACT**

In addition to the procedure for accepting gifts outlined in the District's *Public Gifts to the Schools* policy, the District, and approved public school foundations, may also accept financial contributions from individuals and business entities consistent with the *Oklahoma Equal Opportunity Education Scholarship Act* ("OEOESA"). When doing so, the District, and any approved public school foundation, shall follow the application, registration, reporting, and continuing eligibility requirements outlined in OKLA. STAT. tit. 68, § 2357.206 and O.A.C. 710: 15-50-115.1. The District shall also follow the guidelines set forth in this policy.

Definitions

As used in this policy, the following words and phrases are defined as follows:

"Public school foundation" means a nonprofit entity formed pursuant to the laws of Oklahoma that is exempt from federal income taxation pursuant to either Sections 501(c)(3) or 509(a) of the Internal Revenue Code of 1986, as amended, which must also be approved by the Oklahoma Tax Commission ("OTC" or "Tax Commission") and the Board of Education prior to accepting qualifying donations under the OEOESA;

"Educational improvement grant" means a grant to an eligible public school to implement an innovative educational program for students, including the ability for multiple public schools to make application and be awarded a grant to jointly provide an innovative educational program; and

"Innovative educational program" means an advanced academic or academic improvement program that is not part of the regular coursework of a public school but that enhances the curriculum or academic program of the school or provides early childhood education programs to students.

Application, Continuing Eligibility, and Posting Requirements

Before accepting any financial gifts pursuant to the OEOESA, the District must first be approved by OTC, which shall be accomplished by submitting its application on a form prescribed by the Tax Commission.

Thereafter, so that it may maintain its eligibility to receive donations under the OEOESA, the District shall, in compliance with the administrative rules promulgated by OTC and the Oklahoma State Department of Education, annually report to OTC the following information on a prescribed OTC form (that shall be made available to the District by May 1st of each year) and annually publish this same information on the District's website by September 1st of each year:

1. The name of the innovative educational program or programs and the total amount of grant or grants made to those programs during the immediately preceding school year;

3110.1

2. A description of how each grant was utilized during the immediately preceding school year and a description of any demonstrated or expected innovative educational improvements;
3. The names of the public schools where innovative educational programs that received grants during the immediately preceding school year were implemented;
4. Where the District collects information on a county-by-county basis; and
5. The total number and total amount of grants made during the immediately preceding school year for innovative educational programs at the public school by each county in which the organization made grants.

Information Collection, Reporting, and Notification Requirements

To comply with its statutory reporting requirements under the OEOESA, the District shall collect information from each contributor which will allow OTC to accurately determine the identity of the contributor. By January 10th of the year immediately following each calendar year, the District shall then electronically provide OTC with the following information on each contribution accepted during such taxable year:

- The District's federal employer identification number;
- The name of each contributor and sufficient other information to accurately determine the identity of each contributor, which must include each contributor's social security number (SSN);
- The date and dollar amount of each contribution; and
- Whether the taxpayer made a written commitment to contribute the same amount for one additional consecutive year.

At least once each taxable year, the District shall notify each contributor that Oklahoma law provides for a total, statewide and per-school district cap on the amount of income tax credits allowed annually. Additionally, at least once each year when OTC publishes the percentage of the contribution which may be claimed as a credit by contributors for the most-recently completed calendar year on the Tax Commission's website (which will be made available by OTC no later than February 15th of each year), the District shall notify contributors of that amount in writing.

Any time the District issues any notice to contributors pursuant to the OEOESA, the following disclaimer shall also accompany the notice:

"This information is provided to you pursuant to the District's legal obligations under the *Oklahoma Equal Opportunity Education Scholarship Act*, OKLA. STAT. tit. 68, § 2357.206. The District does not provide tax, legal, or accounting advice. This material has been prepared for informational purposes only; it is not intended to provide tax, legal, or accounting advice and should not be relied on by you for those purposes. Because tax rules are complex, change frequently, and are dependent upon individual circumstances, consult your tax, legal, and/or accounting advisor(s) before engaging in any transaction regarding this information."

On or before April 30, 2024, and once every four (4) years thereafter, the District shall submit an audited financial statement along with information detailing the benefits, successes, or failures of the programs to the following entities: 1) OTC, 2) the Governor, 3)

the President Pro Tempore of the Senate, and 4) the Speaker of the House of Representatives.

Board Approval of Public School Foundations Under the OEOESA

Prior to accepting any OEOESA donation from a public school foundation, the Board must first approve the foundation. The District may approve those foundations which, according to the Board's sole determination, advance the educational objectives of the District, are beneficial to students, meet the requirements of this policy, and have submitted to the Board a copy of the foundation's approved OTC application to receive OEOESA contributions pursuant to OKLA. STAT. tit. 68, § 2357.206(L)(1).

Reference: OKLA. STAT. tit. 68, § 2357.206, O.A.C. 710: 50-15-115.1

Approved by vote of the Board of Education, August 17, 2022

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 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 or bids in the following manner:

- Less than \$5,000 Quotes shall be obtained verbally. Purchase order may be approved by the Superintendent or Superintendent's designee.
- \$5,000 to \$20,000 Quotes shall be obtained in written form. Purchase order may be approved by Superintendent or Superintendent's designee.
- \$20,000 to \$50,000 Quotes shall be obtained in written form or by formal request for proposal in accordance with procedures established by the Superintendent. Purchase order or contract must be submitted to the Board of Education for approval before the award is made.
- \$50,000 and over Sealed bids shall be required. Purchase order or contract must be submitted to the Board of Education for approval before the award is made.

A summary of quotes and/or proposals shall be attached to purchase orders. Where only one source exists for goods or services, that fact should be noted on the purchase order and waiver of competitive bid or quote must be specifically approved by the Superintendent or Superintendent's designee or, where applicable, by the Board of Education.

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.

Exemption from Bidding/Quotation Requirements

The following goods and services are exempt from bidding and quotation requirements:

- Professional services (audit services, construction management services, architectural services, legal services, insurance, medical services).
- Travel services (airfare, accommodations, etc.)
- Textbooks, student workbooks, library/media books, maps and globes, and educational and training videos
- Items available for purchase on an existing state contract, or through the cooperative bidding of another governmental entity.
- Used furnishings, equipment and uniforms.

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

The Board authorizes the Superintendent to declare an emergency, waive quotation or bidding requirements and approve emergency expenditures not to exceed \$35,000. The Superintendent shall notify the Board of Education of such action at the next regularly scheduled board meeting.

For the purpose of this section an emergency purchase refers to the purchase and procurement of goods or services necessary to address conditions resulting from a sudden, unexpected happening or unforeseen occurrence or condition which endangers public health or safety or where prompt action is necessary to protect property of the District or to avoid interruption of critical school business.

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

Revised by vote of the Durant ISD Board of Education May 6, 2013

PROCUREMENT

General Fund Monies

To ensure fair and open competition in the purchase of needed equipment and supplies, the district shall seek quotes or proposals in the following manner:

Quotes/Requests for Proposals:

- Less than \$2,000 Shall be secured verbally. Purchase order may be approved by the superintendent or superintendent's designee.
- \$2,000 to \$10,000 Shall be obtained in written form from the supplier. Purchase order may be approved by superintendent or superintendent's designee.
- \$10,000 and over Shall be secured by sealed quotes or by formal request for proposal in accordance with specific procedures established by the superintendent. Purchase order or contract must be submitted to the board of education for approval before the award is made.

A summary of quotes and/or proposals will be attached to purchase orders.

Bids

No contract involving an expenditure of more than \$100,000 (or any construction management trade contract or subcontract exceeding \$50,000) for the purpose of constructing a building or making any improvements or repairs to school buildings shall be made except upon sealed bids in accordance with the Public Competitive Bidding Act of 1974, OKLA. STAT. tit. 61, § 101 et seq. (the "Act"). No contract shall be split into two or more contracts involving sums below this threshold for the purpose of avoiding the requirements of the Act. The Act does not prohibit the district from erecting a building or making improvements on a force account basis. The term "force account" means the purchase of necessary materials and the use of the district's regularly employed staff to provide necessary labor.

New busses shall be purchased from the list maintained by the State Board of Education by sealed bid at a price not greater than the price filed with the State Board of Education in accordance with the provisions of OKLA. STAT. tit. 70, § 9-109.

Federal Funds

All purchases with federal funds will be made in accordance with the specific requirements associated with those funds (i.e., child nutrition, Title I, grants, etc.). These expenditures must be made in accordance with the Uniform Guidance, when applicable.

Reference: 61 OKLA. STAT. §103, 70 OKLA. STAT. §9-109

Adopted by vote of the Board of Education, August 10, 2021

Revised by vote of the Board of Education, August 17, 2022

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.

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
Revised by vote of the DISD Board of Education, May 6, 2013

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.

SALE OF SCHOOL DISTRICT SURPLUS PROPERTY**Real Property**

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

1. Prior to requesting bids for a property, the district will have the property appraised by at least two (2) disinterested, qualified, appraisers chosen by the superintendent. If the superintendent deems it appropriate additional appraisals may be obtained. All appraisals will be confidential until after the property is sold. When the property is sold, all appraisals will be made available for public inspection. Any appraisal must be made within six (6) months of the date on which the property is offered for public bid.
2. The superintendent will prepare a notice to bidders advising that sealed bids for the purchase of a property will be received by the district at a time and place designated in the bid notice. The bid notice will require each bidder to state, in his or her bid, the intended use of the property. This use may be a factor in determining the successful bidder.
3. The bid notice will be published at least ten (10) days prior to the bid opening in at least one (1) issue of a newspaper of general circulation in the county in which the property is located. The bid notice may be published in additional newspapers or advertised by additional means at the discretion of the superintendent or by direction of the board of education.
4. The bids will be opened at the time and place specified in the bid notice and the bids will be referred to the board of education for acceptance or rejection. The board of education will reserve the right to reject any and all bids or to accept any particular bid.
5. Surplus real estate will not be sold at private sale unless the real estate has first been offered for sale by public sale or public bid and all such bids have been rejected.
6. Surplus real estate will not be sold at a public or private sale for less than 75% of the appraised value as determined by averaging the property appraisals.
7. Surplus real estate will not be sold to any bidder for less than 75% of the appraised value.
8. Any conveyance of real estate by private sale to a non-profit organization, association, or corporation to be used for public purposes, unless for exchange, will contain a reversionary clause which returns the real estate to the district upon cessation of the use without profit or for public purposes by the purchaser or the assigns of the purchaser.

Personal Property

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

1. The board must declare the property surplus during a regular or special board meeting. The meeting agenda (or an attachment to the agenda) must contain a description of all property to be declared surplus.
2. After the board has declared the property surplus, the superintendent is authorized to use the most economical and beneficial means to dispose of the property. These methods may include sale (public auction, written bids, online services, etc.), trade, salvage/scrap, discard, or any other means the superintendent determines to be appropriate based on the condition of the property and the totality of the circumstances. If property is sold or traded, the district must receive reasonable compensation.
3. The superintendent or designee will maintain records regarding disposition of surplus property for five years from disposition of the property.
4. Surplus computers, copiers, and other electronics that store data must be either electronically wiped clean or have the hard drive destroyed so that any sensitive or confidential information (social security numbers, health information, personal identification information, school financial information, licensed software, etc.) cannot be recovered from the equipment.
5. Partner school districts may be given an opportunity to take any needed surplus personal property.
6. School board members (and their second-degree relatives) are prohibited by state law from purchasing property from the district.
7. District employees (and members of their immediate families) who recommend that property be declared surplus are prohibited from obtaining the surplus property either directly or indirectly.

Leased Property

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

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

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

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

Revised by vote of the Durant Board of Education, August 13, 2018

Revised by vote of the Durant Board of Education, August 10, 2021

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.

SAFETY DRILLS

The board of education has appointed a committee composed of the superintendent and other designated personnel for the purpose of developing and maintaining the district's emergency plans. A crisis plan will be developed by local officials and the Safe School Committee to provide guidance for those responsible for the safety of students and property.

A minimum of 10 safety drill activities per year will be planned and implemented by the superintendent, the fire marshal, or other civil authorities, to ensure orderly movement of students to the safest available space(s) should an emergency occur. Whenever drills occur, all individuals on campus will fully participate in the drills. The following drills will be conducted each school year:

- Security (4 drills per year at different times of day; 1 drill within the first 15 days of the start of each semester and 1 other drill per semester)
- Fire (1 drill within the first 15 days of the start of each semester)
- Tornado (1 drill in September and 1 drill in March)
- Other drills such as security, fire, tornado, terrorism, suicide, weapons, etc. (2 drills per year)

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. Building principals are responsible for documenting each of the safety drills which are conducted and filing a copy of the documentation at the school site, with the district's administrative office, and with the Oklahoma School Security Institute.

Emergency preparedness will be discussed with teachers and students at least once per semester or as deemed necessary by the building administration. Each classroom shall post a copy of rules, evacuation signals, evacuation routes and emergency procedures. Teachers will discuss these procedures with each class using the room during the first day(s) of the school year.

All teachers and staff members shall make themselves familiar with safety procedures. During an actual emergency or a safety drill, teachers are responsible for following all procedures, including ensuring that doors and windows are closed appropriately, electrical circuits and gas jets are turned off, order is maintained, and all students are either accounted for or promptly reported missing to the building principal.

In the case of building evacuations, all meeting areas will be at least 50 feet away from buildings and driveways.

Reference: OAC 210:35-13-115, Okla. Stat. tit.70&5-149

Revised by vote of the Board of Education, August 5, 2013
Revised by vote of the board of Education, August 8, 2016

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.

EMERGENCY PREPAREDNESS AND MANAGEMENT

The board of education is committed to ensuring that the District is prepared to address potential emergencies and to ensure that it can address emergencies in the most appropriate and efficient manner to provide a safe and healthy school environment.

The purpose of this policy is to address emergency preparedness and management. In the event of an emergency situation (including but not limited to fire, natural disasters, severe weather, acts of terror, health emergencies, and any other emergency situation) the superintendent is responsible for developing specific plans and procedures in accordance with this policy.

This policy is not intended to replace any current safety plans as related to evacuation procedures for fires, or severe weather sheltering

Definitions

“Prevention” means the capabilities necessary to avoid, deter, or stop an imminent crime or threatened or actual mass casualty incident. It refers to the actions the District and schools will take to prevent a threatened or actual incident from occurring.

“Protection” means the capabilities to secure the District and its schools against acts of violence and man-made or natural disasters. It focuses on ongoing actions that protect students, teachers, staff, visitors, networks, and property from a threat or hazard.

“Mitigation” means the capabilities necessary to eliminate or reduce the loss of life and property damage by lessening the impact of an event or emergency. It also means reducing the likelihood that threats and hazards will happen.

“Response” means the capabilities necessary to stabilize an emergency once it has already happened or is certain to happen in an unpreventable way, to establish a safe and secure environment, to save lives and property, and to facilitate the transition to recovery.

“Recovery” means the capabilities necessary to assist the District and schools affected by an event or emergency in restoring the learning environment.

General Emergency Preparedness

In the event an emergency arises that is not otherwise specifically covered in this policy, the District will follow the general procedures outlined below, leaving discretion to the superintendent or the superintendent’s designee(s) to address specific situations against the backdrop of this and other applicable board policies.

Decision-Making Authority

The board of education grants the superintendent the authority to decide when an emergency exists and to communicate that emergency to employees, students, and appropriate stakeholders by the means appropriate to the nature of the emergency. Depending upon the type and severity of the emergency, the superintendent and District administrators may implement the following responses: Shelter in Place, Lockdown, Evacuation, School Closure, and any other response the superintendent and/or administrators deem appropriate under the circumstances. The superintendent may appoint or meet with a committee to discuss the needs of the District and to implement appropriate steps recommended by the committee to plan for and respond to emergencies. The board of education grants the superintendent the authority to delegate appropriate tasks to members of a committee and administrators in planning for and responding to emergencies. After an emergency arises, the board of education may convene, pursuant to procedures provided in the Open Meeting Act, to discuss any necessary topic relevant to the District's handling of the situation as soon as practicable, including calling either a special or emergency meeting if necessary. The board of education shall convene under this provision in any situation that the superintendent believes a school closure of more than three days is required. In that meeting, the superintendent shall report on the emergency, including any steps taken. The board grants the superintendent the authority to take any necessary actions, delegate authority, and implement any necessary responses, including temporary school closures, prior to meeting with the board. Thereafter, the board will take further appropriate action.

Actions to be Taken

Any action taken under this policy by the board of education or the superintendent will be made in accordance with applicable state and federal laws, regulations, and guidance; and recommendations from emergency management officials, law enforcement, health authorities, and other appropriate agencies and resources. Actions will be based upon sound information and data, and any plans and procedures that are developed will be evaluated and updated as new information becomes available.

Communication

Throughout every phase of emergency preparedness and management, clear, accurate, and timely communication with employees, students, and (as appropriate) with stakeholders will be accomplished by designated personnel.

School Closure/Evacuation

When responding to an emergency, if the superintendent or board of education determines that it is in the best interest of the District that schools should be closed and/or evacuated, appropriate measures shall be designed and implemented to ensure the safety and transportation of students; essential functions of the District shall continue to the extent practicable. In the event of a long-term closure of schools [for more than five days], the measures shall address the following topics: continuity of instruction, school lunch programs, access to student records, purchasing services, payroll/benefits administration,

maintenance, and health services. Furthermore, the superintendent shall ensure that all stakeholders are adequately informed through appropriate communications.

Nondiscrimination

In addressing emergency preparedness and management, the District will be mindful of its obligation to protect the rights of its students and employees, particularly in regard to Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, and Title VI of the Civil Rights Act of 1964. The District will respond appropriately to allegations of discrimination regarding emergency preparedness and management.

HEALTH EMERGENCIES

The board of education seeks to provide an environment which is safe for all students and employees, while maintaining the dignity and privacy of individuals infected with contagious health conditions which constitute a health emergency.

This policy outlines the procedures the District will utilize to address health emergencies. The superintendent, after consultation with state and federal authorities, the State Board of Education, as well as appropriate guidance from the Centers for Disease Control (CDC), the Oklahoma Department of Health, and the Bryan County Health Department, is authorized to take any other action the superintendent deems necessary to address a health emergency. Ongoing research regarding contagious health conditions may require modification of this policy and procedures to meet a health emergency.

For purposes of this policy, “contagious health conditions” are serious illnesses that are capable of being transmitted to others via the air or casual physical contact between persons or contaminated surfaces.

Prevention

The District will be proactive in preventing the spread of contagious health conditions and educate students, employees and appropriate stakeholders on their responsibility to prevent the transmission of these conditions. The board of education encourages all its employees and students to protect their personal health.

In consultation with appropriate health guidance and authorities, the following preventative measures will be implemented and communicated to students, employees and stakeholders:

1. Handwashing – The CDC recommends that every person wash their hands with clean, running water and soap; lather their hands by rubbing them together with soap (including the backs of the hands, under fingernails, and between fingers) for at least 20 seconds; rinse their hands well under clean, running water; and dry their hands using a clean towel or air drying them. If no soap and water is available, hand sanitizers may be used, but these do not remove all types of contaminants. If hand sanitizer is used, it should be rubbed all over the surface of one's hands until dry. Students and employees shall be encouraged to wash their hands in compliance with CDC guidelines.

2. Cough and Sneeze Hygiene – Students and employees should use a tissue to cover their mouths and noses when they sneeze or cough. Used tissues should be promptly discarded in a wastebasket, and hands should be washed with soap and water or hand sanitizer. Where tissues are unavailable, persons should sneeze or cough into their elbow and should not use their hands. If hands become contaminated due to sneezing or coughing, appropriate handwashing should promptly follow. Additionally, the touching of eyes, noses, or mouths should be avoided.
3. Masks – Employees, students and stakeholders shall wear a face mask at all times directed by the superintendent. In determining whether cloth face masks or other masks are permissive or required, the superintendent shall consider state and local COVID-19 conditions and requirements, guidance of the local health department, school instruction cohorts, and the ability to utilize social distancing, as well as other relevant considerations.
4. Vaccines – Vaccinations are a primary way to prevent disease and the spread of contagious health conditions. School officials shall comply with all state and federal requirements concerning vaccinations, and shall communicate the importance of vaccinations to parents and guardians.
5. Cleaning and Disinfecting – District employees shall clean and disinfect surfaces and objects that are frequently touched in school buildings and buses using appropriate materials and techniques. The District shall ensure that it has adequate supplies to support its cleaning and disinfection practices. School employees are required to follow the District's Bloodborne Pathogen Exposure Control Plan at all times when there is potential for exposure to any bodily fluid.
6. Community Education – The District shall educate students, employees and appropriate stakeholders to help them understand their role in preventing the spread of contagious health conditions, which may include language-appropriate signage, posters, emails, meetings, training, literature, and health curriculum components.

Protection/Mitigation

In addition to the above prevention measures, to protect and mitigate against the spread of contagious health conditions, the following measures may be implemented: updating all contact information for students and employees; encouraging or requiring students and employees to remain home if they are sick; encouraging students and employees to practice social distancing; sending students home if they are sick; and educating stakeholders in preventing and identifying a contagious health condition.

Response

In the event of a health emergency, the following procedures may be utilized:

1. Students and employees may be required to stay home if they are ill with a contagious health condition and may be sent home if school officials determine that they are exhibiting symptoms consistent with a contagious health condition. Students

and employees will not be allowed to return to school until a health officer or official health department (the CDC, Bryan County Health Board, licensed physician, licensed physician's assistant, health department official, school nurse, etc.) has determined that the individual is free of the condition or that there is no danger of the condition spreading to others.

2. At the sole discretion of the administration, individuals who have been exposed to a contagious health condition may be separated from healthy persons or sent home to avoid spreading the condition to others. These determinations will be done on a case-by-case basis and will be done after the consideration of guidance issued by health officials. Any action taken in accordance with this paragraph will be done, to the extent possible, in a manner that avoids embarrassment or disclosure of protected information.
3. The District shall communicate information necessary to keep stakeholders informed about any health emergency, provide stigma-mitigating information, and educate them on their roles in preventing further transmission of the contagious health condition.
4. The District shall coordinate with appropriate health agencies to appropriately report absences and seek guidance in responding to a health emergency.
5. The District shall increase its cleaning and disinfection efforts.
6. The superintendent or board of education may cancel or reschedule extracurricular activities, close schools and/or evacuate students and employees from school sites. Should this become necessary, the superintendent shall implement the School Closure/Evacuation procedures found under General Emergency Preparedness.
7. Students may receive exemptions from other board policies due to excessive absences caused by a contagious health condition.

Recovery

In recovering from a health emergency, the following procedures may be utilized as determined necessary by the superintendent: rigorous cleaning and disinfection of school facilities and buses; the provision of crisis management resources to address mental health needs; and other procedures deemed necessary. The superintendent shall communicate with appropriate stakeholders, debriefing and informing them of the District's recovery efforts. The District shall continue appropriate prevention, protection, mitigation, and response procedures listed above in preparation for potential resurgence of the health emergency. The superintendent shall also evaluate the effectiveness of the District's response to the emergency and recommend appropriate changes to this policy or the procedures used and report the results of this evaluation to the board of education.

PANDEMIC HEALTH EMERGENCIES

A “pandemic” is a serious disease that spreads over a wide geographic area where a significant portion of the population becomes infected. The District recognizes its responsibility in working together with all stakeholders to slow the spread of pandemics.

In the event of a pandemic, the District shall comply with any and all relevant directives from federal and state officials, particularly the State Board of Education concerning the pandemic. At all times the superintendent shall keep the board of education and all appropriate stakeholders informed concerning the District’s response to a pandemic. Efforts shall be made to keep the community calm and reduce panic or stigma.

Prevention

1. The superintendent shall, at least annually, coordinate with state and local health departments when reviewing and updating this policy and associated procedures.
2. The superintendent shall monitor appropriate health resources such as those of the CDC and State Department of Health for reports of pandemics, as well as coordinate with local health departments to identify and prepare strategies for addressing likely pandemics.
3. The District shall circulate materials that educate students, employees, and appropriate stakeholders concerning the signs and symptoms of a likely pandemic. It shall also teach and reinforce to students and employees the importance of following the prevention procedures listed in the Health Emergencies section above.
4. The District shall obtain materials necessary to address a pandemic outbreak and shall intensify its cleaning and disinfecting process.

District administrators shall train employees regarding identifying the symptoms of a likely pandemic and reinforce prior training on employees’ responsibilities concerning isolation of students or employees in the event of a pandemic. Should a pandemic be reported in the community, in addition to the above procedures addressing health emergencies, the superintendent shall coordinate with state and local health departments to make informed decisions, monitor and report absenteeism to those departments, communicate with stakeholders, and prepare for possible extracurricular activity cancellations, school closures, and school evacuations.

1. The superintendent shall monitor reports of illness from within the District.
2. The District shall communicate to students, employees, and appropriate stakeholders to keep them informed about developments concerning the pandemic, providing stigma-mitigating information, and informing them of their roles in preventing further transmission of the pandemic disease.
3. Students and employees shall stay home if they exhibit symptoms consistent with the pandemic illness and shall be sent home if they exhibit symptoms consistent with the pandemic illness while at school. Parents and guardians of ill students shall be

immediately informed and required to pick up their student(s). Students and employees will not be allowed to return until a health officer or official health department (e.g., the CDC, Bryan County Health Board, licensed physician, licensed physician's assistant, health department official, school nurse, etc.) has determined that the individual is free of the condition or that there is no danger of the condition spreading to others in the school environment. Depending upon the guidance issued by health authorities, students and employees may be prohibited from entering school facilities or participating in school events until a period of self-quarantine has expired.

4. Individuals who have been exposed to a pandemic disease shall be separated/isolated from healthy persons in a manner that addresses symptoms and avoids embarrassment or disclosure of protected health information. Parents and guardians of students who have been exposed to a pandemic disease shall be immediately informed and required to pick up their student(s). Depending upon the guidance issued by health authorities, students and employees may be prohibited from entering school facilities or participating in school events until a period of self-quarantine has expired.
5. If the District believes that school employees or students have been exposed to a person who has been confirmed to be infected with the pandemic disease or to a person subject to self-quarantine procedures by health officials, the District will, to the extent possible, communicate that exposure to affected individuals in a way intended to protect the privacy of the affected individual.
6. If any school employee, student, or school patron is confirmed to have been infected with the pandemic disease and has attended school within the previous two-week period, they should notify school officials as soon as possible.
7. The District shall communicate and coordinate with appropriate federal and state authorities, as well as local health agencies, to report absences and seek guidance in responding to the pandemic.
8. The District shall further intensify its cleaning and disinfection efforts.
9. The superintendent or board of education shall cancel or reschedule extracurricular activities as necessary.
10. If appropriate, the superintendent or board of education may close schools and/or evacuate students and employees from school sites. Should this become necessary, the superintendent shall implement the School Closure/Evacuation Procedures found in the General Emergency Preparedness section above.
11. In the event of a school closure due to a pandemic disease, the superintendent shall cause all affected areas of the District to be closed off and be thoroughly cleaned and disinfected, focusing on frequently-touched surfaces and using products approved by the EPA to kill the disease associated with the pandemic. Guidance on cleaning and disinfection from the CDC shall be consulted and adhered to.

12. The superintendent shall seek the guidance of local health agencies and follow all directives from the State Department of Education regarding when District school sites shall be reopened.

References: The Readiness and Emergency Management for Schools Technical Assistance Center (REMS): *The Role of Districts in Developing High-Quality School Emergency Operations Plans*; REMS: *The Guide for Developing High-Quality School Emergency Operations Plans*; The Centers for Disease Control and Prevention (CDC): *Coronavirus Disease 2019 (COVID-19) Guidance for School Settings*; CDC: *Handwashing: Clean Hands Save Lives*; CDC: *Environmental Cleaning and Disinfection Recommendations*; OKLA. STAT. tit. 63, §§ 638.1–68

Adopted by the Board of Education, August 18, 2020

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 teachers 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.

(Phone) ORIGINATION OF THREAT (Mail)

Emergency Contacts
Dispatch Officer
Secure Line

Supt. Office

Begin Procedure At Site(s)

Emergency Contacts
Dispatch Officer
Secure Line

Messengers
Searches
Messengers
Report to Office

DURANT PUBLIC SCHOOLS SMOKING, VAPING AND THE USE OF TOBACCO PRODUCTS

The board is dedicated to providing a healthy, comfortable, and productive environment for staff, students, and citizens. The board 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. The district will refer employees, parents/guardians, family members, and students (13 and older) interested in quitting tobacco use to the Oklahoma Tobacco Helpline and other available cessation resources.

Tobacco on Campus

Smoking, vaping, and the use of tobacco products or vapor products in any form is prohibited on district property by all persons. This prohibition includes school buildings, grounds, and school-owned vehicles. Possession of tobacco products or vapor products by students on school property is prohibited. This policy also applies to students and staff at any off-site, school sponsored meeting or event, including, but not limited to, field trips and athletic events.

Marijuana on Campus

Smoking, vaping, or possessing marijuana (as defined in Board of Education Policy, *Medical Marijuana, Hemp & Cannabidiol (CBD)*) on District property is strictly prohibited. Refer to the District's policy on *Medical Marijuana, Hemp & Cannabidiol (CBD)* for further information.

Posting Signs Pursuant to this Policy

At or near each entrance of every district building the following sign shall be conspicuously posted: Tobacco or Marijuana Smoking or Marijuana Vaping is Prohibited.

Definitions

"Tobacco products" includes, but is not limited to: cigarettes, cigars, loose tobacco, rolling papers, chewing tobacco, snuff, matches and lighters.

"Vapor product" includes noncombustible products that may or may not contain nicotine, that employ a mechanical heating element, battery, electronic circuit or other mechanism, regardless of shape or size, that can be used to produce a vapor in a solution or other form. "Vapor product" shall also include any vapor cartridge or other container with or without nicotine or other form that is intended to be used with an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or similar product or device and any vapor cartridge or other container of a solution, that may or may not contain nicotine, that is intended to be used with or in an electronic cigarette, electronic cigar, electronic cigarillo or electronic device. "Vapor product" does not include any products regulated by the United States Food and Drug Administration under Chapter V of the Food, Drug and Cosmetic Act.

“Smoking” means the carrying by a person or having access to a lighted cigar, cigarette, pipe or other lighted smoking article, expressly including lighted marijuana and active vaporizing devices. Smoking also includes using products which mimic or simulate smoking behavior, regardless of whether such products actually contain tobacco. This prohibition includes but is not limited to vapor products as defined in this policy.

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 or vapor 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 non-renewal of staff.

Citizens

Citizens who are observed smoking or using tobacco products or vapor products on district property in violation of this policy will be asked to refrain from using these products 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 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 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.

Reference: 70 O.S. § 1210.212, 1210.213

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Revised by vote of the Board of Education, October 13, 2014

Revised by vote of the Board of Education, August 13, 2019

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]

1

ASBESTOS INSPECTION

In accordance with the federal Asbestos Hazard Emergency Response Act (AHERA), the district has identified all asbestos materials present within the district and has developed appropriate plans related to asbestos within the district. The district complies with all AHERA regulations, including periodic public advertisements and walk-through inspections. The district has selected The **Director of Maintenance** to be its “AHERA Designated Person” for each site within the district. The AHERA Designated Person can be contacted at. **(580) 924-7557.**

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

Reference: 15 U.S.C. § 2643

Approved by vote of the Board of Education, August 5, 2013

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. **The board of education may provide transportation to students living outside the boundaries and routes established for the district by the State Board of Education.**
4. 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.
5. To provide adequate education facilities and opportunities which otherwise would not be available.
6. 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.

Reference: OKLA. STAT. tit. 70, § 9-105

Revised by vote of the Board of Education, August 9, 2023

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.

CHILD NUTRITION INFORMATION

Families:

All district students may, but are not required to, participate in any or all of the district's child nutrition program services. The district participates in the following USDA child nutrition programs:

- National School Lunch Program (NSLP)
- School Breakfast Program (SBP)
- Summer Food Service Program (SFSP)
- Supper Programs

Although the district complies with all USDA child nutrition program requirements, this policy is designed to provide families with pertinent information regarding meals at schools. Any individual who wishes to obtain more detailed information about the district's programs may contact the Director of Child Nutrition.

Cafeteria Use

Except under special circumstances¹ all students will eat in the cafeteria or other designated location.

Guests must be cleared by the building principal prior to joining a student in the cafeteria. Non-district individuals or groups who wish to use the cafeteria must also be cleared by the building principal.

Meal Costs

The superintendent will establish the cost for meals prior to the beginning of each school year. Meal costs will be widely publicized and posted in the cafeteria.

Meal Payments

Students are encouraged to pre-pay for meals to ensure quicker checkout in the cafeteria and to reduce the likelihood of forgotten or lost lunch money. Students may pre-purchase meals in the cafeteria before school, or online via the district website.

The district provides several options to keep parents informed of their student's meal account balance. The district will send a notice to parents when a child's account balance is \$10.00 or less / weekly / other.

Parents may also check their child's account balance online through the parent information system.

¹ Special circumstances include, but are not limited to, lunch detention, severe food allergies, and IEP requirements. The district will not separate students during meals based on a student's ability to pay.

Free and Reduced Price Meals

All families will have the opportunity to submit an application for free and/or reduced priced meals. This application must be completed each year. The district will utilize federal guidelines in determining eligibility for free and/or reduced price meals, and those guidelines will be publicized with other notices regarding the district's child nutrition program. The Director of Child Nutrition is responsible for reviewing applications and determining eligibility. The Director of Child Nutrition is responsible for promptly notifying families whether their application has been approved and following up with families who have submitted incomplete applications.

Any family who wishes to appeal a decision regarding their eligibility may make an appeal to the board clerk. If an appeal is filed, the individual will be notified of the date and time for an appeal hearing. Individuals may bring a representative with them to any appeal hearing.

School personnel will use discretion in handling applications, and the names of students eligible for free/reduced price meals will not be published, posted, announced, etc. Students receiving free/reduced price meals will not:

- Use a separate cafeteria or area of the cafeteria
- Use a separate serving line
- Enter the cafeteria through a different entrance
- Eat meals at a different time
- Work for their meals
- Use a different method at the checkout
- Eat a different meal

Charging Meals

Students in grades Pre-K-6 who do not qualify for free meals may charge a maximum of 6 meals at school prior to May 1st. Students in grades 7-12 who do not qualify for free meals may charge a maximum of 1 meal at school prior to May 1st. No charges will be permitted after May 1st. All meals which are charged will be reimbursable meals.

The alternate meal will be presented to the student as a low-cost reimbursable entrée regularly included on the menu/other.

Students who have exceeded the charge limit and students who are without lunch funds after May 1st will receive up to 10 alternate meals if they do not have money to pay for their meals. The cost of these meals will be added to the family's delinquent account balance. A schedule of these meal prices will be posted in the cafeteria with other prices.

The alternate meal will be presented to the student as a low-cost reimbursable entrée regularly included on the menu / other.

Collecting Debt

The district must work to ensure that its child nutrition services are run in a fiscally responsible manner. Families will be notified when their child's account balance is low so that the account can be replenished. If a child's account has a negative balance, the following steps will be taken:

1. An initial notice of delinquent account, along with another copy of this policy, will be sent home with the student in a plain envelope once the student's balance is negative. Up to 3 additional weekly notices may be sent in this manner. If the Child Nutrition Department is aware of community resources which may be available to families in need of financial assistance, the Child Nutrition Department may include information regarding those resources with the notice.
2. The Child Nutrition Department will attempt to contact families via phone, email, or through other personal contact if their account is still delinquent after 3 notices. The Director of Child Nutrition is authorized to enter into a repayment plan with the family at the Director of Child Nutrition's discretion.
3. If the account remains delinquent despite these efforts to collect the debt, the Child Nutrition Department will assess the situation to determine whether the account should be referred to an outside collection agency. The Child Nutrition Department is also responsible for determining whether the debt should be reclassified as bad debt and how the funds will be restored to the Child Nutrition Program.

Employees:

The district participates in the USDA's child nutrition program, and all employees, even those not specifically connected with child nutrition services, are required to adhere to applicable standards and guidelines.

Staff Training and Employee Meals

Director of Child Nutrition is responsible for ensuring that all child nutrition workers have appropriate professional development and training opportunities to comply with USDA, health, safety, and sanitation requirements. Director of Child Nutrition will also provide a copy of this policy to all employees who are responsible for complying with this policy. Although they are not specifically responsible for enforcing the policy, school social workers, counselors, nurses, homeless liaison, etc. will also receive a copy of this policy.

The district may provide no-cost meals to employees if the meal is provided for the district's convenience, if the meal is furnished for a substantial non-compensatory business reason for the district (*i.e.* to ensure the employee is available for work during his or her meal period), or if the employee is required to work through his/her lunch break (provided the employee does not perform any personal business during the lunch period). Meals furnished to employees of the district's food service department are excluded from this regulation.

No-cost meals will not be provided to employees as a means of providing additional compensation to the employee. The district is required to withhold appropriate taxes for all meals determined to be taxable meals.

Charging Meals

No adult, including a school employee, may charge a meal at school.

Policy Distribution

This policy will be widely circulated in the community prior to the start of each school year and will promptly be provided to families who join the district after the start of the school year. The superintendent has discretion in determining appropriate distribution methods, but the board expects the distribution to occur through as many of the following methods as deemed practical:

- District's website

Collections

Only employees authorized by the Director of Child Nutrition are permitted to have contact with parents regarding delinquent accounts.

Recordkeeping

Child Nutrition Department will maintain all district records related to applications for free/reduced price meals.

The Superintendent and Director of Child Nutrition will maintain records of distribution of this policy.

Director of Child Nutrition will retain evidence of the efforts made to collect unpaid meal charges, including evidence that the collection efforts were timely and in accordance with the district's family policy.

The Superintendent and Director of Child Nutrition will maintain the financial documentation showing when the delinquent charges were reclassified as bad debt (operating loss) and how the funds were restored using non-federal sources.

Revised by vote of the Durant Board of Education August 6, 2007
Revised by vote of the Board of Education, August 14, 2017

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 subagreements.

Certifications

1. **Nonkickback Affidavit** – Please note that Oklahoma statute 62 O.S §310.9 requires a signed and notarized nonkickback affidavit on every purchase order of \$25,000 or more. The affidavit is to be signed by the person or persons authorized to accept payment on behalf of the architect, contractor, engineer, or supplier.

2. **Lobbying Certification** (Reference 200.326[1])

Lobbying certification must be obtained for procurement contracts of more than \$100,000. Any vendor whose contract award is for more than \$100,000 must complete a Certification Regarding Lobbying form. The SFA must keep this signed certification statement on file with a copy of the vendor's contract.

Any SFA or its vendors who participate in lobbying activities must complete a Disclosure of Lobbying Activities form.. SFAs must submit this completed form to the State Agency. A vendor would submit its completed form to the SFA.

3. **Debarment and Suspension.** An SFA is prohibited from contracting with an individual or company that has been debarred or suspended in accordance with 2 CFR ,180§ as adopted and modified by USDA regulations at 2 CFR .417§ this prohibition does not extend to contracts in existence at the time of the debarment or suspension or to most contracts under \$25,000. rather, it applies to new contracts and extensions or renewals of existing contracts of \$25,000 or more and to contracts for audit services, regardless of amount. (formal contracts)
4. **Contract Work Hours and Safety Standards Act** (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the nonfederal entity in excess of \$2,500 that involve the employment of mechanics or laborers must include a provision for compliance with 70 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the

Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market or contracts for transportation or transmission of intelligence.

5. **Equal Opportunity and Discrimination.** The vendor certifies it is an Equal Opportunity Employer, a provider of services and/or assistance, and is in compliance with the 1964 Civil Right Act, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, as amended, and Executive Orders 11246 and 11375. The vendor assures compliance with the Americans With Disabilities Act of 1993 (Public Law 101-336), all amendments to, and all requirements imposed by the regulations issued pursuant. (FORMAL CONTRACTS OF \$10,000 OR MORE)

Contracts in excess of \$150,000 shall contain provisions that require compliance with all applicable standards, orders, or requirements issued under Section 306 of the **Clean Air Act** (42 U.S.C. 1857[h]), Section 508 of the **Clean Water Act** (33 U.S.C. 1368), Executive Order 11738, and **Environmental Protection Agency (EPA) Regulation** (40 CFR §15), which prohibit the use of nonexempt federal contracts, grants, or loans of facilities included on the EPA list of violating facilities. The provision shall require reporting of violations to the grantor agency and to the EPA Assistant Administrator for Enforcement (EN-329). 23. The contract must recognize mandatory standards and policies relating to energy efficiency that are contained in the State Agency conservation plan issued in compliance with the Energy Policy and Conservation Act (Public Law 94-163).

Buy American Provision

Section 104(d) amended Section 12(n) of the National School Lunch Act (NSLA) (42 U.S.1760) to require SFAs participating in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) in the United States *to purchase for those programs, to the maximum extent practicable, domestic United States Department of Agriculture (USDA) Foods or products*. For purposes of this provision, the term *domestic food commodity or product* means agricultural USDA Foods produced in the United States, including Guam, American Samoa, the Virgin Islands, Puerto Rico, and the Northern Mariana Islands, and food products processed in the United States **SUBSTANTIALLY** using agricultural USDA Foods that are produced in the United States. The Conference Report accompanying Public Law 105-336 makes it clear that the term **SUBSTANTIALLY** means that over 51 percent of the processed food comes from American-produced products. (SD-24-2016)

The SFA will take all necessary affirmative steps to assure that **minority firms, women's business enterprises, and labor surplus area firms** are used when possible. Affirmative steps shall include:

- A. Placing qualified small and minority businesses and women's business enterprises on solicitation lists.
- B. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources.
- C. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises
- D. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises
- E. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.
- F. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in steps A through E above.

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.

MICRO PURCHASING

1. Micro-purchase will be utilized for purchases under \$10,000.00 (or \$2,000 if the purchase is subject to the Davis-Bacon Act). The district will attempt to distribute these purchases equitably among qualified suppliers, and the district will not solicit competitive quotations if the district believes a purchase price is reasonable.

SMALL PROCUREMENT

2. Small Purchase Procedures will be used to purchase goods, equipment and services where the aggregate cost is less than \$250,000.

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 prospective supplier so that each one can provide price quotes on the same merchandise or service; 3470 Page 2 of 5 B.

- 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.

FORMAL PROCUREMENT

- 3. Competitive Sealed Bids (Formal Advertising) will be used to purchase goods, equipment and services where the aggregate cost is \$250,000 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, and statement regarding Cause for Termination;
- 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. 3470 Page 3 of 5

- 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 is 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.
4. 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 and a statement regarding Cause for Termination;
 - 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. 3470 Page 4 of 5

FORMS & CLAUSES

- ___ Buy American information (All Food & Milk contracts)
- ___ USDA Equal Opportunity information (contracts \$10,000 or more)
- ___ Termination for Cause information (contracts \$10,000 or more)
- ___ Clean Water Act provision (contracts \$150,000 or more)
- ___ Contract work Hours and Safety Standards Act (contracts \$2,500 or more)
- ___ Nonkickback Affidavit (Purchase orders over \$25,000)
- ___ Davis-Bacon information (Construction contracts \$2,000 or more)
- ___ Debarment & Suspension form (all contracts)
- ___ Byrd Anti-Lobbying form (contracts \$100,000 or more)

NON-COMPETITIVE NEGOTIATION

5. 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.

Revised by vote of the Board of Education, August 18, 2020
 Revised by vote of the Board of Education, February 06, 2023

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.

WORKERS' COMPENSATION/SICK LEAVE ELECTION FORM

The School District shall provide the benefits established under the Oklahoma Workers' Compensation 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.

☐ Certificated ☐ Support Personnel

I suffered an on-the-job injury on (month, day, year) _____, while working for the School District. As a result of the injury, I am entitled to receive temporary disability compensation according to the Workers' Compensation laws of Oklahoma. I understand that I am entitled to receive such compensation for a period of time as may be provided for by law. I have accumulated certain sick leave/personal leave benefits, because of my employment, which are available to me when I am unable to work because of illness or injury.

PLACE AN "X" IN THE APPROPRIATE ELECTION BLANK OR BLANKS

1. _____ I would prefer only to have:

Sick Leave Compensation/Personal Leave Supplementation --

Number of days _____ (To be filled in by a Human Resources representative)

I understand that by choosing to be paid my accumulated sick leave/personal leave in addition to the temporary disability provided by law, I will be paid my sick leave/personal leave on a prorated basis to the extent that I will receive my full wages until I return to work or the number of sick leave/personal leave days I have are exhausted.

I understand that after the number of specified sick leave/personal leave days are exhausted, I will receive temporary disability compensation for a period of time as may be provided for by law.

I understand that my accrued sick leave/personal leave benefits will be decreased on a prorated basis by those days I use as a result of making this election.

OR

2. _____ I would prefer only to have:

Under the Workers' Compensation Act, temporary benefits begin the fourth day off work due to an on-the-job injury. The first three days are considered a waiting period during which time temporary benefits are not paid, but I request that I be paid my accrued but unused sick leave/personal leave to cover these three days. I understand that by making this election, I will **NOT** be paid any sick leave/personal leave benefits beyond the first three days of the waiting period.

(IF YOU PREFER TO RECEIVE YOUR SUPPLEMENTAL BENEFITS UNDER NUMBER 1 ABOVE AND YOUR SICK LEAVE/PERSONAL LEAVE FOR THE FIRST THREE DAYS OF YOUR DISABILITY AS PROVIDED FOR IN NUMBER 2 ABOVE, CHECK BOTH 1 AND 2 ABOVE.)

OR

3. _____ I would prefer to not use any of my sick leave/personal leave benefits while I am off work due to my on-the-job injury.

Name _____ Social Security _____
 Last First Middle

Address _____
 Number & Street City State Zip Code

Job Title _____ School or Department _____

Dated this _____ day of _____ 20____.

 Witness: School District Representative

 Employee

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 COMPLIANCE

The district will comply with all aspects of the Fair Labor Standards Act (FLSA). Any employee who has questions regarding overtime or believes that the FLSA is not being correctly followed should immediately report this to a district administrator.

The penalties for even inadvertent FLSA violations are severe. Any employee, regardless of position, who violates any aspect of this policy will be subject to disciplinary sanctions up to and including termination.

Employee Classification

Employees will be notified of their FLSA classification as a part of their job description, but any employee who believes that a misclassification has occurred must immediately notify his/her supervisor of the suspected error.

Exempt employees. Exempt employees are not entitled to overtime or comp time for working more than forty (40) hours in a workweek. Exempt employees generally include positions such as superintendents and assistant superintendents, principals and assistant principals, certified counselors and psychologists, technology directors, CPAs, RNs, librarians, and teachers.

Non-exempt employee. Non-exempt employees are entitled to overtime or comp time for working more than forty (40) hours in a workweek. Non-exempt employees generally include positions such as bus drivers, cafeteria workers and dieticians, custodians, maintenance employees, secretarial and clerical assistants, security personnel, and nurses who are not RNs.

Noncovered positions. Board members and volunteers are not covered by the FLSA. Due to FLSA regulations, non-exempt employees may only volunteer as a parent/grandparent/etc. in a role typically assigned to volunteers. Additionally, those volunteer services must be unrelated to the employee's compensated duties.

Multiple Assignments

Non-exempt employees are permitted to work multiple assignments as long as the combination of those assignments does not make it likely that the employee will work more than forty (40) hours per week. Non-exempt employees who work multiple positions at different hourly rates will be paid for authorized overtime at a blended rate.

Employment benefits for non-exempt employees will be granted based on the employee's primary position unless otherwise provided by law. The primary position is the position in which the employee works the most hours.

Exempt employees will not be employed in multiple positions if such employment would jeopardize the employee's exempt status. Exempt employees may be assigned an extra duty (coaching, activity sponsor, etc.) and receive a stipend in accordance with the terms of an extra duty contract.

Time Keeping

Non-exempt employees are required to accurately track work hours in accordance with established district procedures. These employees must “clock in” and “clock out” within seven (7) minutes of their scheduled shifts. Time periods in excess of twenty (20) minutes during which the employee is not actually performing job duties will not be included as “hours worked” if the time can effectively be used for the employee’s own purposes.

Employees must contact their supervisors if they notice an error on their time records. Falsifying time records, including under-reporting hours worked, is strictly prohibited.

Required Pre-Authorization

No employee may work overtime without prior authorization. Supervisors are required to strictly enforce the district’s prohibition on working unauthorized overtime.

Paying Overtime and Comp Time

Overtime compensation is paid to non-exempt employees at a rate of one and one-half times the employee’s regular rate of pay for each hour worked in a workweek in excess of forty (40) hours per week. Overtime payments will be made with the employee’s next regular payroll or, if logistical considerations make this impractical, with the next succeeding payroll.

The district may elect, at its option, to provide comp time to employees in lieu of paying overtime. Comp time is also calculated at one and one-half hours for each overtime hour worked. Comp time should generally be used in the pay period in which it is earned, but if logistical considerations make this impractical it should be used by the end of the next payroll period. Comp time must be used at a time mutually agreeable to the supervisor and the employee.

The district may require employees to be paid for comp time in lieu of taking time off when necessitated by business needs. Upon termination, an employee will be paid for all accrued but unused comp time.

Revised by vote of the Board of Education, August 8, 2016

**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

FEDERAL PROGRAMS

The district participates in a variety of federal programs and receives funding ("Awards") through those programs. All district representatives will comply with all regulatory guidance and laws applicable to the individual programs.

The district will regularly monitor its compliance efforts and make appropriate information available to the federal awarding agency ("FAA"), state pass-through entity ("State Entity"), inspectors general, and/or US comptroller. The district will make required performance reports using OMB approved information collections reports.

Audits

If the district expends \$750,000 or more in federal awards during the fiscal year, it will have an audit conducted.

Employee Compensation

Regardless of the source of the funds, employees are paid pursuant to the district's salary schedule for all work performed. If personnel costs are paid with Awards, those costs will be calculated as wages and fringe benefits permitted in 2 C.F.R. § 200.431 for services rendered during the relevant time period.

Employees who are paid with Award funds – in whole or in part - must maintain adequate records documenting the time spent performing each set of duties so that their compensation can be correctly allocated to the Award. 2 C.F.R. § 200.430

Travel and Conference Expenses

The district will follow its standard travel reimbursement and professional development policies and procedures when spending Award funds, except when a federal requirement is more stringent, in which case the district will adhere to the more stringent requirement. Any travel, conference / professional development participation and expenses will be reasonable, necessary, and related to the federal program tied to the Award.

Conflict of Interest / Mandatory Disclosure Regarding Contracting

All members of the board, officers, employees and agents of the district are expected to maintain high ethical standards and use good judgment in conducting school business. Board members are also required to follow the same standards of professional conduct required of all district employees. Board members, officers, employees and agents of the district specifically agree to refrain from using their position for any unfair personal or business advantage or engaging in any action which gives the appearance of such misconduct. Any board member who violates this policy will be subject to censure by the board, may be referred to the Oklahoma Ethics Commission, and may also be referred for criminal prosecution. Any officer, employee or agent of the district will be subject to disciplinary action, including but not limited to termination and/or prosecution for violation of the requirements related to standards of conduct and conflict of interest.

Business Arrangements and Financial Transactions

All board members are required to familiarize themselves with and comply with all the requirements of OKLA. STAT. tit. 70 § 5-124.

As required by law, the district will not contract with any member of the board or any company, individual or business concern in which any member of the board is directly or indirectly interested. A member of the board is considered to be interested in any contract with a company, individual or business concern if the member of the board or any member of the immediate family (including a partner) of the member of the board owns any substantial interest in the same, or if an organization employs or is about to employ one of these parties. The only exceptions will be those allowed by OKLA. STAT. tit. 70 § 5-124.

If a contract is allowed by an exception listed in OKLA. STAT. tit. 70 § 5-124, then the board will not give special consideration to any company based on its affiliation with a board member or a board member's family or partner. If the board is seeking to conduct business with a company affiliated with a board member (or a board member's family member or partner) that member will abstain from the contracting process unless a statutory exception applies.

Gifts

Board members may not seek or accept gifts, payments, services, entertainment, travel, valuable privileges, etc. from individuals or vendors who do business or seek to do business with the district, although board members may accept common courtesies such as meals and promotional items as are customarily exchanged in the normal course of business. These courtesies must be of nominal value only. Board members are expected to use good judgment in accepting such courtesies and must avoid any conflict of interest or even the appearance of impropriety.

Reporting Misconduct

In the event a board member engages in misconduct such as fraud, bribery, or gratuity violations, the board president, or the vice president if the president is the board member engaging in the misconduct, will report the violation to the FAA or State Entity in order to help prevent or prosecute waste, fraud, and abuse.

Financial Management Procedures

Internal Controls

CFO is responsible for implementing appropriate internal controls over Award funds which are consistent with 2 C.F.R. Part 200 Subpart E. This includes, but is not limited to, reviewing and comparing Awards, budgets, and allocations to determine whether

the Awards are being expended appropriately and in compliance with relevant guidelines. CFO is also responsible for taking prompt action if noncompliance is discovered. CFO is required to take reasonable measures to safeguard protected personally identifiable and protected information.

General Recordkeeping

The district will expend all Awards and account for those Awards in accordance with all applicable laws and regulations. CFO is responsible for maintaining appropriate records, documentation, and oversight related to all Awards. This includes, but is not limited to the following:

- information to prepare all required reports
- compliance documentation to establish conformity with federal statutes, regulations, and the specific terms and conditions of an Award
- proof of the appropriate expenditure of Awards
- records of receipt / expenditure of Awards, including the federal program under which the Award was made, any applicable CFDA number, Award identification number and year, name of the FAA, and name of any applicable State Entity
- accurate, current, and complete disclosure of the financial results of all Awards in accordance with current OMB standards and the terms of the Award
- source documents showing the application for funds, authorizations, obligations, unobligated balances, assets, expenditures, and income and interest related to an Award
- evidence that all Award funds, property, and other assets have been safeguarded and are used solely for authorized purposes
- a comparison of Award expenditures and budgets
- the district's written procedures to minimize the elapsed time between the transfer of funds and disbursement by the district, when possible, to receive funds in advance from the FAA
- the district's written procedures for determining the allowability of costs in accordance with 2 CFR part 200 subpart E and the terms and conditions of the Award

Records Retention Timeline

The district will maintain all records pertinent to any Awards it receives. All documents will be maintained a minimum of 3 years from the date of submission of the final expenditure report OR 3 years from the date of the

quarterly or annual financial report UNLESS there are pending claims related to project OR the FAA has notified the district the records should be maintained longer OR the records have been transferred to or are maintained by the FAA or State Entity. The district will retain records for real property and equipment maintained for 3 years after final disposition.

Interest

Treasurer/CFO is responsible for maintaining advance Award payments in an interest bearing account unless:

- the district receives less than \$120,000 in Awards per year
- the district would earn less than \$500 per year in interest on federal cash balances
- the depository would require an unfeasible minimum balance
- the banking system prohibits interest bearing accounts

Treasurer/CFO is responsible for retaining up to \$500 per year of interest earned on Awards for the district to utilize for administrative expenses. Treasurer/CFO is responsible for remitting any additional earned interest to the Department of Health and Human Services Payment Management System.

Budgeting

Treasurer/CFO is responsible for regularly reviewing budgets and expenses and making appropriate reports and requests for deviations in the budget or project scope.

Real Property, Equipment, and Supplies

The district will appropriately insure all real property, equipment, and supplies ("Property") acquired or improved with Awards, and will take reasonable steps to safeguard and adequately maintain the Property. All Property will be labeled.

The district will not encumber Property acquired or improved with an Award without prior approval from the FAA.

The district will maintain appropriate records of the Property. These records will include, as applicable, a description, serial/identification number, source of funding (including the Federal Award Identification Number), name of title holder, acquisition date, cost, percentage of federal participation in the project's cost, location, use and condition, disposition data (including date of disposal and sale price).

The district will conduct an inventory of Property at least every 2 years, and will review/update the inventory annually. The district will include the following information on the inventory: fund source, description, serial number, acquisition date, acquisition cost, and location.

The district will use the Property as long as needed, and may make the Property available for other federal projects as long as this will not disrupt the intended use. Once the Property is no longer needed, it will be disposed of in accordance with current federal standards.

Property purchased for a Title I, Part A Targeted Assistance program will be reserved only for identified students.

General Procurement Standards and Vendor Selection

General Standards

The district will follow its standard procurement policies and procedures when spending Award funds, except when a federal requirement is more stringent, in which case the district will adhere to the more stringent requirement. Treasurer/CFO is responsible for overseeing that contractors perform in accordance with the terms of their contracts / purchase orders.

Any employee who has oversight or compliance responsibilities for administering an Award will comply with the district's stated conflict of interest policy above.

The district will use processes and analysis designed to avoid acquiring unnecessary and duplicative items and will actively attempt to make economical purchases with Award funds. This may include, when appropriate, consideration of leases, shared service agreements, use of federal excess and surplus property, and value engineering clauses in construction contracts.

The district will only award contracts to responsible contractors possessing the ability to successfully perform. In determining whether a contractor is a responsible contractor, the district will consider integrity, compliance with public policy, record of past performance, and financial and technical resources.

The district will maintain adequate records detailing the history of procurement, including the rationale for the procurement method, selection of the contract type, contractor selection or rejection, and the basis for the contract price for all Awards.

In procurement with Awards, the district will only use time and material type contracts after determining that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. If such a contract is used, the district will utilize extra oversight on the project.

The district will utilize good practices and sound business judgment to settle all procurement issues related to Awards, including source evaluations, protests, disputes, and claims.

Procurement Methods

For procurement processes with Award funds, the district will make technical specifications on proposed procurements available to the FAA or State Entity if requested.

All contracts connected with an Award will comply with 2 C.F.R. §200. 318.326.

For all procurements using funds from an Award, the district will utilize one of the procurement methods identified below:

- Micro-purchase will be utilized for purchases under \$10,000.00 (or \$2,000 if the purchase is subject to the Davis-Bacon Act). The district will attempt to distribute these purchases equitably among qualified suppliers, and the district will not solicit competitive quotations if the district believes a purchase price is reasonable.
- Small purchase procedures will be utilized for purchases under the Simplified Acquisition Threshold (\$250,000). When utilizing this procurement method, the district will obtain quotes from an adequate number of qualified sources.
- Sealed bids will be utilized when complete, adequate, and realistic specifications are available, multiple bidders are willing and able to compete effectively for the business and the procurement lends itself to a firm fixed price and the successful bidder can be made principally on the basis of price. When utilizing this procurement method, the district will timely and publicly issue the invitation for bids - including adequate information about the project. All the bids will be publicly opened as prescribed in the invitation for bids, and the contract will be awarded in writing to the lowest responsible bidder. If a sealed bid is rejected, the district will document the reason for the rejection.
- Competitive proposals will be utilized when other procurement methods are not appropriate. The first step of the competitive proposal process is getting an independent estimate. When utilizing this procurement method, the district will publicize the evaluation factors and their relative importance to an adequate number of qualified sources and will consider all responses. The district will use an established, written method for conducting technical evaluations of the proposals (including receiving independent estimates before receiving bids or proposals) and award the project to the proposal which is most advantageous to the district.

The district may also use competitive proposals for qualifications-based procurement of architectural/engineering (A/E) services to award proposals to the most qualified competitor – subject to fair and reasonable compensation. The district will not use this type of procurement to purchase other types of services through A/E firms.

- Noncompetitive proposals will be utilized when an item is only available from a single source, there is an urgent situation which precludes the delays

associated with competitive selection, the FAA or State Entity has expressly authorized this method, or solicitation from multiple sources has yielded inadequate competition.

- Negotiating Profit will be negotiated as a separate element of the price for each contract if there is no price competition and in all cases where cost analysis is performed.

For all procurements using funds from an Award, the district:

- will not utilize a cost plus a percentage of cost or percentage of construction cost method of contracting
- will not accept bids or proposals from a contractor that develops or drafts specifications, requirements, statements of work, invitations for bids, or similar documents
- will not unnecessarily restrict bidders to a specific geographic area
- will ensure that if a list of prequalified persons, firms or products are used, that the list is current and includes enough qualified sources to ensure maximum open and free competition
- will take appropriate affirmative steps to ensure that small and minority businesses, women's business enterprises, and labor surplus area firms ("target groups") are included in its contracting process, including:
 - including target groups on the solicitation list and ensure that these target groups are solicited whenever they are potential sources
 - dividing total requirements, if economically feasible, to permit maximum participation by target groups
 - establishing delivery schedules, when possible, which encourage target groups to participate
 - utilizing groups which interface with the target groups (e.g., Small Business Administration, Minority Business Development Agency of the Department of Commerce, etc.)
 - requiring the prime contractor, if using subcontracts, to take these same affirmative steps to include target groups
 - ensuring the district and all its contractors comply with the with § 6002 of the Solid Waste Disposal Act, including procuring only items which contain the highest percentage of recovered materials practicable for purchases over \$10,000, procuring solid waste management services which maximize energy and resource recovery, and establishing an affirmative procurement program for procuring recovered materials identified in EPA guidelines

Suspension and Debarment

The following language shall be included within the terms of any contract for goods and services that will be paid for using federal funding:

Certification Regarding Debarment, Suspension and Ineligibility

To the best of its knowledge and belief, the contractor or any of its principals are not presently debarred, suspended, proposed for debarment or otherwise declared ineligible for the award of contracts by any Federal agency by the inclusion of the contractor or its principals in the current "LIST OF PARTIES EXCLUDED FROM FEDERAL PROCUREMENT OR NONPROCUREMENT PROGRAMS" published by the U.S. General Services Administration Office of Acquisition Policy.

The prospective lower tier participant shall provide immediate written notice to the District if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances. Should the prospective lower tier participant enter into a covered transaction with another person at the next lower tier, the prospective lower tier participant agrees by accepting this agreement that it will verify that the person it intends to do business with is not excluded or disqualified.

Revised by vote of the Board of Education August 13, 2018
Revised by vote of the Board of Education August 13, 2019
Revised by vote of the Board of Education, August 10, 2021

DURANT PUBLIC SCHOOLS FEDERAL PROGRAM COMPLAINTS

The district receives federal funds and the board has established this policy to help ensure compliance with federal grant requirements. Any student, parent, community member or employee who believes the district has violated any regulation connected with the expenditure of federal funds should notify the district using the process outlined in this policy. This policy specifically covers, but is not limited to, complaints related to the following issues:

- Use of Title I funds
- Flexible Learning Program
- Parental involvement
- Private school access to federal funds
- Homeless student enrollment, transportation and barriers to education
- Teacher and principal training and recruiting
- Math and science partnerships
- Enhancing education with technology
- English language acquisition
- Safe and drug free schools
- Community learning centers
- Innovative programs
- Small, rural, and/or low-income school programs

Definitions

Grievance Coordinator:

The person designated to process complaints, moderate and keep records during hearings. The grievance coordinator is:

Assistant Superintendent/Executive Director of Durant Public Schools
Durant Independent School District
1323 Waco Street
Durant, OK 74701

Grievant:

The person making the complaint.

Respondent:

The person alleged to be responsible for the improper activity contained in the complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the complaint.

Day:

Day means a working day when the district's main administrative offices are open. The calculation of days shall exclude Saturdays, Sundays and legal holidays.

Procedural Steps

Step 1:

Address the problem informally. Prior to filing a written complaint, individuals are encouraged to visit with the responsible party or a school administrator and make reasonable efforts to resolve the problem. School employees are required to participate in this process.

Step 2:

If the problem was not resolved informally, or if a parent, student or patron believes informal resolution is not advisable, the grievant may submit a complaint to the grievance coordinator on the attached form. The form must contain all the requested information.

The grievance coordinator will conduct an impartial investigation within ten (10) days of receipt of the complaint (or as soon as reasonably possible given the circumstances, but not more than thirty (30) days). The investigation will include, but not be limited to, interviewing the grievant, respondent, and witnesses, and reviewing relevant documents. The grievance coordinator will specifically ask the respondent to confirm or deny facts, accept or reject the grievant's requested action, and outline alternatives.

After the investigation, the grievance coordinator will prepare a written decision regarding the results of the investigation. The decision will be mailed to the grievant, respondent, and superintendent within five (5) days of the conclusion of the investigation.

SELECTION OF A CONSTRUCTION MANAGER

Pursuant to 61 O.S. § 62, the Board of Education authorizes the Superintendent or his or her designee to develop and maintain procedures for the selection of a construction manager for each project for which the District determines that the employment of a construction managers is permitted and desirable. This procedure shall, at a minimum:

1. Extend consideration only to construction mangers recognized as qualified by the Department of Real Estate Services of the Office of Management and Enterprise Services;
2. Evaluate the candidates' professional qualifications, including but not limited to, licensing, registration, certifications, technical abilities and past experience relevant to the contemplated project; and
3. Select a construction manager based on professional qualifications and technical experience.

Upon selection of a construction manager, the District shall negotiate a contract with the highest qualified construction manager, provided that a fee can be negotiated that is fair and reasonable to both parties. In the event a reasonable fee cannot be negotiated with the selected construction manager, the District may negotiate with other construction managers in order of their qualifications.

Reference: 61 O.S. § 62

Adopted by vote of the Board of Education August 13, 2019

SERVICE ANIMALS

Purpose

The purpose of this policy is to establish procedures for the use of service animals in the district, including school buildings, school vehicles and other school property.

Policy

The district acknowledges its responsibility to permit students and/or adults with disabilities to be accompanied by a service animal in its facilities and programs and intends to comply with all state and federal laws, rules and regulations regarding the use of service animals by district employees, students and visitors with disabilities.

The district does **not** allow the following types of animals in its facilities and programs unless specifically authorized by the district's board of education:

1. "Emotional support animal" meaning an animal selected to reside with an individual with a disability that does not work or perform tasks for the benefit of an individual with a disability and does not accompany at all times an individual with a disability; and
2. "Therapy animal" meaning a personal pet who is certified to make therapeutic visits with a trained volunteer to places including, but not limited to, nursing facilities, schools and hospitals to bring therapeutic benefit, comfort and cheer to others.

The district will post in a conspicuous location outside the entrances of each of its facilities a sign stating which animals or types of animals are prohibited in its facilities and programs. The sign must also state that service animals are permitted.

Definitions

"Service animal" is defined by the Americans with Disabilities Act (ADA) as any service dog or miniature horse that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The work or tasks performed by a service animal must be directly related to the individual's disability. Service animals are limited to the animals defined under the ADA and do not include any other species of animal, wild or domestic, trained or untrained. Service animals do not include an animal used or relied upon for crime deterrence, emotional support, well-being, comfort, or companionship.

"Employee" is defined as a person who is employed by the district on a part or full-time basis, with or without compensation, and elected or appointed members of the district's board of education.

“Student” means a child who is currently enrolled at the district, and includes the parents and guardians of a child who is (a) under the age of 18, or (b) otherwise unable to manage their own affairs.

“Visitor” means an individual other than an employee or student who is present in areas of district property that have been made available by the district to the general public and/or specified members of the public, including, but not limited to family members of students/employees and individuals attending a public event held on school district property.

“Service animal trainer” means an individual who is affiliated with a recognized service animal training organization and who is engaged in the training a dog to do work or perform tasks as a service animal at the time such individual is present on district property.

“Service animal in training” means a dog that is in the process of being trained by a service animal trainer to perform work or tasks that would qualify the dog as a service animal under this policy at the time the dog is present on district property.

Procedures/Requirements for Employees and Students

The use of service animals by employees and students with disabilities is subject to the following procedures and requirements:

- A. The employee or student will submit a notification of the intent to use a service animal to the district’s Assistant Superintendent. The notification will identify whether the service animal is required because of the person’s disability, and, if so, identify and describe the manner in which the service animal will meet the individual’s particular need(s).
- B. Notifications for the use of service animals on district property by an employee or student will, whenever possible, be made at least one week prior to the proposed use of the service animal.
- C. As part of the district’s consideration of the use of a service animal, the district may require certification of proper vaccinations verified by a veterinarian.
- D. The district’s review of use of a service animal may include consideration of a student’s IEP or Section 504 records. The district may also request a meeting with the employee or student.
- E. The use of a service animal on district property may be subject to a plan that introduces the service animal to the school environment, any appropriate training for staff and students regarding interaction with the service animal, and other activities or conditions deemed necessary by the district. The

district's approval of the use of a service animal on district property is subject to periodic review, revision, or revocation by district administration.

- F. It is the responsibility of the employee or student who uses a service animal pursuant to this policy to serve as the handler or arrange for a third party handler to provide proper handling of the service animal. Any cost incurred to handle the service animal will be the responsibility of the employee or student who uses the service animal.
- G. Service animals will be allowed in district vehicles when:
 - 1. The inclusion of the service animal is documented as required on district transportation forms; and
 - 2. The service animal is under the control of the handler at all times, including entering and exiting the vehicle.

Procedures/Requirements for Visitors

The use of service animals by visitors with disabilities is subject to the following procedures and requirements:

- A. When a visitor seeks to bring a service animal onto school property, staff may ask the visitor to provide the following information in order to confirm that the animal qualifies as a service animal under this policy:
 - 1. Whether the visitor's animal is a service animal required because of a disability.
 - 2. The work or task the visitor's animal has been trained to perform.

Staff shall not question visitors regarding their use of a service animal except as set forth above. Staff shall not inquire as to the nature of the visitor's disability, request documentation regarding a visitor's service animal, or request that the service animal demonstrate the work/task it has been trained to perform.

- B. Except as provided in this policy, visitors with disabilities shall be permitted to be accompanied by their service animals in all areas of school facilities where similarly situated non-disabled visitors are permitted to be present.
- C. Visitors shall not be allowed to bring a service animal into an area of school property where the presence of the service animal would pose a risk to the health or safety of others.
- D. When a visitor requires accommodations to be made to district policies, practices or procedure to allow a service animal to accompany the visitor on school property, the visitor must, whenever possible, provide prior written notice to Assistant Superintendent no later than one (1) week before the service animal will be present on district property.

Procedures/Requirements for Service Animal Trainers

The use of district facilities for service animal training activities is governed by the following procedures and requirements:

- A. A service animal trainer shall be permitted to bring a service animal in training onto district property for the purpose of training the dog to perform such work or tasks at such times when other similarly situated members of the general public are permitted to be present on district property.
- B. When present on school property, a service animal trainer shall be permitted to bring a service animal in training to those areas of school facilities where similarly situated members of the public are permitted to be present.
- C. Service animal trainers shall not be allowed to bring a service animal in training into an area of district property where the presence of the animal would pose a risk to the health or safety of others.
- D. Service animal trainers may be required to provide appropriate documentation showing that the service animal trainer is affiliated with a recognized service animal training organization prior to engaging in training activities on district property.
- E. If a service animal trainer seeks to bring a service animal in training onto district property during an event which members of the public are charged a fee to attend, the service animal trainer may be required to pay the same fee as other similarly situated members of the public, but shall not be required to pay any additional fees or charges due to the presence of the service animal in training.
- F. Except as provided in this policy or pursuant to a written agreement between the district and a service animal training organization which has been approved by the Board of Education, no individual shall be permitted to bring animals which are being trained as service animals onto district property

Control and Supervision of Service Animals and Service Animals in Training

- A. The owner/handler of a service animal or service animal in training must be in full control of the animal at all times.
- B. Service animals and service animals in training must always be on a leash or other form of restraint mechanism unless impracticable or unfeasible due to the disability of the employee, student or visitor.
- C. The responsibility for the care and supervision of the service animal/service animal in training rests solely on the employee, student, visitor or service animal

trainer. The district is not responsible for providing any staff member to walk the animal or provide any other care or assistance to the animal. Issues related to the care and supervision of service animals and/or service animals in training will be addressed on a case-by-case basis in the discretion of the building administrator.

- D. Pursuant to federal law, the district retains discretion to exclude or remove a service animal or service animal in training from district property and/or transportation if:
1. The service animal or service animal in training is out of control and/or the animal's handler does not effectively control its behavior;
 2. The service animal or service animal in training is not housebroken;
 3. The service animal or service animal in training poses a direct threat to the health or safety of others that cannot be eliminated by reasonable modifications; or,
 4. Permitting the service animal or service animal in training would fundamentally alter the nature of the service, program, or activity.

Miniature Horses

- A. The district will make reasonable modifications in policies, practices, or procedures to accommodate a miniature horse that qualifies as a service animal under this policy and the ADA, but doing so may not be possible in all circumstances.
- B. In determining whether it is feasible to allow a student, employee or visitor to be accompanied by a miniature horse that qualifies as a service animal in a specific district facility, the district will consider:
1. The type, size, and weight of the miniature horse and whether the facility can accommodate these features;
 2. Whether the handler has sufficient control of the miniature horse;
 3. Whether the miniature horse is housebroken; and
 4. Whether the miniature horse's presence in the specific facility compromises legitimate safety requirements that are necessary for safe operation.

Liability

An employee, student, visitor or service animal trainer accompanied by a service animal or service animal in training will be responsible for any damage to district or personal property and any injuries to individuals caused by the animal. Individuals who use a service

animal or service animal in training on district property will hold the district harmless and indemnify the district from any such damages.

Appeals and Grievances

Any person dissatisfied with a decision concerning a service animal or service animal in training can file a grievance, using the district's grievance procedures.

Requirements for Service Animals and Service Animals in Training

Vaccination: Service animals and service animals in training must be immunized against diseases common to that type of animal. [Okla. Admin. Code 310:599-3-9.1] All vaccinations must be current. Dogs must wear a rabies vaccination tag.

Licensing: All service animals and service animals in training must be licensed as may be required by state and/or local law.

Identification: It is recommended, but not required, that service animals and/or service animals in training have proper identification.

Owner ID and Other Tags: Dogs may be required to wear a current dog license and rabies-vaccination tag, unless the dog is permanently and uniquely identified with a microchip implant or tattoo.

Collar: A service dog used by a person who is deaf or hard-of-hearing must wear an orange identifying collar. [OKLA. STAT. tit. 7, § 19.1(C)]

Cleanup Rule: The handler of the service animal/service animal in training, whether it be the employee, student or a third party, must clean up after the animal defecates or urinates, as well as follow any municipal ordinance applicable thereto.

Grooming: All service animals and service animals in training must be treated for, and kept free of, fleas and ticks. All service animals and service animals in training must be kept clean and groomed to avoid shedding and dander.

Reference: 28 C.F.R. Part 36; OKLA. STAT. tit. 4, § 801; OKLA. STAT. tit. 7, § 19.1

Adopted by vote of the Board of Education, August 18, 2020

CHILD FIND

In accordance with the requirements of the Individuals with Disabilities Education Act, the State Department of Education, Section 504 of the Rehabilitation Act, and Title II of the Americans with Disabilities Act, this policy addresses the district's Child Find system responsibility to identify, locate, and evaluate students suspected of having a disability, ages 3 through 21, who may need special education and related services, regardless of the severity of the disability or whether the student is advancing from grade to grade. As part of its child find duties, the district will be responsible for coordinating with the SoonerStart Early Intervention Program regarding the Child Find system for children ages birth to 3 years of age. The district's Child Find system includes the district coordinating with other agencies and promoting public awareness.

The district's Child Find system includes all children within the district's geographical boundaries including students who are:

- Enrolled in public school;
- Enrolled in charter schools, virtual charter schools, and alternative schools;
- Enrolled in home school;
- Enrolled in private elementary and secondary schools (including religious schools) located in the LEA; including out-of-state parentally-placed private school students with disabilities even if the students are not legal residents of the LEA;
- Enrolled in educational programs in correctional facilities located in the LEA;
- Enrolled in Head Start;
- Enrolled in state institutions;
- Enrolled in other child care or treatment facilities;
- Not enrolled in elementary or secondary school, including children ages 3 through 5;
- Highly mobile students, such as migrant and homeless as defined by the McKinney Vento Homeless Assistance Act; and
- Wards of the state.

The district will take appropriate and necessary steps to ensure that its staff and the general public are informed of:

- The availability of special education services;
- A student's rights to a free and appropriate public education;
- Confidentiality protections; and
- The special education referral process.

The district may accomplish this by a variety of methods, which may include but is not limited to distributing brochures or flyers throughout the community, including information in school or district publications, disseminating articles and announcements to newspapers, arranging for radio and television messages and appearances, speaking at faculty meetings

or district professional developments, and making presentations, as well as electronic forms of communication.

In the identification process, the district may use screening or coordinated early intervention services. The district's general education interventions will not delay the initial evaluation for special education services of a student suspected of having a disability. The procedural rights under the Individuals with Disabilities Education Act and Section 504/Title II are afforded when the student is referred for a special education evaluation by the parent or the district.

If, through Child Find activities, a child is identified as possibly having a disability and needing special education services, the district may seek parent consent to evaluate the child. Special education referrals may be made for a variety of reasons, including but not limited to academic and/or behavioral concerns. All necessary evaluations will be conducted in compliance with federal and state laws and regulations.

Adopted by vote of the Durant Board of Education, August 18, 2020

SECTION D
PERSONNEL

4000

SEXUAL HARASSMENT

State and federal law specifically prohibit sexual harassment of employees and students in connection with their employment by or enrollment in the Durant School District. This policy will set forth the rules and regulations to be followed by all students, employees and Board members of the School District with regard to the issue of sexual harassment:

1) "Employee" means any person who is authorized to act in behalf of the School District, whether that person is acting on a temporary or permanent basis, with or without being compensated, or on a full-time or part-time basis and including board members and school volunteers.

2) "Student" means any person who is enrolled in any school or program of the School District.

3) In the case of an employee of the School District, "sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature by one employee towards another employee which (a) is made an explicit or implicit term or condition of an employee's employment, or (b) is used as a basis for employment decisions affecting that employee or (c) has the purpose or effect of unreasonably interfering with an employee's work performance, or creating an intimidating, hostile or offensive working environment.

4) In the case of a student of the School District, "sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors and other unwelcome verbal, nonverbal or physical conduct of a sexual nature by any person towards a student or conduct that denies or limits, on the basis of sex, a student's ability to participate in or to receive benefits, services or opportunities in the School District's programs. Age appropriate examples of the kinds of things that can constitute prohibited sexual harassment shall be communicated to the students.

5) All students, employees and Board members are strictly prohibited from engaging in any form of sexual harassment of any student, employee, applicant for employment, vendor representative or patron of the School District. Any employee engaging in sexual harassment is subject to disciplinary action, including but not limited to suspension, demotion, forfeiture of pay or benefits and termination. Such penalties shall be imposed based on the facts taken as a whole and the totality of the circumstances such as the nature, extent, context and gravity of such activities or incidents.

6) Any student engaging in sexual harassment is subject to any and all disciplinary action which may be imposed under the School District's Student Discipline Code.

7) Any employee or student who is or has been subjected to sexual harassment or knows of any student or employee who is or has been subjected to sexual harassment shall immediately report all such incidents to either the superintendent, assistant superintendent, principal, assistant principal, or any Board member of the School District. If the report of an incident needs to be made after normal school hours, the above listed individuals may be contacted at home. It is preferred that all such reports be made in person or in writing signed by the reporting party, including but not limited to a Title IX grievance form. However, in order to

encourage full, complete and immediate reporting of such prohibited activities any person may report such incidents in writing and anonymously by mailing such reports to the personal attention of any of the above-designated persons. All such reports should state the name of the alleged harassing student, employee or board member, the person(s) being harassed, the nature, context and extent of the prohibited activity, the dates of the prohibited activity and any other information necessary to a full report and investigation of the matter.

8) Any employee who is subjected to job related sexual harassment is entitled to protection under Title VII of the Civil Rights Act of 1964 and the Oklahoma Anti-Discrimination Act and may report such incidents to the United States Equal Employment Opportunity Commission or the Oklahoma Human Rights Commission.

9) The superintendent, assistant superintendent, principal, assistant principal, and any Board member of the School District, upon receiving a report (formal or informal) of sexual harassment shall do the following as quickly as reasonably possible:

- A. obtain a statement, oral or written, from the individual who is alleged to have been sexually harassed which contains information necessary to conduct a full investigation of the matter. This information should include, but is not limited to, the name of the alleged harasser, the person(s) being harassed, the nature, context and extent of the prohibited activity, the dates of the prohibited activity and the names of any witnesses;
- B. take reasonable and age appropriate, effective steps to separate and protect the individual who is allegedly being sexually harassed from the alleged harasser, until the matter can be fully investigated and the appropriate remedial steps taken;
- C. keep the individual who is allegedly being sexually harassed reasonably apprised, to the extent allowed under federal and state privacy laws and regulations, of the investigation and the actions taken as a result of the investigation;
- D. conduct a full and complete investigation, to the extent reasonably possible and appropriate to the age of those involved, regarding the alleged sexual harassment, which would include, but not be limited to, interviewing the individual allegedly harassed, any witnesses, review of any supporting documents, and interviewing the alleged harasser;
- E. based on good judgment, common sense and the facts, as revealed by the investigation, taken as a whole and the totality of the circumstances, such as the nature, extent, age of those involved, context and gravity of such activities or incidents, take or recommend the taking of appropriate and effective measures reasonably calculated to end the harassment and prevent a reoccurrence, including but not limited to, as to employees, suspension, demotion, forfeiture of pay or benefits, termination or reassignment.

10) During and after the investigation, confidentiality shall be maintained, as far as reasonably possible; provided however, nothing in this policy shall preclude public disclosure of any information of a personal or confidential nature during the course of any suspension, dismissal or non-renewal hearing or in any litigation.

11) It is the School District's position that any person filing or complaining of sexual harassment or participating in any way in any investigation of a sexual harassment claim under this policy shall not be subjected to any form of reprisal, retaliation, intimidation or harassment. The School District will discipline or take appropriate action against any student, employee, agent or representative of the School District who is determined to have engaged in such retaliatory behavior.

**DURANT PUBLIC SCHOOLS
NONDISCRIMINATION**

There will be no discrimination in the district because of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information in its programs, services, activities and employment. The district also provides equal access to the Boy Scouts of America and other designated youth groups. The following people have been designated to handle inquiries regarding the district's non-discrimination policies:

Section 504/Title II of the Americans with Disabilities Act Coordinator (for questions or complaints based on disability)

Superintendent/Asst. Superintendent/Executive Director of Durant Schools
Durant Public Schools
1323 Waco Street
Durant, OK 74701
580-924-1276

Superintendent/Asst. Superintendent/Executive Director of Durant Schools VI of the Civil Rights Act Coordinator (for questions or complaints based on race, color and national origin)

Superintendent/Asst. Superintendent/Executive Director of Durant Schools
Durant Public Schools
1323 Waco Street
Durant, OK 74701
580-924-1276

Superintendent/Asst. Superintendent/Executive Director of Durant Schools IX Coordinator (for questions or complaints based on sex, pregnancy, gender, gender expression or identity)

Superintendent/Asst. Superintendent/Executive Director of Durant Schools
Durant Public Schools
1323 Waco Street
Durant, OK 74701
580-924-1276

Age Act Coordinator (for questions or complaints based on age)

Superintendent/Asst. Superintendent/Executive Director of Durant Schools
Durant Public Schools
1323 Waco Street
Durant, OK 74701
580-924-1276

Any individual, who has experienced some other form of discrimination, including discrimination not listed above, may contact:

Superintendent/Asst. Superintendent/Executive Director of Durant Schools
Durant Public Schools
1323 Waco Street
Durant, OK 74701
580-924-1276

Outside Assistance may be obtained from:

U.S. Department of Education
Office for Civil Rights
One Petticoat Lane
1010 Walnut Street, Suite 320
Kansas City, MO 64106
(816) 268-0550
(816) 268-0599 (Fax)
(877) 521-2172 (TTY)
E-mail: OCR.KansasCity@ed.gov

Revised by vote of the Board of Education August 10, 2015

**DURANT PUBLIC SCHOOLS
DISCRIMINATION, HARASSMENT, AND RETALIATION**

The school district is committed to providing all students and employees with a safe and respectful school environment. Both state and federal law specifically prohibit harassment of or by employees and students in connection with the district.

The district prohibits discrimination, harassment or retaliation based on real or perceived race, color, sex, pregnancy, gender, gender identity or expression, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information. This prohibition applies to students, employees and board members in any aspect of the district's programs, including during school hours, extracurricular activities, school sponsored events, or outside of school hours if the conduct affects the education or working environment.

Definitions

"Employee" for purposes of this policy, includes all district employees, board members and volunteers.

"Student" refers to any person who is enrolled in any district school or program.

"Harassment" means repetitive, unwelcome conduct which is based on a person's real or perceived race, color, sex, pregnancy, gender, gender identity or expression, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information.

Examples of harassment include, but are not limited to: slurs, epithets, insults, jokes or derogatory comments; verbal or physical abuse; intimidation (physical, verbal or psychological); impeding or blocking a person's movement; unwelcome touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, pressure for sexual activity whether written, verbal or through physical gestures, display or sending of pornographic pictures or objects, obscene graffiti, and spreading rumors related to a person's alleged sexual activities. Demeaning comments about a student's ability to excel in a class historically considered a "boy's" or a "girl's" subject may also constitute harassment.

"Sexual harassment" is a type of harassment which includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature which:

- is made an explicit or implicit term or condition of an employee's employment or a student's ability to obtain an education; or
- is used as a basis for decisions impacting either an employee's employment or a student's education; or
- has the purpose or effect of unreasonably or substantially interfering with an employee's work performance or a student's educational performance, or creating an intimidating, hostile, or offensive environment.

In order to constitute sexual harassment, the conduct at issue must be unwelcome. Sexual conduct between minor students and employees will always be considered unwelcome. Sexual harassment also includes conduct such as rape, sexual assault, stalking, and any other form of sexual violence.

Sexual harassment may occur between persons of the same gender or sex.

Nothing in this policy precludes legitimate, nonsexual physical contact to avoid physical harm to persons or property.

“Retaliation” is any negative conduct which is taken in response to an individual’s complaint of harassment or discrimination, or participation in any investigation of a harassment or discrimination complaint.

Reporting

Students who have been harassed or discriminated against, or who witness such conduct, are encouraged to report the offensive conduct to any teacher, counselor, administrator, or board member.

Employees who witness, suspect or receive a report of harassment or discrimination must immediately report the incident to the superintendent or a board member – even if that report must be made after hours to the superintendent or board members home or cell phone.

Any employee who receives a harassment, discrimination or retaliation report will immediately refer the matter to the superintendent or the Title IX coordinator, unless the superintendent or Title IX coordinator is the alleged malfeasant. In such circumstances, the complaint will be referred to the board president or the district’s legal counsel. To ensure impartiality, no person who is the subject of a complaint shall conduct any investigation into the improper conduct.

If possible, reports should be made in person and/or in writing, and be signed by the reporting party. However, in order to encourage full, complete and immediate reporting, any person may report such incidents anonymously in writing by mailing the report to the personal attention of either the superintendent or a board member. All reports should state:

- the name of the alleged harasser;
- the person(s) being harassed;
- the nature, context and extent of the prohibited activity;
- the dates of the prohibited activity, and;
- any other information necessary to a full report and investigation of the matter.

Any employee who is subjected to job related sexual harassment is entitled to protection under Title VII of the Civil Rights Act of 1964 and the Oklahoma Anti-Discrimination Act.

Individuals may simultaneously report an allegation of this type of misconduct to school officials and to the United States Equal Employment Opportunity Commission, the Oklahoma Human Rights Commission, or local law enforcement.

Administrative Response

The district will promptly, thoroughly and impartially investigate all reports of harassment and discrimination. This process will include:

- A statement from the individual who was allegedly harassed;
- Appropriate and reasonable steps to separate and protect the alleged victim pending conclusion of the investigation and necessary remedial action;
- Reasonable updates to the alleged victim of the investigation's progress, subject to federal and state laws and regulations;
- Interviews with the alleged harasser, alleged victim and witnesses; and
- Review of relevant documents, including district files and records.

The district will review all relevant facts and take into account the totality of the circumstances - including the nature, extent, context and gravity of the activities. At the conclusion of this process, the superintendent, in conjunction with the Title IX coordinator, will issue findings based on the preponderance of the evidence and take appropriate measures, including but not limited to: education, information on available outside resources, training and counseling, transfer, suspension, and any other appropriate remedy under the circumstances. Employees may also be terminated for engaging in harassment, discrimination or retaliation.

Confidentiality shall be maintained during and after the investigation to the extent reasonably possible. However, public disclosure of personal or confidential employee information may be made during the course of any suspension, dismissal, non-renewal hearing or resulting litigation.

Penalties

Penalties shall be imposed based on the facts taken as a whole and the totality of the circumstances such as the nature, extent, context and gravity of such activities or incidents.

Any employee or student engaging in harassment, discrimination or retaliation will be subject to any and all disciplinary action allowed by school policy and Oklahoma law.

**GRIEVANCE PROCEDURE FOR FILING, PROCESSING
AND RESOLVING ALLEGED DISCRIMINATION COMPLAINTS
(STUDENTS AND EMPLOYEES)**

I. Definitions

The District takes all allegations of discrimination seriously and will take all reasonable steps to remedy the effects of, and prevent the reoccurrence of, discrimination of which it has notice. Accordingly, the District adopts the following procedure regarding all complaints of discrimination.

- A. **Discrimination Complaint:** A written complaint alleging any policy, procedure or practice which discriminates on the basis of race, color, national origin, religion, gender (including sexual harassment), age, genetic information, veteran status, marital status, or disability.
- B. **Grievant:** Any person enrolled in or employed by the District who submits a complaint alleging discrimination based on gender (including sexual harassment), race, color, national origin, religion, age, genetic information, veteran status, marital status, or disability. Sexual harassment is a prohibited type of sexual discrimination under Title IX for which a grievance under this policy can be filed with the Title IX Coordinator. For purposes of any complaint alleging a violation of Section 504, in addition to those identified as possible grievants in this paragraph, members of the public may also be potential grievants. For purposes of this policy, a parent's complaint or grievance shall be handled in the same manner as a student's complaint would be.
- C. **Title IX, ADA, Title VII and 504 Coordinator:** The person designated to coordinate efforts to comply with and carry out responsibilities under Title IX of the Education Amendments of 1972, the Americans with Disabilities Act, Title VII of the Civil Rights Act of 1964, as amended, Section 504 of the Rehabilitation Act of 1973 and any other state and federal laws addressing equal educational opportunity. The Coordinator under Title IX, ADA, Title VII and 504 is responsible for processing complaints and serves as moderator and recorder during hearings. The Coordinator for the District is: DUANE MERIDETH, Director of Compliance, 1323 Waco Street Durant, OK 747011 (580-924-1276).
- D. **Respondent:** The person alleged to be responsible for the violation contained in a complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the complaint.
- E. **Day:** Day means a working day when the School District's main administrative offices are open. The calculation of days in complaint processing shall exclude Saturdays, Sundays and legal holidays.

II. Pre-Filing Procedures

- A. Prior to the filing of a written complaint, the student or employee is encouraged to visit with the Coordinator, and reasonable effort should be made to resolve the problem or complaint.

III. Filing and Processing Discrimination Complaints

- A. Grievant: Submits written complaint to the Coordinator, stating name, nature and date of alleged violation; names of persons responsible (where known) and requested action. If the Coordinator is the person alleged to have committed the discriminatory act(s), then the complaint should be submitted to the superintendent for assignment. Complaints must be submitted within 10 days of alleged violation. Complaint forms are available from the office of the superintendent and the Coordinator.
- B. Coordinator: Conducts an adequate, reliable and impartial investigation, within 10 days, to the extent reasonably possible, which would include but not be limited to, interviewing the complainant, any witnesses of all the parties, review of any supporting documents of all the parties, and interviewing the respondent; and asks respondent to:
 - i) Confirm or deny facts;
 - ii) Indicate acceptance or rejection of student or employee's requested action; or
 - iii) Outline alternatives.
- C. Respondent: Submits written answer within 10 days to the Coordinator.
- D. Coordinator: Within 5 days after receiving respondent's answer, Coordinator schedules a hearing.
- E. Grievant, Respondent and Coordinator: Hearing is conducted. In circumstances involving allegations of sexual harassment, the Coordinator may determine that it is appropriate and reasonable to separate the individual who is allegedly being sexually harassed from the alleged harasser in the hearing.
- F. Coordinator: Issues, within 5 days after the hearing, a written decision to the Grievant and Respondent.
- G. Grievant or Respondent: If the Grievant or Respondent is not satisfied with the decision, they must notify the Coordinator within 5 days and request, in writing, a hearing with the superintendent or his/her designee. This step is applicable only to situations in which the Coordinator, and not the superintendent or his/her designee, conducted the initial hearing.
- H. Superintendent or Designee: Schedules, within 10 days of request, a hearing with the Grievant and Respondent.
- I. Superintendent or Designee, Grievant and Respondent: Hearing is conducted.
- J. Superintendent or Designee: Issues a written decision within 5 days following the hearing to Grievant and Respondent.
- K. Grievant or Respondent: If the Grievant or Respondent is not satisfied with the decision, they must notify the superintendent, in writing, within 5 days and request a hearing with the Board of Education.
- L. Superintendent: Notifies Board of Education, in writing, within 5 days after receiving request. Superintendent schedules hearing with the Board of Education. Hearing is to be conducted within 30 days from the date of notification to the Board of Education.

- M. Board, Grievant, Respondent, Superintendent and Coordinator: Hearing is conducted. Board issues a final decision at the hearing regarding the validity of the grievance and any action to be taken.

IV. General Provisions

- A. Extension of time: Any time limits set by these procedures may be extended by mutual consent of the parties involved. The total number of days from date that complaint is filed until complaint is resolved shall be no more than 120 days.
- B. Access to Regulations: Upon request, the District shall provide copies of any regulations prohibiting discrimination on the basis of race, color, national origin, religion, gender, age, genetic information, veteran status, marital status, or disability.
- C. Confidentiality of Records: Complaint records will remain confidential, to the extent allowed by law, unless permission is given by the parties involved to release such information. All complaint records will be kept separate from any other records of the School District. No complaint record shall be entered in any personnel file unless adverse employment action is taken against an employee. Complaint records shall be maintained on file for three years after complaint resolution.
- D. Representation: The Grievant and the Respondent may have a representative assist them through the grievance process and accompany them to any hearing.
- E. Retaliation: No reprisals or retaliation will be allowed to occur as the result of the good faith reporting of a discrimination complaint.
- F. Basis of Decision: At each step in the grievance procedure, the decision-maker will take or recommend the taking of appropriate measures based on the facts, as revealed by the investigation and hearing, taken as a whole, and the totality of the circumstances, such as the nature, extent, context and gravity of the activities or incidents.
- G. Section 504 Due Process Procedures: For information concerning due process procedures under Section 504, the Grievant should contact the Section 504 Coordinator.

Revised by vote of the Durant Board of Education September 7, 2010
 Revised by vote of the Durant Board of Education, August 10, 2015

GRIEVANCE COMPLAINT FORM

1. Print Name and Address of Charging Party (Grievant):

2. Date: _____

3. Phone numbers where Grievant may be reached:

Home: _____
Office: _____
Other: _____

4. Statement of grievance (please provide as detailed a statement as is possible and feel free to attach supplemental pages if necessary for a complete understanding of your concerns):

5. Please identify any witnesses and/or documents or other materials which support your grievance. If documents or materials are in your possession, please attach copies to this grievance.

6. Please identify what action or relief you are seeking as a result of this grievance.

Signature of Grievant

**IF, AS A RESULT OF A DISABILITY, YOU NEED ASSISTANCE IN COMPLETING THIS FORM,
PLEASE CONTACT THE DISTRICT'S ADA COORDINATOR, _____, AT _____
_____, FOR ASSISTANCE OR ACCOMMODATION.**

Revised by vote of the Durant Board of Education August 10, 2016

Implementation Guideline for Combating Sex/Gender Based Discrimination

The district is committed to ensuring equity in all its programs. This document is designed to help the administration avoid claims of sex/gender based discrimination and to ensure all students and employees are treated fairly.

Education - Students

The district's anti-bullying and anti-discrimination education efforts will include education to students regarding the following topics:

- Identifying bullying and cyberbullying
- Identifying all forms of discrimination, including sex discrimination based on gender stereotypes, gender nonconformity, and transgender status
- Concrete and age appropriate examples of harassment, intimidation, discrimination and bullying – and appropriate responses
- Outline of the district's conduct expectations
- Ways in which prohibited conduct adversely affects the education environment
- Identification of bullying and discrimination coordinators
- Explanation of how to file a claim of harassment, intimidation, discrimination or bullying

Education – Staff

All school personnel have a responsibility to understand the district's commitment to eliminate all forms of discrimination in all its programs. The district will provide basic training to school personnel to ensure success, including information about who to contact in regard to potential discrimination. The district will also provide additional training to personnel who are designated program coordinators.

Handbooks

All school site handbooks must contain the following language:

There will be no discrimination in the district because of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information in its programs, services, activities and employment. The following people have been designated to handle inquiries regarding the district's non-discrimination policies:

Section 504/Title II of the Americans with Disabilities Act Coordinator (for questions or complaints based on disability)

*Superintendent/Asst. Superintendent/Executive Director of Durant Schools
Durant Public Schools
1323 Waco Street
Durant, OK 74701
580-924-1276*

Title VI of the Civil Rights Act Coordinator (for questions or complaints based on race, color and national origin)

*Superintendent/Asst. Superintendent/Executive Director of Durant Schools
Durant Public Schools
1323 Waco Street
Durant, OK 74701
580-924-1276*

Title IX Coordinator (for questions or complaints based on sex, pregnancy, gender, gender expression or identity)

*Superintendent/Asst. Superintendent/Executive Director of Durant Schools
Durant Public Schools
1323 Waco Street
Durant, OK 74701
580-924-1276*

Age Act Coordinator (for questions or complaints based on age)

*Superintendent/Asst. Superintendent/Executive Director of Durant Schools
Durant Public Schools
1323 Waco Street
Durant, OK 74701
580-924-1276*

Any individual who has experienced some other form of discrimination, including discrimination not listed above, may contact:

Superintendent/Asst. Superintendent/Executive Director of Durant Schools

*Durant Public Schools
1323 Waco Street
Durant, OK 74701
580-924-1276*

Outside Assistance may be obtained from:

*U.S. Department of Education
Office for Civil Rights
One Petticoat Lane
1010 Walnut Street, Suite 320
Kansas City, MO 64106
(816) 268-0550
(816) 268-0599 (Fax)
(877) 521-2172 (TTY)
E-mail: OCR.KansasCity@ed.gov*

All district employees and students will be provided with age appropriate education regarding types of discrimination, harassment and bullying. Students and employees will also be advised of the district's expectations regarding appropriate conduct. Any student who is experiencing difficulty fully accessing the district's education programs should contact the appropriate coordinator so a success plan can be developed for the student.

Administrator Responses

Any administrator who becomes aware that a student is pregnant or transitioning to a different gender must meet privately with the student and the student's parent/guardian to discuss the situation. The 2023 Oklahoma "Parents' Bill of Rights" (OAC 210:10-2-1, et seq.), requires the district to disclose to a student's parent/guardian any information known to the district or its employees regarding material changes reasonably expected to be important to the parent/guardian regarding their student's health, social, or psychological development, including identity information. Disclosure of this information shall occur within 30 days of learning the information. "Identity information" means information including, but not limited to, any names or pronouns used by a student at school and any social transition or other transition to a gender that differs from the student's sex. "Sex" means the physical condition of being male or female based on genetics and physiology, as identified on the individual's original birth certificate.

The student and parent/guardian meeting must include creation of a transition plan. The plan is not to be punitive/exclusionary in nature and must be designed to ensure the student's educational success.

Each student and the student's parent/guardian must be provided with information regarding the district's nondiscrimination policies and procedures and the name/contact information for the district's nondiscrimination coordinators. The student and the student's parent/guardian must also be provided with the name/number of a staff liaison in the event the student or the student's parent/guardian encounters any difficulties with his/her education.

Because gender transitioning is an emerging area in the law, the superintendent must be advised of any such situation which presents itself so he/she can consult with legal counsel.

Placement and Other Education Considerations For Special Circumstances

In an attempt to meet individual student needs, the district will consider all placement and related education options at times when traditional instruction and other access may not be in a student's best interests. This worksheet will guide the administrator, parent/guardian (if authorized by the student), and student in making the best decision possible given the totality of the circumstances. This placement will be reviewed as often as needed but at least once per semester.

Placement Options¹

- ☐ *Retain Current Placement*
The student retains his/her current schedule at his/her current school.
- ☐ *Current School / New Schedule*
The student continues at his/her current school but with a different class schedule.
- ☐ *In-District Transfer*
The student is transferred to another school within the district.
- ☐ *Out-of-District Transfer*
The district consents to the student transferring to another school district. This option requires the consent of the receiving school district, which is outside this district's control.
- ☐ *Blended Learning*
The student receives educational services by taking supplemental online courses or participating in an online program. This option is available for secondary students only.
- ☐ *Dropout Prevention*
The student receives all education services via online instruction. This option is available for secondary students only.
- ☐ *Alternative School*
This option requires an application process prior to placement.
- ☐ *Health Considerations / IEP*

¹ No student will be excluded from regular classes or segregated in any way based on special or unique circumstances alone. All educational placements, including extracurricular activities, will be considered based on the entirety of the student's unique circumstances. Regardless of the placement option agreed upon between the school and the family, additional supportive services may be added as deemed appropriate.

These options include partial school days, 504 Plans, and homebound instruction. Additional evaluations may be required prior to placement with these options.

Information Dissemination

The following personnel have a need to know this information:

Staff Member

Information to be Disclosed, if any

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

Temporary Leave

The student will be on leave from school the following dates:

_____ To _____

The student will make up work related to this absence:

Supportive Services

The following additional services and special considerations are needed:

- ☐ Schedule a meeting with the principal prior to returning to class to discuss any potential obstacles and how to successfully navigate those challenges

- ☐ Designate an individual for the student to report any difficulties to, including any concerns about bullying, retaliation, or other inappropriate conduct
- ☐ School counseling sessions
- ☐ Consulting with the student's private counselor to ensure a unified approach
- ☐ Coordinating the student's class schedule to maximize successful goal completion
- ☐ Other:

Decisions / Action Plan

After considering each of the options and categories outlined above, the administration, parent/guardian (if authorized) and student have selected those options and choices which are marked. The reasons for these decisions are:

Acknowledgment

We have jointly agreed to the options noted above as the best choice for the student given the totality of the circumstances. We agree to review this decision as needed, but at least once per semester.

Student Signature

Date

Parent/Guardian Signature (if authorized)

Date

Administrator Signature

Date

A copy of this plan will be provided to the student, authorized parent/guardian, and authorized school personnel.

Additional Options & Discussion Points Gender Transitioning Students Only

Name / Gender Identification

Name the student will use (unofficial records): _____

Gender pronoun the student will use: _____

Will official school records be changed (court order required): _____

Restroom & Locker Room Access

☐ Student will use group restrooms associated with the preferred gender

☐ Student will use a private restroom located _____

☐ Student will use restrooms associated with the preferred gender but will also have access to a private restroom located _____

Gender Based Activities

Student will participate in the following activities consistent with the preferred gender identity or expression:

- ☐ Health classes
- ☐ PE classes
- ☐ Club/intramural athletics

Extracurricular Activities

Student is participating in the following extracurricular activities:

Notes from OSSAA on student's eligibility and participation:

Other Needs

Describe:

CRIMINAL RECORDS SEARCHES

It shall be the policy of the district that it will obtain the results of a national criminal history record check, as defined by OKLA. STAT. tit. 74, §_150.9, of every prospective school district employee and conduct an annual search of the Oklahoma Sex Offender and Mary Rippey Violent Crime Offender Registries with respect to all employees who offer or provide services to children, including but not limited to secondary students. The district shall also obtain an Oklahoma criminal history record check from the Oklahoma State Bureau of Investigation for all prospective teachers.

The provisions of this policy shall not apply to school district employees hired on a part-time or temporary basis for the instruction of adult students only.

National Felony Record Search of Prospective Employees

During the first interview with each employment applicant, school district will advise the applicant that:

1. The district requires a national criminal history record check of every prospective employee as a condition of employment. The district also requires a Oklahoma criminal history record check for every prospective teacher;
2. To enable the district to request the search and obtain the results, the applicant must complete and sign authorization and release forms provided by the district;
3. The district will only request a felony record search if the superintendent recommends employment of the applicant;
4. If the superintendent recommends employment of the applicant, the applicant must pay the search fee(s)
5. The district will reimburse the applicant for the search fee unless the search discloses a prior felony offense conviction;
6. If the superintendent recommends employment of the applicant, the applicant must permit himself/herself to be fingerprinted, if applicable, provide a social security number and provide any other information necessary to facilitate the national criminal history record check and/or the Oklahoma criminal history record check search; and
7. The Board of Education shall not have the authority to enter into any written contract with a prospective teacher who does not have an Oklahoma criminal history record check on file with the district. No prospective teacher shall be permitted to perform work or render services to the district without such record check on file. A prospective teacher who has an Oklahoma criminal history record check on file with the district, but is awaiting the results of the national criminal history record check, may perform services for the district subject to the provisions of paragraph 8 below.

8. The applicant, if placed on duty prior to receipt of the national criminal history record check results, will be classified as a temporary employee until the district is notified that the search is clear of any felony conviction(s) within the past ten (10) years, or at any time if the conviction shows a tendency to be a danger to the health/safety of students or if the conviction indicates a potential conflict with the duties to be performed by the applicant. All criminal history record searches will be made in compliance with the Federal Fair Credit Reporting Act.

If the results of the national criminal history record check are not received by the school district within sixty (60) days, if the record check reveals a prior felony offense conviction(s) within the past ten (10) years, or at any time if the conviction shows a tendency to be a danger to the health/safety of students or if the conviction indicates a potential conflict with the duties to be performed by the applicant, or if the record check reveals a false response to one or more of the questions on the authorization and release, the applicant shall be deemed to have resigned his or her employment. The administration will review the facts and circumstances of each situation and decide whether to recommend the resignation be accepted. Such resignation may be accepted by the board of education at any time. Under these circumstances, the applicant waives any due process procedures which might be available under federal and state law and school district policies and procedures. The sixty (60) day temporary employment period shall begin on the first day the prospective employee reports for duty at the school district.

The district may waive the requirement to obtain an initial national criminal record check for any prospective employee who has obtained certification from the Oklahoma State Department of Education within the past twelve (12) months.

The district may waive the requirement to obtain a new record search if the applicant for a full-time teaching position has been employed as a full-time or substitute teacher in another Oklahoma school district, produces a copy of an existing national criminal history record check from within the past five (5) years, and produces an original letter from the former district stating that the employee left in good standing.

Felony Record Searches of Current Employees

The following rules apply to requests for record checks regarding current employees of the district:

A. General Rules

When the district seeks to obtain a record check regarding a current district employee pursuant to the terms of this policy, the employee who is the subject of that record check must complete and sign an authorization and release form provided by the district. The employee shall permit himself/herself to be fingerprinted, if applicable, provide a social security number and provide any other information necessary to facilitate the record check. The district shall be responsible for the payment of fees associated with record checks regarding current district employees.

B. Current Teachers Not Eligible for Retirement

The district will review the personnel records of all certified teachers currently employed by the district who (1) were employed by the district as of May 19, 2020, and (2) **are not** eligible for retirement through the Oklahoma Teachers' Retirement System, in order to determine whether the district has both an Oklahoma criminal history record check from the Oklahoma State Bureau of Investigation (the "OSBI") and a national criminal history record check on file for each teacher. In the event that the district does not have both of the above-referenced record checks on file regarding a teacher, the district will obtain the record check(s) it did not previously have on file for that teacher prior to the deadline for that teacher to renew his or her teaching certificate.

C. Current Teachers Eligible for Retirement

The district will review the personnel records of all certified teachers currently employed by the district who (1) were employed by the district as of May 19, 2020, and (2) **are** eligible for retirement through the Oklahoma Teachers' Retirement System, in order to determine whether the district has both an Oklahoma criminal history record check from the OSBI and a national criminal history record check on file for each teacher. In the event that the district does not have both of the above-referenced record checks on file regarding a teacher, the district will obtain the record check(s) it did not previously have on file for that teacher no later than the earlier of (1) July 1, 2022, or (2) the deadline for the renewal of the teacher's teaching certificate.

D. Other Employees

The district will review the personnel records of all other current employees of the district who were employed by the district as of May 19, 2020, in order to determine whether the district has both an Oklahoma criminal history record check from the OSBI and a national criminal history record check on file for each employee. In the event that the district does not have both of the above-referenced record checks on file regarding an employee, the district will obtain the record check(s) it did not previously have on file for that employee no later than July 1, 2022.

E. Record Checks Upon Request of the Board or Superintendent.

The district will request an Oklahoma criminal history record check and/or national criminal history record check regarding any current school district employee if the board of education or superintendent requests a search of that employee's felony record.

Felony Record Searches of Substitutes

The district may, in its discretion, require a national criminal history record search for substitutes of the same type and using the same standards applicable to prospective employees, or it may obtain a current records search, if available, from a school district that employed the substitute in the year preceding prospective employment by school district. Likewise, any person seeking employment as a substitute who has been employed as a full-time teacher by a school district in the State of Oklahoma in the five (5) years immediately

preceding application for employment as a substitute, is not required to obtain a national criminal history record check if the teacher produces a copy of a national criminal history record check completed within the preceding five (5) years and a letter from the school district in which the teacher was last employed stating the teacher left in good standing. Similarly, any person seeking employment as a substitute who has been employed as a full-time teacher by school district for ten (10) or more consecutive years immediately preceding application for employment as a substitute and who left full-time employment with school district in good standing is not be required to have a national criminal history record check for as long as the person remains employed as a substitute for consecutive years by school district.

It shall be the policy of the district that it will obtain the results of a national criminal history record check ("record check"), as defined by OKLA. STAT. tit. 74, §150.9, of every prospective school district employee and conduct an annual search of the Oklahoma Sex Offender and Mary Rippy Violent Crime Offender Registries with respect to all employees who offer or provide services to children, including but not limited to secondary students.

The provisions of this policy shall not apply to school district employees hired on a part-time or temporary basis for the instruction of adult students only.

Felony Record Search of Prospective Employees

During the first interview with each employment applicant, school district will advise the applicant that:

1. School district requires a record check of every prospective employee as a condition of employment;
2. To enable school district to request the search and obtain the results, the applicant must complete and sign an authorization and release form provided by school district;
3. School district will only request a felony record search if the superintendent recommends employment of the applicant;
4. If the superintendent recommends employment of the applicant, the applicant must pay the search fee, which will not exceed \$50;
5. School district will reimburse the applicant for the search fee unless the search discloses a prior felony offense conviction;
6. If the superintendent recommends employment of the applicant, the applicant must permit himself/herself to be fingerprinted, if applicable, provide a social security number and provide any other information necessary to facilitate the felony record search; and
7. The applicant, if placed on duty prior to receipt of the felony search results, will be classified as a temporary employee until school district is notified that the search is clear of any felony conviction(s) within the past ten (10) years, or at any time if the conviction shows a tendency to be a danger to the health/safety of students or if the conviction indicates a potential conflict

with the duties to be performed by the applicant. All felony record searches will be made in compliance with the Federal Fair Credit Reporting Act.

If the results of the record check are not received by school district within sixty (60) days, or if the record check reveals a prior felony offense conviction(s) within the past ten (10) years, or at any time if the conviction shows a tendency to be a danger to the health/safety of students or if the conviction indicates a potential conflict with the duties to be performed by the applicant, or if the record check reveals a false response to one or more of the questions on the authorization and release, the applicant shall be deemed to have resigned his or her employment. The administration will review the facts and circumstances of each situation and decide whether to recommend the resignation be accepted.

The district may waive the requirement to obtain a new records search if the applicant for a full-time teaching position has been employed as a full-time or substitute teacher in another Oklahoma school district, produces a copy of an existing national criminal history record check from within one (1) year, and produces an original letter from the former district stating that the employee left in good standing.

Felony Record Searches of Employees

School district will also request a record check of the name, fingerprints, social security number or other relevant information of any current school district employee if the board of education or superintendent requests a search of that employee's felony record.

Felony Record Searches of Substitutes

School district may, in its discretion, require a national criminal history record search for substitutes of the same type and using the same standards applicable to prospective employees, or it may obtain a current records search, if available, from a school district that employed the substitute in the year preceding prospective employment by school district. Likewise, any person seeking employment as a substitute who has been employed as a full-time teacher by a school district in the State of Oklahoma in the one (1) year immediately preceding application for employment as a substitute, is not required to obtain a national criminal history record check if the teacher produces a copy of a national criminal history record check completed within the preceding one (1) year and a letter from the school district in which the teacher was last employed stating the teacher left in good standing. Similarly, any person seeking employment as a substitute who has been employed as a full-time teacher by school district for ten (10) or more consecutive years immediately preceding application for employment as a substitute and who left full-time employment with school district in good standing is not be required to have a national criminal history record check for as long as the person remains employed as a substitute for consecutive years by school district.

Annual Search of Sex Offender and Violent Crime Offender Registries

Pursuant to OKLA. STAT. tit. 57, § 589, the district shall conduct an annual name search against the Oklahoma Sex Offenders Registry and the Mary Rippey Violent Crime Offenders Registry of all district employees who provide or offer services to secondary students and children.

Revised by vote of the Board of Education August 18, 2020

FOR APPLICANTS]**AUTHORIZATION AND RELEASE**

This Authorization and Release is executed under penalty of perjury on the ___ day of _____, 20____ by _____, an applicant for employment ("Applicant") with the Durant School District ("School District").

Applicant understands that School District's receipt of a national criminal history record check is a condition of employment with School District, and that the record check must reveal that the applicant has not had any felony conviction(s) within the past ten (10) years, or at any time if the conviction shows a tendency to be a danger to the health/safety of students or if the conviction indicates a potential conflict with the duties to be performed by the applicant, unless after review of the facts and circumstances of each situation the administration decides to recommend employment. Because Applicant desires employment with School District, Applicant authorizes School District to request and obtain the results of a national felony record search of Applicant's name, fingerprints, if applicable, social security number and any other lawful means of obtaining such results. Applicant hereby releases Applicant's record check results to School District. Applicant also releases School District of any and all liability relating to its request for, receipt and use of the search results.

APPLICANT ACKNOWLEDGES THAT APPLICANT HAS BEEN FURNISHED AND UNDERSTANDS ALL OF THE REQUIREMENTS OF SCHOOL DISTRICT'S FELONY RECORD CHECK POLICY AND AGREES TO BE BOUND BY ALL OF ITS TERMS AND CONDITIONS.

Applicant also agrees to truthfully answer the following questions:

Have you ever:

	Yes	No
Entered a plea of guilty or nolo contendere to a state (any state) or federal felony charge? (This question includes non-sealed criminal records involving a "deferred sentence" or "deferred judgment.")		
Been convicted of a state (any state) or federal felony offense?		
Been charged with a state (any state) or federal felony offense which was reduced to a misdemeanor offense to which you entered a plea of guilty or nolo contendere? (This question includes non-sealed criminal records involving a "deferred sentence" or "deferred judgment.")		
Entered a plea of guilty or nolo contendere to, or been convicted of, a state (any state) or federal misdemeanor charge involving illegal chemical substances or illegal sexual activity? (This question includes non-sealed criminal records involving a "deferred sentence" or "deferred judgment.")		
Entered into a deferred prosecution agreement with a state (any state) or federal prosecutor?		

FOR CURRENT EMPLOYEES**AUTHORIZATION AND RELEASE**

This Authorization and Release is executed under penalty of perjury on the ____ day of ____, 20__ by _____, an applicant for employment ("Applicant") with the Durant School District ("School District").

Applicant understands that School District's receipt of a national criminal history record check is a condition of employment with School District, and that the record check must reveal that the applicant has not had any felony conviction(s) within the past ten (10) years, or at any time if the conviction shows a tendency to be a danger to the health/safety of students or if the conviction indicates a potential conflict with the duties to be performed by the applicant. Because Applicant desires employment with School District, Applicant authorizes School District to request and obtain the results of a national felony record search of Applicant's name, fingerprints, if applicable, social security number and any other lawful means of obtaining such results. Applicant hereby releases Applicant's record check results to School District. Applicant also releases School District of any and all liability relating to its request for, receipt and use of the search results.

APPLICANT ACKNOWLEDGES THAT APPLICANT HAS BEEN FURNISHED AND UNDERSTANDS ALL OF THE REQUIREMENTS OF SCHOOL DISTRICT'S FELONY RECORD CHECK POLICY AND AGREES TO BE BOUND BY ALL OF ITS TERMS AND CONDITIONS.

Applicant also agrees to truthfully answer the following questions:

Have you ever:

	Yes	No
Entered a plea of guilty or nolo contendere to a state (any state) or federal felony charge? (This question includes non-sealed criminal records involving a "deferred sentence" or "deferred judgment.")		
Been convicted of a state (any state) or federal felony offense?		
Been charged with a state (any state) or federal felony offense which was reduced to a misdemeanor offense to which you entered a plea of guilty or nolo contendere? (This question includes non-sealed criminal records involving a "deferred sentence" or "deferred judgment.")		
Entered a plea of guilty or nolo contendere to, or been convicted of, a state (any state) or federal misdemeanor charge involving illegal chemical substances or illegal sexual activity? (This question includes non-sealed criminal records involving a "deferred sentence" or "deferred judgment.")		
Entered into a deferred prosecution agreement with a state (any state) or federal prosecutor?		

Applicant understands that if Applicant is hired by School District prior to receipt of the results of the national criminal history record check, Applicant will be classified as a temporary employee until notified otherwise by the Superintendent. Furthermore, Applicant understands that if School District does not receive the results of the national criminal history record check within sixty (60) days, the check reveals a prior felony offense conviction that occurred within the past ten (10) years, or at any time if the conviction shows a tendency to be a danger to the health/safety of students or if the conviction indicates a potential conflict with the duties to be performed by the applicant, or if Applicant provides a false response to one or more of the above questions, then Applicant will be deemed to have resigned. The Board of Education may accept Applicant's resignation at any time within thirty (30) days after the date School District was notified of either the unsatisfactory search results or the false response, whichever is later; and Applicant waives Applicant's right to any and all due process procedures to which Applicant might otherwise be entitled under federal and state law and School District policies and procedures.

APPLICANT UNDERSTANDS AND AGREES THAT IF HIRED BY SCHOOL DISTRICT, THEN APPLICANT IS SUBJECT TO A FELONY RECORD SEARCH AT ANY TIME DURING HIS/HER EMPLOYMENT WITH SCHOOL DISTRICT AND THIS AUTHORIZATION AND RELEASE SHALL REMAIN IN FULL FORCE AND EFFECT THROUGHOUT APPLICANT'S EMPLOYMENT WITH SCHOOL DISTRICT.

"Applicant"

VERIFICATION

STATE OF OKLAHOMA)
) ss.
COUNTY OF BRYAN)

_____, Applicant, of lawful age and being first duly sworn upon oath, deposes and states: that Applicant is familiar with the statements set forth above; that Applicant has read and fully understood the foregoing Authorization and Release; and Applicant states that all the matters therein set forth are true and correct.

"Applicant"

SUBSCRIBED AND SWORN to before me this _____ day of _____, 20____.

Notary Public

My Commission expires:

(SEAL)

Revised by vote of the Board of Education December 3, 2012
Revised by vote of the Board of Education, August 2, 2013

**EMPLOYMENT REFERENCES -- RELEASE
OF INFORMATION REGARDING EMPLOYEES**

The district will respond promptly and professionally to reference requests regarding current and former employees. Business Manager/Clerk of the Board is the district's representative authorized to handle all such responses.

Unless an appropriate written release is submitted, Business Manager/Clerk of the Board is only authorized to release public records related to employment, to confirm an employee's dates of employment, and identify the position(s) held by the employee.

If an appropriate written release is submitted, Business Manager/Clerk of the Board will provide whatever information is authorized.

ESSA Mandate Compliance

All district employees are required to comply with the Every Student Succeeds Act's requirements related to employment references.

No employee may assist a school employee, contractor, or agent in obtaining a new job, apart from the routine transmission of administrative and personnel files, if the individual knew or has probable cause to believe, that such employee, contractor, or agent engaged in sexual misconduct regarding a minor or student in violation of the law.

Reference: 40 OKLA. STAT. §61
20 USC §8546

Approved by the Board of Education, August 14, 2017

**TEACHERS
DUTIES AND RESPONSIBILITIES**

The Durant Board of Education recognizes that teachers are professional persons who work within a code of ethics and professional responsibility.

The following shall govern the duties and responsibilities of teachers employed by the Durant Public School system.

1. Teachers shall be present in their assigned work places at least 15 minutes before the beginning of class each morning and a reasonable time before the opening of class in the afternoon. Teachers shall remain at their work places until 20 minutes after the last class period ends.
2. Teachers shall attend promptly all meetings called by the principal or superintendent.
3. Teachers shall devote themselves during school hours to the duties of their respective assignments and will give careful attention to instruction, discipline, manner, and habits of their students.
4. Teachers shall be responsible for discipline of their respective classrooms. Students shall not be excluded from classes without good cause. The aid and counsel of the principal shall be sought on questions of discipline, and special misconduct case shall be referred to the principal.
5. Teachers shall be responsible and accountable for supplies, equipment, apparatus, and other school property within their area of instruction or supervision.
6. Teachers shall report student misconduct.
7. Teachers shall report to the principal any student whose progress or advancement warrants reclassification, and any student who, for any cause, fails to properly complete assigned classroom work. Teachers shall assign, grade, and return to the student any required make-up work for excused absences.
8. Teachers shall not be absent from their classrooms without prior notice to the principal.
9. Teachers who find that they will be late or absent because of unforeseen emergencies should notify the principal as soon as possible so that a substitute teacher may be obtained.
10. Teachers shall perform other duties as assigned by the principal.

At the end of the school year, each teacher must have the following completed and ready to hand in before checking out:

1. Completed inventory of classroom
2. Semester grade sheets completed
3. Inventory list of textbooks
4. “Want” list for following school year
5. All incomplete grades changed
6. Textbooks properly stored
7. Sponsors must insure all organizational bills are paid
8. Must be cleared by principal before departure

TEACHER ASSISTANTS

It is the policy of the Durant Board of Education that teacher assistants will be employed for the school term only. Employment will be offered if funds are available, the educational need exists in a particular program, and the applicant possesses the required level of requisite skills as prescribed in the appropriate State Department of Education regulation, except that a teacher's assistant or a volunteer will be used for each class of kindergarten through second grade which has more than 20 students and in which 20% of the students are eligible to participate in the National School Lunch Act.

Teacher assistants will only be used to perform, or assist a classroom teacher to perform, the following duties:

- Hallroom duty
- Bus duty
- Playground duty
- Lunchroom duty
- Extracurricular activities involving school functions
- Other noninstructional duties as the superintendent may prescribe

The duties of teacher assistants may be further restricted or regulated by program requirements of the funding plan under which they are employed:

1. Chapter I funds provide assistants for the Remedial Reading Program.
2. Title 5 funds provide assistants for Indian students.
3. Early Childhood Intervention (ECI) funds provide assistants for mainstreamed students with certain specific disabilities who require frequent or constant attention.

Teacher assistants are employed six and one-half hours per day for 182 days and receive ten days of sick leave per 182 days, cumulative to a total of 60 days.

TEACHER ETHICS

The Durant Board of Education realizes that codes of ethics are normally developed by the professions themselves, and are not imposed upon them by employers or any higher body. However, because the actions of school district employees are viewed and appraised by the community, professional associates, and students, activities by employees which adversely affect the educational goals of this district will not be condoned by the board of education. Therefore, all school employees are expected to maintain certain standards of conduct and to assume responsibility for providing professional leadership in the school and community. These standards include the following:

The maintenance of just and courteous professional relationships with pupils, parents, staff members, and others.

The maintenance of their own efficiency and knowledge of the developments in their fields of work.

The transaction of all official business with the properly designated authorities of the school system.

The establishment of friendly and intelligent cooperation between the community and the school system.

The representation of the school system on all occasions that the contributions of the school system to the community are recognized.

The placement of the welfare of the children as the first concern of the school system, thus appointments to positions and promotion must be based solely on merit. The use of pressure on school officials for appointment or promotion is unethical.

Restraint from using school contacts and privileges to promote partisan politics, sectarian religious views, or selfish propaganda of any kind.

Directing any criticism of other staff members or of any department of the school system toward the improvement of the school system. Such constructive criticism is to be made directly to the particular school administrator who has the administrative responsibility for improving the situation and then to the superintendent if necessary.

The proper use and protection of all school properties, equipment, and materials.

STANDARDS OF PERFORMANCE AND CONDUCT FOR TEACHERS

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

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

**PRINCIPLE I
COMMITMENT TO THE STUDENTS**

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

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

1. Shall not unreasonably restrain the student from independent action in the pursuit of learning.
2. Shall not unreasonably deny the student access to varying points of view.
3. Shall not deliberately suppress or distort subject matter relevant to the student's progress.
4. Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety.
5. Shall not intentionally expose the student to embarrassment or disparagement.
6. Shall not on the basis of race, color, creed, gender, national origin, marital status, political or religious beliefs, family, social or cultural background unfairly
 - a. Exclude any student from participation in any program,
 - b. Deny benefits to any student,
 - c. Grant any advantage to any student.
7. Shall not use professional relationships with students for private advantage.

8. Shall not disclose information about students obtained in the course of professional service, unless disclosure serves a compelling professional purpose and is permitted or required by law.

PRINCIPLE II COMMITMENT TO THE PROFESSION

The teaching profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service.

In order to assure that the quality of the services of the teaching profession meets the expectations of the state and its citizens, the teacher shall exert every effort to raise professional standards, fulfill professional responsibilities with honor and integrity, promote a climate that encourages the exercise of professional judgment, achieve conditions which attract persons worthy of the trust to careers in education, and assist in preventing the practice of the profession by unqualified persons.

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

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

PRINCIPLE III

1. Pursuant to the Teacher Due Process Act of 1990, a career teacher may be dismissed or not reemployed for:
 - a. Willful neglect of duty.
 - b. Repeated negligence in performance of duty.
 - c. Mental or physical abuse to a child.
 - d. Incompetency.
 - e. Instructional ineffectiveness.
 - f. Unsatisfactory teaching performance.
 - g. Any reason involving moral turpitude.
2. A career teacher shall not be subject to dismissal or non-reemployment for items a., b., d., e., and f., above, unless and until a written admonishment has been issued in accordance with relevant law.
3. A probationary teacher shall not be subject to dismissal or non-reemployment for inadequate teaching performance unless or until a written admonishment has been issued in accordance with relevant law.
4. A temporary teacher shall not accrue credit toward career status except by board action upon recommendation of the superintendent or as otherwise required by state law.
5. Temporary teachers, substitute teachers, adult education teachers, and teachers employed in positions fully funded by private or federal grants shall not be protected by the provisions of the Teacher Due Process Act.
6. A teacher convicted of a felony shall be dismissed or not reemployed unless a presidential or gubernatorial pardon has been issued.
7. A teacher may be dismissed, refused employment, or not reemployed after a finding that such person engaged in criminal sexual activity or sexual misconduct that has impeded the effectiveness of the individual's performance of school duties:
 - a. "Criminal sexual activity" means the commission of an act defined in Section 886 of Title 21 of the Oklahoma Statutes, which is the act of sodomy; and

- b. “Sexual misconduct” means the soliciting or imposing of criminal sexual activity (70 O.S. § 6-101.22).

A copy of these standards of performance and conduct will be provided to each teacher.

DURANT SCHOOL DISTRICT
PROFESSIONAL CONDUCT BY STAFF

The Board of Education counts on staff to adhere at all times to recognized standards of professional conduct. Teachers, administrators, and support employees are role models and must exemplify ethical behavior in their relationships with students, patrons, and other staff members. The Board expects staff to be mindful that they are professionals and their conduct, particularly in relation to students, patrons, and other staff, must be consistent with professional standards. Staff members must never engage in conduct which detracts from a safe, positive, or appropriate learning environment.

The Board of Education believes that all staff members have a responsibility and professional obligation to be familiar with and abide by the laws of Oklahoma, the policies of the board, and the administrative regulations designed to implement them – as they affect the employee’s job and commitments to students and others.

The OSDE *Standards of Performance and Conduct* set forth standards for the professional conduct of teachers. The Board, like the State Department of Education, requires Durant teachers to adhere to this code. It expects its administrators also to adhere to requirements for administrators. In addition, the Board approves specific ethical standards that must guide the conduct of all staff members.

Specific Responsibilities

Essential to the success of ongoing district operations and the instructional program are the following responsibilities, required of all personnel:

1. Support and enforcement of policies of the Board and regulations of Durant administration in regard to students.
2. Concern and attention toward their own and the district’s legal responsibilities for the safety and welfare of students, including the need to assure that students are reasonably supervised within the constraints presented.
3. Avoidance of exploitation of relationships with students, other staff members, or school district patrons.
4. Consistency and promptness in attendance at work.
5. Diligence in submitting required reports promptly at the times specified.
6. Care and protection of school district property.

Staff - Student Relationships

Exploitation of staff-student relationships is inconsistent with obligations owed to students. Commercial and business dealings between students and staff members are prohibited. A staff

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member may not use a teacher/administrator or similar relationship with a student for personal gain. Likewise, staff members may not use student property for personal use or benefit. Staff members who suspect or recognize an inappropriate relationship between a student or staff member or observe inappropriate conduct toward or contact with a student are required to report this in writing to their supervisor, the Superintendent, or other district official.

Exploitation of a Student

Exploitation of a student may result from an improper personal relationship encouraged by a teacher, administrator, or support employee. Staff members should be aware that gestures and physical conduct, even though innocent and properly motivated, may be misinterpreted by students or parents. Therefore, teachers, administrators, and support employees must avoid any conduct that might be characterized as evidencing an improper or unprofessional personal attachment toward a student. Sponsors or chaperones shall not sleep in the same rooms with students on overnight activity trips unless the sponsor or chaperone is the parent or legal guardian of the student. Likewise, instructors, sponsors or chaperones shall not accompany a single student on a trip or activity unless written approval is received from parents or legal guardian of the student and the Superintendent or Superintendent's designee. Sexual or romantic involvement with a student and sexual harassment by any employee, regardless of the student's age or the student's placement in or out of the teacher's class, is prohibited. School officials will seek criminal investigation and prosecution of any employee suspected of engaging in child exploitation.

Standards of Behavior

Staff is expected, in their capacity as role models, to establish an example of acceptable behavior for students in connection with classes and extracurricular activities. Teachers, administrators, and support employees must refrain from the use of vulgar or obscene language and conduct in the presence of students. Similarly, discussion with students of issues personal to the staff member, such as divorce, sexual issues, or similar highly personal subjects, is inappropriate. The use of alcohol by any staff member in the presence of students is prohibited. Likewise, the use of illegal or illicit drugs by employees, in or outside the presence of students, is prohibited and grounds for disciplinary action, including dismissal.

The district has adopted policies relating to employee and student use of wireless telecommunication devices and social networking sites. Employees shall adhere to these provisions listed in "Wireless Telecommunication Devices (Employees)" and "Wireless Telecommunication Devices (Students)" when performing work-related functions in school or at school-related activities and when communicating with students.

Staff members are expected to refrain from comments or statements, even in jest, reflecting adversely on any person or group with reference to race, religion, sex, **pregnancy, gender, gender expression or identity**, national origin, sexual orientation, or handicapping conditions. Racial, ethnic, or sexual slurs in the presence of students or during work or work related activities or programs constitute unprofessional conduct.

Exploitation by Supervisors of Subordinate Employees

The exploitation by supervisors of subordinate employees is improper and prohibited. In particular, any employee who supervises, directs, evaluates, or makes any employment recommendations with regard to any other employee (i.e. acts as a supervisor) is prohibited from engaging in any commercial, business, romantic, sexual, or other similar type of personal relationship with any employee who is or may be subordinate to the supervisor.

Fiscal Management

It is imperative that sound fiscal management procedures be followed by staff to ensure maximum benefit for each dollar expended. Accordingly, misuse of school property and/or funds constitutes unacceptable behavior. Employees must adhere to accepted procedures of sound accounting, reporting, business, and purchasing practices.

Every employee of the district has the duty to abide by this professional conduct policy in all respects. Failure to do so may lead to disciplinary action including dismissal or non-renewal from employment, referral to law enforcement authorities for prosecution, or other action appropriate to the nature, gravity, and effect of the relationship on students, other staff members, or school operations.

Adopted this ____ day of _____, 20____.

Approved by vote of the Board of Education October 3, 2011
Revised by vote of the Board of Education August 10, 2015

DURANT SCHOOL DISTRICT
WIRELESS TELECOMMUNICATION DEVICES – EMPLOYEES

Deleted by vote of the Board of Education

March 9, 2020

CONFLICTS OF INTEREST

In order to protect the public trust and maintain confidence in the fairness of public education, conflicts of interest or even the appearance of conflict must be avoided. Therefore, it is the policy of the Durant Board of Education that school district personnel shall not engage in any activity which would create a conflict of interest or the appearance of a conflict of interest.

Purpose

The purpose of this policy is, first, to identify activities of employees and board members that may constitute willful neglect of duty and, thus, should be prohibited and, second, to further identify activities that, although they do not constitute prohibited activities, should be disclosed to the superintendent and so create a duty to disclose those activities.

Scope

The policy applies to personnel of all levels within the district, including teachers, administrators, and all other employees. All references to “employees” in this policy shall apply to all of the foregoing.

Use of District Property

Personal property acquired by the district is intended for use by employees of the district within the scope of their employment. Use of school property including, but not limited to, teaching materials, computer software and hardware, electronic equipment, and other equipment, outside of the scope of the employee’s employment is prohibited without the express written consent of the superintendent. The district will consider the use of its property without such consent, even if the user intends to return the property to the district, to be moral turpitude and grounds for termination of employment.

Contracts and Business Arrangements

1. Contracts with Board Members

All employees are expected to be aware of the provisions of 70 O.S. § 5-124 with respect to prohibited contracts with members of the board of education. No employee shall enter into a contract or business relationship with any member of the board of education without notifying the superintendent in writing. If the superintendent determines that such business relationship or contract violates this or any other provision of law prohibiting such contracts, the superintendent may prohibit the employee from engaging in the proposed activity. Failure of an employee to comply with this provision or the directive of the superintendent shall be considered willful neglect of duty and grounds for termination of employment.

2. Disclosure of Other Contracts and Business Arrangements

In addition to the foregoing, the board of education believes that certain business and contractual arrangements by employees, although not in violation of the foregoing statute, create such a potential for conflict of interest that such contracts or relationships should be disclosed to the superintendent. The following contracts or business relationships shall be disclosed in writing to the superintendent.

- a. Any two or more district employees who together enter into any business relationship, including, but not limited to, a partnership, corporation, or lessor/lessee relationship.
- b. Any employee who has a substantial interest, directly or indirectly, in any person or entity that is providing services or sales of equipment or other goods or commodities to the district where such relationship would result in a direct or indirect monetary benefit to the employee.

3. Contracts or Employment Relationships Between Employees

District employees are not permitted to have other employees do personal errands or work for them during normal employment hours for personal gain.

District employees who hire or use the services of other district employees for personal benefit during times other than normal employment hours should do so in such a manner as to avoid the appearance that the work or employment is being done as a condition of employment or is being done during normal employment hours. Employees who hire or use the services of other employees are encouraged to enter into written agreements governing the arrangements and/or keep such documentation as may be necessary to show that this policy is not being violated and to voluntarily disclose such written arrangements to the board of education through the office of the superintendent. Violation of this section will be considered willful neglect of duty and grounds for termination of employment.

School facilities, such as the bid assistance center, are available to the public at large. District employees who have an interest in businesses that may be using school services available to the public are encouraged to avoid situations that may cause the appearance of impropriety and are discouraged from heavy use of these types of services.

4. Other Prohibited Activities

In addition to the foregoing, the board of education prohibits any employee from receiving a monetary benefit as the result of any contract between a non-employee and the district without disclosure to the superintendent and the consent of the

superintendent. Any gifts received by any employee that directly or indirectly relate to his or her employment shall be immediately reported to the superintendent. Violation of these rules will be considered willful neglect of duty and grounds for termination of employment. Without limiting the above, examples of activities that would violate this policy include receipt of gifts or money by employees in exchange for favors or other services rendered or arrangements whereby an employee receives a portion of a full or part-time teacher's salary in exchange for promoting such person for employment. This prohibition is not intended to cover small gifts from parents or children to teachers or other school employees. All employees should be aware that the prohibited activities may constitute a criminal violation of either state or federal law. One of the purposes of this policy is to enable the district to identify in advance any arrangements that may violate the law.

Outside Activities of Full-time Employees

This portion of the policy applies to full-time employees. For purposes of this policy, a full-time employee is considered to be any teacher, administrator, support employee, or other employee contracted as a full-time employee with the district and shall include all teachers and other employees who are engaged as full-time employees for only a portion of the year because of summer vacation or any other reason. All full-time employees shall report any outside business activities or employment in writing to the superintendent. The intent of this provision is not to prohibit such activities, but to allow the superintendent to be fully aware of activities that may give rise to violations of other provisions of this policy. Violation of the reporting requirement of this section will be considered willful neglect of duty and grounds for termination of employment.

It is the express policy of the board of education that full-time employees devote their full efforts to their assigned activities during their normal business hours. Employees are prohibited from engaging in outside business activities or employment while on duty as such activity can constitute willful neglect of duty and grounds for termination of employment.

TEACHER CONSULTANTS

The Durant Board of Education believes that teacher consultants should be used whenever the goals of the district shall be enhanced by such use. The following shall govern the selection and use of teacher consultants to beginning teachers in this school district.

1. The Durant Education Association shall submit to the principal a minimum of three names for prospective teacher consultants from the building in which the beginning teacher is assigned.
2. Each consulting teacher shall be paid \$500.00 per year.
3. Certified teachers may serve as teacher consultants for more than two years, however, certified teachers may not serve as consultants for more than two consecutive years.
4. The teacher consultant will provide guidance and assistance to the beginning teacher for a minimum of three hours per week in classroom observation and consultation. There shall be a minimum of one hour per week of observation which shall take place during the consulting teacher's planning period. Consultation shall occur before or after school.
5. Each beginning teacher shall serve under the guidance and assistance of a teacher consultant for a minimum of 180 days.
6. A teacher consultant shall be a classroom teacher and have a minimum of two years of classroom teaching experience as a certified teacher. The teacher consultant must hold at least a standard certificate. Whenever possible, the minimum three names to be submitted shall have had experience in the teaching subject area of the beginning teacher.
7. In the case of an elementary teacher, if the beginning teacher is in the upper grades (4-5), the list submitted must come from this area. If the beginning teacher is in the lower grades (K-1), the list submitted must come from this area. If the beginning teacher is in grades (2-3), the list submitted must come from that area.
8. Submission and selection of teacher consultants shall be in the following rank order:
 - a. Must hold at least a standard certificate in the same area as the beginning teacher and is currently teaching in the same area.
 - b. Must hold at least a standard certificate in the same area as the beginning teacher and have had teaching experience in the same field.

- c. Must hold at least a standard certificate and be teaching in the same field as the beginning teacher.
- d. Must hold a standard certificate and have had teaching experience in the same field as the beginning teacher.
- e. Must hold a standard certificate and approved credentials in the same area as the beginning teacher.
- f. Must hold at least a standard certificate.

EMPLOYMENT PRACTICES

It is the policy of the Durant Board of Education to take action concerning the renewal or non-renewal of all certified employees' contracts.

School Boards must notify a teacher prior to the first Monday in June if a recommendation has been made not to reemploy the teacher for the ensuing year. A teacher must notify the School Board of the desire not to be reemployed within fifteen (15) days after the first Monday in June, or the teacher will be deemed to be reemployed.

The district will provide reasonable assurance in writing to support employees that the district intends to employ for the subsequent school year no later than ten days after the effective date of the education appropriation bill or by June 1, whichever is later.

The superintendent shall recommend candidates for administrative, support, and certified positions to the board. The principal(s) shall be consulted on the employment and retention of teachers.

Among other requirements for employment, the superintendent shall insure that prospective employees produce legally sufficient documents showing citizenship status. The superintendent may develop rules and regulations governing employment practices. Such rules and regulations, if developed, must be approved by the board of education and shall become a part of this policy.

In the event the board decides not to employ a candidate who is recommended by the superintendent, further recommendations should be made to the board by the superintendent until a selection is made.

The employment of any person with this school district shall not be made or excluded on the basis of age, gender, race, color, religion, national origin, qualified disability, pregnancy, parenthood, marriage, veteran status, or for any other reason not related to individual capability to perform in the position for which employed. In accordance with state law the board of education shall not consider for employment in any capacity a relative within the second degree of consanguinity or affinity of a board member. However, if such relative is employed with the school district prior to the election of the board member, such employment may continue.

Revised to comply with SB 394 on February 1, 2010 by vote of the Durant Board of Education

EMPLOYMENT PROCEDURES CERTIFIED PERSONNEL

All applications will be submitted to the board of education administrative offices.

General Information

1. Application forms are sent to all who request them, regardless of existing vacancies in the departments for which preference is expressed or the number of applicants whose papers are on file in the office. The issuance of such forms does not, therefore, imply that there are vacancies or that the candidate is under consideration for immediate appointment.
2. Applications become the property of the Durant Public Schools, which reserves the right to accept or reject them. Submission of an application authorizes the school district to contact the references listed on the application.

Application Form

1. All information called for on the application form should be filled out accurately and completely. Names, dates and addresses, where called for, should be given in full.
2. References: Professional references should include only those persons who have supervised the applicant's teaching and training experience.
3. Photograph: A recent photograph or snapshot may be attached to the application form.

Personal Interviews

Interviews will be scheduled only in the subject areas where vacancies exist or are anticipated in the future. The superintendent or the superintendent's designee will arrange personal interviews when positions are available.

Renewals

Applicants wishing to have their applications kept in the active file are required to submit a letter each year. The papers of applicants who do not submit a letter of renewal each year will be held in the active file for one year and then destroyed.

Results of Application

Formal notices will be issued only to those applicants who are appointed to positions. Other applications will be retained in an active file for one year.

Appointments to Positions

1. Shall be in accordance with the negotiated agreement.
2. Basis of Appointment: The appointment of any person to any position shall depend solely upon comparative fitness to serve the schools. The date of filing application, place of residence, race, gender, color, national origin, age, religion, qualified disability, veteran status or the candidate's personal needs or interests are not considered as qualifications for, or as claim to appointment.
3. Time: Employment may be made at any time of the year as the need arises, although most of the vacancies occur during the spring and summer. It is, therefore, impossible to establish any date after which applications cannot be considered, since employment may become necessary at any time.
4. Release from Other Contracts: It is understood that appointment to positions in the Durant Public Schools is made always on condition that the appointee shall, before accepting such appointment, secure an honorable release from any previous employment contract into which the appointee may have entered.
5. Criteria for selecting certified employees shall include:
 - a. Type of degree and areas of certification.
 - b. Experience. Example: Grade and subject area of teaching experience.
 - c. Personality Traits. Example: Dependability, cooperative attitude, enthusiasm, friendliness, interest in teaching as a career.
 - d. Recommendations.
 - e. Communication Skills. Example: Speech, voice, tactfulness.
 - f. Interview Impression.
6. Screening and Selection Process: When certified vacancies occur, the superintendent shall:
 - a. Approve the job description and/or minimum qualifications.
 - b. Establish a selection committee that may be composed of the assistant superintendent, building principal, assistant principal, and classroom teacher from the same grade level or subject matter.
 - c. Determine how the position will be advertised (posting within the district and advertisement outside the district).

d. Establish time lines.

The superintendent or designee will be responsible for convening the selection committee. The selection committee will be responsible for screening all qualified applications down to a minimum of three to five applicants to be interviewed by the selection committee.

The superintendent will then make a recommendation to the board of education or ask the selection committee to begin the selection process again.

7. Offer of Employment – Contracts: An offer of employment is given the applicant subject to the recommendation of the superintendent and/or the superintendent's designee and approval of employment by the board of education as required by state law. During the first three years of service following appointment to a position with the Durant Public Schools, teachers are expected to demonstrate ability in the work to which assigned, and to give evidence of professional spirit and capacity for growth to be considered for career status.

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OF INFORMATION REGARDING EMPLOYEES**

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Reference: 40 OKLA. STAT. §61
20 USC §8546

Approved by the Board of Education, August 14, 2017

EMPLOYMENT VACANCIES

In the interest of equal employment opportunities, it is the policy of the Durant Board of Education to announce and advertise all employment vacancies in this school district.

Announcements of employment vacancies in any capacity will be posted on the administrative bulletin board.

In addition to the bulletin board, employment vacancies for administrative positions, except superintendent, may be advertised through the local newspaper and, at the discretion of the board, through statewide newspapers, university placement offices, and the Oklahoma State School Boards Association monthly newspaper.

Vacancies for the position of superintendent may be advertised as above and, at the discretion of the board, through out-of-state advertising media.

Teaching vacancies may be advertised through the local newspaper, statewide newspapers, and university placement offices.

MEDICAL MARIJUANA

Introduction

Regardless of a student, employee, parent or any individual's status as a medical marijuana licenses holder, marijuana is not allowed on the premises of the district or in any school vehicle or any vehicle transporting a student under any circumstances. While the use of medical marijuana in conjunction with the possession of a medical marijuana license is legal in the State of Oklahoma, marijuana is a prohibited controlled substance under federal law regardless of the use being for medical purposes. Accordingly, possession of marijuana by a student, employee, parent or any individual, notwithstanding the possession of a medical marijuana license, is strictly prohibited while on the premises of the district and in school vehicles; going to and from and attending district sponsored functions, events, and athletic activities, including those district sponsored functions, events and/or athletic activities which occur in a location other than the premises of the district; utilizing district equipment or transportation; and in any other instance in connection with the district where the district reasonably deems the possession of marijuana to be illegal.

In the event that a student, employee, parent or any individual is found to possess or to have possessed marijuana in any of the instances stated above, the district will proceed with all actions and consequences that are afforded under any state or federal law, employment contract, district policy, student handbook provision, or any other authority applicable to or adopted by the district.

Definitions

The terms "marijuana" and "possession of marijuana" will be interpreted by the district in accordance with state and federal law. The term "marijuana" includes, but is not limited to, any form of marijuana; all parts of the plant *Cannabis sativa* L., whether growing or not; marijuana seeds; marijuana oil, extract, resin, or residue; cannabidiol in any form; and marijuana edibles. Any conflict between state and federal law as to the definition of "marijuana" or "possession of marijuana" will be interpreted in favor of federal law.

Nondiscrimination

There will be no discrimination in the district because of an individual's status as a medical marijuana license holder.

Overlap with Other District Policies

The district recognizes that the legal aspects and consequences of medical marijuana are new and possibly subject to change. These legal aspects and consequences of medical marijuana effect many areas of the district's current policies regarding employees, students, parents and individuals on district premises or attending district events. The district will continue to enforce its current adopted policies. As the need arises with changes in state and/or federal law, the district will consider and/or examine district policies in order to assess whether revisions, if any, may be needed to a district policy in order to comply with state and federal law.

Employees

Employees of the district are expected to comply with state and federal law at all times as a term of their continued employment with the district. In that regard, employees are hereby notified that any person who uses or is addicted to marijuana, regardless of whether his or her state has passed legislation authorizing marijuana use for medicinal or recreational purposes, is an unlawful user of or addicted to a controlled substance and is prohibited by federal law from possessing firearms or ammunition. See Bureau of Alcohol, Tobacco, Firearms and Explosives ("ATF") open letter to all federal firearms licensees (<https://www.atf.gov/file/60211/download>). Employees are expected to adhere to any and all open letters, formal opinions, directives, or any other instruction provided by federal or state agencies regarding state and/or federal law.

Approved by vote of the Board of Education, November 12, 2018

**POLICY WITH REGARD TO EMPLOYEES FOR A
DRUG- AND ALCOHOL-FREE WORKPLACE
DRUG AND ALCOHOL-FREE WORKPLACE**

In order to maintain a healthy educational and working environment in the district's schools, and to comply with the requirements of the Drug-Free Workplace Act of 1988 for purposes of receiving federal assistance, the board of education adopts the following policies and regulations:

1. Use, possession, dispensing, manufacture, sale, or distribution; or conspiring to sell, distribute, or possess; or being in the chain of sale or distribution; or being under the influence of a controlled substance or alcoholic beverage in any of the district's facilities, on district property (including vehicles) or at a district sponsored function or event by an employee is prohibited. Violation of this prohibition shall result in disciplinary action, which may include dismissal or nonrenewal of employment. Violations which constitute criminal acts will be referred for prosecution.
2. Employees who are engaged in the performance of work under the terms of a federal grant must, as a condition of their employment, notify a district administrator in writing of any drug conviction (including a plea of nolo contendere) for a violation of a criminal drug statute which occurred at a district workplace within five calendar days after the conviction. The conviction shall result in dismissal or nonrenewal, or a requirement that the employee satisfactorily participate in a drug abuse assistance or rehabilitation program approved by a federal, state, or local health, law enforcement or other appropriate agency.
3. The conviction shall be reported in writing by the district's grant administrator to the relevant federal granting agency within 10 calendar days of the notification by the employee or other actual notice of the conviction.
4. This policy statement shall be included in the district's employee manual, and shall be distributed to all employees at the commencement of each school year.
5. The employee in-service training period prior to the commencement of each school year shall include a review and discussion of the dangers of drug and alcohol abuse in the workplace, the district's policy for a drug- and alcohol-free workplace, the penalties for violating the policy, and available sources of information, counseling, rehabilitation, and re-entry programs regarding drug and alcohol use.
6. In accordance with guidelines and criteria established by Oklahoma's State Superintendent of Public Instruction, the State Department of Education, and the Oklahoma Drug and Alcohol Abuse Policy Board, the district shall also provide training or workshops on alcohol and drug abuse. These trainings or workshops shall be completed the first year a certified teacher is employed by a school district, and then once every fifth academic year.

Reference: Drug Free Workplace Act of 1988 Okla. Stat. tit. 70, § 1210.229-5

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

Revised by vote of the Durant ISD Board Of Education, August 9, 2023

**TESTING EMPLOYEES AND APPLICANTS
FOR EMPLOYMENT (OTHER THAN BUS DRIVERS)
WITH REGARD TO THE USE OF ALCOHOL
AND ILLEGAL CHEMICAL SUBSTANCES**

The board, with the intent that all employees have notice and knowledge of the ramifications concerning alcohol and illegal chemical substance use, possession, purchase, sale or distribution when the employee is on duty or on school property, adopts the following policy on Testing Employees and Applicants for Employment (Other Than Bus Drivers) With Regard to the Use of Alcohol and Illegal Chemical Substances.

Statement of Purpose and Intent

1. The safety of students and employees of the school district is of paramount concern to the board.
2. An employee who is under the influence of alcohol or an illegal chemical substance when the employee is on duty or on school property poses serious safety risks to students and other employees.
3. The use of alcohol and illegal chemical substances has a direct and adverse effect on the safety, personal health, attendance, productivity and quality of work of all employees and the safety of all students.
4. Scientific studies demonstrate that the use of alcohol and illegal chemical substances reduces an employee's ability to perform his job beyond the time period of immediate consumption or use.
5. The board recognizes that all employees have certain personal rights guaranteed by the Constitutions of the United States of America and the State of Oklahoma as well as by the Oklahoma Standards for Workplace Drug and Alcohol Testing Act ("Act"), OKLA. STAT. tit. 40 § 551 et seq., as amended. This policy will not infringe on those rights.
6. Due to the devastating impact that the use of alcohol and illegal chemical substances can have on the safety of students and employees and their adverse effect on an employee's ability to perform the employee's job, the board will not tolerate employees who use, possess, distribute, purchase, sell or are under the influence (as defined in the policy) of alcohol or illegal chemical substances when on duty or while on school property.
7. This policy will apply to all employees of the school district regardless of position, title or seniority except bus drivers. The testing of bus drivers for alcohol or illegal chemical substances is exclusively governed by the school district's policy on Alcohol and Drug Testing for Drivers and the federal Omnibus Transportation Act of 1991. Bus drivers whose job assignment involves duties independent of bus driving shall be subject to this policy as to all non-bus driving duties.
8. Violations of this policy will subject the employee to disciplinary action, including, but not limited to, termination.

Definitions

1. "Applicant" means a person who has applied for a position with an employer and received a conditional offer of employment, or an existing employee seeking transfer or reassignment to a different position, or an existing employee who is being transferred or reassigned to a different position.
2. "Illegal chemical substance" means any substance which an individual may not sell, possess, use, distribute or purchase under either Federal or Oklahoma law. "Illegal chemical substance" includes, but is not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substances Act, all prescription drugs obtained without authorization and all prescribed drugs and over the counter drugs being used for an abusive purpose. By this policy, applicants and employees are placed on notice that the school district may test individuals for drugs and alcohol.
3. "Alcohol" means ethyl alcohol or ethanol.
4. "Under the influence" means any employee of the school district or applicant for employment with the school district who has any alcohol or illegal chemical substance or the metabolites thereof present in the person's body in any amount which is considered to be "positive" for such alcohol or drug or drug metabolites using any scientifically substantiated alcohol or drug use screen test and alcohol or drug use confirm test.
5. "Positive" when referring to an alcohol or drug use test administered under this policy means a toxicological test result which is considered to demonstrate the presence of alcohol or an illegal chemical substance or the metabolites thereof using the cutoff standards or levels determined by the State Board of Health or in the absence of such State Board cutoff levels, the cutoff levels customarily established by the testing laboratory administering the alcohol or drug use test.
6. "School property" means any property owned, leased or rented by the school district, including but not limited to school buildings, parking lots and motor vehicles.
7. "Drug or alcohol test" means a chemical test administered for the purpose of determining the presence or absence of a drug or its metabolites or alcohol in a person's bodily tissue, fluids or products. Adulteration of a specimen or of a drug or alcohol test shall be considered as a refusal to test.
8. "Confirmation test" means a drug or alcohol test on a sample to substantiate the results of a prior drug or alcohol test on the same sample and which uses different chemical principles and is of equal or greater accuracy than the initial test.

In instances when a breathalyzer test is used, a confirmation test means a second sample test that confirms the prior result. Where a single use test is utilized, a confirmation test means a second test confirmed by a testing facility.

9. "Employee" means any person who supplies labor for remuneration to his or her employer in this state and shall not include an independent contractor, subcontractor or employees of an independent contractor; provided, however, an independent contractor,

subcontractor, or employees of an independent contractor, may be subject to a workplace drug or alcohol testing policy under the terms of the contractual agreement when the drug or alcohol testing policy applies to other workers at the job site or workers who are in the same or similar classification or group.

10. "On duty" means any time during which an employee is acting in an official capacity for the school district or performing tasks within the employee's job description, including the taking of an annual physical examination.
11. "Bus driver" means:
 - A. a school district employee who is required to have a commercial drivers' license ("CDL") to perform the employee's duties;
 - B. employees of independent contractors who are required to have a CDL;
 - C. owner-operators;
 - D. leased drivers; and
 - E. occasional drivers.
12. To the extent not specifically defined herein, the definition of any term, word or phrase found in this policy shall be as set forth in the Act.

Procedures for Alcohol or Illegal Chemical Substance Testing

1. Any alcohol or drug use test administered under the terms of this policy will be administered by or at the direction of a testing facility licensed by the Oklahoma State Department of Health ("Department") and using scientifically validated toxicological methods that comply with rules promulgated by the Department. Testing facilities shall be required to have detailed written specifications to assure chain of custody of the samples, proper labeling, proper laboratory control and scientific testing. All aspects of the alcohol and drug use testing program, including the taking of samples, will be conducted so as to safeguard the personal and privacy rights of applicants and employees. The test sample shall be obtained in a manner which minimizes its intrusiveness.

In the case of urine samples, the samples must be collected in a restroom or other private facility behind a closed stall or as otherwise permitted by the Department or its board; a sample shall be collected in sufficient quantity for splitting into two (2) separate samples, pursuant to rules of the State Board of Health, to provide for any subsequent independent analysis in the event of a challenge of the test results of the main sample; the test monitor shall not observe any employee or applicant while the sample is being produced but the test monitor may be present outside the stall to listen for the normal sounds of urination in order to guard against tampered samples and to insure an accurate chain of custody; and the test monitor may verify the normal warmth and appearance of the sample. If at any time during the testing procedure the test monitor has reason to believe or suspect that an employee/applicant is tampering with the sample, the test monitor may stop the

procedure and inform the test coordinator. The test monitor shall be of the same gender as the applicant/employee giving the sample.

The test monitor shall give each employee or applicant a form on which the employee or applicant may, but shall not be required to, list any medications he has taken or any other legitimate reasons for his having been in recent contact with alcohol or illegal chemical substances.

2. If the initial drug use test is positive for the presence of an illegal chemical substance or the metabolites thereof, the initial test result will be subject to confirmation by a second and different test of the same sample. The second test will use an equivalent scientifically accepted method of equal or greater accuracy as approved by rules of the State Board of Health, at the cutoff levels determined by board rules. An applicant for employment will not be denied employment or an employee will not be subject to disciplinary procedures unless the second test is positive for the presence of illegal chemical substances or the metabolites thereof.
3. If an initial alcohol use test is positive for the presence of alcohol, the initial test result will be subject to confirmation by a second and different test using any scientifically accepted method approved by rules of the State Board of Health, at the cutoff levels determined by board rules.
4. A written record of the chain of custody of the sample shall be maintained from the time of the collection of the sample until the sample is no longer required.
5. Any applicant for employment or employee who is subject to disciplinary action as a result of being under the influence of alcohol or an illegal chemical substance, as and for an appeal procedure, will be given a reasonable opportunity, in confidence, to explain or rebut the alcohol or drug use test results. If the applicant or employee asserts that the positive test results are caused by other than consumption of alcohol or an illegal chemical substance by the applicant or employee, then the applicant or employee will be given an opportunity to present evidence that the positive test result was produced by other than consumption of alcohol or an illegal chemical substance. The school district will rely on the opinion of the school district's testing facility which performed the tests in determining whether the positive test result was produced by other than consumption of alcohol or an illegal chemical substance.

In the case of drug use testing, the employee or applicant will have a right to have a second test performed on the same test sample at the expense of the employee or applicant. In the case of alcohol testing, the employee or applicant will have a right to have a second test performed on the same test sample using any scientifically accepted method approved by rules of the State Board of Health, at the cutoff levels determined by board rules. The request for the second test must be made within twenty-four (24) hours of receiving notice of a positive test in order to challenge the results of a positive test and subject to the approval by the school district's testing facility that (a) the facility selected by the applicant or employee for the second test meets the qualifications required for a testing facility under the Act and (b) the testing methodology used by the facility selected by the employee or applicant conforms to scientifically accepted analytical methods and procedures, including the cutoff levels, as determined by the State Board of Health. If the

re-test reverses the findings of the challenged positive result, then the school district will reimburse the applicant or employee for the costs of the re-test. A proper chain of custody shall be maintained at all times in transmitting the sample to and from a second testing facility.

6. The school district may permit testing for drugs or alcohol by other methods reasonably calculated to detect the presence of drugs or alcohol, including but not limited to breathalyzer testing, testing by use of a single-use test device, known as onsite or quick testing devices, to collect, handle, store, and ship a sample collected for testing.
7. The testing facility reports and results of alcohol and drug use testing will be maintained on a confidential basis except as otherwise required by law. The laboratory performing alcohol or drug use tests for the school district will not report on or disclose to the school district any physical or mental condition affecting an employee or employment applicant which may be discovered in the examination of a sample other than the presence of alcohol or illegal chemical substances or the metabolites thereof. The use of samples to test for any other substances will not be permitted.
8. The records of all drug and alcohol test results and related information retained by the school district shall be the property of the school district unless:
 - A. the information will be admissible evidence by an employer or employee in a court case or administrative agency hearing if either the employer or employee is a named party;
 - B. the information is required to comply with a valid judicial or administrative order; or
 - C. the school district's employees, agents or representative needs to access the records in the administration of the Act.

Employee Alcohol and Drug Use Test Requirements

The school district is authorized to conduct drug and alcohol testing in accordance with the Act. The school district has chosen to conduct drug or alcohol testing under the following circumstances:

1. *Applicant testing:* The school district will require an applicant, as defined above, to undergo drug or alcohol testing and may use a refusal to undergo testing or a positive test result as a basis for refusal to hire or grant a voluntary transfer/reassignment.
2. *For-cause testing:* The school district will require an employee to undergo drug or alcohol testing at any time the superintendent, or designee, reasonably believes that the employee may be under the influence of drugs or alcohol, including, but not limited to, the following circumstances:
 - A. drugs or alcohol on or about the employee's person or in the employee's vicinity,

- B. conduct on the employee's part that suggests impairment or influence of drugs or alcohol,
 - C. a report of drug or alcohol use while at work or on duty,
 - D. information that an employee has tampered with drug or alcohol testing at any time,
 - E. negative performance patterns, or
 - F. excessive or unexplained absenteeism or tardiness.
3. *Post-accident testing:* The school district may require an employee to undergo drug or alcohol testing if the employee or another person has sustained an injury while at work or property has been damaged while at work, including damage to equipment. **The school district may require post-accident drug or alcohol testing if there is a reasonable possibility that employee drug use could have contributed to the reported injury or illness.** For purposes of workers' compensation, no employee who tests positive for the presence of substances defined and consumed pursuant to Section 465.20 of Title 63 of the Oklahoma Statutes, alcohol, illegal drugs, or illegally used chemicals, or refuses to take a drug or alcohol test required by the employer, shall be eligible for such compensation;
4. *Random testing:* As determined appropriate by the board of education, the school district may require an employee or all members of an employment classification or group to undergo drug or alcohol testing at random and may limit its random testing programs to particular employment classifications or groups, except that the school district will require random testing only of employees who:
- A. are police or peace officers, have drug interdiction responsibilities, or are authorized to carry firearms, or
 - B. are engaged in activities which directly affect the safety of others, including but not limited to school vehicle mechanics.
5. *Scheduled, periodic testing:* The school district will require an employee to undergo drug or alcohol testing as a routine part of a routinely scheduled employee fitness-for-duty medical examination, or in connection with an employee's return to duty from leave of absence, of employees who:
- A. are police or peace officers, have drug interdiction responsibilities, or are authorized to carry firearms, or
 - B. are engaged in activities which directly affect the safety of others, including but not limited to school vehicle mechanics.
6. *Post-rehabilitation testing:* The school district may request or require an employee to undergo drug or alcohol testing for a period of up to two (2) years commencing with the

employee's return to work, following a positive test or following participation in a drug or alcohol dependency treatment program.

Employee Use, Sale, Possession, Distribution, Purchase or Being Under the Influence of Alcohol or Illegal Chemical Substance

Any employee who possesses, uses, distributes, purchases, sells or is confirmed by alcohol or drug use tests to be under the influence (as defined by this policy) of alcohol or an illegal chemical substance while on duty, while on school property or as a result of alcohol or drug use tests conducted under this policy, or who refuses to submit to an alcohol or drug test permitted under the Act will be subject to disciplinary action, including, but not limited to, termination.

Alcohol and Drug Use Tests of Applicants for Employment -- When Required

All applicants for employment will be required to submit to alcohol and/or drug use testing after a conditional offer of employment has been made to the applicant. All applicants will be notified that alcohol and/or drug use testing will occur if they are offered a conditional offer of employment. Any applicant who refuses to submit to an alcohol or drug use test after a conditional offer of employment will not be hired.

Applicants Under the Influence of Alcohol or an Illegal Chemical Substance

Any applicant who is confirmed by alcohol or drug use tests to be under the influence (as defined by this policy) of alcohol or an illegal chemical substance will not be hired.

Person Authorized to Order Alcohol or Drug Testing

The following persons have the authority to require alcohol or drug use testing of employees under this policy:

1. The superintendent;
2. Any employee designated for such purposes by the superintendent or board.

Release of Information

1. Upon written request, the applicant for employment or the employee will be provided, without charge, a copy of all information and records related to the individuals' testing. All test records and results will be confidential and kept in files separate from the employee or applicant's personnel records.
2. The school district shall not release such records to any person other than the applicant, employee or the school district's review officer unless the applicant or employee, in writing following receipt of the test results, has expressly granted permission for the school district to release such records in order to comply with a valid judicial or administrative order.
3. The testing facility, of any agent, representative or designee of the facility, or any review officer, shall not disclose to any employer, based on the analysis of a sample collected

from an applicant or employee for the purpose of testing for the presence of drugs or alcohol, any information relating to the general health, pregnancy, or other physical or mental condition of the applicant or employee.

4. The testing facility shall release the results of the drug or alcohol test, and any analysis and information related thereto, to the individual tested upon request.
5. This policy does not preclude the school district, when contracting with another employer, from sharing drug or alcohol testing results of any tested person who works pursuant to a contractual agreement.

Notice of Policy

This policy shall be given broad circulation to all employees of the school district which shall include prominent posting in the school district. Each employee shall be given a copy of this policy and each applicant shall be given a copy of this policy upon the tender of a conditional offer of employment. Delivery of the policy to applicants or employees may be accomplished in any of the following ways:

1. Hand-delivery of a paper copy of or changes to the policy:
2. Mailing a paper copy of the policy or changes to the policy through the U.S. Postal Service or a parcel delivery service to the last address given by the employee or applicant;
3. Electronically transmitting a copy of the policy through an email or by posting on the employer's website or intranet site; or
4. Posting a copy in a prominent employee access area.

The Standards for Workplace Drug and Alcohol Testing Act

This policy is subject to and supplemented by the Act. To the extent that any provision of this policy is in conflict with the Act, then the Act shall control. To the extent that this policy is silent as to any matter covered by the Act, then the Act shall control. This policy shall be interpreted by the board of education of the school district and its employees consistent with the Act.

Approved by vote of the Board of Education August 5, 2013

Revised by vote of the Board of Education, August 14, 2017

Public Schools
Post-Accident Drug/Alcohol Testing Worksheet

Accident Details

Attach a detailed description of the accident from all workers injured and/or involved.

Date: _____ Time: _____ .m.
 Location: _____
 Injured Worker(s): _____
 Others Involved: _____
 Property Damage: _____
 Witnesses: _____

Testing Considerations

Could employee drug/alcohol use have contributed to the accident?

- ☐ Yes, because: _____
Testing is permitted, but also see the next consideration.
- ☐ No
 Does the employee perform hazardous or dangerous duties?
- ☐ Yes, because: _____
Testing is permitted, but also see the next consideration.
- ☐ No
Do not test.

Did other workers contribute to the accident?

- ☐ Yes
Make arrangements to test all workers contributing to the incident.
- ☐ No
No additional action is needed.

Testing Conclusions

I received notice of a workplace accident/injury on ____/____/____ at ____ o'clock ____ .m.
 from _____.

- ☐ I sent the following workers: _____
 for testing on ____/____/____ at the district's testing facility.
- ☐ I did not send any workers for testing.

 Supervisor Signature

 Date

ALCOHOL AND DRUG TESTING FOR BUS DRIVERS**Purpose**

The purpose of this policy is to prevent accidents and injuries resulting from alcohol or controlled substance use by drivers of commercial motor vehicles. This policy is intended to comply with the school district's mandatory obligations under regulations issued by the United States Department of Transportation ("DOT").

Definition of Terms

Certain terms used in this policy have the following meaning unless the context plainly shows otherwise:

1. "Alcohol" means the intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohols including methyl or isopropyl alcohol.
2. "Alcohol concentration" means the number of grams of alcohol (for example: 0.04) in 210 liters of expired deep lung air.
3. "Alcohol confirmation test" means a subsequent test using an EBT (a breath testing device), following a screening test with a result of 0.02 or greater, that provides quantitative data about the alcohol concentration.
4. "Alcohol screening device" ("ASD") means a breath or saliva device, other than an EBT, that is approved by the National Highway Traffic Safety Administration ("NHTSA") and appears on the Office of Drug & Alcohol Policy & Compliance's Web page for "Approved Screening Devices to Measure Alcohol in Bodily Fluids" because it conforms to the model specifications from NHTSA.
5. "Alcohol use" means the drinking or swallowing any beverage, mixture or preparation, including any medication, containing alcohol.
6. "BAT" means a qualified breath alcohol technician.
7. "Cancelled test" means a drug or alcohol test that has a problem identified and cannot be or has not been corrected. A cancelled test is neither a positive or a negative test.
8. "CDL" means commercial driver's license.
9. "Clearinghouse" means the Federal Motor Carrier Safety Administration's (FMCSA) Commercial Driver's License Drug and Alcohol Clearinghouse.
10. "Collection site" means a place selected by the employer where employees present themselves for the purpose of providing a urine specimen for a drug test.
11. "Confirmatory drug test" means a second analytical procedure performed on a different aliquot of the original specimen to identify and quantify the presence of a specific drug or drug metabolite.

12. "Confirmed drug test" means a confirmatory drug test result received by a MRO from a laboratory.
13. "Controlled substance" means amphetamines, cannabinoids, cocaine, phencyclidine (PCP), opioids, or a metabolite of any of these substances.
14. "Designated employer representative" ("DER") means an employee authorized by the employer to take immediate action(s) to remove employees from safety-sensitive duties, or cause employees to be removed from these covered duties, and to make required decisions in the testing and evaluation processes. The DER also receives test results and other communications for the employer.
15. "Dilute specimen" means a urine specimen with creatinine and specific gravity values that are lower than expected for human urine.
16. "Driver" means: (i) a school district employee who is required to have a CDL to perform the employee's duties; (ii) employees of independent contractors who are required to have CDLs; (iii) owner-operators; (iv) leased drivers; and (v) occasional drivers.
17. "EBT" means a device that is approved by NHTSA for the evidential testing of breath at the .02 and .04 alcohol concentrations, and appears on the Office of Drug & Alcohol Policy & Compliance's Web page for "Approved Screening Devices to Measure Alcohol in Bodily Fluids" because it conforms to the model specifications available from NHTSA.
18. "Federal Act" means the Omnibus Transportation Testing Act of 1991 and the regulations issued by the United States Department of Transportation pursuant to that Act.
19. "Oklahoma Act" means the Oklahoma Standards for Workplace Drug and Alcohol Testing Act.
20. "Initial drug test" means the test used to differentiate a negative specimen from one that requires further testing for drugs or drug metabolites.
21. "Initial validity test" means the first test used to determine if a specimen is adulterated, diluted, or substituted.
22. "Invalid drug test" means the result reported by an HHS-certified laboratory in accordance with the criteria established by HHS Mandatory Guidelines when a positive, negative, adulterated, or substituted result cannot be established for a specific drug or specimen validity test.
23. "Medical review officer" ("MRO") means a person who is a licensed physician and who is responsible for receiving and reviewing laboratory results generated by an employer's drug testing program and evaluating medical explanations for certain drug test results.

24. "Safety-sensitive function" means all time from the time a driver begins to work or is required to be in readiness to work until the time he/she is relieved from work and all responsibility for performing work.
25. "Screening Test Technician" ("STT") means a person who instructs and assists employees in the alcohol testing process and operates an ASD.
26. "Service agent" means any person or entity, other than an employee of the employer, who provides services to employers and/or employees in connection with DOT drug and alcohol testing requirements.
27. "Split specimen" means a part of the urine specimen that is sent to a first laboratory and retained unopened, and which is transported to a second laboratory in the event that the employee requests that it be tested following a verified positive test of the primary specimen or a verified adulterated or substituted test result.
28. "Stand-down" means the practice of temporarily removing an employee from the performance of safety-sensitive functions based only on a report from a laboratory to the MRO of a confirmed positive test for a drug or drug metabolite, an adulterated test, or a substituted test, before the MRO has completed a verified test.
29. "Substance Abuse Professional" ("SAP") means a person who evaluates employees who have violated a DOT drug and alcohol regulation and makes recommendations concerning education, treatment, follow-up testing, and aftercare.
30. "Substituted specimen" means a specimen with creatinine and specific gravity values that are so diminished that they are not consistent with human urine.
31. "Verified test" means a drug test result or validity testing result from a United States Department of Health and Human Services certified laboratory that has undergone review and final determination by the MRO.

Required Testing & Consent

The following testing is required of all drivers:

Pre-Employment Testing and Consent

A driver must pass an alcohol and controlled substance test prior to performing a safety-sensitive function. The test will be conducted during the hiring process or immediately before the driver first performs a safety-sensitive function.

1. Alcohol Testing

A driver may not commence the performance of duties unless the test shows a concentration of less than 0.04. If the test shows a concentration of between 0.02 and 0.04, no safety-sensitive duties may be performed for at least 24 hours.

A pre-employment alcohol test will not be required if:

- i. The driver has undergone an alcohol test required by the Federal Act within the previous six weeks and tested under 0.04; and
- ii. The driver provides evidence that no prior employer of the driver has any record of alcohol misuse by the driver within the previous six months.

2. Controlled Substances

The driver must receive a confirmed negative controlled substance test result from a medical officer, except that no testing is required if:

- i. The driver has participated within the previous 30 days in a drug testing program meeting the requirements of the Federal Act; and
- ii. While participating in the program, the driver either (a) was tested for controlled substances within six months prior to the date of employment application or (b) participated in a random controlled substance testing program for the 12 months prior to the date of the employment application; and
- iii. The employer ensures that no prior employer of the driver of whom the employer has knowledge has records of a violation of this part or the controlled substance use rule of another DOT agency within the previous six months.

3. Preemployment Consent

The school district shall comply with the query requirements of the FMCSA, including participation in the Clearinghouse. This participation is described in detail in the District's policy on *Compliance with Regulations regarding the FMCSA Clearinghouse*. As part of this compliance, until January 6, 2023 the school district shall request the driver's written consent to obtain the following information from DOT-regulated employers who have employed the driver during the three (3) years before the date of the driver's application to a position requiring safety-sensitive duties:

XII.

- i. Alcohol tests with a result of 0.04 or higher alcohol concentration;
- ii. Verified positive drug tests;
- iii. Refusals to be tested (including verified adulterated or substituted drug test results);
- iv. Other violations of DOT agency drug and alcohol testing regulations; and

v. Documentation of the driver's successful completion of return-to-duty requirements (for those drivers who have violated a drug or alcohol regulation). If the previous employer does not have this documentation, the school district shall request that the driver produce it.

A driver may not perform safety-sensitive functions if s/he refuses to consent in writing to the release of the above information.

This records check shall be in addition to any queries conducted on the Clearinghouse website. After January 6, 2023, the school district shall continue to seek records from employers to the extent required by FMCSA and DOT regulations and shall seek consents when such records checks are required

Drivers are responsible for furnishing the district with accurate information regarding their employment history, including accurate identification of all former DOT-regulated employers.

The school district shall maintain a written, confidential record of the information obtained or of the good faith efforts made to obtain the information. This record shall be maintained for three years from the date of the driver's first performance of safety-sensitive functions.

Prior to the driver's first performance of safety-sensitive functions, the school district shall ask the driver whether s/he has tested positive, or refused to test, on any pre-employment drug or alcohol test (1) administered by a DOT-regulated employer, (2) in connection with a position for which the driver applied, (3) involving the driver's failure to obtain safety-sensitive transportation work, and (4) over the period of three years preceding the date of the employee's application for employment with the school district. If the driver admits to a positive test or a refusal to test within the past two years, the school district shall not allow the driver to perform safety-sensitive functions until and unless the driver documents successful completion of the return-to-duty process.

4. Consequences Associated with Preemployment Testing

The school district may decline to employ an applicant who fails drug testing, provides false information, or who fails to cooperate with the district in procuring testing and test results. To the extent the applicant has been offered employment or placed in an alternate position pending the receipt of test results, the offer may be withdrawn and alternate employment terminated in accordance with the district's policies and procedures applicable to employee termination.

Post-Accident Testing

1. Alcohol

As soon as practical following an accident, an alcohol test will be administered to the following drivers:

- i. Each surviving driver who was performing safety-sensitive functions with respect to the vehicle, if the accident involves loss of life.
- ii. Each surviving driver who received a moving traffic violation arising from the accident within eight hours of the occurrence, if the accident involved:
 - a. bodily injury to any person that necessitated immediate medical treatment away from the scene of the accident; or
 - b. at least one vehicle incurred disabling damage as a result of the accident that required the vehicle to be transported away from the scene by a tow truck or other vehicle.

If the test is not administered within two hours of the accident, the employer must prepare and maintain a record of why the test was not administered. If the test is not administered within eight hours of the accident, the driver's supervisor shall cease attempts to administer an alcohol test and shall prepare a written report explaining why a test was not given.

Drivers shall remain readily available for testing. A driver leaving the scene of an accident without a valid reason prior to submission to the test may be deemed to have refused to submit to testing.

A breath or blood alcohol test conducted by a law enforcement agency will be considered to meet these requirements if the test meets the requirements of the Federal Act and the test results are obtained by the school district.

2. Controlled Substances

As soon as practical following an accident, a test for controlled substances will be administered to the following drivers:

- i. Each surviving driver who was performing safety-sensitive functions with respect to the vehicle, if the accident involved the loss of human life.
- ii. Each surviving driver who received a moving traffic violation arising from the accident, if the accident involved:
 - a. bodily injury to any person that necessitated immediate medical treatment away from the scene of the accident; or
 - b. at least one vehicle incurred disabling damage as a result of the accident that required the vehicle to be transported away from the scene by a tow truck or other vehicle.

The test is to be administered within thirty-two (32) hours of the accident. If no test is made within that time period, then no test will be made and the driver's supervisor will prepare a written report stating the reasons for not administering a prompt test.

Drivers shall remain readily available for testing. A driver leaving the scene of an accident without a valid reason prior to submission to the test may be deemed to have refused to submit to testing.

A urine test for controlled substances administered by a law enforcement agency will be considered to meet these requirements if the test meets the requirements of the Federal Act and the results are obtained by the school district.

Random Testing

Random alcohol and controlled substances testing of drivers will be conducted throughout the year. Selection of the drivers to be tested will be made by a scientifically valid method, such as random-number table or a computer based random-generator matched with drivers' social security numbers, payroll identification numbers or other comparable identifying numbers. Dates for administering unannounced testing shall be unpredictable and spread reasonably throughout the calendar year.

Drivers are to be tested while performing safety-sensitive functions, just before performing those functions, or just after ceasing those functions. A driver who is notified of selection for random alcohol or controlled substances testing must proceed to the test site immediately, unless the driver is performing a safety-sensitive function other than driving, in which case the driver must cease performing the safety-sensitive function and proceed to the test site as soon as possible.

The minimum annual percentage rate for random alcohol testing will be ten percent (10%) of the average number of driver positions, subject to adjustment of the percentage by the Federal Highway Administration. The minimum annual percentage rate for random testing for controlled substances will be fifty percent (50%) of the average number of driver positions.

Reasonable Suspicion Testing

Alcohol and controlled substance testing will be conducted when there is reasonable suspicion to believe that a driver has violated a provision in this policy. Reasonable suspicion shall be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the driver. Reasonable suspicion for controlled substance use may also be based on indications of the chronic and withdrawal effects of controlled substances.

Alcohol testing is authorized only if the observations are made during, just preceding, or just after the period of the work day that the driver is performing a

safety-sensitive function. A written record must be made as to why an alcohol test was not made within two hours following a determination of reasonable suspicion of misuse. No test is to be made if eight hours passed after the determination.

Persons designated to determine whether reasonable suspicion exists shall receive at least sixty (60) minutes of training on performance indicators of probable alcohol misuse. The required observations shall be made by a supervisor who has received training in detecting the symptoms of alcohol/controlled substance misuse. The supervisor who makes the determination that reasonable suspicion exists shall not conduct the alcohol test.

A written record will be made of the observations leading to a controlled substance reasonable suspicion test. The record will be signed by the supervisor who made the observations. The record will be made within twenty-four (24) hours of the observed behavior or before the test results are received, whichever is earlier.

Return to Duty Testing

1. Returning after Reasonable Suspicion of Alcohol Abuse Determination

A driver suspected of being under the influence of or impaired by alcohol will not be permitted to perform a safety-sensitive function until: (i) an alcohol test shows a concentration of less than 0.02; or (ii) 24 hours have elapsed following a determination that there was reasonable suspicion to believe the driver has violated the rules in this policy against alcohol misuse.

2. Returning after Violation of Prohibitions in this policy

A driver who has engaged in conduct prohibited by this policy shall not be permitted to perform safety-sensitive functions until s/he first passes a controlled substance test and/or an alcohol test with an alcohol concentration of less than 0.02.

A driver who has violated a provision in this policy cannot again perform any safety-sensitive duties for any employer until and unless the driver completes the SAP evaluation, referral, and education/treatment process.

Follow-up Testing

A driver who has been identified by a SAP as needing assistance in resolving problems with alcohol misuse or controlled substance use and who has returned to duty involving the performance of a safety-sensitive function will be subject to a minimum of six (6) unannounced follow-up alcohol and/or controlled substance tests over the following twelve (12) months. The SAP is the sole determiner of the number and frequency of follow-up tests, as well as whether the tests will be for drugs, alcohol or both. The SAP can direct additional testing during this period or for an additional period up to a maximum of sixty (60) months. The school district must carry out the SAP's follow-up testing requirements.

Test Procedures

Testing methodology will comply with the requirements of the Oklahoma Act, except that the requirements of the Federal Act stated in this policy supersede the provisions of the Oklahoma Act. Alcohol testing must be conducted in a location that provides visual and aural privacy to the driver, sufficient to prevent unauthorized persons from seeing or hearing the test.

Alcohol Testing Procedures

1. Initial Alcohol Screening Tests
 - i. Procedures for an Alcohol Screening Test Using an EBT or Non-Evidential Breath ASD
 - a. When the driver enters the testing location, the BAT or STT will require the driver to provide positive identification. If the driver requests, the BAT or STT will provide positive identification. The BAT or STT will explain the testing procedure. An individually-sealed mouthpiece is opened in the view of the driver and attached to the EBT. The driver will then blow into the mouthpiece for at least six (6) seconds or until the device indicates that an adequate amount of breath has been obtained. The BAT or STT will show the driver the displayed test result. If the EBT does not provide a printed result, the BAT or STT will record the test number, date, technician's name, location and test result in a log book. The driver will initial the log book. If the EBT provides a printed result, the result is either: (i) printed on the testing form; or (ii) affixed to the form with tamper-evident tape.
 - b. If the screening test result is less than 0.02, the BAT or STT will transmit the result in a confidential manner to the school district's DER, who is designated by the board of education or the school superintendent to receive and handle alcohol test results in a confidential manner.
 - c. If the breath test is 0.02 or higher, a confirmation test is required.
 - ii. Procedure for an Alcohol Screening Test Using Saliva ASD
 - a. When the driver enters the testing location, the STT will require the driver to provide positive identification. If the driver requests, the STT will provide positive identification. The STT will explain the testing procedure. The STT will check the expiration date on the device and show it to the driver. An individually wrapped package containing the device will be opened in the presence of the driver, and the driver will be instructed to insert the device into his or her mouth and use it in the manner described by the manufacturer. If the driver chooses not to use the device, the STT must insert the device into the driver's mouth and gather saliva.
 - b. If the screening test result is less than 0.02, the STT will transmit the result in a confidential manner to the school district's DER, who is designated by the

board of education or the school superintendent to receive and handle alcohol test results in a confidential manner.

c. If the test result is an alcohol concentration of 0.02 or higher, a confirmation test is required.

2. Alcohol Confirmation Tests

- i. All confirmation tests must be conducted using an EBT. The confirmation test must occur no less than fifteen (15) minutes after the completion of the screening test and should occur no more than thirty (30) minutes after the completion of the screening test.
- ii. Before a confirmation test is given, the BAT must conduct a "blank" test on the EBT to obtain a reading of 0.00. The remainder of the confirmation test is identical to the screening test for EBTs described in section 1.i.a above.
- iii. If the confirmation test result is lower than 0.02, nothing further is required of the driver.
- iv. If the confirmation test result is 0.02 or higher, the driver must sign and date the ATF. The BAT will immediately transmit the result to the DER in a confidential manner.
- v. Refusal to take a required test has the same consequences as if the driver had tested 0.04 or more. The following constitutes a refusal to take a test: (1) failure to appear for any test within a time required to appear; (2) failure to provide an adequate amount of saliva or breath for testing without a valid medical explanation; (3) failure to cooperate with any part of the testing process; (4) failure to sign the alcohol testing form or ATF certification; (5) failure to remain at the testing site until the testing process is complete, unless the test is a pre-employment test; (6) failure to undergo a medical examination or evaluation due to insufficient breath sampling; (7) leaving the scene of an accident before being tested, except when reasonably necessary to receive medical treatment.

Controlled Substances Testing Procedures

1. Procedures for Collection of Urine Specimens
 - i. All urine collections must be split specimen collections.
 - ii. The school district must direct an immediate urine collection under direct observation with no advance notice to the driver, if:

- a. the laboratory reported to the Medical Review Officer ("MRO") that a specimen is invalid and the MRO has reported that there is not an adequate medical explanation for the result; or
- b. the MRO reported that the original positive, adulterated, or substituted test result had to be cancelled because the test of the split specimen could not be performed.
- c. The laboratory reported to the MRO that the specimen was negative-dilute with a creatinine concentration greater than or equal to 2 mg/dL but less than or equal to 5 mg/dL, and the MRO reported the specimen as negative-dilute and that a second collection must take place under direct observation
- iii. The school district must direct a collection under direct observation of a driver if the drug test is a return-to-duty test or a follow-up test.
- iv. A driver must receive an explanation of the reasons for a directly observed collection.
- v. If a driver declines to allow a directly observed collection, that driver will be considered to have refused to test.

2. Procedures for Testing of Urine Specimens

- i. Testing of urine samples for controlled substances shall be performed by a laboratory certified by the federal Department of Health and Human Services ("DHHS") under the National Laboratory Certification Program.
- ii. Controlled substance testing may only be performed for the following five drugs or classes of drugs: (a) marijuana metabolites, (b) cocaine metabolites, (c) amphetamines, (d) opioid metabolites, and (e) phencyclidine (PCP).
- iii. If the driver requests a test of a split specimen, the first laboratory will ship the unopened split specimen to a second DHHS-approved laboratory for testing. If the test of the split specimen fails to confirm the presence of a controlled substance, the entire test is cancelled.
- iv. The driver must request a split specimen test verbally or in writing within 72 hours of being notified of a verified positive drug test or refusal to test because of adulteration or substitution.
- v. If a driver does not make a request within 72 hours, the driver may present information to the MRO documenting that serious injury, illness, lack of actual notice of the verified test result, inability to contact the MRO, or other circumstances unavoidably prevented the driver from making a timely request.

- vi. If a driver makes a timely request for a split specimen test, the school district must ensure that the MRO, first laboratory and second laboratory perform the split-specimen testing functions in a timely manner. If necessary, the school district must pay for the split specimen testing and seek reimbursement from the driver.
- vii. The MRO will report split specimen test results to the DER and driver.
- viii. The laboratory will report results directly to the MRO. The laboratory will not report the results to anyone else.
- ix. When the MRO receives a confirmed positive, adulterated, substituted, or invalid test result from the laboratory, the MRO will attempt to contact the driver to determine whether the driver wants to discuss the test result. If the MRO cannot reach the driver after reasonable efforts to do so, the MRO must contact the DER but cannot tell the DER that the driver has a confirmed positive, adulterated, substituted, or invalid test result. The DER must then attempt to contact the driver. If the DER makes contact with the driver, the DER should simply direct the driver to contact the MRO immediately and inform the driver of the consequences of failing to contact the MRO within the next 72 hours. If the DER is unable to reach the driver after making three (3) attempts, spaced reasonably, over a 24-hour period, then the DER may place the driver on temporary medically unqualified status or medical leave. Documentation must be kept by the DER of any actual and/or attempted contacts with the driver, including the dates and times of the contacts. If the DER is unable to contact the driver within the 24-hour period, the DER must leave a message for the driver by voice mail, e-mail or letter to contact the MRO and inform the MRO of the date and time of this message.
- x. Confirmation testing for controlled substances will be performed in accordance with the Oklahoma Act, except when the Oklahoma Act conflicts with Federal law.
- xi. The MRO may conduct additional testing of a specimen as authorized by the DOT if doing so is necessary to verify a test result
- xii. The MRO must verify a confirmed positive test result for marijuana, cocaine, amphetamines, semi-synthetic opioids (*i.e.* hydrocodone, hydromorphone, oxycodone, and oxymorphone) and/or PCP unless the driver presents a legitimate medical explanation for the presence of the drug(s)/metabolite(s) in her or his system. In determining whether an employee's legally valid prescription consistent with the Controlled Substance Act for a substance in the categories constitutes a legitimate medical explanation, the MRO must not question whether the prescribing physician should have prescribed the substance.
- xiii. The MRO must verify a confirmed positive test result for opiates in the following circumstances:

- a. The MRO must verify the test result positive if the laboratory confirms the presence of 6-acetylmorphine (6-AM in the specimen)
 - b. In the absence of 6-AM, if the laboratory confirms the presence of either morphine or codeine at 15,000 ng/mL or above, the MRO must verify the test result positive unless the employee presents a legitimate medical explanation for the presence of the drug(s)/metabolite(s) in her or his system.
 - c. For all other opiate positive results, the MRO must verify a confirmed positive test result for opiates only if they determine that there is clinical evidence, in addition to the urine test, of unauthorized use of any opium, opiate or opium derivate.
- xiv. As part of the verification decision, the MRO must conduct a medical interview that includes reviewing the driver's medical history and any other relevant biomedical factors presented by the driver, as well as directing the driver to undergo further medical evaluation.
 - xv. DOT tests must be completely separate from non-DOT tests in all respects, and DOT tests must take priority over non-DOT tests. DOT tests must be completed before a non-DOT test is begun. The results of a DOT test shall not be disregarded or changed based on the results of a non-DOT test.

Prohibitions

A driver will not be permitted to report to duty or to remain on duty requiring the performance of a safety-sensitive function if:

Alcohol

- i. The driver has an alcohol concentration of 0.04 or higher as measured on a breath test.
- ii. The driver displays behavior or appearance characteristics of alcohol misuse.
- iii. The driver is under the influence of or is impaired by alcohol, as shown by behavioral, speech, and performance indicators of alcohol misuse.
- iv. The driver possesses alcohol while on duty.
- v. The driver uses alcohol during duty performance.
- vi. The driver has used alcohol within the four hours prior to performing duties.
- vii. The driver has had an accident within the last eight hours and has not taken a breath test showing clearance from prohibited alcohol levels.

- viii. The driver has refused to take a breath test for alcohol use.
- ix. The driver is taking any prescription or non-prescription medication containing alcohol, even if the driver has notified the driver's supervisor of the medication use.

Controlled Substances

- i. The driver uses any controlled substance, unless the use is pursuant to a physician's written certification stating that the use does not adversely affect the driver's ability to safely operate a motor vehicle.
- ii. A supervisor or administrative employee has actual knowledge that a driver has used a controlled substance.
- iii. The driver has a verified positive test for a controlled substance.
- iv. The driver displays behavior or appearance characteristics of controlled substance use.
- v. The driver has refused to take a controlled substance test.

Refusal to Test

A driver has refused to take an alcohol or controlled substance test if s/he:

- i. Fails to appear for any test as directed by the school district.
- ii. Fails to remain at the testing site until the testing is complete.
- iii. Fails to provide a urine specimen.
- iv. Fails to provide a sufficient amount of urine when there is no adequate medical explanation for the failure.
- v. Fails to permit a directly observed or monitored collection.
- vi. Fails or declines to take a second test the school district or collector has directed.
- vii. Fails to undergo a medical examination or evaluation as directed by the MRO as part of the verification process or as directed by the DER when the urine sample was insufficient.
- viii. Fails to cooperate with any part of the testing process (e.g. refuses to empty pockets when directed to do so, behaves in a confrontational way that disrupts the collection process).
- ix. Has a verified adulterated or substituted test result.

Standing Down Employees

Stand-down is “the practice of temporarily removing an employee from the performance of safety-sensitive functions based only on a report from a laboratory to the MRO of a confirmed positive test for a drug or drug metabolite, an adulterated test, or a substituted test, before the MRO has completed verification of the test result.”

- i. DOT regulations prohibit employers from standing employees down, before the MRO has completed verification of the test result.
- ii. A verified test is a drug test result or validity testing result from an HHS-certified laboratory that has undergone review and final determination by the MRO.
- iii. The district may assign a driver non-driving duties pending the receipt of a verified test result when the district has reasonable suspicion to believe the employee is impaired.
- iv. When the district does remove an employee from service, following verification of the drug test result, it will do so consistent with the confidentiality requirements, within its control, imposed by law.

Referral and Treatment

A driver who violates any of the prohibitions in this policy shall be advised of the resources available to the driver for evaluating and resolving problems associated with the misuse of alcohol or use of controlled substances, including the names, addresses and telephone numbers of substance abuse professionals and counseling and treatment programs.

A driver who violates any of the prohibitions in this policy must be evaluated by a SAP who shall determine what assistance, if any, the driver needs in resolving problems associated with alcohol misuse or controlled substance use. The driver will not be permitted to perform safety-sensitive duties for any employer until and unless he or she completes the SAP evaluation, referral, and education/treatment process.

If the driver is identified as needing assistance in resolving problems associated with alcohol misuse or controlled substance use, the driver must be evaluated by a SAP to determine if the driver has properly followed the prescribed rehabilitation program. The driver must be subject to unannounced follow-up alcohol and/or controlled substance tests upon return-to-duty.

The SAP will provide a written report directly to the DER highlighting the SAP's specific recommendations for a course of education and treatment with which the driver must comply prior to returning to the performance of safety-sensitive functions. Neither the driver nor the school district shall seek a second SAP's evaluation in order to obtain another recommendation. Only the SAP who made the initial evaluation may modify his or her initial recommendations.

If the SAP recommends that the driver continue treatment, aftercare or support group services after returning to safety-sensitive duties, the school district may require the driver to participate in the recommended treatment or services as part of the return-to-duty agreement.

These requirements do not apply to drivers refusing to be tested or drivers having a preemployment test of 0.04 or more.

The school district is not required to return a driver to safety-sensitive duties just because the driver complies with the SAP's recommendations.

Educational Materials

Each driver shall receive educational materials that explain: (1) the alcohol misuse prevention requirements; (2) the school district's policies and procedures; (3) the identity of a contact person knowledgeable about the materials; (4) factual information on the effects of controlled substance use and alcohol misuse on personal life, health and safety; (5) where help can be obtained, including information regarding the school district's Employee Assistance Program; (6) categories of employees subject to testing; (7) a description of prohibited conduct and the circumstances that trigger testing; (8) testing procedures and safeguards; (9) what constitutes a refusal to submit to testing and the consequences; (10) signs and symptoms of an alcohol or controlled substance problem; (11) consequences for drivers with an alcohol test level of 0.02 or more but less than 0.04; and (12) the consequences of violating the rules in this policy. The district's staff will prepare and distribute appropriate educational materials as provided for in this section.

Maintenance of Records

Upon written request, a driver is entitled to obtain copies of any school district records concerning the driver's use of alcohol or controlled substances, including test results.

The school district shall not release individual test results or medical information about a driver to third parties without the employee's specific written consent to the release of a particular piece of information to a particular person or organization. Notwithstanding this prohibition, the school district may release information pertaining to a driver's drug or alcohol test without the employee's consent in certain legal proceedings.

Disciplinary Action

Employees who violate any prohibition in this policy will be subject to disciplinary measures, including employment termination. Likewise, employees whose test results are positive for alcohol or controlled substances are subject to disciplinary actions, including employment termination. The same disciplinary consequences face individuals who provide false information in connection with the testing process or who fail to cooperate with the district's efforts to fulfill its testing obligations.

Clearinghouse Participation

The school district shall report to the Clearinghouse in any situation required by 49 C.F.R. §382.705(b) and shall supply all required information. MROs and SAPs shall also be required to report to the Clearinghouse any situation to which they are required to provide information under 49 C.F.R. §382.705. The situations where reporting is required are described in detail in the school district's policy on *Compliance with Regulations regarding the FMCSA Clearinghouse*.

Other Policies

This policy does not supersede any other school district policy pertaining to alcohol misuse or controlled substance use by school district employees, except to the extent that this policy is specific to drivers performing safety-sensitive functions. To the extent permitted by federal law, this policy is to be interpreted consistent with Oklahoma's Act regarding drug and alcohol testing of personnel.

Revised by vote of the Board of Education, October 13, 2014

Revised by vote of the Board of Education, August 13, 2019

Revised by vote of the Board of Education, August 18, 2020

**DURANT SCHOOL DISTRICT
BUS DRIVER CONSENT FOR RELEASE OF INFORMATION
FROM DOT-REGULATED EMPLOYER(S)**

I, _____, hereby agree to allow any of my former Department of Transportation (“DOT”) regulated employers, who have employed me within two (2) years of the date that I applied for a position with the School District, to release information concerning my prior drug and alcohol tests and results. This is for any position I held which required the performance of safety-sensitive duties. I understand that the School District is required by law to obtain my consent in writing, and my signature below authorizes any of my former DOT-regulated employers to release the following information to the School District:

1. Alcohol tests with a result of 0.04 or higher alcohol concentration;
2. Verified positive drug tests;
3. Refusals to be tested (including verified adulterated or substituted drug test results);
4. Other violations of DOT agency drug and alcohol testing regulations; and
5. Documentation of the successful completion of the return-to-duty requirements (if I have violated a drug or alcohol regulation).

I further agree to turn over copies of any documentation or information I have in my possession that relates to the five (5) areas described above. I understand that if I refuse to consent in writing to the release of the above information, federal law prohibits me from performing safety-sensitive duties.

By signing below, I acknowledge that I have read, understand and agree to the foregoing. I also acknowledge and affirm that I have provided the School District with a complete listing of my former employers, including my former DOT-regulated employers.

Driver (Print name)

Driver (Signature)

Date

For School District Use Only:

	<i>(date)</i>	<i>(District employee initials)</i>
<i>Consent form provided to bus driver:</i>	_____	_____
<i>Consent form returned from bus driver:</i>	_____	_____
<i>Consent declined:</i>	_____	_____

BUS DRIVER QUESTIONNAIRE

1.	Have you ever <u>tested positive</u> on any pre-employment drug or alcohol test administered by an employer to which you applied for, but did not obtain, safety-sensitive transportation work during the past two (2) years?	<u> </u> Yes	<u> </u> No
2.	Have you ever <u>refused to take</u> any pre-employment drug or alcohol test administered by an employer to which you applied for, but did not obtain, safety-sensitive transportation work during the past two (2) years?	<u> </u> Yes	<u> </u> No
3.	If you answered “Yes” to Question 1 or 2, have you successfully completed the return-to-duty process?	<u> </u> Yes	<u> </u> No
4.	If you answered “Yes” to Question 3, can you provide documentation of your successful completion of the return-to-duty process?	<u> </u> Yes	<u> </u> No

If you desire to provide any comments to supplement your answers to questions 1-4 above, please do so below:

EMPLOYMENT AND COMPENSATION OF ATHLETIC PERSONNEL

It is the policy of the Durant Board of Education to provide equivalent sponsors and coaches to all interscholastic athletic teams regardless of gender.

Coaches of interscholastic athletic teams will be certified faculty members and shall be in charge of training and participation of contestants. Any volunteer assistance rendered by parties other than designated sponsors or coaches must be with the approval of the administration and will not relieve the designated sponsors or coaches of their responsibilities.

The selection, employment, and termination of coaches for interscholastic athletic teams will be in accordance with the policies and procedures approved by the board of education.

Salaries and coaching stipends will be determined by:

- The number of individuals (assistant coaches and volunteer coaches) supervised;
- The nature and depth of the assignment, including the number of competitions and the length of the season;
- The number of student participants;
- The experience and background of the coach;
- Additional clinic or workshop assignments;
- The level of success enjoyed by the sport.

RESIGNATIONS OF EMPLOYEES

The board of education authorizes the superintendent of schools to accept on behalf of this School District a resignation tendered by any employee. All resignations must be in writing. A resignation may either be mailed by certified mail, return receipt requested, or hand delivered to the superintendent. A resignation is effective on the date stated in the resignation and in the absence of a specifically stated date it becomes effective immediately. No tendered resignation, whether accepted or not, may be withdrawn, revoked or rescinded by the employee without the written consent of the superintendent of schools or the board of education.

Upon receipt and acceptance of the tendered resignation the superintendent of schools shall write "accepted" and the date and time of the acceptance on the resignation and give a copy to the employee. Acceptance of any resignation terminates the employment relationship for all purposes as of the effective date. The superintendent shall advise the board of education, at the next regular board meeting, of the employee's resignation and whether the superintendent has accepted the resignation.

As to teachers, a resignation to be effective at the conclusion of a school year must be received prior to April 25 of that school year. A teacher's resignation to be effective at any other time or to be effective at the conclusion of the school year but received after April 25 does not sever the employment relationship for the subsequent school year unless and until approved by the superintendent.

In order to be eligible for rehire, any employee who resigns must give written notice to the superintendent of schools at least fourteen (14) calendar days prior to the effective date of the resignation.

Adopted by the Durant Board of Education July 10, 2006.

**COMPLIANCE WITH STATE AND FEDERAL LAWS
REGARDING EMPLOYEE LEAVE AND PAYROLL PROCEDURES**

The board of education recognizes that the state or federal government may enact new laws and regulations that effect the District's leave policies for employees. The District will comply with such laws and regulations applicable to its employees.

To the greatest extent possible, the District will construe additional leave granted by a state or federal act to run concurrently with leave granted to employees under existing policies, procedures, and/or contracts. The District will implement any new mandated employee leave provisions consistent with any regulations or guidelines issued by the governing authority granting such leave.

Further, the District will comply with any state or federal laws applicable to the pay of its employees, including those applicable to the garnishment of wages.

When appropriate, the District will seek advice from local, state, or federal authorities and/or its legal counsel as to any obligations under newly issued laws and regulations.

Adopted by vote of the Durant Board of Education, August 18, 2020

SALARIES AND EXPENSES

It is the policy of the Durant Board of Education that no teacher shall be paid less than the state schedule. Extra duties shall be compensated for as scheduled. Salaries of all other employees shall be determined by the board. A schedule of salaries and fringe benefits paid to administrators will be filed with the State Department of Education by October 1, of each year.

**NOTICE OF INTENT TO QUALIFY FOR
SALARY SCHEDULE ADVANCEMENT**

It is my intent to qualify for horizontal advancement on the salary schedule for the _____ school term. The required college work will be completed and a transcript filed with the Clerk of the Board *:

_____ by August 15

_____ by August 15**

The advancement will be based on:

_____ college hours

_____ advanced degree

_____ Current placement on the salary schedule (what you are currently being paid for, i.e. BS; BS +15; MS; MS+15)

_____ Intended new placement on the salary schedule (BS +5; MS; etc.)

Date

Signature of Faculty Member

- * This form must be returned to the Clerk of the Board not later than April 15 of any school term.
** Teachers qualifying for an advancement on the salary schedule at mid-term.

SALARY SCHEDULES

Teachers

When employed, teachers will be placed on the appropriate salary step on the teachers' salary schedule which corresponds to the number of years of experience credited by the State Department of Education. For further information regarding placement on the salary schedule and required documentation, refer to the Durant Public Schools Negotiated Agreement.

Administrators

All administrators, when employed, will be placed on the appropriate step of the administrators' salary schedule. Upon recommendation of the superintendent and approval by the board, newly hired administrators may be placed on a salary schedule based upon individual building criteria such as enrollment, supervision of extracurricular activities, number of teachers, and length of school year contract.

Documentation

Certified employees who begin their employment prior to providing all official documentation required of their position shall be compensated at a daily rate of pay equal to that of a substitute teacher. Official documentation provided within the first 35 teaching days of employment establishing retroactive qualification for the position shall result in a salary adjustment retroactive to the first of the semester. Official documentation provided after the above dates will result in salary adjustment on the date of receipt of such documentation.

Advancement

School district employees shall advance on the salary schedule at the rate of one year for each year of creditable service after initial employment. For salary advancement purposes only, a year of creditable service must be at least 120 days.

EXTRA PAY FOR TEACHER SPONSORS

Compensation for school event positions shall be paid monthly in an amount agreed upon in the Durant Public Schools Negotiated Agreement.

FRINGE BENEFITS

It is the policy of the Durant Board of Education to provide a fringe benefit schedule which reflects adequate compensation for professional training and experience. A Section 125 Cafeteria plan shall be administered for the district. The district will have no cap or limit on the amount of insurance an employee shall request to be fringed per year unless such an amount is set by the IRS at some future date.

PERSONNEL VACATIONS

The Durant Board of Education will provide annual vacation with pay to those employees assigned to twelve-month positions and to all hourly and daily rate employees whose period of service is continuous (90% of the working days) throughout the year.

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

Approval of Vacation Dates

The dates for all vacations must be approved by the immediate supervisor and will be limited to ten working days in a row, unless otherwise approved by the superintendent.

Substitutes for Employees on Vacation

It is the responsibility of the immediate supervisor to arrange vacation at a time when a substitute will not be required.

Eligibility

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

Twelve-month Certified Employees: 20 days per year

Twelve-month Support Employees: Support staff who have been employed at least one year and no more than four years will receive 10 days paid vacation per year. Support staff who have been employed five years or more will receive 15 days paid vacation per year. Support staff who have been employed 20 years or more will receive 20 days paid vacation per year.

This vacation policy does not apply to the following personnel:

- Food service personnel
- Bus drivers
- Paraprofessionals
- Teacher Assistants
- 10-month and 11-month secretarial staff

**SICK LEAVE
CERTIFIED PERSONNEL**

The Durant Board of Education shall provide sick leave benefits to all certified personnel in accordance with the Durant Public Schools Negotiated Agreement.

The board shall pay a teacher leaving the district for each day of unused sick leave accumulated in the district, up to the maximum accumulation level. Payment for any days not transferred to another district shall be according to the scale agreed upon in the Durant Public Schools Negotiated Agreement.

The district will provide family and medical leave to eligible employees in compliance with the Family and Medical Leave Act, its implementing regulations and school district policy.

PERSONAL BUSINESS LEAVE

Personal business leave will be provided to all certified personnel in accordance with the Durant Public Schools Negotiated Agreement.

The board shall provide for support employees a minimum of four days for personal business leave, upon request of the support employee. Support employees shall properly file a written form of notification in advance of a temporary leave for personal business with the principal and the superintendent. Support employees cannot take temporary leave for personal business on the day immediately before or after board-adopted non-working days or during the first and last weeks of the school year except in cases of emergency when authorized by the superintendent. Personal leave may be used in increments of no less than one-half (1/2) days. The board will buy back the unused portion of the first three (3) personal leave days at the rate of \$30 per day. This will be paid on the June payroll date. Support employees may elect to choose the option of adding the unused paid personal day(s) to their sick leave. Beginning with the fourth day of personal business leave, the cost of the substitute employee will be deducted from the support employee's salary.

LEAVE REQUEST FORM DURANT SCHOOL DISTRICT I-72

TO BE COMPLETED FOR ALL NON-ILLNESS RELATED ABSENCES.

CERTIFIED EMPLOYEE

< please circle one >

SUPPORT EMPLOYEE

(Applies to contracted support employees only)

Name: _____

Site: _____

Date(s) of requested leave: _____

Type of leave requested: (please circle one)

Association (OEA/DEA)

Bereavement

Personal

Professional

PROFESSIONAL LEAVE (reason): _____

BEREAVEMENT LEAVE (relationship of deceased): _____

Budget account this expenditure is to be charged to: (please circle one)

School/Site

District

Other

Will a substitute be necessary? _____

If so, substitute will be paid by: (please circle one)

Employee

School/Site

District

Professional Development

To claim reimbursement for travel expenses you must complete a Claim for Reimbursement form after completion of your trip with all receipts for expenses attached. Mileage will be paid at the State mileage reimbursement rate.

Signature of Employee

Date

Signature of Principal/Supervisor

Date

_____ Approved _____ Denied

Signature of Superintendent

Date

**LEAVE: EMERGENCY
CERTIFIED PERSONNEL**

The Durant Board of Education, through the Negotiated Agreement, Article 1, 1.1, provides certified personnel with the discretion of using sick leave days for the death of a family member. Personal leave as defined in the Negotiated Agreement, Article III, 3.1 may be used for emergency purposes as well.

Therefore, no “emergency leave” is provided through policy.

LEAVE: MILITARY

The Durant Board of Education shall provide leave to qualified employees who are members of any component of the Armed Forces of the United States, including members of the National Guard and the Reserve Forces and the commissioned corps of the Public Health Service, when the employee meets the requirements set forth in the regulations accompanying the Uniformed Services Employment and Re-Employment Rights Act of 1994 (USERRA). A leave of absence for the period of active service shall be without loss of status or efficiency rating and without loss of pay during the first 30 days of such leave.

The district provides re-employment rights to employees who become absent from work because of service in any of the military services, including the Army, Navy, Marine Corps, Air Force, Coast Guard, Army and Air National Guard, Reserve Forces, and the commissioned corps of the Public Health Service as provided by USERRA.

**LEAVE: PROFESSIONAL
CERTIFIED PERSONNEL**

Professional leave for all certified personnel will be granted in accordance with the terms of the Durant Public Schools Negotiated Agreement.

FAMILY AND MEDICAL LEAVE

It is the policy of the district to comply fully with the requirements of the Family and Medical Leave Act of 1993 (FMLA) and all its related revisions, including the National Defense Authorization Act (NDAA), collectively referred to in this policy as “FMLA.” The district is a covered employer and, accordingly, will provide up to 12 weeks of unpaid leave to eligible employees. This leave must run concurrently with any paid leave the eligible employee has available. Eligible employees may also be entitled to 14 additional weeks of leave (26 weeks total) for servicemember family leave.

Any employee utilizing FMLA leave is required to cooperate in matters of scheduling, providing prompt notice of the need to use leave and availability for return to work, completing paperwork, etc.

This policy is not intended to create any leave obligations for the district in addition to those provided under the FMLA. In the event any conflict exists between this policy and the FMLA, the FMLA will be the final authority.

Definitions

- “Eligible employees” are those employees who:
 - have been employed for at least one year by the district; and
 - worked at least 1,250 hours during the previous 12-month period; and
 - have requested leave for a reason covered by the FMLA; and
 - there are at least 50 employees within a 75-mile radius.

Full-time instructional employees are deemed to have met the 1,250 hours of employment requirement if they worked full time during the prior year.

- A “child” means a biological, adopted, foster or step child, a legal ward, an individual with an in loco parentis relationship with the employee or military member, and adult children who are physically or mentally incapable of self-care.
- A “serious health condition” is one which requires either in-patient care or continuing treatment by a health care provider. This includes conditions or illnesses affecting health to the extent that in-patient care is required, or absences are necessary on a recurring basis or for more than just a few days. A “serious health condition” does not include short-term conditions for which treatment and recovery are very brief as such conditions would normally be covered by the district’s sick leave policies.
- A “year” means a rolling 12-month period measured backward from the date an employee uses any leave.

- A “week” means 5 business days.
- A “covered military member” (for purposes of active duty leave) is an individual serving in the Regular Armed Forces or the National Guard and Reserves and who has been called to active duty. Veterans receiving treatment or therapy, or those who are recuperating and were discharged or released for any reason other than dishonorable discharge within the 5 years preceding the employee’s request for leave are also included in this definition.
- A “covered military member” (for purposes of servicemember family leave) is an individual serving in the Regular Armed Forces or the National Guard and Reserves who is undergoing treatment or therapy for a serious injury or illness incurred or exacerbated while on active duty.
- A “serious injury or illness” is an injury or illness incurred (or exacerbated) by the servicemember in the line of duty in the Armed Forces or National Guard and Reserves which:
 - may render the member medically unfit to perform the duties of the member’s office, grade, rank, or rating; or
 - resulted in the member receiving a VA Service Related Disability Rating of 50% or more; or
 - substantially impairs the veterans’ ability to be gainful employed; or
 - resulted in the member’s enrollment in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

Reasons for Leave

All eligible employees who meet FMLA requirements may be granted leave as provided in this policy and required by law for the following reasons:

1. for the birth of a child and to care for such child, or placement for adoption or foster care of a child;
 - If both parents are employed by the district, the combined amount of FMLA leave cannot exceed 12 weeks
2. to care for a spouse, child or parent with a serious health condition;
3. for a serious health condition of the employee that makes the employee unable to perform his or her job functions;
4. for covered active duty leave with one or more of the following exigencies:

- Short-notice deployment: employees can take up to 7 calendar days leave to address issues that arise from servicemembers' call or order to active duty seven calendar days or less prior to the date of deployment;
- Military events and related activities: employees can take leave to attend official ceremonies, programs, or events sponsored by the military that are related to servicemembers' active duty or call to active duty or attend family support or assistance programs and informational briefings sponsored or promoted by the military, military service organizations, or the American Red Cross that are related to servicemembers' active duty or call to active duty;
- Childcare and school activities: employees can take leave to arrange alternative childcare, provide childcare on an urgent, immediate need (but not everyday) basis, enroll in or transfer a child to a new school or day care facility, or attend meetings with school or day care staff (such as parent-teacher conferences) due to servicemembers' active duty or call to active duty;
- Financial and legal arrangements: employees can take leave to make or update financial or legal arrangements to address servicemembers' absence while on active duty or call to active duty, such as executing powers of attorney, transferring bank account signature authority, enrolling in the Defense Enrollment Eligibility Reporting System, or obtaining military identification cards and to act as the servicemembers' representative before governmental agencies to obtain, arrange, or appeal military service benefits while servicemembers are on active duty or called to active duty and for 90 days following termination of active duty status;
- Counseling: employees can take leave to attend counseling that is provided by someone other than a healthcare provider for servicemembers or their children for needs arising from servicemembers' active duty or call to active duty;
- Rest and recuperation: employees can take up to 15 days leave to spend time with servicemembers on short-term, temporary rest and recuperation leave during a period of deployment;
- Post-deployment activities: employees can take leave to attend arrival ceremonies, reintegration briefings and events and other official ceremony or program sponsored by the military that occurs within 90 days following termination of servicemembers' active duty status or to address issues arising from servicemembers' death while on active duty, including meeting and recovering the body and making funeral arrangements; and

- Additional activities: employees can take leave to address any other events that arise from servicemembers' active duty or call to active duty when the district and employee agree that such leave qualifies as an exigency and agree upon the timing and duration of the leave.
5. for servicemember family caregiver leave, provided that the leave (when combined with other forms of FMLA leave) does not exceed 26 workweeks during a 12-month period;
 6. for parental care leave to care for (including making arrangements for care, patient transfer and meetings with staff at a care facility) a parent-in-law who is unable to care for him/herself while the servicemember is on active duty.

Application for Leave

Employees who wish to utilize FMLA leave must submit an application for leave (with all required supporting documentation) on the forms available through the superintendent's office (the district will utilize all required forms as provided by the US Department of Labor. The forms are available at <http://www.dol.gov/whd/fmla/index.htm#Forms>). The district requests that, when practical, FMLA requests be submitted at least 30 days prior to the use of the leave. In emergency circumstances, the district may provisionally place an employee on FMLA leave if conditions appear to warrant such action. The employee is ultimately responsible for completing the necessary paperwork to finalize the use of FMLA leave at least 15 days in advance.

Medical Documentation (for Leave Related to a Serious Medical Condition)

In addition to all medical documentation required pursuant to the FMLA, the district may, in its sole discretion and at its own expense, require a second opinion related to the need for FMLA leave. If the first and second opinions differ regarding the need for FMLA leave, the district and the employee shall mutually agree upon a provider to conduct a third opinion of the employee's need for leave. The cost of this third opinion will be paid for by the employer.

The district may also require supplemental certifications of the employee's continuing need for leave. These certifications may not be more than one time per month unless the employee requests an extension of leave, changes circumstances regarding the illness or injury, or the district receives information that casts doubt on the validity of an existing certification.

In the event an employee wishes to request an extension of leave, such request must be promptly submitted to his/her supervisor with supporting documentation from the health care provider regarding the reason for the extension. The extension is only available as long as the employee does not exceed the maximum leave permitted by the FMLA.

Intermittent Leave or Leave On a Reduced Leave Schedule

Eligible employees may request to use their available leave on an intermittent basis by following the same application and certification process as described above and under the following conditions:

- intermittent leave in connection with the arrival of a new child must be approved by the district;
- employees must coordinate the intermittent leave with their supervisor to attempt to reduce the negative impact of the leave on school operations;
- the district reserves the right to transfer the employee to a position better suited to intermittent leave;
- if an instructional employee will be absent more than 20% of the total working days in the period in which the leave will be used, the district may require the employee to either:
 - take leave for a "particular duration" or time which is not greater than the duration of the planned treatment, or
 - be transferred to an alternative position.

Leave Taken Near the End of an Academic Term

If an instructional employee begins any type of covered leave more than 5 weeks before the end of a semester, and if the leave will last at least 3 weeks and the employee would otherwise return to work during the 3 weeks before the end of the semester, the district may require the employee to continue taking leave until the end of the semester.

If an instructional employee takes leave (for a reason other than the employee's own serious health condition) which commences during the 5 weeks before the end of the semester, and if the leave will last more than 2 weeks and the employee would otherwise return to work during the last 2 weeks of the semester, the district may require the employee to continue taking leave until the end of the semester.

If an instructional employee takes leave (for a reason other than the employee's own serious health condition) which begins during the last 3 weeks of the semester, and if the leave will last more than 5 working days, the district may require the employee to take leave until the end of the semester.

The Effect of Leave on Benefits

During a period of FMLA leave, an employee will be retained on the district's medical insurance plan under the same conditions that applied before leave began, including making any payments the employee previously made. An employee's failure to timely pay his/her share of the

medical premium may result in loss of coverage. The employee is required to pay all of the premiums for any other type of insurance coverage which may exist.

If the employee fails to return to work after the expiration of the leave, the employee will be required to reimburse the district for payment of health insurance premiums during the FMLA leave, unless the reason for the failure to return to work are due to circumstances beyond the employee's control.

Employees do not accrue or lose any seniority or employment benefits during a period of FMLA leave.

Return to Work

Employees must update their supervisor regarding the intent to return to work, including providing all necessary releases and paperwork, at least 5 business days in advance of the expected return date.

Although the district cannot guarantee that an employee will be returned to his/her original position, employees will generally be restored to an equivalent position and employment conditions upon return from FMLA leave. Highly compensated employees are those individuals who are salaried and are among the highest paid 10% of the employees employed within 75 miles of the employee's worksite. A highly compensated employee may not be returned to work if it is necessary to prevent substantial and grievous economic injury to the operations of the district. The district will make all determinations regarding job duties upon an employee's return from FMLA leave.

Failure to Return from Leave

Employees who fail to return to work when scheduled (absent an approved extension) are subject to immediate termination for cause, subject to applicable due process hearing rights.

APPLICATION FOR FAMILY OR MEDICAL LEAVE

Revised October 2006

Name: _____

Current address: _____

Position: _____

School or Worksite: _____

Beginning date of leave: _____

Expected date of return to work: _____

Reason for leave request (explain): _____

If family leave to care for a seriously ill family member is requested, state:

1. Name of family member: _____

2. Relationship of family member to you: _____

3. Describe care you will provide: _____

Name and Mailing Address of Health Care Provider(s):

MEDICAL CERTIFICATION

A leave request, based on an employee's serious health condition or the serious health condition of an employee's spouse, child or parent, must be accompanied by a medical certification from an attending health care provider or providers.

EMPLOYEE'S STATEMENT

I understand that a failure to return to work at the end my leave period may be treated as a resignation and will serve as a basis for discharge unless an extension has been agreed upon and approved in writing by the Superintendent of Schools.

Date

Employee's Signature

Approved by:

Employee's Immediate Supervisor

Superintendent of Schools

**APPLICATION FOR FMLA INTERMITTENT LEAVE
OR LEAVE ON A REDUCED SCHEDULE**

Revised Oct. 2006

Name: _____

Current Address: _____

Position: _____

School or Worksite: _____

State whether you are requesting intermittent leave or leave on a reduced schedule:

___ Intermittent Leave

Beginning date of leave: _____

Ending date of leave: _____

___ Leave on a reduced schedule

Schedule requested: _____

Beginning date of revised schedule: _____

Date reduced leave expected to terminate: _____

Describe the reason for a request of intermittent or reduced leave:

If leave is based on medical necessity of an individual other than the employee state:

Family member: _____

Relationship to employee: _____

Name and address of Health Care Provider(s): _____

If leave is requested in connection with the birth or placement of a child, please note that the leave is subject to the approval of the District.

MEDICAL CERTIFICATION

A leave request, based on an employee's serious health condition or the serious health condition of an employee's spouse, child or parent, must be accompanied by a medical certification from an attending health care provider or providers.

EMPLOYEE'S STATEMENT

I understand that a failure to return to work at the end my leave period may be treated as a resignation and will serve as a basis for discharge unless an extension has been agreed upon and approved in writing by the Superintendent of Schools.

Date

Employee's Signature

Approved by:

Employee's Immediate Supervisor

Superintendent of Schools

**MEDICAL RELEASE
AUTHORIZATION FOR ACCESS BY PATIENT
OR DISCLOSURE OF PROTECTED HEALTH INFORMATION**

Revised October 2006

Patient Name: _____
Date of Birth: _____

Medical Record #: _____
Social Security #: _____

I hereby authorize my physician or other health care provider, _____, to disclose my Protected Health Information, as described below and that is necessary to process my leave request, to the following:

DURANT SCHOOL DISTRICT
Attention: Office of the Superintendent
Name of Individual/Facility/Company to Receive PHI

Address: _____

Information authorized for use or disclosure, or to be obtained:

- ☐ All medical information concerning this patient.
☐ Medical information of this patient compiled between _____ to _____
☒ Only: Medical information relevant to requested family medical leave.

Dates of Treatment, if known: _____

The information will be obtained, used, or disclosed for the following purpose(s) only:

- ☐ Insurance ☐ Continued treatment ☐ Legal ☐ At the request of the patient or patient's representative
☒ Other (specify) _____ to determine eligibility for family medical leave

I understand:

- I may revoke this authorization at any time, in writing, except revocation will not apply to information already used or disclosed in response to this authorization. I may revoke this document by presenting my written revocation as provided in the Notice of Privacy Practices. Unless revoked or otherwise indicated, the automatic expiration date will be one year from the date of signature or upon occurrence of the following event: _____
- I release the entities listed above, their agents and employees from any liability in connection with the use or disclosure of the protected health information covered by this authorization. The entity authorized to disclose the information will not be compensated by the recipient for the disclosure, except for the cost of copying and mailing as authorized by law.
- Information used or disclosed pursuant to this authorization may be subject to redisclosure by the recipient and no longer protected by federal law. However, the recipient may be prohibited from disclosing substance abuse information under the Federal Substance Abuse Confidentiality Requirements.
- I have the right to inspect the health information to be released and I may refuse to sign this authorization.
- Unless the purpose of this authorization is to determine payment of a claim for benefits, the requesting entity will not condition the provision of treatment or payment for my care on my signing this authorization.

I understand that my medical information may indicate that I have a communicable or venereal disease which may include, but is not limited to, diseases such as hepatitis, syphilis, gonorrhea or the human immunodeficiency virus, also known as Acquired Immune Deficiency Syndrome (AIDS). I further understand that my medical information may indicate that I have or have been treated for psychological or psychiatric conditions or substance abuse.

Signature of Patient or Legal Representative _____

Date _____

Description of Legal Representative's Authority _____

Expiration Date of Authorization _____

NOTICE OF RIGHTS: Information in your medical record that you have or may have a communicable or venereal disease is made confidential by law and cannot be disclosed without your permission except in limited circumstances including disclosure to persons who have had risk exposures, disclosure pursuant to an order of the court of the Department of Health, disclosure among health care providers or disclosure for statistical or epidemiological purposes. When such information is disclosed, it cannot contain information from which you could be identified unless disclosure of that identifying information is authorized by you, by an order of the court or the Department of Health or by law.

**CERTIFICATION OF HEALTH CARE PROVIDER
(FAMILY AND MEDICAL LEAVE ACT OF 1993)**

Revised October 2006

1. Employee's Name: _____

2. Patient's Name (if different from employee): _____

3. The attached sheet describes what is meant by a "serious health condition" under the Family and Medical Leave Act. Does the patient's condition^{1/} qualify under any of the categories described? If so, please check the applicable category.

(1)____ (2)____ (3)____ (4)____ (5)____ (6)____, or None of the above_____

4. Describe the medical facts which support your certification, including a brief statement as to how the medical facts meet the criteria of one of these categories:

5.a. State the approximate date the condition commenced, and the probable duration of the condition (and also the probable duration of the patient's present incapacity^{1/} if different):

b. Will it be necessary for the employee to take work only intermittently or to work on a less than full schedule as a result of the condition (including for treatment described in Item 6 below)? _____

If yes, give the probable duration: _____

c. If the condition is a chronic condition (condition #4) or pregnancy, state whether the patient is presently incapacitated^{2/} and the likely duration and frequency of episodes of incapacity^{2/}: _____

6.a. If additional treatments will be required for the condition, provide an estimate of the probable number of such treatments. _____

^{2/} Here and elsewhere on this form, the information sought relates only to the condition for which the employee is taking FMLA leave.

^{3/} "Incapacity," for purposes of FMLA, is defined to mean inability to work, attend school or perform other regular daily activities due to the serious health condition, treatment therefor, or recovery therefrom.

If the patient will be absent from work or other daily activities because of treatment on an intermittent or part-time basis, also provide an estimate of the probable number and interval between such treatments, actual or estimated dates of treatment if known, and period required for recovery if any: _____

b. If any of these treatments will be provided by another provider of health services (*e.g.*, physical therapist), please state the nature of the treatments. _____

c. If a **regimen of continuing treatment** by the patient is required under your supervision, provide a general description of such regimen (*e.g.*, prescription drugs, physical therapy requiring special equipment): _____

7.a. If medical leave is required for the employee's **absence from work** because of the **employee's own condition** (including absences due to pregnancy or a chronic condition), is the employee **unable to perform work** of any kind? _____

b. If able to perform some work, is the employee **unable to perform one or more of the essential functions of the employee's job** (attached is information about the essential job functions)? _____ If yes, please list the essential functions the employee is unable to perform: _____

c. If neither a. nor b. applies, is it necessary for the employee to be **absent from work for treatment**? _____

8.a. If leave is required to **care for a family member** of the employee with a serious health condition, **does the patient require assistance** for basic medical or personal needs or safety, or for transportation? _____

b. If no, would the employee's presence to provide **psychological comfort** be beneficial to the patient or assist in the patient's recovery? _____

c. If the patient will need care only **intermittently** or on a part-time basis, please indicate the probable duration of this need: _____

(Signature of Health Care Provider)

(Type of Practice)

(Address)

(Telephone Number)

To be completed by the employee needing family leave to care for a family member:

State the care you will provide and an estimate of the period during which care will be provided, including a schedule if leave is to be taken intermittently or if it will be necessary for you to work less than a full schedule:

 (Employee Signature)

 (Date)

A **"Serious Health Condition"** means an illness, injury, impairment, or physical or mental condition that involves one of the following:

1. Hospital Care

Inpatient care (*i.e.*, an overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity^{2/} or subsequent treatment in connection with or consequent to such inpatient care.

2. Absence Plus Treatment

(a) A period of incapacity^{2/} of **more than three consecutive calendar days** (including any subsequent treatment or period of incapacity^{2/} relating to the same condition), that also involves:

(1) **Treatment^{1/} two or more times** by a health care provider, by a nurse or physician's assistant under direct supervision of a health care provider, or by a provider of health care services (*e.g.*, physical therapist) under orders of, or on referral by, a health care provider; *or*

(2) **Treatment** by a health care provider on **at least one occasion** which results in a **regimen of continuing treatment^{1/}** under the supervision of the health care provider.

3. Pregnancy

^{4/} Treatment includes examinations to determine if a serious health condition exists and evaluations of the condition. Treatment does not include routine physical examinations, eye examinations, or dental examinations.

^{5/} A regimen of continuing treatment includes, for example, a course of prescription medication (*e.g.*, an antibiotic) or therapy requiring special equipment to resolve or alleviate the health condition. A regimen of treatment does not include the taking of over-the-counter medications such as aspirin, antihistamines, or salves; or bed-rest, drinking fluids, exercise, and other similar activities that can be initiated without a visit to a health care provider.

Any period of incapacity due to **pregnancy**, or for **prenatal care**

4. Chronic Conditions Requiring Treatments

A **chronic condition** which:

- (1) Requires **periodic visits** for treatment by a health care provider, or by a nurse or physician's assistant under direct supervision of a health care provider;
- (2) Continues over an **extended period of time** (including recurring episodes of a single underlying condition); and
- (3) May cause **episodic** rather than a continuing period of incapacity^{2/} (*e.g.*, asthma, diabetes, epilepsy, etc.).

5. Permanent/Long-term Conditions Requiring Supervision

A period of **incapacity**^{2/} which is **permanent or long-term** due to a condition for which treatment may not be effective. The employee or family member must be **under the continuing supervision of, but need not be receiving active treatment by, a health care provider**. Examples include Alzheimer's, a severe stroke, or the terminal stages of a disease.

6. Multiple Treatments (Non-Chronic Conditions)

Any period of absence to receive **multiple treatments** (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for **restorative surgery** after an accident or other injury, **or** for a condition that **would likely result in a period of incapacity^{2/} of more than three consecutive calendar days in the absence of medical intervention or treatment**, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), kidney disease (dialysis).

**EMPLOYER RESPONSE TO EMPLOYEE
REQUEST FOR FAMILY OR MEDICAL LEAVE
(FAMILY AND MEDICAL LEAVE ACT OF 1993)**

Revised October 2006

Date: _____

TO: _____
(Employee's Name)FROM: _____
(Name of appropriate employer representative)

SUBJECT: Request for Family/Medical Leave

On _____, you notified us of your need to take family/medical leave due to:
(date)

- ☐ the birth of your child, or the placement of a child with you for adoption or foster care; or
- ☐ a serious health condition that makes you unable to perform the essential functions of your job; or
- ☐ a serious health condition affecting your spouse, child, parent, for which you are needed to provide care.

You notified us that you need this leave beginning on _____ and that you
(date)

leave to continue until, on or about _____.
(date)

Except as explained below, you have a right under the FMLA for up to 12 weeks of unpaid leave in a 12-month period for the reasons listed above. Also, your health benefits must be maintained during any period of unpaid leave under the same conditions as if you continued to work, and you must be reinstated to the same or an equivalent job with the same pay, benefits and terms and conditions of employment on your return from leave. If you do not return to work following FMLA leave for a reason other than: (1) the continuation, recurrence, or onset of a serious health condition which would entitle you FMLA leave; or (2) other circumstances beyond your control, you may be required to reimburse us for our share of health insurance premiums paid on your behalf during your FMLA leave.

This is to inform you that (*check appropriate boxes, explain where indicated*):

- ☐ 1. You are **eligible** **not eligible** for leave under the FMLA.
- ☐ 2. The requested leave **will** **will not** be counted against your annual FMLA leave entitlement.

- ☐ 3. You **will** **will not** be required to furnish medical certification of a serious health condition. If required, you must furnish certification by _____ (*insert date*) (must be at least 15 days after you are notified of this requirement) or we may delay the commencement of your leave until the certification is submitted.
- ☐ 4. You may elect to substitute accrued paid leave for unpaid FMLA leave. We **will** **will not** require that you substitute accrued paid leave for unpaid FMLA leave. If paid leave will be used the following conditions will apply: (*Explain*)
- _____
- _____
- _____
- ☐ 5(a). If you normally pay a portion of the premiums for your health insurance, these payments will continue during the period of FMLA leave. Arrangements for payment have been discussed with you and it is agreed that you will make premium payments as follows: (*Set forth dates, e.g., the 10th of each month, or pay periods, etc. that specifically cover the agreement with the employee*)
- ☐ 5(b). You have a minimum 30-day (or, indicate longer period, if applicable) grace period in which to make premium payments. If payment is not made timely, your group health insurance may be canceled, provided we notify you in writing at least 15 days before the date that your health coverage will lapse, or, at our option, we may pay your share of the premiums during FMLA leave, and recover these payments from you upon your return to work. We **will** **will not** pay your share of health insurance premiums while you are on leave.
- ☐ 5(c). We **will** **will not** do the same with other benefits (*e.g., life insurance, disability insurance, etc.*) while you are on FMLA leave. If we do pay your premiums for other benefits, when you return from leave you **will** **will not** be expected to reimburse us for the payments made on your behalf.
- ☐ 6. You **will** **will not** be required to present a fitness-for-duty certificate prior to being restored to employment. If such certification is required but not received, your return to work may be delayed until the certification is provided.
- ☐ 7(a). You **are** **are not** a “key employee” as described in § 825.218 of the FMLA regulations. If you are a “key employee,” restoration to employment may be denied following FMLA leave on the grounds that such restoration will cause substantial and grievous economic injury to us.
- ☐ 7(b). We **have** **have not** determined that restoring you to employment at the conclusion of FMLA leave will cause substantial and grievous economic hardship to us. (*Explain (a) and/or (b) below. See § 825.219 of the FMLA regulations.*)

- ☐ 8. While on leave, you **will will not** be required to furnish us with periodic reports every _____ (*indicate interval of periodic reports, as appropriate for the particular leave situation of your status and intent to return to work (see § 825.309 of the FMLA regulations)*). If the circumstances of your leave change and you are able to return to work earlier than the date indicated on the reverse side of this form, you **will will not** be required to notify us at least two work days prior to the date you intend to report for work.
- ☐ 9. You **will will not** be required to furnish recertification related to a serious health condition. (*Explain below, if necessary, including the interval between certifications as prescribed in § 825.308 of the FMLA regulations.*)

NOTICE OF INTENTION TO RETURN FROM LEAVE

Revised October 2006

Name: _____

Principal or Supervisor: _____

Date leave commenced: _____

Date of planned return: _____

I understand that my reinstatement is subject to the following conditions:

(a) As a condition of reinstatement, I must provide a written certification from my health care provider that I am able to resume working and can perform, with or without reasonable accommodation, the essential functions of my position.

(b) I understand that every attempt will be made to restore me to my original position. However, if my original position is unavailable, I will be placed in an equivalent position with equivalent pay and benefits. (This section may not apply to key employees.)

(c) I understand that as an employee returning from family or medical leave I shall not be entitled to the accrual of any time or employment benefits during my period of leave.

Date_____
Employee's Signature**STATEMENT OF HEALTH CARE PROVIDER**

I have examined _____ and can certify:

- ☐ that he/she is fully able to resume working. He/she is able to perform his/her essential job functions without accommodations.
- ☐ that he/she is not fully able to resume working that he/she is not able to perform his/her essential job functions without accommodations, but may resume working with the restrictions and/or accommodations listed in the attached statement.
- ☐ that he/she is unable to return to work at this time.

Date_____
Health Care Provider_____
Address_____
Phone

SUPPORT PERSONNEL LEAVE

Sick Leave:

The board of education grants sick leave with full pay to all support employees. This is to give an employee financial protection in case of personal illness and to protect the welfare of the children. Any absence for illness shall be certified by the superintendent, who shall be responsible for its validity.

Support employees will accrue one (1) day of sick leave per month of employment, depending on the length of their contract, cumulative to 180 days. For example, a support employee on a ten-month contract will accrue one (1) day of sick leave per month, for a total of ten (10) days sick leave accrued over the fiscal year. Pay for sick leave for support personnel is limited to the number of hours per day for which the employee is regularly employed. For example, a bus driver who works four hours per day will be paid for a maximum of four hours of sick leave per day and that four hours will constitute one day of sick leave for that employee.

Sick leave is interpreted as the time when personal illness, accidental injury or pregnancy or personal illness in the immediate family keeps an employee from being present to conduct his/her regular daily work. Immediate family is defined as father, mother, brother, sister, husband, wife, child, grandparent, or grandchild. This also includes dental, physical and eye examinations for employee and dependents in the immediate family. Any misuse or use of sick leave for other purposes may result in disciplinary action or termination.

When the employee severs connection with the district for any reason, all his/her accumulated sick leave is cancelled. If he/she is employed by another school district, his/her accumulated sick leave may be transferred to the receiving district up to sixty (60) days.

Maternity Leave:

Full-time employees of the district who have been employed by the district for at least one year and have worked at least 1,250 hours during the preceding 12-month period shall be entitled to six (6) weeks of paid maternity leave following the birth of the employee's child. The six (6) weeks of paid maternity leave shall be used immediately following the birth of the employee's child. The six (6) weeks of maternity leave shall be in addition to and not in place of sick leave due to pregnancy pursuant to 70 O.S. § 6-104. A school district employee taking maternity leave pursuant to the new law shall not be deprived of any compensation or other benefits to which the employee is otherwise entitled.

The district shall file claims with the State Board of Education for reimbursement of expenses related to providing eligible employees with paid maternity leave.

With regard to any shared sick leave program which is currently offered or which may be offered in the future by the district, maternity leave provided must be used prior to any shared sick leave available under the district's program.

Personal Leave:

Personal days are accrued at a rate of one-half (1/2) day per month until reaching a maximum of three (3) days per year. These may be used at the discretion of each support employee for conducting personal business, which cannot be reasonably conducted during hours when school is in session. Support employees shall properly submit a request in the district's online absence management program in advance of a temporary leave for personal business with approval by the principal and the superintendent. In the event of an emergency, the support employee may submit a request for personal leave after the event. The superintendent shall have the authority to approve the leave. Support Employees shall neither take temporary leave for personal business on the days immediately before or after Board adopted non-working days nor during the first and last weeks of the school year except in cases of emergency when authorized by the superintendent. Personal leave shall not be granted to more than five (5) district Support employees in one day except in cases of emergency when authorized by the superintendent. If you are unable to enter a personal leave request, contact your supervisor for assistance. Personal leave may be used in increments of no less than one-half (1/2) days.

The District will buy back the unused portion of the first three (3) personal days from all support employees, provided you have used no more than two paid personal days, at the rate of \$30 per day. In order for support employees to receive payment for unused personal days of two or more days, the employee must email the superintendent or designee that they wish to be paid for those unused personal days. The employee must submit this email to the superintendent or designee no later than the first Monday in May, and no later than 11:59 p.m. on that day. Beginning with the fourth day of personal business leave, the cost of the substitute will be deducted from the support employee's salary. All unused personal days that were not paid will be converted to sick leave.

Bereavement Leave:

Each employee shall be provided with three (3) days of leave for bereavement due to the death of a member of the immediate family, (spouse, child, parents, siblings, mother-in-law, father-in-law).

Each support employee will be provided with one day of bereavement leave upon the death of a grandparent.

Upon request to the superintendent of schools, extended bereavement leave may be granted in special circumstances. If additional bereavement leave is granted, such leave may be charged to sick leave or personal leave.

Vacation:

The Durant Board of Education will provide annual vacation with pay to those employees assigned to twelve-month positions.

The dates for all vacations must be approved by the immediate supervisor and will be limited to ten working days in a row, unless otherwise approved by the superintendent.

It is the responsibility of the immediate supervisor to arrange vacation at a time when a substitute will not be required.

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

Twelve-month Support Employees: Support staff who have been employed at least one year through four years will receive 10 days paid vacation per year. Support staff who have been employed five years through nineteen years will receive 15 days paid vacation per year. Support staff who have been employed 20 years or more will receive 20 days paid vacation per year.

An employee can accumulate (carryover) a maximum of ten (10) vacation days annually. The maximum number of vacation days for any employee would be thirty (30). If an employee has unused vacation that cannot be carried over (more than 10 days as of June 30) due to the maximum accumulation limits, then those days could be converted to sick leave or be paid annually at 50% of the employee's current daily rate of pay. If an employee leaves the employment of the district, any unused vacation would be paid at 50% of the employee's current daily rate of pay. This vacation policy only applies to 12 month contracted Staff.

Military Leave:

It is the policy of the district to provide leave for support employees who are a component of the armed forces in the United States including members of the National Guard, when that support employee is ordered by proper authorities to active duty or service. Military leave shall be without loss of status, efficiency rating pay or benefits during the first thirty (30) calendar days or the first thirty (3) regularly scheduled work days for support employees, or not to exceed two hundred forty (240) hours, of such leave of absence in any federal fiscal year. The district will also comply with all other rights guaranteed under state and federal law.

Epidemic Leave:

Support employees who are full-time employees of the District, as determined by the standard period of labor which is customarily understood to constitute full-time employment for the type of services performed by the employee, and who are also employed a minimum of one hundred seventy-two (172) days, shall be entitled to pay for any time lost when school is closed on account of epidemics or otherwise when an order for such closing has been issued by a health officer authorized by law to issue the order.

Reference: OKLA. STAT. tit. 44, § 209; OKLA. STAT. tit. 72, § 48; OKLA. STAT. tit. 70, § 6-104; OKLA. STAT. tit. 70, § 6-101.40; OKLA. STAT. tit. 70, § 509.12; Atty. Gen. Op. No. 73-297; Atty. Gen. Op. No. 76-161; OKLA. STAT. tit. 70, § 6-104.1, et seq.
Revised by vote of the Board of Education, August 18, 2018, August 10, 2021, August 17, 2022 and August 9, 2023

EXPENSE REIMBURSEMENT POLICY

Expenses incurred by individuals for travel on behalf of the school district should be reimbursed by the school district. Reimbursement to individuals should be made upon approval by the Board of Education after proper presentation of supporting documentation.

Travel and Expenses

It is the policy of the Board of Education that official school travel for board members must be approved in advance by the board, and travel for employees will be approved in advance by the central administration office. Travel requests must be made as early as possible.

The district will reimburse reasonable costs, subject to the availability of funds, for approved and documented travel. Lodging expense will be reimbursed at a rate not to exceed the state rate per night unless prior approval is granted by the superintendent. The district will reimburse the reasonable cost of coach airfare and the reasonable cost of car rental for a mid-size vehicle.

A request for reimbursement must be made within 30 days after the vendor's invoice is issued. Notwithstanding this time limitation, all requests for reimbursement must be made prior to the end of the fiscal year in which the vendor's invoice was issued and services rendered, and it must be submitted in sufficient time to allow the board to take action at its last regular meeting of the fiscal year. Reimbursement requests not complying with these requirements will be denied unless unusual circumstances are presented to and approved by the board.

Reimbursements issued by the board will not exceed the actual amount of out-of-pocket expenses paid by the employee. No additional charges may be added by the employee, and the employee may not obtain a warrant for funds he or she expects to pay or incur in the future. Except as provided herein concerning meal expenses, reimbursement will be based upon complete and accurate travel vouchers, expenditure reports and the like, which list each cost individually, as supported by original receipts.

Meal costs will be reimbursed at \$35 per day for required overnight travel in the state of Oklahoma and \$45 per day for required overnight travel outside the state of Oklahoma. The cost of meals and incidental expenses for group meetings conducted for the general improvement of the school system may be approved as a separate item by the board. The board may approve payment of meal expenses on a per diem basis rather than requiring meal expenses to be itemized and documented. Per diem rates will not exceed those provided in Title 74, Section 500.8 of the Oklahoma Statutes.

According to Internal Revenue Service regulations, meal reimbursements are to be reported as taxable income, unless the employee is required to incur overnight lodging or there is a substantiated business connection. When meal reimbursements are determined to be taxable, the school district is required to withhold Federal income tax, social security (FICA) and Medicare tax and to pay matching employer contributions for FICA and Medicare tax. Non-overnight meal reimbursement will be treated as non-taxable provided a substantial business discussion occurs during the meal. When seeking reimbursement for business related meals, employees must document the purpose of the meeting, the time, location and who was in attendance. Reimbursement of any taxable non-overnight meals will be paid in the employee's next regularly scheduled paycheck.

Expenses for registration, parking, toll charges, and similar expenses will be reimbursed when documented by an itemized receipt. A credit card receipt is not valid documentation.

School vehicles, when available, should be used for official business only. Private vehicles may be used when school vehicles are not available and approval is granted by the central administration office. Mileage expense will be reimbursed at the State mileage reimbursement rate using the most recent map available.

Reimbursement for mileage, meals and incidentals and lodging charged to federal programs will be limited to the rates published in the Federal Travel Regulations.

Any interpretation of this policy shall be made solely by the Board of Education and shall be binding in all respects.

Violation of any of the provisions of this policy may result in dismissal or nonrenewal.

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

UNUSED SICK LEAVE BANK

Revised by the Board of Education
August 6, 2012

It is the policy of the Durant Board of Education to encourage and reward personnel who exercise particular care in the maintenance of their personal health and job attendance.

In accordance with Title 70, Section 6-104 of the Oklahoma Statutes, employees may accumulate sick leave days up to a maximum of 60 days as prescribed by local school board policy.

In accordance with Title 70, Section 17-116-2(G) of the Oklahoma Statutes, the total creditable service of a member who retires or terminates employment and elects a vested benefit shall include not to exceed 165 days of unused sick leave accumulated subsequent to August 1, 1959, during the member's membership with the Teacher's Retirement System.

To clarify the difference between the two types of statutory sick leave days, the board has established a sick leave bank for the purpose of accounting for unused sick leave days which may be used for retirement purposes subject to the approval of the Teachers Retirement System of Oklahoma. The term "unused sick leave days" is defined as those sick leave days for which an employee does not receive credit after the maximum 165 days of sick leave have been accumulated. Unused sick leave days shall be deposited in the sick leave bank.

The board of education will maintain records for the purpose of assisting each employee to account for unused sick leave days for retirement purposes. The board of education will account for and certify unused sick leave days for each year for which an employee has exceeded 165 days of accumulated sick leave. This provision will apply to employees who have participated in the Teachers Retirement System subsequent to August 1, 1959, and who have accumulated the maximum 165 days of sick leave.

Upon retirement, accumulated sick leave days and the unused sick leave days in the sick leave bank may be certified to the Teachers Retirement System of Oklahoma to add creditable service for retirement purposes at a rate of one month of credit for each 20 days of accumulated sick leave up to a total of 165 days. However, the school district shall not certify more than one day of unused sick leave in the retirement bank per each day of accumulated sick leave for the purpose of adding creditable service for retirement purposes.

Unused sick leave days may be used only to extend creditable service at retirement and for no other purpose. No employee may contribute unused sick leave days to another employee except in accordance with school district policy.

Under Title 70, Section 6-104 A, payments for accumulated sick leave upon retirement or termination of a contract can be made only for sick leave days accumulated in the district.

An employee who elects to transfer accumulated sick leave to another school district or who elects to be reimbursed for accumulated sick leave as prescribed by local school board policy or negotiated agreement shall forfeit all rights and privileges outlined under this policy. Unused sick leave days cannot be transferred from this district.

SICK LEAVE SHARING BANK

This policy is established pursuant to Title 70, Section 6-104.6M of the Oklahoma Statutes. A sick leave sharing bank (the "Bank") for all full-time district employees consisting of sick leave days donated by any school district employee will be created under the following guidelines:

1. Permission to receive donations will be granted only for a district employee (a) who is pregnant or recovering from childbirth or who is suffering from or has a relative or household member suffering from an extraordinary or severe illness, injury, impairment or physical or mental condition (b) that has caused or will cause the employee to exhaust all accumulated sick leave earned pursuant to Title 70, Section 6-104 of the Oklahoma Statutes and (c) that has caused or is likely to cause the employee to take leave without pay or to terminate employment.

2. The Bank will be administered by an employee committee (the "Committee") consisting of three administrators appointed by the superintendent of schools. Vacancies on the Committee shall immediately be filled by appointment by the superintendent. Committee members shall serve for one fiscal year and shall be appointed no later than September 1 of each year. Committee member names shall be provided to the Chief Financial Officer of the school district no later than September 1 of each year. The Committee shall elect a chairman from its three members.

3. For purposes of this policy, the following definitions apply:

"Relative of the employee" means a spouse, child, stepchild, grandchild, grandparent, stepparent or parent of the employee.

"Household members" means those persons who reside in the same home, who have reciprocal duties to and do provide financial support for one another, including foster children and legal wards, even if they do not live in the household. This term does not include persons sharing the same general house, when the living style is primarily that of a dormitory or commune.

"Severe" or "extraordinary" means serious, extreme or life-threatening, including temporary disability resulting from pregnancy, miscarriage, childbirth and recovery therefrom.

District employee of the school district who has been employed for at least two calendar years and who has donated sick leave to the sick leave bank.

"Full-time employee" means a full-time employee of the school district as determined by the standard period of labor, which is customarily understood to constitute full-time employment for the type of services performed by the employee and who is employed a minimum of one hundred seventy-two (172) days.

4. A district employee's request for permission to receive sick leave donations from the Bank must be made to the Committee Chairman, in writing, and may be presented to the Committee Chairman by the District employee or another employee (acting with the affected employee's permission) in his or her behalf. The Committee will meet and make a determination by a majority vote of the Committee members present and voting as to whether: (a) the employee is eligible to receive sick leave days from the Bank and (b) the total number of sick leave days to be given to the employee from the Bank. At least three Committee members must be present in order for the Committee to act. A district employee may be eligible to receive sick leave donations from the Bank if the Committee determines that the employee meets the criteria described in this policy and the employee has followed district policies regarding the use of sick leave. To allow the Committee to determine whether the employee meets the criteria described in this policy, the employee may be required to first submit a medical certificate from a licensed physician or health care practitioner verifying the severe or extraordinary nature and expected duration of the condition. Within five (5) business days of the Committee's approval of a district employee to receive sick leave day donations from the Bank, the Committee Chairman shall notify the Chief Financial Officer of the district of the name of the district employee and the number of sick leave days authorized by the Committee to be received by the district employee from the Bank. If approval is denied, the Committee Chairman shall notify the Chief Financial Officer of that fact. The Chief Financial Officer shall notify any requesting employee of the Committee's approval or denial of his/her request. On or before December 31 and June 1 of each fiscal year the Committee Chairman shall notify the Chief Financial Officer of the district of the number of sick leave days in the Bank as of the date of the report.
5. A district employee may not request any sick leave from the Bank until his or her own sick leave earned pursuant to Title 70, Section 6-104 of the Oklahoma Statutes has been exhausted. A district employee may use donated sick leave only for the purposes specified in this policy. Donated sick leave days from the Bank must be requested and approved during the same school year in which they are used. No donated sick leave days will be carried over to the next school year.
6. Sick leave received from the Bank will be paid at the daily rate of the receiving district employee. The sick leave received by a district employee from the Bank will be designated as donated sick leave and will be maintained separately from all other sick leave balances.
7. Sick leave donated to the Bank by any district employee becomes the property of the Bank and may no longer be counted by the donor employee toward current or accumulated sick leave. Sick leave days donated will remain in the Bank until exhausted.
8. The maximum total number of sick leave days that may be received from the Bank by any employee is ninety (90) during his/her total district employment.

9. A district employee may donate to the Bank only sick leave days that are earned and accumulated. A district employee may donate any amount of sick leave provided the donation does not cause his/her sick leave balance to fall below eighty (80) hours.

Any donation of sick leave days by a district employee to the Bank is strictly voluntary. No district employee shall be coerced, threatened, intimidated or financially induced into donating sick leave under this policy. A contribution of sick leave to the Bank must be confirmed, in writing, by the Committee Chairman to the Chief Financial Officer of the school district within five (5) business days of the date of the donation stating the name of the donor employee and the number of sick leave days donated to the Bank. The number of sick leave days of the donor employee shall be appropriately reduced in the district's records by the donated amount.

Revised by action of the Board of Education March 6, 2006
Revised by action of the Board of Education August 13, 2018

STAFF PARTICIPATION IN POLITICAL ACTIVITIES

The Durant Board of Education recognizes the right of its employees, as citizens, to engage in political activity. However, the board also recognizes that school property and school time, paid for by all the people of the district, should not be used for partisan political purposes (except as provided for in policies pertaining to the use of school buildings by civic and political organizations).

In order to prevent political activities from interfering with the district's duty of providing an education to our students, school employees are prohibited from the following activities while on school time or on school property:

1. Posting of political circulars, petitions, or signs;
2. Collecting or soliciting campaign funds;
3. Soliciting campaign workers;
4. Using students to write or address campaign materials;
5. Distributing campaign materials to students on school district property or during school time;
6. Using school facilities, equipment, or supplies for campaign purposes;
7. Using any part of the school property for campaign purposes;
8. Using any part of the school day for campaign purposes;
9. Influencing students on how to vote or how to influence their parents to vote on a campaign issue.

Administrators shall make a special effort to avoid influencing employees by suggestion, intimidation, or promises of future special favors.

Nothing in this policy will be interpreted as prohibiting teachers from conducting appropriate activities which encourage students to become involved in the political processes of the party of the students' choice or as independents; nor does it prohibit the use of political figures as resource persons in the classrooms.

FUND RAISING BY PARENT-TEACHER ORGANIZATIONS (PTO)

The Durant Board of Education recognizes the importance of parent-teacher organizations in fostering the community-school relationship.

The district also recognizes that from time to time these organizations hold fund raising events. All funds raised during these events shall remain the property of the parent-teacher organization. No funds may be expended on the school district without approval of the board of education. If the PTO donates funds or property to the district, such funds or property will lose its PTO identity. For planning purposes, the PTO will advise the superintendent at the beginning of the school year of its intention to conduct a fund raising activity.

HEALTH PERSONNEL

The Durant Board of Education recognizes the existence of a close working relationship between school employees and students. The board of education is strongly committed to providing a safe environment for staff and students in relation to communicable diseases. The superintendent or board of education shall require any school employee to complete a physical examination whenever the board believes it to be in the best interest of the school system to provide evidence that the employee is free from communicable diseases. This may occur, for example, when the employee, while on duty, is involved in accident involving property damage or personal injury or when the employee manifests, through personal observation from reliable sources, difficulty performing the essential functions of his or her job.

It is the duty of an employee who is asked to undergo a physical examination to take such examination. Failure or refusal to submit to and fully cooperate in a physical examination when requested by the superintendent or board of education may lead to disciplinary action, including dismissal or non-renewal. The term "physical examination" as used in this policy includes all testing and other procedures necessary to determine the status of an employee's physical, mental or emotional well-being. The physical examination shall be performed by a physician who may be chosen and compensated by the board.

Medical evidence indicates that Acquired Immune Deficiency Syndrome ("AIDS") is a communicable disease. This policy governs the procedures and regulations of this school district when dealing with an employee who has been identified by a competent medical authority to have AIDS, AIDS Related Complex ("ARC"), tests positive for AIDS antibodies or has any other life threatening communicable disease capable of being transmitted in the school environment (referred to herein as "Other Life Threatening Communicable Diseases"). This policy will insure confidentiality and nondiscrimination.

No employee will be dismissed or have his or her contract not renewed merely because he or she has AIDS, ARC, antibodies for the AIDS virus or Other Life Threatening Communicable Diseases.

Upon identification of the employee by a competent medical authority as having AIDS, ARC, antibodies for the AIDS virus or Other Life Threatening Communicable Diseases, the following procedures will be observed:

- A. The superintendent shall immediately request the employee to provide a comprehensive written statement from the employee's personal physician regarding the employee's current health condition. It shall be the duty of each employee to provide such information to the superintendent. Willful failure to do so may lead to dismissal or non-renewal of an employee's contract.
- B. Any decision regarding the employee's status shall be based upon the best medical evidence available. The superintendent of schools or his or her designee, the employee and the employee's personal physician and a district appointed medical

officer (a medical doctor or doctor of osteopathy) shall meet and confer to determine the extent to which reasonable accommodation of the employee may be necessary due to the employee's condition. Unless the medical experts are of the opinion that the employee's condition could reasonably present a hazard of infection to students or other employees, the employee will be permitted to continue the employee's usual duties. If the employee's condition could reasonably present a hazard of infection to students or other employees, the school district will consider assigning the employee to other available duties for which the employee is qualified at no reduction in pay.

- C. The employee is required to provide the superintendent with periodic written comprehensive reports from the employee's personal physician as to the employee's current health condition. The frequency of such reports will be determined in each case by the medical representatives of the employee and the school district.
- D. Any employee may apply for and be granted a leave of absence without pay when approved by the superintendent, upon the advice of the employee's personal physician and, when deemed appropriate, a district medical officer.
- E. An employee may request and be granted return from a leave of absence without pay when approved by the superintendent upon the advice of the employee's personal physician, and, when deemed appropriate, a district medical officer.

Confidentiality requirements in regard to information about any employee infected with AIDS, ARC, antibodies for the AIDS virus or Other Life Threatening Communicable Diseases shall be respected.

The employee will be requested to consent in writing to the notification of only those persons who, under the circumstances of the employee's particular job duties and health condition, have a "need to know". Normally, this will mean the employees' immediate supervisor, the board of education and its attorney, the superintendent and any health care professionals. Those persons will be instructed regarding their legal obligation to maintain the confidentiality of the information and the legal consequences of failing to do so. No entry regarding an AIDS condition or Other Life Threatening Communicable Disease is to be made in the employee's personnel file. Under no circumstances will students or the parents of students be notified that any person afflicted with AIDS or an AIDS condition or Other Life Threatening Communicable Disease is employed by the school district.

BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN

Purpose

The purpose of this plan is to eliminate or minimize employee exposure to surfaces, equipment, and body fluids that potentially are contaminated with bloodborne pathogens. This plan is designed to comply with 29 CFR 1910.1030 and will be reviewed and updated annually.

Definitions

Bloodborne pathogens: Means pathogenic microorganisms that are present in human blood and can cause disease in humans, including Hepatitis B Virus and HIV.

Contaminated: Means the presence or the reasonably anticipated presence of blood or other potentially infectious materials on any item or surface.

Exposure: Means reasonably anticipated skin, eyes, mucous membrane, or parenteral contact with infectious materials.

Potentially infectious materials: Means contaminate by body fluids including: Blood, Urine, Vomitus, Etc.

Responsible Persons

There are three "categories of responsibility" that are central to the effective implementation of the Exposure Control Plan. These are:

1. The district superintendent and Safety Committee
2. Supervisors
3. Employees

The following sections define the roles played by each of these groups in carrying out the plan.

District Superintendent

The district superintendent will be responsible for overall management and support of the district's Bloodborne Pathogens Compliance Program. Responsibilities typically include, but are not limited to:

1. Overall responsibility for implementing the Exposure Control Plan for the entire facility including planning for the provision of staff training.

2. Working with administrators and other employees to develop and administer any additional bloodborne pathogen-related policies and procedures needed to support the effective implementation of this plan.
3. Looking for ways to improve the Exposure Control Plan, as well as to revise and update the plan when necessary.

Safety Committee, Supervisors and Employees

Conducting periodic school audits to maintain an up-to-date Exposure Control Plan rests in their hands. In this role, they must do such things as:

1. Identify tasks performed that have occupational exposure.
2. Work directly with the students to ensure that proper exposure control procedures are followed.

Availability of the Exposure Control Plan to Employees

To help them with their efforts, the district's Exposure Control Plan is available to employees at any time in each building's Administrative Office. Employees are advised of this availability during their education/training sessions.

Review and Update of the Plan

It is important to keep the Exposure Control Plan up-to-date. To ensure this, the plan will be reviewed and updated under the following circumstances:

1. Annually before each school year.
2. Whenever new or modified tasks and procedures are implemented which affect occupational exposure of district employees.
3. Whenever an employee's job is revised such that new instances of occupational exposure may occur.

Exposure Determination

With respect to procedures, requirements, and training, all members of the following job classifications will be treated as if they are subject to occupational exposure:

1. Administrators

2. Bus Drivers
3. Custodial
4. Designated First Aid Responders (Coaches)
5. School Nurse
6. Special Education Personnel

General Universal Precautions

A general rule requires the treatment of all bodily fluids and waste products as if they are known to be infectious for any bloodborne pathogen. In order to protect themselves, all staff members will follow the following universal precautions at all times while on the job:

1. Handle the blood and body substances of all people as potentially infectious.
2. Wash hands thoroughly with soap and running water before and after all person or specimen contact, even when gloves are used.
3. Wear disposable gloves for all potential contacts with blood and body substance. Discard gloves immediately after each use.
4. Wear protective eyewear and mask if splattering with blood or body substance is possible.
5. Change gloves after each contact, as glove integrity cannot be assured with washing and repeated use.
6. Wear a waterproof dressing and gloves if the employee has cuts, abrasions, or other skin lesions.
7. Clean up and disinfect all spills or contamination immediately.
8. Discard disposable items including tampons, used bandages, and dressings in non-reusable bags, and discard by appropriate disposal procedure.
9. Use disposable or utility gloves for general cleaning.
10. Use disposable gloves for all housekeeping chores involving potential contact with body fluids.
11. Use face shield when performing C.P.R.

Engineering and Work Practice Controls Scheduled Updating

All practices, equipment, and supplies will be examined, maintained, and updated as needed on a regular schedule.

Information on the use of these procedures will be provided to all employees.

Hand Washing Facilities

1. Each site at which exposure can reasonably be expected will have hand washing facilities with soap and running water within easy access.
2. Antiseptic towels will be available at each site as well. Areas which have a slight potential for contamination without hand washing facilities (such as buses) will have an ample supply of towelettes, disinfectant, gloves, first aid supplies, etc.
3. Signs will be posted to remind employees to wash after each procedure whether gloved or not.

Clean-Up Kits for Removing Bodily Fluids

For contamination with larger amounts of bodily fluids such as vomitus, blood, etc., kits will be provided for clean-up by designated trained personnel. Kits that jell the liquid will make clean-up possible without any exposure to the cleaning personnel. Training will be provided in the use of kits to bus drivers, custodians, and any other personnel will be instructed not to clean up any body fluids unless designated as part of this plan.

Personal Protective Equipment

1. All personnel will use gloves when handling any potentially infectious materials, objects or surfaces.
2. Gloves are available at every school. Additionally, all staff herein identified as at risk of exposure are provided ample supplies at no cost to the employee.

Housekeeping Policy Code

Cleaning after contamination with body fluids:

General

1. All employees must wear disposable gloves before making any contact with body fluids. This includes, but is not limited to, care and first aid treatment of a person as well as cleaning procedures for objects contaminated with body fluids.
2. Use only disposable items provided.
3. Discard disposable articles from each contact or clean-up into plastic trash bags.

Hand Washing

1. Use soap and running water
2. Rub hands together for 15 seconds to work up a lather.
3. Scrub between fingers, knuckles, back of hands, and around nails.
4. Rinse hands under running water.
5. Dry hands with paper towels.
6. Use paper towel to turn off water, then discard in trash. (If you are in an area where water is not available, such as on the bus, field trip, etc., use the antiseptic towelettes in the clean-up kits until you get to running water.)

On floors, bus interiors, and all washable surfaces, use clean-up kits. Follow kit instructions.

Exposure Reporting, Evaluation and Follow-Up

All school district employees, whether under the plan or not, are required to report to their supervisor immediately all exposure to bodily fluids. All exposed employees, both under and not under the plans, will receive full follow-up.

Follow-Up to a Report of Exposure

1. An exposed employee will be immediately referred to the designated district healthcare professional, for confidential evaluation and follow-up. The physician will be provided a copy of this plan.
2. The healthcare professional will inform the employee and within five days, the district, whether the incident is defined as an exposure under the standard.

3. If the incident is not defined as an exposure, the employee will be counseled and no further action will be taken. The reporting form with the physician's determination will be placed in the employee's supplemental file.
4. If there is a defined exposure, the physician will immediately provide the follow-up activities at no cost to the employee including:
 - A. Documentation of the circumstances and routes of exposure.
 - B. Identification and documentation of the source individual.
 - C. Collection and testing of the source individual's blood with consent.
 - D. Establishment that legally required consent cannot be obtained.
 - E. Make available results of these tests to the employee.
 - F. Testing of the employee's blood per U.S. Public Health Services protocol including immediate, 3-month, 6-month, 1-year tests.
 - G. With employee permission, immediately begin the Hepatitis B vaccination series and within 24 hours administer an HBIG inoculation.
 - H. Post-exposure prevention treatment and evaluation of reported illnesses.
 - I. Appropriate counseling as determined by the healthcare professional.
 - J. Any other activities deemed appropriate by the physician.
5. No reports, other than the initial determination, will be made by the physician to the district. The physician will maintain records for the appropriate time.

Information and Training

1. All employees designated as part of this plan will be given complete training at the time of initial assignment and annually thereafter. Training records will be kept for three years.
2. Training will include:
 - A. Bloodborne Pathogens Standard.
 - B. Epidemiology and symptoms of bloodborne diseases.
 - C. Modes of transmission of bloodborne pathogens.

- D. The district's Exposure Control Plan (and where employee/students can obtain a copy).
- E. Appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials.
- F. A review of the use and limitations of methods that will prevent or reduce exposure, including:
 - (1) Engineering controls
 - (2) Work practice controls
 - (3) Personal protective equipment
- G. Selection and use of personal protective equipment including:
 - (1) Types available
 - (2) Proper use
 - (3) Location within the facility
 - (4) Removal
 - (5) Handling
 - (6) Decontamination
 - (7) Disposal
- H. Information on the Hepatitis B Vaccine, including its:
 - (1) Efficacy
 - (2) Safety
 - (3) Method of administration
 - (4) Benefits of vaccination
 - (5) The district's free vaccination program
- I. Consent form for Hepatitis B vaccine.
- J. Actions to take and persons to contact in an emergency involving blood or other potentially infectious materials.

- K. The procedures to follow if an exposure incident occurs, including incident reporting.
 - L. Information on the post-exposure evaluation and follow-up, including medical consultation, that the district will provide.
 - M. Time to answer specific questions/concerns of attendees.
3. All employees not a part of this plan will be given training in avoiding contamination.
 4. All training will be given at no cost and during working hours.
 5. Should regulations, procedures, or potential for hazard change, update training will be provided.

Medical Records

1. Records concerning bloodborne pathogen exposure and follow-up will be kept in the personnel office in the employee's supplementary personnel folder. Records will be kept for 30 years following end of employment in accordance with 29 CFR 1910.20.
2. Exposure records include:
 - A. Name and social security number.
 - B. Copy of employee's Hepatitis B vaccination status and record.
 - C. A copy of the results of the follow-up examination.
 - D. The healthcare professional's written opinion.
 - E. A copy of the information provided to the healthcare professional.
3. All records will be strictly confidential. Only the physician, district Safety Officer, appropriate personnel staff members and those listed in 29 CFR 1910.20 will have access to records.
4. No other disclosure will be made without written consent of the employee.

Training Records

1. Training records will be maintained for at least three years.

2. Records will include:
 - A. Date of training session.
 - B. Content of the session.
 - C. Names and job descriptions of persons attending.
 - D. Names and qualifications of trainer(s).

Availability

1. Records are available to:
 - A. The District Safety Officer.
 - B. Appropriate personnel staff.
 - C. Appropriate healthcare professionals.
 - D. Those identified in 29 CFR 1910.20.
 - E. The employee, upon request.
 - F. Anyone with written consent from the employee.

Form 200 Reporting

Actual exposure will be reported on Form 200 if:

1. the incident results in loss of consciousness, transfer to another job, or restriction on work, or
2. medical treatment beyond first aid is given.

Transfer of Records

1. If the employer ceases to do business, records will be passed to its successor.
2. If there is no successor, the director will be notified three months prior to their disposal. Should the director request, they will be transmitted to the director's office within three months.

1. Employee Name _____
(Last) (First) (Middle Initial)

2. Birthdate _____
Mo/Day/Yr

3. Profession/Job Title: _____

4. Employer/Company Name: _____

5. Work Site/Telephone: _____
(Site) (Street Address)

Tel. Ext. #: _____

6. Home Address/Telephone: _____
(Street) (City) (Zip)

(_____) _____
AC Telephone #

7. Supervisor's Name/telephone: _____
(Last) (First)

Tel. Ext. #: _____

8. Date of Exposure: (Mo/Day/Yr) ____/____/____

9. Time of Exposure: _____ AM or PM (Circle One)

11. Exposed Worker ☐ has ☐ has not completed the full series of Hepatitis B vaccine.

13. Description of Source Person (include address): _____

The employer agrees to be responsible for all reasonable charges incurred in the disposition of this risk exposure incident.

Employer Designee Reviewing Form:

14. _____ 15. _____ 16. ____/____/____
Name (Please Print) Signature Mo / Day / Yr

TO BE COMPLETED BY THE EMPLOYER'S PHYSICIAN

- ☐ In my professional judgment, this was a parenteral, permucosal, or significantly cutaneous exposure to blood or other body fluids which has the potential for transmission of a communicable disease such as Hepatitis B, HIV, or meningococcus. Post exposure evaluation procedures and counseling should be provided. The employee has been told about any medical conditions resulting from exposure that requires further treatment.
- ☐ This incident does not constitute an exposure under OSHA standard. NOTE: IF this exposure does not warrant medical follow-up, please return the form to the Employer's Designee and indicate to that individual why it does not need follow-up.
- ☐ The employee has received or is beginning the Hepatitis B vaccination series.

17. _____ Physician's Name (Please Print) 18. _____ Physician's Signature 19. ____/____/____ Mo/Day/Yr

HEPATITIS B VACCINE CONSENT/REFUSAL FORM

Employee's Name: _____

Date: _____

Social Security No.: _____

Position: _____

I understand that Hepatitis B is a serious disease that can lead to a chronic form of hepatitis which may eventually result in death. I understand that I may be at increased risk for contracting the disease by the very nature of my job. Should I contract the disease, I could be potentially infectious, thereby exposing individuals with whom I may have intimate contact (including dental, sexual, to my unborn child should pregnancy occur, etc.).

I understand that although there are risks associated with taking Hepatitis B vaccine, it does reduce the risk of serious disease should exposure to the Hepatitis B virus occur.

I further understand my decision to take or decline Hepatitis B vaccine will not adversely affect my employment or any benefits available to me through my employment.

- ☐ I hereby elect to receive the Hepatitis B vaccine series provided to me free of charge by the Durant Public Schools and hereby agree to hold the Durant Public Schools harmless for any reaction or side effect I may experience from the vaccine.

I understand that I will be responsible for scheduling the administration of this vaccine and that I will be reimbursed by the Durant Public School District after I have completed the series of three (3) shots. I also understand that I will be reimbursed for the vaccine at the rate established by the Bryan County Health Department.

- ☐ I understand that due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring Hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with Hepatitis B vaccine, at no charge to myself. However, I decline Hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with Hepatitis B vaccine, I can receive the vaccine series at no charge to me.

Employee's Signature_____
Supervisor's Signature

Vaccine _____

Manufacturer _____

Date	Site	Lot #	Given By
1. _____	_____	_____	_____
2. . _____	_____	_____	_____
3. . _____	_____	_____	_____

Repeat Anti-HB's _____

Date: _____
 Date: _____
 Date: _____

DRESS AND PERSONAL GROOMING SUPPORT EMPLOYEES

The Durant Board of Education recognizes that school personnel must always present the proper image and that employees are required to meet an acceptable dress code.

Transportation Employees

Since bus drivers are usually the first employees that meet the students, it is important that employees dress in a professional manner. Bus drivers should dress in neat, conservative clothing. Slacks are permitted for women drivers. Neither men nor women drivers are allowed to wear shorts. Tank tops, sweat suits, and t-shirts with emblems or advertisements are not allowed. Women drivers are not permitted to wear high heeled shoes. Hats or caps are acceptable if they do not distract from the driver's professional image. Women should not have their hair in rollers.

Food Service Employees

All food service personnel must be in uniform each day. If at any time, for any reason, an employee is unable to wear a uniform, prior approval must be received from the food service director. Food service employees should:

1. Always wear a clean, fresh, washable garment.
2. Wear clean, comfortable, well-fitting, low heeled shoes, preferably Oxford type. Sandals are not a professional-looking shoe and are not acceptable.
3. Keep hair clean and well arranged. Hair nets must be worn by all employees at all times in the kitchen.
4. Not wear jewelry with the uniform.
5. Change into a fresh apron before serving meals.
6. Wear disposable gloves while serving.

ASSIGNMENT OF TEACHERS

It is the policy of the Durant Board of Education that the superintendent and building principal shall cooperatively determine the assignment of teachers. Assignments shall be based upon the requirements of positions and the qualifications of teachers. Upon the receipt of a written request, current teachers may be considered for vacancies.

No new assignments will be made which place one member of a family in a direct supervisory or evaluative relationship with another member of his/her immediate family.

Nothing in this policy shall be construed to prevent an existing staff member from being promoted to an administrative position, which would place him/her in a direct supervisory or evaluative relationship with another member of the immediate family. However, a transfer of the other family member will be made by the board of education as soon as possible.

All teachers shall be given notice of any change in their assignments for the forthcoming year. The superintendent may establish regulations governing the assignment of teachers and other professional personnel if the superintendent so chooses.

Throughout the school year, teachers shall be assigned to additional, temporary duties. Such duties may include but will not be limited to the following:

1. Hall duty
2. Playground duty
3. Gate duty
4. Cafeteria duty
5. Late bus duty
6. Other duties as directed by the principal

TEACHER TRANSFERS

When vacancies or new positions occur in the Durant Public Schools, teachers within the system are entitled to apply for those positions through transfer request.

Transfer requests are classified in two categories: voluntary requests and involuntary administrative transfers.

Information regarding vacancies and impending vacancies is maintained in the office of the superintendent and is available upon request to teachers desiring reassignment.

Procedures for requesting a transfer are in accordance with administrative regulations.

All transfer requests are subject to position availability.

PLANNING PERIODS

Instructors, excluding vocational staff cooperating with the State Board of Career and Technology Education, shall have one assigned period within the student school day for preparation. The preparation period shall be used for the following duties: personal instructional preparation; planning, selecting, and preparing materials for instruction; conferring with parents, staff, and administrators; keeping school records; supervising assistants (if assigned); grading student papers and recording student grades; and study of current literature to keep abreast of developments within the subject matter taught by the teacher. The preparation period shall be utilized within the building of major assignment and for the purposes indicated. Teachers shall leave the school premises only to carry out functions relating to the above duties when they have notified their principal's office and obtained permission from the building principal.

STAFF DEVELOPMENT

The district's certified personnel must earn a minimum of five (5) points during each school year and accumulate a minimum of seventy-five (75) points during a five-year period. However, no more than a total of one hundred fifty (150) hours of local, state, or federal professional development or training shall be required for classroom teachers during any five-year period. These points will be authorized by prior approval of the activity by the superintendent and will follow the guidelines as established by the staff development committee and the board of education. The district shall keep a record of each staff development activity in the office of the Staff Development Committee.

The district shall require the superintendent to inform employees of their point status at the end of the first semester of school, so that any deficiencies in in-service points may be corrected. The Staff Development Committee will give the superintendent this total of individual points.

Teachers will be notified in writing at the end of the first semester of their points earned. At the end of the school year teachers will receive copies of total points earned for that year. They will also sign their record sheet. Teachers shall maintain written documentation of all their completed professional development.

For accounting purposes, staff development requirements by the local staff development plan, points must be in, on or before the last day of the current school year. A re-employment contract is contingent upon successful completion of the requirements of the local staff development policy. Points earned while teaching at another school may be transferred for credit at this institution.

Teachers must attend all meetings called or approved by the superintendent. Teachers are expected to attend those professional meetings for which they are given days off from school to attend. Local teacher's meetings will be called as needed by the superintendent.

In addition to these requirements, all teachers will be required to participate in individual growth goals in accordance with the programs and guidelines established by the Oklahoma State Department of Education. These growth goals will be established in conjunction with a teacher's evaluation (regardless of whether a teacher is evaluated during a school year) but will not increase the required number of professional development points needed under this policy.

Reference: OAC 210:20-19-3

Reference: OAC 210:20-19-3; OKLA. STAT. tit. 70, § 6-194.

Revised by vote of the Board of Education: August 8, 2016
August 9, 2023

POLICY DELETED, BY VOTE OF THE BOARD JUNE 6, 2016

**STAFF DEVELOPMENT PROGRAM
ADDITIONAL TRAINING REQUIREMENTS**

POLICY FOR THE EVALUATION OF SUPPORT STAFF

In order to maintain the best qualified support personnel to assist the district in providing quality education for all students and to assist support staff to improve job performance, the board of education requires regular and periodic (as necessary) written evaluations of all support personnel.

The superintendent or his/her designee shall designate those principals/supervisors who are required to evaluate support personnel and shall take all steps reasonably necessary to insure that all support staff of the school district are evaluated at least once annually prior to April 1 of each fiscal year.

The superintendent or his/her designee is responsible for distributing and maintaining the evaluation forms for support staff. The principal/supervisor will be responsible for the formal evaluation of the support staff assigned to his/her building/department. The evaluation will be signed by the employee and the principal/supervisor. A copy of the evaluation (and any plans for improvement) must be given to the support employee, one copy should be retained in the principal's/supervisor's file, and the original evaluation (and any plans for improvement) is to be submitted to the superintendent for filing in the support employee's permanent personnel records.

The principal/supervisor shall use the evaluation form and (if necessary) the plan for improvement form attached to this policy. The evaluation of a support employee or a plan for improvement for an employee is not a condition precedent to adverse employment action against a support employee. A plan for improvement may be given to an employee as a part of the evaluation process or separately as determined by the principal/supervisor.

Evaluation of New Employees

New support employees will be on probation for 60 calendar days. This will permit the employee to adjust to the new duties and become acquainted with operational procedures of the school district.

During the first 60 days on the job, the new employee will be evaluated by the immediate supervisor. During that time, employment may be continued or terminated. Thereafter, evaluation will be held as deemed necessary by the district supervisory and/or administrative staff.

During the course of the work day, there is constant evaluation between the employer and employee. Problems or questions of either party should be discussed when the need arises.

SUPPORT EMPLOYEE EVALUATION FORM

A. Support Employee Name _____ Position _____
 Site _____ Date _____

B. Performance Evaluation Factors	Performance Assessment		
Consider each factor independently after reading the factor definition. Indicate your evaluation by placing a check mark in the appropriate box.	Meets Expectations Job performance meets what is expected of an individual in this classification.	Needs Improvement Job performance is generally below expectations.	Does Not Meet Minimum Requirements* Job performance is so far below minimum expectations as to be unacceptable. Performance improvements must be accomplished. *A Plan for Improvement is required for this rating.
1. Work Knowledge: Consider the employee's understanding of job description.			
2. Work Quantity: Consider the amount of satisfactory work produced.			
3. Work Quality: Consider neatness, accuracy, and excellence of work produced.			
4. Dependability: Consider attendance and punctuality.			
5. Judgment and Decision-Making: Consider the ability to make a decision, form an opinion, or take action objectively, wisely, and with authority.			
6. Initiative: Consider amount of supervision required and the ability to initiate action.			
7. Public Contact and Communications: Consider whether the employee is honest, tactful, helpful and courteous.			
8. Ability to Plan and Organize: Consider the ability to plan duties in an effective manner.			
9. Human Relations: Consider whether the employee works effectively and in a cooperative manner with other staff members and the public.			
10. Personal Safety: Consider whether the employee utilizes safety procedures when performing job duties.			

Comments About Employee's Job Performance: _____

C. **Recommendations:** Do you recommend the continued employment of this employee? ____ Yes ____ No
 (If no, attach explanatory statements.)

I have read and received a copy of the above evaluation. I understand my signature does not indicate agreement.

 Principal/Supervisor Signature

 Date

 Employee's Signature

 Date

(Refusal to sign this acknowledgment of receipt of this evaluation may be considered to be in subordination and grounds for disciplinary action.)

**SUPPORT EMPLOYEE
PLAN FOR IMPROVEMENT FORM**

This plan for improvement is designed to assist you in improving those areas of performance which are currently viewed as below minimum expectations of job performance. The quality of your performance in these areas must be improved.

1. Statement of Unsatisfactory Performance: _____

Statement of Level of Performance Required: _____

Assistance, if any, to be Provided: _____

Time to Improve: _____

ADMONISHMENT: Failure to comply with this plan for improvement and/or failure to improve your performance may result in dismissal or non-renewal for any applicable cause allowed by law or board policy.

2. Statement of Unsatisfactory Performance: _____

Statement of Level of Performance Required: _____

Assistance, if any, to be Provided: _____

Time to Improve: _____

ADMONISHMENT: Failure to comply with this plan for improvement and/or failure to improve your performance may result in dismissal or non-renewal for any applicable cause allowed by law or board policy.

3. Statement of Unsatisfactory Performance: _____

Statement of Level of Performance Required: _____

Assistance, if any, to be Provided: _____

Time to Improve: _____

ADMONISHMENT: Failure to comply with this plan for improvement and/or failure to improve your performance may result in dismissal or non-renewal for any applicable cause allowed by law or board policy.

4. Statement of Unsatisfactory Performance: _____

Statement of Level of Performance Required: _____

Assistance, if any, to be Provided: _____

Time to Improve: _____

ADMONISHMENT: Failure to comply with this plan for improvement and/or failure to improve your performance may result in dismissal or non-renewal for any applicable cause allowed by law or board policy.

5. Statement of Unsatisfactory Performance: _____

Statement of Level of Performance Required: _____

Assistance, if any, to be Provided: _____

Time to Improve: _____

ADMONISHMENT: Failure to comply with this plan for improvement and/or failure to improve your performance may result in dismissal or non-renewal for any applicable cause allowed by law or board policy.

6. Statement of Unsatisfactory Performance: _____

Statement of Level of Performance Required: _____

Assistance, if any, to be Provided: _____

Time to Improve: _____

ADMONISHMENT: Failure to comply with this plan for improvement and/or failure to improve your performance may result in dismissal or non-renewal for any applicable cause allowed by law or board policy.

The purpose of this plan for improvement is to help you. Therefore, I am prepared to meet with you to discuss your performance at any time.

It is extremely important that you comply with this plan for improvement. As previously stated, failure to do so may result in your dismissal or non-renewal.

Principal/Supervisor

I hereby acknowledge receipt of this plan for improvement on _____, 200____.

Support Employee

(Refusal to sign this acknowledgment of receipt of this Plan for Improvement may be considered to be insubordination and grounds for disciplinary action.)

Whether the employee has complied with this plan for improvement will be reviewed with the employee by the principal/supervisor on _____ and a notation shall be entered below setting forth the employee's compliance or not and any further action proposed by the principal/supervisor concerning the employee's employment or job performance:

For employees who satisfactorily complete a plan for improvement, the following is important: An employee who complies with the directives of a plan for improvement is expected to maintain the level of performance required by the plan throughout employment with the District, and a failure to maintain that performance in the future may lead to employment dismissal or non-renewal. Because this plan has informed the employee of the performance level that must be maintained for continued employment, no further plan for improvement need be given to the employee concerning the areas of deficiencies noted on this plan.

**PERSONNEL FILES
CERTIFIED STAFF**

A file of personnel records shall be maintained in the superintendent's office for each certificated employee of the Durant school district.

Confidentiality

Personnel information concerning district employees is generally confidential and may be reviewed only on a "need to know" basis under conditions which guarantee management's right of access to information necessary to make judgments and the protection of the employees of the district against unnecessary invasion of privacy. Some personnel information is "public record" and must be released to any person upon request.

Types of Information

It shall be the responsibility of each certified employee to see that there is filed with the district any record of prior teaching experience. In addition, if the teacher has rendered military service, the proof of discharge from the service must be furnished. It is the obligation of the certificated employee to see that information which will maintain the employee's personnel file on a complete and up-to-date basis is sent to the superintendent's office. The records shall contain the following information:

1. The correct name and the current address and telephone number of the employee;
2. An accurate record of the work experience of the employee;
3. Current data on education completed, including the transcripts of all academic work;
4. Proof of requirements fulfilled in order to be eligible for salary;
5. Current data on credentials;
6. Any current data requested concerning the health of the employee, or medical examinations which the employee may have undergone;
7. Records of assignment;
8. Evaluations of performance;
9. Letters of commendation, reprimand, or omission of duty;
10. Other materials mutually agreed upon between the principal and the teacher.

Use of Personnel Records

All the contents of the personnel records file, with the exception of evaluations, comments, or recommendations provided to the district on a confidential basis by universities, colleges, or persons not connected with the district, shall be available for inspection by the employee concerned. The district reserves the right to have a member of the superintendent's office staff present at the time the employee inspects his or her personnel file for the purpose of explaining and interpreting the information therein. Similarly, at the time the record is reviewed, the employee shall have the right to have present a representative of his or her own choosing, if desired.

The teacher shall have the right to respond to all materials contained in the personnel file and to any materials to be placed in the file in the future. Responses shall become part of the file.

**SUSPENSION, DISMISSAL
AND NONREEMPLOYMENT OF TEACHERS**

1. Definitions and Scope

- A. "Teacher" means a duly certified or licensed person who is employed to serve as a counselor, librarian, school nurse, or any instructional capacity. An administrator shall be considered a "teacher" only with regard to service in an instructional, nonadministrative capacity.
- B. "Dismissal" means the discontinuance of the teaching service of a teacher during the term of a written contract.
- C. "Nonreemployment" means the nonrenewal of a teacher's contract upon expiration of the contract.
- D. "Suspension" means the temporary discontinuance of a teacher's services during the term of a contract pending dismissal or nonreemployment.
- E. "Career teacher" means a teacher who:
 - i. was employed by the district prior to the 2017-2018 school year and has completed three (3) or more consecutive complete school years in such capacity in the district under a written teaching contract; or
 - ii. was first employed by the district during or after the 2017-2018 school year under a written teaching contract and:
 - completed three (3) consecutive, complete school years in the district and has an evaluation rating of "superior" for at least two (2) of those years; or
 - completed four (4) consecutive, complete school years in the district with averaged ratings of "effective" or higher for the four (4) year period with ratings of at least "effective" for the last two (2) of the four (4) years; or
 - Although the law permits an employee to establish career status after completing four (4) consecutive, complete school years in the district with a board approved principal and superintendent recommendation, the board will not approve any of these recommendations.
- F. "Probationary teacher" means a teacher who:
 - i. was employed by the district prior to the 2017-2018 school year and has completed fewer than three (3) consecutive, complete school years in such capacity in the district under a written teaching contract; or
 - ii. was employed by the district during or after the 2017-2018 school year under a written teaching contract and has not met the requirements to be a career teacher as described above.

- G. "Abandonment of contract" means a teacher's failure to report at the beginning of the contract term or otherwise perform the assigned duties when the teacher has accepted other employment or is performing work for another employer that prevents the teacher from fulfilling the obligations of the employment contract.
- H. This policy does not apply to:
 - i. substitute teachers,
 - ii. adult education teachers or instructors,
 - iii. nonrenewal of teachers employed on temporary contracts for a complete year;
 - iv. nonrenewal and dismissal of teachers employed on temporary contracts for less than a complete school year.
 - v. administrators, except with regard to service in an instructional, non-administrative position.
- I. This policy does apply to teachers employed in positions *fully funded* by federal or private categorical grants in regard to dismissals or suspensions during the term of employment under the grant, but not in regard to "nonreemployment" at the expiration of the grant.

2. Grounds for Dismissal or Nonreemployment

- A. A career teacher may be dismissed or not reemployed for:
 - i. willful neglect of duty,
 - ii. repeated negligence in performance of duty,
 - iii. incompetency,
 - iv. unsatisfactory teaching performance,
 - v. instructional ineffectiveness (starting in 2017-2018 this includes but is not limited to being evaluated as "needs improvement" or lower for 3 consecutive years),
 - vi. mental or physical abuse to a child,
 - vii. commission of an act of moral turpitude,
 - viii. abandonment of contract,
 - ix. criminal sexual activity or sexual misconduct (as those terms are defined by law) which has impeded the effectiveness of the teacher's performance of school duties,

- x. failure to meet local school board staff development requirements (non-reemployment only),
- xi. engaging in acts which could form the basis of criminal charges sufficient to result in denial/revocation of a teaching certificate, or
- xii. any other grounds hereafter allowed by law.

B. A career teacher shall be dismissed or not reemployed for

- i. conviction of a felony,
- ii. conviction of any sex offense subject to Oklahoma's Sex Offenders Registration Act or another state's or the Federal Sex Offender Registration Provisions, or
- iii. instructional ineffectiveness. Starting in 2017-2018, this includes teachers with an ineffective rating for 2 consecutive school years.

Although the law permits the board to approve a superintendent's recommendation that ineffective teachers be retained, the board will not approve such recommendations.

C. A probationary teacher may be dismissed or not reemployed for cause, including but not limited to engaging in acts which could form the basis of criminal charges sufficient to result in denial/revocation of a teaching certificate. Starting in 2017-2018, cause includes, but is not limited to, an ineffective rating for 2 consecutive school years or failure to obtain career status in 4 years.

D. A probationary teacher shall be dismissed or not reemployed for

- i. conviction of a felony,
- ii. conviction of any sex offense subject to Oklahoma's Sex Offenders Registration Act or another state's or the Federal Sex Offender Registration Provisions,

E. A cause listed 2A(i) - (v) for a career teacher, or any cause related to inadequate teaching performance for a probationary teacher, shall not be a basis for a recommendation to dismiss or not reemploy a teacher unless corrective action procedures involving admonishment / plan for improvement have been followed. Dismissal or nonreemployment for any cause not listed in 2A(i) - (v) for a career teacher, or not related to inadequate teaching performance for a probationary teacher, shall not require corrective action procedures (i.e. admonishment) to be followed.

F. Corrective Action – Admonishment / Plan for Improvement

- i. When an evaluator who has evaluated a teacher pursuant to district policy identifies poor performance, conduct or an evaluation rating which the evaluator believes may lead to a recommendation for the teacher's dismissal or nonreemployment, the evaluator shall:
 - admonish the teacher, in writing, and make a reasonable effort to assist the teacher in correcting the poor performance or conduct; and
 - establish a reasonable time for improvement, not to exceed two (2) months, taking into consideration the rating on the evaluation or the nature and gravity of the teacher's performance or conduct.
- ii. Whenever a member of the board of education, superintendent, or other administrator identifies poor performance or conduct that may lead to a recommendation for dismissal or nonreemployment of a teacher, the evaluator who has responsibility for evaluation of the teacher shall be informed and shall admonish the teacher as described above. If the evaluator fails or refuses to admonish the teacher within ten (10) days after being informed of the problem, the board, superintendent or other administrator who identified the problem shall admonish the teacher.
- iii. If the teacher does not correct the poor performance or conduct cited in the admonishment within the time specified, the admonishing official shall make a recommendation to the superintendent for the teacher's dismissal or nonreemployment. The superintendent shall furnish a copy of the recommendation to the board of education.
- iv. The District will not prohibit, or take disciplinary action against, a teacher for:
 - a. Disclosing public information to correct what the teacher reasonably believes evidences a violation of the Oklahoma Constitution or law or rule promulgated pursuant to law;
 - b. Reporting a violation of the Oklahoma Constitution, or state or federal law; or
 - c. Taking any of the above actions without giving prior notice to the teacher's supervisor or anyone else in the teacher's chain of command.

Reporting means providing a spoken or written account to a supervising teacher, administrator, school board member, representative from the State Department of Education, law enforcement official, district attorney and/or parent or legal guardian of a student directly impacted by the actions.

The District may discipline any teacher who violates a student or parent/legal guardian's confidentiality rights and protections pursuant to the Family

Educational Rights and Privacy Act (FERPA) and any other state or federal law which requires confidentiality of information concerning students.

3. Procedures for Dismissal or Nonreemployment

A. Commencement of Action

- i. Whenever the superintendent determines that cause exists for a district teacher's dismissal or nonreemployment, the superintendent shall submit a written recommendation to the board of education. The recommendation shall state the specific ground(s) (statutory grounds, in the case of a career teacher) and specify the underlying facts on which the recommendation is based.
- ii. In the absence of a recommendation from the superintendent pursuant to this section, or when the board of education chooses not to accept the superintendent's recommendation as to reemployment of a teacher, the board may initiate dismissal or nonreemployment action without a recommendation provided that it adheres to the other provisions of this policy and that the corrective action procedures, if applicable, have been followed.

B. Suspension

Whenever the superintendent believes cause exists for a teacher's dismissal and that the immediate suspension of the teacher would be in the best interests of students, the superintendent, or the board of education on the recommendation of the superintendent, may suspend the teacher without notice or hearing. The suspension shall not deprive the teacher of any teaching compensation or other benefits to which he/she would otherwise be entitled under the teaching contract or law. Within ten (10) days after the suspension becomes effective, the board of education shall initiate a hearing for dismissal pursuant to this policy. However, in a case involving a criminal charge or indictment, such suspension may extend to such time as the teacher's case is finally adjudicated, except such extension shall not include any appeal process.

C. Notice and Hearing

- i. Prior to taking action to dismiss or nonreemploy a teacher, the board clerk or designee shall deliver a copy of the recommendation (or comparable statement of the grounds and underlying facts if the board is acting on its own volition) and notice of hearing rights to the affected teacher. The notice shall contain the date, time, and location of the hearing and shall be delivered by (i) certified mail, restricted delivery, return receipt requested; (ii) personal delivery, with a signed acknowledgment of receipt from the teacher; or (iii) process server. Delivery must be made to the teacher prior to the first Monday in June for a nonreemployment. The hearing shall be held between 20 and 60 days from the teacher's receipt of the hearing notice.

- ii. The teacher hearing before the board of education shall be conducted pursuant to procedures established by the State Department of Education. In the absence of or to the extent not inconsistent with those procedures, the hearing shall be conducted as prescribed in the paragraphs below.
 - iii. The hearing shall commence with a statement to the teacher of the teacher's rights at the hearing. Following this statement, the school administration shall present facts showing the cause for the teacher's dismissal or nonreemployment. The teacher shall then have the right to present the teacher's side of the matter. After both the school administration and the teacher have fully presented their respective positions, the board of education shall deliberate on the evidence regarding the teacher's dismissal or nonreemployment in executive session.
 - iv. At the hearing, the teacher shall be entitled to be represented by counsel, to cross-examine witnesses presented by the school administration, to present witnesses on the teacher's behalf and to present any relevant evidence or statement which the teacher desires to offer. The burden of proof for any dismissal or nonreemployment shall be on the superintendent (or designee), and the standard of proof shall be a preponderance of the evidence.
 - v. After due consideration of the evidence and testimony presented at the teacher's hearing, the board shall vote, in open session, on the following: (1) findings of fact based on the evidence submitted and (2) whether to dismiss or nonreemploy the teacher. The decision shall be made by a majority of the board of education members present at the meeting and shall be final and nonappealable
- The motion to dismiss or nonreemploy the teacher should state the specific cause for dismissal or nonreemployment, although such cause need not be a statutory cause for a probationary teacher.
- vi. The teacher shall be sent notice of the board's decision by certified mail, restricted delivery, return receipt requested, or substitute process. The notice shall state the basis for the board's decision.
 - vii. The teacher shall receive any compensation or benefits to which the teacher is entitled until such time as the board's decision is final. If the teacher's hearing is for nonreemployment, and not for dismissal, the teacher's compensation and benefits may continue only until the end of the teacher's current contract.

D. Criminal Matters

Whenever the superintendent (or board) makes a recommendation for a teacher's termination based on conduct which could form the basis of criminal charges sufficient to warrant revocation of the teacher's certificate, the superintendent shall forward a copy of the recommendation to the Oklahoma State Department of Education and the teacher at the conclusion of any due

process provided to the teacher or upon acceptance of the teacher's resignation.

4. Teachers with a Suspended Certificate

A teacher whose certificate has been suspended by the State Board of Education pursuant OKLA. STAT. tit. 70, Section 3-104 and OKLA. STAT. tit. 75, Sections 314 and 314.1 shall be placed on paid suspension while proceedings for revocation or other action are pending before the State Board of Education. During the time the teacher's certificate is suspended, the District may initiate due process procedures in accordance with

OKLA. STAT. tit. 70, Section 6-101.20 *et. seq.*

Reference: 70 O.S. §6-101, OAC 210-1-5-8

Revised to comply with HB 2756 on October 2, 2006 by vote of the Durant Board of Education.
 Revised to comply with SB 394 on February 1, 2010 by vote of the Durant Board of Education.
 Revised to comply with SB 2033 on December 6, 2010 by vote of the Durant Board of Education.
 Revised to comply with SB on December 3, 2012 by vote of the Durant Board of Education
 Revised by the Board of Education, October 3, 2011
 Revised by vote of the Board. August 5, 2013
 Revised by vote of the Board of Education August 10, 2015
 Revised by vote of the Board of Education, August 8, 2016
 Revised by vote of the Board of Education, August 13, 2018
 Revised by vote of the Board of Education, August 10, 2021

[CAREER TEACHERS ONLY]

[School District Letterhead]

[DATE]

**[To be delivered by:
 Certified Mail, Restricted Delivery,
 Return Receipt Requested; or
 Personal Delivery with a Signed
 Acknowledgement of Receipt; or
 Process Server]**

[name]
 [address]

Re: Notice of Hearing on Superintendent's Recommendation for Your
 [Nonreemployment/Dismissal]

Dear _____:

This letter will notify you that the Board of Education has received a recommendation from the Superintendent of Schools for your [nonreemployment/ dismissal] from employment in this School District. Enclosed with this letter is a copy of the Superintendent's recommendation which is incorporated herein and which sets out the statutory causes on which the recommendation is based and specifies the underlying facts supporting the recommendation.

This is to further notify you that on the ____ day of _____, 20__, at ____ p.m., the Board of Education will hold a pre-termination hearing at [ADDRESS OF BOARD] at which time the Board will consider and determine whether to accept the recommendation of the Superintendent that you be [nonreemployed/dismissed] from your employment based on the statutory cause(s) and the underlying facts specified in the Superintendent's recommendation.

You have the right to appear before the Board at the pre-termination hearing. At the pre-termination hearing the superintendent or his designee will, in person or in writing or both, specify the statutory grounds upon which the recommendation is based and shall also specify the underlying facts and provide an explanation of the evidence supporting the recommendation. You will have a meaningful opportunity to present reasons, in person or writing or both, as to why the proposed action should not be taken. After you respond to the superintendent's recommendation the board will vote to decide whether to accept or reject the recommendation of the superintendent.

This notice with the accompanying recommendation is sent at the direction of the Board of Education.

Yours very truly,

Clerk of the Board of Education

[PROBATIONARY TEACHERS ONLY]

[School District Letterhead]

[DATE]

**[To be delivered by:
 Certified Mail, Restricted Delivery,
 Return Receipt Requested; or
 Personal Delivery with a Signed
 Acknowledgement of Receipt; or
 (3) Process Server]**

[name]

[address]

Re: Notice of Hearing on Superintendent's Recommendation for Your
 [Nonreemployment/Dismissal]

Dear _____:

This letter will notify you that the Board of Education has received a recommendation from the Superintendent of Schools for your [nonreemployment/ dismissal] from employment in this School District. Enclosed with this letter is a copy of the Superintendent's recommendation which is incorporated herein and which sets out the causes on which the recommendation is based and specifies the underlying facts supporting the recommendation.

This is to further notify you that on the ____ day of _____, 20__, at _____ p.m., the Board of Education will hold a hearing at [ADDRESS OF BOARD], at which time the Board will consider and determine whether to accept the recommendation of the Superintendent that you be [nonreemployed/dismissed] from your employment based on the causes and the underlying facts specified in the Superintendent's recommendation.

You have the right to appear before the Board at the hearing. The school administration will explain and present evidence regarding the charges against you. You are entitled to be represented by legal or other counsel, to ask questions of the witnesses presented by the administration, to present witnesses on your behalf and to present any relevant evidence or statement which you desire to offer.

If the Board of Education determines the preponderance of the evidence supports the Superintendent's recommendation and warrants your [nonrenewal/dismissal], then the Board of Education can vote to [nonreemploy/dismiss] you.

The decision of the Board of Education is final and nonappealable.

This notice with the accompanying recommendation is sent at the direction of the Board of Education.

Yours very truly,

Clerk of the Board of Education

[POST HEARING NOTICE LETTER]

[School District Letterhead]

[DATE]

[name]
[address]

Re: Notice that Nonreemployment [Dismissal from Employment] has been Approved by the Board of Education.

Dear [Mr. or Ms.] _____:

On _____, 20____, the Board of Education of the Durant School District, meeting in (regular/special) session and having heard and duly considered all matters required by law to be considered, voted to [immediately dismiss you from your employment as a teacher with the School District] [not renew your teaching contract for the ____ school year]. The specific cause and underlying facts for your nonrenewal [dismissal] which serve as the basis for the Board's decision are set forth in the attached motion adopted by the Board.

[FOR CAREER TEACHERS ONLY:]

[Pursuant to applicable law, you are entitled to a trial de novo in the district court of the county in which this school district is deemed by law to be located. If you wish to exercise your right to such a trial, you MUST within ten (10) days of the receipt of this notice, file a petition with the District Court Clerk of this county. If you fail to file a petition within the ten (10) day period, you will be deemed to have waived your right to a trial de novo and the decision by the Board of Education of nonreemployment [dismissal] shall become final and non-appealable. If you file a petition, the trial shall proceed pursuant to statutory provisions.]

[FOR PROBATIONARY TEACHERS ONLY:]

[The decision of the Board of Education is final and non-appealable.]

Sincerely yours,

Superintendent of Schools

**[TO BE MAILED BY CERTIFIED MAIL,
RESTRICTED DELIVERY, WITH RETURN RECEIPT REQUESTED
AND A COPY HAND DELIVERED TO TEACHER, IF POSSIBLE]**

**DURANT SCHOOL DISTRICT
SUSPENSION, DEMOTION,
TERMINATION OR NONREEMPLOYMENT OF SUPPORT EMPLOYEES**

1. Definitions

- A. "Support Employee" shall mean an employee of the district who provides those services, not performed by professional educators or licensed teachers, which are necessary for the efficient and satisfactory functioning of the district.
- B. "Full-time Support Employee" shall mean a support employee who regularly works the standard period of labor which is generally understood to constitute full-time employment for the type of services performed by the employee and who is employed by the district for a minimum of 172 days per year.
- C. "Suspension without pay" shall mean the temporary denial of a support employee's right to work and receive any pay and other benefits during the term of the suspension. "Suspension without pay" may be as a disciplinary measure as provided in paragraph 4.B(1), below or as a suspension pending investigation as provided in paragraph 4.B(2), below. If a final decision is made under the procedures stated below that a suspension without pay was improper, the support employee shall receive full pay and other benefits for the period of suspension.
- D. "Suspension with pay" may occur in those situations in which the superintendent or his or her designee, or a supervisor of the support employee perceives a significant hazard in keeping the support employee on the job, in which event the support employee may be asked to immediately leave the district's premises and the support employee is temporarily relieved of his or her duties pending a hearing under paragraph 4, below.
- E. "Demotion" shall mean a reduction in pay during the term of the support employee's contract. "Demotion" shall not mean a change in job description or work assignment or duties.
- F. "Termination" shall mean the discharge of the support employee from his/her employment with the district during the term of his/her contract and does not include the cessation of employment upon expiration of the support employee's contract.
- G. "Non-reemployment" shall mean the failure to offer a support employee a new contract for the next successive school year after the contract under which the support employee is presently employed has expired.

2. Policy On Suspension, Demotion, Termination or Non-Reemployment of Full-Time Support Employees

A full time support employee who has been employed by the district for more than one year shall be suspended, demoted, terminated or non-reemployed during the term of his/her contract only for cause as provided in this policy. In addition to the definition of cause stated in section 3 of this policy, "cause" shall also specifically include lack of funds or lack of work. Any support employee who has been employed by the district for less than one year (12 months) is not entitled to invoke the procedures of this policy and such employee's contract can be terminated at any time without cause.

3. Cause for Suspension, Demotion, Termination or Nonreemployment

- A. A support employee may be suspended, demoted, terminated or non-reemployed during the term of his/her contract for any of the following:
 - i. Violation of any rule, regulation or requirement issued by the office of the superintendent or board of education of the district; or
 - ii. Conduct not otherwise specified in the above rules, regulations or requirements which constitutes insubordination, neglect of duty, incompetency in job performance, dishonesty, or causing or allowing damage, destruction or theft of school property.
- B. The rules, regulations and requirements referred to above and the Rules for Conduct shall be furnished to each support employee at the time of his/her initial employment. In the event these rules are updated, a copy shall be timely distributed to support employees.

4. Procedures for Suspensions Without Pay, Terminations and Demotions

- A. Any full-time support employee is subject to disciplinary action in the form of a suspension without pay, demotion or termination. Prior to instituting any such disciplinary action, the full-time support employee shall receive the following hearing rights:
 - i. The superintendent of schools or his or her designee shall orally advise the support employee of the cause or basis for the proposed disciplinary action;
 - ii. The superintendent of the district or his or her designee shall explain to the support employee the evidence against the support employee;
 - iii. The superintendent of the district or his or her designee shall allow the support employee an opportunity to present his or her side of the matter.

- B. After the support employee is afforded the above hearing rights the superintendent of the district or his or her designee may take any of the following actions:
 - i. Suspension without pay for ten (10) working days or less as a disciplinary measure;
 - ii. Suspension without pay pending investigation as to whether cause exists for the termination of the support employee;
 - iii. Demotion of the support employee;
 - iv. Termination of the support employee;
 - v. Conclude that no disciplinary action is appropriate.
- C. The support employee shall have the right to appeal to the board of education a suspension without pay as a disciplinary measure, a demotion or a termination as set forth in the Procedures for Appeal to the board of education in section 6 below.

5. Procedures for Non-Reemployment

Prior to being non-reemployed, a full-time support employee who has been employed by the district for more than one (1) year shall be entitled to the following hearing rights:

- A. The board of education or the superintendent of the district or his or her designee shall advise the support employee, in writing, of the board's intention to consider and act on the non-reemployment of the support employee for the subsequent fiscal year;
- B. The written notification shall set out the cause(s) for such action;
- C. The support employee shall have the right to contest his or her non-reemployment before the board of education as set forth in the Procedures for Appeal to the board of education in section 6 below.

6. Procedures for Appeal to The Board of Education

- A. After any suspension without pay as a disciplinary measure, or prior to the effective date of any demotion, termination during the term of his/her contract or non-reemployment, the support employee shall receive notice of his/her right to a hearing before the board of education as herein provided.
- B. All notices shall be sent to the support employee by certified mail at the address of the support employee shown on the school records. If the support employee refuses to accept the notice or fails or refuses to pick up the notice after being

notified by the post office to do so, then the support employee shall be deemed to have received the notice on the date that the notice was postmarked. The postmark shall be used to determine the timeliness of the notice.

- C. A support employee who has been notified in writing of his/her suspension without pay as a disciplinary measure, demotion or termination during the term of his/her contract or non-reemployment may notify the clerk of the board of education of the district within ten (10) working days of the postmark on the notice if the support employee desires a hearing before the board of education. If the support employee fails to notify the clerk of the board of education of the district in writing within ten (10) working days of the postmark on the notice that the support employee requests a hearing, the support employee shall be deemed to have waived the right to a hearing and the suspension without pay as a disciplinary measure, demotion or termination action shall be final and, in the case of a non-reemployment, the board may take final action to non-reemploy the employee without further notice or hearing rights.
- D. Hearing before board of education:
 - i. Upon timely notice as set forth above, the support employee shall be entitled to a hearing before the board of education. The hearing shall be conducted at the next, or next succeeding, regularly scheduled meeting of the board of education if the request for the hearing was received at least ten (10) days prior to the next, or next succeeding, regularly scheduled board of education meeting. At the request of the support employee or at the discretion of the board of education, the board of education shall call a special meeting to conduct the requested hearing, which special meeting shall be held no earlier than ten (10) days nor later than thirty (30) days after receipt of the support employee's request.
 - ii. At the hearing before the board of education, the support employee shall be entitled to be represented by counsel, to cross-examine witnesses presented by the district, to present witnesses on his/her behalf and to present any relevant evidence or statement which the support employee desires to offer. The hearing shall be conducted in "open" session. The hearing shall commence with a statement to the support employee of his or her rights at the hearing. Following this statement, the district administration shall present facts showing the cause for the support employee's suspension without pay as a disciplinary measure, demotion, termination or non-reemployment. The burden of proof shall be upon the district administration. The support employee shall then have the right to present his/her side of the matter. After both the district administration and the support employee have fully presented their respective positions, the board of education shall deliberate on the evidence in executive session. The board of education shall announce its findings and decision immediately in open session by individual voice vote. The decision shall

be made by a majority of the board of education members present at the meeting.

- iii. As to suspension as a disciplinary measure, demotion or termination, the board of education may affirm, modify or reverse the action taken against the support employee, including increasing or decreasing the severity of the original action. As to non-reemployment, the board may reemploy or non-reemploy the employee for the subsequent fiscal year.
- iv. The decision of the board of education at the hearing shall be final and non-appealable.

7. Miscellaneous

This policy shall be effective immediately upon adoption by the board of education and shall supersede all previous policies regarding the subject matter contained herein. The board of education reserves the right to modify or amend this policy from time to time in any manner consistent with applicable law.

Nothing contained in this policy shall prevent the board of education from acting on its own volition in matters pertaining to suspension, demotion, dismissal or non-renewal of support employees.

Revised by vote of the Board of Education October 3, 2011

**DURANT PUBLIC SCHOOLS
SUPPORT EMPLOYEE
RULES FOR CONDUCT**

A support employee may be suspended, demoted, terminated or nonreemployed for violation of any of the following Rules for Conduct, as well as other standards of conduct included in school district policies:

1. Falsification of personnel or other records.
2. Unexcused failure to be at work station at starting time.
3. Leaving work station without authorization prior to lunch periods, or end of work day.
4. Abandonment of job (3 or more consecutive or non-consecutive absences in a rolling 6-month period without following the proper reporting procedures).
5. Unapproved or excessive absenteeism.
6. Chronic absenteeism for any reason.
7. Unapproved or excessive tardiness.
8. Chronic tardiness.
9. Wasting time or loitering during working hours.
10. Leaving work area during work hours, without permission, for any reason.
11. Possession of weapons on school premises⁶ , in school district vehicles or while on duty.
12. Removing school district property or records from school district premises without proper authority.
13. Willful abuse, misuse, defacing, or destruction of school district property, including tools, equipment, or property of other employees.
14. Theft or misappropriation of property of employees or students of the school district.
15. Sabotage.
16. Distracting the attention of others.
17. Refusal to follow instructions of supervisor.

Support personnel who are either (a) over the age of twenty-one (21) or (b) who are military member or veteran and over age eighteen may possess a firearm in the school parking lot but that weapon must be stored in the employee's vehicle pursuant to Oklahoma law.

18. Refusal or failure to do work assignment.
19. Unauthorized operation of machines, tools, or equipment.
20. Threatening, intimidating, coercing or interfering with employees or supervisors.
21. Threatening, intimidating, coercing or exploiting students, or others connected with the district.
22. The making or publishing of false, vicious, or malicious statements concerning any employee or supervisor.
23. Creating a disturbance on school premises including but not limited to engaging in quarrelsome behavior and fighting.
24. Creating or contributing to unsanitary conditions.
25. Actions or omissions that jeopardize the health, safety, life, or property of self or others.
26. Practical jokes injurious to other employees, students or school district property.
27. Possession, consumption, or reporting to work under the influence of beer, alcoholic beverages (including wine), non-prescribed drugs, or controlled dangerous substances.
28. Disregard of known safety rules or common safety practices.
29. Unsafe operation of motor driven vehicles or equipment.
30. Operating machines or equipment without using the safety devices provided.
31. Gambling, lottery, or any other game of chance on school district property.
32. Unauthorized distribution of literature, written or printed matter of any description on school district property.
33. Posting or removing notices, signs, or writing in any form on bulletin boards of school district property at any time without specific authority of the administration.
34. Poor workmanship.
35. Immoral conduct or indecency including abusive and/or foul language.
36. Excessive personal calls during working hours, except for emergencies. This includes in-coming and out-going calls.
37. Walking off job.

38. Clocking in or out on another employee's time card or time sheet.
39. Smoking or using tobacco products in an unauthorized area, including the use of e-cigarettes, personal vaporizers and other similar devices, regardless of whether those devices are used with cartridges containing nicotine.
40. Refusal of job transfer, if the transfer does not result in a demotion.
41. Abuse of "breaks" (rest periods) or meal period policies.
42. Insubordination of any kind.
43. Dishonesty of any kind, including withholding pertinent information from a supervisor.
44. Wrongdoing of any kind.
45. Violation of a law or regulation.
46. Sexual harassment of an employee, a student or a third party such as a patron or vendor.
47. Engaging in discriminatory conduct (including discrimination based on race, religion, color, national origin, sex, sexual orientation, gender expression, gender identity, pregnancy, disability, genetic information, veteran status, or age) against an employee, student, or third party.
48. Violation of a policy or rule enacted to ensure orderly and proper job performance or for the safety of self or others.
49. Misuse or abuse of any school district leave policy or guidelines.
50. Any intentional act or omission which constitutes a material or substantial breach of job duties, responsibilities or obligations.
51. Any conduct which the employee knew or should have reasonably known was a violation of school rules or policies.
52. When it is in the best interest of the school district, any support personnel may be suspended, demoted, terminated or nonreemployed.

53. Because of the difficulty of retaining competent support employees on a temporary basis over an extended period of time, a support employee shall be subject to termination or nonreemployment for inability to perform the essential job requirements if the employee is unable due to illness or accidental injury to return to work for his or her regularly scheduled hours and to perform all of the essential duties of the position (with or without reasonable accommodation) within 12 work weeks or the number of work days equal to the employee's total accumulated sick leave days, whichever is longer, measured from the date of the first absence due to the condition resulting in the extended absence

Revised by vote of the Board of Education, October 13, 2014

Revised by vote of the Board of Education, August 18, 2020

NOTICE TO SUPPORT EMPLOYEE OF SUSPENSION WITHOUT PAY, DEMOTION OR TERMINATION

TO:

On the ____ day of _____, 20____, an initial hearing was held concerning your employment status. This will notify you of: [Mark the Applicable Item]

A. Suspension Without Pay as a Disciplinary Measure.

You have been suspended from your employment without pay and other benefits as a disciplinary measure from _____, 20____, to _____, 20____.

B. Demotion Action.

You have been demoted from _____, 20____, to _____, 20____, with appropriate reduction in pay and other benefits, effective _____, 20____.

C. Termination Action.

You have been terminated, effective as of _____, 20____.

The above action has been taken for the following cause or causes:

You are entitled by law to a hearing before the Board of Education on this action. If you desire to exercise this right, you must notify the Board of Education in writing within ten (10) working days of the postmark on the envelope in which this notice is sent. FAILURE TO REQUEST A HEARING WITHIN THE ABOVE TIME WILL RESULT IN THE LOSS OF YOUR RIGHT TO A HEARING. ENCLOSED FOR YOUR CONVENIENCE IS A HEARING REQUEST FORM. IF YOU DESIRE A HEARING ON THE ABOVE ACTION, THE ENCLOSED HEARING REQUEST FORM SHOULD BE DELIVERED TO THE CLERK OF THE BOARD OF EDUCATION AT THE DURANT SCHOOL DISTRICT, _____, DURANT, OKLAHOMA, OR MAILED BY CERTIFIED MAIL TO THE SAME PERSON AT THE DURANT SCHOOL DISTRICT, _____, DURANT, OKLAHOMA.

If you request a hearing you will be notified in writing of the date, time and place of the hearing. The hearing will be conducted at the next, or next succeeding, regularly scheduled meeting of the Board of Education if the hearing request is received at least 10 days prior to the next, or the next succeeding regularly scheduled Board of Education meeting. However, you have the right to request a special board meeting to conduct the hearing, which special meeting will be held no earlier than 10 days nor later than 30 days after receipt of your hearing request.

You have the following hearing rights: the right to be present in person; the right to be represented by counsel of your choice; the right to present evidence and witnesses on your behalf; and the right to confront and cross-examine witnesses on behalf of the school administration. The Board of Education at the hearing may affirm, modify or reverse the above action and may increase or decrease the severity of the above action. The decision of the Board of Education will be final and nonappealable.

Yours very truly,

Superintendent of Schools

Enclosure: Hearing Request Form

[DATE]

[NAME OF EMPLOYEE]

[ADDRESS]

Re: Notice to Support Employee of Proposed Nonreemployment

Dear Mr./Ms. _____:

This is to advise you that the Board of Education intends to consider and act on whether you should not be reemployed with the School District for the 20____-20____ fiscal year. The cause for your possible nonreemployment is as follows:

You are entitled by law to a hearing before the Board of Education on this proposed action. If you desire to exercise this right, you must notify the Board of Education in writing within ten (10) working days of the postmark on the envelope in which this notice is sent. FAILURE TO REQUEST A HEARING WITHIN THE ABOVE TIME WILL RESULT IN THE LOSS OF YOUR RIGHT TO A HEARING. ENCLOSED FOR YOUR CONVENIENCE IS A HEARING REQUEST FORM. IF YOU DESIRE A HEARING ON THE ABOVE PROPOSED ACTION, THE ENCLOSED HEARING REQUEST FORM SHOULD BE DELIVERED TO THE CLERK OF THE BOARD OF EDUCATION AT THE DURANT SCHOOL DISTRICT, DURANT, OKLAHOMA, OR MAILED BY CERTIFIED MAIL TO THE SAME PERSON AT THE SCHOOL DISTRICT, _____, DURANT, OKLAHOMA.

If you request a hearing you will be notified in writing of the date, time and place of the hearing. The hearing will be conducted at the next, or next succeeding, regularly scheduled meeting of the Board of Education if the hearing request is received at least 10 days prior to the next, or the next succeeding regularly scheduled Board of Education meeting or at a special meeting called by the Board, at the Board's discretion. However, you have the right to request a special board meeting to conduct the hearing, which special meeting will be held no earlier than 10 days nor later than 30 days after receipt of your hearing request.

You have the following hearing rights: the right to be present in person; the right to be represented by counsel of your choice; the right to present evidence and witnesses on your behalf; and the right to confront and cross-examine witnesses on behalf of the school administration. At the conclusion of the hearing the Board of Education will vote to reemploy or nonreemploy you for the ensuing fiscal year. The decision of the Board of Education is final and nonappealable.

Yours very truly,

 Superintendent of Schools

Enclosure: Hearing Request Form

[TO BE SENT BY CERTIFIED MAIL, RETURN RECEIPT REQUESTED, RESTRICTED DELIVERY]

HEARING REQUEST FORM

TO: Clerk of Board of Education

I hereby request a hearing before the Board of Education on the ☐ suspension without pay as a disciplinary measure ☐ demotion ☐ termination action ☐ proposed nonreemployment concerning my employment. I acknowledge receipt of the Notice dated _____, 20____, concerning such action. I understand that the hearing will be conducted at the next, or next succeeding, regularly scheduled meeting of the Board of Education if the hearing request is received at least 10 days prior to the next, or the next succeeding regularly scheduled meeting of the Board, or at a special meeting of the Board, at the Board's discretion, unless I check the item below requesting a special meeting of the Board of Education.

I request a special meeting of the Board of Education, to be held no earlier than 10 days nor later than 30 days after receipt of this hearing request.

Support Employee

Date

**EXIT INTERVIEW
EMPLOYMENT TERMINATION**

It is the policy of the Durant Board of Education to improve employment conditions where reasonable and proper. Employees terminating employment with the district shall be interviewed in an effort to determine areas of needed improvement. An "Exit Interview" form shall be obtained from the office of the superintendent. The form shall be completed by the interviewer and returned to the same office.

EXIT INTERVIEW

NAME _____

DATE _____

POSITION _____

1. What was the most enjoyable aspect of your employment with the district?

2. What was the least enjoyable aspect of your employment with the district?

3. What suggestions do you have for communication within the district?

4. What suggestions do you have for improving the educational program of the district?

5. Do you have other comments that you feel would lead to better schools in the district?

6. Do you understand your rights to continued eligibility for health coverage?

7. What is your reason for leaving the district?

I hereby acknowledge that I have completed my assigned duties to the best of my knowledge and have returned all properties and keys belonging to the Durant Public School District.

Employee

Forwarding Address:

EXIT CHECKLIST

The following items are to be discussed with the employee prior to the last day of employment with the district:

	Yes	No		Yes	No
Keys and other property returned to district	___	___	Insurance coverage / COBRA or change in coverage	___	___
Final pay discussed	___	___	Insurance cards returned	___	___
Unused sick leave	___	___	Retirement forms from Teachers' Retirement completed	___	___
Vacation	___	___	Forwarding Address for W-2:		
Original Teaching Certificate Returned	___	___	_____		

Employee Signature _____ Date _____

Signature of Person Completing Checklist _____

Comments: _____

QUALIFICATIONS PRINCIPALS

It is the policy of the Durant Board of Education that persons employed as principals in this school district shall have completed, or be in pursuit of, a Master's degree with emphasis on administration, that all such persons shall have not less than three years of teaching experience at the level to which they are assigned, and that they hold appropriate administrative certificates.

Principals of schools within this public school system are employed to act as administrators in the senior high schools, grades 7 through 12, and the elementary schools, grades K through 6.

The reemployment of principals shall be considered by the board members prior to the regular February board of education meeting each year. The superintendent is directed to inform affected principals of any decisions made by the board.

Principals shall assume administrative responsibility and instructional leadership – under the supervision of the superintendent – for discipline and for the planning, operation, supervision, and evaluation of the educational program of the schools to which they are assigned. Principals shall prepare and submit such reports as the superintendent may require for the purpose of reporting to the board, the community, and the State Department of Education.

A description of the duties and responsibilities of school principals may be found in the appropriate job description. Nothing in this policy manual shall be construed as limiting or expanding the terms of the employment contract.

PRINCIPALS

The school principalship is a key position in educational leadership. The principal reports directly to the superintendent, who delegates authority to the principal. The primary function of the principal is to provide leadership which will encourage the staff, the community, and the students to work together toward an excellent school program.

The responsibilities of the school principal can be subdivided into four general categories:

1. Improving the educational program by providing:
 - A. A reasonable climate of efficiency, cooperation, service and stimulation so that the school program can operate effectively.
 - B. Leadership and cooperation in evaluating the effectiveness of the total school program.
2. Selecting and developing personnel by:
 - A. Actively participating in staff selection or dismissal where necessary.
 - B. Working with the staff in the development and administration of sound personnel policies.
 - C. Helping the staff with their professional and personal problems.
 - D. Providing for the orientation of new staff members and for the maximum growth of both inexperienced and experienced staff members.
3. Working with the community by:
 - A. Knowing the community.
 - B. Taking an active part in the growth and improvement of the community and encouraging the staff to do likewise.
 - C. Facilitating community participation in the life of the school.
 - D. Providing for interpretation of the school to the community.
4. Managing the school by:
 - A. Developing an internal staff organization with clear lines of authority and responsibility.

- B. Working with the staff to determine what supplies and facilities are needed and working with the superintendent and his/her staff to obtain these supplies and facilities.
- C. Planning with the staff for efficient use and maintenance of existing supplies and facilities.

Major specified powers and duties include:

1. Carrying out policies and directives of the board of education with immediate responsibility to the superintendent.
2. Supervising, directing, and evaluating the work of assigned professional personnel, the general instruction program and classroom management, and assuming responsibility for the proper assignment of duties and the placement of teachers.
3. Exercising general supervision over the school grounds, buildings, and equipment in order that a good and save environment may be maintained.
4. Directing the work of the building custodians.
5. Conducting fire drills to conform with requirements.
6. Administering within the schools the approved policies of the board of education.
7. Keeping accurately all student records and transferring them within the system as necessary.
8. Directing all child accounting for the school.
9. Cooperating with directors, coordinators, and appointed superintendent staff members in improving instructions and meeting shared responsibilities.
10. Maintaining desirable school – home and school – community relationships.
11. Preparing and transmitting to the superintendent records and reports as may be required by the superintendent or the State Board of Education.
12. Imposing appropriate discipline to pupils for violation of school policies, rules and regulations. (Written notice of out-of-school suspension should be sent to the superintendent's office.)
13. Making recommendations for personnel dismissal which, when approved by the superintendent, shall be acted upon by the board.
14. Directing and supervising all extracurricular activities within the school.

15. Assuming responsibility for the approval of all requisitions for the student activity funds. With regard to student activity funds, the principal shall bring to the attention of the board any requests for transfer of funds between and among the individual accounts within the Student Activity fund.
16. Approving all social affairs given in the name of the school or under its auspices.
17. Coordinating the activities of the principal's school with other schools within the system.
18. Maintaining office hours satisfactory to the superintendent.
19. Preparing a written report in the event of a serious accident or disaster, a case of vandalism, break-in, or unusual damage to buildings and equipment, giving a brief statement of the circumstances and listing equipment and supplies damaged or stolen. Copies of this report are to be sent to the superintendent's office and the business office.
20. Investigating all complaints affecting the principal's school, referring to the superintendent those cases which cannot be adjusted satisfactorily and redressing, whenever possible, legitimate grievances.
21. Performing other duties as may be directed by the superintendent.

SCHOOL BUS DRIVERS

It is the policy of the Durant Board of Education that all bus drivers and assistants successfully complete the state school bus drivers training school. Bus drivers may “bump” to a different bus route only during the summer months. Drivers must continue the route begun at the beginning of the school year.

Bus drivers shall:

1. Be 18 years of age or older.
2. Possess an Oklahoma chauffeur’s license authorizing the operation of a school bus and an Oklahoma bus driving certificate.
3. Be required to complete a satisfactory physical examination before employment and must obtain an annual physical examination. A copy of the results of the annual physical examination shall be maintained by the superintendent.
4. Operate on their designated routes approved by the transportation division of the State Department of Education.
5. Complete their bus routes by 8:15 each morning when reasonably safe and proper to do so.

Bus drivers will be employed by the board of education upon the recommendation of the superintendent.

COMPLIANCE WITH REGULATIONS REGARDING THE FMCSA CLEARINGHOUSE

The District is committed to complying with all federal regulations and assuring the safety of its students. Therefore, it is the policy of the District to comply with all Federal Department of Transportation (DOT) agency regulations regarding mandatory use of the Federal Motor Carrier Safety Administration's (FMCSA) Commercial Driver's License (CDL) Drug and Alcohol Clearinghouse (Clearinghouse) to screen its current and prospective CDL employees before and throughout their employment with the District. This policy supplements the District's existing drug and alcohol testing policies regarding bus drivers.

The District may contract with a Consortium/Third-Party Administrator (Consortium) to manage its compliance with this policy and law regarding the Clearinghouse, except its obligations to register and set up an account with the Clearinghouse and pay for queries.

Definitions

"CDL Employee" means an employee of the District who performs a safety-sensitive function and must hold a CDL as a condition of their employment. This definition expressly includes any individual subject to drug testing under the District's *Drug Testing for Bus Drivers* policy.

"Current CDL Employee" means an CDL employee who was hired prior to January 6, 2020.

"Prospective CDL Employee" means either:

- a current employee of the District who seeks to perform safety-sensitive functions for the first time after January 6, 2020, and must hold a CDL as a condition to perform those safety-sensitive functions, or
- an applicant for a position within the District who was or will be hired after January 6, 2020, for which holding a CDL is a condition of employment.

Non-Delegable Duties Regarding the Drug and Alcohol Clearinghouse

The District shall itself register and set up an account with the Clearinghouse and purchase queries from the Clearinghouse. It shall not contract with a Consortium to perform those duties.

CDL Employees Hired After January 6, 2020: Pre-Employment Screening

- The District shall require all prospective CDL employees to register themselves with the Clearinghouse and provide the District with digital consent to obtain all information available from a full query.
- Until January 6, 2023, the District shall also secure the prospective CDL employee's written consent to obtain from previous and current DOT-regulated employers the following information covering the past three (3) years:
 - Any verified positive, adulterated, or substituted controlled substances test result; any alcohol confirmation test with a concentration of 0.04 or higher; any refusal to submit to a test in violation of 49 C.F.R. § 382.211; or any employer has reported actual knowledge, as defined at § 382.107, that the driver used alcohol on duty in violation of § 382.205, used alcohol before duty in violation of § 382.207, used alcohol following an accident in

violation of § 382.209, or used a controlled substance, in violation of § 382.213.

- The District shall obtain the necessary consent and conduct a full query through the Clearinghouse for all prospective CDL employees and obtain results that confirm the prospective CDL employee's Clearinghouse record contains none of the violations listed in this section before permitting any prospective CDL employee to perform a safety-sensitive function for the District, including operating a CMV.
- Once a prospective CDL employee has been hired, the District will conduct query requirements on the employee to the same extent those required on Current CDL Employees.

Current CDL Employees: Conducting Queries from the Clearinghouse

- At least annually (defined as once per 365-day period), the District shall conduct queries (full or limited) from the Clearinghouse on each CDL employee to determine whether information exists in the Clearinghouse. Any query run on an employee (including any full query run on a prospective CDL employee) shall count towards this requirement.
- When the District runs full queries on its CDL employees, it shall require those employees to register with the Clearinghouse and provide digital consent for the District to obtain all information available from a full query.
- The District may, in lieu of full queries, annually obtain its CDL employees' written consent and perform limited queries of the Clearinghouse.
 - Should a limited query show that information exists within the Clearinghouse about a particular CDL employee, the District shall, within 24 hours of conducting the limited query, require the employee to register with the Clearinghouse (if not already registered) and provide digital consent for the District to obtain all information available from a full query; the District shall then conduct a full query to confirm the CDL employee's Clearinghouse record contains none of the prohibitions listed below.
 - If the District fails to conduct a full query with the prescribed 24 hours, it shall not permit the CDL employee to continue to perform safety-sensitive functions until the District obtains a full query showing none of the prohibitions listed below.

Prohibitions

- The District shall not permit a CDL employee to perform any safety-sensitive function if they refuse to provide the necessary consents or the results of a Clearinghouse query demonstrate any of the following:
 - a verified positive, adulterated, or substituted controlled substances test result; an alcohol confirmation test with a concentration of 0.04 or higher; a refusal to submit to a test in violation of 49 C.F.R. § 382.211; an employer has reported actual knowledge, as defined at § 382.107, that the driver used alcohol on duty in violation of § 382.205, used alcohol before duty in violation of § 382.207, used alcohol following an accident in violation of § 382.209, or used a controlled

- substance in violation of § 382.213, except where a query of the Clearinghouse demonstrates that:
 -
 - (1) That the driver has successfully completed the Substance Abuse Professional (SAP) evaluation, referral, and education/treatment process set forth in part 40, subpart O, of title 49; achieves a negative return-to-duty test result; and completes the follow-up testing plan prescribed by the SAP.
 - (2) That, if the driver has not completed all follow-up tests as prescribed by the SAP in accordance with 49 C.F.R. § 40.307 and specified in the SAP report required by § 40.311, the driver has completed the SAP evaluation, referral, and education/treatment process set forth in part 40, subpart O, of title 49 and achieves a negative return-to-duty test result, and the employer assumes the responsibility for managing the follow-up testing process associated with the testing violation.

Recordkeeping Requirements

- The District shall retain for three (3) years a record of each Clearinghouse query it runs and all information received in response to each query made. The District shall additionally retain any written employee consent to limited queries for a period of not less than three (3) years from the last date a query was run on the employee.

Updating the Clearinghouse

- The District or a Service Agent on behalf of the District, shall, by the close of the third business day following the date on which it obtained information related to a CDL employee, update the Clearinghouse with all information required under 49 C.F.R. §382.705(b), in any of the following circumstances:
 - An alcohol confirmation test with a concentration of 0.04 or higher or a refusal to test for alcohol.
 - Refusal to test for drugs when the a determination by an MRO is not required.
 - Actual knowledge (defined by 49 C.F.R 382.107) that a driver has used alcohol on duty, used alcohol within four (4) house of coming on duty, used alcohol prior to a post-accident test, or has used a controlled substance.
 - Negative return-to-duty test results (drug and alcohol testing); and
 - Completion of a follow-up test.
- A SAP or MRO as defined in the *Drug Testing for Bus Drivers* policy shall report any information required by 49 C.F.R. 382.705 in the circumstances required pursuant to that regulation. The circumstances that must be reported include:
 - Verified positive, adulterated, or substituted controlled substance tests results (MRO);
 - Refusal-to-test determination by the MRO (MRO);
 - A negative return-to-duty test (SAP); and
 - An employer's report of completion of follow-up testing (SAP);

Use of the Drug and Alcohol Clearinghouse to Comply with 49 C.F.R. § 40.25

- As of January 6, 2023, the District shall use the Clearinghouse in accordance with 49 C.F.R. § 382.701(a) to comply with its obligations under 49 C.F.R. § 40.25 regarding its drug and alcohol testing requirements for CDL employees; except, where an employee subject to follow-up testing has not successfully completed all follow-up tests, the District shall then request the employee's follow-up testing plan directly from the previous employer in accordance with § 40.25(b).
Additionally, the District shall request information required under § 40.25 directly from those employers regulated by a DOT agency other than FMCSA if a prospective CDL employee was subject to an alcohol and controlled testing program under the requirements of a DOT Agency other than FMCSA.

Adopted by vote of the Board of Education, August 18, 2020

Durant Public Schools
Bus Driver Consent for Release of Information and General Consent for Limited
Queries of the FMCSA Drug and Alcohol

I, _____ hereby agree to allow any of my former Department of Transportation ("DOT") regulated employers, who have employed me within three (3) years of the date that I applied for a position with Durant Public Schools (the "District"), to release information concerning my prior drug and alcohol tests and results. This is for any position I held which required the performance of safety-sensitive duties. I understand that the District is required by law to obtain my consent in writing, and my signature below authorizes any of my former DOT-regulated employers to release the following information to the District:

1. Alcohol tests with a result of 0.04 or higher alcohol concentration;
2. Verified positive drug tests;
3. Refusals to be tested (including verified adulterated or substituted drug test results);
4. Other violations of DOT agency drug and alcohol testing regulations; and
5. Documentation of the successful completion of the return-to-duty requirements (if I have violated a drug or alcohol regulation).

I further agree to turn over copies of any documentation or information I have in my possession that relates to the five (5) areas described above. I understand that if I refuse to consent in writing to the release of the above information, federal law prohibits me from performing safety-sensitive duties. I also understand that I must complete a Release of Information Form related to any employer that is subject to the consent above.

I also provide consent to the District to conduct a limited query of the Federal Motor Carrier Safety Administration (FMCSA) Commercial Driver's License Drug and Alcohol Clearinghouse (Clearinghouse) to determine whether drug or alcohol violation information about me exists in the Clearinghouse. My consent will remain in effect for the duration of my employment with the District.

I understand that if the limited query conducted by the District indicates that drug or alcohol violation information about me exists in the Clearinghouse, FMCSA will not disclose that information to the District without first obtaining additional specific consent from me.

I further understand that if I refuse to provide consent for the District to conduct a limited query of the Clearinghouse, the District must prohibit me from performing safety-sensitive functions, including driving a commercial motor vehicle, as required by FMCSA's drug and alcohol program regulations.

By signing below, I acknowledge that I have read, understand and agree to the foregoing. I also acknowledge and affirm that I have provided the District with a complete listing of my former employers, including my former DOT-regulated employers.

Driver

Date

List of Prior Employers

Employee must list all employers within the past three years of his/her date of application.
Attach additional pages if necessary.

Previous Employer Information

Dates of Employment _____

Previous Employer Name: _____

Address: _____

Phone #: _____ Fax #: _____

Job Position: _____ CDL required? Yes____/No _____

While in this position, were you subject to DOT Drug Testing? Yes____/No _____

If the answer to either of these questions is YES, you must complete a Release of Information Form for this employer.

Dates of Employment _____

Previous Employer Name: _____

Address: _____

Phone #: _____ Fax #: _____

Job Position: _____ CDL required? Yes____/No _____

While in this position, were you subject to DOT Drug Testing? Yes____/No _____

If the answer to either of these questions is YES, you must complete a Release of Information Form for this employer.

Dates of Employment _____

Previous Employer Name: _____

Address: _____

Phone #: _____ Fax #: _____

Job Position: _____ CDL required? Yes____/No _____

While in this position, were you subject to DOT Drug Testing? Yes____/No _____

If the answer to either of these questions is YES, you must complete a Release of Information Form for this employer.

Dates of Employment _____

Previous Employer Name: _____

Address: _____

Phone #: _____ Fax #: _____

Job Position: _____ CDL required? Yes____/No _____

While in this position, were you subject to DOT Drug Testing? Yes____/No _____

If the answer to either of these questions is YES, you must complete a Release of Information Form for this employer.

For Administrative Use Only:

	(date)	(District employee initials)
Consent form provided to bus driver:	_____	_____
Consent form returned from bus driver:	_____	_____
Consent declined:	_____	_____

**General Consent for Limited Queries of the Federal Motor Carrier Safety
Administration (FMCSA) Drug and Alcohol Clearinghouse**

I provide consent to the District to conduct a limited query of the Federal Motor Carrier Safety Administration (FMCSA) Commercial Driver's License Drug and Alcohol Clearinghouse (Clearinghouse) to determine whether drug or alcohol violation information about me exists in the Clearinghouse. My consent will remain in effect for the duration of my employment with the District.

I understand that if the limited query conducted by the District indicates that drug or alcohol violation information about me exists in the Clearinghouse, FMCSA will not disclose that information to the District without first obtaining additional specific consent from me.

I further understand that if I refuse to provide consent for the District to conduct a limited query of the Clearinghouse, the District must prohibit me from performing safety-sensitive functions, including driving a commercial motor vehicle, as required by FMCSA's drug and alcohol program regulations.

By signing below, I acknowledge that I have read, understand and agree to the foregoing.

Employee Signature

Date

Sick leave

Employees MUST complete one form for every previous DOT-regulated employer they have been employed at in the past THREE years.

Employee Printed or Typed Name:
 Employee SS or ID Number:

Section I. To be completed by the employee:

I-A. Previous Employer Information

Previous Employer Name:
 Address:

Phone #: Fax #:
 Designated Employer Representative (if known):

I-B. New Employer Information

New Employer Name: [District Name] Address: [District Address]
 Phone #: Fax #:
 Designated Employer Representative:

I-C. Consent: I hereby authorize release of information from my Department of Transportation regulated drug and alcohol testing records by my previous employer, listed in *Section I-A*, to the employer listed in *Section I-B*. This release is in accordance with federal regulations under 49 CFR Part 40.25 and Part 382.413. I understand that information to be released in *Section II-A* by my previous employer, is limited to the following DOT-regulated testing items:

1. Alcohol tests with a result of 0.04 or higher;
2. Verified positive drug tests;
3. Refusals to be tested;
4. Other violations of DOT agency drug and alcohol testing regulations;
5. Information obtained from previous employers of a drug and alcohol rule violation;
6. Documentation, if any, of completion of the return-to-duty process following a rule violation.

Employee Signature: Date:

Section II. To be completed by the previous employer and transmitted by mail or fax to the new employer:

II-A. In the three years prior to the date of the employee's signature (in Section I), for DOT-regulated testing:

1. Did the employee have alcohol tests with a result of 0.04 or higher? **YES** ____ **NO** ____
2. Did the employee have verified positive drug tests? **YES** ____ **NO** ____
3. Did the employee refuse to be tested? **YES** ____ **NO** ____
4. Did the employee have other violations of DOT agency drug and alcohol testing regulations? **YES** ____ **NO** ____
5. Did a previous employer report a drug and alcohol rule violation to you? **YES** ____ **NO** ____

6. If you answered "yes" to any of the above items, did the employee complete the return-to-duty process? **N/A** ____ **YES** ____ **NO** ____

NOTE: If you answered "yes" to item 5, you must provide the previous employer's report. If you answered "yes" to item 6, you must also transmit the appropriate return-to-duty documentation (e.g., SAP report(s), follow-up testing record(s)).

II-B.

Name of person providing information in Section II-A: _____ Date: _____

Title: _____ Phone #: _____

SUPPORT STAFF ASSIGNMENTS AND TRANSFERS

The district reserves the right to assign, reassign, or transfer all support employees. Every effort will be made to honor transfer requests from school personnel. If a transfer request of a school employee cannot be honored during the current year, such request will remain current and be considered for the following year. A transfer request must be filed with the assistant superintendent through the building principal to whom the employee is directly responsible.

All applications from employees desiring consideration for another position which exists or which may exist must be filed in writing with the superintendent. A transfer request may originate with either an employee or a supervisor within the district.

The superintendent will report all reassignments and transfers of support staff personnel to the board of education at the next regular meeting following the transfer or reassignment.

When an individual from outside the district is hired who has had experience in a public school, and/or from outside a public school but in his/her area of expertise, that individual shall be allowed to bring up to five (5) years experience with them for placement on the salary schedule. This previous experience allowance will be granted on the condition that the position for which the individual is being hired is on the same ability level as the position held in the previous school district.

Beginning with the 2000-2001 school year, district personnel who transfer from one area of support to another (i.e., teacher assistant to secretary, etc.) will be allowed to take their years of experience in the district into the new position.

SCHOOL COUNSELOR QUALIFICATIONS

The school counselor directs the measurement and evaluation program; obtains and interprets occupational and educational information for students; performs counseling service to students and teachers; and conducts and reports on research projects related to guidance and counseling. The counselor is under the general direction of, and responsible to, the school principal. The counselor supervises students during activities of the guidance and counseling program; maintains staff relationships with teachers; and exercises direct supervision of employees assigned to a counselor's office.

The counselor is under the general direction of, and responsible to, the school principal. The counselor is indirectly responsible to the superintendent for the provision of continuous, sound counseling practices designed for the greatest benefit to the students, the program, and the district as a whole.

Full-time counselors shall meet the standard qualifications for counselors as specified by the Oklahoma State Department of Education and shall hold a valid certificate endorsed for counseling. Part-time counselors or teacher-counselors may meet the minimum standards of the State Department of Education, but will be expected to complete requirements for a standard certificate at the earliest possible date.

Counselors shall be appointed by the board of education upon the recommendation of the superintendent at the same time the teaching personnel are appointed. Counselors are employed for the regular school year, but are expected to be available for assistance to the administration, when needed, at times when the teaching personnel may not be required to be present.

EMPLOYMENT OF SUBSTITUTE TEACHERS

The board of education employs substitute teachers to follow the daily lesson plan provided by a regular classroom teacher who is unable to be present in his/her class. Individuals wishing to perform duties as a substitute teacher must be annually approved by the board or be subsequently approved by the board for inclusion on the district's master list of substitute teachers. Only substitute teachers included on the district's approved substitute list will be employed by the district. All substitute teachers will be paid at the annual board approved substitute rate of pay.

Prior to employment with the district, a substitute teacher may be required to undergo a background check pursuant to the board's policy governing criminal records searches. General exceptions to the background check requirement relate to teachers of ten or more years who have retired from the district and individuals who have been full time Oklahoma teachers in the past five years at another district where a background check is already available.

The employment of an individual substitute teacher within the district shall be limited as follows:

- maximum of 135 days per school year if the substitute does not have a current or lapsed/expired teaching certificate or bachelor's degree, with a maximum of 135 days in the same assignment;
- maximum of 145 days if the substitute has a lapsed/expired certificate or possesses a bachelor's degree, with a maximum of 145 days in the same assignment; or
- no limit on the number of days within the district or in the same assignment if the substitute holds a valid certificate.

In the event the district is unable to locate a substitute teacher with a valid certificate to teach special education for students with physical disabilities or students with mental retardation, the limitations outlined above may be waived. Prior to waiving these restrictions, the administration will contact the Oklahoma State Board of Education and other local resources to determine the availability of a certified substitute teacher. Substitute teachers teaching special education for more than fifteen (15) consecutive or thirty (30) total days must receive in-service training prescribed by the Oklahoma State Board of Education.

Approved by the Durant Board of Education January 9, 2006
Revised by vote of the Durant Board of Education, December 3, 2012
Revised by vote of the Board of Education August 13, 2019

DURANT PUBLIC SCHOOLS EVALUATION OF PROFESSIONAL STAFF

Evaluation of professional staff is a continuous process; however, formal evaluation will be administered according to the following schedule:

Teachers

For purposes of this policy, teachers are those certified individuals who are employed in an instructional capacity or as a counselor, librarian, or nurse. Teachers will be evaluated according to the following schedule:

- Teachers who have been rated “superior” or “highly effective” under the district’s TLE system and who have completed a minimum of three (3) consecutive school years with the district may be evaluated every other school year, at the discretion of the building principal and if such practice is permitted by the district’s TLE model. For any school year in which a teacher evaluation will not be conducted, the building principal will notify any affected teacher, in writing, that no annual evaluation will be conducted for the teacher that year. A copy of the notice will be included in the employee’s personnel file.
- Teachers with three (3) or more consecutive complete school years of service in the school district and who have not been rated “superior” or “highly effective” under the district’s TLE system shall be evaluated at least once each school year.
- Teachers with less than three (3) consecutive complete school years of service with the school district will be evaluated at least once per school year and in accordance with the district’s TLE model. At a minimum, these teachers will receive formative feedback at least twice per school year, once during the fall semester and once during the spring semester of each school year.
- All teachers, even career teachers who are not evaluated during exemption years, must still participate in any professional development/growth goals required by the Oklahoma State Department of Education.
- Any teacher for whom student performance data is available will receive feedback regarding that data as a part of the evaluation process. The evaluator may consider that data when evaluating the teacher’s effectiveness.

Any teacher who is rated as “needs improvement” or “ineffective” under the district’s TLE system will be given a comprehensive remediation plan and instructional coaching. The plan and coaching will be developed and implemented based on sound educational practices in conjunction with the unique circumstances affecting the teacher.

Leaders

The superintendent shall be evaluated by the board of education annually pursuant to the district’s policy governing the evaluation of the superintendent. Other certified school leaders (principals, assistant principals, and those who supervise classroom teachers) shall be evaluated annually by properly trained personnel designated by the superintendent. The evaluation will be based on the district’s TLE model and a written copy of the evaluation will be provided to the leader.

Noncertified administrators are not covered by this policy. Noncertified administrators will be evaluated in accordance with the district's practices governing the evaluation of support employees.

Other

Nothing in this policy shall prevent a formal written evaluation of any professional employee on occasions more often than set forth herein.

All evaluations shall be in writing and the evaluation documents and responses thereto will be maintained in the employee's personnel file.

This policy and the evaluation form utilized to effectuate this policy shall promptly be made available to all persons subject to this policy. Nothing in this policy shall require as a condition precedent to dismissal of any leader/administrator that a prior written evaluation be made of the employee; provided, however, no action to nonreemploy a certified or non-certified leader/administrator shall occur without a written evaluation of the employee.

Reference: OKLA. STAT. tit. 70 § 6-101.3

Revised by the Board of Education August 6, 2012 –
Replaced by vote of the Board of Education August 5, 2013
Revised by vote of the Board October 13, 2014
Revised by vote of the Board of Education, August 10, 2015
Revised by vote of the Board of Education August 8, 2016

**DURANT PUBLIC SCHOOLS
EVALUATION AND OTHER ACADEMIC MEASURES**

All certified staff evaluations will comply with the requirements of the district's Teacher and Leader Effectiveness model.

2014-2015 School Year

Qualitative components of the evaluation will count for 100% of the employee's total score. The district will have a pilot program with respect to other academic measures ("OAM") but OAM scores will not be a part of the employee's final evaluation score. Employees are required to participate in the pilot OAM program.

2015-2016 School Year

Quantitative and qualitative components of the evaluation will each be valued at 50% of the employee's total score. Thirty-five percent (35%) of the employee's quantitative score will be based on student academic growth as demonstrated through multiple years of standardized test data, and fifteen percent (15%) shall be comprised of OAM scores.

Board Approved Other Academic Measures

The board of education adopts the attached list of OAMs as its approved list. This list provides all options promulgated by the Oklahoma State Department of Education which are currently available to certified personnel within the school district. The board acknowledges that there may be other assessments and options approved by the Oklahoma State Department of Education but which are not available within the school district. The attached list is intended to provide maximum flexibility for certified personnel and is not intended to limit any employee's access to OAMs.

Each employee is entitled to select one (1) OAM from at least two (2) approved, appropriate OAMs. If there are not at least two (2) approved, appropriate OAMs on the list, the superintendent shall make a recommendation to the board of education for approval of additional OAMs. The superintendent will not make recommendations to the board regarding adopting additional OAMs if two (2) approved, appropriate OAMs are already on the approved list.

Because of the difficulty in amassing, reviewing and analyzing data regarding OAMs, no employee will be permitted to use more than one OAM per school year.

The board encourages collaboration among faculty when selecting OAMs in order to create consistency within the school district. By way of example, the board encourages all 5th grade English teachers, 9th grade science teachers, etc. to consult with each other and agree on the same measures and 5-tier ratings for all employees in the category. Despite the board's preference for this level of professionalism, the board respects each individual employee's right to select an appropriate OAM and related SMART plan.

Employees Who Teach Multiple Grades / Subjects

In the event an employee teaches multiple grades/subjects, the employee will not select an OAM for each grade/subject. Employees teaching multiple grades/subjects are only guaranteed two (2) OAM choices total - not two (2) choices per grade/subject.

Selection of Other Academic Measures

Certified employees, in conjunction with their supervisor, will annually select an OAM. The OAM selected must meet the following criteria:

- be specific to the employee's job assignment (for employees teaching multiple subjects, the employee may select an OAM which is relevant to any of the subjects);
- reflect student performance which is impacted by the teacher;
- be objectively quantifiable;
- be on the board approved list of OAMs; and
- be approved by the employee's supervisor as outlined below.

Selection and Approval of OAM and Related Processes

All certified employees must submit a proposed OAM, data sources and SMART plan to his/her supervisor within thirty (30) calendar days of the first day of school. The proposal must be submitted on the attached form. The supervisor shall have five (5) school days to accept or reject the employee's proposal.

Employees and supervisors are expected to work together collegially through this process and only the formal submission and approval/rejection notice are required to be written. If an impasse develops at any point during this process, the employee and the supervisor will begin a mediation process.

Mediation Process

If an employee and supervisor are unable to agree on an appropriate OAM, data sources and/or SMART plan, either party can request that the superintendent meet with the parties to determine an appropriate outcome. In order to request mediation, either party may email the superintendent to request mediation. The superintendent will promptly schedule a meeting with both parties and at the conclusion of the conference if the parties still have not reached an agreement the superintendent will make a determination. The superintendent will provide a written report of the agreement reached or decision made within two (2) school days of the meeting. The superintendent's decision is final and non-appealable.

Extenuating Circumstances

In the event an extenuating circumstance (e.g., student teacher, extended illness, natural disaster, etc.) impacts student achievement after approval of the SMART goal, a reflective analysis will be used in lieu of the OAM score. The analysis must be in depth and provide information regarding the data which is available, the factors which contributed to the data, and the employee's assessment of all factors surrounding the SMART goal.

Evaluation Timing

The administration is expected to act promptly in gathering data and providing feedback to employees regarding OAMs. However, it is impossible to have all OAM assessment data completed in time to be utilized during the current school year. Accordingly, OAM scores will be included on the employee's subsequent year evaluation.

Category	Approved Measures	Rating <i>Examples</i>
State Assessments	<ul style="list-style-type: none"> EOI Fine Arts Assessment OCCT OAAP ACCESS for ELLs DLM OCCRA 	<p>Students scoring proficient or advanced:</p> <p>5: 95%</p> <p>4: 85%</p> <p>3: 75%</p> <p>2: 65%</p> <p>1: 64% or less</p> <p>% increase in student proficiency:</p> <p>5: 20%</p> <p>4: 15%</p> <p>3: 10%</p> <p>2: 5%</p> <p>1: 4% or less</p>
Value Added Model Score ⁷	<ul style="list-style-type: none"> School-wide VAM (all subjects) School-wide VAM (literacy and numeracy) School-wide VAM (literacy) School-wide VAM (numeracy) Individual VAM 	<p>School wide value added score:</p> <p>5: 5</p> <p>4: 4</p> <p>3: 3</p> <p>2: 2</p> <p>1: 1</p>
"Off the Shelf" Assessments	<ul style="list-style-type: none"> AP / IB exams ACE alternate test list Computer generated assessments EXPLORE / PLAN / ACT / WorkKeys Industry recognized certification exams NWEA MAP tests RSA Approved Assessments SAT / PSAT Star reading / math TOEFL Other state or nationally available assessment that generates student scores automatically (consistent cut scores) 	<p>Students on grade level performance:</p> <p>5: 100%</p> <p>4: 90%</p> <p>3: 80%</p> <p>2: 70%</p> <p>1: 69% or less</p> <p>Increase in student passing rate:</p> <p>5: 20%</p> <p>4: 15%</p> <p>3: 10%</p> <p>2: 5%</p> <p>1: 4% or less</p>
A-F Report Card Components	<ul style="list-style-type: none"> Overall school grade or GPA Student academic 	<p>Individual components:</p> <p>5: A</p>

⁷ Note: If one of these components is used for the 35% student academic growth component for the employee, it cannot be selected as the 15% OAM unless the teacher has an individual VAM score used for the 35% student academic growth.

	performance grade ▪ Student growth grade ▪ Any A-F report card component	4: B 3: C 2: D 1: F
Surveys	▪ Battelle for Kids' The Student Experience Survey	Approval rating with 70% response rate: 5: 90% 4: 80% 3: 70% 2: 60% 1: 59% or less
Student Competition	▪ National, state, area or regional competitions (OSSAA, etc.) ▪ State science fair	Group competition status: 5: 1 st / 2 nd place (area competition) 4: 3 rd / 4 th place (area competition) 3: 1 st / 2 nd place (regionals) 2: Invitation to regionals 1: No invitation to regionals % increase in # students qualifying to compete 5: 20% 4: 15% 3: 10% 2: 5% 1: 4% or less
Miscellaneous	▪ IEP goal attainment ▪ Service learning project portfolios ▪ Student community service project portfolios ▪ Teacher/leader portfolios ▪ Third grade promotion ▪ State, district and or consortium developed benchmark assessments ▪ Student Learning Objectives (SLO) ▪ Student Outcome Objectives (SOO)	% students meeting all IEP goals: 5: 100% 4: 90% 3: 80% 2: 70 % 1: 69% or less

Employee Proposal - Other Academic Measures

Name: _____
 School Year: _____ Proposal Date: _____
 Grade/Subject Taught: _____

Academic Focus Area: _____
 Proposed OAM: _____
 Proposed baseline data source: _____
 Proposed post instruction data source: _____

Proposed SMART goal
(Specific, Measurable, Attainable and Ambitious, Results-drive, and Time-bound)

Proposed rating:
 Superior (5): _____
 Highly Effective (4): _____
 Effective (3): _____
 Needs Improvement (2): _____
 Ineffective (1): _____

 Employee Signature

 Date

I have reviewed and approved this plan:

 Supervisor Signature

 Date

Adopted by vote of the Board of Education, October 13, 2014

**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.

COMPENSATORY TIME FOR OVERTIME

The Fair Labor Standards Act (FLSA) extends flexibility to school districts in adopting arrangements that provide compensatory time off in lieu of monetary overtime compensation. Accordingly, Durant School District will provide, within reasonable limits, compensatory time off. The calculation used to determine the amount of compensatory time available to a non-exempt employee is one and one-half hours of compensatory time for each hour of overtime worked. Compensatory time received by an eligible employee extinguishes the employee's entitlement to monetary overtime compensation. Compensatory time off is subject to all of the conditions provided in this policy and the District's other policies concerning FLSA. The District's administration shall, at all times, retain the authority to make the decision to permit an employee to accumulate and use compensatory time or to pay the employee for overtime worked; however, the standard of time and one-half for overtime hours worked shall apply in either instance. The District's policy and applicable procedures concerning compensatory time are more fully detailed below.

I. Prior Approval of Overtime Required

OVERTIME WILL NOT BE ALLOWED TO ANY NON-EXEMPT SUPPORT EMPLOYEE UNLESS PRIOR APPROVAL HAS BEEN GIVEN, IN WRITING, BY THE EMPLOYEE'S SUPERVISOR OR HIS/HER DESIGNEE. NON-EXEMPT SUPPORT EMPLOYEES WORKING IN EXCESS OF FORTY (40) HOURS PER WORK WEEK WITHOUT PRIOR WRITTEN APPROVAL MAY BE SUBJECT TO APPROPRIATE DISCIPLINARY ACTION, UP TO AND INCLUDING THE POSSIBILITY OF DISMISSAL.

II. Calculation of Compensatory Time

If a non-exempt support employee is properly assigned to work more than forty (40) hours in a work week, the District may provide compensatory time ("comp time") off in lieu of monetary overtime compensation at a rate of not less than one and one-half (1 1/2) hours of compensatory time for each hour of overtime worked. It shall be the responsibility of the employee and the employee's supervisor to maintain accurate records of all comp time accrued. All overtime recorded to be accrued as comp time must be initialed by the employee and the immediate supervisor or his/her designee by the end of the week following the week in which the overtime is worked.

III. Scheduling Use of Compensatory Time

Any non-exempt employee who has accrued comp time and who requests the use of the comp time shall be permitted to use the comp time within a reasonable period, after making the request, as long as the use of the comp time does not unduly disrupt the operations of the District. Supervisors are encouraged to limit the accumulation of comp time to eight (8) hours per pay period, but special circumstances may justify a greater accumulation. All requests to use comp time must be in writing. If the request is denied, then the employee and supervisor are to arrange an alternate date for the comp time to be used. If no agreement can be reached, then a meeting will be conducted with the superintendent of schools or superintendent's designee to schedule a date for the comp time to be taken. The School District, at its sole option, may require an employee to use accrued comp time at certain times.

IV. Maximum Accrual of Time

Employees may accrue up to 240 hours of comp time. (Because comp time is accumulated at time and one-half, this is 160 hours of actual overtime work.) Employees who work in a public safety activity, emergency response activity or seasonal activity may accumulate up to 480 hours of comp time (320 actual overtime hours).

V. When Hours Are Not Considered Work Hours

Time periods in excess of twenty (20) minutes during which the employee is not actually performing job duties will not be included as “hours worked” if the time can effectively be used for the employee’s own purpose.

VI. Volunteer Work

Non-exempt employees are not allowed to do “volunteer” work for the District. Although the District appreciates the occasional willingness of non-exempt personnel to volunteer their time, FLSA regulations create an unacceptable risk of overtime liability when non-exempt personnel volunteer to perform services for the school district or volunteer to work longer hours without compensation. An exception to the volunteer prohibition is an employee of the School District who is a parent, grandparent, or guardian who volunteers in connection with school activities involving the individual’s child or grandchild and the activity is one for which parents or others customarily volunteer. In addition, the volunteer’s activities or services must be unrelated to the employee’s compensated duties with the school.

VII. Payment for Comp Time Upon End of Employment

Any non-exempt support employee whose employment with the District terminates and who has accrued but not used comp time shall be paid at his/her regular hourly or salary rate in effect at the time the employee receives the payment. The District reserves the right, at any time, to substitute a cash payment, in whole or in part, for comp time.

VIII. Notice of Policy to Non-exempt Employees

A copy of this policy will be provided all of the District’s non-exempt employees along with a compensatory time agreement which employees will sign and which the employee’s supervisor will sign. The agreement, unless withdrawn by the district, will remain in effect while the employee works for the District. This compensatory time off policy shall be considered as a condition of employment for all non-exempt support employees of the District.

**DURANT SCHOOL DISTRICT
COMPENSATORY TIME OFF AGREEMENT**

In accordance with the Fair Labor Standards Act, the Durant School District has a policy of granting employees compensatory time off in lieu of compensation for hours worked in excess of 40 hours a week. A copy of this policy has been provided to me. I understand that the compensatory time will be granted at time and one-half for all hours worked in excess of 40 hours per week. I further understand that the compensatory time may be limited, preserved, used or cashed out consistent with the provisions of that policy and applicable law and regulations of the U.S. Department of Labor.

I voluntarily and knowingly agree to this provision of time off as compensation for overtime work as a condition of my employment and consent to the use of compensatory time in accordance with the policy. I further understand that in the event any portion of the policy is interpreted to conflict with the FLSA or its regulations, that the conflicting portion shall be struck and the remainder of the policy shall continue in full force and effect.

Employee Signature

Date

Supervisor Signature

Date

MULTIPLE EMPLOYMENT ASSIGNMENTS

The School District may have opportunities for its employees to assume more than one type of employment position. The District will closely monitor the assignment of more than one employment position to any employee to ensure that the assignment does not result in the employee working more hours than is advisable or hours which will create overtime or unacceptable overtime liability for the School District.

Accordingly, the District will closely monitor all multiple assignments made to employees to determine whether the positions assigned are exempt from overtime or whether the positions will require the payment of overtime. Employees must strictly adhere to instructions regarding the hours of work authorized.

I. Exemption from Overtime

Exemptions from the overtime provisions of the FLSA are provided under federal regulations. School administrators are exempt as administrative employees and teachers are exempt from overtime under the professional exemption. Other employees may be exempt based on the duties performed and whether they meet the long or short tests approved by FLSA for executive, administrative or professional positions.

Employees who are exempt will not be allowed to devote more than 50% of the hours worked in a workweek to activities which are not an essential part of nor necessarily incident to the work exempted from overtime by the FLSA and regulations promulgated pursuant to it.

II. Multiple Position Employment Prohibition of Exempt Employees

Teachers and administrative employees of the board who are exempt from overtime provisions of the Act under regulations promulgated by the Wage and Hour Division of the United States Department of Labor may not be employed in multiple positions with the board if such employment would jeopardize the exempt status of the employee's teaching or administrative position.

III. Employment Contract Supplements

Pursuant to employment contracts approved by the board, teachers and other *exempt* personnel may earn a salary supplement for performing assigned duties, such as coaching athletic teams, serving as cheerleading sponsors, and other extra responsibilities incidental to their position as teachers or school administrators.

IV. Multiple Position Employment of Non-Exempt Employees

Non-exempt employees of the District and board may be employed in multiple positions only if the time to be worked by the employee in those positions will not normally exceed forty hours during the employee's workweek. Additional position assignments to

employees in this category will be subject to the following conditions:

1. Authorized overtime will be paid to non-exempt employees who work more than forty hours in a workweek, whether the work is performed in one or more than one job.
2. Overtime should only be allowed by supervisors under unusual or extraordinary circumstances and must be approved in advance, in writing, before overtime hours are worked.
3. An employee working overtime, which is not properly authorized, in advance, in writing, by the employee's supervisor, is considered to be in violation of this policy and the violation may result in disciplinary action, up to and including the possibility of dismissal or non-reemployment.

V. Overtime Rates of Pay

Non-exempt employees working more than one position, in which the rate of pay is different for each position, must agree in writing, in advance of performance of the work and as part of the overtime authorization, as to the rate of pay. At the time any overtime hours are approved, the employee's supervisor will determine for which job and rate the overtime hours are to be worked. If overtime hours are properly authorized and worked, they will be paid at the rate established for the work being performed during the overtime hours.

VI. Benefit Entitlements According to Primary Position

Employees who work in more than one position for the District will be entitled to benefits in only the primary position unless otherwise provided by law. The primary position is defined as the position in which the person was initially employed by the District and will generally be the position which is regularly assigned the most hours of work.

VII. After-School Daycare Employees

Employees who work in an after-school daycare program operated by the District are employees of the District and included within the purview of this policy.]

VIII. After-School Program Employees

Employees who work in an after-school programs operated by the District are employees of the District and included within the purview of this policy.]

Adopted this 7th day of September, 2004.

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT

I acknowledge that I received the following policies:

- Policy # 4680 Compensatory Time for Overtime; and
- Policy # 4690 Multiple Employment Assignments.

I further acknowledge that I have an obligation to read these policies, and that any questions I may have regarding these policies must be addressed to an appropriate administrator of the School District. I agree that I must understand these policies and I agree to comply with these policies.

Employee Signature

Date

The supervisor's signature below verifies that the above named support employee was furnished with the District's FLSA policies.

Supervisor's Signature

Date

**PROFESSIONAL ORGANIZATION
PAYROLL DEDUCTIONS**

Any employee may request the District to make payroll deductions for either or both professional organization dues and political contributions. The District shall transmit deducted funds to the designated organization. Deductions shall be on a ten-month basis unless otherwise designated by the employee organization.

An employee may request in writing at any time for the District to immediately terminate or initiate payroll deductions to a professional organization. After such request, the District will initiate or terminate deductions within five (5) business days or by the next pay period, whichever is earlier, and will notify the professional organization of the initiation or termination within fifteen (15) business days. If the request is to terminate a deduction, the District shall not make any advance payments to any professional organization of any future dues on behalf of the school employee.

Reference: 70 O.S. § 5-139.

Adopted on the 6th day of September, 2005, by the Board of Education.

**CPR AND HEIMLICH MANEUVER TRAINING
FOR SCHOOL EMPLOYEES**

Training

In accordance with 70 O.S. §1210.199 the district shall ensure that a minimum of one certified teacher and one noncertified staff member, at each school site, receives training in cardiopulmonary resuscitation (CPR) and the Heimlich maneuver each school fiscal year.

The training may be obtained through any reputable entity such as the American Red Cross, American Heart Association or others, including training provided by a school employee qualified to train others in basic life support including CPR and the Heimlich.

Documentation of Training

Each employee satisfactorily completing training mandated by this policy shall receive a card or other documentation of successful completion of a course in CPR and including the Heimlich maneuver. The District shall also maintain a list of all employees trained pursuant to this policy and the applicable law, including the date of training, the entity or qualified individuals providing training, and the date by which retraining should occur for a trained individual to adequately retain skills acquired through training.

Periodic Renewal of Training

Renewal courses shall be offered at least every two years to employees who have received training through the School District or through alternate sources.

Liability

There is no liability to the district or to individual employees for injury or death of a student, teacher, or other person resulting from CPR or choking incidents; however, neither this policy nor the applicable Oklahoma law regarding training of school employees eliminates liability, if any, under the Oklahoma Governmental Tort Claims Act.

Reference: 70 O.S. §1210.199

Adopted on the 6th day of September, 2005, by the Board of Education.

EMPLOYEES CHARGED WITH CRIMES

Pursuant to Section 5-144 of Title 70 of the Oklahoma Statutes in the event it is discovered that a person charged in an Information or Indictment with a felony or violent misdemeanor is a student or employee of a school district or a public school in the state, or an employee working on school property for an entity that provides services to a school district or a public school on school property, the district attorney shall notify the superintendent of the school district of the charges filed against the student or employee.

It shall be the policy of this School District that if such information is ever received by the Superintendent of Schools, he/she will promptly investigate the information and take whatever reasonable actions are deemed appropriate to best protect the interests of the School District and its students.

Upon receipt of such notification from the district attorney, the Superintendent (or designee) shall:

1. Make effort to verify the accuracy of the information through any means accessible;
2. Ascertain whether or not the person or persons reasonably pose any threat to the students and staff of the School District by their employment or presence on school property; and
3. Take any reasonable steps appropriate to ensure the safety of students and staff and protect the interests and goals of the School District including but not limited to dismissal of the employee or whatever measures will reasonably be in the best interest of the School District, its students and staff.

Upon the adoption of this policy, the Superintendent shall send a letter to the district attorney for every county in which the School District operates notifying the district attorney of the obligations under Oklahoma law.

Pursuant to Section 6-101.48 (A) of Title 70 of the Oklahoma Statutes, no person or business having a contract with a school or school district to perform work on a full-time or part-time basis that would otherwise be performed by school district employees shall allow any employee to work on school premises if such employee is convicted in this state, the United States or any other state of any felony offense unless ten (10) years has elapsed since the date of the criminal conviction or the employee has received a presidential or gubernatorial pardon for the criminal offense.

Further, Section 6-101.48 (B) provides that every person or business performing services on the property of a school or school district shall at the time of contracting be required to sign a statement declaring that no employee working on school premises under the authority of such business is currently registered under the provisions of the Oklahoma Sex Offenders Registration Act and that the business is not in violation of the provisions of this section.

Pursuant to Section 6-101.48 (A) & (B) of Title 70 of the Oklahoma Statutes, at the time of contracting with a business or entity to perform services on School District property, the Superintendent or the Superintendent's designee may require that the business or entity sign the affidavit attached to this policy.

References: 70 O.S. §5-144
70 O.S. §6-101.48(A) & (B)

Adopted on the 6th day of September, 2005, by the Board of Education.

AFFIDAVIT REGARDING CRIMINAL ACTIVITY

[illegible]

I, _____, being of lawful age and duly deposited, state as follows:

This affidavit is made upon personal knowledge of facts to which I am competent to testify.

1. I am the duly appointed representative of [Business Name].

2. [Business Name] has entered into a contract with Independent School District No. of County, Oklahoma (the “School District”) to perform services. The completion of this contract will require that employees of [Business Name] will necessarily be present on School District property.

3. I have reviewed the necessary records of employees and affirmatively state that no employee of [Business Name] who may be present on School District property has been convicted in this state, the United States or any other state of any felony offense in the last ten (10) calendar years.

4. I further affirmatively state that no employee of [Business Name]_____ who may be present on School District property is currently registered under the provision of the Oklahoma Sex Offenders Registration Act.

5. I understand the obligations of Oklahoma law placed upon [Business Name] and state that [Business Name] is not in violation of those obligations.

Further the affiant sayeth not.

[Representative of Business]

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

Notary Public

My Commission Expires:

[SEAL]

RESIDENT TEACHERS AND RELATED COMMITTEES

The Oklahoma Teacher Preparation Act provides for the certification of teachers by the State Board of Education. Pursuant to the Oklahoma Teacher Preparation Act, the District shall appoint a residency committee for each resident teacher.

A resident teacher is a licensed teacher who is employed by the District to serve as a teacher under the guidance and assistance of a mentor teacher and residency committee. A resident teacher must have a degree in education from an accredited institution of higher education and must have successfully completed the competency examinations in the areas in which he or she seeks certification.

The residency committee shall consist of a mentor teacher, the principal or assistant principal or an administrator designated by the Board of Education, and a teacher educator from an institute of higher education. One or both of the mentor teacher and teacher educator must have expertise and experience in the teaching field of the resident teacher.

Mentor Teacher Qualifications and Selection

- A. A mentor teacher is a teacher holding a standard certificate who is employed by the District to serve as a teacher and who has been appointed to provide guidance and assistance to a resident teacher.
- B. A mentor teacher must have a minimum of two years classroom experience as a certified teacher.
- C. A mentor teacher is selected by the principal from a list of qualified teacher volunteers. The principal shall, after compiling the list, provide an opportunity for input from the bargaining unit (where one exists in accordance with the School Employees Negotiations Act). Membership in a professional teacher organization shall not be considered as a factor in selecting a mentor teacher.
- D. No teacher shall serve as a mentor teacher for more than one resident teacher at a time.
- E. When possible, a mentor teacher shall have successfully completed a mentor teacher professional development institute and be assigned to the same school site and have similar certification as a resident teacher.

Residency Committee Duties

- A. The residency committee shall meet with the resident teacher, work with the resident teacher to assist in classroom management and professional development, provide for parental input as a criteria for evaluating the resident teacher, and make a recommendation to the State Board of Education. The recommendation,

after one year, shall be that the resident teacher either be certified or complete another year as a resident teacher, and (after two years) that the resident teacher either be certified or not.

- B. If the residence committee recommends a second year in the residency program, the committee shall, at the resident teacher's request, provide the resident teacher with a list of reasons for the recommendation. The resident teacher is not required to be under the supervision of the same residency committee during the second year in the residency program.
- C. If the residency committee recommends certification the committee shall also recommend a professional development program for the resident teacher. The program shall be designed to strengthen the resident teacher's teaching skills in any area identified by the committee.

All resident years shall count toward salary, fringe benefit adjustments, career status, and retirement.

Reference: 70 O.S. §§ 6-182, 6-195.

Adopted on the 3rd day of October, 2005, by the Board of Education.

EXTENDED LEAVE OF ABSENCE SUPPORT PERSONNEL

The Board of Education of the Durant School District has adopted the following policy to govern the granting of and return from extended leave of absence for full-time support employees who have been employed by the District for at least three (3) complete school years. For purposes of this policy, the term "support employee" shall mean an employee of the School District who provides those services, not performed by professional educators or licensed teachers, which are necessary for the efficient and satisfactory functioning of the School District. For purposes of this policy, the term "full-time support employee" shall mean a support employee who regularly works the standard period of labor which is generally understood to constitute full-time employment for the type of services performed by the employee and who is employed by the School District for a minimum of 172 days per year.

Granting of Extended Leave of Absence

1.1 An extended leave of absence without pay may be granted to a full-time support employee who has been employed by the District for at least three (3) complete school years for the reasons set forth in Sections 2.1, 2.2 or 2.4 below.

1.2 The granting of an extended leave of absence for the reasons set forth in Sections 2.1, 2.2 or 2.4 below shall be solely within the discretion of the District's Board of Education.

1.3 A full-time support employee desiring an extended leave of absence shall submit a written request to the Superintendent by completing the form prescribed by the Board of Education. Copies of such form shall be available from the Superintendent's office. The Superintendent shall place the employee's request on the agenda for the next regularly-scheduled meeting of the Board of Education.

1.4 The employee shall, if possible, submit the request for an extended leave of absence at least thirty (30) days prior to the requested commencement date of such leave. Such request shall designate the reason for such leave and the beginning and ending dates of the requested leave.

1.5 No leave of absence may extend beyond June 30 of the school year in which such leave was granted. If the employee desires the leave of absence to continue beyond June 30 then the employee must make an additional request to the Board of Education for such leave. The additional request shall be governed by this policy.

Reasons for Granting Extended Leave of Absence

2.1 Personal Illness. After exhausting all applicable leave, including leave available to the employee under the Family and Medical Leave Act, if any, an employee may request an extended leave of absence in the event of serious personal illness. Such requests must be accompanied by a physician's statement indicating the nature of the illness, specifically stating that due to the illness the employee is currently unable to perform his or her assigned duties, and indicating when the employee is expected to be able to resume those duties. Employees requesting to return from extended leave of absence due to personal illness must also submit a physician's statement indicating the employee has recovered sufficiently to enable him to resume all normal duties, with or without accommodation.

2.2 Illness in Immediate Family Requiring Care. After exhausting all applicable leave, including leave available to the employee under the Family and Medical Leave Act, if any, an employee may request an extended leave of absence to care for a sick member of the employee's immediate family. Such requests must be accompanied by a physician's statement indicating the nature of the illness. "Immediate family" means husband and wife, child, father, mother, brother and sister.

2.3 Military Duty. An employee who is called to active duty in the armed forces of the United States, or who is a member of a reserve unit of such armed forces and is called to active duty, shall be entitled to a leave of absence during the period of active duty. The District will compensate the employee during the leave of absence as required by federal and state law.

2.4 Other. Extended leave of absence for reasons other than those identified in Sections 2.1 through 2.4 may be granted when, in the judgment of the Superintendent and the Board of Education, such leave would be in the best interests of the District and the employee.

Return from Extended Leave of Absence

3.1 An employee desiring to return at the expiration of his or her scheduled extended leave of absence for reasons listed in paragraphs 2.1, 2.2 or 2.4 must submit a written request to return to the Superintendent at least 45 calendar days prior to the requested return date. An employee may request to return prior to the scheduled expiration of the leave of absence.

3.2 **AN EMPLOYEE WHO FAILS TO SUBMIT A WRITTEN REQUEST TO RETURN TO THE SUPERINTENDENT AT LEAST 45 CALENDAR DAYS PRIOR TO THE SCHEDULED LEAVE TERMINATION DATE SHALL BE DEEMED TO HAVE RESIGNED AS OF THE LEAVE COMMENCEMENT DATE.**

3.3 Requests to return from extended leave for personal illness must be accompanied by a physician's statement indicating the employee is sufficiently recovered to resume all normal duties, with or without accommodation.

3.4 An employee desiring to return from an extended leave of absence shall in no event be assured of being returned to the employee's previous assignment.

3.5 An employee who returns from an extended leave of absence shall receive the salary appropriate for the position at which the employee is reemployed. For purposes of salary or seniority, the time spent by an employee on extended leave shall not be included as time employed by the District. However, for purposes of salary and seniority, an employee returning from an extended leave of absence shall not forfeit the length of service earned prior to the extended leave of absence.

**REQUEST FOR EXTENDED LEAVE OF ABSENCE
SUPPORT PERSONNEL**

Name: _____

Position: _____

Assigned School: _____

Reason for Requested Leave: (attach any supporting documents)

I hereby request an extended leave of absence from the Durant School District. I request that my leave commence on _____ and terminate on _____.

(Leave may not extend beyond June 30 of the school year in which such leave is granted. See paragraph 1.5 of the Durant School District's policy entitled Extended Leave of Absence Support Personnel.)

I UNDERSTAND THAT I MUST SUBMIT TO THE SUPERINTENDENT OF SCHOOLS A WRITTEN REQUEST TO RETURN AT LEAST 45 CALENDAR DAYS PRIOR TO MY LEAVE TERMINATION DATE OR I WILL BE DEEMED TO HAVE RESIGNED AS OF MY LEAVE COMMENCEMENT DATE.

I understand that, if I return to my employment with the Durant School District at the expiration of my leave, I am not guaranteed the same position or assignment as when my leave commenced.

I understand that my request for an extended leave of absence, the leave itself and the return from the leave are governed by the Durant School District's policy entitled Extended Leave of Absence Support Personnel. I acknowledge that I have received a copy of such policy. I also understand that any construction or interpretation of such policy shall be made solely by the Board of Education and that such construction or interpretation is conclusive and binding on me.

Employee Signature

Date

VACATION ACCUMULATION

An employee can accumulate (carryover) a maximum of ten (10) vacation days annually. The maximum number of vacation days for any employee would be thirty (30). If an employee has unused vacation that cannot be carried over (more than 10 days as of June 30) due to the maximum accumulation limits, then those days could be converted to sick leave or be paid annually at 50% of the employee's current daily rate of pay. If an employee leaves the employment of the district, any unused vacation would be paid at 50% of the employee's current daily rate of pay.

To convert unused vacation days to sick leave, written notification to the Payroll Clerk is required no later than one week prior to the end of the fiscal year (June 30).

Adopted on the 1st day of June 2009, by the Durant Board of Education.

DURANT ISD FACULTY DRESS CODE

It is the intent of the Durant ISD Board of Education, through this dress code, to ensure all faculty members present themselves to our students, parents, and the general public in a manner which enhances their professional position. It is also the intent of the Durant ISD Board of Education to ensure all faculty members model, for students, attire appropriate to success.

All faculty members are expected to dress in a professional manner. Clothing should be neat, clean, in good repair, and appropriate for on-the-job appearances at all times. Dress, jewelry and personal grooming must not present health or safety problems, cause actual disruption of the educational process, offend common standards of decency, contain language which refers directly or indirectly to drugs, alcohol or tobacco, contain direct or indirect sexual references, or otherwise are inappropriate dress or grooming for the educational process.

- **Attire must be in compliance with the Faculty and Student Dress Codes for Durant Schools.**
- **The Dress Code applies to all personnel, at all locations, except designated personnel (custodial, transportation, food service).**
- **“Business-Casual Fridays” and “Jean Days” will be at the discretion of the principal.**
- **Only physical education teachers are permitted to wear jogging suits, wind suits or other athletic apparel during the work day. Physical education instructors shall follow the faculty dress code on parent conference days, PSO meetings, and other occasions when not instructing physical education classes.**

Appropriate dress for females:

- Dresses, skirts, business appropriate dress shorts, slacks and Capri pants may be worn in an appropriate manner.
- Jeans are allowed only on “Business Casual Friday” or “Jeans Day” as approved by site principal.
- T-shirts (other than school affiliated shirts) are not allowed. Low cut shirts, see through clothing, off the shoulder, halter style or tank tops are not allowed. Clothing must cover undergarments. Shirts may have banded collars on button shirts or can be collared sport shirts, three-button golf shirts and dress shirts.
- Slacks and casual dress pants are acceptable.
- Beach style flip-flops do not promote a professional image and are not acceptable attire. Sandals (flip-flops) deemed acceptable will be at the discretion of the principal.
- Hats are not to be worn inside.

Appropriate dress for males:

- T-shirts (other than school affiliated shirts) are not allowed. Low cut shirts, see through clothing, off the shoulder, halter style or tank tops are not allowed. Clothing must cover undergarments. Shirts may have banded collars on button shirts or can be collared sport shirts, three-button golf shirts and dress shirts.
- Slacks and casual dress pants are acceptable.
- Jeans are allowed only on “Business Casual Friday” or “Jeans Day” as approved by site principal.
- Beach style flip-flops do not promote a professional image and are not acceptable attire. Sandals (flip-flops) deemed acceptable will be at the discretion of the principal.
- Hats are not to be worn inside.
- Male administrators are required to wear ties during the school day with the exception being Fridays if a business casual day is in effect.

By enacting this dress code policy, Durant ISD recognizes that there are occasions when individuals may need to wear specific clothing due to medical reasons or as a part of a *bona fide* personal religious practice. When such is the case, the employee should provide documentation to his or her supervisor of the medical necessity or his or her *bona fide* personal religious practice that gives rise to the need for deviation from this dress code policy. Attire deemed inappropriate by the principal is prohibited.

WAIVER:

- The Superintendent may waive the dress code for district employees when school is not in session. Employees will be notified by the Superintendent when such a waiver is in effect, defining the parameters of the dress code waiver based on seasonal weather conditions, special events, and the like.
- The principal may waive the dress code for school employees when school is not in session. Employees will be notified by the principal when such a waiver is in effect, defining the parameters of the dress code waiver based on seasonal weather conditions, special events, and the like.

Approved by vote of the Durant Board of Education October 4, 2010.

LACTATION POLICY

The purpose of this policy is to provide school district employees who are lactating with accommodations should they desire to express breast milk during the workday while separated from their newborn child.

The board of education shall provide any employee who is lactating reasonable paid break time each day to use a designated lactation room for the purpose of maintaining milk supply and comfort. The break time may run concurrently with any break time, paid or unpaid, already provided to the employee.

The board shall make a reasonable effort to designate a private, secure and sanitary room or other location, other than a toilet stall, where an employee can pump or express her milk or breastfeed her child. The designated area shall be a space where intrusion from co-workers, students and the public can be prevented, and one where an employee who is using this area can be shielded from view.

Reference: 29 U.S.C. § 207(r); OKLA. STAT. tit. 70, § 5-149.3

Adopted by vote of the Board of Education, August 10, 2021

SECTION E
INSTRUCTION

5000

SCHOOL CALENDAR

A calendar committee as established in the Durant Public Schools Negotiated Agreement will prepare several school calendar options to be voted on by the faculty. At the regular board meeting in May of each year, the superintendent shall submit the calendar to the board for its approval for the following year.

The following are minimum requirements:

1. The school year shall be from July 1 to June 30.
2. The number of instructional days, parent-teacher conference days, and teacher in-service days will be in accordance with the negotiated agreement.
3. The length of the school day will be in accordance with the negotiated agreement.

ATTENDANCE/ACTIVITIES POLICY

The Durant Board of Education believes that attendance in regularly scheduled classes is a key factor in student achievement. Thus, any absence from those classes represents an educational loss to the student. The board recognizes, however, that the cocurricular program of the school also has educational benefit. Therefore, it shall be the policy of this board to minimize absenteeism from regular classes while providing students the opportunity to participate in cocurricular activities.

Students will be allowed a maximum of ten absences from each class period during the school year to participate in approved activities. Absences for activities that are of a state and national nature, as defined by the criteria of earned right to compete, shall not be considered an absence for the purpose of this policy.

The following activities are not included in the above category. Therefore, absences caused by participation shall be counted toward the maximum:

1. Athletic contests other than OSSAA play-offs. (Includes initial qualification for play-offs for athletes and cheerleaders.)
2. Shows and contests that are not defined as state contests.
3. Annual staff workshops.
4. Conferences such as FHA, Student Council, etc.
5. District contests for concert band and marching band.
6. FHA leadership.
7. Field trips sponsored by clubs or organizations that are not classified as academic field trips.
8. Band trips, chorus trips, speech and drama trips.
9. State vocational conventions for which no earned right to attend is required (FHA state conventions).
10. School related community activities.

The following activities will not be counted against the permissible ten (10) day absence regulation:

1. Academic classroom field trips (History Day, NSU; Math Day, Connors; High School Bowl, OSU; Science Fairs, Business Day Competition, NSU).
2. OSSAA sponsored state play-offs that require earned qualification to participate (athletes and cheerleaders).
3. Assemblies that are school sponsored and required.
4. School pictures.
5. Class meetings.
6. Participation in school approved testing programs.
7. State band, chorus, and speech contests.
8. Scholastic contests.
9. FHA state shows and state fairs. To be eligible, however, students must have placed in one of the top seven (7) places at the county show/fair.
10. Legislative page.
11. There is no activities absence if a student is enrolled in an activity class and is away from school during the time the class is scheduled.

**SCHOOL YEAR/SCHOOL DAY
LENGTH OF THE SCHOOL YEAR**

Minimum Length of School Year: School shall actually be in session and classroom instruction offered for not less than 1080 hours with a minimum of 165 days of instruction each school year. Only where conditions beyond the control of school authorities make the maintenance of the term impossible, and the State Board of Education has been apprised and has expressed concurrence in writing, may school be maintained for less than a full year.

Notification of School-Hours Policy: Prior to October 15th of the applicable school year, the superintendent or their designee, shall notify the State Board of Education, in writing, that the district has adopted a school-hours policy and provide the State Board of Education with a copy of the school calendar as approved by the district's board of education.

Professional Development: No more than five days or 30 hours of classroom instruction time per school year may be used for professional development meetings.

Parent-Teacher Conferences: If parent-teacher conferences are held during a regular school day, as authorized by the district, parent-teacher conferences shall be counted as classroom instruction time for no more than 6 hours per semester, for a total of 12 hours per school year.

Reference: OKLA. STAT. tit. 70, § 1-109 OAC 210:10-1-4

Revised by vote of the Board of Education, August 8, 2016

Revised by vote of the Board of Education, August 10, 2021

ORGANIZATION OF INSTRUCTION

It is the policy of the Durant Board of Education that the curriculum of instruction for the district's schools shall be in a continuous process of development to adapt the school program to the changing society. However, significant changes to the curriculum must be approved by the board.

All state laws and statutes relating to education shall be complied with.

The district will offer appropriate opportunities in accordance with state and federal law and regulations for children who need special education.

1. The superintendent, and those in whom responsibility is placed, will be held responsible for the supervision of instruction.
2. Those persons responsible for the curriculum at all levels shall, at their discretion, organize departmental committees to assist in conducting a continuous study of educational material and procedures so that justifiable changes might be made.
3. Students, advisory groups, and the public shall be encouraged to make known their desires and needs so that the highest benefits will be obtained.
4. The curriculum shall be changed as the needs and interests of the students change and shall not be static but a means of continuous growth.
5. Additions to the curriculum will be considered by the board upon the recommendation of the administrative personnel and the instructional staff.
6. Reasonable change in the curriculum and instruction can be made by the individual teacher to meet the needs and interests of the individual child.

CLASS SIZE

In the interest of the educational welfare of our children, the Durant Board of Education has established a maximum class size as follows:

Kindergarten	20 Students
Grades 1-6	20 Students

Teachers counted in class size counts for grades 7-12, shall not be responsible for the instruction of more than 140 students on any given six-hour school day. Class size counts shall be taken during the month of October each year on a date set by the State Board of Education.

Exceptions to this policy will be made only by the superintendent and only in accordance with state law, except that the following classes are not subject to class size limitations:

1. Physical education;
2. Music, vocal, and instrumental.

**CLASS SCHEDULES:
STUDENT**

Students are required by law to complete core curriculum requirements outlined by law. The district will offer all of the enumerated courses on a four-year rotation.

It is the policy of the Durant Board of Education that any changes to class schedules for students must be made during the first week of school. Class scheduling is an important and complex process. Although every effort will be made to accommodate the student, changes in class schedules may not be possible because of class loads.

Students who desire a change in their class schedule must obtain teacher and parent/guardian approval. If the change will eliminate a mandatory core curriculum class from the student's schedule, the student and the parents of the student will be provided with a statement informing the student and parent that the class may not be offered again at a time that is convenient for the student. If the student takes the class via concurrent enrollment after dropping the class at the local site, the student and the student's parents will be responsible for all costs associated with the class. The request must then be submitted to the appropriate counselor for consideration. The student will be informed if the change can be made, but must adhere to the original schedule until notified.

**DURANT PUBLIC SCHOOLS
SCHOOL VOLUNTEERS**

The board encourages community members to volunteer at the district's schools to augment its programs. The board has adopted this policy to clarify requirements, expectations and responsibilities related to volunteering for the school district.

The district does not discriminate against volunteers on the basis of race, color, sex, pregnancy, gender, gender expression or identify, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information. All individuals who volunteer for the district should be committed to the district's non-discrimination requirements and its goal of providing quality education and related programs to the children of the community.

The district has a myriad of needs which can be filled by volunteers, and any individual interested in being a school volunteer should contact Assistant Superintendent or Executive Director of Durant Public Schools to begin the volunteer approval process. Prior to volunteering, all volunteers are required to:

- submit an information form
- authorize a criminal records check
- pay the records check fee (fee may be waived in cases of demonstrated financial hardship)
- review relevant school policies
- sign the volunteer compliance agreement

No individual will be permitted to volunteer until all of the required paperwork has been submitted and the criminal records check has been reviewed and approved by the Executive Director of Durant Public Schools. In the event the criminal records check reveals adverse information regarding the potential volunteer, the administration will review the facts and circumstances to determine whether an exception can be granted and in what capacity, if any, the individual may be permitted to volunteer. All potential volunteers will be given the opportunity to explain any adverse information which is discovered during the criminal records check prior to an application being denied.

In addition to the foregoing, there are also special considerations for volunteers who are driving on school field trips or who are volunteering in connection with athletic events. Individuals who transport students in personal vehicles are required to provide additional documentation and declarations related to their driving history and insurance. Individuals who volunteer in connection with athletic events are required to participate in sport-specific education programs.

Revised by vote of the Board of Education October 13, 2014
Revised by vote of the Board of Education August 10, 2015

VOLUNTEER PACKET

Superintendent's Welcome

Thank you for your interest in volunteering for the school district – you will be playing an important role in shaping the lives of district students.

This packet will assist you in completing the application process and provides all the necessary forms. If you have any additional questions or need more information as you work through this packet, please feel free to contact a building principal for additional assistance.

General Expectations

All volunteers are required to:

- comply with board approved policies and procedures – including policies regarding discrimination, harassment, and student privacy;
- conduct themselves in a courteous and civil manner while performing volunteer duties;
- maintain strict confidentiality (anything observed at school must not be discussed outside of school – even with a student's parent - and discussions in school must be limited to a need to know basis);
- dress appropriately for a school setting;
- refrain from discussing personal issues within the hearing of students;
- refer student discipline matters to school employees;
- report suspected cases of child abuse to the assigned teacher or building principal;
- refer student first aid and health needs to school employees (except in an emergency); and
- contact a designated supervisor in the event circumstances prevent performing the assigned duty.

All volunteers should strive to maintain safe interactions with students – for the protection of the student and the volunteer. Volunteers should:

- avoid being alone with a single student;
- conduct volunteer work with individual students (e.g., tutoring) only at designated times and locations;

- treat all students fairly;
- maintain appropriate boundaries, including physical, emotional, and electronic boundaries;
- refrain from exchanging gifts and/or personal information such as phone numbers, Facebook names, addresses, etc.; and
- refer requests for rides or special favors to the assigned employee.

Athletic Volunteers

Due to student safety and liability concerns, an individual may volunteer in the district's athletic program as a coach, trainer, etc. only upon approval of the district's athletic director. Athletic volunteers must submit a separate application and complete all supplemental training required by the athletic director.

These special requirements do not apply to individuals who are serving concessions, taking tickets, passing out programs, or similar activities that do not involve direct supervision or work with student athletes.

Transportation Volunteers

Due to student safety and liability concerns, an individual may volunteer to drive students on field trips or similar activities only upon approval of the district's transportation director. Transportation volunteers must complete a separate application and verification process.

Any individual who volunteers in this capacity is expressly assuming responsibility for any accident which may occur.

Volunteer Information Sheet & Compliance Agreement*Required Annually for All Volunteers*

Name: _____
 Address: _____
 Phone No.: _____ Alternate: _____
 Email: _____
 DOB: _____ (must be at least 18 years of age)

Are you related to a student in the district? If so, list the student's name, grade and school:

Student 1: _____
 Student 2: _____
 Student 3: _____
 (if additional space is necessary, please use the back of this form and check here ☐)

Have you ever been convicted of or pleaded no contest to a serious, violent or drug crime, or are such charges pending against you?

☐ No ☐ Yes (provide explanation below)

Have you ever been required to register as a sex offender?

☐ No ☐ Yes (provide explanation below)

 (if additional space is necessary, please use the back of this form and check here ☐)

I affirm that I will abide by the district's policies and procedures and will conduct myself in accordance with the guidelines provided by the district.

I authorize the school district to conduct a criminal records check to verify that the information I provided is true and correct.

I affirm that the information contained on this form is true and correct.

 Signature

 Date

Office Use Only

ID Verified:	ID Type: _____	No. _____
Records check fee paid:	<input type="checkbox"/> Paid (method _____)	<input type="checkbox"/> Waived
Record report reviewed:	_____/_____/_____	By: _____
Volunteer status:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	
Administrator signature: _____		Date: _____

Transportation Volunteer Information Sheet
Required Annually in Addition to Volunteer Information Sheet

Name: _____
 Address: _____
 Phone No.: _____ Alternate: _____
 Email: _____
 DOB: _____ (must be at least 21 years of age)

Driver's License No: OK: _____ Expires: _____
 Endorsements: _____
 Restrictions: _____

Have you ever been ticketed for driving more than 10 MPH over the speed limit, or for any other traffic related offense?

☐ No ☐ Yes (provide explanation below)

Have you ever been convicted of any offense related to driving while impaired, intoxicated or otherwise under the influence, or any other serious driving related offense?

☐ No ☐ Yes (provide explanation below)

Do you have 2 or more points on your DMV driving record?

☐ No ☐ Yes (provide explanation below)

Vehicle Information

	Vehicle 1	Vehicle 2	Vehicle 3
Make			
Model			
Year			
Color			
# Seatbelts (exclude driver)			
Tag Number			
Tag Expiration			
Auto Insurer			
Auto Policy #			
Auto Policy Expiration			
Insured Drivers			

I am offering to provide transportation for the district's students in my personal vehicle. In making this offer, I am expressly assuming liability for any accident which may occur while I am transporting students. I understand that the district is not providing insurance coverage related to this transportation, and that insurance coverage for any accident I may be involved in while volunteering in this manner is my sole responsibility. I agree to assume such responsibility and to hold the district harmless from any liability.

I confirm that my vehicle is safe to operate and that I will follow all reasonable safety practices, including: using seat belts during student transport, requiring students 12 and younger to ride in the backseat, and refraining from using a cellular, electronic, or digital communication device while driving. I will not transport students while under the influence of alcohol, drugs, other dangerous substances, or medication which may impair my ability to drive, and I will not use tobacco products while providing transportation for students.

I affirm that the information contained on this form is true and correct.

I authorize the school district to conduct a check of my driving record to verify that the information I provided is true and correct.

Signature

Date

<i>Office Use Only</i> <i>Note: Maintain all supporting forms with this application</i>		
ID Verified:	ID Type: _____	No. _____
DMV records fee paid: <input type="checkbox"/> Paid (method _____) <input type="checkbox"/> Waived		
DMV report reviewed: ____/____/____		By: _____
NOTE: Drivers with 2 or more points are not permitted to volunteer.		
Insurance proof reviewed: ____/____/____		By: _____
NOTE: Drivers must have policy minimums of \$100,000 / \$300,000 / \$25,000		
Vehicle registration:	Tag #: _____	Expires: ____/____/____
Volunteer status: <input type="checkbox"/> Approved <input type="checkbox"/> Denied		
Administrator signature: _____		Date: _____

Athletic Program Volunteer Information Sheet
Required Annually in Addition to Volunteer Information Sheet

Name: _____
 Address: _____
 Phone No.: _____ Alternate: _____
 Email: _____
 DOB: _____ (must be at least 21 years of age)

List any special training or expertise in coaching, the care and prevention of injuries, or other relevant experience:

I understand that prior to volunteering for the athletic department, I will be required to furnish proof of completion of a live CPR/AED (adult) course and proof of completion for a first aid, health and safety for coaches course. I will be responsible for all costs associated with completion of these courses. This requirement is waived for physicians.

I understand that I may also be required to obtain additional training, at my own expense, in the sole discretion of the athletic director.

I affirm that the information contained on this form is true and correct.

 Signature

 Date

<i>Office Use Only</i> <i>Note: Maintain all supporting forms with this application</i>		
ID Verified: _____	ID Type: _____	No. _____
CPR certification reviewed: ____ / ____ / ____		By: _____
NOTE: must be a "live" course and must include AED instruction		
First aid certification reviewed: ____ / ____ / ____		By: _____
Volunteer is a physician - CPR & first aid certification waived by: _____		
Volunteer status: <input type="checkbox"/> Approved <input type="checkbox"/> Denied		
Administrator signature: _____		Date: _____

SUPPLEMENTAL ONLINE COURSE PROCEDURES

Upon request, the district will provide supplemental learning opportunities using online technology in a nontraditional classroom setting to students enrolled in the district. Supplemental online courses are an optional avenue of instruction for district enrolled students. All existing requirements related to student progression including retention, promotion, and grade assignment are the same for the district's online students as they are for students enrolled in traditional courses. The district shall ensure that students have the opportunity to advance through the supplemental online course at their own pace so long as the supplemental online course completion corresponds with the standard course completion schedule of the district or the student's Individualized Education Program (IEP) or 504 Plan.

Definition of Terms

A. "Supplemental online course"

An online program that allows students who are enrolled in a public school to supplement their education by enrolling part time in online courses that are educationally appropriate for the student, which are equal to the equivalent of classroom instruction time required for student attendance and participation by the district.

B. "Educationally appropriate"

For the purposes of supplemental online courses, educationally appropriate means any instruction that is not substantially a repeat of a course or portion of a course that the student has successfully completed, regardless of the grade of the student, and regardless of whether a course is similar or identical to the instruction that is currently offered in the school district. The determination of educationally appropriate will be made by the district.

Access to Supplemental Online Courses

Only public school students enrolled in the district will be granted access to supplemental online courses. The district provides enrolled students the opportunity to participate in supplemental online courses that comply with the standard curriculum of the district. Once a student has made a request to enroll in supplemental online course(s), the district will take necessary steps to determine the educational appropriateness of the request and to make online course(s) available to that student. Whether a requested online course is educationally appropriate for a student will be determined by the principal/curriculum director or his or her designee. Students may take supplemental online courses from online course providers selected and approved by the district that meet the criteria established by the Oklahoma State Board of Education (OSBE). The district shall not limit a student's access to supplemental online courses by either policy or application of internal or customary procedures. However, students taking supplemental online

courses from a remote location will be responsible for providing their own equipment and Internet access.

Funding

The district shall provide funding for an enrolled student's participation in online courses in an amount not to exceed the previous year's general fund per pupil expenditure. District students will be allowed to take up to the academic equivalent of five (5) hours of supplemental online instruction per day at no cost to the student. Students wishing to take more online course instruction may do so at their own cost. The district is not responsible to pay an online course provider for online course instruction expenses incurred by a student that exceed the pro-rated portion of the general fund per pupil expenditure for the student. The district will bear no responsibility for payment or collection of any outstanding funds or fees owed by a student to an online course provider.

School Day and Attendance Standards

Public school students enrolled at the district may take supplemental online courses from a location inside or outside of the school site location and may take supplemental online courses outside the normal school hours of operation. Students who elect to enroll in supplemental online courses, regardless of when or where taken, are still required to complete the equivalent number of hours of instruction as regularly enrolled students in the district and must satisfy the same attendance requirements of the district.

Students enrolled in supplemental online courses must meet all state mandated compulsory attendance requirements and are not exempt from state truancy laws. Attendance and participation in a supplemental online course shall be monitored in accordance with district policy and determined by documented student/teacher/course interaction that may include, but is not limited to, online chats, emails, and posting/submission of lessons. The student may be counted "in attendance" when the supplemental online course provider provides evidence of student/teacher/course interaction that demonstrates student progress toward learning objectives and demonstrates regular student engagement in course activity. Supplemental online course providers shall make available to students, parents, and the district, reports that reflect daily attendance and participation. Such attendance/participation reports shall be provided to parents and the district on a weekly basis via electronic format. The supplemental online course provider must provide evidence that the student is making appropriate progress weekly and such reports shall be sent to the designated resident district office via electronic format least once each week.

Student Eligibility, Admissions and Enrollment

Online supplemental courses that are educationally appropriate shall be offered to all qualifying district students who meet the following criteria:

- A. The district offers individual academically approved and educationally appropriate online supplemental courses to students who are enrolled in the district. Students enrolled in supplemental online courses must meet all

enrollment and eligibility criteria set by the district's residency policy, the Oklahoma State Board of Education Rules, and state law. Only students who are enrolled in the district for the current school year are eligible to enroll in supplemental online courses.

- B. The admission process for students taking one or more supplemental online courses through the district shall be the same for students enrolled in traditional coursework.
- C. The district shall allow for ongoing and continuous enrollment for supplemental online courses that are compliant with state law and all applicable State Board of Education rules. Students may have input as to the selection of supplemental online course providers but the final determination and selection of the providers is left to the discretion of the district.
- D. Students enrolled in supplemental online courses shall have their progress monitored by the supplemental online course provider weekly. Progress reports shall be transmitted to the district's designated representative and the student's parent or guardian via electronic format. Such reports shall be reviewed by the district at least twice per month.
- E. All public school districts in Oklahoma shall recognize course credit issued for courses authorized through the Supplemental Online Course Procedures.
- F. Online course providers shall officially notify the district and parents in writing of the completion of each course the student takes within five (5) business days of completion. Course grades must be reported in the form of a percentage or in a manner consistent with district grading policies. The district shall use its established grading scale to convert the percentage to a letter grade or other notation consistent with district grading policies for transcript purposes.
- G. District policies regarding grading scales and credits earned shall be applied to supplemental online courses under the same criteria as courses offered by the district. A grade assigned for course credit from a supplement online course shall be treated the same as any other course offered by the district.
- H. Online course providers must report any change in a student's status (moving, dropping a course, etc.) immediately upon discovery or notification of the student's change in status.

Appeal Process

If a student's enrollment in a supplemental online course is denied based on a determination by the district that the course is not educationally appropriate, the parents or guardians of the student may appeal that determination to the district Superintendent. The district will notify the OSBE, Director of Instructional Technology, of any denial of a student's enrollment in online supplemental course(s), the reason for the denial, and any correspondence or information the district received in support of the student taking the online course.

Grace Period

A student may withdraw from a supplemental online course within fifteen (15) calendar days from the first day of a supplemental online course enrollment without academic penalty. A student who withdraws from any supplemental online course is still obligated to complete the equivalent number of classroom hours of education instruction that is required of students in the district in accordance with state law and district policy. The district shall not be required to pay an online course provider for any student enrollment of less than fifteen (15) calendar days.

Extracurricular and Co-Curricular Activities

Students enrolled in one or more supplemental online course may participate in extracurricular activities sponsored by the district in accordance with district eligibility rules and policies, the Oklahoma Secondary Schools Athletic Association (OSSAA) rules and regulations, and any other rules and regulations of a private association governing regulation of the interscholastic activities and contests of schools.

Student Assessments

Each student enrolled in one or more online course will participate in required state-level academic assessments administered pursuant to state law in the same manner as other regularly enrolled students within the state. The results of the assessments shall be released to the district and the online course provider. No student will be allowed to enroll in an online course without submission of a signed Education Student Assessment Results Release Form or FERPA waiver.

Special Education Students

The district shall provide supplementary aids and services, program modifications, supports for personnel and accommodations set forth in a student's IEP or Section 504 Plan to enable a student to take supplemental online courses that have been determined to be educationally appropriate for the student by the student's IEP or 504 team members. Provisions in the IEP for related services shall be the responsibility of the district where the student is enrolled in accordance with the Individuals with Disabilities Education Act (IDEA). Enrollment in a supplemental online course does not abdicate, modify or alter the district's legal obligation under the IDEA.

CORRESPONDENCE COURSES

Students in attendance at Durant High School may be permitted to transfer a maximum of one unit of credit of correspondence study per year for two years. Not all courses are acceptable; therefore, the student should check with the principal before enrolling in a correspondence course if the credit is to be used in meeting graduation requirements.

The Durant Board of Education and the administration will take all special cases into consideration in an effort to allow every student an opportunity to complete the required credits to graduate on time.

Revised by vote of the Board of Education December 3, 2012

Revised by vote of the Board of Education, August 5, 2016

LESSON PLANS

It is the belief of the Durant Board of Education that in order to progress there must be a plan. Teachers are expected to plan for each class period in order to make them effective. As long as the teachers are well prepared and seem to be making progress, the form and extent of the lesson plans will be left to their discretion. Principals may require that lesson plans be submitted for review.

LIBRARY SELECTION POLICY

The Durant Board of Education and the media staff of the Durant Public Schools subscribe in principle to the following statement of policy expressed by the American Association of School Librarians:

MEDIA CENTER - SELECTION OF LIBRARY BOOKS

The board of education, which is responsible for all book purchases, recognizes the student's right of free access to many different types of books. The board also recognizes the right of teachers and administrators to select books and other materials in accord with current trends in education and to make them available in the schools. It is therefore the policy of this district to require the materials used in the school library media program, including print materials, nonprint materials, multimedia resources, equipment, and supplies, selected for our schools be in accord with the following:

1. Books and other reading matter shall be chosen for values and enlightenment of all students in the community. A book shall not be excluded because of the race, nationality, political or religious views of the writer or of its style and language.
2. Every effort will be made to provide materials that present all points of view concerning the problems and issues of our times, international, national, local and books or other reading matter of sound factual authority shall not be prescribed or removed from library shelves or classrooms because of partisan, doctrinal, approval or disapproval.
3. When acquiring books and other materials, the materials selected shall reflect the district's community standards for the population the library serves, and the materials shall be age-appropriate to the schools in which the materials are made available.
4. Books and other materials shall be selected in a manner ensuring that materials available to students are adequate in quantity and quality to meet the needs of students in all areas of the school library media program.
- *5 Censorship of books shall be challenged in order to maintain the school's responsibility to provide information and enlightenment.

*In accordance with number 3 above, the board has adopted the following policy for dealing with censorship of books and other materials:

- The final decision for controversial reading matter shall rest with the board of education after careful examination and discussion of the book or reading matter with school educators.
- No parent or group of parents has the right to determine the reading matter for students other than their own children.

- The board does, however, recognize the right of an individual parent to request that his or her child does not have to read a given book, provided a written request is made to the superintendent.
6. Any parent who wishes to request reconsideration of the use of any book in the school must make such a request in writing on forms available from the superintendent. The statement must be signed and identified so that a reply may be given.
 7. A committee of two teachers and one librarian, appointed by the superintendent, shall review the material and judge whether it conforms to the above stated principles, and submit its report in writing to the superintendent.
 8. If the matter cannot be resolved at this level, then the written criticism along with the superintendent's evaluation will be forwarded to the district's Curriculum Department for disposition. The concerned parties will be notified of the final disposition in writing.
 9. No library in the district shall have available to minor students any pornographic materials or sexualized content. Pornographic materials and sexualized content are defined as follows:

Pornographic means:

- (1) depictions or descriptions of sexual conduct which are patently offensive as found by the average person applying contemporary community standards, considering the youngest age of students with access to the material,
- (2) materials that, taken as a whole, have as the dominant theme an appeal to prurient interest in sex as found by the average person applying contemporary community standards, and
- (3) a reasonable person would find the material or performance taken as a whole, lacks serious literary, artistic, educational, political, or scientific purposes or value, considering the youngest ages of students with access to the material.

Sexualized content means material that is not strictly pornographic but otherwise contains excessive sexual material in light of the educational value of the material and in light of the youngest age of students with access to said material.

10. A student is not prohibited from reading, owning, possessing, or discussing any book they obtained without the assistance or encouragement of the district, its employees or its libraries. Nothing in this policy should be construed to authorize the bringing of pornographic material or sexualized content on the grounds of the district.
11. Annually every October 1st, the district shall transmit to the Oklahoma State Department of Education a complete listing of all books and other materials available in any school library in the district. An attestation from the Superintendent that a public online school library catalog(s) contains a complete

and accurate list, along with the website for accessing the relevant school library catalog(s) shall fulfill this reporting requirement.

12. The district shall have a written policy for reviewing the educational suitability and age-appropriate nature of any material in a library in the district and for receiving and responding to complaints regarding materials in the libraries in the district.
13. The parent/guardian of a student alleging a violation by the district regarding requirements pertaining to its library collection pursuant to the Oklahoma Administrative Code 210: 35-3-126(a), shall provide a written complaint to the Oklahoma State Department of Education summarizing the alleged violation.

Reference: OKLA. STAT. tit. 70, § 11-201, OAC 210:35-3-126, OAC 210:35-3-127, OAC 210:35-3-121, et. seq.

Revised by vote of the Board of Education, August 8, 2016

Revised by vote of the Board, August 9, 2023

CITIZEN'S REQUEST FOR RECONSIDERATION OF MATERIALS

Author _____ Publisher _____ Type of Material:
 Title _____ Library Book _____
 Request Initiated by _____ Paperback _____
 Textbook _____
 Other Item _____

Address _____ Phone _____

Complainant represents: Himself _____
 Any Group/Organization _____
 (Identify by name) _____

1. To what in the material do you object?
 (Please be specific, cite pages – use back if necessary)

2. Did you read and examine the entire item? _____
 What parts? _____
3. What do you think might be the result of using this material? _____

4. For what age group would you consider this material acceptable? _____
5. Is there anything good about this material? _____
6. Are you aware of the judgment of this book or item by established critics? _____
7. What do you believe is the theme of this material? _____

8. What would you like your school to do about this item?
 Do not assign it to my child _____
 Withdraw it from all students _____
 Assign it only with parental approval _____
 Send it back to its respective department for re-evaluation _____
9. In its place, what material of equal quality would you recommend that would convey as
 valuable a picture of our civilization? _____

 Signature of Complainant

 Date

TEXTBOOK SELECTION POLICY

It is the policy of the Durant Board of Education to appoint a committee for the purpose of selecting textbooks to be used in this school district. The committee will be composed of the superintendent or his/her designee – who shall be a principal or a curriculum specialist – one parent of a child enrolled in this district, and six classroom teachers. The superintendent or his/her designee shall serve as chairperson.

The textbook selection committee members will be appointed on an ad hoc basis as needed and will not be compensated. The administration will ensure that all textbooks necessary for completion of assigned work are routinely available to every student.

The committee will review examination copies of each textbook in those subject areas where a need has been determined to exist. The examination copies may be obtained by communicating such need to the State Department of Education. Only examination copies of textbooks selected by the State Textbook Committee will be reviewed by the textbook selection committee.

Only textbooks appearing on the multiple list selected by the State Textbook Committee will be adopted by the board.

Following the committee's review and approval of the board, the superintendent will requisition the textbooks recommended by the committee from the State Department of Education.

SCHOOL LIBRARY

It is the policy of the Durant Board of Education that efforts be made to staff and maintain a school library adequate for the needs of students and teachers.

1. Borrowed books are due two weeks from the date they are checked out. Books may be borrowed for two additional weeks unless someone is on a “request list” for the book.
2. Students may check out a maximum of two books from the library at one time. Permission may be obtained from the librarian to borrow additional books if needed for reference or a special project.
3. Students with overdue books will not be allowed to check out additional materials. Notice of overdue books shall be passed to classroom teachers.
4. Borrowers will be charged replacement costs for all books or materials which are lost or destroyed.
5. Encyclopedias and other reference books or materials may not be removed from school premises. A photocopy of a specific article may be obtained from the librarian.
6. Magazines, newspapers, and other periodicals may not be removed from the library and must be returned to the proper rack, shelf, or table.
7. Students will not be admitted to the library while classes are in session without a hall pass signed by their teacher.
8. Quiet and orderly conduct in the library will be enforced by the library staff.
9. Audio-visual equipment and materials may be checked out by teachers only. Teachers may request equipment for student use.
10. The use of library equipment and materials shall be prearranged with the librarian, including any after-school hour uses.
11. Students and their parents/guardians shall be informed that it is a misdemeanor under Oklahoma law to remove or attempt to remove any library material from the premises of a library facility without authority; or to mutilate, destroy, alter or otherwise damage, in whole or in part, any library materials, or to fail to return any library materials which have been lent to said person by the library facility, within seven days after demand has been made for the return of the library materials.
12. The librarian or any person on the library staff will not disclose or permit the disclosure of any records or materials which disclose which of its documents or other materials have

been loaned to or are being used by any student or group except such information may be disclosed to (a) persons acting within the scope of their duties within the school district, (b) persons authorized to inspect such records, in writing, by the student or group, or (c)

INTERNET ACCEPTABLE USE POLICY

Acknowledging that the development of instructional technology is an ongoing evolution, the following regulations are intended to be reviewed and edited as changes in technology require. Safety and privacy are the guiding premise for the following expectations regarding the use and access of technology at Durant ISD. It is the district's intent to provide reasonable, equitable, and safe access to and storage of information for all users, in support of education and consistently with the educational objectives of the district. As in all of its work with and for students and families, the Family Educational Rights and Privacy Act (FERPA) guides many of the district's decisions with regard to the wise and judicious use of technology. Users are expected to always act responsibly in their use of technology resources. Use of district resources and systems is a privilege afforded to users of the district. Use of these resources is not a right and inappropriate use will result in a cancellation of those privileges. Students bear the burden of responsibility to inquire with school administrators and/or teachers when they are unsure of the permissibility of a particular use of technology prior to engaging in the use. Students and employees are to use the system only for educational activities, administrative activities, and academic research.

- A. The term "user" is defined as any student, employee or visitor with access to the district's network via sanctioned login or guest credentials. The term "device" pertains to any piece of equipment used on the Durant ISD network, in any way, including district and non-district owned devices. Users will comply with current requirements regarding responsible use of the system and network.
- B. The district will take reasonable steps to secure the network and computer systems against unauthorized access and/or abuse, while making the network available and accessible for all authorized users.

To comply with the Child Internet Protection Act (CIPA) [Pub. L. No. 106-554 and 47 U.S.C. §254(h)] and other federal and state statutes, the school district will utilize filtering software or other technologies to reasonably protect users from accessing any media that is inappropriate or harmful to minors. It is impossible for the district to guarantee that students will not be exposed to inappropriate materials through their use of the Internet. It is a district belief that parents bear primary responsibility for communicating acceptable behavior and family values to their children. The district encourages parents to discuss with their children what material is and is not acceptable for their children to access through the district system.

In compliance with the Protecting Children in the 21st Century Act, Section 254(h)(5), the District is educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.

- C. Failure to secure a computer for even a short period of time can have significant consequences. Users are responsible for their user ID accounts and passwords and should take reasonable precautions to prevent others from gaining access to their accounts. Users are solely responsible for all actions taken under their user ID. All users are expected to lock their device when away from it.

Sharing a user ID or password with any other person is prohibited. Under no circumstances may users provide their passwords to another person or permit another person to use their account once activated. Users may not use another user's credentials without explicit permission for the purpose of technical assistance.

Users should never give out private or confidential information about themselves or others on the internet. Unauthorized disclosure, use, and dissemination of personal identification information regarding minors is strictly prohibited.

Users should always use network etiquette when utilizing district technology or services.
www.copyright.gov/fls/fl102.html).

- D. United States copyright law will govern the use of material accessed through the network. Users should make a standard practice of requesting permission from the holder of a work before copying material or incorporating substantial portions of a work in other materials. This does not apply to appropriately cited references in scholarly research. Users who violate this provision do so at their own risk and will be held personally liable for their negligence.
- E. No user shall have any expectation of privacy in any computer usage, electronic mail being sent or received by the district's computers or district-provided internet access. The district's system operators may access any electronic mail or computer usage and may delete any inappropriate material found, sent or received using the district's computers or district-provided internet access. In addition, discipline may be imposed for improper usage. The District will cooperate fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws, and provide contents of user's files to authorities, in accordance with the Oklahoma Open Records Act.
- F. The district makes no warranties of any kind, whether express or implied, for the services provided and will not be responsible for any damages which you may suffer through use of the district system or the Internet, including, but not limited to, the loss of information or files or the interruption of service. The district is not responsible for the accuracy or quality of information obtained through use of the district system or the Internet. The district is not responsible for any financial obligations which may be incurred through use of the district system.
- G. The following prohibited uses must be adhered to by all users:
 - a. Unauthorized use of any wireless device during a test (i.e. text messaging, image photography, etc.) will be considered cheating. Appropriate and commensurate disciplinary consequences will be administered.
 - b. Wireless device photography is prohibited in "private spaces", such as restrooms and locker rooms at all times.
 - c. Users may never photograph or video other users without their permission, or the permission of the parent/guardian of a minor. Exception to policy provisions may be granted in advance by the site administrator for the following purposes:
 - i. Monitoring or providing support for students with specific health need.
 - ii. Exceptions necessitated by instructional needs such as photography class, club activity support (i.e. website maintenance, social media graphics,) yearbook, etc.
 - d. If a user fails to follow guidelines for in-school use of a personal device, the device may be confiscated by the district. If a device is in the possession of an administrator, it may be held until appropriate communications and consequences have been made/discussed. The site administrator may take further disciplinary actions, provided they are consistent with applicable board policies.

- e. Accessing, uploading, downloading, transmitting, displaying, or distributing obscene or sexually explicit material; or transmitting obscene, abusive, or secularly explicit language is prohibited. Accessing material that is profane or that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature) as well as using inappropriate language while accessing the district's network is prohibited.
- f. Damaging computers, computer systems, network services, or data; vandalizing, damaging or disabling the property of another person or organization; disabling computers, systems or networks through the intentional misuse or excessive use of network resources or the spreading of computer viruses and/or malware through the use of infected files or other electronic/digital media is prohibited.
- g. Participating in cyberbullying, to intentionally harm, harass, intimidate, or reject another person is prohibited. Such activities or knowledge of the activity shall be reported to school personnel. Users may not engage in sexual harassment or use objectionable language in public or private messages, e.g., racist, terroristic, abusive, sexually explicit, threatening, demeaning or slanderous language.
- h. Attempting to gain unauthorized access to the district system or to any other computer system within the district, or go beyond a user's authorized access. Attempting to browse the system, hide files, or encrypt files, will be construed as an attempt to gain unauthorized access or compromise the system. Users are also prohibited from directly attaching any network device with the intent of creating a personal wireless network while on campus.
- i. Users may not campaign for or against any political candidate, or ballot proposition or use the system for political purposes, political lobbying, or speech. Users may use the system to communicate with their elected representatives or elected officials for curriculum related purposes, or for reasons which are important to the educational process.
- j. Downloading, streaming and/or storage of audio, video, software, or other electronic/ digital media, such as movies, images and music files, for personal purposes, or that break copyright law is prohibited.
- k. Sending mass emails to large groups, such as an entire school or all contacts in the district's email system, for purposes of personal gain, intentionally inappropriate editorializing, or other non-sanctioned personal communication is forbidden. Users should not post chain letters or engage in "spamming." Spamming is sending an unnecessary email message to a group of people. (This does not prohibit official communication with patrons on behalf of the district, a school, a school organization, or a teacher.)
- l. Users are prohibited from using social networking or messaging sites in a manner that distracts from or disrupts the educational process. Signing of this policy incorporates agreement to the Social Media and Social Networking policy #5220.3.
- m. Users are prohibited from using personal wireless devices in a manner that distracts from or disrupts the educational process. Signing of this policy incorporates agreement to the Personal Wireless Device policy #6580.
- n. Users may not participate in online gambling or lotteries using district resources.
- o. Utilizing resources for commercial purposes that result in personal gain is prohibited.

- H. The District reserves the right to restrict use of district owned technologies and personally owned devices on school property or at school-sponsored events. All personal devices accessing the Internet through the District network will be subject to the District's content filtering system. Not all devices may be compatible with the network authentication system. Users joining the District network with personal devices will self-register their devices during their use. Users may be limited on the number of concurrent devices used on the network. The District shall not be liable for the loss, damage, misuse, theft of any personally owned device brought to school. The District reserves the right to monitor, inspect, copy, and review a personally owned device or file when administration has a reasonable suspicion that a violation has occurred.
- I. Users will be required to sign appropriate documentation indicating they have read and/or attended instruction regarding Policy 5220 regulations and standards of conduct prior to using the network. If a student is under 18, his/her parent/guardian will be required to also sign the documentation.

The terms and conditions set forth in this policy shall be deemed to be incorporated in their entirety in the Acceptable Use Policy executed by every user. By signing this AUP, the user agrees to abide by the terms and conditions contained in this policy. The user acknowledges that any violation of this policy may result in access being revoked, confiscation of district or non-district owned equipment or disciplinary action being taken, including suspension, criminal prosecution, and/or termination of employment.

FOR STUDENTS:

I have received a copy of the Technology Acceptable Use Policy. I have read and agree to abide by its provisions. I understand that any violation of the use provisions may result in disciplinary action including, but not limited to, suspension and/or revocation of network privileges and suspension from school.

FOR EMPLOYEES:

I have received a copy of the Technology Acceptable Use Policy. I have read and agree to abide by its provisions. I understand that any violation of the use provisions may result in disciplinary action **including suspension and/or revocation of network privileges as well as any discipline allowed by law including termination of employment.**

Student or Employee User Section:

Last Name: _____ First Name & Middle Initial:

ID Number: _____

Home Address:

Phone: _____

User Signature: _____

Date: _____

Sponsoring Parent or Guardian Section (for students under 18):

I have read the Technology Acceptable Use Policy and Student Handbook for Durant Public Schools. I understand that the School District has taken reasonable precautions to ensure that access to controversial material is limited to the extent possible. I realize, however, that it is not possible to completely prevent access to inappropriate material. I will monitor my child's use of the network and his/her access to the Internet, and will accept full responsibility for supervision in that regard if and when my child's use is not in a school setting. I hereby release the School District from liability in the event that my child acquires inappropriate material through use of the District's computing resources or the Internet. I hereby request that the District issue an account for my child and certify that the information contained on this form is correct.

Parent/Guardian Signature: _____

Date: _____

Home Address:

Phone: _____

Reference: 74 O.S. §840-8.1

Approved by the Board of Education October 3, 2011
Revised by the Board of Education November 7, 2011
Revised by the Board of Education, August 13, 2019.
Revised by the Board of Education, August 18, 2020

Home Address _____ Home Phone No. _____

Student's Signature _____ Date _____

Home Address _____ Phone No. _____

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DURANT SCHOOL DISTRICT
EMPLOYEE INTERNET ACCESS AGREEMENT

Employee Name: _____
(Last) (First) (Middle)

Position: _____

School or Site: _____

Home Address: _____

Home Phone No.: _____

I have received a copy of the Internet Acceptable Use Policy. I have read and agree to abide by its provisions. I understand that any violation of the use provisions may result in disciplinary action including suspension and/or revocation of network privileges as well as any discipline allowed by law including termination of employment.

Employee's Signature: _____

Date: _____

DURANT SCHOOL DISTRICT SOCIAL MEDIA AND SOCIAL NETWORKING

Durant Independent School District recognizes the appropriate use of social media as a method for communicating ideas and information. The forms of electronic and digital communications change rapidly. This policy addresses common existing forms of electronic and digital communication (email, texting, blogging, tweeting, posting, etc.) but is intended to cover any new form of electronic or digital communication which utilizes a computer, phone or other digital or electronic device.

Definitions

“Social networking” or “social media” means interaction with external websites or services based upon participant contributions to the content. Types of social media include social and professional networks, blogs, micro blogs, video or photo sharing and social book marking; and

“Comment” means a response to an article or social media content submitted by a commenter.

Official Use of Social Media

The district is responsible for creating and maintaining its “official” online presence. Unless specifically authorized by the Superintendent, no district employee may create an “official” District presence on any form of Social Media, now in existence, or created in the future, or represent themselves as a spokesperson or authorized representative of the District.

Professional Conduct

The District is committed to creating an environment in which all persons can interact together in an atmosphere free of all forms of harassment, exploitation or intimidation. Therefore, when communicating via social networks, employees are expected to act with honesty, integrity, and respect for the rights, privileges, privacy, and property of others. By doing so employees will be abiding by applicable laws, school district policy and the core values of the District. The District prohibits abusive or offensive on-line behavior of employees at work or when engaged in work-related activities; likewise, District resources are not to be used in abusive or offensive ways. Also, the District discourages out-of-school on-line abusive or offensive behavior because of its potential to interfere with and disrupt working and student relationships.

Employees are responsible for the material they publish online as well as the messages sent via computers and wireless telecommunication devices. Any conduct that negatively reflects upon the district, consists of inappropriate behavior, or

creates disruption on the part of an employee may expose that employee to disciplinary action up to and including termination. Inappropriate behavior is defined as any activity that harms students, compromises an employee's objectivity, undermines an employee's authority or ability to maintain control of students or work with or around students, is disruptive to the educational environment, or is illegal. Moreover, employees should not engage in personal social media during working hours.

Expectations of Staff

District employees are role models and must exemplify ethical behavior in their relationships with students, clients, and other staff members. Online activity, including personal online activity, is public and is therefore a reflection on the district as an organization. Employees should exercise good judgment and common sense, maintain professionalism, and address inappropriate behavior or activity discovered on these networks. Inappropriate behavior or activity should be immediately communicated to a direct supervisor. The following should inform and guide employee judgment and actions:

1. The line between professional and personal relationships can become blurred; therefore, district employees should exercise discretion and maintain professionalism when communicating with students via computers or wireless telecommunication devices. Employees should limit this type of communication with students to matters concerning a student's education or extra-curricular activities for which the staff member has assigned responsibility. Excessive messaging or other social media communication to an individual student should be avoided.
2. District employees are prohibited from engaging in private exchanges with students, and should only communicate with groups or in such a manner that the communication can be publicly viewed.
3. Photos of and videos featuring students should not be posted on social media without the informed consent of a parent/guardian. For personal protection, never take a photo of an individual student.
4. Group student photos may be submitted to the principal or superintendent for inclusion on official district accounts.
5. Students should not be cited, obviously referenced, or depicted in images without proper written approval of the student's parent/guardian, and the confidential details of these individuals should never be disclosed.

6. Externally communicating any confidential information or information related to the District not intended for public dissemination is always forbidden and may be grounds for termination and legal action. Public information will be released through the superintendent or designee.
7. Copyright and fair use laws must be respected at all times. Trademarks such as logos, slogans, and digital content such as art, music, or photographs, may require permission from the copyright owner. It is the responsibility of the employee to seek permission for any such trademarked content.
8. District employees are discouraged from sharing content or comments containing the following when it is directed at a colleague, parent, student or citizen of the State of Oklahoma:
 - a. Obscene sexual content or links to obscene sexual content;
 - b. Abusive and bullying language or tone;
 - c. Conduct or encouragement of illegal activity; and
 - d. Disclosure of information which an agency and its employees are required to keep confidential by law, regulation or internal policy.

Content or comments of the type listed above are especially concerning when directed at or exchanged with a student and, as a result, may result in disciplinary action up to and including termination of employment and, in some instances, referral to law enforcement or licensing bodies.

Accountability

All staff are expected to serve as positive ambassadors for the district and appropriate role models for students. Failure to do so could put an employee in violation of district policy. Violation of district policies and procedures may result in disciplinary action up to and including termination of employment. All employees who have reason to believe that their on-line conduct has generated public or media attention are expected to immediately report their activity and attention generated to their supervisor.

Distribution of Policy

This policy shall be distributed to all employees via the District's e-mail system at the beginning of each school year and at the time of hiring to all new employees hired after the start of the school year.

Reference: 74 O.S. §840-8.1

Approved by the Board of Education October 3, 2011
 Revised by the Board of Education November 7, 2011
 Revised by the Board of Education, August 13, 2019.

POLICY AND PROCEDURES ON USE OF INTERNET-BASED INSTRUCTION

I. Statement of Purpose

Internet-based instruction provides flexibility not available with traditional classroom methods. Students may benefit from being able to proceed through course work at an individual pace and by having access to information and course materials at convenient times and places. Consistent with sound educational principles, it is the intention of the Board of Education of the Durant School District to make full use of the Internet for the delivery of educational materials. Internet-based instructional programs approved by the Board of Education for use in the School District are intended to supplement, not replace, direct, face-to-face student and teacher interaction.

II. Definitions

- (a) Synchronous instruction. Instruction occurring through real time interaction between instructor and student. Regular classroom instruction and two-way interactive video instruction are examples of synchronous instruction. Internet-based instruction requiring real time interaction between student and instructor as the primary format of instruction is also synchronous instruction.
- (b) Asynchronous instruction. Asynchronous instruction does not depend upon real time interaction between student and teacher. Asynchronous instruction allows the student to engage in learning activities anywhere, at anytime.
- (c) Internet-based instruction. Internet-based instruction uses the Internet or World Wide Web as the primary medium, with a computer serving as the primary tool of instruction. Internet-based instruction may be synchronous or asynchronous.
- (d) Two-way interactive video instruction. Two-way interactive video instruction consists of real time (synchronous) interaction between student and instructor by means of an electronic medium providing both audio and video signal.

III. Approval of Curriculum

The Board of Education of the Durant School District shall review and approve all courses to be offered by means of Internet-based instruction. Courses offered for credit by means of Internet-based instruction shall be aligned with the Priority Academic Student Skills (PASS). Requests to the Board of Education for approval of specific courses to be offered by means of Internet-based instruction shall include, without limitation, the following information: (i) a narrative description of the course, including learning objectives, course materials and requirements for satisfactory completion of course work, (ii) the nature and frequency of graded and ungraded assignments, (iii) the manner in which instructors will evaluate course work and communicate such evaluations to students, and (iv) the number of credits to be awarded and whether credits will be awarded on a pass/fail or graded basis. Students earning credit by means of Internet-based instruction shall participate in all assessments required by the Oklahoma School Testing Program. No student shall be allowed to participate in these assessments at a place other than the school site at which the student is enrolled.

The number of students which each instructor may supervise in courses offered by means of Internet-based instruction shall be established by the Board of Education on a case-by-case basis. Oklahoma Statutes limiting the number of student's public school teachers may supervise in each period of instruction and the total number of students allowed daily shall apply to synchronous instruction, whether offered by means of the Internet or by two-way interactive video.

IV. Instructors and Staffing

The School Principal at each site offering courses by Internet-based instruction shall designate a certified staff member to facilitate the offering of Internet-based instruction and to assist students in enrolling in such courses. Instructors of Internet-based courses (i) must be certified in Oklahoma or, (ii) if the course originates out of state, must be certified in the state of origin to teach in the content area of the course offered or, (iii) must be a faculty member at an accredited institution of higher education possessing the specific content expertise necessary to teach the course. Instructors of Internet-based courses must, in addition to such certification, complete in-service training pertaining to the methodology of instructional delivery and the technical aspects of distance learning.

V. General Policies and Procedures

Only students who are regularly enrolled in the School District are allowed to enroll, for credit, in courses offered by means of Internet-based instruction. The Principal at each site offering courses by Internet-based instruction shall make available in the Principal's office, an application form for enrollment in such courses. Applications for enrollment in Internet-based courses will be evaluated by the Principal or the Principal's designee. Applications should be approved if the Principal or Principal's designee determines that space is available and that such enrollment will further specific educational needs of the student which cannot be met by traditional classroom studies. Minor students whose enrollment application for Internet-based courses have been approved shall, before the beginning of instruction, deliver to the site Principal a parental/guardian consent form addressing the students' participation in the Internet-based instructional program and acknowledging receipt of specific information regarding the course, including grading criteria, time for completion of course work, testing and attendance requirements, and costs for equipment and supplies. A student whose enrollment application is rejected may appeal such action to the School District Superintendent. Only students who have enrolled in Internet-based instructional courses with the approval of the site Principal or Superintendent will be eligible for credit upon completion of the required course work.

Instructors and students participating in Internet-based instruction are responsible for complying with all federal, state and local statutes and ordinances and with all Board policies, rules and regulations regarding the course work and use of School District facilities and computer networks including, without limitation, regulations governing copyright and trademark infringement, federal communications rules pertaining to public broadcasting of audio and video signals and student privacy.

VI. Privacy Statement

Although the School District will use reasonable efforts to safeguard the privacy and confidentiality of identifiable information concerning students and course work transmitted during the course of the student's participation in Internet-based instruction, transmissions by means of the Internet cannot be made absolutely secure. The School District will have no liability for disclosure of identifiable information, including educational records, due to errors in transmission or the unauthorized acts of third parties. The School District will not use identifiable information or individual student data obtained through participation in Internet-based instructional courses for any purposes other than those that support the instruction of the individual student. The School District may collect information concerning its Internet-based instruction on an aggregate basis for use in evaluation of the instructional program or for other purposes not directly related to any individual student. Such information will not be traceable to any particular student, nor will such information be used to identify or contact any particular student by the School District or any third party.

VII. Cooperative Agreements

Internet-based courses may be submitted for approval of the Board of Education in cooperation with courses offered by other school districts. In such event, School District shall enter into an interlocal cooperative agreement with each cooperating school district, addressing allocation costs and expenses, dates and times of course offerings, instructor evaluations, selection of instructional materials, student grades and grading policies, teacher loads and employment issues.

INTERNET AND TECHNOLOGY SAFETY

It is the policy of the district to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic or digital communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 U.S.C. § 254(h)] and Oklahoma law [OKLA. STAT. tit. 70, § 11-201]

Definitions

The determination of what is "inappropriate" for minors shall be determined by the district. It is acknowledged that the determination of such "inappropriate" material may vary depending upon the circumstances of the situation and the age of the students involved in online research and activity.

The terms "minor," "child pornography," "harmful to minors," "obscene," "technology protection measures," "sexual act," and "sexual contact" shall be defined in accordance with the Children's Internet Protection Act, Oklahoma law, and any other applicable laws/regulations as appropriate and implemented by the district.

Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet Filters") shall be used to block or filter Internet (or other forms of electronic or digital communications) access to inappropriate information. Specifically, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

Any individual who uses the district's resources to access the Internet or engage in any electronic or digital communication is required to participate in the district's education efforts (undertaken pursuant to the Children's Internet Protection Act) and comply with the district's acceptable use policy.

Supervision and Monitoring

All employees are responsible for supervising and monitoring student use of the Internet in accordance with the district's technology policies, the Children's Internet Protection Act, and Oklahoma law. The district's IT department shall establish and implement procedures regarding technology protection measures. No individual will be permitted to use the district's technology resources in a manner inconsistent with the district's policies.

Personal Safety

Employees and students shall not use the district's technology resources in any manner that jeopardizes personal safety. Students and employees must follow the district's technology policies, including the acceptable use policy which details the district's safe use standards.

Certification and Verification

The district shall provide certification, pursuant to the requirements of the Children's Internet Protection Act, to document the district's adoption and enforcement of its Internet and Technology Safety Policy, including the operation and enforcement of technology protection measures for all district computers with Internet access.

The district shall also obtain verification from any provider of digital or online library database resources that all the resources they provide to the district are in compliance with Oklahoma law and the district's Internet and Technology Safety Policy. If any provider of digital or online library resources fails to comply, the district shall withhold payment, pending verification of compliance. If any provider of digital or online library resources fails to timely verify compliance, the district shall consider the provider's act of noncompliance a breach of contract.

Reporting

No later than December 1 of each year, Oklahoma law provides that libraries shall submit to the Speaker of the Oklahoma House of Representatives and President Pro Tempore of the Oklahoma State Senate an aggregate written report on any issues related to provider compliance with Internet technology measures as required under Oklahoma law.

Employee Liability

Employees of the district shall not be exempt from prosecution for willful violations of state law prohibiting indecent exposure to obscene material or child pornography as provided under Oklahoma law [OKLA. STAT. tit. 21, § 1021].

Reference: 47 U.S.C. § 254(h); OKLA. STAT. tit. 70, § 11-201; OKLA. STAT. tit. 21, § 1021. Act

Reference: 47 U.S.C. § 254(h); OKLA. STAT. tit. 70, § 11--202; OKLA. STAT. tit. 21, § 1021.

]

It is the policy of the district to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic or digital communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 U.S.C. §254(h)].

Definition

Key terms as defined in the Children's Internet Protection Act:

Access to Inappropriate Material - To the extent practical, technology protection measures (or "Internet Filters") shall be used to block or filter Internet (or other forms of electronic or digital communications) access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

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Any individual who uses the district's resources to access the Internet or engage in any electronic or digital communication is required to participate in the district's education efforts (undertaken pursuant to the Children's Internet Protection Act) and comply with the district's acceptable use policy.

Supervision and Monitoring

All employees are responsible for supervising and monitoring student use of the Internet in accordance with the district's technology policies and the Children's Internet Protection Act. The district's IT director shall establish and implement procedures regarding technology protection measures. No individual will be permitted to use the district's technology resources in a manner inconsistent with the district's policies.

Personal Safety

Employees and students shall not use the district's technology resources in any manner that jeopardizes personal safety. Students and employees must follow the district's technology policies, including the acceptable use policy which details the district's safe use standards.

Approved by vote of the Board of Education, August 5, 2013
Revised by vote of the Board of Education, August 17, 2022
Revised by vote of the Board of Education, August 9, 2023

PROVIDER VERIFICATION

STATE OF _____)
)
 COUNTY OF _____)

The undersigned, under penalty of perjury, certifies to Independent School District No. ____ of _____ County, Oklahoma (the "District") as follows:

1. I am a duly authorized representative of _____ (the "Provider").

2. The Provider has entered into a contract with the District to provide certain digital and online library database resources to the District.

3. I certify that the Provider agrees to abide by all terms of the District's policy on Internet and Technology Safety, and agrees that it is in compliance with Oklahoma law on digital or online library safety, as currently codified at Okla. Okla. Stat. tit. 70, § 11-202.

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

Organization Name ("Provider")

By: _____
Name: _____
Title: _____

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

My Commission expires:

 Notary Public

SUBSCRIBED AND SWORN to before me this ____ day of _____, 20__.

FIELD TRIPS AND EXCURSIONS

Local field trips will be made only with the prior approval of the building principal. Advance consent of the student's parent or guardian is required for any excursion or field trip.

Senior trips, except for local field trips, may not be taken during the regular 180-day school year.

The board of education defines educational field trips as visits to an area industry, factory, shop or plant, courthouse, museum, theater, lecture or symposium, or farm, ranch, rock quarry, creek, river, park, etc., by a group of students pursuing academic or vocational study in a stated subject for the purpose of enriching their appreciation of, or acquiring additional knowledge in the subject. It does not refer to recreational outings or excursions, interscholastic contests, or extracurricular activities where students perform or compete.

The board recognizes educational field trips as a part of the curriculum. The following criteria should be considered in deciding whether or not a field trip would be a profitable educational experience for students:

1. Will this be a better experience for students than other activities which might be conducted within the school building?
2. Would the students profit more from the field trip than they would from an available motion picture, video tape, slides, filmstrip presentation, model, experiment, resource person, etc.?
3. Will the field trip enrich the lives of the students involved?

Any school-sponsored trip exceeding 350 miles from Durant must have prior board approval. Any trip less than 350 miles must have approval of the superintendent or a designee. Out-of-State trips must have the superintendent's approval. Distance, educational value, and expense will be taken into consideration before approval is given for any trip or activity.

UNITED STATES COPYRIGHT LAW

The district does not condone, and will not allow, violations of the United States copyright laws. Subject to certain specific exceptions, the owner of a copyright has the exclusive right to reproduce, distribute, perform, or display the copyrighted work or to authorize such reproduction, distribution, performance, or display. An exception to the exclusive rights is the Doctrine of Fair Use. The fair use of a copyrighted work for purposes of teaching, scholarship, or research is not an infringement of copyright. The following factors shall be considered in determining fair use for all works other than broadcast programming:

1. Purpose and nature of the use; whether the use is of a commercial nature or for non-profit educational purposes.
2. The nature of the copyrighted work.
3. The amount and importance of the portion used in relation to the copyrighted works as a whole.
4. The effect of the use upon the potential market for, or the value of, the copyrighted work.

Broadcast Programs

A “broadcast program” is any television program transmitted by a television station without charge to the general public.

Teachers may not record a broadcast program for classroom use, but may request that the district record a broadcast program for the teacher’s one-time instructional use. The broadcast program must be used within ten (10) school days of the recording and must be destroyed within forty-five (45) calendar days of recording. Teachers may also view the program to determine whether to purchase the program and add it to the curriculum.

The district will not record multiple copies of the same broadcast program for an individual teacher, and will not record broadcast programs without first receiving a request to record.

No broadcast program will be altered (but teachers are permitted to play only an excerpt), displayed without its copyright notice, or combined with other media to make an anthology.

Exceptions

A further exception to the copyright law includes the performance or display of a work by instructors or students in the course of face-to-face teaching activities in a classroom or other place devoted to instruction.

CURRICULUM DEVELOPMENT

The Durant Board of Education shall provide reasonable educational opportunities to children of this district.

Instructional programs will be developed with the view toward maintaining a balanced curriculum which will serve the general academic needs of school-aged children and provide opportunities for individual children to develop specific talents and interests.

The board will encourage and support the professional staff in its efforts to investigate new curricular ideas, develop and improve programs, and evaluate results.

The board will appoint a committee composed of administrators, teachers, and parents to evaluate the curriculum annually to determine whether children are receiving adequate basic skill instruction.

The committee shall have access to materials pertaining to the school curriculum, class schedules, and other information as long as the materials are not confidential or personal. The committee may visit with other staff members, students, graduates, parents, and business people of the community for their input into the evaluation.

The committee chairperson shall be responsible for submitting a written report to the board of education at a regular or special meeting. Any changes in methods of instruction, scheduling, or curriculum changes will be the responsibility of the board of education and its chief executive officer.

The committee shall be appointed to serve for a one-year term. Individual members may be appointed to succeed themselves if the board so desires.

The curriculum shall meet the educational requirements established by state law.

The goals of the committee will be to permit and assist students in their efforts to acquire:

1. An understanding of themselves and of their worth as individuals and members of society.
2. A mastery of the basic skills in the use of the language arts – listening, speaking, writing, reading, spelling, and grammar.
3. A mastery of mathematics for obtaining information, communicating effectively, thinking critically, reasoning logically, and solving problems.
4. Basic understanding of the principles of the natural, physical, biological, and social sciences and current events.

5. The desire and ability to express themselves creatively in one or more of the fine and creative arts to appreciate the aesthetic expressions found in the work of others.
6. The attitudes associated with responsible citizenship for effective participation in the community, the state, the nation, and the world.
7. An understanding of career roles and how to relate learning experiences to real life.

CURRICULUM DEVELOPMENT COMMITTEE

1. Selection of chairperson:
 - A. An administrator, usually a principal, will be chosen by other principals in the district to serve as chairperson.
2. Selection of members:
 - A. Principals of each building will suggest the teachers from their building to serve as members.
 - B. If the curriculum study is confined to secondary grades (6-12), only middle school and senior high teachers will be selected. If the study is limited to elementary grades (K-5), only the elementary teachers will be selected. Studies that encompass grades K-12 will have teacher memberships that represent all grades and buildings involved.
 - C. Individual teachers are confirmed by the appropriate building principal for serving on the committee after a review of the teacher's educational background, length of service in the district, and potential to make worthwhile contributions.
 - D. The number of teachers to be selected from each building will depend upon the size of the faculty in each school. The total committee size will vary depending on the size of the district.
3. Responsibilities of chairperson:
 - A. To keep the superintendent informed concerning progress and direction of the committee.
 - B. To set meeting times and places with members of the committee.
 - C. To help determine appropriate outside consultation services, if deemed necessary by the committee membership.
 - D. To help determine parent and student membership on the committee. At least three parents should be involved with the committee.

- E. To keep an accurate record of individual committee members' attendance at all meetings.
 - F. To report to the superintendent and the board of education the results of the curriculum study.
4. Responsibilities of committee members:
- A. To participate actively in the committee's study.
 - B. To attend all meetings and report back to building faculties on the progress of the committee at appropriate times. Ideas and suggestions from teachers not on the committee will be sought by the committee members so as to create total faculty involvement in the study.

In the final analysis, curriculum review should go beyond the statutorily required minimum. The board should recognize that, in order to foster the role of education in society and to ensure equal opportunity to students of different backgrounds, it must not permit the curriculum to remain static. It is essential that this school system continually develop and modify its curriculum to meet the changing needs of students and to assure the continuing development of the student in the community.

PROHIBITION ON RACE AND SEX DISCRIMINATION IN CURRICULUM AND INSTRUCTION

Race and Sex Discrimination Prohibited

The district does not engage in and prohibits discrimination on the basis of race or sex in the form of bias, stereotyping, scapegoating, classification, or the categorical assignment of traits, morals, values, or characteristics based solely on race or sex. The district does not and shall not engage in race or sex-based discriminatory acts through utilizing these methods which can result in treating individuals differently on the basis of race or sex or can result in the creation of a hostile environment.

As an accredited State of Oklahoma public school, the district is required to teach students history, social studies, English language arts, biology, and other subject matter areas consistent with the Oklahoma Academic Standards as adopted and approved by the State Board of Education and Oklahoma Legislature. In the performance of this obligation, no teacher, administrator, or other employee of the district shall require, or make part of a course, the following concepts or principles (the "Prohibited Concepts"):

- One race or sex is inherently superior to another race or sex.
- An individual, by virtue of his or her sex, is inherently racist, sexist, or oppressive, whether consciously or unconsciously.
- An individual should be discriminated against or receive adverse treatment solely or partly because of his or her race or sex.
- Members of one race or sex cannot and should not attempt to treat others without respect due to race or sex.
- An individual's moral character is necessarily determined by his or her race or sex.
- An individual, by virtue of his or her race or sex, bears responsibility for actions committed in the past by other members of the same race or sex.
- An individual should feel discomfort, guilt, anguish, or any other form of psychological distress on account of his or her race or sex.
- Meritocracy or traits, such as a hard work ethic, (a) are racist or sexist, or (b) were created by members of a particular race to oppress members of another race.

Importantly, none of the Prohibited Concepts shall prevent the teaching of principles that align to the Oklahoma Academic Standards.

Further Prohibitions to Ensure Compliance

Additionally, the district does not and shall not:

- Provide, contract to provide, or sponsor any course¹ that includes, incorporates, or is based on any of the Prohibited Concepts.

¹ For the purposes of this policy, "course" means any forum where instruction or activities tied to the instruction are provided, including courses, training, seminars, professional development, lectures, sessions, coaching, tutoring, or any other class.

- Use any public or private funds, property, or other assets or resources to engage in race or sex-based discrimination, including the Prohibited Concepts.
- Adopt programs or utilize textbooks, instructional material, curriculum, classroom assignments, orientation, interventions, or counseling that include, incorporate, or are based on the Prohibited Concepts.
- Execute contracts or agreements with internal or external entities, persons, companies, or businesses to provide services, training, professional development, or any other assistance that includes, incorporates, or is based on the Prohibited Concepts.
- Receive or apply to receive monies, including state, federal or private funds, that require, as a condition of receipt, the adoption of courses, policies, curriculum, or any other instructional material that includes, incorporates, or is based on the Prohibited Concepts.
- Adopt diversity, equity, or inclusion plans that incorporate Prohibited Concepts. Diversity officers are prohibited from providing any service or performing duties that include, incorporate, or are based on discriminatory practices identified in the Prohibited Concepts.
- Mandate diversity training that includes, incorporates, or is based on discriminatory practices identified in the Prohibited Concepts. This includes providing such training to employees, contractors, staff members, parents, students, or any other individual or group.
- Adopt policies, including grading or admissions policies, or provide any other benefit or service that applies to students or any school employee differently on the basis of race or sex, unless specifically permitted by Title IX of the Education Amendments of 1972. Except as permitted by Title IX in specific circumstances, this prohibition includes segregated classes, programs, training sessions, extracurricular activities, or affinity groups.
- Require students to complete surveys, or use the results from surveys, to teach discriminatory concepts identified in this policy.
- Join any group or association that requires, as a condition of membership, teachers, administrators or other employees of a school district, charter school, or virtual charter school to teach, provide instruction, or offer a course that includes, incorporates, or is based on discriminatory practices identified in this policy and violate state law.

Parent Right to View and Inspect Instructional Materials

Parents and legal guardians of students shall have the right to inspect curriculum, all instructional materials used by the district as part of the educational curriculum, classroom assignments, and lesson plans to ensure compliance with this Policy. This right of inspection is subject to any applicable limitations contained in existing law, including Oklahoma's Open Records Act (OKLA. STAT. tit. 51, §§ 24A.1-24A.32). Consistent with 25 O.S. § 2002, the district shall not interfere with or infringe upon the fundamental rights of parents to determine their child's education.

Reporting and Complaint Procedure

Any parent, student, teacher, district employee, or member of the public may file a Complaint alleging a violation of this Policy, which addresses the provisions of OKLA. STAT. tit. 70, § 24-157, and regulations regarding it adopted by the State Department of Education. To be accepted for investigation, the Complaint must:

- (1) be submitted in writing;
- (2) be dated;
- (3) contain the handwritten or electronic signature of the complainant;
- (4) identify the date(s) the alleged discriminatory act occurred; and
- (5) explain the alleged violation(s) / discriminatory conduct and how Section 24-157 or an administrative regulation thereto has been violated.
- (6) Identify witnesses the district may interview, if applicable, provided the district will not dismiss a complaint for failure to identify witnesses.

The district has designated the following individual(s) to receive reports of alleged violation(s) / discriminatory conduct (referred to as the Section 24-157 Coordinator”):

Lead Sec. 24-157 Coordinator
Assistant Superintendent
1323 Waco Street]
(580)924-1276

Deputy Sec. 24-157 Coordinator
Superintendent
1323 Waco Street]
(580)924-1276

The Section 24-157 Lead or Deputy Coordinator shall, within ten (10) days of receipt of the Complaint, notify the complainant that the Complaint has been received, whether it is legally sufficient (i.e., contains the mandatory information set forth above) and whether it will be investigated. The district shall ensure the employee(s) responsible for receiving and investigating complaints are unbiased and free from any conflicts of interest.

Investigation and Determination of Complaint

Within forty-five (45) days of receipt of a Complaint accepted for investigation, the Section 24-157 Lead or Deputy Coordinator will be responsible for ensuring that the district investigates and makes a determination as to whether a violation has occurred. The complainant will be notified of the district’s determination of the Complaint, as well as the district’s findings of whether a violation occurred.

Options for Filing Complaint

In lieu of filing a Complaint with the district, a complainant may file a Complaint directly with the State Department of Education. A complainant may not file a Complaint simultaneously with the district and State Department of Education. Additionally, a complainant who believes that the district has incorrectly refused to investigate a Complaint or has evidence that the district has reached an incorrect determination may file a

Complaint with the State Department of Education upon conclusion of the district-based complaint process.

With regard to Complaints made to the district, the Section 24-157 Lead or Deputy Coordinator is required to report each Complaint to the State Department of Education within ten (10) days of resolution of the Complaint.

Anti-Retaliation

No individual shall be retaliated against for (1) filing a Complaint alleging a violation / discriminatory conduct prohibited by Section 24-157 or any regulation related to it with the district or the State Department of Education, or (2) exercising any right or privilege conferred by Section 24-157 or any regulation related to it (3) exercising any right or privilege secured by a law referenced in Section 24-157 or any regulation related to it. The district shall be prohibited from retaliating against any student, parent, district employee or any other individual for filing a complaint of exercising any right conferred by or referenced in Section 24-157 or any regulation related to it. Any school employee who retaliates against a complainant shall be subject to disciplinary action by the district, in accordance with district employee disciplinary policies, and the State Department of Education and State Board of Education. The State Department of Education shall be authorized to investigate complaints or retaliation filed pursuant to Section 24-157 or any regulation related to it.

Whistleblower Protection

Any teacher who files a complaint alleging a violation / discriminatory conduct prohibited by Section 24-157 or any regulation related to it with the district or the State Board of Education, or otherwise discloses information the teacher reasonably believes evidences a violation of Section 24-157 or any regulation related thereto shall be entitled to the Whistleblower Protections in applicable laws, including those at OKLA. STAT. tit. 70, § 6-101.6b.

False Reporting

Any teacher or other school employee who willfully, knowingly and without probable cause makes a false complaint alleging a violation / discriminatory conduct prohibited by Section 24-157 or any regulation related thereto with the district or the State Board of Education shall be subject to disciplinary action in accord with the district's employee conduct policies and by the State Department of Education and State Board of Education.

Complaints by School Staff

Any school employee who is discriminated against by the district in the form of race or sex-based harassment, bias, stereotyping, scapegoating, classification, or the categorical assignment of traits, morals, values, or characteristics based solely on race or sex in violation Section 24-157, may file an employment discrimination complaint with the Oklahoma Attorney General's Office of Civil Rights Enforcement.

References: OKLA. STAT. tit. 70, § 24-157

OKLA. ADMIN. CODE § 210: 10-1-23 Adopted by vote of the Board of Education, August 9, 2023

CURRICULUM EVALUATION

It is the policy of the Durant Board of Education that the curriculum shall be evaluated on an annual basis. The evaluation shall be done for the purpose of maintaining an awareness of the success of the school curriculum. Such evaluation will serve as the basis for curriculum improvements and changes or additions.

The evaluation process shall include but not be limited to the following procedures and/or methods:

1. Annual testing of students in certain grades by standardized tests.
2. Feedback and input from parent and advisory committees that might be in existence, and from any curriculum experts who may be called upon for consultation.
3. Teacher-made tests and observation of students' progress.
4. Parent-teacher conferences.
5. State Department of Education input.

Changes, additions, or omissions of the curriculum shall be on recommendation to the board by the superintendent; to the superintendent by the principals; to the principals by the teachers. Parents may meet with principals to make any suggestions.

DRIVER EDUCATION

The Durant School District will offer driver education for elective credit to eligible students at the high school during zero hour before or after school and during summer vacation.

To enroll in driver education, each student must possess a learner's permit in accordance with Oklahoma law and written permission from a parent/guardian. Only students who are enrolled and passing in all of the core curriculum courses appropriate for their grade levels shall be allowed to enroll in driver education. The driver education course will be graded on a pass/fail basis only.

Certified driver education instructors may administer the written portion of the Oklahoma driving examination to any 16-year-old who has successfully completed the district's driver education course.

Students who already possess a valid operator's license may enroll in driver education at the discretion of the superintendent.

Upon request, the district's attendance officer shall provide documentation of the enrollment status of a student under 18 years of age who is properly enrolled in school for presentation to the Department of Public Safety on application for or reinstatement of an instruction permit, restricted license, or license to operate a motor vehicle.

Upon request, the school district shall provide documentation of reading proficiency by certifying passage of the eighth grade criterion-referenced reading examination of any enrolled student. If the student fails to perform satisfactorily on the test, the notice shall inform the student of the reading proficiency driver license requirement and the school's remediation plan for the student. Upon successful completion of the test, the school shall furnish the student with documentation needed for the driver license application in Oklahoma. The district shall provide for alternative documentation for special education students, alternative education students, or students with specific learning disabilities. Alternative documentation will certify that a student is reading at the student's expected reading level pursuant to an individualized education program.

VOCATIONAL PROGRAMS

The Durant Board of Education recognizes that there is no one best way to educate students. Every student should be allowed the opportunity to learn in a situation that will encourage the development of his or her abilities and skills. Therefore, the board of education may contract with the State Department of Career and Technology Education to provide vocational technical programs for the school system. Such programs may include Technology Education, Vocational Agriculture, Vocational Home Economics, Health Careers, Industrial Technology, and Business Education.

High school juniors and seniors who wish to train for jobs requiring less than a professional degree may attend the Kiamichi Area Technology Center in Durant. This will allow students to acquire skills leading to immediate employment.

Tuition and transportation are provided at no charge to the student. Fee waivers are available to students who wish to go to the Technology Center during the year following graduation from high school.

Attendance will be on a half-time basis. Guidelines for attending the Technology Center will be set by the administration subject to the approval of the board.

Enrollment

1. Enrollment will be limited to students in grades 11 and 12.
2. The final acceptance of a student for a specific program will be made by the Technology Center enrollment counselor.
3. Preliminary scheduling will be handled through the high school counseling office. The final student selection will be made cooperatively by the Durant High School counselor and principal. The enrollment of each child with a disability into a Technology Center program will be addressed by his/her IEP team.
4. After the first two weeks of school, students will not be reassigned to a different Technology Center program nor will any new assignments be made to the Technology Center.
5. New enrollees in the high school may be assigned to the Technology Center on a space available basis if they transfer from a comparable program.
6. A student failing a course at the Technology Center will not be permitted to withdraw from the program until the end of the semester.

Transportation

1. Bus transportation will be provided and all students will ride the bus. Private transportation will not be authorized by the school.
2. If a student misses the bus or is removed from the bus for disciplinary reasons, that student may not come to the high school campus until time for his/her next scheduled class.

Attendance

1. The attendance requirements of the high school and Technology Center will be mutually respected and enforced.
2. Daily absentee reports will be sent from the Technology Center to the high school.
3. Early dismissal from the Technology Center will not be allowed except when the parent personally picks up the student.
4. An absence due to attendance at a school-sponsored activity will not be counted against the student as an absence.

Discipline

1. The Technology Center will handle all discipline resulting from actions on the bus or at the Technology Center.
2. A morning and afternoon detention hall will be held at Durant High School and Technology Center students will attend whichever one fits their schedule.

AIDS PREVENTION EDUCATION FOR STUDENTS

The district seeks to promote healthy living and discourage behaviors such as intravenous drug use and unprotected sexual intercourse that can increase a young person's risk of contracting Acquired Immune Deficiency Syndrome (AIDS). It is the policy of the board of education that AIDS prevention education will be taught a minimum of once each year for the following grades: _____ NOTE: minimum is one time during grades 7-9 and one time during grades 10-12. The district will use the curriculum developed by the Oklahoma State Department of Education.

The general objective of the curricula for all levels includes being made aware of (1) the forms of the disease, (2) methods of transmission, and (3) prevention of AIDS.

The district will make the curriculum and materials that will be used to teach AIDS prevention education available for inspection by the parents and guardians of the students who will be involved. Furthermore, the curriculum must be limited to deal only with factual medical information regarding AIDS prevention. At least one month prior to teaching AIDS prevention education in any classroom, the district shall conduct for the parents and guardians of the students involved, during weekend and evening hours, at least one presentation concerning the curriculum and materials that will be used for such education. No student shall be required to participate in AIDS prevention education if a parent or guardian of the student objects in writing to such participation.

Revised by vote of the Board, August 5, 2013

EQUAL EDUCATION OPPORTUNITIES

It is the policy of the Durant Board of Education that the right of a student to participate fully in classroom instruction shall not be abridged or impaired because of age, gender, race, religion, color, national origin, disability, pregnancy, parenthood, marriage, or for any other reason not related to individual capability.

The right of a student to participate in extracurricular activities shall be dependent upon the maintenance of minimum academic and disciplinary standards established by the board and state law and regulations and the student's individual ability in the extracurricular activity.

GIFTED STUDENT PROGRAM

The Durant Board of Education recognizes that educational programs are necessary for gifted children as defined by state law.

Therefore, it is the policy of the board of education to cooperate fully with the State Department of Education in identifying gifted and talented children and in developing appropriate educational programs.

Children in this district will be considered for placement in the program in accordance with scores on standardized achievement and intelligence tests, records, and recommendations of teachers and parents.

Children identified as gifted and talented will be offered gifted and talented educational programs directly through the facilities of this district.

Philosophy

Those special gifts which qualify an individual to be considered gifted and talented must be valued as irreplaceable natural resources. Recognizing this, educators and community members must ensure that these special gifts are not ignored. To this end, experiences must be provided that are consistent with the abilities and potential of the gifted and talented child so that every child feels important and is empowered to be a happy, successful, and responsible human being.

Definitions

Students identified as intellectually gifted demonstrate potential on group or individual nationally standardized intelligence tests. Students identified as talented demonstrate specific academic ability on school administered achievement tests.

Goal Statement

The long-range goal of the gifted and talented program is to identify all gifted and talented students in the school system; to provide a differentiated program which will give students the opportunity to develop a level of competency consistent with their aptitudes, goals, and interests; and to meet the needs of gifted students educationally, psychologically, and socially.

Objective

The learning community will foster skills of gifted and talented students in critical thinking, independent learning, problem finding/problem solving, creativity, specific academic abilities, and social interaction.

Identification

A Gifted and Talented Program Committee will function for each building. The committee is to be composed of the superintendent, assistant superintendent, principals, counselors, and gifted and talented program coordinators. Committee involvement shall include program development, implementation, and evaluation.

The screening process for the gifted and talented program will be conducted according to the school system's schedule for administering group tests.

Multicriteria evaluations may include:

1. Referral: professional, peer, parent, self;
2. Measures of achievement;
3. Measures of performance;
4. Scales, inventories, checklist.

All students scoring in the top three percentile on a nationally standardized intelligence test are considered gifted. Those students not scoring at or above the 97th percentile may be referred for an individual intelligence test. Referrals may be made by teachers, parents, guardians, peers, or students themselves.

All students scoring in the top five percentile on a nationally standardized achievement subtest (which may include total reading, total language, total math, social studies, and science) are considered talented in a specific academic area.

Placement Criteria

Students who score at the 97th percentile or above on a nationally normed test of intellectual ability shall be served in the gifted and talented program. Students who score at the 95th percentile or above on any subtest of a nationally normed test of achievement shall be served. Subtests may include total reading, total language, total math, social studies, and science. In addition, students who score in the top three percent of their local ethnic group on a nationally standardized achievement or intelligence test shall be served. The "standard error of measurement" may be used in placement decisions.

Notification

Parents will be notified in writing of their child's placement in the gifted and talented program. The district shall provide a gifted and talented program summary to the parents of identified students.

Procedural Safeguards

Specific areas of concern, including procedural safeguards are as follows:

1. Written parental consent must be obtained for individual evaluation or placement of a student in the gifted and talented program.
2. Parents may request retesting one time only. This request should be written, addressed to the building principal.
3. Written appeals regarding placement may be directed to the gifted and talented program committee. Every effort will be made to meet with the parent within 15 days.
4. Test scores from other schools can be considered for possible placement by the gifted and talented program committee.
5. A review will be conducted annually on students' performance and progress.
6. Parents may withdraw their child from the gifted and talented program. A written request is to be directed to the building principal.

Program Description

A differentiated education designed to meet the gifted and talented students' needs and interests shall be provided through one or more of the following options:

1. Enrichment of content
2. Acceleration of content
3. Individualized instruction
4. Honors classes
5. Academic competition
6. Cross-grade grouping
7. Special interest classes
8. Concurrent enrollment
9. Guided research
10. Resource room
11. Learning centers
12. Credit by examination
13. Pull-out enrichment classes (for elementary gifted students only)
14. Other

EXTENDED SCHOOL YEAR POLICY

The term extended school year (“ESY”) services means special education and related services that are provided to a child with a disability (ages 3 through 21) beyond the School District’s normal school year in accordance with the child’s IEP that are necessary for the child to receive a free appropriate public education in accordance with state standards and the Individuals with Disabilities Education Act, as amended (“IDEA”). It is the District’s intent to make ESY services available at no cost to each child with a disability who is determined to need the services in accordance with this policy.

The IEP team for each child with a disability will determine his or her need for ESY services, regardless of the child’s categorical disability. The IEP team will consider each child’s ESY need at the child’s annual review meeting, and any IEP team member may also raise the issue at any other time. The IEP team will determine ESY need in a timely manner to ensure that each child consistently receives a free appropriate public education.

The purpose of ESY services is to ensure that each child receives meaningful educational benefit. To determine whether a child needs ESY services, the IEP team will consider the following factors as relevant to the child:

- The child’s degree of impairment;
- The child’s actual/predicted degree of regression;
- The child’s actual/predicted time necessary for recoupment of skills; ESY services may be appropriate when the team determines that a child has regressed or is predicted to regress to such a severe degree in a critical skill area that recovery of such skill loss following the break in programming is unlikely or would require an unusually long period of time to recoup skills obtained.
- The ability of the child’s parents to provide educational structure at home; after affirming a parent’s capacity to maintain a child’s skills during the summer, an IEP team may determine that an appropriate ESY program consists totally or

partially of such intervention. Even where a serious regression/recoupment problem has previously been documented, if the IEP team determines that parents are capable of maintaining a child's skills over the summer months or beyond the normal school year, the District may not be required to provide additional services.

- The child's rate of progress;
- The child's behavioral problems;
- The child's physical problems;
- The availability of alternative resources;
- The ability of the child to interact with nondisabled children;
- The area(s) of the child's curriculum that need continuous attention;
- The child's vocational needs;
- The least restrictive environment for services; and
- Other relevant factors as determined by the IEP team.

In making the determination, the IEP team will collect, review and analyze existing information and pertinent data, including, but not limited to, the child's impairment, educational history and present levels of academic achievement and functional educational performance, which could include the following:

1. Criterion referenced and standardized tests, including pre-test and post-test data of a student's progress;
2. Functional assessments used in natural environments (home, community, work and school);
3. An analysis of data collected on a regular basis;

4. Evaluations and progress records for related services;
5. Parent, student and/or service provider information;

To document the decision concerning a child's need for ESY, the IEP team will use OSDE Form 16, Consideration for Extended School Year Services.

If the IEP team determines that the child needs ESY services, it will complete appropriate documentation, such as the IEP/Review, to reflect the child's ESY program and placement. The IEP team will identify which goal(s) and objectives/benchmarks, if any, will be addressed by the child's ESY services. The IEP team will not unilaterally limit the type, amount or duration of ESY services, but will instead determine those services on an individual basis in accordance with state and federal law and regulations and this policy.

Parents or guardians may request a hearing under the IDEA to challenge the provision of a free appropriate public education for a child with a disability, or the child's identification, evaluation or educational placement.

Approved by vote of the Durant Board of Education August 11, 2008.

Child: _____ Birthdate: _____

Grade: _____ Date of Review: _____

School District/Agency: _____ Building/Site: _____

CONSIDERATION FOR EXTENDED SCHOOL YEAR (ESY) SERVICES

34 CFR § 300.309 Extended school year services.

(a) General.

(1) Each public agency shall ensure that extended school year services are available as necessary to provide FAPE, consistent with paragraph (a)(2) of this section.

(2) Extended school year services, must be provided only if a child's IEP team determines, on an individual basis, in accordance with §§ 300.340-300.350, that the services are necessary for the provision of FAPE to the child.

(3) In implementing the requirements of this section, a public agency may not –

(i) Limit extended school year services to particular categories of disability; or

(ii) Unilaterally limit the type, amount, or duration of those services.

(b) Definition. As used in this section, the term extended school year services means special education and related services that –

(1) Are provided to a child with a disability –

(i) Beyond the normal school year of the public agency;

(ii) In accordance with the child's IEP; and

(iii) At no cost to the parents of the child; and

(2) Meet the standards of the SEA.

The following information may be completed by the IEP team during the annual IEP review or any time the need for ESY services is being considered by the IEP team to ensure a free appropriate public education (FAPE). Documentation should be considered and maintained in the child's individual special education records.

1. Skill areas and annual goals being considered:

a. List/explain:

2. Degree of the impairment:

a. Degree of impairment: Mild ☐ Moderate ☐ Severe ☐

Describe/explain:

3. Degree of regression and the time necessary for recoupment of skills:

- a. Documented degree of regression in the past:

Documentation source/basis:

Documentation not available ☐

- b. Documented amount of time required for recoupment of skills in the past:

Documentation source/basis:

Documentation not available ☐

- c. Predicted degree of regression during interruption of child's educational program (such as school breaks):

- d. Predicted amount of time required for recoupment at the beginning of each school year if this child does not receive ESY services:

4. The ability of the child's parents to provide educational structure at home:

Information/Comments:

5. The child's rate of progress:

Information/data reviewed:

Comments on IEP annual goals and progress:

6. Describe any behavioral problems:

7. Describe physical problems which the child has:

8. Availability of alternative resources for this child:

9. The ability of the child to interact with nondisabled children:

Comments on IEP determination for least restrictive environment:

10. Area(s) in curriculum which require continuous attention for the child:

11. Child's vocational needs:

12. Whether requested service(s) is "extraordinary" for this child's disability, as opposed to an integral part of a program for those with the child's disability:

Yes ☐ No ☐

13. Other relevant factors as determined by the IEP team:

Additional information or comments:

The IEP team has determined ESY services are necessary for the provision of FAPE to this child.

*Yes ☐ No ☐

*The IEP annual goals and benchmarks or short-term objectives requiring ESY service(s) are determined by the IEP team in accordance with 34 CFR §§ 300.340 – 300.350. The type, amount and duration of ESY services will be determined by the IEP team on an individual basis and not based on particular categories of disability.

IEP TEAM MEMBERS PARTICIPATING IN REVIEW OF EXISTING DATA FOR ESY:

Parent(s)	Date
Student (as required)	Date
Special Education Teacher	Date
Regular Education Teacher	Date
Administrative Representative	Date
Related Service Provider(s) (as appropriate)	Date
Others (indicate name and title)	Date

REMEDIAL INSTRUCTION

The Durant Board of Education supports remedial instruction in the areas of language arts and mathematics. Remedial instruction will be offered at the discretion of the superintendent when the need for such instruction arises.

The intent of Chapter I programs is to address the needs of educationally deprived (disadvantaged) students. Because of the correlation of low income families and low achieving students, Chapter I services may be provided to school sites which have a concentration of at least 25 percent low income families. Academic and developmental emphasis of Chapter I programs is centered in the areas of language arts, reading and math.

Those target sites which have a concentration of at least 75 percent low income children may address the needs of the total school by the development of a school-wide project without many of the restrictions present when implementing other methods of delivery of Chapter, I services. The implementation of a Chapter I school-wide project must impact all students and upgrade the total school as indicated in the comprehensive needs assessment of the school. The school-wide project provides an excellent opportunity to impact and improve the total school and in turn address needs of educationally deprived children in that school.

SUMMER SCHOOL

It is the policy of the Durant Board of Education that a six-weeks summer session may be held in the high school and in the elementary school as deemed necessary.

Recommendations from teachers, principals, and the superintendent will determine what areas of the curriculum will be included in the summer session.

Teacher compensation for a summer session will be established by the board prior to the commencement of the session.

**DURANT PUBLIC SCHOOLS
STUDENT PROMOTION AND RETENTION AND
STUDENT PASS/FAIL OF A COURSE**

Introduction

This policy establishes guidelines for teachers and administrators related to student promotion and retention. It also establishes an appeal procedure for parents who wish to challenge a retention or promotion decision.

As used in this policy, "promote" or "promotion" means to place a student who has successfully completed the requirements of a particular grade level into the next higher grade level following the end of the school year, or before November 1 of the academic year if the student is being promoted at mid-year in accordance with the Reading Sufficiency Act, and to record on the student's permanent cumulative record that he or she has successfully completed his or her current grade level.

As used in this policy, "retain" or "retention" means a decision to decline to advance a student into the next higher grade level following the end of the school year and to indicate on the student's permanent cumulative record that he or she has not successfully completed the requirements of his or her current grade level.

As used in this policy, "not passed in a course" or similar wording, means the student is assigned a failing semester grade in a course of study which failing grade will be recorded on the student's permanent cumulative record.

Promotion/Retention and Failing Courses

Each school in this district will form a committee to review and make decisions regarding retention and promotion. The committee will be composed of a classroom teacher, a counselor when available, the principal and additional personnel who may be assigned by the principal or superintendent when appropriate. No committee will be formed regarding a failing grade in a course, but such failing grade shall be shown on the student's report card.

Supportive evidence must be presented to the student and parent regarding a retention decision. This evidence must be based on:

1. Testing which actually covers the subject matter presented to the student.
2. Assignments directly related to the subject matter being taught.
3. Consideration will also be given to the student's attendance record, although this matter will not bear the same weight as items 1 and 2.
4. Consideration will also be given to the student's level of maturity (physical, mental, emotional, and social), although this matter will not bear the same weight as items 1, 2 and 3 and cannot be the sole reason for a decision to retain or promote a student.

The student and the parent must be made aware of the possibility of the student's impending retention or failing grade in a course. Any student in danger of being retained or failing a course shall be notified prior to the end of the school year that the student's performance is insufficient, and the student's parents will be mailed a written notice. The school staff will make every effort to help the student improve the student's academic standing.

Promotion will be determined by successfully completed units of instruction to be established by the board of education, the superintendent and the relevant principal.

Retention based on the Reading Sufficiency Act

As provided for in the school district's Reading Sufficiency Act Testing and Procedures Policy, reading sufficiency testing will be conducted in the school district to ensure that each student has attained the necessary reading skills upon completion of the third grade. To determine the promotion and retention of a third-grade student pursuant to the Reading Sufficiency Act, the State Board of Education shall use only the reading comprehension and vocabulary scores portion of the statewide third-grade criterion-referenced test and shall not use the other language arts scores portions of the test. No student may be assigned to a grade level based solely on age or other factors that constitute social promotion.

Any first-grade, second-grade, or third-grade student who demonstrates proficiency in reading at the third-grade level through a screening instrument for the acquisition of reading skills approved by the State Board of Education shall not be subject to retention. Upon demonstrating the proficiency through the screening, the district shall provide notification to the parent(s) and/or guardian(s) of the student that the student has satisfied the requirements of the Reading Sufficiency Act and will not be subject to retention.

If a third-grade student is identified at any point of the academic year as having a significant reading deficiency, which shall be defined as scoring not meeting grade-level targets on a screening instrument for the acquisition of reading skills approved by the State Board of Education, the school district shall immediately begin a student reading portfolio and shall provide notice to the parent of the student's reading deficiency as described in the school district's Reading Sufficiency Act Testing and Procedures Policy.

If a student has not yet demonstrated proficiency in reading at the third-grade level prior to the completion of third grade and still has a significant reading deficiency, as identified based on assessments for the acquisition of reading skills approved by the State Board of Education, has not accumulated evidence of third-grade proficiency through a student portfolio, or is not subject to a good cause exemption, then the student shall not be eligible for automatic promotion to fourth grade.

A student not eligible for automatic promotion and who does not meet the criteria established by the Commission for Educational Quality and Accountability on the reading portion of the third-grade statewide assessment may be evaluated for "probationary promotion" by the "Student Reading Proficiency Team." The Student Reading Proficiency Team. The Student Reading Proficiency Team shall be composed of:

1. the parent(s) and/or guardian(s) of the student,

2. the teacher assigned to the student who had responsibility for reading instruction in that academic year,
3. a teacher in reading who teaches in the subsequent grade level, and
4. a certified reading specialist, if one is available.

The student shall be promoted to the fourth grade if the team members unanimously recommend "probationary promotion" to the school principal and the school district superintendent and the principal and superintendent approve the recommendation that promotion is the best option for the student. If a student is allowed a "probationary promotion", the team shall continue to review the reading performance of the student and repeat the requirements of this paragraph each academic year until the student demonstrates grade-level reading proficiency, as identified through a screening instrument which meets the acquisition of reading skills criteria approved by the State Board of Education, for the corresponding grade level in which the student is enrolled or transitions to a locally designed remediation plan after the fifth grade which shall have the goal of ensuring that the student is on track to be college and career ready.

Students who do not meet grade-level targets on the reading portion of the statewide third-grade criterion referenced test, who are not subject to a good cause exemption, and who do not qualify for promotion or "probationary promotion," shall be retained in the third grade and provided intensive instructional services and supports.

The school district shall annually report the number of probationary promotions to the State Department of Education

For students who do not meet the academic requirements for promotion, and who are not otherwise promoted pursuant to this policy, the school district may promote the student for good cause only. Good-cause exemptions shall be limited to the following:

1. English language learners who have had less than two (2) years of instruction in an English language learner program;
2. Students with disabilities whose individualized education plan (IEP), consistent with state law, indicates that the student is to be assessed with alternate achievement standards through the Oklahoma Alternate Assessment Program (OAAP);
3. Students who demonstrate an acceptable level of performance on an alternative standardized reading assessment approved by the State Board of Education;
4. Students who demonstrate, through a student portfolio, that the student is reading on grade level as evidenced by demonstration of mastery of the state standards beyond the retention level;
5. Students with disabilities who participate in the statewide criterion-referenced tests and who have an IEP that reflects that the student has

received intensive remediation in reading and has made adequate progress in reading pursuant to the student's individualized education program; and

6. Students who have received intensive remediation in reading through a program of reading instruction for two (2) or more years but still demonstrate a deficiency in reading and who were previously retained in prekindergarten for academic reasons, kindergarten, first, second, or third grade.
7. Students who have experienced medical emergencies during the district's testing window and have been approved for this exemption through the Oklahoma State Department of Education.

A student who is otherwise promoted pursuant to this policy, or by meeting one of the good cause exemptions, shall be provided intensive reading instruction that includes specialized diagnostic information and specific reading strategies for that student until the student meets grade-level targets in reading. The school district shall assist schools and teachers to implement research based reading strategies for the promoted student shown to be successful in improving reading among low-performing readers.

Requests to exempt students from retention based on a good-cause exemption (1-7 above) require that a teacher submit documentation consisting only of the alternative assessment results or student portfolio work and the IEP, as applicable, to the school principal indicating that the student meets one of the good-cause exemptions and promotion is appropriate. The principal will review and discuss the documentation with the teacher and, if applicable, the other members of the Student Reading Proficiency Team. If the principal determines the student meets one of the good cause exemptions and should be promoted based on the documentation provided, the principal shall make a written recommendation to the superintendent. The superintendent shall also review the documentation and either accept or reject the recommendation of the principal in writing.

The school district will provide written notice to the parent or guardian of any student who is to be retained due to not meeting the reading proficiency required for promotion and the reasons the student is not eligible for a good-cause exemption. The notice shall contain a description of proposed interventions and intensive instructional supports that will be provided to the student to remediate the identified areas of reading deficiency.

Mid-Year Promotion of Retained Third Graders

The school district implements the following policy for mid-year promotion of a retained student due to a reading deficiency. Retained students may only be promoted mid-year prior to November 1 of the academic year. To be eligible for mid-year promotion, the student must demonstrate that he or she:

1. is a successful and independent reader, reading at or above grade level; and
2. is ready to be promoted to fourth grade; and
3. is demonstrating that the student has met the performance criteria established by the Commission for Educational Quality and Accountability on the reading portion of the statewide third-grade criterion-referenced test, or upon

demonstrating proficiency in reading at the third-grade level through an approved screening instrument, and

4. is showing progress sufficient to master appropriate fourth-grade level skills, as determined by the school district.

Tools that the school district may use, in accordance with rules of the State Board of Education, in reevaluating any retained student may include subsequent assessments, alternative assessments or portfolio reviews.

A mid-year promotion shall only be made upon agreement of the parent or guardian of the student and the school principal.

Appeal Process

After receiving a decision to retain a student or upon receipt of the student's report card showing a failing grade in a course, any parent may request reconsideration of a retention decision or a decision to not pass a student in a course by taking the steps outlined below.

Parents who disagree with the district's decision to promote a student to the next grade may also appeal the decision upon receipt of the student's report card by taking the steps outlined below.

First Level of Appeal

The parent may request review of the initial decision by letter to the building principal. If no request is received within five (5) days of the parent's receipt of written notification of the committee's initial decision to retain or in the case of failing a course, within five (5) days of the student or parent's receipt of the report card, the decision will be final and nonappealable.

Second Level of Appeal

The parent may request review of the principal's decision by letter to the superintendent. If no request is received within five (5) days of the parent's receipt of the principal's written notification of his or her decision, the principal's decision will be final and nonappealable.

Final Level of Appeal

The parent may request review of the superintendent's decision by letter to the superintendent or the clerk of the board of education. If no request is received within five (5) days of the parent's receipt of the superintendent's written notification of his or her decision, the superintendent's decision will be final. The parent will be notified in writing of the date, time and place of the Board meeting at which the decision will be reviewed. The Board's decision will be final and nonappealable.

If a parent disagrees with the Board's decision, he or she may prepare a written statement stating the reason(s) for disagreement, which will be placed in and become a part of the

student's permanent cumulative record. Prior to retaining a student at the parent's request, the student's parent will be required to sign an acknowledgment form accepting responsibility for any adverse consequences of retaining a student against district recommendations.

Reference: 70 OKLA. STAT. §1210.508C, OAC 210:15-27-3

Reference: 70 OKLA. STAT. §1210.508C, OAC 210:15-27-3

Revised by vote of the Board of Education, October 13, 2014

Revised by vote of the Board of Education August 10, 2015

Revised by vote of the Board of Education, August 14, 2017

Revised by vote of the Board of Education, August 13, 2019

**NOTIFICATION FORM FOR POSSIBLE STUDENT RETENTION
OR POSSIBLE STUDENT FAILURE OF A COURSE**

TO: _____
[Name of Parent]

FROM: _____
[Name of Administrator or Teacher]

RE: _____
[Name of Student]

DATE: _____

[Check the following items, as appropriate]:

_____ This is to advise you that the above-named student is in danger of being retained in his/her current grade because his/her performance is insufficient.

PLEASE CONTACT ME AS SOON AS POSSIBLE TO DISCUSS THIS ISSUE.

_____ This is to advise you that the above-named student is in danger of being retained in his/her current grade because his/her performance on reading sufficiency tests has demonstrated a reading deficiency.

PLEASE CONTACT ME AS SOON AS POSSIBLE TO DISCUSS THIS ISSUE.

_____ This is to advise you that the above-named student is in danger of failing the following course:

_____.
PLEASE CONTACT ME AS SOON AS POSSIBLE TO DISCUSS THIS ISSUE.

GRADING

In accordance with the policy of the Durant Board of Education, the following grading system will be used:

<u>GRADE</u>	<u>SUBJECT(S)</u>	<u>MARKS</u>
Kindergarten		Standard Based Grading Utilizing a District Assessment and Approved Reporting Platform
1-4	Science Social Studies P.E. STEM Music Penmanship Classroom Behavior Study Habits	E = Excellent S+ = Nearing Excellent S = Satisfactory S = Nearing Needs Improvement N = Needs Improvement U = Unsatisfactory
1-4	Math Reading English/Language Arts Spelling	A = 90-100 B = 80-89 C = 70-79 D = 60-69 F = 59-Below

Students in grades 1 – 3:

- Students making a grade below 70 in math, reading, and English may be considered for retention

<u>GRADE</u>	<u>SUBJECT(S)</u>	<u>MARKS</u>
5-6	English Language Arts	A = 90-100
	Math	B = 80-89
	Science	C = 70-79
	Social Studies	D = 60-69
		F = 59-Below
5-6	Other Subjects	E = Excellent
		S+ = Nearing Excellent
		S = Satisfactory
		S - = Nearing Needs Improvement
		N = Needs Improvement
7-12	All Subjects	U = Unsatisfactory
		A = 90-100
		B = 80-89
		C = 70-79
		D = 60-69
		F = 59-Below
		P/F for driver education only

A grade mark of “I” is an incomplete and will be changed when the course is completed within the time limit set by the teacher, not to exceed two (2) weeks.

The following grade point scale will be utilized:

- A = 4.0 grade points
- B = 3.0 grade points
- C = 2.0 grade points
- D = 1.0 grade points

Students in grade 8 – 12 enrolled in accelerated courses (Honors) in which the student may receive high school credit will receive an additional 3 points on the numerical average at the end of each semester. Students in grades 9-12 enrolled in AP courses will receive an additional 5 points on the numerical average at the end of each semester.

Revised by vote of the Durant Board of Education July 9, 2012

Revised by vote of the Durant Board of Education, February 9, 2015

Revised by vote of the Durant Board of Education, August 17, 2022

PROGRESS REPORTS / REPORT CARDS

The Durant Board of Education believes that students and parents should be well informed of the student's progress. Therefore, progress reports will be sent to parents or guardians every six weeks. Report cards will be sent home to parents or guardians at the end of each semester. The parent or guardian shall be requested to acknowledge receipt by signature and return the progress reports and report card. Parents and guardians are encouraged to discuss their child's progress with teachers and staff by appointment at any time.

1. The semester grade is recorded on each student's permanent school record.
2. The school staff and teachers will work with any student receiving a failing grade and will assist the student in determining and solving problems in the particular subject area.
3. The grades established by district policy will appear on the progress reports and the report cards as well as the student's permanent record.
4. Report cards will be sent to parents within ten (10) school days following the end of each semester.

THIS POLICY HAS BEEN DELETED

Deletion approved by the Durant Board of Education September 5, 2006.

SEMESTER TEST EXEMPTION

A student with a “C” average and no more than one (1) absence will not be required to take the semester exam for that particular class/subject. He/she will, however, be required to be present on the day the test is given. A student with a “B” average and no more than two (2) absences will not be required to take the semester exam for that particular class/subject. He/she will, however, be required to be present on the day the test is given. A student with an “A” average and no more than three (3) absences will not be required to take the semester exam for that particular class/subject. He/she will, however, be required to be present on the date the test is given.

None of the above will preclude a student from taking an exam if he/she so desires.

If the student fails to be present on the day of the exam an “I” (incomplete) will be given and the student will be required to take the exam.

NOTE: **Student activity absences will not count against the exemption policy, but there will be no other exceptions or absences in regards to the exemption policy (e.g. doctor’s appointment, death in family, family emergency, etc.).

**DURANT PUBLIC SCHOOLS
PROFICIENCY BASED PROMOTION**

1. The opportunity for proficiency assessments will be provided at least twice each school year. Applications to demonstrate proficiency will be due the 2nd Thursday in December and March with the test taking place the 2nd Saturday of these months. At the request of a student, parent, guardian, or educator, a student will be given the opportunity to demonstrate proficiency in one or more areas of the core curriculum at the above times.

A. Proficiency will be demonstrated by assessment or evaluation appropriate to the curriculum area, for example: Portfolio, state assessment, thesis, project, product or performance. Proficiency in all laboratory sciences will require that students are able to perform relevant laboratory techniques.

B. Students shall have the opportunity to demonstrate proficiency in the core areas as identified in 70 OKLA. STAT. § 11-103.6:

- **Social Studies**
- **Language Arts**
- **The Arts**
- **Languages**
- **Mathematics**
- **Science**

C. Proficiency for advancing to the next level of study will be demonstrated by a score of at least 95% in core areas (Reading, Language Arts, Math, Social Studies, Science) and 80% in other areas on an assessment or demonstration.

D. Qualifying students are those who are legally enrolled in the district.

E. The district will not require registration for the proficiency assessment more than one month in advance of the assessment date.

F. Students will be allowed to take proficiency assessments in multiple subject areas. Students are responsible for providing their own study materials for the proficiency assessment.

G. Students not demonstrating proficiency will be allowed to try again during the next assessment period.

H. Exceptions to standard assessment may be approved by the district for students with disabilities.

2. Students demonstrating proficiency in a core curriculum area will be given credit for their learning and will be given the opportunity to advance to the next level of study in the appropriate curriculum area. Students will still be responsible for obtaining a score of proficient or above on the state required criterion referenced test or end of instruction exam corresponding to the course in which the student demonstrated proficiency.

- A. The school will confer with parents in making such promotion/acceleration decisions. Such factors as social, emotional, and intellectual needs of the student should be considered.
 - B. If the parent or guardian requests promotion/acceleration contrary to the recommendation of school personnel, the parent or guardian shall sign a written statement to that effect. This statement shall be included in the permanent record of the student.
 - C. Failure to demonstrate proficiency will not be noted on the transcript.
 - D. Students must progress through a curriculum area in a sequential manner. Elementary, middle level, or high school students may demonstrate proficiency and advance to the next level in a curriculum area.
 - E. All course credits earned through examination by elementary, middle level, or high school level students in required curriculum areas shall be appropriately notated on the student's transcript and/or student record. Successful completion of proficiency assessments will be recorded with a pass notation with no effective GPA calculation on a student transcript. Credit for units of secondary coursework in curriculum areas required for graduation shall count toward meeting the requirements for the high school diploma.
 - F. Credits earned by a student through examination shall be transferable to or from any school districts within the State of Oklahoma in which the student was enrolled, is currently enrolled, or may be enrolled.
3. Proficiency assessment will measure mastery of the subject matter standards adopted by the State Board of Education.
4. Options for accommodating students' needs for advancement after they have demonstrated proficiency may include, but are not limited to, the following:
- A. Individualized instruction;**
 - B. Correspondence courses;**
 - C. Independent study;**
 - D. Concurrent enrollment;**
 - E. Cross-grade grouping;**
 - F. Cluster grouping;**
 - G. Grade/course advancement; and**
 - H. Individualized education programs.**
5. The district will disseminate materials explaining the opportunities for proficiency based promotion to students and parents in the district each year. The subject matter standards adopted by the State Board of Education, and type of assessment or evaluation for each core curriculum area will be made available upon request. OAC 210:35-27-2

Revised by vote of the Board of Education, October 13, 2014
 Revised by vote of the board February 8, 2016
 Revised By vote of the Board of Education, August 8, 2016

APPLICATION TO DEMONSTRATE PROFICIENCY

Today's Date _____

Student's Name _____

Student's Birth date _____ School _____

Current Grade _____

Parent's/Guardian/s Name _____

Address _____

Grade/Course/Subject Area in which student wishes to demonstrate proficiency:

Briefly explain why this student wishes to demonstrate proficiency in this grade/course/subject area.

Parent/Guardian Signature _____

PLEASE RETURN TO BUILDING PRINCIPAL

HOMEWORK

The Durant Board of Education believes that homework is an important part of the educational process. Homework shall be related to the school's aims and philosophy of education, but its primary objective shall be to aid in the development of the student. Homework will not be used as a form of discipline.

The need for homework, the kind of homework, and the amount of time spent on homework will vary with the student, the home, and the grade level of the student. There are three main purposes for the assignment of homework:

1. Homework may need to be given to ensure satisfactory progress at the student's grade level.
2. Homework may be given to the accelerated student to give enrichment to the student's program. This will probably be over and above the regular assignments.
3. Students should be reminded before they leave each day if they have work to complete at home. However, the students have the final responsibility to get the work done, even if not reminded each day. Parents have a responsibility to check with their child before they leave for school each day to see that their child gets the work to school.

HONORS PROGRAM MEDALS AND CERTIFICATES

The Durant Board of Education believes that outstanding efforts and achievements should be recognized and rewarded when appropriate.

Therefore, the honors program policy shall include the following guidelines:

1. The public school is a member of the National Honor Society and will adhere to the rules and regulations of that society.
2. Membership in the Oklahoma Honor Society is limited to 10% of the student body. Students whose grade averages are in the top 10% for the current and immediately preceding semesters will be awarded membership certificates.

3. Superintendent's Honor Roll

Grades 1-12 – A student must earn an overall average of 90 - 100 to qualify for the Superintendent's Honor Roll. *No single subject grade can be lower than 70.*

3. Principal's Honor Roll

Grades 1-12 – A student must earn an overall average of 80 - 89 to qualify for the Principal's Honor Roll. *No single subject grade can be lower than 70.*

4. To qualify for any honor roll or award, a student must have earned at least a satisfactory in citizenship.
5. Medals, certificates, and awards for achievement in academics, attendance, music and athletics, will be presented at the end of the school year awards assembly.

Revised by the Durant Board of Education October 2, 2006.

ACADEMIC CREDIT/GRADUATION REQUIREMENTS

The Durant Board of Education recognizes that a 12-year course of study in certain specific subject areas has proven to be beneficial in assisting students to become productive citizens and to prepare for advanced study.

Therefore, it is the policy of the board of education that a minimum of twenty-four (24) units of credit be earned in the subject areas listed below to be eligible for graduation. The following solids are required:

Durant High School Graduation Requirements – Class of 2014 and beyond

English	4 units
Mathematics	4 units (none lower than Algebra) <ul style="list-style-type: none"> Four units of mathematics must be obtained from the following course offerings: Algebra I, Algebra II, Algebra II Pre-AP, Integrated Geometry, Geometry, Geometry Pre-AP, Pre-Calculus, Pre-Calculus Pre-AP, Calculus, Calculus AB/AP, Calculus BC/AP, Statistics AP, Mathematics of Finance
Science	4 units <ul style="list-style-type: none"> One unit must come from Physical Science (Physical Science or Honors Physical Science) One unit must come from Biology (Biology I or Pre-AP Biology) One unit must come from Chemistry or Physics (Chemistry I, Pre-AP Chemistry I, Basic Chemistry, Physics, or Basic Physics) One unit from the following course offerings: Anatomy and Physiology, AP Environmental Science, Chemistry II, AP-Chemistry, Forensic Science, Chemistry I, Physics, OR (Prior to taking the following Career and Technology courses for science credit, a student must have Agriculture I and Agriculture II) One unit from the following Career and Technology courses, which have the equivalent science objectives embedded within the courses: Animal Science, Equine Science, Horticulture, Natural Resources, Production Management, or Health Science Technology III
Social Studies	3½ units (World History, American History, ½ unit each of Government, Oklahoma History, and Geography)
Computer Course	1 unit
Electives	7½ units (includes 1 additional unit of computer OR 2 units of foreign language AND ½ unit of financial literacy)
Total	24 units

NOTE World History and English instruction will include the ART Curriculum P.A.S.S. objectives

The board of education will issue a certificate of distinction to graduating students who meet or exceed the following criteria by the end of their senior year in high school:

- 3.25 GPA on a 4.0 scale
- 4 years of English
- 4 years of mathematics
- 4 years of social studies
- 4 years of science
- 2 years in the areas of technology, the humanities, or the arts
- 2 years of foreign language
- A score of satisfactory, or its equivalent, on all end-of-course tests

The district will provide students/families with regular notice of the academic standards required to graduate from the district. This information will be distributed annually to middle and high school students [at school enrollment] [in school handbooks] [other: specify] and will include details regarding:

- Number and types of credits needed to graduate
- Minimum enrollment requirements
- Standardized testing
- Proficiency based promotion
- Concurrent enrollment options

Students/families are expected to work with the assigned counselor to ensure that their student meets all the necessary requirements for successful completion of the district's program.

Approved by the Durant Board of Education February 1, 2010
Revised by vote of the Board of Education, August 8, 2016

TESTING PROGRAM

It is the policy of the Durant Board of Education to take part in testing programs with the aim of providing information designed to help all students recognize their abilities and to help in planning their school work. A well-rounded testing program has been developed that can be very valuable to each student.

Annually, on a date to be determined by the superintendent, the district will provide information to the district's students, parents of students, and the public at large about the proper meaning and use of assessments administered pursuant to the Oklahoma School Testing Program Act. Additionally, each school site within this district shall notify each student's parents of the school's performance levels in the Oklahoma School Testing Program at the end of each school year.

No student shall be required to submit, without prior consent, to psychiatric or psychological examination, testing or treatment, in which the primary purpose is to reveal information concerning:

1. political affiliations;
2. mental and psychological problems potentially embarrassing to the student or the student's family;
3. sex behavior and attitudes;
4. illegal, antisocial, self-incriminating and demeaning behavior;
5. critical appraisals of other individuals with whom students have close family relationships;
6. legally recognized privileged and analogous relationships, such those of lawyers, physicians, and ministers; or
7. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Prior consent to any such psychiatric or psychological examination, testing, or treatment means the prior written consent of the student's parent or guardian or, if the student is emancipated, of the student. As used herein, the terms psychiatric or psychological examination, testing or treating are intended to have their ordinary and customary meaning, which refers to a recognized medical or therapeutic discipline practiced by licensed or certified professionals. These terms do not include ordinary classroom activities or teaching techniques.

Revised by vote of the Board of Education, August 8, 2016

**DURANT PUBLIC SCHOOLS
READING SUFFICIENCY ACT TESTING AND PROCEDURES**

Every student enrolled in kindergarten shall be assessed at the beginning, middle and end of each school year using a screening instrument approved by the State Board of Education for the acquisition of reading skills including, but not limited to, phonemic awareness, phonics, reading fluency, vocabulary, and comprehension, for the grade level in which enrolled. Every first, second, and third grade student shall be assessed at the beginning and end of each school year using a screening instrument approved by the State Board of Education for the acquisition of reading skills including, but not limited to, phonemic awareness, letter recognition, and oral language skills as identified in the subject matter standards adopted by the State Board of Education. Any student who is assessed who is not meeting grade-level targets in reading shall be provided a program of reading instruction designed to enable the student to acquire the appropriate grade level of reading skills.

Progress of Reading Instruction and Proficiency Team

The program of reading instruction shall align with the State subject matter standards, shall be based on a three tiered Response to Intervention (“RtI”) model, and shall include provisions of the Reading Enhancement and Acceleration Development (READ) Initiative adopted by the school district. The plan may include, but is not limited to:

1. Sufficient additional in-school instructional time sufficient for the acquisition of phonemic awareness, phonics, reading fluency, vocabulary, and comprehension,
2. If necessary, tutorial instruction after regular school hours, on Saturdays, and during the summer, and
3. Assessments identified for diagnostic purposes and periodic monitoring to measure the acquisition of reading skills as identified in the student’s program of reading instruction.

A student enrolled in first or second grades who has been assessed and found not to be meeting grade-level targets in reading, shall be entitled to supplemental instructional services and supports in reading until the student, is determined by the results of a screening instrument to be meeting grade-level targets in reading. The program of reading instruction for each student shall be developed by a Student Reading Proficiency Team and shall include instructional services and supports. Each team shall be composed of the:

1. The parent or guardian of the student,
2. The teacher assigned to the student who had responsibility for reading instruction in that academic year,
3. A teacher who is responsible for reading instruction and is assigned to teach in the next grade level of the student, and
4. A certified reading specialist, if one is available.

The reading progress of kindergarten students at risk for reading difficulties at the beginning of the school year shall be monitored throughout the school year and measured mid-year and at year-end. Kindergarten students who are not meeting grade-level targets by mid-year in reading shall be provided a program of reading instruction designed to enable the student to acquire the appropriate grade-level reading skills

A Probationary Promotion Reading Proficiency Team may evaluate a student for probationary promotion if the student is enrolled in third grade, is not eligible for automatic promotion, and does not meet the criteria established by the Commission for Educational Quality and Accountability on the reading portion of the third grade_statewide criterion-referenced test. The Probationary Promotion Reading Proficiency Team shall be composed of:

1. The parent or guardian of the student,
2. The teacher assigned to the student who had responsibility for reading instruction in that academic year,
3. A teacher who is responsible for reading instruction and is assigned to teach in the next grade level of the student, and
4. A certified reading specialist, if one is available.

The principal and superintendent must approve the probationary promotion. For a student who is approved for probationary promotion, the Probationary Promotion Reading Proficiency Team shall continue to review the student's reading performance and repeat the evaluation and recommendation process each academic year until the student demonstrates he or she is meeting grade-level targets on an approved screening instrument such that the student is on track to be college and career ready.

Throughout the school year progress monitoring shall continue, and diagnostic assessment, if determined appropriate, shall be provided. Year-end reading skills shall be measured to determine reading success. The program of reading instruction shall continue until the student is determined by the results of approved reading assessments to be meeting grade-level targets. If a reading instruction program is being provided for a student on an Individualized Education Program (IEP), a special education teacher must be consulted and the plan may be a separate document from the IEP, or an IEP team meeting may be convened and the plan could then be included in the student's IEP.

Grade Promotion After Participation in Summer Academy Programs

If, by the end of the second quarter of the school year, a teacher determines that a third grade student is not reading at grade level, the parent or guardian shall be notified of the student's current reading level, the proposed program of reading instruction for the student, and the potential need for the student to participate in a summer academy, if offered by the district that school year or other program designed to assist the student in attaining grade-level reading skills.

A teacher who determines that a third grade student is unable to meet the reading competencies required for completion of third grade may, after consultation with the parent or guardian of the student, recommend that the promotion of the student to the fourth grade

be contingent upon the participation in, and successful completion of the required reading competencies, at a summer academy or other program. If the student does not participate in the summer academy or other program or does not successfully complete the reading competencies in the summer academy or other program, the student shall be retained in the third grade.

Program of Reading Instruction and Retention

For any third grade student not reading at grade level, as determined by the screening instruments for the acquisition of reading skills approved by the State Board of Education, a new program of reading instruction shall be developed and implemented. The new program of reading instruction shall include provisions of the READ Initiative adopted by the school district and may include specialized tutoring.

The minimum criteria for grade-level performance of third-grade students pursuant to the Reading Sufficiency Act shall be that students are able to read and comprehend grade-level text. To determine the promotion and retention of third-grade students pursuant to the Reading Sufficiency Act, the State Board of Education shall use only the scores for the standards for reading foundations/processes and vocabulary portions of the statewide third-grade assessment administered pursuant to 70 O.S. Section 1210.508 and shall not use the scores from the other language arts portions of the assessment. The performance levels established by the Commission for Educational Quality and Accountability pursuant to Section 1210.508 shall ensure that students meeting the performance-level criteria are performing at grade level on the reading foundations and vocabulary portions of the statewide third-grade assessment.

Each program of reading instruction shall be based upon a three-tiered Response to Intervention ("RtI") model and shall include:

1. For students identified for Tier I intervention, a minimum of ninety (90) minutes of uninterrupted daily scientific-research-based reading instruction;
2. For students identified for Tier II intervention, at least an amount of uninterrupted scientific-research-based reading instructional time that is:
 - A. Based on specific student needs;
 - B. Reflects the needed intensity and/or frequency as identified on a screening tool, diagnostic assessment and/or progress monitoring instrument; and
 - C. Is determined by the classroom teacher reading specialist (if available) and building principal.
3. For students identified for Tier III intervention, at least forty-five (45) to sixty (60) minutes of additional uninterrupted daily scientific-research-based reading instruction in addition to the ninety (90) minutes of uninterrupted daily reading instruction provided under Tier I.

The parent of any student who is found to have a reading deficiency and is not meeting grade-level reading targets, and has been provided a reading assessment plan, shall be notified in writing of the following:

1. That the student has been identified as having a substantial deficiency in reading;
2. A description of the current services being provided to the student pursuant to a conjoint measure model such that a reader and a text are placed on the same scale;
3. A description of the proposed supplemental instructional services designed to remediate the reading deficiency that will be provided to the student;
4. That the student will **not** be promoted to the fourth grade if the reading deficiency is not remediated by the end of the third grade, unless the student is otherwise promoted pursuant to the school district's Student Retention and Promotion Policy or is exempt for good cause;
5. Strategies for parents to use in helping their child succeed in reading proficiency;
6. The grade-level performance scores of the student;
7. That, while the results of statewide assessments are the initial determinant, they are not the sole determiner of promotion and that portfolio reviews and assessments are also available in considering promotion or retention;
8. The specific criteria and policies of the school district for mid-year promotion.

Only the scores from the reading comprehension portions of the third grade criterion-referenced test shall be used to determine the promotion and retention of third grade students pursuant to the Reading Sufficiency Act. For students who do not meet the academic requirements for promotion, the school district may promote the student only as provided for in the school district's Student Retention and Promotion Policy. For details on the good-cause exceptions and other requests to exempt students from the academic requirements for promotion, see the school district's Student Promotion and Retention Policy.

Students who do not meet the performance criteria established by the Commission for Educational Quality and Accountability on the reading portions of the statewide third-grade assessment and who are not subject to a good cause exemption, and who do not qualify for promotion or "probationary promotion," shall be retained in the third grade and provided intensive instructional services and supports.

Instruction and Interventions for Retained Students

The school district shall conduct a review of the reading instruction program for all students who do not meet the performance criteria established by the Commission for Educational Quality and Accountability on the reading portions of the statewide assessment administered to the student. The review shall address additional supports and services

needed to remediate the identified areas of reading deficiency. A student portfolio shall be completed for each retained student.

Students retained due to a reading deficiency will be provided intensive interventions in reading as well as intensive instructional services and supports to remediate the identified areas of reading deficiency, including a minimum of ninety (90) minutes of daily, uninterrupted, scientific-research based reading instruction. Retained students shall be provided other strategies prescribed by the school district, which may include, but are not limited to:

1. small group instruction,
2. reduced teacher-student ratios,
3. more frequent progress monitoring,
4. tutoring or mentoring,
5. transition classes containing third and fourth grade students,
6. extended school day, week, or year, and
7. summer reading academies, if available.

Additionally, students who are retained will be provided a high-performing teacher who can address the needs of the student, based on student performance data and above-satisfactory performance appraisals. In addition to the required reading enhancement and acceleration strategies, students who are retained will be provided at least one of the following instructional options:

1. supplemental tutoring in scientific research based reading programs in addition to the regular reading block, including tutoring before or after school,
2. a parent-guided "Read at Home" assistance plan developed by the State Department of Education,
3. a mentor or tutor with specialized reading training.

The school district may, in accordance with rules of the State Board of Education, use screening assessments, alternative assessments, or portfolio reviews in order to reevaluate a retained third grade student for mid-year promotion to the fourth grade. See the school district's Promotion and Retention Policy for details on mid-year promotion.

Copies of the results of all assessments administered shall be made a part of the student's permanent record.

Reading Enhancement and Acceleration Development (READ) Initiative

The school district establishes the following READ Initiative. The focus of the school district's READ Initiative is to prevent the retention of third grade students by offering intensive

accelerated reading instruction to third grade students who have failed to meet the reading standards for promotion to fourth grade, and to kindergarten through third grade students who are exhibiting a reading deficiency.

The school district's READ Initiative will be provided to all kindergarten through third grade students at risk of retention as identified by the reading assessments administered to the student. The school district's READ Initiative program will be provided during regular school hours in addition to the regular reading instruction and will provide a reading curriculum that at a minimum, meets the following specifications:

1. assists students assessed as exhibiting a reading deficiency in developing the ability to read at grade level,
2. provides skill development in phonemic awareness, phonics, reading fluency, vocabulary, and comprehension,
3. provides scientific–research-based and reliable assessment,
4. provides initial and ongoing analysis of the reading progress of each student,
5. is implemented during regular school hours,
6. establishes at each school an Intensive Acceleration Class for retained third-grade students who subsequently do not meet the performance criteria established by the Commission for Educational Quality and Accountability on the reading portions of the statewide assessment. The focus of the Intensive Acceleration Class shall be to increase the reading level of a child at least two grade levels in one school year.
7. provide reports to the State Department of Education, upon request, on the specific intensive reading interventions and support implemented, and
8. provide to a student who has been retained in the third grade and has received intensive instructional services but is still not ready for grade promotion, the option of being placed in a transitional instructional setting. A transitional instructional setting shall specifically be designed to produce learning gains sufficient to meet fourth grade performance standards while remediating the student's areas of reading deficiency.

The Intensive Acceleration Class shall:

1. be provided to any student in the third grade who does not meet the performance criteria established by the Commission for Educational Quality and Accountability on the reading portion of the statewide assessment and who was retained in the third grade the prior year because of not meeting the performance criteria established by the Commission for Educational Quality and Accountability on the reading portions of the statewide assessment.
2. have a reduced student-teacher ratio,

3. provide an uninterrupted reading instruction for the majority of student contact time each day and incorporate opportunities to master the fourth grade state standards in other core subject areas,
4. use a reading program that is scientific-research-based and has proven results in accelerating student reading achievement within the same school year,
5. provide intensive language and vocabulary instruction using a scientific-research-based program, including use of a speech-language therapist,
6. include weekly progress monitoring measures to ensure progress is being made.

Board of Education Reporting Requirements

The board of education will annually publish on the school district's website, and report in writing in the format prescribed by the State Department of Education, to the State Board of Education by September 1 of each year the following information on the prior school year:

1. the progression of the school district's students identified as having reading deficiencies and the policies and procedures of the school district on student retention and promotion,
2. the number and percentage of all students in grade three that did not meet the performance criteria established by the Commission for Educational Quality and Accountability on the reading portions of the statewide assessment,
3. by grade, the number and percentage of all students retained in grades three through ten,
4. information on the total number and percentage of students who were promoted for good cause, by each category of good cause as specified in the District's Promotion and Retention Policy, and
5. any revisions to the policies of the school district on student retention and promotion from the prior year.

Professional Development

Beginning with the 2022-2023 school year, if the district receives more than \$2,500 in funds allocated to provide remediation and intervention in reading for enrolled students in grades prekindergarten through grade five, the district shall spend no less than 10% of the allocated funds on professional development for teachers of these grade levels. This professional development shall include training in the science of how students learn to read as well as instructional materials required for implementation. In accordance with this policy and Oklahoma law, the district shall utilize professional development programs that are evidence-based and directly address the cognitive science of how students learn to read for which the district is permitted to use received funds. The district shall select these programs

from the OSDE's published list of programs, which will be available from the OSDE no later than June 30, 2022.

Reference: OKLA. STAT. tit. 70, § 1210-508C, OKLA. STAT. tit. 70, § 1210-508E; OKLA. STAT. tit. 70, § 1210-508D

Revised by the vote of the Board of Education October 3, 2011
Revised by the vote of the Board of Education, October 13, 2014
Revised by the vote of the Board of Education August 10, 2015
Revised by the vote of the Board of Education, August 8, 2016
Revised by the vote of Board of Education, August 14, 2017
Revised by the vote of the Board of Education, August 13, 2019
Revised by vote of the Board of Education, August 18, 2020
Revised by vote of the Board of Education, August 10, 2021

TEACHING RELIGION FORBIDDEN

It shall be the policy of the Durant Board of Education that no sectarian or religious doctrine shall be taught or inculcated into the curriculum or activities of the school. However, those students and teachers who wish to do so may participate in voluntary prayer.

**DURANT PUBLIC SCHOOLS
OPEN RECORDS**

The board of education adopts this policy in connection with the Oklahoma Open Records Act (the "Act").

District's Philosophy

The school district, as a tax supported institution, recognizes that the public has a right to be fully informed concerning its operations. The school district strongly believes that informed citizens are vital to the successful functioning of the democratic government process which this school district desires to exemplify to its students.

In order to achieve these goals, the board of education hereby states that all records of the school district, except those records designated as confidential in this policy, or, otherwise, as required by federal or state law, shall be open to any person for inspection, copying and/or mechanical reproduction during regular business hours. All persons requesting the right to inspect non-confidential records of the school district shall be accorded prompt access to those records.

Confidential Records Not Available for Inspection

As permitted by the Act, the school district hereby designates the following records as confidential and not open for public inspection:

1. Records which can be kept confidential under federal or state law.
2. Personnel records which relate to internal personnel investigations including examination and selection material for employment, hiring, appointment, promotion, demotion, discipline or resignation.
3. Personnel records where disclosure would constitute a clearly unwarranted invasion of personal privacy such as employee evaluations, payroll deductions, and employment applications submitted by persons not hired, and transcripts from institutions of higher education.
4. Bid specifications for competitive bidding prior to publication; contents of sealed bids prior to bid opening; computer programs or software (but not the data thereon); and appraisals relating to the sale or acquisition of real estate prior to the award of a contract – if disclosure would give an unfair advantage to competitors or bidders.
5. Personal communications received from a person exercising rights secured by the Oklahoma or United States Constitution, except for the fact that a communication has been received and that it is or is not a complaint. Any response to such personal communications shall be confidential only to the extent necessary to protect the identity of the person exercising the right.
6. Individual student records, except for: (a) statistical information not identified with a particular student if such information is maintained in a composite form

and (b) directory information as defined in the Act, if, pursuant to the Family Educational Rights and Privacy Act that information (i) has been designated by the school district as directory information and (ii) parents have been notified of and have not exercised their non-release rights.

7. Instructor lesson plans, tests and other teaching materials.
8. Personal communications concerning individual students.
9. Personal notes and personally created materials, when made prior to taking action, making a recommendation or issuing a report. Confidentiality does not extend to departmental budget requests prepared as an aid to memory or research leading to the adoption of a public policy or the implementation of a public project.
10. The home address of any person employed or formerly employed by the school district.
11. The home telephone number of any person employed or formerly employed by the school district, where disclosure would constitute a clearly unwarranted invasion of personal privacy.

Records Custodian

The board of education hereby designates its Board Clerk or if such person is not available during regular business hours, then its Secretary to the Superintendent as the person authorized to release non-confidential public records for inspection, copying or mechanical reproduction.

Under Oklahoma law, the board clerk is the custodian of the district's copy of required school board election related filings.

Copies of these documents can be obtained by making a request through the clerk's designee, Secretary to the Superintendent,.

Fees for Records and for Search for Records

The following fees shall be charged for records reproduction and any compensable search for records:

Paper Production:

8 ½" x 11"	\$.25 per copy
8 ½" x 14"	\$.25 per copy
11" x 17"	\$.50 per copy

Electronic Production:

Document conversion (TIFF or PDF)	\$.25 per page
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In addition to the costs noted above, when a request for public records would clearly cause excessive disruption of the district's essential functions or is solely for commercial purpose the district will charge a reasonable search fee equaling the actual hourly cost to the district. This cost includes the base salary, benefits, taxes, burdens, and retirement contributions paid by the district for the employee(s) involved in the search. The requestor will be charged this hourly rate for all search time, review time, and, if necessary, time spent redacting records prior to production.

The district does not consider publication in a newspaper or broadcast by news media as resale or use of data for trade or commercial purpose. However, the district shall charge the news media and others the direct cost of copying electronic data.

A search fee shall not be charged when the release of documents is in the public interest, including, but not limited to, release to the news media, scholars, authors and taxpayers seeking to determine whether those entrusted with the affairs of the government are honestly, faithfully, and competently performing their duties as public servants.

Costs associated with reproduction of public records shall be paid by, or on behalf of the requestor, at the time documents requested are to be picked up. In the event of a large records request or a request that involves an outside cost to the district, the district may request a deposit, to be set by the records custodian, to be made at the time of the request.

Request for Records

Requests for public records shall be made to the attention of the superintendent or the district's records custodian. The request shall identify with specificity the record or records sought. Where the request for records is unclear or confusing, the records custodian may request that the requestor provide a more precise explanation or description of the records requested. The district shall produce records requested promptly, taking into consideration the accessibility of the record, the number and type of records requested, and the press of school district business.

An individual requesting public records, pursuant to the Act, is requested to use the district's request form to expedite the processing of the request.

Appeal of Denial of Records

If inspection of documents designated as confidential is denied, the person requesting access to such documents shall have a right to appeal the denial to the superintendent of schools.

Revised by vote of the Board of Education, October 13, 2014
Revised by vote of the Board of Education August 10, 2015

OPEN RECORDS ACT SCHEDULE OF FEES	
Black & white copy (not exceeding 8.5 x 14" in size)	<i>.25 per page</i>
Color copy (not exceeding 8.5 x 14" in size)	<i>Actual cost</i>
Certified copy	<i>\$1.00 per page</i>
Oversized copy (exceeding 8.5 x 14")	<i>Actual cost</i>
Video tape or DVD copy ²	<i>\$10.00 per tape</i>
Audio tape or CD copy ³	<i>\$10.00 per tape</i>
Mailing fee (if mail delivery is requested)	<i>Actual cost</i>
Research fee (for research, review, and redacting which exceeds 15 minutes)	<i>Actual cost, as noted in the district's policy</i>
Electronic data conversion (TIFF or PDF)	<i>\$.25 per page</i>

² For each video tape or DVD copy requested, requestor must supply a new, blank standard VHS tape or DVD.

³ For each audio tape copy requested, requestor must supply a new, blank standard audio cassette tape(s) or CD. No mini-audio cassette tapes will be accepted.

**PUBLIC RECORD ACCESS REQUEST
OKLAHOMA OPEN RECORDS ACT**

**TO: DURANT SCHOOL DISTRICT
DURANT, OKLAHOMA**

1. Pursuant to the Oklahoma Open Records Act, the undersigned hereby requests access to the following School District records: _____

[Describe records as specifically as possible; attach additional sheets if necessary.]

2. The undersigned requests access to the foregoing records for the following purpose:

3. If copies of the documents are requested, the undersigned agrees to pay _____ per page for copies. If a search is necessary to furnish the documents and if this request is solely for commercial purposes, the undersigned agrees to pay a search fee of \$_____ per hour.

4. The undersigned is acting as representative or agent for:

(name)

(address)

(telephone number)

(date)

Received by: _____
Durant School District
on _____, 20____.

Record Request No. _____.

DOCUMENT RETENTION

The district will maintain all documents and records in a manner consistent with current legal requirements and administrative best practices. School employees are required to treat confidential information appropriately and to take reasonable precautions to ensure that private information is not unnecessarily disclosed to those who do not need such access. Health records will always be stored separately from other student and employee files.

Paper records will be stored in secure locations based on the sensitivity of the information. Electronic records will be properly secured and will be archived with adequate safeguards implemented to ensure that technological advancements do not cause the records to become inaccessible. The district's technology director will regularly evaluate the district's overall document retention program to determine whether the district's retention practices are current. The technology director is responsible for making recommendations regarding the program as needed to the superintendent.

No document will be destroyed if it pertains to a pending claim, even if the document was otherwise scheduled for destruction.

Education Operations

The Superintendent is responsible for maintaining adequate records to effectively plan, operate, evaluate, and make required reports on the district's education program. These records will be maintained as long as the Superintendent determines appropriate based on the specific records.

Student Records

All student education records will be maintained in compliance with the district's policy regarding FERPA. In addition to those standards, school personnel will comply with the following document retention standards:

- **Student Transcripts**

The Registrar is responsible for maintaining student transcripts for 80 years from the student's last day of enrollment in the district. The transcript shall contain the following information:

- Name
- Address
- Telephone listing
- Date / place of birth
- Inventory of courses taken, with grades
- GPA and/or class rank

-

The Director of School Nurses is responsible for maintaining medical records. Medical records include items such as immunization verifications, allergy or diabetes plans, and child abuse reports. These records will be maintained 5 years from the student's last date of enrollment.

- **Special Education**

The Special Education Director is responsible for maintaining special education records. All special education records will be retained for 5 years from the student's last date of special education services. Sixty days prior to destroying any special education record, the district will notify parents and eligible students of their right to retrieve the records rather than having the records destroyed.

- **Other**

All other student records will be retained for 5 years from the student's last day of attendance in the district. The Superintendent is responsible for overseeing maintenance and destruction of these records. Thirty days prior to destroying these records, the district will notify parents and eligible students of their right to retrieve the records rather than having the records destroyed. This notification will occur by notice to the parent/student's⁴ last known email or physical address.

Board Records and District Financial Records

The Clerk of the Board is responsible for permanently maintaining all board agendas and minutes, as well as the deeds and titles to all district owned real property.

The Chief Financial Officer is also responsible for maintaining records related to the district's banking transactions and all federal and state program expenditures. The duration of records retained under this section will be determined by the schedule maintained in the Chief Financial Officer's office.

Employee Records

The Director of Human Resources is responsible for retaining employee records. These records include wage and hour information, routine personnel records, and drug/alcohol testing records. The duration of records retained under this section will be determined by the schedule maintained in The Director of Human Resource's office.

Electronic Records

All district emails will be retained as long as is practical given the district's technology constraints.

Approved by vote of the Board of Education, August 14, 2017

⁴ Destruction notices will be sent to the parent/guardian if the records pertain to a minor. Notices will be sent to the student if the records pertain to an individual who is over age 18.

**DURANT PUBLIC SCHOOLS
SAFE SCHOOL COMMITTEES AND
HEALTHY AND FIT SCHOOL ADVISORY COMMITTEES**

Safe School Committees

This policy will govern the operation of the district's safe school committees.

1. Each site principal will annually establish a Safe School Committee of at least seven (7) members. Members may be employees, parents, students, volunteers, community members and/or local law enforcement officials. 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, 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. The Committee will assist the board in promoting a positive school environment through planning, implementing and evaluating effective prevention, readiness and response strategies.
3. 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 that prohibit the maintenance of a safe school, and student bullying;
 - Professional development needs of faculty and staff to recognize and avoid bullying and implement methods to decrease student bullying;
 - Professional development needs of faculty and staff to recognize and report suspected human trafficking.
 - Methods to encourage the involvement of the community and students, the development of individual relationships between students and school staff, use of problem-solving teams that include counselors and/or school psychologists, and ways to utilize behavioral health resources, including suicide prevention resources.

As part of the process, each Committee shall review the district's policies, traditional and accepted bullying prevention programs utilized by other states, state agencies or school districts, and the bullying resources provided on the Oklahoma State Department of Education's website.

4. Each Safe School Committee shall meet at least once each semester. Each Committee shall appoint a 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 the agendas in the principal's office for a reasonable period prior to the date and time of each meeting. The principal of each school site will retain all agendas, minutes and other documents related to the Safe School Committee.
5. 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. The superintendent shall maintain the reports in the records of the district and shall transmit a copy of each Safe School Committee report to each district board member.
6. Committees may also, if they deem it appropriate, make recommendations to the board regarding the development of a rape / sexual assault program for implementation at the school site. The board will consider any such recommendations to determine whether implementation of the recommended or an alternative program is warranted.

Healthy and Fit School Advisory Committees

The district also establishes Healthy and Fit School Advisory Committees, which shall be combined with the district's Safe Schools Committees. The Healthy and Fit School Advisory Committees are established pursuant to OKLA. STAT. tit. 70, § 24-100a, which created the *Healthy and Fit Kids Act of 2004*.

The Committees shall be composed of no fewer than six (6) individuals who may be the same individuals appointed to the district's Safe School Committees. The composition of the Advisory Committees may include teachers, administrators, parents of students, health care professionals and business community representatives.

The Advisory Committee at each school site shall study and make recommendations to the school principal regarding:

1. Health education;
2. Physical education and physical activity; and
3. Nutrition and health services.

School principals shall give consideration to the recommendations of their respective advisory committees. The Advisory Committee, for purposes of timelines, shall follow the same schedule as established for the district's Safe School Committees.

Reference: 70 OKLA. STAT. §24-100.5, 70 OKLA. STAT. §24-100a

Reference: 70 O.S. §24-100.5, 70 O.S. §24-100a

Approved by Vote of the Board of Education August 4, 2008.
 Revised by vote of the Board of Education, August 5, 2013
 Revised by vote of the Board of Education August 10, 2015
 Revised by vote of the Board of Education August 13, 2019

CONSTITUTION DAY AND CITIZENSHIP DAY

Constitution Day and Citizenship Day shall, in accordance with federal law, be held each year on September 17. The purpose of Constitution Day and Citizenship Day is to commemorate the formation and signing on September 17, 1787, of the United States Constitution and recognize all who, by coming of age or by naturalization, have become citizens.

The District shall hold an educational program on the United States Constitution on September 17 of each year for the students served by the District in observation of Constitution Day and Citizenship Day. When September 17 falls on a weekend or holiday, the day shall be observed on a school day just before or after September 17. The manner in which the day shall be commemorated shall be within the superintendent's discretion.

Reference: 36 U.S.C. § 106; Public Law 108-447 (Dec. 8, 2004).

Adopted on the 6th day of September, 2005, by the Board of Education.

**STUDENT PROGRAM SPEAKERS / PRESENTERS
FROM OUTSIDE THE SCHOOL DISTRICT**

Durant School District personnel periodically request persons and organizations outside the School District to present information to students as part of the District's curriculum. This can include speakers for individual classes, grade levels, entire schools, girls or boys. The speakers address a broad range of topics, including but not limited to sensitive issues such as sex and abstinence education and alcohol and drug use awareness. It is the intent of the Board that any presentation given to any student relating to the area of human sexuality be age-appropriate. Further, it is the intent of the Board that all education should be abstinence-based, i.e. abstinence until marriage should be strongly emphasized when the subject is broached. The Board strongly endorses and recommends use of the Pregnancy Center of Bryan County as the primary source for materials, speakers, and lesson plans regarding this sensitive subject. The Board of Education desires to establish a process by which school staff will review presentations addressing sensitive issues to ensure that they are educationally relevant and appropriate for the intended student audience.

1. The District employee(s) responsible for arranging the speaker will inform the building principal of the speaker's credentials relevant to the presentation, the intended student audience (i.e., Mr. Jones' first hour health class, all fifth grade girls) and the anticipated date, if any, of the presentation. The responsible District employee will also provide the building principal with the speaker's written agenda and the curriculum, materials and props to be used during the presentation. The responsible District employee should present this information to the building principal at least 30 days before the anticipated date of the presentation.
2. The principal will review the information presented and will request the central office to review the information. The principal and/or central office staff may seek any additional information deemed appropriate. They may also determine that it is appropriate to seek input from other school staff members and/or parents as part of the review process at their level.
3. The principal after consultation with the Central Office will advise the responsible District employee of the decision to approve or disapprove the proposed presentation. The appropriate standard for the decision is whether or not the presentation is educationally relevant and appropriate for the intended student audience. The decision of the principal and Central Office is final and non-appealable.
4. The proposed presentation may take place only after it has been approved through this process. The speaker may not alter the agenda, intended audience, materials, curriculum or props after approval without obtaining advance approval of any changes through this same process.
5. The responsible District employee will prepare, subject to the approval of the building principal or designee, a statement to be disseminated to the parents of students in the intended audience. The statement will identify the date, topic and agenda of the presentation and any other information deemed appropriate. The principal and Central Office will determine whether the statement will contain language advising parents that they must contact a designated school staff member if they desire that their child not participate in the presentation or if the statement or language will advise parents that they must contact a designated school staff member if they desire that their child's participation in the presentation. The principal will disseminate this information to parents at least five (5) school days before the presentation. The responsible District employee, in consultation with the principal or designee, will determine the appropriate method of dissemination to parents. In the event of presentations on especially sensitive issues, the parents will be notified by US Mail.

Adopted the 7th day of August, 2006 by the Durant Board of Education.

DYSLEXIA/DYSGRAPHIA AWARENESS PROGRAM

The district recognizes that many students suffer from dyslexia and dysgraphia, and may require further assistance in the classroom. Accordingly, starting with the 2020-2021 school year, the district will offer an annual dyslexia awareness program to provide teachers with training and resources on dyslexia and to foster a better learning environment for affected students. Starting with the 2023-2024 school year, the annual program shall include information and training regarding dysgraphia.

Beginning with the 2020-2021 school year, the annual dyslexia awareness program will at a minimum, include:

1. Training in awareness of dyslexia characteristics in students;
2. Training in effective classroom instruction to meet the needs of students with dyslexia; and
3. Available dyslexia resources for teachers, students and parents.

Beginning with the 2023-2024 school year, the annual dyslexia and dysgraphia awareness program will, at a minimum include:

1. Training in awareness of dyslexia and dysgraphia characteristics in students;
2. Training in effective classroom instruction to meet the needs of students with dyslexia and dysgraphia; and
3. Available dyslexia and dysgraphia resources for teachers, students and parents.

Reference: OKLA. STAT. tit. 70 § 6-194(F)

Reference: 70 O.S. § 6-194 (F)

Adopted by vote of the Board of Education, August 13, 2019
Revised by the Board of Education, August 17, 2022

TELEWORK DURING EXTENDED SCHOOL CLOSURE OR FOR INTERMITTENT USE

THIS POLICY SHALL BE IN EFFECT WHEN DISTRICT SCHOOL SITES ARE CLOSED FOR AN EXTENDED PERIOD DUE TO EXIGENT CIRCUMSTANCES [OR WHEN INTERMITTENT TELEWORK ARRANGEMENTS ARE WARRANTED]; THESE PROCEDURES WILL NOT BE USED WHEN THE DISTRICT IS OPEN FOR IN-PERSON INSTRUCTION [EXCEPT AS DETERMINED NECESSARY BY THE SUPERINTENDENT].

The board of education, while preferring that all District employees perform their work duties at their Primary Work Locations, does recognize that under certain extenuating circumstances it may be necessary to require or authorize some District employees to work from an alternative work location.

The purpose of this policy is to ensure the District is able to effectively continue educating and serving its students when it is required to temporarily close District work sites for an extended period due to extenuating circumstances, including, but not limited to, pandemic health emergencies and closure orders from federal, state, or local authorities[or when the Superintendent determines that intermittent telework arrangements are necessary and meet District needs].

DEFINITIONS

- **District Work Location:** A location, either on or off District property, to which a Teleworking Employee must physically report to complete a task or work assignment by his/her supervisor.
- **On-Call:** A work assignment where the employee is considered “at work,” though not physically present at his/her Primary Workplace, by being immediately available and accessible by electronic or telephonic means during the employee’s regular work hours, including any other designated hours due to a staggered or alternate work schedule, and who is required to physically report to a District Work Location or the Teleworking Employee’s Primary Workplace when directed by their supervisor.
- **Primary Workplace:** The Teleworking Employee’s usual and customary workplace or work site.
- **Telework/Teleworking:** A flexible work arrangement in which the superintendent or designee directs or allows Teleworking Employees to perform their essential job functions at pre-approved Telework Locations in accordance with their same performance expectations.
- **Telework Employee(s)/Teleworking Employee(s):** District personnel who have been authorized by District administration to Telework during a Telework Event to produce an agreed upon work product and/or complete work-related duties. This includes support personnel who are working On-Call.
- **Telework Event:** A potentially recurring situation during which time designated employees may Telework in lieu of physically reporting to their Primary Workplace.
- **Telework Location:** A work site or space not owned or leased by the District, but which is an approved location from which Teleworking Employees may perform their assigned job functions, which can include an employee’s home. A Telework Location is one which is safe, secure, free of undue distractions, adequately equipped to allow

- the Teleworking Employee to complete assigned work tasks and duties, and one which allows the employee to be immediately available and accessible by electronic or telephonic communication means during regular work hours and any other
-
- assigned or designated hours (e.g., required office hours pursuant to any virtual or distance learning policy).

GENERALLY

In circumstances which necessitate extended cessation of in-person instruction and/or closure of some or all District work sites, the District considers Telework to be a viable alternative work arrangement for the delivery of instruction and services to students from designated certified employees and support staff. Therefore, under certain circumstances, the board of education (board) delegates authority to the superintendent or designee to designate employees, individually or collectively, who may or must Telework until further advised.

Teleworking, in part or whole, will continue as an acceptable work arrangement as long as, in the superintendent's sole discretion, such conditions continue to exist which necessitate the use of Teleworking as a means to deliver instruction and/or services to students. The superintendent will consider local, state and/or federal guidance related to the Telework Event when making this determination.

The decision of whether Telework is appropriate or required for a particular employment position is at the sole discretion of the superintendent. The superintendent or designee is authorized to establish any necessary guidelines or procedures to be used in identifying suitable work positions and employees who are eligible to Telework and may require any employee to Telework or not Telework. Teleworking arrangements may be discontinued at any time with reasonable advance notice.

Telework may be appropriate for some employment positions and employees; however, Teleworking is not an entitlement. Telework may be denied to certain employees at the sole discretion of the superintendent or designee, and any such denial is not appealable to the board. The superintendent's discretion under this policy shall, in compliance with federal and state antidiscrimination laws, be exercised in a non-discriminatory manner.

Notwithstanding the provisions above, if the assignment or denial of Telework to an employee effectively results in a demotion, suspension, or termination, this policy shall not prevent a qualified employee from exercising due process rights under the district's policies related to that demotion, suspension or termination.

Not all employees may be eligible for Teleworking. Employees who may not be eligible to Telework can include, but are not limited to, those employees that are identified as emergency personnel, members of critical infrastructure pursuant to any federal or state order, or employees whose physical presence at their Primary Workplace is essential to the performance of their duties (e.g., food service, maintenance, administrative personnel, etc.). If an employee is not eligible for Telework and the employee is unable to work during assigned hours, the employee may be required to take any available accrued leave, whether paid or unpaid, in compliance with relevant District leave policies, unless the employee is eligible for other state or federal leave benefits available at the time.

Neither this policy, nor the procedures outlined herein, are intended to and do not confer additional employment rights on any District employee, including the right to Telework or be assigned to a position that is eligible for Teleworking under this policy.

The board reserves discretion to overrule or modify the superintendent's decisions to permit, require, or terminate Telework under this policy.

RK LOCATION APPROVAL:

Any and all telework locations must be approved prior to the employee beginning telework assignments. It is the duty of the employee to provide the address of the telework location to the superintendent/designee and to receive written approval within a reasonable time frame prior to commencing telework. No employee shall commence telework without written prior approval of the telework location by the superintendent or designee. The requested telework location may be denied to employees at the sole discretion of the superintendent or designee. Telework out-of-state will not be approved due to the myriad tax, employment and other issues presented when employees seek to work in out-of-state locations.

If an employee wishes to work from an alternative location, other than the pre-approved location, the employee must give [suggested # of weeks here] notice to the superintendent/designee including the new address of the location and reason for the relocation. The employee must receive written approval prior to commencing telework in the new location.

All teleworking employees must be available to report to the district worksite location at all times during work hours unless a health consideration exists.

CONDITIONS OF TELEWORK

Employees may not Telework on a full-time, permanent basis. Teleworking Employees shall adhere to all applicable District policies and procedures, unless specifically preempted pursuant to this policy.

Employees who Telework via electronic means must be computer literate and have access to a pre-approved, appropriate Telework Location, along with the required computer and telecommunications resources necessary for completion of work responsibilities. District-owned software may be installed on a Telework Employee's personal computer equipment in compliance with and subject to applicable software license agreements and must be removed from the employee's personal electronic equipment upon direction by District Administration. In all cases, if an employee separates from the District for any reason, all District software must be removed from the employee's personal electronic equipment.

Employees must seek prior approval to remove district technology or equipment from the pre-approved telework location. Absent approval, teleworking employees may not remove district technology or equipment from the pre-approved telework location for any reason.

Teleworking Employees must be available by phone and email during their regularly-scheduled work hours and during any alternate or staggered schedule hours as necessary under the circumstances and assigned by the employee's supervisor (e.g., scheduled office hours pursuant to any virtual or distance learning policy). Attendance at the employee's Primary Workplace for mandatory on-site meetings, training sessions, or other official District business activities is required when scheduled by the District.

On-Call Employees must be immediately available and accessible by electronic or telephonic communication means during the employee's regular work hours, including any other designated hours due to a staggered or alternate work schedule, from their Telework Location and are required to physically report to a District Work Location or the Teleworking Employee's Primary Workplace when directed by their supervisor.

All District and professional standards of performance and conduct that apply in the employee's Primary Workplace continue to apply at Telework Locations. Furthermore,

employees shall adhere to all District policies, rules, and regulations while Teleworking. Employees with questions as to how a specific policy or procedure will be effective in the Telework environment should contact their direct supervisor for guidance.

The District may, but is not required, to give the employee a list of directives regarding teleworking in relation to this policy. Any work-related injuries that occur while the employee is teleworking must be reported to the District.

IMPACT ON SALARY AND BENEFITS

Any change in salary and hourly pay or benefits will be done in accordance with Oklahoma law. Teleworking employees unable to Telework due to illness or other reasons should contact their supervisor in accordance with District leave policies.

TELEWORKING AS AN ADA ACCOMMODATION

This policy does not apply to employees who Telework as an accommodation under the Americans with Disabilities Act (ADA). Should the District determine that Teleworking is a reasonable accommodation under the ADA and does not impose an undue burden on the District, the District and employee shall follow the District's applicable ADA accommodations procedures and policies with respect to such accommodation.

Reference: 29 U.S.C. 201-209; 42 U.S.C. 12101 *et seq.*, 28 C.F.R. pt. 35

Adopted by vote of the Board of Education, August 18, 2020

VIRTUAL, BLENDED, AND DISTANCE LEARNING

THIS POLICY MAY BE USED IF STUDENTS ARE UNABLE TO ATTEND SCHOOL OR ABLE TO ATTEND SCHOOL ONLY ON A PART TIME BASIS FOR VARIOUS HEALTH OR SAFETY REASONS. COMPLETE SCHOOL CLOSURE IS NOT A PREREQUISITE TO USE OF THIS POLICY.

When the District engages in virtual, blended, or distance learning, instruction can be delivered via a number of District-Approved Means and Mediums, but in all cases, instructional delivery methods will comply with requirements and guidance from the Oklahoma State Department of Education (OSDE). These methods can include, but are not limited to, means and mediums already implemented or may be implemented in the future by District administration which may or may not include use of technology. Although the child may not be on school grounds, “school” will continue, and the District shall continue to engage students with instruction and experiences that provide opportunities for continuous learning while allowing them to stay connected with their instructors and classmates.

Whether provided through virtual, blended, or distance instruction, the District shall, to the greatest extent practicable, provide its students with quality educational opportunities and continuity of instruction that is consistent with the District’s vision and mission. When making decisions regarding the means and mediums utilized for virtual and distance learning, the District shall strive to bridge any equity gaps between those students with and without the technology and resources necessary to access virtual instruction. The District shall utilize all available funding sources and means to bridge these gaps in compliance with federal and state law.

DEFINITIONS

- **Virtual Learning:** Instruction provided via electronic means, utilizing the internet and computers as the primary tools for delivery of instruction, evaluation, and interaction. Instructional delivery may include video or audio means, online instructor interaction using District-Approved Means and Mediums (platforms, software, and resources, along with District social media, instructional television, video telecourses, or other District-approved means that require the internet and computer technology).
- **Distance Learning:** Instruction provided via printed material, augmented by individual contact with students via District-Approved Means and Mediums (e.g., telephonic means) consistent with this and all District policies.
- **Blended Instruction:** Instruction provided utilizing the internet and computers and/or printed material using District-Approved Means and Mediums as well as in class instruction. Blended Instruction can be a mix of in-person classes and virtual learning, or a mix of in-person classes and distance learning.
- **District-Approved Means and Mediums:** Equipment and electronic programs and platforms that have been pre-approved by the board of education for instructional delivery and communication/interaction with students and their legal guardian(s) appropriate to the grade level and subject matter concerned.
- **Social Media:**
 - **Generally:** Online platforms, websites, or networks on which users share information, communications, or other content and includes, but is not limited

- to, sites used for media sharing and social networking (e.g., YouTube, Facebook, Twitter, Snapchat, Instagram, etc.).
- **District Social Media:** Authorized District-related social media that is either school-based (e.g., approved, established and/or monitored by the building principal or designee) or District-based, District computer network-based, or subject area/department-based.
- **Personal Social Media:** Social media that is not District Social Media, which is established by a user for his/her personal or private use and objectives.
- **Non-District Social Media:** Social media that is not District Social Media, which is established by a third party or other organization.

IMPACT ON EXISTING POLICIES, RULES, AND SERVICES

Once this policy is effectuated, though instruction will be provided via virtual, blended or distance learning, each is a continuation of the District's instructional program. Therefore, the rules and responsibilities of students, their legal guardian(s), and District personnel, unless otherwise expressly stated in this policy, are the same as if students were present at school during the instructional day. Unless specifically noted in this policy, existing provisions of the Student Handbook, "Acceptable Use" policies and agreements, privacy policies, shall remain in effect. For example, students shall attend scheduled online meetings or classes in a timely manner (attendance), prepare for class in advance of the day's lesson (homework), meaningfully and appropriately participate in instruction (class participation), and shall also adhere to all existing rules concerning behavioral (e.g., bullying, harassment, violations of the Acceptable Use Policy) and academic misconduct (e.g., cheating, unauthorized group work on individual assignments). When students are visible to District personnel or other students, they shall dress in conformance to the school dress code.

Attendance

Students must continue to meet all state-mandated compulsory attendance requirements and are not exempt from state truancy laws, except to the extent permitted or required by the OSDE. To the extent appropriate under the circumstances, District attendance policies shall remain in effect, and student attendance and participation shall be monitored and recorded as closely as possible to existing District policies. Attendance and participation shall be measured by means appropriate in a virtual, blended, or distance learning environment which may include, but are not limited to, District-approved-and-monitored chatrooms and message board posts, emails, submission of assignments, or other District-Approved Means and Mediums.

Teachers shall make contact with each of their students a minimum number of times per school week, as determined by District administration, and count these contacts as full-time attendance. These contacts may include, but are not limited to, student participation in virtual classes or virtual learning platforms, submissions or posts to approved message boards, instructor confirmation with a student's legal guardian(s) that the student did

participate, and physical or electronic submission of assignments. Instructors shall log their contacts with each student.

Grading, Class Rank, Promotion and Retention

In conformance with guidance from the OSDE and to the extent reasonable and appropriate under the circumstances, all existing requirements related to student progression, including retention, promotion, and grade assignment shall remain in effect as if virtual, blended and/or distance learning had not replaced in-person instruction. Traditional numerical grades shall continue to be issued in conformance with the District's grading scale. Appropriate efforts shall be made by all District personnel to ensure that the circumstances which effectuate this policy shall not negatively impact student grades.

Special Education

While this policy is in effect, when appropriate, each student's IEP instructor shall make contact with the student's legal guardian(s) to discuss the student's individualized plan for virtual, blended, or distance learning. Instructors and related service providers shall share learning resources with the student's legal guardian(s) that are appropriate for the student in order to provide a variety of activities and supports which may be utilized that promote continued progress toward the student's IEP goals. IEP meetings shall be conducted as needed via secure District-Approved Means and Mediums that are appropriate under the circumstances.

English Learners (EL)

EL students shall continue to receive EL services. Unless otherwise designated, each student's EL instructor shall be the primary contact for the student's legal guardian(s) while this policy is in effect. In conformance to guidance from the OSDE, the District shall be intentional in ensuring instructors are providing appropriate plans, modifications and accommodations for EL students. Nothing in this policy shall prevent EL students or their legal guardian(s) from directly contacting the student's teacher regarding their educational progress.

INSTRUCTION GENERALLY

Method and Means of Instructional Delivery

Depending on whether virtual, blended, and/or distance learning is employed by the District, the superintendent or designee is directed to evaluate and select the means and mediums which shall be authorized for instructional delivery and communication with students and their legal guardian(s): the "District-Approved Means and Mediums." These shall be submitted to the board of education for approval prior to their implementation.

Lesson Plans

All instructors, including those who teach or coach electives, are responsible for submitting lesson plans, recording attendance, and assigning and grading a minimum of (2) assignments per week per class. Appropriate lesson plans shall be developed by grade level/subject area teams to ensure unified instruction. Lesson plans shall include supplementary or enrichment activities. Instructors shall ensure that the maximum number of hours of work they assign conforms to OSDE guidance. EL, Reading, Language Arts, and other District specialists will work with grade level teams to develop appropriate lesson plans. All instructors shall submit their virtual, blended, or distance learning lesson plans to their building principal or designee in conformance with this policy.

Office Hours

Every instructor and building administrator must be available during regular working hours to support instruction and student needs. District and building administrators shall develop and distribute a schedule for instructors to hold "office hours." During office hours, each instructor is required to be available to provide instruction or otherwise provide immediate feedback to students and their legal guardian(s) via District-Approved Means and Mediums. A portion of office hours may be utilized to conduct interactive virtual learning lessons with students in conformance with this policy or tutoring.

Communication with Students and Parents

Instructors are expected to communicate with students and their legal guardian(s) regularly, making actual communicative-contact with students as directed by their immediate supervisors. Electronic or telephonic messages left for instructors must be returned in a timely manner within 24 hours, excluding weekends/holidays via District-Approved Means and Media.

District personnel who communicate with students shall do so in conformance with this and all other District policies and may do so only via District-Approved Means and Mediums, except when expressly approved, in writing, by an immediate supervisor. Such communications shall be limited to discussions regarding classroom, school, and school-related activities only. At all times, District personnel shall exercise their best professional judgment and act with integrity and concern for their students' well-being.

Communication with students for the purpose of fraternization is strictly prohibited.

Contact or communications between District personnel and students via personal phone numbers, personal emails, personal social media accounts, and group messaging apps (that are not District-approved) **is expressly prohibited. Students, legal guardians, and District personnel shall have no expectation of privacy when communicating via District-Approved Means and Mediums.**

Intellectual Property

At no time shall either District personnel or students use, upload, post, mail, display, store, or otherwise transmit in any manner any such material that is protected by copyright, patent, trademark, service mark, or trade secret, or in violation of any Federal Communications Commission rules applicable to public broadcasts, except when such use or disclosure is properly authorized and bears the appropriate notations. District personnel shall consult guidance from the OSDE regarding compliance with applicable infringement laws, including fair use. Instructors shall use public domain resources when permission to use protected material cannot be obtained.

Privacy Laws and FERPA

In all cases of virtual, blended, or distance learning, but especially in an online learning environment, District personnel shall conform with FERPA requirements and other applicable privacy laws and District policies. **THE RECORDING OF CLASSROOMS (VIRTUAL OR OTHERWISE) AND/OR STUDENTS BY DISTRICT PERSONNEL, STUDENTS, OR THEIR LEGAL GUARDIAN(S) IS STRICTLY PROHIBITED.**

VIRTUAL LEARNING INSTRUCTION

All virtual learning instruction shall be delivered only via District-Approved Means and Mediums. Virtual learning lesson plans for the following week shall be submitted to the building principal or designee each week.

BLENDED LEARNING INSTRUCTION

All blended learning instruction shall be rendered in accordance with a mix of virtual and/or distance learning instruction and designated in-person instruction dates. The Virtual portion of the instruction shall be delivered only via District-Approved Means and Mediums. The Blended learning lesson plan for the following week shall be submitted to the building principal or designee on the last workday of each week.

If the Blended instruction is a mix of in-person and distance learning, the building principal or designee shall print, compile, and make distance learning packets if needed, available at building sites by 12:00 P.M. on the first workday of each week.

DISTANCE LEARNING INSTRUCTION

All distance learning instruction shall be rendered and delivered in print form. Distance learning lesson plans for the following week shall be submitted to the building principal or designee on the last workday of each week. The building principal or designee shall print, compile, and make distance learning packets available at building sites by 12:00 P.M. on the first workday of each week, and at the discretion of the District, other appropriate locations at a to-be-announced time (District food distribution sites).

PROFESSIONAL DEVELOPMENT AND TLE

In anticipation that this policy may become effective, District personnel shall receive required professional development instruction on best virtual, blended, and distance learning practices, which shall include grade level and content area-specific training, in addition to training on any District-Approved Means and Mediums for virtual and distance

instruction and communication. Building administrators shall conduct weekly staff meetings via District-Approved Means and Mediums.

District administrators shall also receive appropriate training on how to supervise and evaluate personnel who are providing virtual, blended, and distance learning instruction under this policy. District personnel shall follow OSDE guidance regarding TLE observation and evaluation in virtual, blended, and distance learning instruction and shall monitor virtual learning instruction by joining classes in-progress and providing feedback to the instructor.

SUPPORT SERVICES

Whether virtual, blended, or distance learning is utilized by the District, appropriate support services will continue to be available to District personnel, students, and their legal guardian(s) including:

- **Technical Support** — The District shall provide basic technical support for instructors, students and their legal guardian(s) in accessing and using District-Approved Means and Mediums of communication and virtual and distance learning instruction.
- **Instructional Support** — Instructors should contact their immediate supervisor with any questions regarding virtual, blended, or distance learning instruction.
- **Social-Emotional Wellbeing Support** — To the extent practicable and appropriate under the circumstances, the District shall provide information and resources to assist stakeholders in coping with the circumstances necessitating effectuation of this policy.
- **Special Education Resources and Support** — The Special Education Director or designee will provide support to students with disabilities or other special needs, along with their legal guardian(s), to help them navigate virtual, blended, and distance learning instruction and compliance issues while this policy is in effect.

ONGOING EVALUATION AND ADAPTATION TO EXIGENT CIRCUMSTANCES

The District, in consultation with state, local, and federal officials, shall continuously evaluate this policy, and the procedures herein, and adapt the same based on guidance from appropriate agencies.

Reference: 20 U.S.C. § 1232g, 34 CFR Part 99

Approved by the vote of the Board of Education, August 18, 2020

Cybersecurity

The District takes seriously the safety and security of its students and staff, which includes electronic security. Therefore, it is the policy of the District to have in place measures to prevent unauthorized access to its computer networks and to prevent the online theft, disclosure, use, or dissemination of personally-identifiable information stored on its computer networks (a “security incident”).

Cybersecurity Protection Measures Generally

District Superintendent shall be responsible for the design and monitoring of measures to prevent and respond to unauthorized or unlawful access to or use of data on the District's computer networks (“preventative measures”). These measures shall include identifying network vulnerabilities, developing disaster recovery and business continuity plans, establishing clear procedures that comply with this policy, and educating all stakeholders and users on the importance of computer network security. Additionally, the storage of personally-identifiable information stored on District computer networks should be designed so that in the event of a data breach incident, the following data elements associated with the first name or first initial and last name of an individual are either encrypted or redacted: (a) social security number, (b) driver license number or state identification card issued in lieu of a driver license, or (c) financial account number, or credit card number, in combination with any required security code, access code, or password that would permit access to the financial account of the individual.

Security and Monitoring

The District will take reasonable efforts to maintain computer network security, whether threatened by security breach, human error, hardware malfunction, or otherwise. The DISTRICT SUPERINTENDENT shall be responsible for securing and actively monitoring the District's computer network (“network”) to identify, contain, mitigate, and report any security incident, which may include contracting with a third party for such services. However, any staff member who suspects or becomes aware of a security incident shall immediately notify the DISTRICT SUPERINTENDENT.

The DISTRICT SUPERINTENDENT shall also be responsible for designing, or having in place, adequate preventative measures, including perimeter and access controls, to regulate digital traffic between the District's computers and external entities. To the extent practicable, the electronic transmission of personally-identifiable information should be encrypted or redacted. Additionally, the DISTRICT SUPERINTENDENT shall ensure the District's network and all District computer equipment are protected from malicious software attacks such as viruses, ransomware, spyware, and malware by commercial grade cybersecurity software and appropriate and regularly-updated software, including timely installation of necessary software patches.

The DISTRICT SUPERINTENDENT shall annually report to the board of education regarding the adequacy of the District's preventative measures, including any security incidents that have occurred, the District's responses to those incidents, and subsequent improvements to network security. The DISTRICT SUPERINTENDENT shall also conduct vulnerability assessments to monitor the efficacy of the District's preventative measures and make

ongoing improvements or updates to security protocols, systems, hardware, and software as necessary.

The DISTRICT SUPERINTENDENT shall also develop a disaster recovery or business continuity plan to be implemented in the case of a disaster or serious security incident which compromises the District's network and/or the data stored thereon. This plan shall include procedures for routinely backing-up District data to a secured, off-site location or onto appropriate backup media at a secure, off-site location. The District may contract with a third party for such services. At least [frequency, i.e., annually, semi-annually], the DISTRICT SUPERINTENDENT shall conduct contingency testing to ensure the speedy restoration of District systems and information in the event of a security incident or a disaster.

Response and Reporting

In the event of a security incident, DISTRICT SUPERINTENDENT shall immediately notify the Superintendent of Schools, and they, in consultation with the District's legal counsel, shall take such reasonable and appropriate steps as may be required, which may include notification to law enforcement and affected parties. The Superintendent shall also notify the Board of Education of any security incidents as soon as practicable.

Education

The DISTRICT SUPERINTENDENT is responsible for providing annual information technology training to District personnel who have access to sensitive and personally-identifiable information. This training will emphasize such employees' personal responsibility for protecting the District's network and personally-identifiable information. Additionally, and on an ongoing basis, the DISTRICT SUPERINTENDENT will provide guidance to all District employees on best practices to mitigate against the threats of a cyber-attack.

Reference: OKLA. STAT. tit. 74, § 3113.1; OKLA. STAT. tit. 24, §§ 161–166 (“Security Breach Notification Act”); 20 U.S.C. § 1232g, 34 C.F.R. Part 99 (“FERPA”); 47 U.S.C. § 254; 47 C.F.R. § 54.520 (“Children's Internet Protection Act”); 20 U.S.C. § 7131 (“Elementary and Secondary Education Act”); 15 U.S.C. § 7001

Adopted by the vote of the Board of Education, August 18, 2020

SUICIDE AWARENESS, TRAINING, AND PREVENTION

PURPOSE: Suicide is a leading cause of death among young people. The health and well-being of students is of utmost importance to the school district, and the school district is committed to actively preventing suicide through awareness, effective training, outreach, and prevention. This policy outlines strategies, procedures, and resources for preventing suicide, identifying potentially-suicidal students and high-risk behavior, as well as intervention and postvention mechanisms.

SCOPE: This policy is applicable to actions that occur in school district buildings, premises, or property, including vehicles, at school-sponsored functions and activities, and governs the entire school district community, including, but not limited to, staff, students, parents and guardians, and volunteers.

SUICIDE PREVENTION TRAINING: The school district shall provide training to all staff members in their first year employed by the school district, and then once every fifth academic year, addressing suicide awareness and prevention. The training will include evidence-based approaches to suicide prevention or curriculum made available or approved by the Department of Mental Health and Substance Abuse Services, including how to recognize changes in behavior that may be indicative of distress, how to approach students to discuss concerns, and how to refer a parent or student to appropriate resources.

Beginning with the 2022-2023 school year, the school district may provide training to address suicide awareness and prevention to 7th through 12th graders.

PUBLICATION AND DISTRIBUTION: The course outline for the training curriculum shall be made available on the school district's website.

NOTIFYING PARENTS AND LEGAL GUARDIANS: Teachers, counselors, principals, administrators and other school personnel, upon determining a student is at risk for attempting suicide, shall notify the parents or legal guardians of the student immediately upon determining such risk exists.

IMMUNITY FROM EMPLOYMENT DISCIPLINE AND CIVIL LIABILITY: Teachers, counselors, principals, administrators and other school personnel shall be immune from employment discipline and any civil liability with respect to the following actions:

1. Calling 911, law enforcement, or the Department of Human Services if they believe a student poses a threat to themselves or others or if a student has committed or been the victim of a violent act or threat of a violent act;
2. Providing referral, emergency medical care or other assistance offered in good faith to a student or other youth; or
3. Communicating information in good faith concerning drug or alcohol abuse or potential safety threat by or to any student to the parents or legal guardians of the student, law enforcement officers or health care providers.

NO SPECIFIC DUTY OF CARE OR CAUSE OF ACTION: The training required by this policy, or lack thereof, shall not be construed to impose any specific duty of care. No person shall have a cause of action for any loss or damage caused by any act or omission resulting from the implementation of this policy or resulting from any training, or lack thereof, required by this policy, unless the loss or damage was caused by willful or wanton misconduct.

COMMUNITY INTERVENTION AND PREVENTION SERVICES: The school district may enter into agreements with designated Youth Services Agencies for the provision of intervention and prevention services.

AWARENESS, TRAINING, AND PREVENTION PROCEDURES: The Superintendent, the Superintendent's designee, or a designated suicide prevention coordinator or taskforce shall establish procedures for identifying suicidal tendencies and high-risk behavior, including behavior that poses an immediate threat of serious harm to the student or others, and intervention and postvention measures such as when to assess a suicide risk, offer counseling, contact parents or legal guardians, and to call law enforcement, health care providers, or the Department of Human Services.

Reference: OKLA. STAT. tit. 70, § 24-100.7 Reference: OKLA. STAT. tit. 70, § 24-100.7; OKLA. STAT. tit. 70, § 24-100.7.

Adopted by vote of the Board of Education, August 10, 2021
Revised by vote of the Board of Education, August 9, 2023

SECTION F

STUDENTS

6000

SCHOOL ATTENDANCE AREAS

The Durant Public School District is as defined by state law, annexations, and court orders. Students in the proper grades are eligible to attend Durant Intermediate School, Durant Middle School and Durant High School regardless of their place of residence in the District.

Elementary school attendance areas are as follows:

Robert E. Lee Early Childhood Center, inside the District's Boundaries. Any student residing in this area is a first priority student at Robert E. Lee Early Childhood Center.

Northwest Heights – That portion of the District west of Washington Street and north of the Burlington Northern Railroad track as it runs to US 69/75, then south, west and north to the boundaries of the District. That portion of the District west of South 9th Street and south of Arkansas, then south and west to the District Boundaries. Any student residing in this area is a first priority student at Northwest Heights.

Washington Irving – That portion of the District located north of the Burlington Northern Railroad between Washington Street and the MK&T Railroad and south of Chuckwa Street. In addition, that portion of the District located north of East US 70 and east of the MK&T Railroad. That portion of the District east of South 9th Street and south of Arkansas, then south and east of the District Boundaries. Any student residing in this area is a first priority student at Washington Irving.

Northwest Heights / Washington Irving Overlap Area – All area located north of Chuckwa Street, between Washington Street and the MK&T Railroad and extending to the north boundary of the District. Any student residing in this area will be a first priority student at Washington Irving and Northwest Heights.

Revised by vote of the Board of Education, August 13, 2019

ATTACHMENT A**ELEMENTARY ENROLLMENT PROCEDURES****Procedures**

In keeping with a long-standing Board Policy and tradition of the Durant Independent School District, it is our intent to allow parents as much flexibility as possible in deciding at which Elementary School to enroll their children. There are certain limitations that may limit this flexibility. These limiting factors include: residence in the District, residence within a particular elementary attendance area, bus routes, special education needs, date and time of enrollment, space limitations, and attendance in an elementary site during the previous year.

Priority Status

Each of our three elementary schools will enroll students on one of three priorities.

Priority 1 status = students who reside in the District and within the elementary attendance area of that particular school.

Priority 2 status = students who reside in the District, but outside the attendance area of that particular school.

Priority 3 status = students who reside outside District boundaries (transfers).

Residence Documentation

The address of each student enrolled must be the street address (or physical location) where the student primarily resides (that is, the location where they reside for the majority of time during each week). P.O. Boxes and Rural Route addresses will not suffice for enrollment purposes.

Parents of first and second priority students will be asked to sign a statement affirming primary residence as a part of pre-enrollment or regular enrollment. All transfer students will be required to have an appropriately approved transfer prior to attending school. It should be noted that in some cases a request for a transfer might not be approved due to overcrowding or certain histories of discipline problems.

Student Transportation

First Priority Riders – All students who attend their first priority elementary site and live 1½ miles from school are defined by the state as “legal riders” and will be provided bus transportation. The majority of other elementary students who attend their first priority site but reside less than 1½ miles from school will be provided bus transportation from “bus stops,” which in most cases will be within one block from their home.

Second Priority Riders – Parents will be responsible for transporting all students who attend a second priority elementary site. If the District requests that a student attend an elementary site as

a second priority student because of special education placement or to alleviate overcrowding, the District will provide transportation.

Third Priority Riders – Transfer students will only be transported from the District’s boundary when space is available.

Students will be transported to and from their residence only.

Multi-Student Households

Elementary age children from the same family will be allowed to attend the same school regardless of grade when they are pre-enrolled in their first priority school. The only exception may occur when a child from a family is in need of special education services that exist only at another school site.

Admission Requirements

Students entering the Durant Independent School District (regardless of grade level) must meet the following admission requirements at the beginning of the school year:

- ▶ A student must be at least four-years-old on or before September 1.
- ▶ Parents must submit a legal birth certificate or have one on file.
- ▶ Parents must submit documentation that the immunizations required by the Oklahoma School Immunization Law are up-to-date. (Note: Parents should check with the Bryan County Health Department or the principal’s office at any elementary school for a list.)

DURANT PUBLIC SCHOOLS STUDENT RESIDENCY

The district is established for the purpose of serving the educational interests of resident students. This includes homeless students, students who are not documented citizens, and students whose parents/guardians are not documented citizens. The district will not inquire into a student or parent/guardian's citizenship status as a part of enrollment, and will only use information regarding a student's living situation to better serve the student. The district will periodically review its practices and the documents it seeks as a part of establishing residency within the district to ensure that its processes are not overly burdensome and do not discourage the enrollment of homeless students and/or undocumented students.

Definitions

For purposes of this policy, the terms listed below have the following meanings:

"Residence," "residency" and "legal residence" mean the student's present place of abode, provided that it is a place where important family activities (such as sleeping, eating, working, relaxing, and playing) take place during a significant part of each day. Mere presence alone is not sufficient to establish residency. Documentary evidence that may be submitted to establish residency is identified below.

"Person having legal custody" means a person who is legally responsible for the care of the child pursuant to: the order of a court, or placement by a governmental agency responsible for making custody determinations and/or placements.

Basic Residency Requirements

State law provides that a child's residence for school purposes is the school district in which the (1) parents, (2) guardian or (3) person having legal custody of the child holds legal residence. The district does not permit students to establish residency based on the mere affidavit of a person who has assumed permanent care and custody of the child under OKLA. STAT. tit. 70 § 1-113 or based on an attorney in fact affidavit under OKLA. STAT. tit. 70 § 700.

Procedure for Resolving Residency Disputes

The district recognizes that there may be occasions when there is a dispute regarding residency. Upon enrollment in the school system the district will verify that the student is a resident of the district or is otherwise entitled to attend school in the district for any reason authorized by law. As a part of this verification process the district will obtain an address from each student or the student's parent, guardian, or person having legal custody of the child. In providing an address to the district that is within the district's boundaries the student and student's parent, guardian, or person having legal custody of the child represent that this address is the student's residence. The district may also require, in order

to verify residency, certified copies of court orders, guardianship documents, written agreements and any other information the district deems relevant.

If at any time a district administrator has a reasonable belief that the reported residence may not be the residence of the child for purposes of school attendance, the administrator shall notify the student's parent, guardian, or person having legal custody of the child that there is a question regarding the student's legal residency. The student's parent, guardian, or person having legal custody of the child shall be given an opportunity to submit information regarding the student's residency to the district's residency officer. All notices required by this policy shall be in writing. Additionally, reasonable alternative arrangements for documenting communications will be made for those persons who are visually impaired or otherwise unable to communicate in writing.

Information or documentation to prove student residency in the district shall include but not be limited to proof of provision of utilities, local agreements or contracts for purchasing/leasing housing, notes, mortgages, contracts and any other source of proof that is not in conflict with statutory provisions relating to the residence of students.

Any question or dispute as to the residence of a student not deemed to be a "homeless student" shall be determined by the residency officer and the board of education pursuant to the following procedures:

1. The student's parent, guardian, or person having legal custody of the child must notify the residency officer in writing of the review request within three (3) school days from the date of written denial of admittance or from the date of written notification that the student is considered not to be a resident of the district. Upon receipt of a request for review, the residency officer shall allow the parent, guardian, or person having legal custody to provide additional pertinent information in accordance with the district's criteria and the statutory provisions regarding residency. This information must be submitted with the request for review.
2. The residency officer must render a decision and notify the student's parent, guardian, or person having legal custody of the child of the decision and reasoning therefore in writing within three (3) school days of receipt of the request for review.
3. If the student's parent, guardian, or person having legal custody of the child disagrees with the residency officer's decision, such person shall notify the residency officer in writing within three (3) school days of his or her receipt of the residency officer's decision. The residency officer will submit his or her findings and all documents reviewed to the board of education. The board of education will review the decision and the documents submitted on behalf of the district and the student and will render a decision at the next board meeting. The decision of the board of education shall be the final administrative decision.

4. In an effort to place students in school as quickly as possible, timelines shall be followed unless due to emergency circumstances both parties agree to an extension of timelines.

Miscellaneous Policy Provisions

Hearings involving more than one student where students are related or residing in the same household may be consolidated at the discretion of the residency officer and the board of education.

If the residency dispute involves an 18-year-old student, all notices will be delivered to the student.

If already enrolled and attending school in the district, a student or students involved in a dispute related to the student's residency may remain in school until available appeals are exhausted when the student or the student's parent, guardian, or person having legal custody of the child has filed an appeal in the manner and within the time permitted by this policy.

The residency officer shall be in charge of maintaining the files related to a residency dispute, ensuring that the principals or others directly involved in such a dispute forward their records of the dispute following their involvement, and otherwise keeping all communications involving the dispute intact.

The district's residency officer is Asst. Superintendent/Executive Officer of Durant Public Schools.

The board of education understands that there may be some instances where residency may be established on a date other than the date the student was enrolled in the district. For any period during which a student is enrolled in the district, but is not a resident of the district, the district may charge tuition if it is established that the student's parent, guardian, or person having legal custody of the child knew or should have known that the child or children who are the subject of the residency dispute were not residents of the district. The tuition shall be based on a per capita cost of educating a student in the district during the preceding year. This issue may be raised along with other issues related to the residency dispute and shall be heard in the same manner.

The district shall provide for educational services for homeless children as required by law.

The district reserves the right to require reverification of student residency at the beginning of each school term.

A copy of this policy shall be provided to the student's parent, guardian, or person having legal custody of the child as soon as possible following the inception of any residency dispute.

Special Definitions and Procedures Applicable to Homeless Children and Youth

Definitions

“Homeless children and youth” means students who lack fixed, regular and adequate nighttime residence, and includes:

1. children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or abandoned in hospitals;
2. children and youth who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
3. children and youths who are living in cars, parks, public spaces, buildings, substandard housing, bus or train stations, or similar settings; and
4. migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless.

Enrollment, Records and Immunizations

Federal law provides that homeless children and youth, individually or through a parent or guardian, may choose to attend the school in the area in which they are currently living. The district's residency officer will determine whether a student is a homeless child or youth for purposes of establishing residency and promptly advise the parent, guardian or person having legal custody of the child of the decision, both orally and in writing, if possible. If there is no such person, the residency officer will advise the student. The district will enroll each homeless student and permit his or her full participation in all school programs, whether or not the student is accompanied by a parent, guardian or person having custody of the child, and without proof of residence, current immunizations and traditional enrollment documentation, such as school records and medical/immunization records. The district's homeless liaison may assist the student and school in obtaining those items. A parent, guardian or person having legal custody of the child who disagrees with the residency officer's determination may appeal the decision to the board of education under the procedure identified in this policy. If there is no parent, guardian or person having legal custody of the child available, the student may appeal the decision.

Appeals Procedures

The district will make every effort to resolve disputes regarding homeless children at the lowest level possible by utilizing the following process:

1. At the time a homeless student seeks enrollment, the district will notify the student or his/her family of these procedures and provide the student/family with a copy of this policy.
2. The district will promptly notify the district's homeless coordinator that a homeless student seeks enrollment, and will seek to involve the coordinator in decisions regarding the student's education.
3. Students/families who disagree with a decision regarding the student's education may meet with the coordinator for an informal resolution. The coordinator will notify the student/family that a written complaint may be submitted within five (5) days (or longer if agreed upon by the parties).
4. If the coordinator receives a written complaint, the coordinator will prepare a decision (plan of action) and provide it to the student/family within five (5) days of receipt of the written complaint. The coordinator will also notify the student/family of the right to appeal to the superintendent.
5. Students/families who are still dissatisfied with a decision regarding the student's education may file a written appeal with the superintendent within five (5) days of receipt of the coordinator's plan. The superintendent will meet with the student/family within five (5) days of receipt of the appeal. The superintendent will issue a decision within five (5) days of the meeting with the student/family. The superintendent will also notify the student/family of the right to appeal to the board of education.
7. Students/families who are still dissatisfied with a decision regarding the student's education may file a written appeal with the board of education by submitting a written notice to the superintendent within five (5) days of the superintendent's decision. The appeal will be placed on the next agenda (or the following agenda, if the appeal is received after the agenda posting deadline) and the board's decision is final at the district level. Students/families who are still dissatisfied with a decision regarding the student's education may file an appeal with the Oklahoma State Department of Education utilizing the procedures established by the OSDE.

A standard form adopted by the Oklahoma State Department of Education to identify any student who is a homeless child or youth shall be completed **annually** at enrollment by the parent or guardian of a student or by the student if he or she is not in the physical custody of a parent or guardian. A district shall report the results of the form-collected data to the Oklahoma State Department of Education no later than June 1 of each year.

Reference: OKLA. STAT. tit. 70, § 1210.210

**Special Definitions and Procedures Applicable to
Transitioning Military Children**

“Children of military families” means a school-aged child(ren), enrolled in kindergarten through twelfth grade, in the household of an active duty member.

“Active duty” means full-time duty status in the active uniformed service of the United States, including members of the National Guard and Military Reserve on active duty orders pursuant to Title 10, Sections 1209 and 1211 of the United States Code.

“Military student” means the child of a military family for whom the local education agency receives public funding and who is formally enrolled in kindergarten through twelfth grade.

“Transition” means (a) the formal and physical process of transferring from school to school or (b) the period of time in which a student moves from one school in the sending state to another school in the receiving state.

“Sending state” means the state from which a child of a military family is sent, brought, or caused to be sent or brought.

“Receiving state” means the state to which a child of a military family is sent, brought, or caused to be sent or brought.

“Uniformed service(s)” means the Army, Navy, Air Force, Marine Corps, Coast Guard as well as the Commissioned Corps of the National Oceanic and Atmospheric Administration and Public Health Services.

Establishing Residency

State law provides that transitioning military children placed in the care of a noncustodial parent or other person standing in loco parentis, may attend school in the school district in which the noncustodial parent or person standing in loco parentis to the transitioning military child holds legal residence. Similarly, transitioning military children placed in the care of a noncustodial parent or other person standing in loco parentis may continue to attend the school in which the student was enrolled while residing with the custodial parent. A special power of attorney relating to the guardianship of a military child and executed under applicable law shall be sufficient for purposes of enrollment and all other actions requiring parental participation and consent.

Enrollment

The district will promptly accept unofficial or “hand-carried” educational records and transcripts in lieu of official education records and transcripts for transitioning military children. Upon receipt of such records, the district will promptly enroll the transitioning military child. However, upon enrollment, the district will request official educational records and transcripts from the school in the sending state. The district’s residency officer will determine whether a student is a transitioning military student for purposes of

establishing residency and promptly advise the parent or other person standing in loco parentis of the decision, both orally and in writing, if possible. A parent or other person standing in loco parentis who disagrees with the residency officer's determination may appeal the decision to the board of education under the procedure identified above.

Grade Level Placement

Transitioning military children, including children entering kindergarten, shall be able to enroll in the same grade level in which they were enrolled in the sending state, regardless of age, time of transfer or age requirements of the receiving state.

Course Level and Educational Program Placement

To the extent that this district is in a receiving state, the district may subsequently perform course placement and educational program evaluations of a transitioning military student. However, the district will initially place the transitioning military student in courses and programs comparable to those in which the student was a participant while in the sending state, including, but not limited to, Honors, International Baccalaureate, Advanced Placement, Gifted and Talented, English as a Second Language, Special Education and vocational, technical and career pathway courses. The district will make these accommodations whether or not the student has fulfilled the necessary prerequisites in the district or receiving state.

Extracurricular Activities

When appropriate, the district will provide transitioning military children the opportunity to participate in extracurricular participation, regardless of application deadlines.

Immunizations

Transitioning military children shall have thirty (30) days from the date of enrollment to obtain any immunizations required by Oklahoma law. For a series of immunizations, such children must obtain initial vaccinations within thirty (30) days.

Tuition

The district may not charge tuition to a transitioning military child placed in the care of a noncustodial parent or other person standing in loco parentis who lives in a school district other than that of the custodial parent if the parent or other person standing in loco parentis lives within the boundaries of this district.

Reference: 42 U.S.C. §11301 et seq., OKLA. STAT. tit. 70 § 1-113, 70 OKLA. STAT. §510.1

Approved by vote of the Durant Board of Education August 11, 2008
 Revised by vote of the Board of Education, October 13, 2014
 Revised by the vote of the Board of Education August 10, 2015
 Revised by vote of the Board of Education, August 8, 2016
 Revised by vote of the Durant Board of Education, August 14, 2017

Revised by vote of the Board of Education, August 9, 2023

ATTORNEY-IN-FACT AFFIDAVIT¹**I certify that I am the parent or legal custodian of:**_____
Full name of minor child_____
Date of birth_____
Full name of minor child_____
Date of birth_____
Full name of minor child_____
Date of birth_____
Full name of minor child_____
Date of birth**I designate the following individual as the attorney-in-fact for each minor child named above:**_____
Full name of attorney-in-fact_____
Street address, city, state and zip code of attorney-in-fact_____
Home phone, attorney-in-fact_____
Work phone, attorney-in-fact**I provide the attorney-in-fact the following authority:**

_____ I delegate to the attorney-in-fact all of my power and authority regarding the care, custody and property of each minor child named above, including but not limited to the right to enroll the child in school, inspect and obtain copies of education records and other records concerning the child, the right to attend school activities and other functions concerning the child, and the right to give or withhold any consent or waiver with respect to school activities, medical and dental treatment, and any other activity, function or treatment that may concern the child. This delegation shall not include the power or authority to consent to marriage or adoption of the child, the performance or inducement of an abortion on or for the child, or the termination of parental rights to the child.

OR

¹ Student residency cannot be established through an attorney-in-fact relationship without this fully completed document.

_____ I delegate to the attorney-in-fact the following specific powers and responsibilities:

This delegation shall not include the power or authority to consent to marriage or adoption of the child, the performance or inducement of an abortion on or for the child, or the termination of parental rights to the child.

Effective Dates

This power of attorney is effective for a period not to exceed one year (12 calendar months), beginning on _____, 20____ and ending _____, 20____. I reserve the right to revoke this authority at any time. I understand that in order to extend this power of attorney beyond one year I must execute and deliver to the district a new power of attorney.

Signatures

I hereby make these designations as specified above.

Parent signature

Date

I hereby accept my designation as attorney-in-fact for the minor child(ren) specified in this power of attorney.

Attorney-in-fact signature

Date

Acknowledgment

Before me, the undersigned, a Notary Public, in and for said County and State on this _____ day of _____, 20____, personally appeared _____ (name of parent/legal custodian) and _____ (name of attorney-in-fact) to me known to be the identical persons who executed this instrument and acknowledged to me that each executed the same as his or her free and voluntary act and deed for the uses and purposes set forth in the instrument.

Witness my hand and official seal the day and year above written.

Signature of notarial officer

My commission expires
(Seal)

**STUDENTS:
ENROLLMENT REQUIREMENTS**

It is the policy of the Durant Board of Education that children who are at least four (4) years of age but not more than five (5) years of age on or before September 1 and have not attended a public school kindergarten may be enrolled in either a half-day or full-day non-compulsory, early childhood program free of charge. No child shall be enrolled in Kindergarten unless the child has reached five years of age on or before the first day of September of the year the child intends to enroll. No child shall be enrolled in the first grade unless the child will have reached the age of six (6) on or before September 1 of the school year. Age may be verified by either a birth certificate, a parent's statement, a physician's statement, or previous educational records.

The superintendent or designee will be responsible for the receipt of all applications for admission, the conduct of registration procedures, and for certification that all admission requirements and prerequisites have been properly met by the student.

Termination of attendance before graduation from high school or before reaching the age of 18 may be permitted by mutual consent of the superintendent and the parent, legal custodian, or legal guardian of the student.

**ATTENDANCE, TRANSFER AND PLACEMENT
OF STUDENTS SUSPENDED OR REMOVED FROM SCHOOL
OR ADJUDICATED OR CONVICTED**

The Board of Education of the Durant School District, in the interest of maintaining an appropriate educational environment, student discipline and the safety and well-being of all students and employees, adopts the following policy prohibiting the enrollment or the approval of a transfer of any student who is under suspension from another school (public or private) and excluding certain students from the regular school setting.

A. Students Suspended By Another School

The School District will prohibit any student who is under suspension from another school (public or private) from enrolling in the School District (hereafter the "Prohibition Term"). This prohibition includes students who establish or attempt to establish a bona fide residency within the School District either before or during their suspension from another school.

Any student subjected to a Prohibition Term pursuant to this policy may appeal that decision to the Superintendent or designee by requesting an appeal within 48 hours of the student's notice of the decision. Any student dissatisfied with the decision of the Superintendent or designee may appeal that decision to the Board of Education by requesting such an appeal within 48 hours of the student's notice of the decision. Student appeal requests to the Superintendent and to the Board must be made in writing to the Superintendent. Failure to timely appeal a decision imposing a Prohibition Term waives all rights to further challenge such decision. On appeal, both the Superintendent or designee and the Board of Education will consider the following issues: (1) whether the student is under suspension from another school and (2) the reason for the suspension.

If the student was suspended from another school for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students, then the Prohibition Term will be upheld. The student will be eligible to enroll following the expiration of the Prohibition Term, except as otherwise provided in Section C. of this Policy.

If the student was suspended from another school for other than a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students, then the Superintendent or designee and the Board of Education will also consider (3) whether the length of the suspension and any conditions imposed pursuant to the suspension are consistent with the School District's suspension policy for the same or similar offenses. If the answer to (3) is in the affirmative, the Prohibition Term will be upheld. The student will be eligible to enroll following the expiration of the Prohibition Term. If the suspension imposed upon the student is found to be inconsistent with the School District's student suspension policy or practices for similar offenses, then the Superintendent or designee and the Board may consider modifications to the Prohibition Term and/or the conditions associated with that Prohibition Term to make the Prohibition Term consistent with the School District's suspension policy or practices. The student will be eligible to enroll following expiration of the Prohibition Term, as modified.

B. Students Seeking A Transfer

The School District will not approve a transfer of any student who is under suspension from another public school district at the time of the student's proposed transfer.

C. Students Adjudicated, Convicted or Removed From School By Administrative Or Judicial Process

The School District will not provide education services in the regular school setting to any student who has been adjudicated as a delinquent or convicted as an adult of an offense defined in Okla. Stat. tit. 57, § 571 as an exception to a nonviolent offense or who has been removed from a school (public or private) by administrative or judicial process for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students, until the School District determines that the student no longer poses a threat to himself, other students or faculty. Until the School District determines that the student no longer poses a threat to himself, other students or faculty, the School District will provide education services to the student through an alternative school setting, home-based instruction or other appropriate setting.

If the School District provides education services to such student at a District school facility, the District shall notify any student or faculty victims of such student, when known, and ensure that the student will not be allowed in the general vicinity of or contact with a victim of the student, provided that the victim notifies the District of the victim's desire to refrain from contact with the offending student.

Any student excluded from the regular school setting pursuant to this policy may appeal that decision to the Superintendent or designee by requesting an appeal within 48 hours of the student's notice of the decision. Any student dissatisfied with the decision of the Superintendent or designee may appeal that decision to the Board of Education by requesting such an appeal within 48 hours of the student's notice of the decision. Such appeal requests to the Superintendent and to the Board must be made in writing to the Superintendent. Failure to timely appeal a decision excluding a student from the regular school setting waives all rights to further challenge such decision.

On appeal, both the Superintendent or designee and the Board of Education will consider the following issues: (1) whether the student has been (a) adjudicated as a delinquent or convicted as an adult of an offense defined in Okla. Stat. tit. 57, § 571 as an exception to a nonviolent offense or (b) has been removed from school by administrative or judicial process for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students; and (2) whether the student poses a threat to self, other students or faculty. If the answers to (1) (a) or (b) and (2) are in the affirmative, the student's exclusion from the regular school setting will be upheld. If the answer to either (1) (a) and (b) or (2) is in the negative, the student will be immediately eligible to return to the regular school setting.

The provisions of Section C of this policy do not apply to students identified as having disabilities under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973. In determining the placement of such students, the School District will follow state and federal law and regulations.

Revised to comply with SB 1597 and approved by the Durant Board of Education October 2, 2006

PART-TIME ENROLLMENT

The board seeks to provide the best educational opportunities possible for every student in the district. In order to do so, the district must carefully balance individual student needs with the overall needs of the district – including the district's financial needs.

Public school districts in Oklahoma have two major sources of funding: ad valorem taxes and state aid. Ad valorem tax receipts are controlled by the assessed valuation of the property within the geographical boundaries of the school district and are not affected by the number of students enrolled and attending school. State aid, on the other hand, is determined by calculations that factor in the number of students attending the school district. An increase in the number of students therefore results in an increase in state aid, all other factors being equal.

The regulations of the Oklahoma State Department of Education provide that students who are enrolled on less than a full-time basis, as defined by the Oklahoma State Department of Education, may not be counted for state aid purposes. Accordingly, allowing students to enroll on a part-time basis would require the district to provide an education for those students without receiving any additional state aid to pay for the cost of educating such part-time students.

In addition, the board believes that allowing students to enroll on a part-time basis would cause administrative disruption and make the administration and the efficient operation of the schools in the district more difficult.

Because of these reasons, the board requires that all students enrolling in the district must do so on a full-time basis. Full-time basis shall be defined as attending classes each day of the school week for the full instructional day within the public school system or in conjunction with another state-accredited institution such as a vocational-technical school district or a college or university for concurrent enrollment. The only exceptions to this policy shall be for students receiving remediation after being denied a standard diploma by this district, fifth-year seniors, and students with disabilities whose IEPs or accommodation plans require variations on student schedules.

Regardless of the exceptions to this policy outlined above, only students enrolled on a full-time basis, as defined herein, may participate in district-sponsored extracurricular activities.

This policy does not apply to tuition based classes such as driver's education courses if given in the summer.

If at any time after the adoption of this policy Oklahoma law allows part-time students to be counted for state aid purposes, the board will reconsider this policy.

Revised by vote of the Board of Education, August 8, 2016

STUDENT ATTENDANCE

The Durant Board of Education believes that in order for students to realize their fullest potential from educational efforts, they should attend all classes if possible. Realizing that some absences may be beyond a student's control, the board has adopted a policy requiring students to be in attendance a minimum of 90% each semester to earn credit for any course in which the student is enrolled.

ABSENCES

Excused absence will be granted for the following reasons:

1. Mental or physical disability documented by a Physician (M.D. or D.O.)
2. An emergency deemed by the principal
3. If the age of the students is at least sixteen of age and a joint agreement between the school administrator and the parent, guardian or custodian of the child.
4. Extenuating circumstances deemed necessary by the principal
5. Observance of holidays required by student's religious affiliation.

It is the responsibility of the parent to notify the school by 10:00 a.m. if child is to be absent for any reasons. The school will attempt to contact those students' parents who do not call. If no contact is made, the parent must send a note or call the day the child returns in order for the student not to be considered truant. The students may make up all work missed without penalty as long as a phone call or note is received by the student's return date. It is the responsibility of the student, on the day of return, to make arrangements to see that the work is made up.

SCHOOL ACTIVITY

1. The student will be allowed to be absent from the classroom for a maximum of ten (10) days per year to participate in activities sponsored by the school.
2. The student will be allowed to make up any work missed while participating.

ABSENCE BY ARRANGEMENT

1. In order to take an absence by arrangement, the parent or guardian must submit at least two (2) days prior to the absence a written request for the student to be absent.
2. Absences by arrangement will count against a student's exemption from semester tests.

TRUANCY

A student is considered truant when absent from the classroom without the knowledge of either the school or the parent. Students who are truant will not be allowed to make up work missed during their truancy. The student may be subject to further disciplinary action.

TARDIES

1. A student is tardy who is not in the classroom when the bell to begin the period sounds.
2. A student who is more than fifteen (15) minutes late is counted absent for the period.

Any student who exceeds the 90% rule and feels he/she has “just cause,” may appeal to the site attendance committee for credit. Consideration will be given as to the reason for the absences as well as to the attempts by parents to minimize the absenteeism.

Revised by vote of the Board of Education, September 12, 2022

CHRONIC ABSENTEEISM**Purpose**

The purpose of this policy is to establish procedures for the tracking and reporting of chronic absenteeism among students enrolled with the District pursuant to the requirements of the Every Student Succeeds Act (the “ESSA”).

Rules for Determining Chronic Absenteeism

The following rules shall apply to determinations by District employees regarding whether a student is considered chronically absent for purposes of this policy:

- A. A student will be considered chronically absent if he or she meets both of the following criteria:
 - 1. The student was absent from school on at least ten percent (10%) of the days during the current school year on which school was in session at his or her school site and the student was included in the District’s average daily membership, and;
 - 2. The student enrolled with the District within the first twenty (20) instructional days of the current school year and has not experienced an enrollment gap of ten (10) or more instructional days during the course of the school year.
- B. Except as provided in this policy, all student absences, whether such absence is excused or unexcused pursuant to law and/or District policy, shall count towards a student’s total absences during the year for purposes of determining whether the student is chronically absent.
- C. A student on an Individualized Education Program (“IEP”) or Section 504 plan shall not to be deemed absent for purposes of determining whether the student is chronically absent on days when the student is receiving services outlined in the student’s IEP or Section 504 plan in an offsite location.
- D. A student is not deemed to be absent for purposes of determining whether the student is chronically absent on days when that student is receiving homebound educational services from the District.

Procedures for Tracking and Reporting Chronic Absenteeism

The following policies and procedures apply to the tracking and reporting of chronic absenteeism within the District:

- A. The attendance secretary at each school site in the District is responsible for reviewing relevant student attendance records on a monthly basis in order to identify those students who meet the criteria to be deemed chronically absent. The attendance secretary shall prepare and submit to the site principal on a monthly basis documentation reflecting the names of students who are chronically absent and the dates on which those students were absent.
- B. The site principal of each school site is responsible for ensuring that data regarding the number of students enrolled at that school site who are deemed chronically absent in a given school year is made available to the District employee(s) responsible for preparing and submitting Annual Statistical Reports to the Oklahoma State Board of Education within seven (7) days of the last instructional day of that school year.

Medical Exemptions

The following procedures apply to determinations regarding medical exemptions under the District's chronic absenteeism policy:

- A. Student absences which are due to a significant medical condition of the student, as hereinafter defined, shall not be included in the student's number of absences for purposes of determining whether the student is chronically absent.
- B. A "significant medical condition" is defined as a severe, chronic, or life-threatening physical or mental illness, infection, injury, disease, or emotional trauma.
- C. Determinations regarding the eligibility of student absences for exemption from inclusion in school sites' chronic absenteeism calculations shall be made by a medical exemption review committee. The members of the medical exemption review committee shall be appointed by the Superintendent or his or her designee.
- D. No later than June 1 of each school year, the medical exemption review committee shall request from the parent/guardian of all students who otherwise meet the criteria for being designated chronically absent (1) appropriate medical documentation regarding any medical condition which affected the student's attendance during the school year, and (2) documentation reflecting which, if any, of the student's absences were due to the student's medical condition, prior to making a determination regarding the student's qualification for a medical exemption from the chronic absenteeism indicator.

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- E. In the event that a student's parent or guardian refuses or fails to provide such documentation, none of the student's absences shall be excluded from the calculation of whether that student is chronically absent.
- F. No later than June 15 of each school year, the medical exemption review committee shall make a decision by majority vote regarding which absences, if any, by each student whose parent/guardian submitted documentation to the committee were due to a significant medical condition affecting the student.
- G. The medical exemption review committee shall then provide the site principal at each school site within the District with documentation reflecting which students
- H. enrolled at that site were deemed eligible for a medical exemption and which specific absences by those students were deemed to be exempt absences.
- I. When school attendance data is reported to the Oklahoma State Board of Education in an Annual Statistical Report, such data shall include information regarding the number of student absences which were not included in the calculation of the school site's number of chronically absent students because the absence was due to a significant medical condition.
- J. The District shall retain all documentation reviewed by the medical exemption review committee for a period of five (5) years. The District will make such documentation available upon request to regional accreditation officers for auditing purposes, but shall otherwise refrain from disclosing the records or information contained therein to any party except as may be required by applicable law.

Effect of Declared Emergencies

In the event of an emergency declared by a federal or state government entity that impacts the operations of the District or an action taken by the Oklahoma State Board of Education declaring such an emergency, the following rules shall apply:

- A. Student absences related to a state of emergency shall not be included in the calculation of a school site's chronic absenteeism indicator.
- B. In the event that the Oklahoma State Board of Education and/or Oklahoma State Department of Education takes action that has the effect of modifying applicable rules or regulations regarding chronic absenteeism, to the extent such rules or regulations are inconsistent with the provisions of this policy, those rules shall take precedence over the provisions of this policy.

Reference: OAC § 210-10-13-25.

Adopted by vote of the Board of Education, August 18, 2020

LEAVING SCHOOL GROUNDS CLOSED CAMPUS

It is the policy of the Durant Board of Education that the schools will have a closed campus. Students will remain on campus from the time they arrive in the morning until the completion of the day.

Each student should plan to arrive at school before the first bell, allowing time to get books, organize for the morning and be ready to meet the first class.

Upon arrival on campus, the student is to go to an approved area to wait for the first bell. Sitting in a vehicle is not permitted.

Students having arrived at school may not leave the school premises at any time during the day without first receiving permission from the principal's office. For special occasions at school, students will not be allowed to leave campus to dress or undress unless extenuating circumstances exist.

Before permission can be granted for a student to leave at any time other than at noon:

1. The principal's office must have received a note or a phone call from the student's parent/guardian stating the reason why the student needs to leave school (a note must be brought in soon enough to be verified).
2. The principal or office personnel must talk personally with the parent/guardian.
3. The principal will then issue a slip which verifies the student's right to leave campus.
4. The student must then sign the sign-out sheet (and must sign back in if returning before school is out).

Before permission can be granted for a student to leave the campus during the lunch period:

1. The student's parent/guardian must notify the principal's office that the student will be leaving.
2. Only the parent/guardian may pick up the student.
3. The parent/guardian must sign the student out through the principal's office before the student is allowed to leave.
4. The student must be picked up and returned at the front sidewalk only.
5. The student must sign back in upon returning to campus.

6. Students are not permitted to drive from the campus at noon if planning to return for afternoon classes.

Any student who fails to abide by these policies will be considered truant and could be subject to discipline.

**DURANT PUBLIC SCHOOLS
STUDENT TRANSFERS**

A request for a transfer into this district initiated by or on behalf of a nonresident student will be approved or refused in accordance with this policy.

A.

Transfer Application Requests

1. Applications for transfer shall be processed in the order in which they are received and must be completed by the parent of a student on a properly completed application form specified by the State Board of Education, which can be downloaded here: <https://sde.ok.gov/student-transfers>. A parent must pre-enroll the student as part of the application process. The term “parent” means the parent of a student or person having custody of the student as provided for in OKLA. STAT. tit. 70, § 1-113(A)(1). Upon receipt of the application and pre-enrollment of the student, the District shall stamp the application with the time and date on which it was received to ensure that the District can review applications in the order in which they are received. The application shall also be filed with the superintendent of the District if the receiving school district is within this state or with the State Board of Education for transfers to school districts in another state.

2. Subject to the special considerations applicable to a student on an Individualized Education Program (“IEP”) pursuant to the Individuals with Disabilities Education Act (20 U.S.C. §§ 1400 et seq.) (“IDEA”) as set forth below, a transfer shall be automatically approved if a student’s resident district does not offer the grade level the student is entitled to pursue.

3. A transferring student from another school district that offers the grade the student is entitled to pursue may seek a transfer to the same grade offered by the District. The transferring student will be allowed to attend a District school site that has not exceeded its capacity of the transferring student’s grade level. If there are more than one District school sites available for the transferring student, the District retains the sole discretion to determine the school site the transferring student will attend.

4. Any child in the custody of the Oklahoma Department of Human Services in foster care who is living in the home of a student who transfers, may attend the District of the transferred student as long as the District has capacity and the child does not meet a basis for denial as set forth in this policy. Except for a student in the custody of the Oklahoma Department of Human Services in foster care, a student shall not transfer more than two (2) times per school year to one or more school districts in which the student does not reside, provided that the student may always reenroll at any time in his or her school district of residence.

5. A student who is deaf or hearing-impaired and who wishes to transfer to a school district with a specialized deaf education program may submit a transfer application at any time and may transfer to the receiving school district at any time during the school year.

6. In the event the District exceeds its capacity at all school sites for the grade level sought by the transferring student, transfer requests shall be awarded to those students whose properly completed transfer request applications were received by the District in the order in which they were received.

B.

Special Considerations as to Transferring Student on an IEP

Prior to approving an application for a transfer student who is a child with a disability, as defined in 34 C.F.R. § 300.8, the District will establish (a) the availability of the appropriate program, staff, and services for the transferring student, and (b) conduct a joint conference with the transferring student's current school. The purpose of conducting these activities is to determine whether—at the time the transferring student's application is received—the District can provide the transferring student with a free appropriate public education in the least restrictive environment as required by the IDEA. In the event the District exceeds its capacity at all school sites for the grade level of a transferring child with a disability, the District shall "hold" a place for the transferring student in the order in which the transferring student submitted his or her properly completed application. In the event an opening occurs, a decision on the transfer will be made after consideration of the factors above

Transfers made for the purpose of providing a free appropriate public education (FAPE) to special education students pursuant to OKLA. STAT. tit. 70, § 18-110(E) and OKLA. STAT. tit. 70, § 13-101 are not considered Open Transfers subject to this policy.

C.

Special Considerations as to Transferring Students who are Dependent Children of an Active U.S. Military Member

1. For purposes of this Section (C):
 - a. "Active military duty" means full-time military duty status in the active uniformed service of the United States including members of the National Guard and Military Reserve on active duty orders; and
 - b. "Military installation" means a base, camp, post, station, yard, center, homeport facility for any ship or other installation under the jurisdiction of the Department of Defense or the United States Coast Guard.

2. Students who are dependent children of a member of the active uniformed military services of the United States on full-time active duty status and for whom Oklahoma is the home of record and students who are the dependent children of a member of the military reserve on active duty orders and for whom Oklahoma is the home of record, shall be approved for transfer into the District regardless of capacity if:

- a. At least one parent of the student has a Department of Defense-issued identification card; and
- b. At least one parent can provide evidence that he or she will be on active duty status or active duty orders, meaning the parent will be temporarily transferred in compliance with the official orders to another location in support of combat, contingency operation or a natural disaster requiring the use of orders for more than thirty (30) consecutive days; and

3. A student is in compliance with the residency provisions of this policy if he or she is a student whose parent or legal guardian is transferred or is pending transfer to a military installation within Oklahoma while on active military duty pursuant to an official military order. A parent or legal guardian of such student must provide proof of residency in the District within ten (10) days after the published arrival date provided on official documentation. A parent or legal guardian may use the following addresses as proof of residence:

- a. A temporary on-base billeting facility,
- b. A purchased or leased home or apartment, or
- c. Federal government or public-private venture off-base military housing.

D.

Denial of a Transfer Request

1. A transferring student's application may be denied if the transferring student is or has been subject to discipline for any of the acts and reasons outlined in OKLA. STAT. tit. 70, § 24-101.3(A)-(C) & (E). A transferring student's application shall be denied for any of the acts and reasons outlined in OKLA. STAT. tit. 70, § 24-101.3(F)(1) until such time as the District determines that the transferring student no longer poses a threat to self, other students, or District faculty or employees.

2. A transferring student's application may be denied if the transferring student has ten or more absences in one semester that are not excused due to illness or for the reasons provided for in OKLA. STAT. tit. 70, § 10-105(B).

3. An IDEA-qualified transferring student's application will be denied if—as of the time of the transferring student's application is received—the District determines that it cannot provide the transferring student with a free appropriate public education in the least restrictive environment as required by the IDEA.

4. A student may be granted a one-year transfer and may automatically continue to attend the District each school year with the approval of the District. At the end of each school year, the District may deny the continued transfer of the student for the reasons outlined in OKLA. STAT. tit. 70, § 24-101.3(A)-(C) & (E), or if the student has ten or more absences in one semester that are not excused due to illness or for the reasons provided for in OKLA. STAT. tit. 70, § 10-105(B). Written notice of the District's intention to deny the continued transfer shall be given to the parent or legal guardian of the student no later than July 15.

5. A transferring student's application will not be considered if incomplete and will be denied if the parent makes a fraudulent, intentional, or material misrepresentation on the application.

6. The denial of a transfer request from a student seeking a transfer shall be communicated in writing to the parent, as defined in OKLA. STAT. tit. 70, § 1-113(A)(1). Proof of the date of mailing or transmission of the denial by electronic means shall constitute proof of communication of the denial to the parent.

7. The District shall not accept or deny any transfer application based on the student's race, color, sex, pregnancy, gender, gender expression, national origin, religion, disability, veteran status, sexual orientation, age, genetic information, income level, disabling condition, proficiency in the English language, measure of achievement, aptitude, or athletic ability. Failure to be approved for a transfer as set forth in this policy shall not be deemed to be rejection for a discriminatory reason.

E.

Transfer Application Request Notifications

1. The District will prominently post on its website the dates on which it will begin accepting transfer applications for the current and upcoming school year.

2. The District shall approve or deny the transfer application and notify the parent or legal guardian of the student within thirty (30) days of receiving an application.

3. If the District accepts a transfer application, the parent or legal guardian of the student must provide written notification to the District that the student will be enrolling within ten (10) days of receiving notice that the transfer application was approved. Failure of the parent or legal guardian to notify the District may result in the loss of the student's right to enroll in the District for that year only. If the parent or legal guardian fails to notify the District that the student will be enrolling, and the District chooses to cancel the transfer, the District shall provide written notice of the cancellation to the parent or legal guardian of the student immediately upon cancellation.

4. If the District receives notice that a student will be transferring, the District shall notify the student's resident school district within ten (10) days of receiving notice of the acceptance of the transfer.

F.

Determination of Grade Level Capacity

The superintendent of schools, or his/her designee, shall determine the criteria to be used in determining grade capacities for each school site, including the capacity for any full-time virtual education program offered by the District. The District's capacity determinations are attached hereto as Exhibit A. Each school site's grade level capacity and the capacity of any full-time virtual education program offered by the District shall be (a) approved by the board of education prior to the first day of January, April, July and October of each school year, and (b) published in a prominent place on the District's website and reported to the State Department of Education.

G.

District Level Appeal of Denial of Transfer

A parent may appeal the denial of a transfer request to the clerk of the board of education so long as the appeal is made within ten (10) calendar days of the notification of the written denial. If a timely appeal is made, the appeal shall be considered by the District's board of education at its next regularly scheduled meeting. The appeal shall be considered by the board of education only upon the written submissions of the District and the parent. Such written submissions shall state, at the minimum, the following in a statement not exceeding two pages in length:

- a. The date of the parent's transfer request application;
- b. The reasons for the denial by the District of the transfer request;

- c. The factual reason(s) of the District or parent as to why the transfer request was/was not properly denied; and
- d. The criteria set forth in this policy as to propriety of the denial of the transfer request.

The board of education will meet in executive session to review the appeal to protect the privacy of the student unless personal identification has been redacted. The board of education will then return to open session to conduct its vote on whether to deny or accept the appeal, if the board met in executive session.

If the District denies the parent's appeal, the parent may appeal the board of education's decision to the Oklahoma State Board of Education within ten (10) calendar days of notification of the denial. The parent shall submit to the State Board of Education and the superintendent of the District a notice of appeal on a form prescribed by the State Board of Education. The appeal shall be considered by the State Board of Education at its next regularly scheduled meeting, where the parent and a representative from the District may address the Board. The State Board of Education shall promulgate rules to establish the appeals process authorized by this subsection.

H.

District Reporting to the Oklahoma State Department of Education

1. Prior to the first day of January, April, July and October of each school year, the District shall report to the State Department of Education the capacity of the grade level of each District school site.

2. Prior to the first day of January, April, July and October of each school year, the superintendent of schools of the District shall report to the State Department of Education a statement showing the names of the students granted transfers to the District, the resident school district of the transferred students, and the transfer student's grade level.

3. At the frequency required by the Oklahoma State Department of Education, the District shall also submit to it (a) the number of student transfers approved and denied, and (b) whether each denial was based on capacity, the acts and reasons outlined in OKLA. STAT. 70, § 24-101.3, or a history of absences in the last full school semester that were not excused due to illness or for the reasons provided for in OKLA. STAT. 70, § 10-105(B).

I.

Athletic and Other Competitions

A transfer student granted enrollment in a school district in which the student is not a resident shall not be eligible to participate in school-related interscholastic competitions governed by the Oklahoma Secondary School Activities Association ("Association") for a period of one (1) year from the first day of attendance at the District, unless the transfer is from a school district not offering the grade the student is entitled to pursue. Whether a

student granted a transfer under this policy will be eligible to participate in school-related interscholastic competitions shall be determined by the Association.

Reference: OKLA. STAT. tit. 70, §§ 8-101.1, 8-101.2, 8-103, 8-103.1, 8-103.2
 OKLA. STAT. tit. 70, § 18-110(E)
 OKLA. STAT. tit. 70, § 8-113
 OKLA. STAT. tit. 70, § 13-103(B)
 OKLA. STAT. tit. 70, § 13-101
 O.A.C. 210: 10-1-18

Exhibit A

[DISTRICT MUST INSERT **GRADE CAPACITIES** FOR EACH SCHOOL SITE]

Exhibit B

Revised by vote of the Board of Education December 3, 2012
 Revised by vote of the Board of Education, August 5, 2013
 Revised by vote of the Board of Education, October 13, 2014

Revised by vote of the Board of Education, August 8, 2016
 Revised by vote of the Board of Education, December 13, 2021
 Revised by vote of the Board of Education, January 10, 2022
 Revised by vote of the Board of Education August 17, 2022
 Revised by vote of the Board of Education, August 9, 2023

WITHDRAWAL FROM SCHOOL

The Durant Board of Education realizes that a student may need to withdraw from school because of residence relocation or other valid reason. In such a case, the student must notify the principal who will assist the student with out-processing. All district-owned books, supplies, equipment, etc. must be returned to the teachers who distributed them. A clearance slip with the appropriate teachers' signatures must be returned to the principal's office. Any refunds due will be made at that time.

Students are reminded that transcripts and other records will be forwarded to the new school only after proper clearance has been accomplished.

On a quarterly basis as scheduled by the State Department of Education, the superintendent will notify the Department of the name, address, race and age of any student dropping out of school during the preceding quarter. A dropout is any student who is under the age of 19 and has not graduated from high school and is not attending any public or private school or is not otherwise receiving an education pursuant to law for the full term the schools of the district in which the student resides are in session.

Whenever a student over 14 years of age and under 18 years of age withdraws from school, the attendance officer shall notify the Department of Public Safety (DPS) of the withdrawal through a documentation of enrollment status form. When the withdrawal from school is due to circumstances beyond the control of the student or is pursuant to lawful excuse, as confirmed in writing by a parent/guardian of the student, no notice shall be sent to DPS, or if sent, the notice will be disregarded by DPS. The board of education or appropriate designee shall be the sole judge of whether the withdrawal of a student is due to circumstances beyond the control of the student or is made pursuant to lawful excuse.

**DURANT PUBLIC SCHOOLS
CONTAGIOUS HEALTH CONDITIONS**

The district is committed to providing a safe and healthy environment for all students and employees. School administrators will enforce this policy for the benefit of all members of the school community but will attempt to avoid embarrassment to an affected individual as practical given the totality of the circumstances. Students and employees with unique health circumstances may request an exception to this policy by providing a statement from a physician certifying that there is no danger of the condition spreading to others in the school environment. The district will comply with physician instructions when implementing the requirements of this policy.

Any student or employee who is determined to be afflicted with a contagious health condition such as head lice or bed bugs shall be prohibited from attending school until a health officer (licensed physician, licensed physician's assistant, health department official, school nurse, etc.) has determined that the individual is free of the condition or that there is no danger of the condition spreading to others in the school environment.

Students and employees who have had a fever, diarrhea or vomiting must be symptom free for 24 hours, without the use of symptom reducing medication, prior to returning to school.

Students and employees who have pink eye or another eye infection must be symptom free or consult with the school nurse or provide a physician's statement prior to returning to school.

Revised by vote of the Board of Education August 10, 2015

DURANT PUBLIC SCHOOLS FOOD ALLERGIES

The district is committed to ensuring equal access to its programs for all students, including students with food allergies. The district will make reasonable accommodations to allow students with food allergies to participate in all its programs. The district will not tolerate any retaliatory or bullying conduct toward a student due to a food allergy.

Food Allergy and Anaphylaxis Action Plan

A Food Allergy and Anaphylaxis Action Plan ("Plan") will be developed for each student who has a food allergy. The Plan will be based on an interactive meeting between the parent and the nursing director, and will be supported by medical documentation provided by the child's healthcare provider. The Plan will include, at a minimum, the following information:

- specific allergens / ingredients to be avoided
- preventative measures
- method by which employees can easily identify the student
- type of reaction to the allergen
- actions to be taken in case of suspected exposure when no reaction is observed
- actions to be taken when symptoms are present
- reasonable accommodations which will be provided for the student

Reasonable accommodations may include actions such as an alternative meal which is as nutritionally comparable as reasonably possible, a meal prepared in a separate area of the kitchen, a meal served at a separate table in the cafeteria, etc. The reasonable accommodations identified during the interactive development of the student's Plan are subject to final approval by school officials. In the event the parent is not satisfied with the results of the interactive meeting or the established Plan, the parent may request a review of the accommodations and/or the Plan by contacting the superintendent in writing within five (5) school days of the development of the Plan.

The Plan will be reviewed/updated through the interactive process at least once per school year.

Cafeteria Employees

The district provides training regarding food allergies to all individuals who work in the cafeteria. Although the district will attempt to protect student confidentiality to the extent safely possible, cafeteria workers are considered individuals who have a need to know information regarding student food allergies. Accordingly, all cafeteria staff will have access to all Plans.

The district will clean all cafeteria surfaces in accordance with accepted standards. Tables and work areas which are specifically designated as allergen free, if applicable, will be cleaned with designated cloths/sponges to avoid cross contact.

Food Consumption Outside of Cafeterias

Except under limited circumstances, the district does not permit food to be consumed outside the cafeteria. Teachers planning on permitting food consumption for a special treat or activity must take reasonable precautions to ensure that a student with a food allergy is not inadvertently exposed to an allergen, and that the student may participate in the activity in a meaningful way with his/her classmates.

Adopted by vote of the Board of Education, October 13, 2014

Food Allergy and Anaphylaxis PlanStudent Information

Name: _____
DOB: _____ ID No.: _____
Grade: _____ Teacher: _____

Physician Section

The student is allergic to:

A typical reaction for this student is:

I have prescribed the following medication to treat this student's allergy:

The student: ☐ may ☐ may not self-administer this medication.

In case of suspected exposure with no symptoms present take the following action:

In case of confirmed exposure with no symptoms present take the following action:

In case of confirmed exposure with symptoms present take the following action:

Other pertinent information

Physician Address: _____
Physician Phone Number: _____

I affirm that I am a physician licensed to practice medicine in Oklahoma, the student listed above is my patient, and the information on this form is true and correct.

Physician Signature

Date

Parent Section

I affirm that my child has been diagnosed with the food allergy identified above by his/her physician. I concur with the instructions outlined above and consent to this treatment for my child. I specifically acknowledge that it is my responsibility to:

- provide any/all medication needed for my child
- ensure the school district has the medications needed for my child
- ensure the school district has the instructions for medications use for my child
- fully cooperate in the development of a new health plan for my child each school year.

I understand that school personnel will use their best efforts to help my child avoid exposure to his/her food allergy but that accidental exposure may still occur. I consent for school personnel to use their best efforts and judgment while assisting my child.

In the event of actual or suspected exposure, in addition to taking the actions outlined above I authorize the following individuals to be contacted, in the order listed:

- | | | |
|----|-------------|--------------|
| 1. | Name: _____ | Phone: _____ |
| 2. | Name: _____ | Phone: _____ |
| 3. | Name: _____ | Phone: _____ |

I acknowledge that this plan is not complete until it has been accepted by the district, as evidenced by the signature of TITLE, and a copy returned to me for my records.

I have the legal authority to make these decisions.

Parent/Guardian Signature

Date

Confirmation Section

This Plan has been finalized between the school district and parent:

Parent/Guardian Signature

Date

School Representative Signature

Date

Food Allergy and Anaphylaxis Plan Checklist
Internal School Use Only

- ☐ I have reviewed the attached Plan for student: _____
- ☐ I have reviewed the attached Plan with the following personnel who will or are likely to have regular interaction with the student:

Employee signature

- classroom teacher: _____
- classroom teacher: _____
- classroom teacher: _____
- classroom teacher: _____
- classroom teacher: _____
- classroom teacher: _____
- classroom teacher: _____
- classroom teacher: _____
- regular substitute: _____
- regular substitute: _____
- coach: _____
- activity sponsor: _____
- cafeteria worker: _____
- cafeteria worker: _____
- cafeteria worker: _____
- cafeteria worker: _____
- cafeteria worker: _____
- cafeteria worker: _____
- a.m. bus driver: _____
- p.m. bus driver: _____
- other transportation: _____
- playground monitor: _____
- classroom aide: _____
- school principal: _____
- office worker: _____
- other: _____
- other: _____
- other: _____
- other: _____

 School Nurse Signature

 Date

COMMUNICABLE DISEASES

Many communicable diseases, including Human Immunodeficiency Virus (HIV) and/or Acquired Immune Deficiency Syndrome (AIDS), require special consideration in the school environment. The board of education seeks to provide an environment which is safe for all students and employees, while maintaining the dignity and privacy of individuals infected with communicable diseases.

Current research indicates that the risk of transmitting HIV/AIDS and other communicable diseases is low in the school setting when appropriate procedures are followed. All school employees are required to follow the district's Bloodborne Page | 1 Exposure Control Plan at all times when there is a potential for exposure to any bodily fluid. Parents/guardians will be notified in the event a minor student has been exposed to a potentially infectious agent.

Information regarding an individual's communicable disease status will be maintained in a separate confidential file and will only be disclosed:

- in compliance with Oklahoma law; or
- with the express approval of the superintendent.

Information about an individual's communicable disease status will not be included in the individual's regular school or health records. Any individual who discloses another person's communicable disease status without the superintendent's express authorization will face disciplinary action.

Communicable Diseases for Which Isolation or Quarantine is Required

No student having a communicable disease, requiring a period of isolation or quarantine, shall enter or remain at a district school site. This shall be in effect until the order for quarantine or isolation has expired or permission for entry and return to the school site and activities has been given by the local county health department or State Department of Health. It shall be the responsibility of the student's parent(s) or legal guardians and District administration—not the student's teacher—to exclude the student. In the event a student known to be infected arrives at a school site or, after their arrival, is discovered to be infected—a school site administrator shall discretely remove the student from the class or activity, place the student in a monitored room where the student will not come into close contact with non-infected persons, and contact the student's parent or legal guardian to make arrangements to send the student home.

Student Admission

No student will be denied an education or participation in the activities of the district-based solely on his/her status as a student infected with a communicable disease. In the event the school administration learns that a student may have a communicable disease, the superintendent or

designee will consult with the Oklahoma State Department of Health regarding an appropriate educational environment for the student. All decisions regarding an appropriate educational setting for the student will be made on a case-by-case basis following established policies and procedures for students with chronic health problems or other disabilities. The placement decision will be periodically reviewed, and will also be reviewed at any time a staff member observes behavior which might pose a reasonable risk of transmitting the communicable disease.

Employment

No individual will be denied employment or have his/her contract nonrenewed based solely on his/her status as an individual infected with a communicable disease.

Reference: OKLA. STAT. tit. 63, § 1-507 (2021)

Revised by vote of the Board, August 5, 2013
Revised by vote of the Board, August 10, 2021

IMMUNIZATIONS STUDENTS

The Durant Board of Education shall provide an environment for students to study, interact, and learn. Such an environment shall be reasonably free of known hazards that may threaten or endanger the health of our children or educators.

The board of education shall require that no child be admitted to this school district unless and until the student's parent/guardian provides (1) a current, up-to-date immunization record **OR** (2) a completed and signed state-approved exemption form. Either the up-to-date immunization record or a completed and signed state-approved exemption form must be on file with the district **prior** to the student's admission to the district. The exemption form shall specify that the student has received or is in the process of receiving the immunizations currently required by Oklahoma State Department of Health regulations, unless the exemption has been granted from the immunizations on medical, religious, or personal grounds or as otherwise required by law.

The immunization requirements shall be posted at the district's website **and** in any notice or publication provided to parents/guardians regarding immunizations. The state-approved exemption form is available at the Oklahoma State Department of Health website: <https://oklahoma.gov/health.html>.

If a parent or guardian is unable to pay for the required immunizations, the school will refer the student to the State Department of Health for assistance.

Reference: OKLA. STAT. tit.70 §1210.191, OKLA. STAT. tit. 70 §1210.192; O.A.C. 310:535-1-2

Revised by vote of the Board of Education, August 9, 2023

ADMINISTRATION OF MEDICINE TO STUDENTS

Purpose

The purpose of this policy is to identify when district personnel are authorized to administer medication to students, when students are authorized to self-medicate and how district personnel will maintain, administer, monitor and dispose of student medication.

Definitions

For purposes of this policy, these terms have the following definitions:

“Inhaler” means a device that delivers a bronchodilator to alleviate symptoms of respiratory distress that is manufactured in the form of a metered-dose inhaler or dry-powder inhaler and that may include a spacer or holding chamber that attaches to the inhaler to improve the delivery of the bronchodilator.

“Medicine” or “medications” includes prescription medications, opioid antagonists and over-the-counter medicines such as but not limited to aspirin, cough syrup, medicated ointments and any other item used to treat an illness, disease or malady. This term shall not include “Sunscreen” as defined below.

“Parent” means a parent, a court-appointed guardian or a person having legal custody of a minor student.

“Respiratory distress” means the perceived or actual presence of coughing, wheezing or shortness of breath.

“Sunscreen” means a compound topically applied to prevent sunburn.

Policy

Under Oklahoma law, a school nurse, an administrator or a designated district employee may administer prescription and nonprescription medications and assist in applying sunscreen to students. Only designated employees who have successfully completed specific training in the administration of nonprescription and prescription medications may administer medication to students with legitimate health needs.

Except as provided in this policy and in the district’s diabetes care and management policy, students may not retain possession of or self-administer any medicine. Violation of this rule will be reported to the student’s parent and may result in discipline, including out-of-school suspension.

As further set out below, the district retains the discretion to reject requests for the administration of medication or application of sunscreen and to discontinue the administration of medication or application of sunscreen.

The parent must deliver the student's medicine to the school nurse or school administrator in its original container with the parent's written authorization for administration of the medicine. Sunscreen for application by a school nurse must be delivered to the school nurse or school administrator in its original container with the parent's written authorization for application of sunscreen. The parent's authorization for either medicine or sunscreen must identify the student, the medicine or sunscreen, and include or refer to the label for instructions on administration of the medicine. The school nurse, an administrator or a designated employee will administer the medicine to the student or assist the student in applying sunscreen pursuant to the parent's instructions and the directions for use on the label or in the physician's prescription. The parent must complete a new authorization form annually and for each change of medication or sunscreen. The school will maintain the authorization form as a part of the student's health record. Authorization forms will be available in the principal's office. A parent who chooses to do so may come to the school and personally dispense medication or apply sunscreen to the student.

The administration of each school will keep a record of the students to whom medicine is administered or sunscreen is applied, the date of administration or application, the person who administered the medicine or applied the sunscreen and the name or type of medicine or sunscreen administered.

Medications and sunscreen will be stored in a separate locked drawer or cabinet that is readily accessible only to the persons who will administer the medication or sunscreen. Medications requiring refrigeration will be refrigerated in a secure area.

Any person administering medicine or applying sunscreen to a student will participate in training by October 1 of each year conducted by a school nurse or other health care professional. The training will include:

- Review of state statutes and school rules and regulations (including this policy) regarding administration of medication by school personnel;
- Procedures for administration, documentation, handling and storage of medication and sunscreen; and
- Medication needs of specific students, desired effects, potential side effects, adverse reactions and other observations.

Only those persons who successfully complete the training are authorized to administer medication or apply sunscreen. Each school site will maintain a current list of those authorized to administer medication and apply sunscreen at that site.

Students who are able to self-administer specific medications, such as inhaled asthma medication, anaphylaxis medication, replacement pancreatic enzymes, or use specialized equipment, such as an inhaler or Epinephrine injector, may do so provided such medication and specialized equipment are transported and maintained under the students' control in compliance with the following rules:

- A licensed physician or dentist must provide a written order that the student has a particular medical condition (asthma, anaphylaxis, cystic fibrosis, etc.), is capable of and has been instructed in the proper method of self-administration of medication. It is the parent's responsibility to contact the physician and have the physician complete and return the required order.
- The parent must provide a written authorization for self-administration of medication.
- Parents who elect self-administration understand and agree that the school, its agents and employees shall incur no liability for any adverse reaction or injury the student suffers as a result of self-administration of medication and/or use of specialized equipment.
- The written authorization will terminate at the end of the school year and must be renewed annually.
- If the parent and physician authorize self-medication, the district is not responsible for safeguarding the students' medications or specialized equipment.
- Students who self-medicate are prohibited from sharing or playing with their medication or special equipment. If a student engages in these activities the parent will be contacted and a conference will be scheduled with the parent, student, nurse and other appropriate persons.
- Students will not be allowed to self-administer:
 - Narcotics;
 - Prescription pain killers;
 - Medication used to treat ADD/ADHD or other psychological or behavior disorders; and
 - Other medication hereafter designated in writing by the district.
- Except as otherwise provided by an individual student's school health plan, students may self-administer non-diabetes and non-anaphylaxis-related injectables only in the school office in the presence of authorized school personnel. Diabetes-related injectables will be administered in accordance with the school's diabetes care and management policy.
- Students who self-medicate are encouraged to wear Medic Alert bracelets or necklaces.

- The parent will provide an emergency supply of a student's inhaled asthma medication or anaphylaxis medication or replacement pancreatic enzymes to be administered by school personnel, as required by state law.

Students who are able to self-apply sunscreen may do so provided such sunscreen is regulated by the Food and Drug Administration. Students may self-apply sunscreen without the written authorization of a parent, legal guardian or physician. All students are permitted to possess sunscreen that is regulated by the Food and Drug Administration.

Sunscreen

District staff will only assist the student in applying sunscreen with the parent's written authorization and according to label directions or, if applicable, written instructions from the student's physician. The sunscreen must be in the original container indicating:

- Ingredients; and
- Directions for Application.

Nonprescription Medication

District staff will only administer nonprescription medication with the parent's written authorization and according to label directions or written instructions from the minor student's physician. The medication must be in the original container that indicates:

- Student name (affixed to the container);
- Ingredients;
- Expiration date;
- Dosage and frequency;
- Administration route, i.e., oral, drops, etc.; and
- Other directions as appropriate.

School staff will only administer aspirin (acetylsalicylic acid) and products containing salicylic acid with written instructions from the student's physician. The parent must provide and maintain a supply of nonprescription medication for the student.

Prescription Medication

Except for district-wide Epinephrine injectors, district-wide Glucagon, and district-wide inhalers] district staff will only administer prescription medication with written authorization and instructions. Prescription medication must be in the original container that indicates:

- Student name;

- Name and strength of medication and expiration date;
- Dosage and directions for administration;
- Name of the licensed physician or dentist;
- Date, name, address and phone number of the pharmacy.

The parent must provide and maintain the supply of prescription medication for the student.

The parent must reclaim any remaining medication by the last official day of school closing or within seven days after the prescribing physician discontinues the medication. The school nurse or designated employee will destroy in a nonrecoverable fashion in the presence of a witness any medication not timely reclaimed. The person who destroys the medication will record the following information:

- Date of destruction;
- Time of destruction;
- Name and quantity of medication destroyed; and
- Manner of destruction of medication

Any and all controlled substances will be destroyed according to state law.

The school nurse or designated employee will advise the principal if discontinuance of medication to a student is appropriate and assist in informing the parent. Legitimate reasons for discontinuing administration of medication include, but are not limited to the following:

- A legitimate lack of space or facility to adequately store specific medication;
- Lack of cooperation by the student, parent and/or prescribing doctor;
- An unexpected and/or adverse medical reaction to the medication at school, i.e., mood change, allergic reaction, etc., considered to be harmful to the health and well-being of the student;
- Any apparent change in the medication's appearance, odor, or other characteristics that raise reasonable doubts about the quality of the medication; and
- The medication expiration date has passed.

Seizure-Rescue Medication (*Seizure-Safe Schools Act*)

Beginning January 1, 2022, at every school site that has a student enrolled who (1) has a seizure disorder and (2) has a seizure rescue medication or other medication prescribed to treat seizure disorder symptoms approved by the Food and Drug Administration and any successor agency that is prescribed by the student's health care provider, the district shall have at least one employee who has met the training requirements necessary to (1) administer or assist with the self-administration of seizure medication, and (2) recognize the signs and symptoms of seizures and the appropriate steps to be taken to respond to these symptoms. For purposes of this training, the district is permitted by law to use any adequate and appropriate training programs or guidelines for training of school personnel in the seizure disorder care tasks covered under this policy.

Before a seizure rescue medication can be administered to a student to treat seizure disorder symptoms, the student's parent or legal guardian shall do the following:

- A. provide the school with **written authorization** to administer the medication at school;
- B. provide a **written statement** from the student's health care provider that shall contain the following information:
 - the student's name,
 - the name and purpose of the medication,
 - the prescribed dosage,
 - the route of administration,
 - the frequency that the medication may be administered, and
 - the circumstances under which the medication may be administered;
- C. provide the **prescribed medication** to the school in its unopened, sealed package with the label affixed by the dispensing pharmacy; and
- D. collaborate with school personnel to create a "**seizure action plan**," which means a written, individualized health plan designed to acknowledge and prepare for the health care needs of a student diagnosed with a seizure disorder.

The written authorization and seizure action plan shall be kept on file in the office of the school nurse or school administrator, and it shall be distributed to any school personnel or volunteers responsible for the supervision or care of the student. The written authorization and seizure action plan shall be effective only for the school year in which written authorization is granted and may be renewed each following school year upon fulfilling requirements A–D above. The district shall follow all administrative rules promulgated by the State Board of Education for the development and implementation of the seizure education program and the procedures for the development and content of seizure action plans.

Pursuant to state law, a school employee may not be subject to any disciplinary proceedings resulting from an action taken in compliance with *Seizure-Safe Schools Act*, and any employee acting in accordance with the provisions of that act shall be immune from civil liability unless the actions of the employee rise to the level of reckless or intentional

misconduct. Any district-employed school nurse shall not be responsible for and shall not be subject to disciplinary action for actions performed by a volunteer.

District-Wide Use of Inhalers

The board of education has authorized the superintendent to obtain a prescription for inhalers and spacers or holding chambers in the name of the school district. This prescription will be of a quantity sufficient to provide for two (2) inhalers with spacers and holding chambers in a secure location at each school site.

The superintendent will designate personnel at each school site to:

- be responsible for obtaining and maintaining an adequate supply of inhalers with spaces and holding chambers from the district's central office;
- ensure appropriate training on the administration of the inhalers with spacers and holding chambers for designated staff members;
- distribute and maintain annual parent/guardian consent forms.

Only a school nurse or school employee trained by a health care professional will be required to agree to be trained in the use of inhalers with spacers and holding chambers.

School employees are still required to call 911 in the event of an emergency, including any time an employee believes a student is experiencing respiratory distress.

Annual written notice will be provided to all parents/guardians that trained employees are authorized to administer inhalers to any student who is believed to be experiencing respiratory distress.

The District must also immediately notify a student's parent/guardian after administration of an inhaler.

The parent/guardian must provide written consent and waive liability related to the good-faith use of the inhaler. No inhaler shall be given if the proper written consent from the parent/guardian is not on file with the district.

District-Wide Use of Glucagon

The board of education has authorized the superintendent to obtain a prescription for Glucagon in the name of the school district.

The school district will:

- inform, in writing, the parent or legal guardian of each student with a diabetes medical management plan that a school nurse, school employee trained by a health care professional or a school employee who has volunteered and successfully completed training to be a diabetes care assistant may

administer, with parent or legal guardian written consent but without a health care provider order, Glucagon to a student with diabetes whom the school nurse, trained employee, or a school employee who has volunteered and successfully completed training to be a diabetes care assistant in good faith believes is having a hypoglycemic emergency or if the student's prescribed Glucagon is not available on site or has expired;

- designate the employee responsible for obtaining Glucagon for each school site from a licensed physician with prescriptive authority; and
- maintain Glucagon at each school site in accordance with the manufacturer's instructions.

School employees are still required to call a student's parent or guardian and 911 in the event of an emergency, including any time an employee believes a student is experiencing a hypoglycemic emergency.

A waiver of liability executed by a parent or legal guardian must be on file with the school district prior to administration of Glucagon. Written consent and waiver of liability shall be effective for the school year in which it is granted and shall be renewed each subsequent school year.

Administration of Emergency Opioid Antagonist (e.g., Naloxone) by District Personnel

District medical personnel (certified school nurse or any other nurse employed by or under contract with the district) or any other person designated by the Superintendent may administer, regardless of whether there is a prescription or standing order in place, an emergency opioid antagonist for a suspected opioid overdose by a student or other individual exhibiting signs of an opioid overdose.

The Superintendent may authorize one or more district employees to receive training offered by the Department of Mental Health and Substance Abuse Services, a law enforcement agency or any other entity in recognizing the signs of an opioid overdose and administering an emergency opioid antagonist. The Superintendent may designate persons to receive this training who have been required to receive annual training in cardiopulmonary resuscitation and the Heimlich maneuver (70 Okla. Stat. §1210.199). Furthermore, if a person or persons designated and trained to administer an emergency opioid antagonist are absent, the Superintendent or designee may authorize any person, regardless of whether there is a prescription or standing order in place, to administer an emergency opioid antagonist to a student or other individual exhibiting signs of an overdose.

Any person administering an emergency opioid antagonist to a student or other individual at a school site or school-sponsored event, in a manner consistent with addressing opioid overdose, shall be covered by Oklahoma's Good Samaritan Act. In the event of a suspected overdose, the district and its employees or designees shall be immune from civil liability in relation to the administration of an emergency opioid antagonist.

As used in this section, “emergency opioid antagonist” means a drug including, but not limited to, naloxone that blocks the effects of opioids and that is approved by the United States Food and Drug Administration for the treatment of an opioid overdose.

Reference:

OKLA. STAT. tit. 70, § 1-116.2, 70 § 1-116.3
 OKLA. STAT. tit. 70, § 1210.199
 OKLA. STAT. tit. 70, §1210.242
 OKLA. STAT. tit. 63, §1-2506.1
 OKLA. STAT. tit. 70, § 1210.183
 OKLA. STAT. tit. 70, §1210.196.3

Reference: OKLA. STAT. tit. 70 § 1-116.2, 70 § 1-116.3
 OKLA. STAT. tit. 70 § 1210.199
 OKLA. STAT. tit. 70 §1210.242
 OKLA. STAT. tit. 63 §1-2506.1
 OKLA. STAT. tit. 70, § 1210.183

Approved by Vote of the Board of Education August 4, 2008.
 Revised by vote of the Board of Education August 13, 2018
 Revised by vote of the Board of Education August 13, 2019
 Revised by vote of the Board of Education, August 10, 2021
 Revised by vote of the Board of Education, August 9, 2023

PARENTAL AUTHORIZATION TO ADMINISTER MEDICINE

TO: _____
 (Administrator)

 (School)

I am the parent, guardian or legal custodian with legal custody of _____, a minor student attending this school. This student requires medication at intervals during the school day.

I hereby give my consent and authorize the school nurse, the principal, or _____ (a District employee designated by the school nurse, the principal and me) to administer:

_____ (name of drug), a non-prescription medication that I am hereby supplying you, in accordance with my written instructions or the written instructions of a physician, which are attached hereto.

_____ (name of drug), a filled prescription medication that I am hereby supplying you, in accordance with the directions for the administration of the medicine listed on the label of the container.

_____ (name of drug), a filled prescription medication that I am hereby supplying you, in accordance with the written instructions of the physician who prescribed the medicine, which are attached hereto.

I hereby give my consent and authorize my child to self-medicate under the District's Administration of Medicine to Students Policy.

I understand that under state law the Board of Education, the District, and District employees shall not be liable to the student or the student's parent or guardian for civil damages for any personal injuries to the student that result from acts or omissions of District employees in administering the medicine I have hereby authorized. I also understand that, under state law, the District, its agents and employees shall incur no liability for any adverse reaction or injury suffered by the student as a result of the student's self-administration of medication and/or use of specialized equipment. Finally, I understand that District employees acting in accordance with the Diabetes Management in Schools Act shall be immune from civil liability unless the employee's actions rise to a level of reckless or intentional misconduct.

I agree to abide by all of the terms of the District's Administration of Medicine to Students Policy. I understand that I may request a copy of this policy at any time.

 Date

 Signature

 (Print Name) Parent with Legal Custody or Guardian

 Address

intentional misconduct. I also understand that under state law, a school nurse shall not be responsible for actions performed by a volunteer.

I agree to abide by all of the terms of the School District's Policy on the Administration of Medicine to Students, a copy of which will be given to me on my request. I also understand my obligations under this policy must be fulfilled before the school can administer a seizure rescue medication to my child and that this written authorization is only valid for the current school year and must be renewed every succeeding school year before seizure rescue medication can be administered to my child at school for that school year.

Date

Signature

Address

Parent with legal custody/guardian

Durant Public Schools
Statement of Health Care Provider Regarding Administration of
Seizure Rescue Medication at School

To whom it may concern:

Pursuant to the *Seizure-Safe Schools Act*, OKLA. STAT. tit. 70, §1210.183 (2021), before School District personnel may administer a seizure rescue medication to _____, birthdate _____ ("student"), the following information must be provided to the School District by the student's physician.

Please print legibly or type the following information:

1. Student's Name _____;
2. Name and Purpose of the Medication _____
 _____;
3. Prescribed Dosage _____;
4. Route of Administration _____;
5. Frequency by which Medication may be Administered _____; and
6. Circumstances under which Medication may be Administered _____

I affirm that I am the student's physician and that the information provided on this form is accurate and was provided by me.

Durant Public Schools
Parent/Guardian Consent and Waiver for Administration of Glucagon

TO: _____
 (Administrator) (School)

During the school day, the Student may require administration of a glucagon by authorized School District personnel. I hereby give my consent and authorize the school nurse, school employee trained by a health care professional or a school employee who has volunteered and successfully completed training to be a diabetes care assistant for the _____ school year to administer glucagon if the school employee believes in good faith that the Student is experiencing a hypoglycemic emergency or in the event the Student's prescribed glucagon is not available on site or the Student's prescription has expired.

_____ hereby releases and waives any and all claims, liabilities or actions, known or unknown, which _____ may ever have against the School District related to employee administration of glucagon to the Student, including, but not limited to, claims under state or federal laws or regulations. _____ states that he/she/they understand(s) that this Consent and Waiver clearly and unequivocally releases the School District from liability for its actions and/or negligence, if any, resulting in illness, injury, disability, or death to the Student in any manner during administration of glucagon. I further understand that _____ is/are assuming the risk of any illness, injury, disability or death arising from administration of glucagon by a School District employee.

I understand that under state law employees of the School District shall **not** be liable to the student or the student's parent or guardian for civil damages for any personal injuries to the student which result from acts or omissions of school employees.

I understand that under state law before glucagon can be administered to the student at school, I must do the following:

1. provide the school with this written authorization to administer glucagon at school;
2. collaborate with school personnel to create a diabetes management plan.

I understand that School District employees will call the parent/guardian of the Student and 911 in the event of an emergency, including any time an employee believes my student is experiencing a hypoglycemic emergency.

I agree to abide by all of the terms of the School District's Policy on the Administration of Medicine to Students, a copy of which will be given to me on my request. I also understand my obligations under this policy must be fulfilled before the school can administer glucagon medication to my student and that this written authorization is only valid for the current school year and must be renewed every succeeding school year before seizure rescue medication can be administered to my student at school for that school year.

Date

Signature

Address

Parent with legal custody/guardian

TEACHING ABOUT DRUGS, ALCOHOL, AND TOBACCO

It is the goal of the Durant Board of Education to develop a program of instruction concerning drugs, alcohol, and tobacco so that students may learn the adverse and dangerous effects of drugs on the human mind and body and the proper usage of prescription and nonprescription medicines.

The philosophy of this school district is that drug abuse includes any physical or mental state resulting from the use of a drug for any purpose other than its medically prescribed use if appropriate. The board believes that prevention requires education, and that the most important aspect of the policies and guidelines of the district should be the education of each individual student.

It is the intent of this school district to coordinate its efforts and activities with appropriate state and local health and law enforcement agencies and drug and alcohol abuse programs within the community which provide drug education, prevention, treatment and rehabilitation.

For the purposes of this policy, the following definitions are adopted:

“Alcohol” means low-point beer or any alcoholic beverage as defined in Oklahoma Statutes, Title 37;

“Drug” means articles recognized in the official United States Pharmacopoeia, official Homeopathic Pharmacopoeia of the United States, or official National Formulary, or any supplement to any of them; articles intended for use in the diagnosis, cure, mitigation, treatment, or prevention of disease in man or other animals; articles, other than food, intended to affect the structure or any function of the body of man or other animals; and articles intended for use as a component of any article specified herein. Illicit drugs include tobacco and tobacco products.

Objectives of the Drug Education Curriculum

1. To create an awareness of the drug problem including prevention, education, treatment, rehabilitation, and law enforcement on the local, state, national, and international levels.
2. To inform students of the effect of narcotics, sedatives, hallucinogens, and other drugs.
3. To relate the use of drugs and alcohol to physical, mental, social, and emotional consequences.

4. To encourage students to adopt appropriate attitudes toward pain, stress, and discomfort.
5. To understand the need for seeking professional advice in dealing with problems related to physical and mental health.
6. To understand the personal, social, and economic problems causing the misuse of drugs and alcohol.
7. To develop an interest in preventing illegal use of drugs in the community.

The superintendent is directed to develop a drug education curriculum implementing these objectives.

ACCIDENT INSURANCE STUDENTS

It is the policy of the Durant Board of Education to select a reputable insurance company through which patrons may purchase accident insurance for their children. A packet will be available for each student during the first week of classes. The purchase of such insurance is entirely within the discretion of parents, however, students playing nine through twelve football must provide evidence of insurance coverage.

In making accident insurance available, the school district assumes no obligation or liability as agent or representative of any insurance company or agency.

VEHICLE USE AND PARKING STUDENTS

The Durant Board of Education will permit student use and parking of motor vehicles on the high school campus only. Students driving a motor vehicle to the high school campus must register the vehicle and park the vehicle in the parking lot designated for student parking. Students will not park vehicles in driveways, on private property, in teacher parking spaces, or in designated fire lanes. The vehicle will not be used during the school day. In the event of an emergency, permission may be granted for a student's use of a vehicle.

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of student automobiles when on school property.

An annual vehicle registration fee will be set by the board of education.

1. Students who wish to park a motor vehicle in any school parking area must register the vehicle with the school and must possess an appropriate and valid Oklahoma operator's permit or license.
2. Once parked, student vehicles may not be driven until school is dismissed for the day unless the student is excused to leave school for the day.
3. Students may not sit in, or upon, or congregate around vehicles at any time during school.
4. Vehicles shall not be driven on any grass area, around the junior high school, or upon or into any area not designated as a drive way or parking area.
5. All state laws, city laws, ordinances, and school rules and regulations shall be strictly enforced.
6. Any student in violation of any of these rules shall, on the first offense, be suspended from operating a vehicle on school premises for two (2) weeks. A second violation shall result in the permanent suspension of driving privileges.

SCHOOL BUS PROGRAM

The Durant Board of Education believes that the purpose in maintaining and operating school bus transportation as a part of the general school program shall be to provide transportation to and from school for those students identified below and on such auxiliary trips as the board shall approve.

The board shall provide school bus transportation to students who live outside a one and one-half mile radius of school, at any designated pick-up points, and to each child who is participating in a Head Start program. The provision of school bus transportation is not a right of students but is a privilege extended by the board of education.

Discipline is even more important on the school bus than in the classroom. In spite of the necessity for negative discipline, its function is limited. Negative discipline, a system of "Thou Shalt Nots," has definite uses in maintaining present efficiency, but its permanent value is confined to its utility in establishing certain individual constraints. If the negative approach is all that the driver employs, it will soon be found that the driver has lost the control needed to be a safe driver.

A properly conducted personal conference by the driver is the first step in analyzing the student's problem and helping the student to see the danger involved if the actions continue. Even where the misbehavior of a group is involved, the most effective procedure involves a personal conference with each member of the group. For first offenders, especially, many future problems can be headed off.

Function of Discipline

The function of discipline is:

1. To require such conduct from the students that will secure conditions most favorable for a pleasant atmosphere;
2. To maintain this conduct in such a way that it continually enriches the individual and promotes social ideals, good attitudes, and habits which lend themselves to a safe trip; and
3. To preserve those conditions necessary to the welfare of all the passengers on the bus. This embraces many things, and the driver must be alert to see that this is carried out.

Guiding Principles of Discipline

1. The driver should always strive to enforce control of the passengers by indirect means.
2. If direct control is necessary, punishments should be avoided whenever results can be realized by other means.
3. The amount of direct discipline decreases as the effectiveness of indirect control increases.
4. The driver should never administer corporal punishment. The driver may employ such means as special assignment of seats and should administer corrective measures, other than corporal punishment, as far as possible. Every case sent to the director of transportation tends to weaken the driver. The best drivers send very few cases to the director for discipline.
5. Before dealing with discipline, be sure to bring the bus to a stop.
6. In dealing with cases of discipline, the driver must act with decision and promptness but be sure that individual offenders have been isolated. The inside rear view mirror will be an aid in identifying the offenders as well as the exact nature of the offense.
7. The entire bus load should not be punished for the offense of one or two.
8. Misconduct is contagious and drivers must not tolerate it, for the problem extends itself if left alone.

SCHOOL BUS SAFETY PROGRAM

The safety and welfare of student riders will be the first consideration in matters pertaining to transportation. Children will be instructed as to the proper and safe conduct while aboard transportation vehicles. Emergency evacuation drills will be conducted regularly to acquaint students thoroughly with appropriate procedures for emergency situations.

All vehicles used to transport students will be maintained in a condition that will provide reasonably safe and efficient transportation service with a minimum of delay and disruption due to mechanical or equipment failure. Buses will be replaced as required to provide good equipment at all times.

Complete reports on any school bus accident should be filed in a timely manner. These reports should be brought to the attention of the board as soon as possible.

School bus drivers will always bring the bus to a full stop – with caution lights flashing – before loading or unloading passengers.

When unloading passengers, the driver will stay in place with caution lights on until the exiting passengers are at a safe distance away from the bus and/or clear of the street.

ABUSE, NEGLECT, EXPLOITATION AND TRAFFICKING

Introduction

Under Oklahoma law, district employees have varying legal obligations to report abuse, neglect and exploitation. In addition, district employees have an obligation to report suspected abuse, neglect, exploitation or trafficking affecting students to principals or other school officials to ensure the student's safety and welfare while at school or participating in school activities. The purpose of this policy is to provide directives and guidelines to assist district employees in fulfilling their legal responsibility.

Definitions

Certain terms used in this policy have the following definitions:

- . "Abuse, neglect or exploitation" shall include, but is not limited to all of the following:
 - a. "Abuse" is defined as:
 - i. harm or threatened harm through action or inaction to a child's health, welfare (including non-accidental physical pain or injury, or mental injury), or safety, sexual abuse, sexual exploitation, or negligent treatment or maltreatment, including but not limited to the failure or omission to provide adequate food, clothing, shelter or medical care or protection from harm or threatened harm, by a person responsible for the child's health or welfare. (10A OKLA. STAT. § 1-1-105);
 - ii. willful or malicious harm or threatened harm or failure to protect from harm or threatened harm to the health, safety, or welfare of a child under eighteen (18) years of age by another, or the act of willfully or maliciously injuring, torturing or maiming a child under eighteen (18) years of age by another. (21 OKLA. STAT. § 843.5); or
 - iii. the intentional infliction of physical pain, injury, or mental anguish or the deprivation of food, clothing, shelter, or medical care to an incapacitated person, partially incapacitated person, or a minor by a guardian or other person responsible for providing these services. (30 OKLA. STAT. § 1-111).
 - b. "Neglect" is defined as any of the following:
 - i. the failure or omission to provide any of the following:
 - 1. adequate nurturance and affection, food, clothing, shelter, sanitation, hygiene, or appropriate education,
 - 2. medical, dental, or behavioral health care,
 - 3. supervision or appropriate caretakers, or
 - 4. special care made necessary by the physical or mental condition of the child

- ii. the failure or omission to protect a child from exposure to any of the following:
 - 1. the use, possession, sale, or manufacture of illegal drugs,
 - 2. illegal activities, or
 - 3. sexual acts or materials that are not age-appropriate;
 - iii. abandonment. (10A OKLA. STAT. § 1-1-105); or
 - iv. the failure to provide protection, adequate shelter or clothing; or the harming or threatening with harm through action or inaction by either another individual or through the person's own action or inaction because of a lack of awareness, incompetence, or incapacity, which has resulted or may result in physical or mental injury. (30 OKLA. STAT. § 1-111).
- c. "Sexual abuse" is defined as behavior that includes but is not limited to rape, incest and lewd or indecent acts or proposals, made to a child, as defined by law, by a person responsible for the health, safety, or welfare of the child. (10A OKLA. STAT. § 1-1-105).
- d. "Sexual exploitation" is defined as behavior that includes but is not limited to allowing, permitting, encouraging, or forcing a child to engage in prostitution, as defined by law, by any person eighteen (18) years of age or older or by a person responsible for the health, safety, or welfare of a child, or allowing, permitting, encouraging or engaging in the lewd, obscene or pornographic photographing, filming or depicting of a child in those acts by a person responsible for the health, safety, and welfare of the child (10A OKLA. STAT. § 1-1-105).
- e. "Contributing to the delinquency of a minor" is defined as behavior that knowingly or willfully causes, aids, abets or encourages a minor to be, to remain, or to become a delinquent child or a runaway child. (21 OKLA. STAT. § 856).
- f. "Incest" is defined as marrying, committing adultery or fornicating with a person within the degrees of consanguinity within which marriages are by the laws of the state declared incestuous and void. (21 OKLA. STAT. § 885).
- g. "Forcible Sodomy" is defined as sodomy committed:
 - i. By a person over eighteen (18) years of age upon a person under sixteen (16) years of age;
 - ii. Upon a person incapable through mental illness or any unsoundness of mind of giving legal consent regardless of the age of the person committing the crime;

- iii. With any person by means of force, violence, or threats of force or violence accompanied by apparent power of execution regardless of the age of the victim or the person committing the crime;
 - iv. By a state, county, municipal or political subdivision employee or a contractor or an employee of a contractor of the state, a county, a municipality or political subdivision of this state upon a person who is under the legal custody, supervision or authority of a state agency, a county, a municipality or a political subdivision of this state, or the subcontractor or employee of a subcontractor of the contractor of the state or federal government, a county, a municipality or a political subdivision of this state;
 - v. Upon a person who is at least sixteen (16) years of age but less than twenty (20) years of age and is a student of any public or private secondary school, junior high or high school, or public vocational school, with a person who is eighteen (18) years of age or older and is employed by the same school system;
 - vi. Upon a person who is at the time unconscious of the nature of the act, and this fact should be known to the accused;
 - vii. Upon a person where the person is intoxicated by a narcotic or anesthetic agent administered by or with the privity of the accused as a means of forcing the person to submit; or
 - viii. Upon a person who is at least sixteen (16) years of age but less than eighteen (18) years of age by a person responsible for the child's health, safety or welfare. (21 OKLA. STAT. § 888).
- h. “Maliciously, forcibly or fraudulently taking or enticing a child away” is defined as maliciously, forcibly or fraudulently taking or enticing away any child under the age of sixteen (16) years, with intent to detain or conceal such child from its parent, guardian or other person having the lawful charge of such child or to transport such child from the jurisdiction of this state or the United States without the consent of the person having lawful charge of such child. (21 OKLA. STAT. § 891).
- i. “Soliciting or aiding a minor child to perform or showing, exhibiting, loaning or distributing obscene material or child pornography” is defined as:
- i. Willfully solicits or aids a minor child to perform any of the following actions:
 - 1. Lewdly exposing his or her person or genitals in any public place, or in any place where there are present other persons to be offended or annoyed thereby;

2. Procuring, counseling, or assisting any person to expose such person, or to make any other exhibition of such person to public view or to the view of any number of persons, for the purpose of sexual stimulation of the viewer;
 3. Writing, composing, stereotyping, printing, photographing, designing, copying, drawing, engraving, painting, molding, cutting, or otherwise preparing, publishing, selling, distributing, keeping for sale, knowingly downloading on a computer, or exhibiting any obscene material or child pornography; or
 4. Making, preparing, cutting, selling, giving, loaning, distributing, keeping for sale, or exhibiting any disc record, metal, plastic, or wax, wire or tape recording, or any type of obscene material or child pornography; or
 5.
 - ii. Shows, exhibits, loans, or distributes to a minor child any obscene material or child pornography for the purpose of inducing said minor to participate in:
 1. Lewdly exposing his or her person or genitals in any public place, or in any place where there are present other persons to be offended or annoyed thereby;
 2. Procuring, counseling, or assisting any person to expose such person, or to make any other exhibition of such person to public view or to the view of any number of persons, for the purpose of sexual stimulation of the viewer;
 3. Writing, composing, stereotyping, printing, photographing, designing, copying, drawing, engraving, painting, molding, cutting, or otherwise preparing, publishing, selling, distributing, keeping for sale, knowingly downloading on a computer, or exhibiting any obscene material or child pornography; or
 4. Making, preparing, cutting, selling, giving, loaning, distributing, keeping for sale, or exhibiting any disc record, metal, plastic, or wax, wire or tape recording, or any type of obscene material or child pornography. (21 OKLA. STAT. § 1021).
- j. “Procuring or causing the participation of any minor child in any child pornography or knowingly possessing, procuring or manufacturing child pornography” is defined as procuring or causing the participation of any minor under the age of eighteen (18) years in any child pornography or who knowingly possesses, procures, or manufactures, or causes to be sold or distributed any child pornography. (21 OKLA. STAT. § 1021.2).
- k. “Permitting or consenting the participation of a minor child in any child pornography” is defined as a parent, guardian or individual having custody of a minor under the age of eighteen (18) years who knowingly permits or consents to the participation of a minor in any child pornography. (21 OKLA. STAT. § 1021.3).
- l. “Facilitating, encouraging, offering or soliciting sexual conduct with a minor” is defined as facilitating, encouraging, offering or soliciting sexual conduct with a

minor, or other individual the person believes to be a minor, by use of any technology, or engaging in any communication for sexual or prurient interest with any minor, or other individual the person believes to be a minor, by use of any technology. (21 OKLA. STAT. § 1040.13a).

m. “Offering or offering to secure a minor child for the purposes of prostitution or any other lewd or indecent act” is defined as:

- i. Offering, or offering to secure, a child under eighteen (18) years of age for the purpose of prostitution, or for any other lewd or indecent act, or procure or offer to procure a child for, or a place for a child as an inmate in, a house of prostitution or other place where prostitution is practiced;
- ii. Receiving or offering or agreeing to receive any child under eighteen (18) years of age into any house, place, building, other structure, vehicle, trailer, or other conveyance for the purpose of prostitution, lewdness, or assignation, or to permit any person to remain there for such purpose; or
- iii. Directing, taking, or transporting, or offering or agreeing to take or transport, or aid or assist in transporting, any child under eighteen (18) years of age to any house, place, building, other structure, vehicle, trailer, or other conveyance, or to any other person with knowledge or having reasonable cause to believe that the purpose of such directing, taking, or transporting is prostitution, lewdness, or assignation. (21 OKLA. STAT. § 1087).

n. “Causing, inducing, persuading or encouraging a minor child to engage or continue to engage in prostitution” is defined as:

- i. By promise, threats, violence, or by any device or scheme, including but not limited to the use of any prohibited controlled dangerous substance causing, inducing, persuading, or encouraging a child under eighteen (18) years of age to engage or continue to engage in prostitution or to become or remain an inmate of a house of prostitution or other place where prostitution is practiced;
- ii. Keeping, holding, detaining, restraining, or compelling against his or her will, any child under eighteen (18) years of age to engage in the practice of prostitution or in a house of prostitution or other place where prostitution is practiced or allowed; or

- iii. Directly or indirectly keeping, holding, detaining, restraining, or compelling or attempting to keep, hold, detain, restrain, or compel a child under eighteen (18) years of age to engage in the practice of prostitution or in a house of prostitution or any place where prostitution is practiced or allowed for the purpose of compelling such child to directly or indirectly pay, liquidate, or cancel any debt, dues, or obligations incurred, or said to have been incurred by such child. (21 OKLA. STAT. § 1088).
- o. "Rape" is defined as sexual intercourse involving vaginal or anal penetration accomplished with a male or female who is not the spouse of the perpetrator and who may be of the same or the opposite sex as the perpetrator under any of the following circumstances:
 - i. Where the victim is under sixteen (16) years of age;
 - ii. Where the victim is incapable through mental illness or any other unsoundness of mind, whether temporary or permanent, of giving legal consent;
 - iii. Where force or violence is used or threatened, accompanied by apparent power of execution to the victim or to another person;
 - iv. Where the victim is intoxicated by a narcotic or anesthetic agent, administered by or with the privity of the accused as a means of forcing the victim to submit;
 - v. Where the victim is at the time unconscious of the nature of the act and this fact is known to the accused;
 - vi. Where the victim submits to sexual intercourse under the belief that the person committing the act is a spouse, and this belief is induced by artifice, pretense, or concealment practiced by the accused or by the accused in collusion with the spouse with intent to induce that belief. In all cases of collusion between the accused and the spouse to accomplish such act, both the spouse and the accused, upon conviction, shall be deemed guilty of rape;
 - vii. Where the victim is under the legal custody or supervision of a state agency, a federal agency, a county, a municipality or a political subdivision and engages in sexual intercourse with a state, federal, county, municipal or political subdivision employee or an employee of a contractor of the state, the federal government, a county, a municipality or a political subdivision that exercises authority over the victim, or the subcontractor or employee of a subcontractor of the contractor of the state or federal government, a county, a municipality or a political subdivision that exercises authority over the victim;
 - viii. Where the victim is at least sixteen (16) years of age and is less than twenty (20) years of age and is a student, or under the legal custody or supervision of any public or private elementary or secondary school, junior high or high school, or public vocational school, and

engages in sexual intercourse with a person who is eighteen (18) years of age or older and is an employee of the same school system; or

- ix. Where the victim is nineteen (19) years of age or younger and is in the legal custody of a state agency, federal agency or tribal court and engages in sexual intercourse with a foster parent or foster parent applicant. (21 OKLA. STAT. § 1111).
- p. “Rape” is defined as an act of sexual intercourse accomplished with a male or female who is the spouse of the perpetrator if force or violence is used or threatened, accompanied by apparent power of execution to the victim or to another person. (21 OKLA. STAT. § 1111).
- q. “Rape by instrumentation” is defined as an act within or without the bonds of matrimony in which any inanimate object or any part of the human body, not amounting to sexual intercourse is used in the carnal knowledge of another person without his or her consent and penetration of the anus or vagina occurs to that person. Provided further that (1) where the victim is at least sixteen (16) years of age and is less than twenty (20) years of age and is a student, or under the legal custody or supervision of any public or private elementary or secondary school, junior high or high school, or public vocational school, and engages in conduct prohibited by this section of law with a person who is eighteen (18) years of age or older and is an employee of the same school system, or where the victim is under the legal custody or supervision of a state or federal agency, county, municipal or a political subdivision and engages in conduct prohibited by this section of law with a federal, state, county, municipal or political subdivision employee or an employee of a contractor of the state, the federal government, a county, a municipality or a political subdivision that exercises authority over the victim, or (2) where the victim is nineteen (19) years of age or younger and in the legal custody of a state agency, federal agency or tribal court and engages in conduct prohibited by this section of law with a foster parent or foster parent applicant, consent is not an element. (21 OKLA. STAT. § 1111.1).
- r. “Making any oral, written or electronically or computer-generated lewd or indecent proposals to a minor child under the age of sixteen (16)” is defined as making any oral, written or electronically or computer-generated lewd or indecent proposal to any child under sixteen (16) years of age, or other individual the person believes to be a child under sixteen (16) years of age, for the child to have unlawful sexual relations or sexual intercourse with any person. (21 OKLA. STAT. § 1123).

- s. "Exploitation" is defined as an unjust or improper use of the resources of an incapacitated person, a partially incapacitated person, or a minor for the profit or advantage, pecuniary or otherwise, of a person other than an incapacitated person, a partially incapacitated person, or a minor through the use of undue influence, coercion, harassment, duress, deception, false representation or false pretenses (30 OKLA. STAT. § 1-111).
 - t. "Child Trafficking" as defined below.
2. "Child Trafficking" includes, but is not limited to behavior that consists of the acceptance, solicitation, offer, payment or transfer of any compensation, in money, property or other thing of value, at any time, by any person in connection with the acquisition or transfer of the legal or physical custody or adoption of a minor child, except as ordered by the court or except as otherwise provided by Section 7505-3.2 of Title 10 of the Oklahoma Statutes. (21 Okla. Stat. § 866).
 3. A "person responsible for a child's health, safety or welfare" includes a parent, a legal guardian, a custodian, a foster parent, a person 18 years of age or older with whom the child's parent cohabitates or any other adult residing in the home of the child, an agent or employee of a public or private residential home, institution or facility, or an owner, operator or employee of a child care facility as defined by OKLA. STAT. tit. 10 § 402.
 4. "Parent" refers to parents, guardians or others who have legal responsibilities for specific children.

Reporting Suspected Abuse, Neglect Exploitation or Trafficking

Any district employee having reasonable cause to believe that any student **under the age of eighteen (18) years** is a victim of abuse, neglect or exploitation shall immediately report this matter to:

- (1) Oklahoma Department of Human Services ("DHS") through the hotline designated for this purpose (1-800-522-3511), AND
- (2) local law enforcement.

Any district employee having reasonable cause to believe that any student **eighteen (18) years or older** is a victim of abuse, neglect or exploitation shall immediately report this matter to local law enforcement.

Additionally, any district employee must report suspected child trafficking to:

- (1) Oklahoma Bureau of Narcotics and Dangerous Drugs Control ("OBNDDC") at 1-800-522-8031,
- (2) DHS through the hotline designated for this purpose (1-800-522-3511), AND
- (3) local law enforcement.

After a report is made to DHS or OBNDDC via the hotline or to law enforcement, the reporting party will prepare a written report which contains the confirmation number of the report (if applicable), the date and time of the telephone contact, the name of the person to whom the district employee made the oral report, the names and addresses of the student, the parents, and any other responsible persons, the student's age, the nature and extent of injuries, any previous incidents, and any other helpful information. A copy of this report will be furnished to the principal or, if the reporter believes the principal is not an appropriate individual, to the superintendent.

Local law enforcement shall keep confidential and redact any information identifying the reporting district employee unless otherwise ordered by the court. A district employee with knowledge of a report made to DHS and/or local law enforcement shall not disclose information identifying the reporting district employee unless otherwise ordered by the court or as part of an investigation by local law enforcement or DHS.

Investigating Abuse, Neglect or Exploitation

At the request of appropriately identified investigators of DHS, OBNDDC or the district attorney's office or local law enforcement, the superintendent, principal or other school official shall permit the investigators access to the student about whom the agency received a report. The interview will be arranged in a manner that minimizes embarrassment to the student. The superintendent will not contact the parent, guardian or other person responsible for the student's health or welfare prior to or following the interview, unless permission for parent contact is provided by DHS, OBNDDC or the district attorney's office² or law enforcement authorities. No district employee will be present during the interview. However, a district employee may be present prior to the interview if the employee believes that his or her temporary presence will make the student more comfortable or if the representatives request the presence of a district employee during the interview.

Reports to Principal or Other School Officials

Suspected instances of abuse, neglect, exploitation or trafficking, whether the result of circumstances at home, school or at other locations, affects the student while he or she is at school or participating in school activities. Consequently, employees are required to report any suspicion of abuse, neglect, exploitation or trafficking by any individual, whether the identity is known or unknown, to the principal or other school official. This reporting obligation exists in all instances, including circumstances suggestive of this conduct at school or connected with school activities. Accordingly, this policy includes an obligation to notify the principal or other school official, if for any reason the employee has a reasonable belief that the principal should not be notified, in any instance involving suspected abuse, neglect, exploitation or trafficking of a student.

¹ 10A OKLA. STAT. § 1-6-103(B)(3)(b)

²

Immunity for Good Faith Reports

Oklahoma law provides that any district employee who in good faith and exercising due care makes a report to DHS or another appropriate law enforcement office, allows access to a student by persons authorized to investigate a report concerning the student or participates in any judicial proceeding resulting from a report, shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed.

Neither the board of education nor any district employee will discharge or in any manner discriminate or retaliate against the person who in good faith provides such reports or information, testifies, or is about to testify in any proceeding involving abuse, neglect, exploitation, or trafficking, provided that the person did not perpetrate or inflict the abuse, neglect, exploitation or trafficking.

Information Concerning Abuse, Neglect or Exploitation

In any instance in which the district receives a report from DHS regarding any confirmed report of sexual abuse or severe physical abuse concerning the student, the superintendent will forward to a subsequent school in which the student enrolls all confirmed reports of sexual abuse and severe physical abuse received from DHS, and the superintendent will notify DHS of the student's new school and address, if known.

All information or documents generated or received by the district in regard to the matter are confidential and shall not be disclosed except to investigators of DHS, the district's attorneys, the district attorney's office, a subsequent district in which the student enrolls, a person designated to assist in the treatment of or with services provided to the student or other state or federal officials in connection with the performance of their official duties. The information or documents shall be maintained and transmitted by the district in the same manner as special education records. Such records shall be destroyed when the child reaches the age of 18.

Training on Child Abuse and Neglect

A program, which includes the following information, shall be completed the first year a certified teacher is employed by a school district, and then once every fifth academic year:

1. Training on recognition of child abuse and neglect;
2. Recognition of child sexual abuse;
3. Proper reporting of suspected abuse; and
4. Available resources.

Reference: 10A OKLA. STAT. §1-2-101 et seq.
 30 OKLA. STAT. § 4-903
 70 OKLA. STAT. § 1210.163
 70 OKLA. STAT, § 70 6-194

REVISED BY THE VOTE OF THE BOARD OF EDUCATION, AUGUST 13, 2018
 REVISED BY THE VOTE OF THE BOARD OF EDUCATION, AUGUST 13, 2019
 REVISED BY THE VOTE OF THE BOARD OF EDUCATION, AUGUST 9, 2023

SUSPECTED CHILD ABUSE REPORT FORM

CHILD'S NAME: _____ DATE OF BIRTH: _____

ADDRESS: _____ SCHOOL: _____

PARENT(S)/LEGAL GUARDIAN: _____

ADDRESS: _____

A copy of this suspected child abuse or neglect report is to be filed with the Department of Human Services, the supervising administrator and the Superintendent of Schools.

Describe the nature and extent of the suspected child abuse, neglect or exploitation: _____

Describe any evidence of previous suspected child abuse, neglect or exploitation: _____

Names of persons present during the interview with the child: _____

Name of investigating social worker with the Department of Human Services (If known): _____

Signature of Person Filing Report: _____

Signature of Supervising Administrator: _____

REPORTING THREATENING BEHAVIOR

Reports to Law Enforcement

All district officers, employees and school board members have a legal obligation under Oklahoma law to report to law enforcement verbal threats or acts of threatening behavior which reasonably have the potential to endanger students, school personnel or school property. Under this policy, “Threatening Behavior” means any verbal threat or threatening behavior, whether or not it is directed at another person, which indicates potential for future harm to students, school personnel or school property. If a District official, employee or school board member reasonably believes that a person has made a verbal threat or exhibited threatening behavior which has the potential to endanger students, school personnel or school property, and—given the immediacy of the behavior—it is reasonable to do so, the individual should first report the matter to school administration.

Reports to Principal or Other School Officials

Instances of verbal threats or acts of threatening behavior which reasonably have the potential to endanger students, school personnel or school property should also be reported to the principal or other school official. This reporting obligation exists in all instances, including conduct at school or connected with school activities and conduct that happens off of school property. Accordingly, all employees have an obligation to notify the principal or other school official, if for any reason the employee believes that verbal threats or acts of threatening behavior have been made which reasonably have the potential to endanger students, school personnel or school property.

Immunity for Good Faith Reports

Oklahoma law provides that any district employee who in good faith makes a report to an appropriate law enforcement office has immunity from civil liability and employment discipline that might otherwise be incurred or imposed if the employee reasonably believes a person is making verbal threats or exhibiting threatening behavior.

A program, which includes the following information, shall be completed the first year a certified teacher is employed by a school district, and then once every fifth academic year:

1. Training on recognition of child abuse and neglect;
2. Recognition of child sexual abuse;
3. Proper reporting of suspected abuse; and
4. Available resources.

Approved by vote of the Board of Education August 13, 2018

Revised by vote of the Board of Education, August 9, 2023

Reference: 10A OKLA. STAT. §1-2-101 et seq.

30 OKLA. STAT. § 4-903

70 OKLA. STAT. § 1210.163

70 OKLA. STAT. § 6-194

CUSTODIAL AND NONCUSTODIAL PARENTAL RIGHTS

It is the policy of the Durant Board of Education that a parent who is awarded legal custody of a child by court action shall file a copy of the court decree awarding such custody with the school. If the custodial parent does not wish the child to be released to the noncustodial parent, an appropriate written instruction should also be filed with the school.

All staff members are instructed to refer any questions to the appropriate building principal or the superintendent.

Absent a court decree to the contrary, both natural parents have the right to view the student's school records; to receive school progress reports; to visit the child briefly at school; and to participate in parent and teacher conferences (not necessarily together in the same conference).

LETTERING QUALIFICATIONS ATHLETICS

It is the policy of the Durant Board of Education that the school athletic letter and the right to wear the letter award are earned by athletes who have represented the school in athletics and have met the established requirements. The athletic letter is the highest award conferred by the Department of Athletics and may be worn only by the school's best athletes. The letter is a symbol of achievement and is to be considered an honor to win and to wear. Student athletes wearing the letter must remember that, to the world at large, the emblem stands for the school and that our school will be judged by their conduct. Such conduct should reflect credit upon the name of the school.

Letters in specific sports are awarded to athletes who maintain eligibility requirements, meet the specific lettering requirements for each sport, and complete the entire sports season for that sport.

Special awards must be approved by the athletics director and must not violate the Oklahoma Secondary School Activities Association rules on special awards.

FUNDRAISING

The Durant Board of Education encourages the participation and involvement of patrons in the Durant school system and appreciates the additional resources that are provided by patrons through fundraising events. The board of education establishes the following guidelines for fundraising activities in the school district.

1. Parent support organizations, sanctioned parent booster clubs and those included within the District Activity Fund may conduct fundraising activities that do not involve students in selling items.
2. Fundraising activities must be conducted for a predetermined, identified need.
3. The proceeds from parent organization fundraising activities must be utilized for projects directly impacting the students of the school system.
4. Clubs and organizations are limited to one fundraising event per school semester; the only exceptions to this are the sophomore class, the junior class, and the senior class in relation to raising funds to pay for the junior-senior prom and graduation expenses.
5. As a class graduates from Durant High School, the monies remaining in that class's sub-account within the high school activity account shall be transferred to the class who will be the "senior" class when the new school term begins.
6. All fundraising activities that are conducted under the auspices of the Durant Public Schools must have pre-approval by the board of education, and the proceeds from these fundraising activities must be deposited in the appropriate activity account. Requests for fundraising activities must be submitted on the appropriate school district form by September 1 of any school term.
7. Before the end of each fiscal year, the board shall review each activity account and sub-account. If, in the opinion of the board, any activity account or sub-account has an excessive balance, the board, at its discretion, may direct by written resolution the excess amount to be transferred by the custodian to the general fund.

Revised by vote of the Durant Board of Education August 2, 2010.

Revised by vote of the Durant Board of Education February 9, 2015

STUDENT RECORDS

Purpose

This policy and the procedures included within it are intended to satisfy the requirements of the Family Educational Rights and Privacy Act (FERPA) and Oklahoma law. The board of education authorizes the superintendent to inform parents, students and the public of the policy and to take appropriate action to implement the policy and procedures.

Definitions

For purposes of this policy, the following definitions apply:

1. Student - Any individual who attends or has attended a program of instruction sponsored by the board of education of the district and for whom it maintains education records.
2. Eligible student - A student who has reached age 18 or is attending a postsecondary school.
3. Parent – A parent of a student, including a natural parent, a guardian or an individual acting as a parent in the absence of a parent or guardian. The district will assume that either parent has a right of access to records regardless of custody orders unless the district has been provided with evidence that the right of access has been revoked. Documents such as a court order or other legally binding document relating to such matters as divorce, separation or custody that specifically revoke the right to inspect and review records must be provided to the district to prevent parent access to student records.
4. Education records - Any record (in handwriting, print, computer media, video or audio tape, film, microfilm, microfiche or other method of recording information) directly related to a student and maintained by the district or a party acting for the district, except:
 - A. Records that are kept in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record.
 - B. Records of a law enforcement unit of the district, but only if education records maintained by the district are not disclosed to the unit, and the law enforcement records are maintained separately from education records; maintained solely for law enforcement purposes; and disclosed only to law enforcement officials of the same jurisdiction.
 - C. An employment record made and maintained in the normal course of business that is not available for use for any other purpose and that relates exclusively to a student in his or her capacity as a district employee. (This provision does not include employment activities for which a student receives a grade or credit in a course.)
 - D. Records on an eligible student that are:

- i. Made or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional acting in a professional capacity or assisting in a paraprofessional capacity;
 - ii. Made, maintained or used only in connection with treatment of the student (treatment does not include remedial educational activities or activities that are part of the program of school instruction); and
 - iii. Disclosed only to individuals providing the treatment.
 - E. Alumni records that relate to the student after he or she no longer attends classes provided by the district that are not directly related to the individual as a student.
 - F. Grades on peer-graded papers before they are collected and recorded by a teacher.
5. Personally identifiable information – The term includes, but is not limited to any information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community who does not have personal knowledge of the relevant circumstances to identify the student with reasonable certainty. The term also includes information requested by a person who the district reasonably believes knows the identity of the student to whom the education records relates. Personally identifiable information includes the student's name; the student's parents' or other family member's name; the student's or family's address; a personal identifier such as the student's social security number, student number or biometric record; and other indirect identifiers such as the student's date of birth, place of birth and mother's maiden name.
6. Dates of attendance -
- A. The period of time during which a student attends or attended an educational agency or institution. Examples of dates of attendance include an academic year, a spring semester or a first quarter.
 - B. The term does not include specific daily records of a student's attendance at an educational agency or institution.
7. Directory information - Information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Student identification numbers, if displayed on school ID badges, are also considered directory information *unless* the use of a password or PIN is required to authenticate the use of the ID number.
8. Authorized representative – An individual directly employed by a local or state educational agency, an entity designated by the local or state educational agency, or an individual employed by such entity engaging in audits, evaluations or any other compliance or enforcement activity.

9. Early childhood education program – Head Start or Early Head Start programs, state licensed or regulated childcare programs, and other similarly situated programs.
10. Education program – Elementary, secondary, postsecondary, career and technical institutes and schools or any program that is principally engaged in the provision of education.

Annual Notice

The district will notify parents and eligible students annually of their rights under FERPA by means of a district newsletter, newspaper notice, school handbook or individual notice. The notice will inform parents and eligible students that they have the right to:

1. Inspect and review the student's education records. The notice will also identify the procedure for exercising this right.
2. Seek amendment of the student's education records that the parent or eligible student believes to be inaccurate, misleading or otherwise in violation of the student's privacy rights. The notice will also identify the procedure for requesting amendment.
3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA and its implementing regulations authorize disclosure without consent. The district will also include in the notice its policy for disclosing education records to schools in which the student subsequently seeks or intends to enroll, its criteria for determining who constitutes a school official and what constitutes a legitimate educational interest.
4. File a complaint with the U.S. Department of Education concerning the district's alleged failure to comply with FERPA.

The district will arrange to provide translations of its annual notice to non-English speaking parents in their native language and to effectively notify parents or eligible students who are disabled.

All rights and protections given parents under FERPA and this policy transfer to the student when he or she reaches age 18 or enrolls in a postsecondary school. The student then becomes an "eligible student."

The Right to Inspect and Review the Student's Education Records

Parents of students and eligible students may inspect and review the student's education records upon request. In some circumstances, it may be mutually more convenient for the record custodian to provide copies of records. The parent or eligible student may also provide consent to have a representative inspect and review the records. Access will be provided during school hours and within no more than 45 days of the request.

Access to a child's confidential records will be provided upon request before any IEP meeting or hearing relating to the identification, evaluation or educational placement of a child or the provision of a free and appropriate education to the child and in all cases within no more than 45 days of a request.

The district will not withhold a parent's or eligible student's right to inspect and review student records because of debts owed the district.

The right to inspect education records also includes the right to an explanation and interpretation of the records by school officials.

Parents or eligible students should submit to the student's school principal a written request that identifies as precisely as possible the records he or she wishes to inspect. Since a student's records may be maintained in several locations, the school principals should offer to collect copies of records or the records themselves from locations other than a student's school, so they may be inspected at one site. However, if parents and eligible students wish to inspect records where they are maintained, school principals will make every effort to accommodate their wishes. The principal (or other custodian) will make the needed arrangements as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected.

When a record contains information about students other than a parent's child or the eligible student, the parent or eligible student may not inspect and review the records of the other students.

The district is not required to give an eligible student access to treatment records (as defined by the term "education records" in the Definitions section of this policy), but the student may have those records reviewed by a physician or other appropriate professional of the student's choice.

Copies of Records

The district will provide the parent with a copy of the student's education records under the following circumstances:

1. If mutually agreed by both the parent or eligible student and the district.
2. If failure to provide copies would effectively prevent the parent or eligible student from exercising the right to inspect and review the records. This may arise when a valid reason, such as working hours, the distance between record location sites or health, prevents a parent or eligible student from personally inspecting and reviewing a student's education record.
3. At the request of the parent or eligible student when the district has provided the records to third parties by the prior consent of the parent or eligible student.
4. At the request of the parent or eligible student when the district has forwarded the records to another school where the student seeks or intends to enroll.

The district will charge a fee for copies of education records. When a fee represents an unusual hardship, the record custodian may waive it in part or entirely. However, the district reserves the right to make a charge for copies such as transcripts it forwards to potential employers or to colleges and universities for employment or admissions purposes.

The district's fee for copies provided under FERPA will range from no cost to .25 per page (actual copying cost less hardship factor). The district will not charge for the costs of search and retrieval.

Types and Locations of Education Records in the District

TYPES	LOCATION	CUSTODIAN
Cumulative School Records (Current Students)	On Site	Building Principal/Counselor at each Site
Cumulative School Records (former Students)	Durant High School	High School Principal/Counselor
Health Records	Elementary, Intermediate Elementary, Middle or High School at which student is enrolled	Building Principal/Counselor at each school site
Special Education Records	Elementary, Intermediate Elementary, Middle or High School at which student is enrolled	Principal/Counselor
School Transportation Records	Transportation Building	Director of Transportation

Directory Information

The district designates the following information contained in a student's record as "directory information," and it will disclose that information without the prior written consent of the parent or eligible student:

1. The student's name;
2. The student's address;
3. The student's telephone listing;
4. The student's date and place of birth;
5. The student's dates of attendance;
6. The student's grade level (i.e., first grade, tenth grade, etc.);
7. The student's participation in officially recognized activities and sports;
8. The student's degrees, honors and awards received;
9. The student's weight and height, if a member of an athletic team;

10. The most recent educational agency or institution attended;
11. The student's photograph; and
12. The student's electronic mail address.

The district will notify parents and eligible students annually of the designated items of directory information by means of a district newsletter, newspaper notice, school handbook or individual notice. Parents and eligible students have the right to exclude directory information from public access by notifying the superintendent's office in writing of any or all of the items they refuse to permit the district to designate as directory information about that student. The student's records will be marked to indicate the items the district will designate as directory information about that student. This designation will remain in effect until it is modified by the written direction of the student's parent or the eligible student.

Use and Disclosure of Student Education Records

District officials may release information from a student's education record if the student's parent or the eligible student gives his or her signed and dated prior written consent for the disclosure. The written consent must:

1. Specify the records that may be disclosed;
2. State the purpose of the disclosure; and
3. Identify the party or class of parties to whom the disclosure may be made.

The district will only release information from or permit access to a student's education record with a parent or eligible student's prior written consent, except in the following instances permitted by FERPA:

1. The disclosure is to other school officials, including teachers, within the district whom the district has determined to have legitimate educational interests.

A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member, including health or medical staff and law enforcement unit personnel; a person serving on the board; a person or company with whom the district has contracted to perform a special task, such as an attorney, auditor, medical consultant or therapist; or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. The district will use reasonable methods to ensure that school officials obtain access to only those education records in which they have legitimate educational interests. The district will ensure that its policy for controlling access to education records is effective and remains in compliance with the legitimate educational interest requirement of the FERPA regulations.

A contractor, consultant, volunteer or other party to whom the district has outsourced institutional services or functions may be considered a school official provided that the outside party performs an institutional service or function for which the district would otherwise use employees; is under the district's direct control concerning the use and maintenance of education records; and is subject to the requirements of FERPA regulations governing the use and redisclosure of personally identifiable information from education records.

2. The disclosure is to officials of another school, school system or institution of post secondary education where the student seeks or intends to enroll or where the student is already enrolled so long as the disclosure is related to the student's enrollment or transfer. (Parents and students have a right to obtain copies of the records disclosed under this provision).
3. The disclosure is to authorized representatives of the Comptroller General of the United States, the U.S. Secretary of Education, or state and local educational authorities. Military services representatives shall have access to student directory information unless the parent, legal guardian or the student age 18 or older specifically denies such access in writing. Military services representatives have the same access to secondary school students as is generally provided to post secondary institutions or prospective employers unless denied in writing by the parent, legal guardian or student age 18 or older.
4. The disclosure is in connection with financial aid for which the student has applied or that the student has received, if necessary to determine eligibility for the aid, the amount of the aid, the conditions for the aid, or to enforce the terms and conditions of the aid.
5. The disclosure is to organizations conducting studies for or on behalf of the district to develop, validate or administer predictive tests, administer student aid programs or improve instruction in compliance with Section 99.31(a)(6) of the FERPA regulations.
6. The disclosure is to accrediting institutions to carry out their accrediting functions.
7. The disclosure is to parents of eligible students if the parents claim the student as a dependent as defined in Section 152 of the Internal Revenue Code of 1986.
8. The disclosure is to comply with a judicial order or lawfully issued subpoena. The district will make a reasonable effort to notify the student's parents or the eligible student before making a disclosure under this provision unless:
 - A. the disclosure is in compliance with a federal grand jury subpoena and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed;
 - B. the disclosure is in compliance with any other subpoena issued for a law enforcement purpose and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed;

- C. the disclosure is in compliance with an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning the investigation or prosecution of an offense listed in the Patriot Act or an act of domestic or international terrorism as defined by law;
 - D. the district initiates legal action against a parent or student, the district may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the district to proceed with the legal action as plaintiff; or
 - E. the parent or eligible student initiates legal action against the district, the district may disclose to the court, without a court order or subpoena, the student's education records that are relevant for the district to defend itself.
9. The disclosure is to appropriate parties in connection with a health or safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. In making this determination the district may take into account the totality of the circumstances pertaining to a threat to the health or safety of a student or other individuals. If the district determines that there is an articulable and significant threat, it may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals.
 10. The disclosure contains only "directory information" as defined in this policy, and the parent or eligible student has not refused to allow the district to designate that item as directory information for the student.
 11. The disclosure is made directly to the parent or eligible student.
 12. If a state law adopted before November 19, 1974, allows certain specific items of information to be disclosed in personally identifiable form from student records to state and local officials or authorities concerning the juvenile justice system and the system's ability to effectively serve the student whose records are released or if a state law adopted after November 19, 1974, allows such information to be disclosed to state or local officials concerning the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records are released.

Prior to the release of education records without a parent or eligible student's advance written consent, the district will require an authorized representative of the entity receiving the records to complete a written agreement. The agreement will state, at a minimum:

- the identity of the authorized representative
- the specific personally identifiable information that is to be disclosed
- a clear description of the activity and purpose for the disclosure
- the authorized representative will not re-disclose the personally identifiable information
- the authorized representative will destroy the personally identifiable information within the time set forth in the agreement

The district will use reasonable methods to identify and authenticate the identity of parents, students, school officials and any other parties to whom the district discloses personally identifiable information from education records.

Upon request, the student's parent or eligible student may obtain a copy of any records disclosed under this provision.

Record of Requests for Access and Disclosures Made From Education Records

The district will maintain an accurate record of each request for access to and each disclosure of personally identifiable information from the education records of each student. The district will maintain this record with the student's education records as long as the records are maintained.

For each request or disclosure the record will include:

1. The name of the party who requested or received personally identifiable information from the education records; and
2. The party's legitimate interests in requesting or obtaining the information.

The district will record the following information when it discloses personally identifiable information from education records under the health or safety emergency exception in FERPA:

1. The articulable and significant threat to the health or safety of a student or other individuals that formed the basis for the disclosure; and
2. The parties to whom the district disclosed the information.

As permitted by FERPA, the district may disclose personally identifiable information from an education record only on the condition that the party to whom the information is disclosed will not disclose the information to any other party without the prior consent of the parent or eligible student. The district will inform a party to whom such disclosure is made of this nondisclosure requirement.

In the alternative, the district may disclose personally identifiable information with the understanding that the party receiving the information may make further disclosure of the information on the district's behalf if:

1. The disclosures meet the requirements of the Use and Disclosure of Student Education Records section of this policy (§99.31);
2. The district makes a record of the disclosure that includes the names of the additional parties to whom the receiving party may disclose the information on the district's behalf and the legitimate interests each additional party has in requesting or obtaining the information (§99.32(b)); and
3. The district maintains a record of the names of state and local educational authorities and federal officials and agencies that may make further disclosures of personally identifiable information from the student's education records without prior written consent and

maintains this record with the student's education records as long as the records are maintained (§99.32(b)(2)).

Procedures to Seek to Correct Education Records

Parents and eligible students have a right to seek to change any part of the student's record they believe is inaccurate, misleading or in violation of student rights. The district will not use this procedure to consider a request to change the grade a teacher assigns for a course.

For purposes of outlining the procedure to seek to correct education records, the term "incorrect" will be used to describe a record that is alleged to be inaccurate, misleading or in violation of student rights. The term "correct" will be used to describe a record that is alleged to be accurate, not misleading and not in violation of student rights. Also, in this section, the term "requester" will be used to describe the parent of a student or the eligible student who is asking the district to correct a record.

To establish an orderly process to review and correct an education record for a requester, the district may make a decision to comply with the request for a change at several levels in the procedure.

First level decision - When a parent of a student or eligible student finds an item in the student's education record that he or she believes is incorrect, he or she should immediately ask the record custodian to correct it. If the record is incorrect because of an obvious error and it is a simple matter to make the record change at this level, the record custodian will make the correction. However, if the record is changed at this level, the method and result must satisfy the requester.

If the custodian cannot change the record to the requester's satisfaction or the record does not appear to be obviously incorrect, the custodian will provide the requester a copy of the questioned record at no cost; ask the requester to initiate a written request for the change; and follow the procedure for a second level decision.

Second level decision - The written request to correct a student's education record through the procedure at this level should specify the correction the requester wishes the district to make. It should at least identify the item the requester believes is incorrect and state whether he or she believes the item: is inaccurate and why; is misleading and why; or violates student rights and why. The requester must sign and date the request.

Within two weeks after the record custodian receives a written request, he or she will: study the request, discuss it with other school officials (such as the person who made the record or those who may have a professional concern about the district's response to the request), make a decision to comply or decline to comply with the request and complete the appropriate steps to notify the requester or move the request to the next level for a decision.

If, as a result of this review and discussion, the record custodian decides the record should be corrected, he or she will effect the change and notify the requester in writing that he or she has made the change. Each such notice will include an invitation for the requester to inspect and review the student's education record to make certain the record is in order and the correction is satisfactory.

If the custodian decides the record is correct, he or she will make a written summary of any discussions with other officials and of his or her findings in the matter. He or she will transmit this summary and a copy of the written request to the superintendent.

Third level decision - The superintendent or designee will review the material provided by the record custodian and, if necessary, discuss the matter with other officials (such as the school attorney or the board of education (in executive session)). He or she will then make a decision concerning the request and complete the steps at this decision level. Ordinarily, this level of the procedure should be completed within two weeks. If it will take longer, the superintendent or designee will notify the requester in writing of the reasons for the delay and a date when the decision will be made.

If the superintendent or designee decides the record is incorrect and should be changed, he or she will advise the record custodian to make the changes. The record custodian will advise the requester of the change as he or she would if the change had been made at the second level.

If the superintendent or designee decides the record is correct, he or she will prepare a letter to the requester which will include:

1. The district's decision that the record is correct and the basis for the decision;
2. A notice to the requester that he or she has a right to ask for a hearing to present evidence that the record is incorrect and that the district will grant such a hearing;
3. Instructions for the requester to contact the superintendent or designee to discuss acceptable hearing officers, convenient times and a satisfactory site for the hearing. (The district will not be bound by the requester's positions on these items, but will, so far as possible, arrange the hearing as the requester wishes.); and
4. Advise that the requester may be represented or assisted in the hearing by other parties, including an attorney at the requester's expense.

Fourth level decision - After the requester has submitted (orally or in writing) his or her wishes concerning the hearing officer and the time and place for the hearing, the superintendent or designee will, within a week, notify the requester when and where the district will hold the hearing and who it has designated as the hearing officer.

At the hearing, the hearing officer will provide the requester a full and reasonable opportunity to present material evidence and testimony to demonstrate that the questioned part of the student's education record is incorrect, as shown in the requester's written request for a change in the record (second level).

Within one week after the hearing, the hearing officer will submit to the superintendent or designee a written summary of the evidence submitted at the hearing. Along with the summary, the hearing officer will submit his or her recommendation, based solely on the evidence presented at the hearing, that the record should be changed or remain unchanged.

The superintendent or designee will prepare the district's decision within two weeks of the hearing. That decision will be based on the summary of the evidence presented at the hearing and the hearing officer's recommendation. However, the district's decision will be based solely on the evidence presented at the hearing. Therefore, the superintendent or designee may overrule the hearing officer if he or she believes the hearing officer's recommendation is not consistent with the evidence presented. As a result of the district's decision, the superintendent or designee will take one of the following actions:

1. If the decision is that the district will change the record, the superintendent or designee will instruct the record custodian to correct the record. The record custodian will correct the record and notify the requester as at the second level decision.
2. If the decision is that the district will not change the record, the superintendent or designee will prepare a written notice to the requester, which will include:
 - A. The district's decision that the record is correct and will not be changed;
 - B. A copy of a summary of the evidence presented at the hearing and a written statement of the reasons for the district's decision; and
 - C. A notice that the requester may place in the student's education record an explanatory statement that states the reasons he or she disagrees with the district's decision and/or the reasons he or she believes the record is incorrect.

Final administrative step in the procedure - When the district receives an explanatory statement from a requester after a hearing, it will maintain that statement as part of the student's education record as long as it maintains the questioned part of the record. The statement will be attached to the questioned part of the record, and whenever the questioned part of the record is disclosed, the explanatory statement will also be disclosed.

Complaints

If a parent of a student, an eligible student or a citizen of the district believes that the district is violating FERPA, that person has a right to file a complaint with the Department of Education. The contact information is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5091
Telephone: (202) 260-3887

Availability of Policy

Copies of this policy will be available for parent and eligible student review in the principal's office of each school building and in the superintendent's office.

Revised by vote of the Board of Education, December 3, 2012

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that affords parents and “eligible students” over 18 years of age certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days from the day the district receives a request for access.

Parents or eligible students must submit a written request to the school principal or appropriate school official that identifies the record(s) they wish to inspect. This school administrator will make arrangements for access to the education records and will notify the parent or eligible student of the time and place where these records may be inspected.

2. The right to request correction of the student's education records that the parent or eligible student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights.

Parents or eligible students may ask the district to amend a record they believe is inaccurate, misleading or otherwise in violation of the student's privacy rights. They must submit a written request to the school principal or appropriate school official, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading or otherwise in violation of the student's privacy rights.

If the district decides not make changes in the record as requested, the district must notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for correction. Additional information about hearing procedures will be provided to the parent or eligible student at the time of this notification.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent (34 CFR § 99.31).

School officials with legitimate educational interests are permitted disclosure without consent. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member, including health or medical staff and law enforcement unit personnel; a person serving on the board; a person or company with whom the district has contracted to perform a special task, such as an attorney, auditor, medical consultant or therapist; or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the district will disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.

School districts may disclose, without consent, “directory” information; however, the district must inform parents and eligible students about directory information, allowing them a

reasonable amount of time to request that the district not disclose directory information about that student.

School districts must notify parents and eligible students annually of their rights under FERPA by means of a special letter, inclusion in a Parent/Teacher Association (PTA) bulletin, student handbook and/or other means left to the discretion of each school district.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901

DIRECTORY INFORMATION NOTICE

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the district, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the district may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the district to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. Directory information will not be released to outside organizations for commercial or non-commercial purposes.

If you do not want the district to disclose directory information from your child's education records without your prior written consent, you must notify the superintendent in writing. The district has designated the following information as "directory information," and it will disclose that information without prior written consent:

1. The student's name;
2. The student's address;
3. The student's telephone listing;
4. The student's date and place of birth;
5. The student's dates of attendance;
6. The student's grade level (i.e., first grade, tenth grade, etc.);
7. The student's participation in officially recognized activities and sports;
8. The student's degrees, honors and awards received;
9. The student's weight and height, if a member of an athletic team;
10. The most recent educational agency or institution attended;
11. The student's photograph; and
12. The student's electronic mail address.

No parent or eligible student can opt out of the requirement that a student wear his or her ID badge which shows the student's school ID number

**Agreement for Receipt of
Records Containing Personally Identifiable Information**

Name of Entity Receiving Records: _____

Authorized Representative: _____

Activity or research being conducted which necessitates the disclosure of records:

Records to be disclosed:

Personally identifiable information contained in disclosed records:

Initials

_____ I acknowledge that the records being released to me contain personally identifiable information regarding a student of the school district.

_____ I agree, as a representative of _____
that this information will not be re-disclosed.

_____ I further agree, as a representative of _____
that this information will be destroyed on or before _____.
The method of destruction will be: _____.

I certify that I am an authorized representative of: _____
On behalf of the entity, I agree to abide by the terms and conditions set forth in this agreement.

Signature

Date

DATE
NAME
ADDRESS

Re: Destruction of Education Records

Dear Parent / Student:

In response to the mandates contained in OKLA. STAT. tit. 70 § 24-114.D please be advised that the district will destroy STUDENT NAME's non-transcript education records on DATE, which is at least 30 days after this notice is being sent. However, instead of having the records destroyed you may pick up the records on or before the destruction date at the district's address. Durant Independent School District Building, 1323 Waco Street, Durant, Oklahoma 74701

These records are stored electronically and a copy charge will be assessed in accordance with the district's posted fee schedule prior to releasing records if you want them. You may also request that these records be mailed to you. Retrieving the records by mail requires advance payment of postage costs and copy costs. Contact Department of Human Resources to determine the fees associated with your request for records.

Again, this notice is being sent to you to fulfill the mandates of Oklahoma law regarding routine student record destruction. No action is required on your part unless you wish to retrieve the records prior to their destruction.

Sincerely,

Name_____

TRANSGENDER AND NONBINARY STUDENT RECORDS

Definitions

Transgender and nonbinary students may use different terms to describe their lives and experiences of gender. Terminology and language may differ and evolve based on region, language, race or ethnicity, age, culture, and many other factors. These terms often mean different things or refer to different experiences. District employees should use the terms that students use to describe themselves, and avoid terms that make these students uncomfortable.

The following definitions are not provided for the purpose of imposing labels, but rather to assist in understanding this policy and the obligations of district personnel. Students may or may not use these terms to describe themselves or their experiences.

“Gender Identity” is a person’s deeply held knowledge of their own gender, which can include being a man, woman, another gender, or no gender. Gender identity is an intimate part of a person’s identity. One’s gender identity may or may not align with society’s expectations for sex assigned at birth (e.g., male, female, or intersex).

“Gender Expression” refers to one’s expression of gender, whether through hair styles, makeup, or personal fashion, which changes over the course of a lifetime.

“Transgender/Trans” is an adjective used to describe a person whose gender identity differs from the sex they were assigned at birth. A trans woman is a woman whose sex was assigned male when she was born. A trans man is a man whose sex was assigned female when he was born. Some transgender people are neither male nor female and may use terms like nonbinary to describe their gender.

“Cisgender” is an adjective describing a person whose gender identity corresponds with the gender that society typically associated with the sex they were assigned at birth. For example, a cisgender woman’s sex was assigned female at birth, and she identifies her gender as female. As another example, a cisgender man’s sex was assigned male at birth, and he identifies his gender as male.

“Gender Nonconforming” is a term sometimes used to describe people whose gender expression differs from social expectations, such as “feminine boys,” “masculine girls,” and people who are perceived as androgynous in some way. Being gender nonconforming is distinct from being transgender, although some trans people may consider themselves to be gender nonconforming. For example, a cisgender woman who has short hair and likes sports might consider herself nonconforming but may not identify as transgender.

“Nonbinary” is a term used to refer to people whose gender identity is not exclusively male or female, including those who identify with a different gender, a combination of genders, or no gender. Nonbinary may be considered a subset of transgender or a distinct identity. Other similar or more specific terms may include genderqueer, gender fluid, agender, or Two-Spirit (for Native American students).

“Sexual Orientation” refers to a person’s romantic and/or sexual attraction to other people. This includes being straight, gay, bisexual, queer, asexual, or many other terms used to describe sexual orientation. This is different and distinct from gender identity.

“Transition” is the process through which a person begins to live according to their gender identity. This process is different for everyone, and it may or may not involve specific medical treatments or changes to official documents. There is no single step or set of steps that an individual must take in order to have their gender identity affirmed and respected.

“LGBTQ+” is an acronym that stands for lesbian, gay, bisexual, transgender, and questioning (or queer). The acronym sometimes includes an “I” for intersex, an “A” for asexual, a “P” for pansexual, and other letters. A “+” is sometimes placed at the end of the acronym to signal that there are additional letters/identities that fall under a similar umbrella.

“QTBPOC” is an acronym that stands for queer/trans, black, indigenous, and people of color.

Privacy and Confidentiality

The district will ensure that all personally identifiable and medical information relating to transgender and nonbinary students is kept confidential in accordance with applicable state, local, and federal privacy laws. District employees and staff shall not disclose any information that may reveal a student’s gender identity to others, unless the student, parent, or legal guardian has authorized such disclosure, or there is another compelling need.

Prior to disclosing any such information about a transgender or nonbinary student, district employees will work with the student and any parent or legal guardian to discuss the appropriate manner, time, and message of the disclosure. This will include providing the student with appropriate support services they may need to make the disclosure in a safe and supportive environment.

Transgender and nonbinary students have the right to discuss and express their gender identity openly and to decide when, with whom, and how much private information to share. The fact that a student chooses to use a different name, to transition at school, or to disclose their gender identity to staff, educators, or other students does not authorize district employees to disclose a student’s personally identifiable or medical information to anyone. No district or district employee shall encourage, coerce, or attempt to encourage or coerce a minor child to withhold information from the student’s parent/guardian.

The 2023 Oklahoma “Parents’ Bill of Rights” (OAC 210:10-2-1, et seq.), requires the district to disclose to a student’s parent/guardian any information known to the district or its employees regarding material changes reasonably expected to be important to the parent/guardian regarding their student’s health, social, or psychological development, including identity information.

Disclosure of this information shall occur within 30 days of learning the information. “Identity information” means information including, but not limited to, any names or pronouns used by a student at school and any social transition or other transition to a gender that differs from the student’s sex. “Sex” means the physical condition of being male or female based on genetics and physiology, as identified on the individual’s original birth certificate.

Use of Preferred Name, Pronoun, or Gender

All adult students have the right to be addressed by a name, pronouns, and other terms that correspond with their gender identity. This respect should not depend on whether a student has access to a legal name change or gender marker change on official documents. The district and its employees should always use the pronouns and name with which a student identifies or requests. The district and its employees are expected to respect and use a student’s name and pronouns, once they have been made aware of said student’s correct information.

A minor student has the right to be addressed by a name, pronouns, and other terms that correspond with their gender identity, provided their parent/guardian has provided written consent to the district for the student to be addressed by a preferred name or pronoun that may be different from the student’s original birth certificate. This respect should not depend on whether a student has access to a legal name change or gender marker change on official documents. The district and its employees are expected to respect and use a student’s name and pronouns, once they have been made aware of said student’s correct information and parent/guardian consent for the student to use a preferred name or pronoun.

Student Records

The district shall maintain an official, permanent record with the legal name and gender appearing on the student’s birth certificate. On all other school-related records or documents, however, at the request of or with the consent of the student’s parent/legal guardian as appropriate (unless the student is over 18), the district will use a student’s requested name and gender pronouns. This would include physical records and documents, diplomas and other certificates of advancement, electronic records and documents, and school IDs. Reasonable efforts will be made to update student records with the student’s requested name and gender pronoun or gender marker, and not to circulate records with the student’s assigned birth name or gender marker. The district will also make reasonable efforts to also identify routine areas where a student’s privacy could be violated by the improper usage of the legal name and gender marker. These include but are not limited to pre-printed labels, standardized tests, student IDs or library cards, school photos, notices from the main office, attendance slips, grade books, posted lists of student names, lesson plans, seating charts and roll sheets used by substitute teachers, and any other places where students’ names are commonly written.

In order to protect a student's privacy, and to prevent accidental disclosure of a student's status, the district will maintain the official, permanent record in a secure location, separate from the student's other records. If the official record is maintained electronically, similar security measures shall be implemented to protect student privacy.

When a student or parent/legal guardian presents the district with documentation of a court-ordered legal name and/or gender change, the district will then change the official, permanent pupil record, to reflect the student's new legal name and gender, in a timely manner.

Transgender and nonbinary students who transition after having graduated or transferred out of the district may request that the district amend school records, a diploma, or transcripts that include the student's birth name and gender. When requested, the district will amend the student's records, including reissuing a high school diploma or transcript, to reflect the student's current name and gender.

Contact Information

Any student who has experienced gender-based harassment, discrimination, bullying, or similar misconduct, or has additional questions regarding the information contained in this policy should contact:

Title IX Coordinator
Assistant Superintendent
1323 Waco Street
Durant Oklahoma 74701
(580)924-1276

Bullying Coordinator
Assistant Superintendent
1323 Waco Street
Durant Oklahoma 74701
(580)924-1276

Outside Assistance may be obtained from:

U.S. Department of Education
Office for Civil Rights
One Petticoat Lane
1010 Walnut Street, Suite 320
Kansas City, MO 64106
(816) 268-0550
(816) 268-0599 (Fax)
(877) 521-2172 (TTY)
E-mail: OCR.KansasCity@ed.gov

Reference:OAC210:10-2-1

Adopted by vote of the Board of Education, August 9, 2023

CUMULATIVE RECORDS

It is the policy of the Durant Board of Education that a cumulative record shall be kept as the official file of each student enrolled in this school district. The record shall contain the progress of the student from kindergarten throughout the remaining school years, and shall include, but not be limited to, grades, attendance data, health and immunization history, results of testing programs, school activities, and personal and family background.

POLICY REGARDING THE TRANSFER AND RELEASE OF CONFIDENTIAL INFORMATION

The Durant School District adopts this policy pursuant to Title 10, Section 620.5 of the Oklahoma Statutes.

For purposes of this policy, "confidential information" means any information regarding a child receiving services supported in whole or in part by state or federal funds, a family member of such child, or other persons residing in the home of such child, and which is required by state or federal law or regulation to be maintained in a confidential manner.

The School District will transfer and release confidential information in accordance with this policy to:

- 1) The Department of Human Services,
- 2) The Department of Mental Health and Substance Abuse Services,
- 3) The State Department of Health,
- 4) The State Department of Education
- 5) The State Department of Vocational and Technical Education,
- 6) The Oklahoma Commission on Children and Youth,
- 7) The J.D. McCarty Center for Handicapped Children,
- 8) The Department of Corrections,
- 9) Private agencies receiving public funds pursuant to a grant or contract with one of the agencies listed in 1) through 8) and providing institutional, community residential or community-based services as defined by Title 10, Section 1101 of the Oklahoma Statutes, to children and family,

- 10) Persons and agencies subject to the rules promulgated by the agencies listed in 1) through 8) and
- 11) Statutorily-constituted juvenile bureaus.

Unless otherwise permitted by state or federal law or regulation, confidential information will only be released to the above-described entities pursuant to (1) a court order or (2) an informed consent that has been executed by (a) the parent or guardian of the child or other person authorized by state or federal law to execute such consent, if the subject of the confidential information is a child or (b) the individual who was the subject of the confidential information or other person authorized by law to execute such consent on his or her behalf, if the subject of the confidential information is an adult. The School District will use the State of Oklahoma Standard Form Consent for the Release of Confidential Information.

The School District will follow the rules promulgated by the State Department of Education for authorizing access to confidential information for the purpose of gathering statistical information or conducting studies or researches otherwise authorized by law.

The School District shall charge \$.25 for each copy made pursuant to this policy plus the actual cost of mailing the copies.

STUDENT ACTIVITIES ELIGIBILITY

It is the policy of the Durant Board of Education that only those students who are fully scholastically eligible will be permitted to represent the school in any capacity for any school-sponsored activity. For activities that are competitions under sanctioning by the Oklahoma Secondary Schools Activities Association [“OSSAA”] the Board will rigorously adhere to the eligibility rules of the OSSAA. For activities that are not competitions or activities sanctioned by the OSSAA, eligibility rules will be governed as set out in the relevant school handbooks. The Board of Education reserves the right to impose additional eligibility rules as may be reasonable and necessary for the benefit of the students of the Durant Independent School District.

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

EXTRACURRICULAR ACTIVITIES

The Durant Board of Education believes that extracurricular activities are those activities which primarily involve students in other than classroom situations.

The board believes that participation in such activities should be available only to those students who are performing acceptable work in all other school-related areas.

1. The Board of Education has established an Internal Activity Review Committee composed of:
 - A. Activities director,
 - B. President of high school student council,
 - C. Representative of the principals,
 - D. Representative of the classroom teachers,
 - E. Representative of the fine arts department,
 - F. Representative of the athletic department,
 - G. Representative of the vocational department,
 - H. Representative of the central office administration, and
 - I. Parent selected by the other committee members.
2. The committee shall be responsible for reviewing and recommending any deviations from the activity policy to the Board of Education. In the event that a board meeting shall not be available, the Superintendent shall make the decision and report to the Board at the next regular meeting.
3. In order for a student to request an exception to the ten (10) day limit through the Internal Activity Review Committee, the student must meet the following criteria:
 - A. Grade point average of eighty (80) with no failing grades at last nine-week reporting period;
 - B. Must have been in attendance in each class ninety percent (90%) of the school year at the time of request. All absences for any reason other than absences listed in exceptions will be counted.

- C. Principal and/or administration believe that the absence or absences will benefit the student and/or the school.
 - D. Request in writing for a hearing should be made by the parent or guardian in advance of absence.
 - E. Request for exception to the ten (10) day limit will be limited to two (2) days per student per year.
4. Appeal of decision of Internal Activity Review Committee following initial hearing:
- A. A signed written complaint must first be filed with the local Board of Education. If the complaint is not resolved at the local level, then the complaint should be filed with the Accreditation Section of the State Board of Education. Upon receipt of the complaint, the Accreditation Section shall appoint a monitoring team to make an on-site visit and file a written report to the State Board of Education and Accreditation Section. This complaint must include a listing of the names of the students, dates and classes missed which exceed policy statement.
 - B. The school district shall provide to the monitoring team during the on-site visit, the necessary records to verify or deny the violation as specified in the written complaint.
 - C. The monitoring team shall submit a written report to the Superintendent and Board of Education within ten (10) school days of the on-site visit.

CHEERLEADERS AND SPIRIT GROUPS

The Durant Board of Education recognizes the importance of cheerleading and spirit group activities at sporting events. The board encourages students to participate in these activities.

Cheerleaders and spirit groups will be recognized by the general public as representatives of this school system. The board expects that students who are appointed to these positions will conduct themselves with dignity and decorum.

The selection and general activity of cheerleaders and spirit groups shall be governed by the respective group's constitution. Each member is expected to adhere and abide by the rules therein.

The cheerleaders and spirit groups will be available to support the athletic teams on an equitable basis. Teams supported will be scheduled in accordance with OSSAA regulations and in compliance with Title IX.

ORGANIZATION SPONSORS

The Durant Board of Education believes that certain extracurricular and social activities can enhance the learning environment of our schools. The board requires that all activities be sponsored and expects the sponsors to exercise complete control of such activities, including the responsibility for insuring that sufficient revenue exists in the appropriate activity account. All organizational activities shall be scheduled through the building principal's office.

SOCIAL ORGANIZATIONS

The Durant Board of Education encourages the organization of school-sponsored organizations in the schools when the students' interests or needs justify them, democratic principles are followed, and adequate and competent sponsorship is available.

The board believes that it is in the best interest of this school district to prohibit, and does hereby prohibit any fraternity, sorority, secret society, secret club, or secret group composed in whole or in part of students enrolled in the schools of this district.

Teachers of the Durant schools shall not sponsor or attend meetings of a fraternity or sorority-like club which secures its membership from high school or middle school students.

**STUDENT ORGANIZATIONS:
POLICY ON SPONSORSHIP AND EQUAL
ACCESS FOR LIMITED STUDENT FORUMS**

The Board of Education of the Durant School District is committed to the proposition that student participation in student activities and organizations can advance educational goals and otherwise be of benefit to students and that the policies of this School District should further students' opportunities for participation. In allowing and furthering student activities and organizations, the Board is mindful of the dictates of the United States Constitution and the federal Equal Access Act. This policy is adopted to implement these goals.

School-Sponsored Student Organizations

1. The School District may sponsor student organizations that the Board determines are in furtherance of and consistent with the educational objectives of the School District and directly related to the School District's curriculum ("school-sponsored student organizations").

2. An organization shall be considered to be directly related to the School District's curriculum if it is: (1) an extension, expansion, or application of material taught in a class; or (2) part of or an adjunct to student government, carrying out special projects or responsibilities.

3. School-sponsored student organizations shall have a faculty sponsor, whose teaching field, education, background or other expertise is reasonably related to the purpose and goals of the group, and who shall receive extra-duty compensation.

4. Application for School District sponsorship shall be made by the proposed faculty sponsor and at least ten students who intend to participate in the organization. Each proposed student organization will submit its membership requirements, organizational structure, and provisions of a constitution or other document setting out organizational purpose and structure, subject to approval by the superintendent of schools.

5. After the proposed organization and its constitution have received preliminary approval from the superintendent, the Board of Education shall review and approve or disapprove the organization for sponsorship based on the standards set out in this policy and based on an opinion rendered by the School District's legal counsel stating that the proposed organization meets the standards of this policy.

Independent Student-organized Groups

6. The senior high schools of this School District shall make facilities available for meetings of independent student-organized groups (that is, student groups which are not officially sponsored by the School District as stated in Sections 1-5 above) subject to the following provisions. It is the intent of the School District to create a limited open forum under the federal Equal Access Act for independent student organized groups pursuant to this policy.

7. Meetings of independent student-organized groups may be held only during any non-instructional time, including before or after school, during lunch hour (if there are no classes being conducted during the lunch hour) or other non-instructional time. No student may attend a meeting when he or she has a scheduled class or is required by school rules or schedules to be elsewhere.

8. All meetings shall be student-initiated and open to all students in the school. All student attendance at independent student-organized group meetings shall be voluntary.

9. No meeting may include any activity that is unlawful or that materially and substantially interferes with the orderly conduct of educational activities within the school.

10. An adult monitor, who may or may not be a school employee, shall be present at all meetings. The school employee shall be present only in the capacity of monitor, and may not participate in any form or fashion in the meeting.

11. Independent student-organized groups may invite outside speakers to their meetings, but no non-school persons may direct, control, conduct, or regularly attend meetings.

12. If students wish to meet in independent student-organized groups under this policy, they must file a request to meet with the building principal which lists: 1) the room in which they wish to meet and the time during which they will meet; 2) the name of one student who will serve as the contact between the group and the school authorities; and 3) the monitor who will be present. The principal shall approve a meeting if it meets the requirements of this policy and shall notify the student contact person of his approval or, if it does not meet the requirements of this policy, his reasons for disapproval, within 2 days of the submission of the request to meet. Once permitted to do so, an independent student-organized group may continue meeting for the remainder of the school year, unless it subsequently violates this or any other school policy.

13. In assigning meeting rooms to student organizations, the school shall not arbitrarily discriminate between or among school-sponsored and independent organizations. However, in assigning meeting rooms the school may consider the number of persons expected to attend and the needs of the organization.

14. Meetings of independent student-organized groups may be announced by notices posted on bulletin boards in the school. Such notices may contain only the name of the organization, the date, time, and place of the meeting, and a brief identification of the subject of the meeting or a list of agenda items.

15. It is understood that participation in and the content and purposes of independent student-organized group meetings are neither approved nor disapproved by the School District. The School District is neutral as to the content of these meetings.

GANG ACTIVITY

It is the policy of this school district that membership in secret fraternities or sororities, or in other clubs or gangs not sponsored by established agencies or organizations is prohibited.

Gangs which initiate, advocate, or promote activities which threaten the safety or well-being of persons or property on school grounds or which disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute which indicates or implies membership or affiliation with such a group, presents a clear and present danger to the school environment and educational objectives of the community and are forbidden.

Incidents involving initiations, hazing, intimidation, and/or related activities or such group affiliations which are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students are prohibited.

Any student wearing, carrying, or displaying gang paraphernalia, or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities which intimidate or affect the attendance of another student will be subject to disciplinary action, including out-of-school suspension.

The superintendent may provide in-service training in gang behavior and characteristics to facilitate staff identification of students at-risk and promote membership in authorized school groups and activities as an alternative.

HIGH SCHOOL STUDENT COUNCIL

The Durant Board of Education believes that the student council is one of the most important organizations in the high school. A laboratory of citizenship, the student council is a cooperative group working with the principal to promote better understanding between students and the faculty. The council provides students with an opportunity to have a voice in the management of school affairs.

Subject to the approval of the superintendent and the board of education, the council shall develop its own operating procedures and rules, provided, however, that the following provisions shall be incorporated into such rules:

1. The student council shall be composed of student representatives from grades 9 through 12.
2. Only students who are enrolled as full time students may be class officers or student council officers. Therefore, part time students may not hold positions as class officers or student council officers.
3. At the high school, the president shall be elected from the senior class but shall be the representative of the entire student body. Presidential candidates must campaign, and the presidential election shall be the first election of officers. The vice-president shall be elected from the junior or senior class by the entire student body. The secretary and treasurer shall be elected from the upper four classes by the entire student body.
4. Election rules:
 - A. Elections shall be held in the spring for the following year.
 - B. There shall be one week for campaigning under the direction and supervision of the student council.
 - C. The election shall occur at a time and place designated by the student council.
 - D. Votes shall be counted, and announcements made by the student council.
 - E. Winners shall be determined by a simple majority.
 - F. No student may campaign for more than one office.

ASVAB TESTING AND STUDENT ACCESS TO MILITARY RECRUITERS

It is the policy of the board of education to take part in testing programs with the aim of providing all students with information designed to help them recognize their talents and to assist them in planning their education and career paths. Therefore, the district will provide students in grades ten through twelve (10–12) an opportunity to take the Armed Services Vocational Aptitude Battery test (ASVAB), or an alternative assessment as provided below, and to consult with a military recruiter.

The ASVAB or alternative assessment will be scheduled during normal school day hours and at a time that limits conflicts with extracurricular activities. The district will provide to students and their parents or legal guardians in grades ten through twelve (10–12) the date, time, and location of the scheduled administration of the ASVAB or alternative assessment.

At the discretion of the board of education, the district may administer an alternative assessment in lieu of the ASVAB, provided the alternative assessment meets the following criteria:

1. it assesses a student's aptitude for success in a career field other than a career field that requires postsecondary education;
2. is free to administer;
3. requires minimal training and support of school faculty and staff to administer the test; and
4. provides each student with a professional interpretation of the test results that allows the student to explore occupations that are consistent with each student's interests and skills and to develop strategies to attain career goals.

Regardless of whether the district offers the ASVAB or an alternative assessment, the district will permit each student taking the assessment with an opportunity to consult with a military recruiter. Individual student meetings with recruiters will be permitted on dates and times approved by the building principal or the principal's designee, which will be advertised to students and their parents and legal guardians.

Reference: OKLA. STAT. tit. 70, § 1210.508-5.

Adopted by the Board of Education, August 10, 2021

INTERSCHOLASTIC ATHLETICS

This policy is enacted by the Durant Board of Education in compliance with Title IX of the Education Amendments of 1972, 20 U.S.C. Section 1681, et seq. (Title IX) which prohibits discrimination on the basis of gender in education programs and activities.

It is the intent of this school district to provide equal athletic opportunities for members of both genders. The superintendent is directed to insure that similar athletic programs are offered to both genders in proportion to the enrollment of the district. In the event that participation in athletics is disproportionate (boys more active in sports than girls), the superintendent will ensure that no district policies, procedures, or regulations, singly or in combination, act to discourage or prevent females from athletic participation.

**ATHLETICS
GATE PASSES**

It is the policy of the Durant Board of Education that passes for athletic events sponsored by the school system shall be issued to all full time school staff and Board of Education members.

STUDENT RIGHTS AND RESPONSIBILITIES

All students have the same civil rights. These rights are limited by the capacity of each student to discharge the particular responsibilities necessarily linked to each right. The rights and responsibilities set forth in no way limit the legal authority of school officials to deal with disruptive students.

Rights

1. Every student has the right to expect that the school be a safe place to gain an education.
2. All students have the right to compete for student office and to vote in student elections.
3. Students have the right to expect that materials presented in courses be relevant and appropriate to the maturity level and intellectual ability of the student. The various views related to topics or materials should be presented or introduced.
4. Every student shall be permitted to use school facilities for approved extracurricular activities with proper faculty supervision and should be encouraged to participate in clubs, recreational events, and other related activities.

Responsibilities

1. Students are to attend school daily (except when ill) and attend all classes and be on time.
2. Students are to come to class prepared with proper materials, such as textbooks, pencils and/or pens, etc.
3. Students are to be aware of all rules and expectations or changes in these rules and regulations defining proper student behavior. Students should conduct themselves according to these guidelines.
4. Students should be willing to volunteer information to disciplinary cases should they have knowledge of importance.
5. All students should willingly and dutifully serve that segment of the student body that they represent.
6. Students are to make sure that no individual or group of advocates are allowed to monopolize class time. Teachers should insist on courteous attention to unpopular views, including views contrary to the teacher's own personal opinions. The dignity of all should be respected, and no one should be allowed to abuse others.

This freedom can only be exercised as long as it does not interfere with the educational process—it does not imply the right to veto.

7. Students are to become involved actively in their own education after returning to school following absence for any reason. Students temporarily out of school should assume the responsibility for keeping up with work missed, for their own benefit if nothing else.
8. All students should develop the best school record of which they are capable.
9. Students are to maintain a clean and pleasant atmosphere in the building and on the grounds.

Each student is provided with a handbook and is held responsible for the information it contains. The information serves as a guideline for administrators, all school personnel, students, parents, and other citizens of the school district.

DECISION-MAKING STUDENT INVOLVEMENT

A primary task of our school system is to create a stimulating learning climate that develops active involvement of students and develops a spirit of inquiry. Such a climate is created when students work with the school staff in planning and evaluating school programs.

The board believes that students should:

- be encouraged to participate in establishing course goals, in planning classroom activities, and in improving courses of study;

- feel free to express without fear their own opinions, recognizing that every privilege and right has a corresponding responsibility;

- be involved in the planning of assembly programs and school-sponsored forums of interest;

- be encouraged to participate in student government organizations that provide students with a voice in school affairs.

STUDENT BEHAVIOR

Discipline Code

The following behaviors at school, while on school vehicles or going to or from or attending school events will result in disciplinary action, which may include in-school placement options or out-of-school suspension:

1. Arson
2. Altering or attempting to alter another individual's food or beverage
3. Assault (whether physical or verbal) and/or battery
4. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information by making or transmitting or causing or allowing to be transmitted, any telephonic, computerized or electronic message
5. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information by broadcasting, publishing or distributing or causing or allowing to be broadcast, published or distributed, any message or material
6. Academic Misconduct, including, but not limited to, cheating, plagiarism, unauthorized collaboration, alteration of academic materials or other academic misbehavior
7. Complicity in misconduct by others, including, but not limited to, attempting to or encouraging others to commit prohibited conduct. Apathy or acquiescence in the presence of prohibited conduct is violative of this policy.
8. Conduct that threatens or jeopardizes the safety of others
9. Cutting class or sleeping, eating or refusing to work in class
10. Disorderly conduct, including behaving in a disorderly, lewd, indecent manner or breaching the peace on school property or in school-sponsored activities. Examples include, but are not limited to, obscene language, profanity, inappropriate behavior or gestures, indecent exposure, nonconsensual photography, video, or audio recording of another person on school premises or at school-sponsored events when recording causes or is likely to cause injury or distress
11. Disruption of the educational process or operation of the school — as to disruptive behavior in the classroom specifically, engaging in behavior that a reasonable person would view as substantial or repeated interference with the instructor's ability to teach the class or the ability of other students to benefit from instruction
12. Extortion

13. Failure to attend assigned detention, alternative school or other disciplinary assignment without approval
14. Failure to comply with state immunization records
15. False reports or false calls
16. Fighting
17. Forgery, fraud, or embezzlement
18. Gambling
19. Gang related activity or action
20. Harassment, intimidation, and bullying, including gestures, written or verbal expression, electronic communication or physical acts
21. Hazing (whether involving initiations, admission into, affiliations with, or as a continued involvement in a group or organization or not) in connection with any school activity, regardless of location. Hazing, includes, but is not limited to, any activity that recklessly or intentionally endangers the mental or physical health or safety of a student. Likewise, engaging in any action or activity that causes or is likely to cause physical or mental discomfort or distress that may demean, degrade, or disgrace any person, regardless of location, intent or consent of participants is violative of this policy
22. Immorality
23. Inappropriate attire, including violation of dress code
24. Intimidation or harassment because of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information, including but not limited to: (a) assault and battery; (b) damage, destruction, vandalism or defacing any real or personal property; or threatening, by word or act, the acts identified in (a) or (b)
25. Physical or verbal abuse, including, but not limited to, physically restraining or transporting someone against their will
26. Possession or distribution of a caustic substance
27. Possessing, distributing or viewing obscene materials, including electronic possession, distribution or viewing (sexting)
28. Possession of synthetic urine, a warmer or any other item with the intent to use that item to tamper with a drug or alcohol test
29. Possession, without prior authorization, of a wireless telecommunication device
30. Possession, threat or use of a dangerous weapon³ and related instrumentalities (i.e., bullets, shells, gun powder, pellets, etc.)

31. Possession, claimed possession, use, manufacture, distribution, sale, purchase, conspiracy to sell, distribute or possess or being in the chain of sale or distribution, or being under the influence of (a) alcoholic beverages, (b) any mind altering substance, except for medications taken for legitimate medical purposes pursuant to district policy, including but not limited to prescription medications for which the individual does not have a prescription, or medications used outside their intended therapeutic purpose, (c) paint, glue, aerosol sprays, salts, incense and other substances which may be used as an intoxicating substance, or (d) any substance believed or represented to be a prohibited substance, regardless of its actual content
32. Possession or claimed possession of illegal and/or drug related paraphernalia
33. Possession, claimed possession, distribution, or claimed distribution of supplements, prescription medicine, and/or non-prescription medicine while at school and school related functions without prior district approval
34. Purchasing, selling and/or attempting to purchase or sell prescription and non-prescription medicine while at school and school related functions
35. School Bus or Transportation Misconduct – While riding on any district school bus or other district-provided mode of transportation, engaging in any of the following acts is prohibited: (i) throwing any object; (ii) placing any part of one's body out of a window (bus moving or stationary); (iii) eating, drinking, and/or possessing food or drink while on a bus (lunches taken to school are excluded provided they are packed in a container and the container is not opened on the bus); (iv) failure to remain seated (feet on floor, facing front); (v) disrespectful words, comments or actions toward the driver or other passengers; (vi) blocking the aisle; (vii) pushing while loading/unloading or while bus is approaching; (viii) transporting unauthorized items; (ix) any type of harassment; (x) excessive noise; and (xi) improper street crossing during loading or unloading
36. Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers
37. Theft
38. Threatening behavior, including but not limited to gestures, written, verbal, or physical acts, or electronic communications
39. Truancy
40. Use, possession, claimed possession, distribution or selling marijuana or marijuana related products in any form. "Marijuana" is defined as provided for in the district's policy on *Medical Marijuana, Hemp & Cannabidiol (CBD)*)
41. Use, possession, claimed possession, distribution or selling tobacco, or tobacco related products in any form, including but not limited to cigarettes, cigars, loose tobacco, rolling papers, chewing tobacco, snuff, matches and lighters, and vapor products which includes

³ Students who are members of JROTC and are participating in an authorized school program may, with prior approval from the principal, bring an inoperable weapon to school for the sole and exclusive purpose of participating in the program. Students may only possess the inoperable weapon in a manner consistent with the authorization to participate in the program.

noncombustible products that may or may not contain nicotine, that employ a mechanical heating element, battery, electronic circuit or other mechanism, regardless of shape or size, that can be used to produce a vapor in a solution or other form. A vapor product also includes any vapor cartridge or other container with or without nicotine or other form that is intended to be used with an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or similar product or device and any vapor cartridge or other container of a solution, that may or may not contain nicotine, that is intended to be used with or in an electronic cigarette, electronic cigar, electronic cigarillo or electronic device. Vapor products not included are any products regulated by the United States Food and Drug Administration under Chapter V of the Food, Drug and Cosmetic Act.

42. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a school employee, or the school
43. Using racial, religious, ethnic, sexual, gender or disability-related epithets
44. Use of the school's resources (i.e., computers, electronic mail, internet, and similar resources) in a manner prohibited by policies, in any manner not authorized by school officials, or in violation of law
45. Vandalism
46. Violation of board of education policies, rules or regulations or violation of school rules and regulations including, but not limited to, disrespect, lingering in restrooms, running in halls, bringing unauthorized items to school, inappropriate or unauthorized use of cellular phones or other electronic media, name calling, destroying or defacing school property
47. Vulgarity
48. Willful damage to school property
49. Willful disobedience of a directive of any school official

In addition, conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school, will also result in disciplinary action, which may include in-school placement options or out-of-school suspension. This includes but is not limited to electronic communication, whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation or bullying at school.

School Safety and Bullying Prevention Act (OKLA. STAT. tit. 70, § 24-100.2)

The Oklahoma Legislature established the *School Safety and Bullying Prevention Act* with the express intent of prohibiting bullying in all schools. In addition to the prohibition listed in the student discipline code above, the board has adopted a separate policy prohibiting bullying and outlining the district's plan to address it.

Sample Disciplinary Options

- *Instructor or Administrator Intervention*

May include, but is not limited to: warning conference with student, parent conference, referral to counselor, behavioral contract, restriction of privileges, requirement of corrective action by

student, changing student's seat or class assignment, involvement of local authorities or agencies, or other appropriate action as required or indicated by the circumstances.

- *Detention or In-School Intervention*

Detention is a correctional measure used when it is deemed appropriate. Students are to report to the appropriate teacher/principal at the specified time with class work to be studied. Detention may be assigned on a week-day or on a Saturday, as deemed appropriate.

- *Alternative In-School Placement*

Alternative in-school placement is an optional correctional measure that may be used by the school when deemed appropriate. It involves assignment to a school site, designated by the school, for a prescribed course of education as determined by school representatives. Any such placement will be made in accordance with applicable special education procedural safeguards.

- *Alternative Out-of-School Placement*

Alternative out-of-school placement is an optional correctional measure specifically authorized in cases when a student has made electronic communications intended to terrify, intimidate, harass, or threaten injury or harm to faculty or students. Any such placement will be made in accordance with applicable special education procedural safeguards.

- *School Service*

School service may be required of students when an administrator believes that it would allow the student to understand the logical consequences of his/her conduct. Examples include, but are not limited to, cleaning after vandalism or littering, helping a teacher after disrupting a class, etc. School service will not be utilized to augment the district's workforce, in ways which are likely to endanger a student, or in a manner which is designed to unduly embarrass a student.

- *Corporal Punishment*

Corporal punishment may be administered at the discretion of the school administration. Prior to administering corporal punishment, the administrator will explain to the student the offense he/she is alleged to have committed and allow the student to explain his/her version of events.

Corporal punishment must be administered by a school administrator in a private office area with another certified employee serving as a witness. If possible, the witness will be the same gender as the student. Corporal punishment will only be administered to a student's buttocks with a finished wooden paddle after the student has emptied his/her pockets. No student will receive more than 3 swats per incident, and no more than 3 swats per day. The corporal punishment must be reasonable in force considering the student's age, sex, physical and mental condition, whether the force was degrading and the likelihood of permanent harm to the student.

Corporal punishment will not be administered to special education students with the most severe cognitive disabilities unless the student's parents have signed a written waiver permitting corporal punishment. As to any other special education students, the person administering the corporal punishment must first determine that such punishment is not prohibited by the student's IEP or 504 plan.

A report must be completed by the administrator and signed by both the administrator and the witness. The report will specify the infraction, the number of swats given, the date, time and location of the corporal punishment and the name and position of the witness.

Parents who object to the use of corporal punishment for their student must notify the school principal, in writing, at the beginning of each school year.

- *Out of School Student Suspension*

Students may be suspended out of school pursuant to the district's policy regarding student suspension.

Student Privileges While Under Suspension

Participation in the extracurricular activities of the school is a privilege and not a right. Accordingly, when a student's behavior results in a determination by the principal to impose disciplinary or other correctional measures against a student, the student will not be permitted to participate in any extracurricular activities offered by the school during the term of the discipline unless, in the sole judgment of the principal, such participation is appropriate given the nature of the offense committed by the student.

"Extracurricular activities" include, but are not limited to, all school sponsored teams, clubs, organizations, ceremonies, student government, band, athletics and all other school sponsored activities and organizations.

Revised by vote of the Board of Education, August 5, 2013
 Revised by vote of the Board of Education, October 13, 2014
 Revised by vote of the Board of Education August 10, 2015
 Revised by vote of the Board of Education August 8, 2016
 Revised by vote of the Board of Education, August 10, 2021

**DURANT PUBLIC SCHOOLS
STUDENT SUSPENSION
(Out-of-school)**

This policy applies only to out-of-school suspensions and, unless otherwise noted, all references to "suspension" in this policy mean out-of-school suspension. References to "parent" in this policy means a student's parent(s) or legal guardian(s). References to "principal" means the school principal or staff member to whom the principal has delegated the responsibility for student discipline.

Behavior or Conduct that May Result in Suspension:

Students may be suspended for:

1. violation of a school regulation (which includes but is not limited to any policy, rule, regulation, directive, etc.);
2. possession of an intoxicating beverage, low-point beer, as defined by OKLA. STAT. tit. 37, § 163.2, or missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities;
3. possession of a dangerous weapon or a controlled dangerous substance while on or within two thousand (2,000) feet of public school property, or at a school event, as defined in the Uniform Controlled Dangerous Substances Act. Possession of a firearm shall result in suspension as provided in the district's policy related to firearms;

Students who are suspended under categories 1 or 2 will be provided with an education plan as outlined below. No education plan will be required for students who are suspended under category 3.

Violent Acts Toward School Personnel

Any student in grades 6 through 12 found to have assaulted, attempted to cause physical bodily injury, or acted in a manner that could reasonably cause bodily injury to a school employee or person volunteering for the school shall be suspended for the remainder of the current semester and the next consecutive semester. For good cause and considering the totality of the circumstances, the district's superintendent or designee may modify the term of the suspension. Final action as to any such suspension, including its term, remains with the Superintendent or designated hearing officer, pursuant to a timely appeal.

Students suspended for a violent offense directed toward a classroom teacher shall not be allowed to return to the teacher's classroom without the teacher's prior approval. Whether an offense is considered a violent offense, requiring an affected teacher's approval as a condition of return to a particular classroom, shall be based on applicable provisions of the Oklahoma school law regarding student suspension and applicable Oklahoma criminal law distinguishing between violent and nonviolent offenses.

District's Obligations Prior to Suspension

Before the district recommends suspension, other disciplinary options will be considered, including but not limited to: placement in an alternative school setting, reassignment to another classroom, and detention. The district will provide additional procedural safeguards as required by law for students identified as having disabilities under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act/Title II of the Americans with Disabilities Act.

Pre-Suspension Conference

When a student engages in behavior or conduct that may result in suspension the principal shall conduct an informal conference with the student.

At the conference the principal shall read the regulation that the student is charged with having violated and shall discuss the student's conduct. The student shall be asked whether he/she understands the regulation and be given a full opportunity to explain and discuss his/her conduct.

If the principal concludes that suspension is appropriate, the student shall be advised that he/she is being suspended and the length of the suspension. The principal shall immediately notify the parent by phone and in writing that the student is being suspended and that other disciplinary options were considered and rejected. The written notice will state which alternative disciplinary options were considered and why they were rejected. Elementary and middle school students shall not be dismissed before the end of the school day without advance notice to the parent.

A student may be suspended without a pre-suspension conference only in situations when the principal reasonably believes that the student's continued presence in the building will constitute an immediate danger to the health or safety of students, school employees, school property, or would be a substantial disruption of the educational process. In such cases, a conference with the student and parent will be scheduled as soon as possible after the student has been removed from the building.

Conferences with Parents

The principal will seek to hold a conference with the parent as soon as possible after the suspension has been imposed. The parent should be advised of his/her right to a conference with the principal at the time he/she is verbally notified that a suspension has been imposed. The conference will be held during the regular school hours, Monday through Friday, with consideration given whenever possible to the hours of working parents.

At the conference, the principal will read the regulation the student is charged with having violated and will briefly outline the student's conduct. The principal will also explain the reason for rejecting other disciplinary options. The parent should be asked by the principal if he/she understands the regulation and the charges against the student.

At the conclusion of the conference the principal shall state whether he/she will terminate or modify the suspension. In all cases the parent will be advised of the right to have the suspension reviewed by the superintendent, a hearing officer appointed by the board, or the suspension committee agreement with the principal's decision, he/she will be requested to sign a waiver of review.

Individualized Plans

Suspensions in excess of five (5) days shall include an Individualized Plan ("Plan") that shall describe either a home-based school work assignment setting or other appropriate work assignment setting. The Plan shall be prepared by the principal with the assistance of other school employees.

The Plan shall provide for the core units in which the student is enrolled. Core units shall consist of the minimum English, Mathematics, Science, Social Studies and Art units required by the Oklahoma State Department of Education for grade completion in grades kindergarten through eight and for high school graduation in grades nine through twelve.

A copy of the Plan shall be provided to the student and parent. The parent shall be responsible for providing a supervised, structured environment monitoring the student's educational progress until the student is readmitted into school. The Plan shall set out the procedure for education and shall also address academic credit for work satisfactorily completed.

Records

The principal will keep written records of each suspension conference. The records will contain the date of the conference, names of participants, time and duration of the conference, and the basis for rejecting alternative disciplinary options. The principal shall also maintain records related to the Plan and the student and/or parent's compliance with the Plan.

Suspension Terms

All suspensions will have a definite start and end date. The term of a suspension may be reduced if a student performs a specified remedial act if those conditions are agreed to at the time of the suspension. Suspension lengths will be as consistent as possible between students considering the nature of the conduct and the previous disciplinary history of the student.

Long-term suspensions are those suspensions in excess of ten (10) school days. Suspensions will not extend beyond the current school semester and succeeding semester, except in the case of possession of a firearm, in which case a suspension shall be for a period of not less than one (1) calendar year. Suspensions involving firearms are governed by the school district's Gun-Free Schools Student Suspension policy.

Short-term suspensions are those suspensions of ten (10) or fewer school days.

Long-Term Suspension Appeals

A parent/student may appeal the suspension to the suspension review committee appointed by the superintendent and a hearing officer appointed by the board. The principal shall inform the parent/student of the right to appeal the suspension and the method for appealing. At the parent/student's option the appeal may be directed to the board's appointed hearing officers.

A written appeal must be received by the superintendent within five (5) calendar days after the parent/student receives the principal's decision. If the superintendent does not receive a written appeal within five (5) calendar days of the principal's decision, the principal's suspension decision is final.

Appeals to the Superintendent ("Superintendent")

If the superintendent receives a written appeal request within five calendar days, the suspension review committee will hold a conference with the parent or guardian as soon as possible. The conference will be held during regular school hours, Monday through Friday, with consideration given to the hours of working parents whenever possible.

At the conference, a member of the committee will read the regulation the student is charged with having violated and will briefly outline the student's conduct. The parent will be asked if he/she understands the regulation and the charges against the student. The student/parent will be given an opportunity to provide his/her version of events.

At the conclusion of the conference the committee will deliberate and will state whether it shall terminate or modify the suspension. In all cases the parent shall be advised of the right to have the suspension reviewed by the board appointed hearing officer. If the parent is in agreement with the superintendent's decision, he/she shall be requested to sign a waiver of review by the board appointed hearing officer.

Appeals to the Designated Hearing Officer

An appeal must be presented by letter to the superintendent within five (5) calendar days after the parent/student receives the suspension review committee's decision. If the superintendent does not receive a written appeal within five (5) calendar days of the suspension review committee's decision, the suspension decision is final.

If the superintendent receives a written appeal request within five calendar days, the board appointed hearing officer will hear the appeal as soon as possible. This decision is final and nonappealable.

The parent/student will be notified in writing of the date, time and place of the hearing. Reasonable efforts will be made to accommodate the work schedule of parents. The following procedures will be followed:

1.
 - a. The hearing officer should advise the parent/student:
 - b. That they are entitled to legal counsel, if they desire it.
 - c. That the administration will present its witnesses first and that after each witness the parent or their legal counsel will be given an opportunity to cross-examine.
 - d. That the parent/student will be given an opportunity to call any relevant witnesses and present any relevant evidence, subject to cross-examination by the administration's legal counsel.
 - e. That the hearing officer will consider the evidence and documents and reach a decision.
 - f. That the parent/student may ask any questions about the procedure.
2. Administration may call witnesses and present documents subject to cross-examination.
3. Parent/student may call any witnesses and present documents subject to cross-examination.
4. After each witness is presented the hearing officer may ask the witness questions.
5. Parent/student's closing statement.
6. Administration's closing statement.
7. The Hearing Officer will deliberate in private.)
8. Return to open session and make findings of fact and either (1) affirm the suspension; (2) modify the suspension (increase or decrease severity of the suspension); or (3) revoke the suspension.
9. The decision of the hearing officer shall be final and nonappealable.

Attendance at School Pending Appeal Hearing

Pending an appeal of the student suspension, the student will have the right to attend school under such "in-house" restrictions as the principal deems proper, except that at the discretion of the principal, the student may be prohibited from attending school pending any appeal hearing if in the judgment of the principal the student's continued presence in the building will constitute an immediate danger to the health or safety of students, school employees, school property, or would be a substantial disruption of the educational process.

Short-Term Suspension Appeals

A parent or student may appeal the suspension decision to a suspension review committee established by the superintendent. The principal shall inform the parent/student of the right to appeal the suspension and the method for appealing.

An appeal must be presented by letter to the principal within five (5) calendar days after the parent/student receives the principal's decision. If the principal does not receive a written appeal within five (5) calendar days of the decision, the principal's suspension decision is final.

Upon receipt of the request, the principal shall confirm that the student's suspension falls within the category of suspensions to which an appeal to the committee is authorized. If the principal determines that the suspension is a long-term suspension, or the original short-term suspension is extended beyond ten (10) school days prior to the hearing, the procedures applicable to long-term suspensions must be followed and the student must be given the opportunity to appeal any adverse decision to the d

Hearing the Appeal

1. The superintendent shall appoint a review committee consisting of not less than three certified administrators and/or teachers, and shall designate a chairperson for the committee. No administrator or teacher is eligible to serve on the committee who was a witness to the student's conduct, nor is any teacher eligible to serve who has the student in his/her class for the current school term.
2. The superintendent shall schedule the committee hearing as soon as possible during regular school hours, Monday through Friday. Reasonable consideration shall be given to accommodate the work schedules of the parent whenever possible. The parent/student will be notified in writing of the date, time and place of the hearing. The principal shall attend the hearing. Either party choosing to have legal counsel at the hearing shall give the other party twenty-four (24) hours advance notice. The failure to give such notice will preclude the party's right to have counsel attend the hearing.
3. The committee will conduct a full investigation of the student's suspension in an informal manner. The principal will briefly outline the student's conduct, read the regulation that the student's conduct violated, and present any evidence and witnesses that support the suspension decision. The parent/student will be asked by the committee if they understand the

regulation and charges against the student. The parent/student will then briefly explain the student's conduct, and present any evidence and witnesses that support the student's position.

4. At the conclusion of the presentation of the evidence, the committee shall retire to render a decision by a majority vote as to the guilt or innocence of the student. The committee shall also determine the reasonableness of the term of the suspension. The committee's decision shall be confirmed in writing and a copy will be mailed to the parent, the principal and the superintendent.
5. The decision of the committee shall be final and nonappealable.

Student Privileges While Under Suspension

Participation in school extracurricular activities is a privilege and not a right. Accordingly, students who are suspended are immediately ineligible to participate in extracurricular activities, notwithstanding the filing of an appeal. "Extracurricular activities" include, but are not limited to, all school sponsored teams, clubs, organizations, ceremonies, student government, band, athletics and all other school sponsored activities and organizations.

Reference: OKLA. STAT. tit. 70 § 24-101.3

The Durant Board of Education appoints the Office of the Superintendent to appoint a Superintendent outside of Bryan County as a designated Hearing Officer.

Revised by the Board of Education August 10, 2015
Revised by the Board of Education August 10, 2021

DURANT SCHOOL DISTRICT
SECLUSION OF STUDENTS WITH DISABILITIES

The purpose of this policy is to define the circumstances under which district personnel may use seclusion for students with disabilities in compliance with SDE Guidelines for Minimizing the Use of Seclusion for Students with Disabilities in Oklahoma (“Seclusion Guidelines”).

For purposes of this policy, the term “seclusion” means the involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving. This includes situations where a door is locked as well as where the door is blocked by other objects or held by staff. Any time a student is involuntarily alone in a room and prevented from leaving should be considered seclusion regardless of the intended purpose of the name applied to this procedure or the name of the place where the student is secluded.

School personnel may use seclusion for students with disabilities only under the emergency circumstances identified in the Seclusion Guidelines and only if the elements identified by the Seclusion Guidelines exist.

The use of seclusion for students with disabilities shall also be subject to any written procedures utilized by the district to further explain the responsibilities of district staff members.

Adopted this ____ day of _____, 20____.

Approved by the Board of Education, October 3, 2011

DURANT SCHOOL DISTRICT
PHYSICAL RESTRAINT OF STUDENTS WITH DISABILITIES

The purpose of this policy is to define the circumstances under which district personnel may use physical restraint for students with disabilities in compliance with SDE Guidelines for Minimizing the Use of Physical Restraint for Students with Disabilities in Oklahoma (“Physical Restraint Guidelines”).

For purposes of this policy, the term “physical restraint” means any method of one or more persons limiting or restricting another person’s freedom of movement, physical activity, or normal access to that person’s body. It is a means for managing that person’s movement, reconstituting behavioral management and establishing and maintaining safety of the student, other students and staff.

School personnel may use physical restraint for students with disabilities only under the emergency circumstances identified in the Physical Restraint Guidelines and only if the elements identified by the Physical Restraint Guidelines exist.

The use of physical restraint for students with disabilities shall also be subject to any written Procedures utilized by the district to further explain the responsibilities of district staff members.

Adopted this ____ day of _____, 20____.

Approved by the Board of Education, October 3, 2011

DURANT SCHOOL DISTRICT
COMPLAINT PROCEDURES UNDER PART B OF THE
INDIVIDUALS WITH DISABILITIES EDUCATION ACT

To comply with the requirements of state and federal law, the district has established the following procedures for filing and resolving formal written complaints regarding alleged violations of the requirements under Part B of the Individuals with Disabilities Education Act (IDEA), amended.

Formal written complaints filed with the district should be addressed to the superintendent or a district administrator. The complaint must include a statement that the district has violated a requirement under Part B of the IDEA, the facts on which the statement is based, the signature and contact information for the complainant; and, if alleging violations with respect to a specific child, the name and address of the residence (or contact information) of the child; the name of the school the child is attending; a description of the nature of the problem of the child, including facts relating to the problem; and a proposed resolution of the problem to the extent known and available to the party at the time the complaint is filed. The complaint must allege that a violation occurred not more than one (1) year prior to the date the district received the complaint.

Upon receipt of a formal written complaint alleging violation of Part B of the IDEA, the district will acknowledge receipt of the complaint in writing and provide the complainant with a copy of *Parents Rights in Special Education*. The district will provide the complainant an opportunity to voluntarily engage in mediation with the district in an effort to resolve the formal written complaint.

The district will promptly investigate formal written complaints. As part of the investigation, district personnel will give the complainant an opportunity to submit additional information, either orally or in writing, about the allegations in the complaint. District personnel will review all relevant information and make an independent determination whether it is violating a requirement of Part B of the IDEA.

Within 60 calendar days from receipt of the formal written complaint, the district will issue a written report to the complainant. The decision will address each allegation in the complaint and contain findings of fact and conclusions and the reasons for the final decision. The decision will include procedures for effective implementation of the decision, if needed, including technical assistance activities and corrective actions to achieve compliance. The district will extend the time limit for the decision only if exceptional circumstances exist regarding a specific complaint or the complainant and the district agree to extend the time to engage in mediation or other available alternative means of dispute resolution.

In the decision, the district will advise the complainant of the right to request review of the district's decision by the Oklahoma State Department of Education (SDE) and how to request SDE review.

A complainant may choose to file his or her complaint directly with SDE rather than filing with the district.

Adopted this ____ day of _____, 20____.

Approved by the Board of Education on October 3, 2011

GUN-FREE SCHOOLS STUDENT SUSPENSION

Any student who is determined to have:

- brought a weapon to a school under the jurisdiction of the district; or
- possessed a weapon within two thousand (2,000) feet of public school property; or
- possessed a weapon at a school event

shall be suspended out of school for a period of not less than one calendar year. This policy does not apply to students who are members of the JROTC and who possess or bring an inoperable weapon to school for participation in a school program, provided the student obtained prior permission from the principal, the weapon remains inoperable while at school and the weapon is used consistent with the permission granted.

Any out-of-school suspension imposed under this policy may be modified for any student on a case-by-case basis by the chief administrative officer of the district.

For the purposes of this policy, the following definitions shall control:

1. The term "weapon" means a firearm as such term is defined in Section 921 of Title 18 of the United States Code.
2. The term "chief administrative officer" means the superintendent or the board of education.
3. The term "determined to have brought a weapon to a school under the jurisdiction of the district" means any student being in possession or control of a weapon on property owned, leased or rented by the district, including, but not limited to, school buildings, parking lots and motor vehicles and any student who is in possession or control of a weapon at any district sponsored function regardless of whether such function is conducted on district property.

Enforcement of this policy shall be consistent with state and federal laws dealing with discipline of students with disabilities.

Students who violate this policy will be referred to the appropriate criminal justice or juvenile delinquency system. Any firearm seized from a student by any school employee shall immediately be delivered to a law enforcement authority for disposition pursuant to applicable law.

Any out-of-school suspension initiated pursuant to this policy shall be subject to the procedural safeguards set forth in the district's policy for the out-of-school suspension of students.

Consistent with Oklahoma law, for an out-of-school suspension under this policy, no education plan shall be implemented during the term of the suspension. This policy does not apply to student suspensions for non-weapon violations.

STUDENT CONDUCT DRESS CODE

The Durant Board of Education believes that the majority of the students in the public schools recognize their own individuality and have no need to express themselves in extreme dress or grooming styles. Generally, dress and grooming standards as determined by the students and their parents will not be questioned. The only requirements the board of education insists upon are that students' dress and grooming shall not lead school officials to reasonably believe that such dress or grooming will disrupt, interfere with, or detract from school activities, or create a health or other hazard to the student's safety or to the safety of others.

Generally, students should regard neatness and cleanliness in grooming and clothing as important. Dress or grooming which is in any way disruptive to the operation of the school will not be permitted. Each campus will specify the expected standards of dress and grooming within their student handbooks.

Revealing or sexually provocative clothing or clothing of extreme style may not be worn.

Principals, in conjunction with sponsors, coaches, or other persons in charge of extracurricular activities, may regulate dress and grooming of students who participate in a particular activity if the principal reasonably believes that the student's dress or grooming creates a hazard, or may prevent, interfere with or adversely affect the purpose, direction, or effort required for the activity to achieve its goals.

If a student's dress or grooming is objectionable under the above provisions, the principal shall request the student make appropriate corrections. If the student declines, the principal shall notify the student's parents or legal guardian and request that person make the necessary correction. If both the student and parent or legal guardian refuse, the principal shall take appropriate disciplinary action.

POLICY PROHIBITING "HAZING"

1. "Hazing" means any activity which recklessly or intentionally endangers the physical or mental health or safety of a student, required as a condition of membership in an organization, regardless of willing participation, including but not limited to physical brutality such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of food, alcohol, drugs, or other substances, and activities which would induce extreme mental stress such as prolonged sleep deprivation, prolonged isolation, and conduct which could cause extreme embarrassment or humiliation.

2. No organization having student members which is sponsored by the School District or which is permitted to hold meetings or other events on School District property (a "Student Organization") and no student member of a Student Organization shall engage or participate in or directly or indirectly condition membership on participation in or submission to a hazing activity.

3. Students violating the prohibition in paragraph 2 shall not be permitted to participate in any extra-curricular activity sponsored by the School District as determined by the School Administration based on the totality of the circumstances, and shall be subject to disciplinary measures which may include out-of-school suspension, and shall be referred to local law enforcement authorities for prosecution.

4. Student Organizations which violate the prohibition in paragraph 2 shall forfeit all rights, privileges, and recognition from the School District for a minimum of one year, and shall be referred to local law enforcement authorities for prosecution.

5. This policy shall be considered to be a part of the by-laws or other organizational rules of all School District-sponsored Student Organizations.

Revised by vote of the Board of Education, February 9, 2015

DURANT PUBLIC SCHOOLS STUDENT BULLYING

Statement of Legislative Mandate and Purpose

This policy is a result of the legislative mandate and public policy embodied in the *School Safety and Bullying Prevention Act*, 70 OKLA. STAT. § 24-100.2 et seq. ("Act"). The district intends to comply with the mandates of the Act and expects students to refrain from bullying. Bullying is expressly forbidden and students who bully are subject to disciplinary consequences as outlined in the district's policy on student behavior. Bullies may also be provided with assistance to end their unacceptable behavior, and targets of bullies may be provided with assistance to overcome the negative effects of bullying.

Definition of Terms

A. Statutory definition of terms:

"Bully" means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

"Threatening behavior" means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.

"Electronic communication" means the communication of any written, verbal, pictorial information or video content by means of an electronic device, including, but not limited to, a telephone, a mobile or cellular telephone or other wireless telecommunication device, or a computer.

Note: Bullying by electronic communication is prohibited whether or not such communication originated at school, or with school equipment, if the communication is specifically directed at students or school personnel and concerns bullying at school.

"At school" means on school grounds, in school vehicles, at school-sponsored activities, or at school-sanctioned events.

B. The "Reasonable Person" Standard

In determining what a "reasonable person" should recognize as bullying, staff will consider the point of view of the intended target, including any characteristics unique to the intended target. Staff may also consider the discipline history and physical characteristics of the alleged bully.

C. Types of Bullying

“Physical Bullying” includes harm or threatened harm to another’s body or property, including but not limited to threats, tripping, hitting, pushing, pinching, pulling hair, kicking, biting, starting fights, daring others to fight, stealing or destroying property, extortion, assaults with a weapon, other violent acts, and homicide.

“Emotional Bullying” includes the intentional infliction of harm to another’s self-esteem, including but not limited to insulting or profane remarks or gestures, or harassing and frightening statements.

“Social Bullying” includes harm to another’s group acceptance, including but not limited to gossiping; spreading negative rumors to cause a targeted person to be socially excluded, ridiculed, or otherwise lose status; acts designed to publicly embarrass a targeted person, damage the target’s current relationships, or deprive the target of self-confidence or the respect of peers.

“Sexual Bullying” includes harm of a sexual nature, including but not limited to making unwelcome sexual comments or gestures to or about the targeted person; creating or distributing vulgar, profane or lewd words or images about the target; committing a sexual act at school, including touching private parts of the target’s body; engaging in off-campus dating violence that adversely affects the target’s education opportunities; making threatening sexual statements directed at or about the target; or gossiping about the target’s sexuality or sex life. Such conduct may also constitute sexual harassment which is prohibited by the district.

Understanding and Preventing Bullying

A. Student and Staff Education and Training

A full copy of this policy will be posted on the district’s website and included in all district handbooks. Parents, guardians, community members, and volunteers will be notified of the availability of this policy through the district’s annual written notice of the availability of the district’s anti-bullying policy. Written notice of the policy will also be posted at various places in all district school sites.

Students and staff will be periodically reminded throughout the year of the availability of this policy, the district’s commitment to preventing bullying, and help available for those affected by bullying. Anti-bullying programs will be incorporated into the district’s other violence prevention efforts.

All staff will receive training regarding preventing, identifying, reporting, and managing bullying. The district’s bullying coordinator and individuals designated as school site investigators will receive additional training regarding appropriate consequences and remedial action for bullies, helping targets of bullies, and the district’s strategy for counseling and referral for those affected by bullying. The training shall be completed the first year an administrator or district employee is employed by the district, and then once every fifth academic year.

Students will receive annual education regarding behavioral expectations, understanding bullying and its negative effects, disciplinary consequences for infractions, reporting methods, and consequences for those who knowingly make false reports. Parents and guardians may participate in a parent education component.

B. Safe School Committees

Each Safe School Committee has the responsibility of studying and making recommendations regarding unsafe conditions, strategies for students to avoid harm at school, student victimization, crime prevention, school violence, and other issues which interfere with and adversely affect school safety.

With respect to student bullying, each Committee shall assist the board in promoting a positive school climate. The Committee will study the district's policy and currently accepted bullying prevention programs (available on the state department website) to make recommendations regarding bullying. These recommendations must be submitted to the principal and cover: (i) needed staff development, including how to recognize and avoid bullying; (ii) increasing student and community involvement in addressing bullying, (iii) improving individual student-staff communication, (iv) implementing problem solving teams which include counselors and/or school psychologists, and (v) utilizing behavioral health resources.

Student Reporting

Students are encouraged to inform school personnel if they are the target of or a witness to bullying. To make a report, students should notify a teacher, counselor, or principal. The employee will give the student an official report form, and will help the student complete the form, if needed.

Students may make an anonymous report of bullying, and such report will be investigated as thoroughly as possible. However, it is often difficult to fully investigate claims which are made anonymously and disciplinary action cannot be taken against a bully solely on the basis of an anonymous report.

Staff Reporting

Staff members will encourage students to report bullying. All employees are required to report acts of bullying to the school principal on an official report form. Any staff member who witnesses, hears about, or suspects bullying is required to submit a report.

Bullying Investigators

Each school site will have a designated individual and an alternate to investigate bullying reports. These individuals will be identified in the site's student and staff handbooks, on the district's website, and in the bullying prevention education provided annually to students and staff. The district's anti-bullying program is coordinated at the district level by its bullying coordinator, Assistant Superintendent.

Investigating Bullying Reports

For any alleged incidents of bullying reported to school officials, the designated school official will investigate the alleged incident(s) and determine (i) whether bullying occurred, (ii) the severity of the incident(s), (iii) the potential for future violence and (iv) the reason for the actual or perceived bullying.

In conducting an investigation, the designated official shall interview relevant students and staff and review any documentation of the alleged incident(s). School officials may also work with outside professionals, such as local law enforcement, as deemed appropriate by the investigating official. In the event the investigator believes a criminal act may have been committed or there is a likelihood of violence, the investigator will immediately call local law enforcement and the superintendent.

At the conclusion of the investigation, the designated employee will document the steps taken to review the matter, the conclusions reached and any additional action taken, if applicable. Further, the investigator will notify the district's bullying coordinator that an investigation has occurred and the results of the investigation.

Upon completion of an investigation, the school may recommend that available community mental health care or substance abuse options be provided to a student, if appropriate. The school may provide a student with information about the types of support services available to the student bully, target, and any other students affected by the prohibited behavior. These resources will be provided to any individual who requests such assistance or will be provided if a school official believes the resource might be of assistance to the student/family. The district is not responsible for paying for these services. No school employee is expected to evaluate the appropriateness or the quality of the resource provided, nor is any employee required to provide an exhaustive list of resources available. All school employees will act in good faith.

The school may request the disclosure of information concerning students who have received substance abuse or mental health care (pursuant to the previous paragraph) if that information indicates an explicit threat to the safety of students or school personnel, provided the disclosure of the information does not violate the requirements and provisions of the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, OKLA. STAT. tit. 12 § 1376, OKLA. STAT. tit. 59 §1376 of the Oklahoma Statutes, or any other state or federal laws regarding the disclosure of confidential information. The school may request the disclosure of information when it is believed that the student may have posed a danger to him/herself and having such information will allow school officials to determine if it is safe for the student to return to the regular classroom or if alternative education arrangements are needed.

Parental Notification

The assigned investigator will notify the parents of a target within one (1) school day that a bullying report has been received. Within one (1) school day of the conclusion of the investigation, the investigator will provide the parents of a target with the results of the investigation and any community resources deemed appropriate to the situation.

If the report of bullying is substantiated, within one (1) school day of the conclusion of the investigation, the investigator will contact the parents of the bully to discuss disciplinary action and any community resources deemed appropriate to the situation.

The timelines in this parental notification section may be reasonably extended if individual circumstances warrant such an extension.

Parental Responsibilities

All parents/guardians will be informed in writing of the district's program to stop bullying and will be given a copy of this policy upon request. An administrative response to a reported act of bullying may involve certain actions to be taken by parents. Parents will be informed of the program and the means for students to report bullying acts toward them or other students. They will also be told that to help prevent bullying at school they should encourage their children to:

- Report bullying when it occurs;
- Take advantage of opportunities to talk to their children about bullying;
- Inform the school immediately if they think their child is being bullied or is bullying other students;
- Watch for symptoms that their child may be a target of bullying and report those symptoms; and
- Cooperate fully with school personnel in identifying and resolving incidents.

Student Transfers

Students who are victims of bullying, and who report the incident(s) to school administrators, may choose to transfer to another school district. Any application for transfer must be made in accordance with the receiving school district's transfer policy.

Monitoring and Compliance

In order to assist the State Department of Education with compliance efforts pursuant to the *School Safety and Bullying Prevention Act*, 70 OKLA. STAT. § 24-100.2 et seq., the district will identify a Bullying Coordinator who will serve as the district contact responsible for providing information to the State Board of Education. The Bullying Coordinator shall maintain updated contact information on file with the State Department of Education and the school district will notify the State Department of Education within fifteen (15) days of the appointment of a new Bullying Coordinator.

A copy of this policy will be submitted to the State Department of Education by December 10th of each school year as part of the school district's Annual Performance Report.

Reference: OKLA. STAT. tit. 70 § 24-100.2

Revised by vote of the Board of Education, August 9, 2023

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

Revised by the Board of Education October 3, 2011

Revised by vote of the Board of Education, August 5, 2013

Revised by vote of the Board of Education, October 13, 2014

Revised by vote of the Board of Education, August 10, 2015

Bullying Report Form

Instructions

Complete the form below with as much information as possible. If you need assistance completing this form, contact the district's bullying coordinator (Superintendent/Asst. Superintendent/Executive Director of Durant Schools Return the completed form to (Superintendent/Asst. Superintendent/Executive Director of Durant Public Schools.

Anonymous reports will be investigated to the best of the district's ability, but full information allows the district to conduct a more thorough inquiry. No individual will be retaliated against for filing a good faith bullying report.

Individual Making the Report

Name: _____ Report Date: _____
 School: _____ Grade / Job Title: _____
 Contact Numbers: _____

Incident Information:

Date of Incident: _____ Time: _____
 Location of Incident: _____
 Describe Incident: *Use additional pages as necessary, and attach any relevant documents*

Other Witnesses: _____

The information in this report is true and correct to the best of my knowledge. I understand that the district will not tolerate retaliation for filing a good-faith report of bullying. I also understand that if I knowingly file a false report of bullying, I may face disciplinary consequences.

 Reporter's Signature

 Date

Investigation Report

Investigator: _____ Position/Title: _____
 Date report received: _____ Date investigation begun: _____

Required Notifications

Date target's parent notified of a report received: _____	Method: _____
Date target's parent notified of completed inquiry: _____	Method: _____
Date bully's parent notified of a substantiated report: _____	Method: _____
Date reported to district's bullying coordinator: _____	Method: _____
Date reported to law enforcement, if applicable: _____	Method: _____

Investigation Process

Individuals interviewed: (attach additional pages if needed)

Name: _____ Date: _____
 Interview summary: _____

Name: _____ Date: _____
 Interview summary: _____

Name: _____ Date: _____
 Interview summary: _____

Name: _____ Date: _____
 Interview summary: _____

Name: _____ Date: _____
 Interview summary: _____

Documents reviewed: (attach additional pages if needed)

Note: attach copies of all documents reviewed, including witness statements.

Document:	_____	Date:	_____
Document:	_____	Date:	_____
Document:	_____	Date:	_____
Document:	_____	Date:	_____
Document:	_____	Date:	_____
Document:	_____	Date:	_____
Document:	_____	Date:	_____

Conclusions reached:

Bullying did /did not occur

Bullying (or perceived bullying) appeared to be motivated by:

- ☐ Age
- ☐ Disability, genetic information
- ☐ Gender, gender expression or identity, sexual orientation, pregnancy
- ☐ Race, color, national origin
- ☐ Religion
- ☐ Sex
- ☐ Veteran status
- ☐ Other: _____

Actions taken (referrals, education, discipline, etc.) :

Note: If the target is a student on an IEP or Section 504 Plan, the team must be convened, regardless of whether the bullying appeared to be motivated by the student's disability.

OJA Referral: Yes No

Demographics – Target (or alleged target)

Race <input type="checkbox"/> Hispanic / Latino <input type="checkbox"/> American Indian / Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Native Hawaiian / Pacific Islander <input type="checkbox"/> Black or African American <input type="checkbox"/> White <input type="checkbox"/> Multiracial <input type="checkbox"/> Other: _____	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Transgender Religion _____	Disability Status <input type="checkbox"/> None known <input type="checkbox"/> IDEA <input type="checkbox"/> 504 Plan English Proficiency <input type="checkbox"/> Proficient <input type="checkbox"/> LEP
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Demographics – Bully (or alleged bully)

Race <input type="checkbox"/> Hispanic / Latino <input type="checkbox"/> American Indian / Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Native Hawaiian / Pacific Islander <input type="checkbox"/> Black or African American <input type="checkbox"/> White <input type="checkbox"/> Multiracial <input type="checkbox"/> Other: _____	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Transgender Religion _____	Disability Status <input type="checkbox"/> None known <input type="checkbox"/> IDEA <input type="checkbox"/> 504 Plan English Proficiency <input type="checkbox"/> Proficient <input type="checkbox"/> LEP
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 Signature of Investigator

 Date

POLICY ON REPORTING STUDENT SUBSTANCE ABUSE

The board recognizes the complexity of problems which may be associated with student substance abuse. The concern is for the well-being and best interests of students at all times. Therefore, the following procedure will be utilized by teachers and administrators in reporting students who appear to be under the influence, as defined by law, of: low-point beer, alcoholic beverages, or controlled dangerous substances.

When it appears to a teacher or administrator that a student may be under the influence of low-point beer, alcoholic beverages, or controlled dangerous substances (drugs), the teacher or administrator will report the matter in writing to the school principal or his/her designee. Whenever possible, the teacher or administrator should attempt to obtain a corroborative observation from another teacher or administrator.

The report of the teacher or administrator will state the date, time, and place of the incident. It will also describe the actions of the student or other circumstances from which the teacher or administrator concluded that the student appeared to be under the influence of low-point beer, alcoholic beverages, or controlled dangerous substances.

The principal or his/her designee will immediately notify the Superintendent or his/her designee of the report. The principal or his/her designee will also immediately notify the student's parent or legal guardian of the report. The notification to the student's parent or legal guardian may be verbal, but will be promptly confirmed in writing.

A copy of this policy will be delivered to each teacher and administrator of the District and filed with the State Superintendent of Public Instruction within ninety (90) days of its adoption by the board of education.

RULES FOR STUDENTS REGARDING DRUGS AND ALCOHOL**Under the Drug-Free Schools and
Communities Act Amendments of 1989**

1. **Illegal and Illicit Drugs and Alcohol**
 - A. Use of illicit drugs and unlawful possession and use of alcohol is wrong and harmful.
 - B. Students are prohibited from using, being under the influence of, possessing, furnishing, distributing, selling, conspiring to sell or possess or being in the chain of sale or distribution of alcoholic beverages, non-intoxicating alcoholic beverages (as defined by Oklahoma law, i.e., 3.2 beer), illegal or illicit drugs, or other mood-altering substances at school, while on school vehicles, or at any school-sponsored event.
 - C. "Illicit drugs" includes steroids and prescription and over-the-counter medications being used for an abusive purpose, i.e., when they are not used in compliance with the prescription or directions for use and are not being used to treat a current health condition of the student. "Mood-altering substances" includes paint, glue, aerosol sprays, and similar substances.
 - D. Violation of this rule will result in imposition of disciplinary measures, which may include suspension for the remainder of the current semester and the following semester.
 - E. Student violation of this rule which also constitutes illegal conduct will be reported to law enforcement authorities.
2. **Necessary Medications**
 - A. Students may not retain possession of and self-administer any medication at school for any reason.
 - A. Students who have a legitimate health need for over-the-counter or prescription medication at school shall deliver such medications to the school nurse or principal with a parental authorization, in compliance with Oklahoma law and school policy and procedures regarding administering medicine to students.
 - B. Violations of this rule will be reported to the student's parents by the principal, and may result in discipline which can include suspension.

3. Distribution of Information.

- A. Information for students and their parents about drug and alcohol counseling and rehabilitation and reentry programs in this geographic area is available from the principal at each student's school.
- B. Copies of these Rules shall be provided to all students and their parents at the beginning of each school year.

POLICY PROHIBITING STUDENT POSSESSION OF DANGEROUS WEAPONS

1. In order to provide a safe environment for the students and staff of the Durant School District, the Board of Education adopts this policy prohibiting the possession and/or use of dangerous weapons, replicas or facsimiles of dangerous weapons and items or instrumentalities which are used to threaten harm or are used to harm any person.

2. Dangerous weapons, including but not limited to firearms, are a threat to the safety of the students and staff of the School District. In addition, possession of dangerous weapons, or replicas or facsimiles of dangerous weapons, disrupts the educational process and interferes with the normal operation of the School District.

3. For the foregoing reasons and except as specifically provided in paragraph 10 below, possession by any student of a dangerous weapon, as that term is defined in this policy, or a replica or facsimile of a dangerous weapon, while on school property, at a school-sponsored activity, or on a school bus or vehicle, is prohibited. Further, use of any item or instrumentality by a student to threaten harm to any person or which is used to harm any person, while on school property, at a school-sponsored activity, or on a school bus or vehicle, is prohibited.

4. For purposes of this policy, "possession of a dangerous weapon" includes, **BUT IS NOT LIMITED TO**, any person having a dangerous weapon: (1) on his person; (2) in his locker; (3) in his vehicle; (4) held by another person for his benefit; or (5) at any place on school property, a school bus or vehicle, or at a school activity.

5. A dangerous weapon includes, **BUT IS NOT LIMITED TO**, a pistol, revolver, rifle, shotgun, air gun or spring gun, B-B gun, stun gun, hand grenades, fireworks, slingshot, bludgeon, blackjack, brass knuckles or artificial knuckles of any kind, nun-chucks, dagger, bowie knife, dirk knife, butterfly knife, any knife, regardless of the length or sharpness of the blade, any knife the blade of which can be opened by a flick of a button or pressure on the handle, any pocketknife, regardless of the length or sharpness of the blade, any pen knife, "credit card" knife, razor, dart, ice pick, explosive smoke bomb, incendiary device, sword cane, hand chains, firearm shells or bullets, garrottes, choking devices, mace, pepper spray, and any item whose principal purpose is for use as a weapon, whether offensive or defensive, and any replica or facsimiles of any of the foregoing items, or any item or instrumentality which is used to threaten harm or is used to harm any person or any chemical, material or substance which can cause an irritation to or reacts with human tissue, or any chemical, material or substance used, given, applied to or administered to another person without that person's consent. **THE FOREGOING LIST OF "DANGEROUS WEAPONS" IS DESCRIPTIVE AND BY WAY OF EXAMPLE ONLY AND IS NOT TO BE CONSIDERED AN EXCLUSIVE OR LIMITING LIST OF DANGEROUS WEAPONS. IT WILL NOT BE A DEFENSE TO ANY DISCIPLINARY ACTION UNDER THIS POLICY THAT THE STUDENT POSSESSING THE DANGEROUS WEAPON DID NOT KNOW THAT IT IS A DANGEROUS WEAPON, BUT SUCH CLAIM OF A LACK OF KNOWLEDGE MAY BE CONSIDERED IN MITIGATION OF ANY DISCIPLINARY PENALTY.**

6. Any student in possession of a dangerous weapon, or replica or facsimile of a dangerous weapon, in violation of this policy or who uses any item or instrumentality to threaten harm to any person or is used to harm any person may be placed under emergency suspension from school, pending an investigation of the incident by the appropriate school or legal authorities. Students who violate this policy may be suspended from school, barred from school property and all school activities for any period of time up to the maximum period authorized by law. Additionally, appropriate school staff members may seek to file criminal charges against the student.

5. If a teacher or other school employee has a reasonable suspicion to believe that a student is in possession of a dangerous weapon, or a replica or facsimile of a dangerous weapon, the teacher or employee shall immediately investigate the matter and shall confiscate any such weapon found if this can be accomplished without placing any students or staff in jeopardy, and shall immediately notify the principal or the principal's designee. If the teacher or employee does not believe that the weapon can be confiscated safely, the teacher or employee shall immediately notify the principal or the principal's designee of the situation.

6. If the principal or his designee learns that a student is believed to be in possession of a dangerous weapon or replica or facsimile thereof, the principal or designee shall observe the following procedure:

- A. Immediately investigate the matter and contact the police or campus security, if appropriate.
- B. If not already confiscated by an employee of the School District and if it can be accomplished without risk of injury, the principal or designee should take possession of the dangerous weapon or replica or facsimile.
- C. Notify the superintendent of schools or designee.
- D. Notify the student's parents.
- E. Cooperate fully with the police.
- F. Transfer confiscated weapon to the police department, if feasible.

9. A student who has been suspended from another school district because of the possession of a dangerous weapon, or replica or facsimile of a dangerous weapon, shall not be accepted as a transfer student into the School District.

10. An exception to this policy may be granted for students participating in an authorized curricular or extracurricular activity or team involving the use or demonstration of a dangerous weapon, or replica or facsimile of a dangerous weapon. For this exception, prior written approval by the principal, in consultation with the superintendent of schools, is required. Students who participate in JROTC may also be granted an exception to bring an inoperable weapon onto campus for the limited purpose of participating in a school program. The principal

must approve this exception in advance, the weapon must remain inoperable at all times while on campus, and the weapon must not be used in a manner which is inconsistent with the permission granted.

11. A student's inadvertent or unintentional possession of a dangerous weapon or replica or facsimile thereof on school property, a school bus or vehicle or at a school activity is no defense or excuse to compliance to this policy, but may be considered in determining the length or severity of any punishment for violation of this policy.

12. Notwithstanding any of the foregoing provisions, rights of due process for all students and rights of disabled students must be observed in accordance with applicable law and school board policies.

Revised by vote of the Board of Education, October 13, 2014

STUDENT SEARCH AND SEIZURE POLICY

The school principal or his/her designee is authorized to detain and search any student and any property in the student's possession while on school premises, at school activities, or in transit under authority of the school, for any item possession of which by the student is illegal or prohibited by school rules, or for property believed to have been stolen from another student, an employee, or the school. The search shall be conducted according to the following guidelines:

1. Reasonableness:

A. The decision to search must be based upon a reasonable suspicion that

- 1) a violation of the law or school rules has occurred or is occurring;
- 2) the student to be searched has committed the violation; and
- 3) particular evidence of the violation will be discovered in the search.

B. In deciding whether a suspicion is reasonable, all the circumstances surrounding the case should be considered, including:

- 1) the student's age, history, and record in school;
- 2) the prevalence and seriousness of the suspected violation;
- 3) the school officials' prior experience in detecting the problem or recognizing suspicious behavior;
- 4) the need to make a search without delay and further investigation;
- 5) the specificity and source of the information used as justification for the search; and
- 6) the particular teacher or school official's experience with the student.

2. Scope.

A. The scope or extent of the search shall be reasonably related to the kind of objects being searched for, and not excessively intrusive in light of the student's age and sex and the nature of the suspected violation.

B. A search commenced to discover a particular kind of item may be expanded or continued for additional items if circumstances warrant.

- C. No student's clothing, except cold weather outerwear, shoes, and hand and head coverings, except religious head coverings, shall be removed prior to or during the conduct of any warrantless search.

3. Discovered items.

- A. Illegal items or other possessions or substances reasonably determined to be a threat to the safety or security of others may be seized by school authorities. These items will immediately be turned over to law enforcement officials for disposition as they see fit.
- B. Items which are used to disrupt or interfere with the educational process may be temporarily removed from student possession.
- C. The Superintendent may designate school personnel to transport any dangerous weapons, controlled dangerous substances, alcoholic beverages, or missing or stolen property that might be in a student's possession from a school site to a centralized location within the school district or to local law enforcement offices for lawful disposal. While in transport, the designated school personnel shall carry their school identification and a letter from the superintendent confirming their authority to transport the items for disposal. All items transported for disposal shall be transported in a locked container.

4. Refusal to submit to search.

A student who refuses to peaceably submit to a search based on reasonable suspicion or who refuses to turn over items discovered as a result of a search may be suspended for such refusals.

5. Reports. The person conducting the search shall prepare a report to be maintained by the principal including the date, time, place, names of witnesses, purpose, basis, and result of the search.

6. Vehicle Search. Students who drive a vehicle on to school property do so as a privilege afforded them by the School District and not as a right. Accordingly, any student who drives a vehicle of any kind to school and parks such vehicle on school property is deemed to authorize a search of such vehicle by the school principal or his/her designee at any time and for any reason deemed appropriate by the school principal or the superintendent of schools. Any student who refuses to peaceably submit his vehicle to a search when requested to do so may be suspended for such refusal and may thereafter be denied the right to drive his vehicle on to school property.

STUDENT SEARCH REPORT FORM

Student searched: _____

Date of Search: _____ Approximate time: _____

Person conducting the search: _____

Person witnessing the search: _____

Grounds for reasonable suspicion that the student should be searched: _____

If the search was a vehicle search, why was the vehicle searched? _____

What kinds of items were the object of the search? _____

What was searched (pockets, purse, wallet, coat, vehicle, [if a vehicle search, list areas of vehicle searched] etc.)? _____

What was found and where? _____

What was done with any items found? _____

Date: _____

Person Conducting the Search

Principal

Witness

LOCKER SEARCH AND SEIZURE POLICY

1. In order to maintain discipline and to ensure the proper functioning of the educational process, school administrators must have access at all times to all school property, including lockers, desks, etc. assigned to students. The administration will maintain a confidential file of all lockers and their combinations and will retain master keys to all lockers, cabinets, etc., as applicable. Thus, although students have privacy rights in their locker contents as against other students, they do not have privacy rights in their locker contents as against school administrators. No school property will be used to store objects or materials that violate school regulations or state and local ordinances. The school maintains the right to ensure that lockers and desks are properly cleaned and that they do not contain items which should not be kept on school property. Lockers will be opened periodically for cleaning purposes and to locate overdue library and class materials. In addition, school administrators may open and examine student lockers, desks and all school property assigned to students for general and specific inspections at any time.

2. "Sniffer" dogs may properly be used to discover narcotics and dangerous drugs concealed in school property assigned to students.

3. Illegal items or other possessions or substances reasonably determined to be a threat to the safety or security of others will be seized by school authorities. These items will immediately be turned over to law enforcement officials for disposition as they see fit.

4. The Superintendent may designate school personnel to transport any seized dangerous weapons, controlled dangerous substances, alcoholic beverages, or missing or stolen property that might be in a student's possession from a school site to a centralized location within the school district or to local law enforcement offices for lawful disposal. While in transport, the designated school personnel shall carry their school identification and a letter from the superintendent confirming their authority to transport the items for disposal. All items transported for disposal shall be transported in a locked container.

5. Items which are used to disrupt or interfere with the educational process will be temporarily removed from student possession.

Reference: OKLA. STAT. tit. 70, § 24-102

Revised by vote of the Board of Education, August 9, 2023

**USE OF SEARCH DOGS
DRUGS, ALCOHOL AND CONTRABAND SEARCHES**

The Durant Board of Education believes that in order to respond to the drug and alcohol abuse problems in our schools and to maintain a reasonably safe school environment, the district will occasionally use trained dogs to search for drugs, alcohol, or contraband on school property.

Searches of school property and grounds will be conducted during periodic unannounced visits either during school hours or non-school hours at the discretion of the superintendent.

Student lockers, vehicles, school desks, and any area of concealment are subject to search. If a search dog indicates the possible presence of any material which the dog is trained to detect, that area or place or thing of concealment will be further searched by law enforcement officers or by designated school personnel.

No student will be the target of a search by a search dog. However, if the search dog indicates the possible presence of material which the dog is trained to detect on the person of a student, a further search of that person's outer garments, purses, containers, or other items of concealment will be conducted by law enforcement officers or by designated school personnel.

Searches which disclose the presence of any material which the dog is trained to detect, or any material or item which is forbidden by school policy, rules or regulations may lead to further investigation by school officials or law enforcement officers, and/or disciplinary action by the school. Such disciplinary action may include out-of-school suspension. Parental or legal guardian notification will be made in all cases where prohibited substances, materials, or items are discovered.

Strip searches or body searches are prohibited

PERSONAL WIRELESS DEVICES

The district requires that all individuals devote their full attention to education while at school or during education activities. Accordingly, the district expects both employees and students to limit their use of personal wireless devices at school. Wireless devices include, but are not limited to, cell phones, laptops, recorders, Google Glass, etc.

Personal wireless devices shall be turned off and out-of-sight in locations such as restrooms, locker rooms, changing rooms, etc. ("private areas"). The use of any audio/visual recording and camera features are strictly prohibited in private areas. Students who observe a violation of this provision shall immediately report this conduct to a teacher, coach, or the building principal. Employees who observe a violation of this provision shall immediately report this conduct to a supervisor, the building principal or other administrator.

Students

It is the district's policy that students who possess a personal wireless device at school must keep that device turned off and out of sight during class time. Campus Administrators may require teachers to provide a designated area within the classroom during class time to store cellular devices. No student will be permitted to access his/her personal wireless device during class time except with teacher permission due to an emergency. Students may use their personal wireless devices during breaks and lunch.

Students who violate this policy will have their personal wireless device confiscated until after a parent conference, and may lose the privileges of possessing such a device for the remainder of the school year. Students are also subject to other disciplinary action.

Students may not use any personal wireless device to:

- send or receive answers to test questions;
- record conversations or events during the school day, on school property or at school activities;
- threaten, harass, intimidate, or bully;
- take, possess, or distribute obscene or pornographic images or photos;
- engage in lewd communications;
- violate school policies, handbook provisions, or regulations.

Employees

Personal wireless devices may only be used during work time if the use of the device furthers the employee's performance of his/her professional responsibilities. No employee may use work time to engage in any personal electronic or digital communication, Internet activity, gaming, etc. Employees will make reasonable efforts to use district resources rather than personal wireless devices for electronic or digital communications with other employees, parents, and students.

Except for transportation employees, no individual may use any personal wireless device while operating a district vehicle or while conducting school business in a personal vehicle.

Transportation employees are permitted to utilize cell phones for business reasons to make or receive voice calls while operating a school bus or van, provided:

- the employee is using “hands free” technology to make the calls; or
- the employee has safely pulled the vehicle to the side of the road or is otherwise stopped and not impeding the flow of traffic.

Transportation employees are not permitted to text or otherwise use a personal wireless device while operating a district vehicle.

Personal wireless devices may not be used to photograph or record conversations or events outside private areas without first obtaining consent to record from all parties. In the case of students, permission from the building principal must be obtained. Administrative approval for recordings of students will take into consideration whether prior approval has been granted from parents/guardians and whether the recording would identify a specific category of students such as special education students.

Personal wireless devices may only be shared with students for emergency use.

No employee may use a personal wireless device to engage in conduct which is illegal or which could be construed as inappropriate conduct with a student or students. In the event an employee receives an inappropriate electronic or digital communication from a student or parent, the communication must be promptly reported to the employee's supervisor.

The district fully acknowledges that personal wireless communications devices are the personal property of the employee. Unless an administrator has reasonable suspicion that an employee's personal equipment contains prohibited content, an administrator may not inspect an employee's personal equipment without the employee's express consent.

Warning: Possessing, taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal images, photographs, or communications, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, and other modes of electronic or digital communication) may constitute a CRIME under state and/or federal law. Any person possessing, taking, disseminating, transferring, or sharing obscene, pornographic, lewd or otherwise illegal images, photographs, or communications will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution, and inclusion on sexual offender registries.

Revised by the Board of Education, August 5, 2013
 Revised by the Board of Education July 14, 2014
 Revised by the Board of Education, August 10, 2015
 Revised by vote of the Board of Education, August 13, 2019

DISCIPLINE ACTION LOG

1. Student's Name _____
2. Date of Incident _____ Time of Incident _____
3. Teacher Making Referral _____
4. Teacher Responsible for Student at Time of Incident _____
5. Circle one: Male Female
6. Reason for Referral _____

7. Student's Response to Referral _____

8. Action Taken and Additional Recommendation, if any _____

9. Administrator or Counselor Assisting with the Problem _____

10. Location of Incident (circle one): Classroom Cafeteria Hall Playgrounds

INSTRUCTIONS TO TEACHERS: The referring teacher will complete all items on this form. Numbers 8 and 9 will be completed by principals when they assist with a referral.

If the referring teacher is not the teacher responsible for the student at the time of the incident, the office will complete number 4.

This report must be completed and placed in the principal's box on the day of the incident.

DETENTION

A student in this district may be detained after school hours for disciplinary reasons if, in the judgment of a school administrator or the student's teacher, such disciplinary measures are warranted. If a student is to be detained, the parent must be notified of the planned detention and, in the case of bus students, arrangements made for the student's transportation home after detention. In those cases where transportation is required, 24-hour notice will be given so that transportation may be arranged.

Parents shall be asked to arrange for the transportation of the detained student. Students who are detained after school must not be left alone during their detention. Supervision of students in detention must be provided or arranged for by the teacher or administrator who detains them. Detention is limited to 60 minutes on any one day.

IN-SCHOOL INTERVENTION/ALTERNATIVE SCHOOL

The purpose of in-school intervention/alternative school is to provide students with an alternative to short term out-of-school suspension. In-school intervention/alternative school (ISI/AS), shall be imposed by the principal. Both the student and the parents shall be notified of the assignment and the grounds therefore.

The classroom teacher shall prepare written lesson assignments for each student in in-school intervention and shall furnish any necessary special materials. The lesson assignments shall be such that will require written responses and will be graded upon the student's return to class. The student shall receive full credit for work completed and shall not be recorded absent.

The following rules shall apply to in-school intervention:

1. The length of the assignment shall be a minimum period determined by the principal. The period of assignment may be extended at the discretion of the ISI/AS instructor with the concurrence of the principal. Such extension shall be made only after careful evaluation of the student's behavior.
2. Students who are assigned to ISI/AS shall bring necessary book and materials to each ISI/AS class.
3. There shall be no excused tardies. Tardies may result in additional disciplinary action.
4. Any absences from ISI/AS must be explained telephonically or in person by the parents to the ISI/AS instructor or to the principal. Notes will not be accepted. Unexcused absences – as determined by the principal – will result in additional disciplinary action.

STUDENT FEES, FINES AND CHARGES

It is the goal of the Durant Board of Education to provide a quality education to all the children of this district at minimum cost to the child. However, there are certain areas in which the payment of fees, fines or charges may be required, as follows:

1. Membership dues in student organizations or clubs and admission fees or charges for attending extracurricular activities when membership or attendance is voluntary.
2. Security deposits for the return of material, supplies or equipment.
3. Items of personal use such as student publications, class rings, annuals and graduation announcements.
4. Any authorized student health or accident benefit plan.
5. A reasonable fee, not to exceed the actual annual maintenance cost for the use of musical instruments and uniforms owned or rented by the District.
6. Items of personal apparel that become the property of the student and that are used in extracurricular activities.
7. Parking fees and fees for identification cards, if applicable.
8. Fines assessed for lost, damaged or overdue library books.
9. Other fees, fines or charges specifically permitted or required by law.

Payments to schools for lost or damaged instructional materials will be deposited in the school activity fund as a line item account and will be used to purchase replacement materials as necessary.

Seniors who have not fulfilled these obligations may be denied a cap and gown and the privilege of participating in the graduation ceremonies of the class.

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

**PROHIBITION OF THREATENING BEHAVIOR,
HARASSMENT, INTIMIDATION AND BULLYING
AND PROCEDURES FOR COMBATING THESE BEHAVIORS**

Statement of Legislative Mandate and Purpose

This policy is a result of the legislative mandate and public policy embodied in the *School Bullying Prevention Act*, 70 Okla. Stat. § 24-100.2. The Oklahoma Legislature requires school districts to adopt a policy to prevent harassment, intimidation, and bullying in an effort to “create an environment free of unnecessary disruption” and also requires districts to actively pursue programs for education regarding bullying behaviors.

The district’s student conduct code prohibits threatening behavior, harassment, intimidation and bullying. This policy further explains the negative effects of that behavior, seeks to promote strategies for the prevention of bullying, and implements procedures for complying with the *School Bullying Prevention Act*.

Statement of Board Purpose in Adopting Policy

The board of education recognizes that intimidation, harassment, and bullying of students causes serious educational and personal problems, both for the student-victim and the initiator of the intimidation, harassment, and bullying. The board observes that this conduct:

- A. Has been shown by national and state studies to have a substantial adverse effect upon school district operations, the safety of students and faculty, and the educational system at large;
- B. Substantially disrupts school operations by interfering with the district’s mission to instruct students in an atmosphere free from fear, is disruptive of school efforts to encourage students to remain in school until graduation, and just as disruptive of the school’s efforts to prepare students for productive lives in the community as they become adults;
- C. Substantially disrupts healthy student behavior and thereby academic achievement. Research indicates that healthy student behavior results in increased student academic achievement. Improvement in student behavior through the prevention or minimization of intimidation, harassment, and bullying towards student-victims simultaneously supports the district’s primary and substantial interest in operating schools that foster and promote academic achievement;
- D. Substantially interferes with school compliance with federal law that seeks to maximize the mainstreaming of students with disabilities and hinders compliance with Individual Educational Programs containing objectives to increase the socialization of students with disabilities. Targets of bullying are often students with known physical or mental disabilities who, as a result, are perceived by bullies as easy targets for bullying actions;
- E. Substantially interferes with the district’s mission to advance the social skills and social and emotional well-being of students. Targets of intimidation, harassment, and bullying are often “passive-target” students who already are lacking in social skills because they

tend to be extremely sensitive, shy, display insecurity, anxiety, and/or distress; may have experienced a traumatic event; may try to use gifts, toys, money or class assignments or performance bribes to protect themselves from intimidation, harassment, or bullying; are often small for their age and feel vulnerable to bullying acts; and/or may resort to carrying weapons to school for self-protection. Passive-target victims, who have been harassed and demeaned by the behavior of bullies, often respond by striving to obtain power over others by becoming bullies themselves, and are specifically prone to develop into students who eventually inflict serious physical harm on other students, or, in an effort to gain power over their life or situation, commit suicide;

- F. Substantially disrupts school operations by increasing violent acts committed against fellow students. Violence, in this context, is frequently accompanied by criminal acts;
- G. Substantially disrupts school operations by interfering with the reasonable expectations of other students that they can feel secure at school and not be subjected to frightening acts or be the victim of mistreatment resulting from bullying behavior.

Bullying, harassing and intimidating behavior often involves expressive gestures, speech, physical acts that are sexually-suggestive, lewd, vulgar, profane, or offensive to the education or social mission of the district, and at times involves the commission of criminal acts. This behavior interferes with the curriculum by disrupting the presentation of instruction and also disrupts and interferes with the student-victim's or by-stander's ability to concentrate, retain instruction, and study or to operate free from the effects of intimidation, harassment, and bullying. This results in a reluctance or resistance to attend school.

Definition of Terms

- A. Statutory definition of terms:

“Harass, intimidate, or bully” means, including, but not limited to, gestures, written, verbal or physical acts, or electronic communication that a reasonable person should know will:

- 1. Harm another student;
- 2. Damage another student's property;
- 3. Place another student in reasonable fear of harm to the student's person or damage to the student's property; or
- 4. Insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

“Threatening behavior” means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.

“Electronic communication” means the communication of any written, verbal, or pictorial information by means of an electronic device, including, but not limited to, a telephone, a cellular telephone or other wireless telecommunication device, or a computer. Threatening behavior, harassment, intimidation or bullying by electronic communication is prohibited whether or not such communication originated at school, or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school.

“At school” means on school grounds, in school vehicles, at designated school bus stops, at school-sponsored activities, or at school-sanctioned events.

B. The “Reasonable Person” Standard

In determining what a “reasonable person” should recognize as an act placing a student in “reasonable” fear of harm, staff will determine “reasonableness” not only from the point of view of a mature adult but also from the point of view of an immature child of the age of the intended victim along with, but not limited to, consideration of special emotional, physical, or mental needs of the particular child; personality or physical characteristics, or history that might cause the child to be particularly sensitive to efforts by a bully to humiliate, embarrass, or lower the self esteem of the victim; and the discipline history, personality of and physical characteristics of the individual alleged to have engaged in the prohibited behavior.

C. General Display of Bullying Acts

Bullying, for purposes of this section of the policy, includes harassment and intimidation, and vice versa. According to experts in the field, bullying in general is the exploitation of a less powerful person by an individual taking unfair advantage of that person, which is repeated over time, and which inflicts a negative effect on the victim. The seriousness of a bullying act depends on the harm inflicted upon the victim and the frequency of the offensive acts. Power may be but is not limited to physical strength, social skill, verbal ability, or other characteristics. Bullying acts by students have been described in several different categories.

“Physical Bullying” includes harm or threatened harm to another’s body or property, including but not limited to, what would reasonably be foreseen as a serious expression of intent to inflict physical harm or property damage through verbal or written speech or gestures directed at the student-victim, when considering the factual circumstances in which the threat was made and the reaction of the intended victim. Common acts include tripping, hitting, pushing, pinching, pulling hair, kicking, biting, starting fights, daring others to fight, stealing or destroying property, extortion, assaults with a weapon, other violent acts, and homicide.

“Emotional Bullying” includes the intentional infliction of harm to another’s self-esteem, including but not limited to insulting or profane remarks, insulting or profane gestures, or harassing and frightening statements, when such events are considered in light of the surrounding facts, the history of the students involved, and age, maturity, and special characteristics of the students.

“Social Bullying” includes harm to another’s group acceptance, including but not limited to harm resulting from intentionally gossiping about another student or intentionally spreading negative

rumors about another student that result in the victim being excluded from a school activity or student group; the intentional planning and/or implementation of acts or statements that inflict public humiliation upon a student; the intentional undermining of current relationships of the victim-student through the spreading of untrue gossip or rumors designed to humiliate or embarrass the student; the use of gossip, rumors or humiliating acts designed to deprive the student of awards, recognition, or involvement in school activities; the false or malicious spreading of an untrue statement or statements about another student that exposes the victim to contempt or ridicule or deprives the victim of the confidence and respect of student peers; or the making of false statements to others that the student has committed a crime, or has an infectious, contagious or loathsome disease, or similar egregious representations.

“Sexual Bullying” includes harm to another resulting from, but not limited to, making unwelcome sexual comments about the student; making vulgar, profane, or lewd comments or drawings or graffiti about the victim; directing vulgar, profane, or lewd gestures toward the victim; committing physical acts of a sexual nature at school, including the fondling or touching or private parts of the victim’s body; participation in the gossiping or spreading of false rumors about the student’s sexual life; written or verbal statements directed at the victim that would reasonably be interpreted as a serious threat to force the victim to commit sexual acts or to sexually assault the victim when considering the factual circumstances in which the threat was made and the reaction of the intended victim; off-campus dating violence by a student that adversely affects the victim’s school performance or behavior, attendance, participation in school functions or extracurricular activities, or makes the victim fearful at school of the assaulting bully; or the commission of sexual assault, rape, or homicide.

Such conduct may also constitute sexual harassment – also prohibited by the district.

Procedures Applicable to the Understanding of and Prevention of Threatening Behavior, Harassment, Intimidation and Bullying of Students

A. Student and Staff Education and Training

All staff will be provided with a copy of the district’s *Prevention of Threatening Behavior, Harassment, Intimidation, and Bullying of Students Policy*. All students will be provided a summary of the policy and notice that a copy of the entire policy is available on request. The district is committed to providing appropriate and relevant training to staff regarding identification of behavior constituting harassment, intimidation, and bullying of students and the prevention and management of such conduct.

Students, like staff members, shall participate in an annual education program which sets out expectations for student behavior and emphasizes an understanding of harassment, intimidation, and bullying of students, the district’s prohibition of such conduct and the reasons why the conduct is destructive, unacceptable, and will lead to discipline. Students shall also be informed of the consequences of bullying conduct toward their peers.

B. Safe School Committees

Each Safe School Committee has the responsibility of studying and making recommendations regarding unsafe conditions, strategies for students to avoid harm at school, student victimization,

crime prevention, school violence, and other issues which interfere with and adversely affect the maintenance of safe schools.

With respect to student harassment, intimidation, and bullying, each Safe School Committee shall study and make recommendations to the principal regarding professional staff development needs of faculty and other staff related to methods to decrease student harassment, intimidation, and bullying and understanding and identifying bullying behaviors. In addition, each Committee shall make recommendations regarding: (1) identification of methods to encourage the involvement of the community and students in addressing conduct involving bullying; (2) methods to develop individual relationships between students and school staff in order to strengthen communication; and (3) fashioning of problem-solving teams that include counselors and/or school psychologists.

In accomplishing its objectives each Committee shall review traditional and accepted harassment, intimidation, and bullying prevention programs utilized by other states, state agencies, or school districts.

Each Safe School Committee shall be composed of at least seven (7) members and shall be composed of an equal number of teachers, parents of the children affected, students, and a school official who participates in the investigation of reports of harassment, intimidation, bullying, and threatening behavior.

Student Reporting

Students are encouraged to inform school personnel if they are the victim of or a witness to acts of harassment, intimidation, or bullying.

Staff Reporting

An important duty of the staff is to report acts or behavior that the employee witnesses that appears to constitute harassing, intimidating, or bullying. Employees, whether certified or non-certified, shall encourage students who tell them about acts that may constitute intimidation, harassment, or bullying, to complete a report form. For young students, staff members given that information will need to provide direct assistance to the student.

Staff members who witness such events are to complete reports and to submit them to the employee designated by the principal to receive them. Staff members who hear of incidents that may, in the staff member's judgment, constitute harassment, intimidation or bullying, are to report all relevant information to the building principal or his/her designee.

Procedure for the Investigation of Harassment, Intimidation, Bullying, or Threatening Behavior Reported to School Officials

For any alleged incidents of harassment, intimidation, bullying, or threatening behavior reported to school officials, the designated school official will investigate the alleged incident(s). The purpose of the investigation is to determine the severity of the alleged incident(s) and the potential to result in future violence. In conducting an investigation, the designated official shall interview relevant students and staff and review any documentation of the alleged incident(s). School officials may also work with outside professionals, such as local law enforcement, as deemed appropriate by the investigating official. At the

conclusion of the investigation, the designated employee will document the steps taken to investigate the matter, the conclusions reached and any additional action taken, if applicable.

Upon completion of an investigation, the school may recommend that available community mental health care options be provided to a student, if appropriate. The school may provide a student with information about the types of support services available to the student bully, victim, and any other students affected by the prohibited behavior. These resources will be provided to any individual who requests such assistance or will be provided if a school official believes the resource might be of assistance to the student/family. No school employee is expected to evaluate the appropriateness or the quality of the resource provided, nor is any employee required to provide an exhaustive list of resources available. All school employees will act in good faith.

The school may request the disclosure of information concerning students who have received mental health care (pursuant to the previous paragraph) if that information indicates an explicit threat to the safety of students or school personnel, provided the disclosure of the information does not violate the requirements and provisions of the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, Section 2503 of Title 12 of the Oklahoma Statutes, Section 1376 of Title 59 of the Oklahoma Statutes, or any other state or federal laws regarding the disclosure of confidential information. The school may request the disclosure of information when it is believed that the student may have posed a danger to him/herself and having such information will allow school officials to determine if it is safe for the student to return to the regular classroom or if alternative education arrangements are needed.

Standards of Conduct and Potential Disciplinary Actions

All students are expected to refrain from intimidation, harassment, bullying, or threatening behavior directed at students, district employees, or school personnel. Any violation of this policy will result in disciplinary action. Any student found to violate this policy will be subject to the district's policy on *Student Behavior*.

Parental Responsibilities

Parents/guardians will be informed in writing of the district's program to stop intimidation, harassment, and bullying. Parents/guardians of every child residing within the school district will receive a copy of the district's policy titled *Prevention of Threatening Behavior, Harassment, Intimidation, and Bullying of Students* upon request. An administrative response to a reported act of intimidation, harassment, or bullying may involve certain actions to be taken by parents. Parents will be informed of the program and the means for students to report bullying acts toward them or other students. They will also be told that to help prevent bullying at school they should encourage their children to:

- Report bullying when it occurs;
- Take advantage of opportunities to talk to their children about bullying;
- Inform the school immediately if they think their child is being bullied or is bullying other students;
- Watch for symptoms that their child may be a victim of bullying and report those symptoms; and

- Cooperate fully with school personnel in identifying and resolving incidents.

Monitoring and Compliance

In order to assist the State Department of Education with compliance efforts pursuant to the *School Bullying Prevention Act*, 70 Okla. Stat. § 24-100.2, the school district will identify a Bullying Coordinator who will serve as the district contact responsible for providing information to the State Board of Education. The Bullying Coordinator shall maintain updated contact information on file with the State Department of Education and the school district will notify the State Department of Education within fifteen (15) days of the appointment of a new Bullying Coordinator.

A copy of this policy will be submitted to the State Department of Education by December 10th of each school year as part of the school district's Annual Performance Report.

Approved by vote of the Durant Board of Education August 11, 2008

Revised by vote of the Durant Board of Education November 5, 2012

Revised by vote of the Board of Education, , August 10, 2015

STUDENT IDENTIFICATION CARDS

The Board of Education recognizes that the safety of students and staff is of paramount importance. With that in mind, the school district will implement the use of student identification cards at Durant High School for the 2002-03 school year and beyond. Each student must appropriately display the assigned card on his or her person while at school, on school vehicles, and while going to or from or attending school events. Students will use the identification cards in the cafeteria for lunches, in the library for library privileges and to simply provide identification.

The school district will issue an identification card to each high school student at the beginning of the school year, without charge. If a student loses his or her card, the school district will charge a five dollar fee for replacement. The school district will provide the student a temporary card to display until the replacement card arrives.

The consequences for a student's failure to appropriately display the student identification card are as follows:

First offense: Verbal warning from the principal or designee

Second offense: One day in after school detention

Third offense: One day of In School Supervision

Fourth offense: Two days of In School Supervision

Subsequent offenses will be deemed "willful disobedience of any school official" and may result in suspension out of school

ALTERNATIVE TRANSPORTATION

With the written permission of their parent or guardian on an approved School District form, students may drive themselves or ride with other students to and from their classes at Kiamichi Technology Center and Southeastern State University. The high school principal may deny or revoke this privilege under appropriate circumstances, including, but not limited to, student truancy, a pattern of late arrival or return, the discovery of unsafe driving practices or lack of student cooperation. The School District makes transportation available for all students who attend Kiamichi Technology Center during the regular school day.

**PARENTAL CONSENT AND AUTHORIZATION TO USE
ALTERNATIVE TRANSPORTATION**

TO: Durant High School Principal

I am the parent, guardian or legal custodian with legal custody of _____ a minor student attending this school. This student also attends classes at (check) Kiamichi Technology Center ___ or Southeastern State University ___ (the Site) during the regular school day.

___ I hereby give my consent and authorize my child to drive him/herself to and from the Site for classes during the school day.

___ I hereby give my consent and authorize my child to ride with another student, (name) _____, to and from the Site for classes during the school day.

I have decided to give my consent for and to authorize my child to use the alternative means of transportation I checked above to travel to and from the Site for classes during the school day. In deciding to allow my child to use this alternative means of transportation, I completed whatever investigation I determined to be necessary to determine that the alternative transportation I selected was safe and effective for my child. I understand that the School District, its agents, officers and employees will have no control over my child while he or she is using alternative transportation and that the School District cannot assure my child's safety in alternative transportation. I also understand that the School District, its agents, officers and employees will not be monitoring the driver or maintaining the driver's vehicle in the alternative transportation arrangement I have selected. I understand that it is my responsibility to undertake continuing investigation to determine that the alternative transportation arrangement I have selected continues to be safe and effective for my child. I also understand that it is my responsibility to advise the high school principal promptly of any problem with the alternative transportation arrangements I selected and/or to request a change in the arrangements if I determine one is necessary to provide safe and effective transportation for my child. I have reviewed the District's Alternative Transportation policy, and I understand that I may receive a copy of it, upon request.

Date

Signature

(Print Name)

Parent with Legal Custody or Guardian

Address

REIMBURSEMENT FOR COCURRICULAR ACTIVITY EXPENSES

Statement of Policy

Expenses for necessary meal and lodging expenses incurred by school district students and sponsors involved in authorized school-sponsored co-curricular activities may be reimbursed by the school district. Approval of all expenses must be obtained before expense is actually incurred. Reimbursement will be made upon approval by the Board of Education after proper presentation of supporting documentation, including approved purchase order and presentation of an itemized receipt. A credit card receipt is not approved documentation.

Other Issues

1) A request for reimbursement must be made within thirty (30) days after the vendor's invoice is issued. Notwithstanding this time limitation, all requests for reimbursement must be made prior to the end of the fiscal year in which the vendor's invoice was issued and services rendered, and it must be submitted in sufficient time to allow the board to take action at its last regular meeting of the fiscal year. Reimbursement requests not complying with these requirements will be denied unless unusual circumstances are presented to and approved by the board.

2) Reimbursements issued by the board are only for the actual amount of out of pocket expenses paid by the sponsor(s) and the students. No additional charges may be added by the sponsor or the students and the sponsor may not obtain a warrant for funds he or she expects to pay or incur in the future.

3) Reimbursement for necessary meal and lodging expenses incurred by school district students and sponsors involved in authorized school-sponsored co-curricular activities may be made from the appropriate activity fund sub-account or from the general fund, as determined appropriate by the Board of Education.

4) Any interpretation of this policy shall be made solely by the Board of Education and shall be binding in all respects.

1) Violation of any of the provisions of this policy by a school district employee/sponsor may result in dismissal or nonrenewal. Violation of the provisions of this policy by a student may result in disciplinary action.

**DURANT SCHOOL DISTRICT
POLICY ON STUDENT ALCOHOL AND DRUG TESTING
(Extracurricular Activities Students, Vision Academy Students and
Students Who Park on School Property)**

The Board of Education of the Durant School District (the “School District”), in order to protect the health and safety of as many students as possible and to educate and direct students away from drug and alcohol use and abuse, thereby setting an example for all other students of the School District, adopts the following Policy for testing for the use of illegal drugs, alcohol and performance enhancing drugs of students participating in extracurricular activities, Vision Academy students, **AND** students who park on district property.

STATEMENT OF PURPOSE AND INTENT

1. It is the desire of the Board of Education, administration and staff that every student in the School District refrain from using or possessing alcohol and illegal or performance enhancing drugs. Notwithstanding this desire, the administration and board of education realize that their power to restrict the possession or use of alcohol and illegal or performance enhancing drugs is limited. Therefore, except as provided below, the sanctions of this Policy relate solely to limiting the opportunity of any student determined to be in violation of this Policy to participate in extracurricular activities, enroll in Vision Academy and to park on School District property. This Policy is intended to supplement and complement all other policies, rules and regulations of the School District regarding possession or use of alcohol and illegal or performance enhancing drugs.

2. Participation in school-sponsored extracurricular activities at the School District is a privilege, not a right. Students who participate in these activities are respected by the student body and are expected to conduct themselves as good examples of behavior, sportsmanship and training. Accordingly, students who participate in extracurricular activities carry a responsibility to themselves, their fellow students, their parents and their school to set the highest possible example of conduct, which includes avoiding the use or possession of alcohol and illegal or performance enhancing drugs.

3. Enrollment in Vision Academy is a privilege, not a right. Students who seek enrollment at Vision Academy are provided with this unique opportunity based on the administration’s commitment to ensure the success of all students. Because of the program’s unique circumstances, students enrolling in Vision Academy have a responsibility to themselves and classmates to refrain from misconduct, which includes avoiding the use or possession of alcohol and illegal drugs.

4. Parking on the property of the School District is also a privilege, not a right. Students who park on School District property operate vehicles in close proximity to other students and faculty and may also have passengers in their vehicles. Because of this, the potential harm from misjudgment or impaired judgment due to alcohol or illegal drugs is great. Accordingly, students who park on School District property carry a responsibility to themselves, their fellow students and members of the public to operate their vehicles in a safe and reasonable manner that includes avoiding the use or possession of alcohol or illegal drugs. The use of alcohol and illegal drugs impairs the ability of a student to meet this responsibility.

5. The purpose of this Policy is to prevent alcohol and illegal or performance enhancing drug use, to educate students as to the serious physical, mental and emotional harm caused by alcohol and illegal or performance enhancing drug use, to alert students who have possible substance abuse problems to the potential harms of use, to prevent injury, illness and harm as a result of alcohol and illegal or performance enhancing drug use, and to strive within the School District for an environment free of alcohol and illegal or performance enhancing drug possession and use. This Policy is not intended to be disciplinary or punitive in nature. The sanctions of this Policy relate solely to limiting the opportunity of any student who participates in extracurricular activities and who is found to be in violation of the Policy

to participate in extracurricular activities, limiting access to Vision Academy for those students who choose to use alcohol and illegal drugs, and limiting the opportunity of any student who parks on School District property and who is found to be in violation of the Policy to park on School District property. There will be no academic sanction solely for a violation of this Policy. **Notwithstanding the foregoing, a student may be disciplined, including suspended out of school, if a violation of this policy also results in a violation of the School District's Student Behavior Policy.**

DEFINITIONS

6. "Extracurricular" means any School District sponsored team, club, organization or activity in which student participation is not required as a part of the School District curriculum.

7. "Student extracurricular activities participant" means any student participating in any competitive extracurricular activity.

8. "Student Athlete" means a 7th-12th grade member of any School District sponsored interscholastic sports team, including athletes and cheerleaders.

9. "Coach/Sponsor" means any person employed by the School District to coach athletic teams of the School District, to act as a sponsor or coach of a cheerleader team of the School District, or to serve as sponsor for any other extracurricular activity.

10. "Athletics" and "athletic activity" means participation by a student athlete on any athletic team or cheerleader team sponsored by the School District.

11. "Permit Holder" means a student who holds a permit to park on School District property.

12. "Vision Academy student" means any student who has applied to or is enrolled in the Vision Academy.

13. "Alcohol" means ethyl alcohol or ethanol and any alcoholic beverage and includes "low-point beer" as defined by Oklahoma law.

14. "Illegal drugs" means any substance which an individual may not sell, possess, use, distribute or purchase under either federal or Oklahoma law. "Illegal drugs" includes, but is not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substance Act, all prescription drugs obtained without authorization and all prescribed and over-the-counter drugs being used for an abusive purpose, and paraphernalia to use such drugs.

15. "Performance enhancing drugs" include anabolic steroids and any other natural or synthetic substance used to increase muscle mass, strength, endurance, speed or other athletic ability. The term "performance enhancing drugs" does not include dietary or nutritional supplements such as vitamins, minerals and proteins which can be lawfully purchased in over-the-counter transactions.

16. "Drug or alcohol use test" means a chemical test administered for the purpose of determining the presence or absence of alcohol or illegal or performance enhancing chemical substances or their metabolites in a student's blood, bodily tissue, fluids, products, urine, breath or hair.

17. "Random selection basis" means a mechanism for selecting student extracurricular activities participants, Vision Academy students, and Permit Holders for drug and/or alcohol use testing that:

- a. results in an equal probability that any student extracurricular activity participant, Vision Academy student and Permit Holder from a group of student extracurricular activity participants, Vision Academy student and Permit Holders subject to the selection mechanism will be selected, and
- b. does not give the School District discretion to waive the selection of any student extracurricular activity participant, Vision Academy student and Permit Holder selected under the mechanism.

18. “Positive” when referring to an alcohol or drug use test administered under this Policy means a toxicological test result which is considered to demonstrate the presence of alcohol or an illegal or a performance enhancing drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug or alcohol use test.

19. “Reasonable suspicion” means a suspicion based on specific personal observations concerning the appearance, speech or behavior of a student extracurricular activity participant, Vision Academy student and Permit Holder and reasonable inferences drawn from those observations in the light of experience. Information provided by a reliable source, if based on personal knowledge, shall constitute reasonable suspicion. In the context of performance enhancing drugs, reasonable suspicion specifically includes unusual increases in size, strength, weight or other athletic abilities.

20. “School Day(s)” means a day when school is in session and students are required to report to school. By way of example only and not as a limitation, school days does not include snow days, holidays, or parent-teacher conference days.

21. “School District Property” means any property owned by or under the control of the School District.

PARTICIPATION AND PROCEDURES – EXTRACURRICULAR ACTIVITIES

1. Alcohol and illegal or performance enhancing drug possession or use is incompatible with participation in extracurricular activities on behalf of the School District. For the safety, health and well being of the student extracurricular activity participants of the School District, the School District has adopted this Policy for use by all participating students at the 7th-12th grade level. Any student found to be in possession of, or having used alcohol or illegal or performance enhancing drugs, either by observation or drug or alcohol use test, will be considered to have violated this Policy.

2. Each student extracurricular activity participant shall be provided with a copy of this Policy and the “Student Extracurricular Activity Participant Alcohol and Illegal or Performance Enhancing Drugs Contract (the “Extracurricular Activities Contract”) which shall be read, signed and dated by the student, parent or custodial guardian and a coach/sponsor before such student shall be eligible to practice or participate in any extracurricular activity. No student shall be allowed to practice or participate in any extracurricular activity unless the student has returned the properly signed Contract. Provided, however, the lack of a signature on the part of a coach/sponsor shall not invalidate consent to drug testing under the Contract.

3. The principal and sponsor, or, in the case of student athletes only, the athletic director and applicable coach, shall be responsible for determining whether a violation of this Policy has occurred when an observation of possession or use of alcohol or illegal drug by a student extracurricular activity participant has been reported. If a violation of the Policy is determined to have occurred by a student extracurricular activities participant other than a student athlete, the superintendent or designee will contact the student, the sponsor, and the parent or custodial guardian of the student and schedule a

conference. If a violation of the Policy is determined to have occurred by a student athlete, the superintendent or designee will contact the student, the sponsor or head coach, the applicable principal, and the parent or custodial guardian of the student and schedule a conference. At the conference, the violation of the Policy will be described and the restrictions explained.

4. The Extracurricular Activities Contract shall signify consent on the part of the student extracurricular activity participant and his or her parent(s)/guardian(s) for the district to obtain a urine sample from the student extracurricular activity participant for the purpose of performing a drug and/or alcohol use test. Such drug use testing may occur upon any of the following events:
 - A. For student athletes, as part of the annual physical examination. Student athletes who have physical examinations performed by their personal physicians must nonetheless sign the Contract and comply with all policy requirements.
 - B. For student extracurricular **activity participants other than student athletes, either**
 - (i) prior to the start of the season for the extracurricular activity in which a student extracurricular activities participant competes, or
 - (ii) if the extracurricular activity has no established season, within one week after the first day of classes at the beginning of the school year;
 - C. As chosen by the random selection basis described in paragraph 5 below; and
 - D. At any time the principal, coach/sponsor, or—in the case of student athletes—the athletics director requests a drug and/or alcohol use test by a student extracurricular activities participant, based on reasonable suspicion of possession or use of alcohol and/or illegal or performance enhancing drugs.

5. Drug and/or alcohol use testing for student extracurricular activities participants will be chosen on a random selection basis weekly from a list of all applicable student participants. The School District will determine a weekly number of student names to be drawn at random to provide a urine sample for drug and/or alcohol use testing for alcohol and/or illegal or performance enhancing drugs.

6. The School District will set a fee charge to be collected from each student when the Extracurricular Activities Contract is signed and returned to the coach or sponsor.

PARTICIPATION AND PROCEDURES – VISION ACADEMY

1. Alcohol and illegal drug possession or use is incompatible with enrollment in Vision Academy. For the safety, health and well being of all Vision Academy students, the School District has adopted this Policy for use by all Vision Academy students. Any student found to be in possession of, or having used alcohol or illegal drugs, either by observation or drug or alcohol use test, will be considered to have violated this Policy.

2. Each Vision Academy student shall be provided with a copy of this Policy and the “Vision Academy Student Alcohol and Illegal Drugs Contract (the “Vision Academy Contract”) which shall be read, signed and dated by the student and his/her parent or custodial guardian before such student shall be eligible to attend classes at Vision Academy. No student shall be allowed to attend classes or participate in activities at Vision Academy unless the student has returned the properly signed Vision Academy Contract.

3. The Vision Academy principal shall be responsible for determining whether a violation of this Policy has occurred when an observation of possession or use of alcohol or illegal drug by a Vision Academy student has been reported. If a violation of the Policy is determined to have occurred by a Vision Academy student, the superintendent or designee will contact the student and the parent or custodial guardian of the student and schedule a conference. At the conference, the violation of the Policy will be described and the restrictions explained.

4. The Vision Academy Contract for alcohol and illegal drug and/or alcohol use testing shall be to provide a urine sample: a) as chosen by the random selection basis; and b) at any time a Vision Academy student is requested by the superintendent or designee, based on reasonable suspicion, to be tested for alcohol and illegal drugs.

5. Drug and/or alcohol use testing for Vision Academy students will be chosen on a random selection basis weekly from a list of all Vision Academy students. The School District will determine a weekly number of student names to be drawn at random to provide a urine sample for drug and/or alcohol use testing for alcohol and/or illegal drugs.

6. In addition to the drug and alcohol use tests required above, any Vision Academy student may be required to submit to a drug and/or alcohol use test for alcohol or illegal drugs or the metabolites thereof at any time upon reasonable suspicion.

7. The School District will set a fee charge to be collected from each student when the Vision Academy Contract is signed and returned.

PARTICIPATION – PARKING PERMITS

1. Alcohol and illegal drug possession or use is incompatible with operating a motor vehicle on property of the School District. For the safety, health and well-being of the students and Permit Holders of the School District, the School District has adopted this Policy for use by all Permit Holders. Any student found to be in possession of, or having used alcohol or illegal drugs, either by observation or drug or alcohol use test, will be considered to have violated this Policy.

2. All students who park on School District property must have a proper parking permit issued by the School District.

3. Each Permit Holder shall be provided with a copy of this Policy and the “Parking Permit Application and Alcohol and Illegal Drug Contract” (the “Parking Permit Contract”), which shall be read, signed and dated by the student, parent or custodial guardian before such student shall be eligible to apply for a parking permit. No application for a parking permit will be considered until the student has returned the properly signed Parking Permit Contract.

4. The superintendent or his designee shall be responsible for determining whether a violation of this Policy has occurred when an observation of possession or use of alcohol or illegal drug by a Permit Holder has been reported. If a violation of the Policy is determined to have occurred by a Permit Holder, the superintendent or designee will contact the student and the parent or custodial guardian of the student and schedule a conference. At the conference, the violation of the Policy will be described and the restrictions explained, including the beginning date of any suspension of the parking permit.

5. The Parking Permit Contract for alcohol and illegal drug and/or alcohol use testing shall be to provide a urine sample: a) as chosen by the random selection basis; and b) at any time a Permit Holder is requested by the superintendent or his designee, based on reasonable suspicion, to be tested for alcohol and illegal drugs.

6. Drug and/or alcohol use testing for Permit Holders will be chosen on a random selection basis weekly from a list of all Permit Holders. The School District will determine a weekly number of

student names to be drawn at random to provide a urine sample for drug and/or alcohol use testing for alcohol and/or illegal drugs; provided however, a Permit Holder's name will be on the list only once if he/she is also an extracurricular activities participant.

7. In addition to the drug and alcohol use tests required above, any Permit Holder may be required to submit to a drug and/or alcohol use test for alcohol or illegal or performance enhancing drugs or the metabolites thereof at any time upon reasonable suspicion.

8. The School District will set a fee to be collected from each student when the Parking Permit Contract is signed and returned to the administration, to cover the expense of these testing procedures.

TESTING PROCEDURES

1. Any alcohol or drug use test required by the School District under the terms of this Policy will be administered by or at the direction of a professional laboratory chosen by the School District using scientifically validated toxicological methods. The professional laboratory shall be required to have detailed written specifications to assure chain of custody of the specimens, proper laboratory control and scientific testing.

2. All aspects of the alcohol or drug use testing program, including the taking of specimens, will be conducted so as to safeguard the personal and privacy rights of the students to the maximum degree possible. The test specimen shall be obtained in a manner designed to minimize intrusiveness of the procedure. In particular, the specimen must be collected in a restroom or other private facility behind a closed stall. The superintendent or designee shall designate a sponsor or coach or other adult person of the same sex as the student to accompany the student to a restroom or other private facility behind a closed stall. The monitor shall not observe the student while the specimen is being produced, but the monitor shall be present outside the stall to listen for the normal sounds of urination in order to guard against tampered specimens and to insure an accurate chain of custody. The monitor shall verify the normal warmth and appearance of the specimen. If at any time during the testing procedure the monitor has reason to believe or suspect that a student is tampering with the specimen, the monitor may stop the procedure and inform the principal or athletic director who will then determine if a new sample should be obtained. If a student is determined to have tampered with any specimen or otherwise engaged in any conduct that disrupts the testing process of any student, then the student will be deemed to have committed a second offense under this Policy and the sanctions for a second offense will be imposed. The monitor shall give each student a form on which the student may but is not required to list any medications he/she has taken or any other legitimate reasons for having been in contact with illegal drugs or performance enhancing drugs in the preceding thirty (30) days. The medication list may be submitted to the lab in a sealed and confidential envelope.

3. If an initial drug use test is positive, the initial test result will be subject to confirmation by a second and different test of the same specimen. The second test will use the gas chromatography/mass spectroscopy technique. A specimen shall not be reported positive unless the second test utilizing the gas chromatography/mass spectrometry procedure is positive for the presence of an illegal drug or performance enhancing drug or the metabolites thereof. If an initial alcohol use test is positive for the presence of alcohol, the initial test result will be subject to confirmation by a second test using any scientifically accepted method. The unused portion, if any, of a specimen that tests positive for alcohol or illegal or performance enhancing drugs shall be preserved by the laboratory for a reasonable period of time as determined by the laboratory.

4. If the alcohol or drug use test for any student has a positive result, the laboratory will contact the superintendent or designee with the results. In the case of student extracurricular activities participants who are not athletes, the superintendent or designee will contact the

student, the sponsor, and the parent or custodial guardian of the student and schedule a conference. In the case of student athletes, the superintendent or designee will contact the student, the sponsor or head coach, the applicable principal, and the parent or custodial guardian of the student and schedule a conference. In the case of Vision Academy students, the superintendent or designee will contact the student, applicable principal, and the parent or custodial guardian of the student and schedule a conference. In the case of Permit Holders, the superintendent or designee will contact the student and the parent or custodial guardian of the student and schedule a conference. At the conference, the superintendent or designee will solicit any explanation for the positive result and ask for doctor prescriptions of any drugs that the student was taking that might have affected the outcome of the alcohol or drug use test. The principal or the athletic director will also inform the student and his/her parent or custodial guardian of the ability to re-test the remaining specimen described in paragraph 5 below.

5. If the student and his/her parent or custodial guardian desire another test of the remaining portion, if any, of the specimen, the superintendent or designee will arrange for another test at the same laboratory or at another laboratory agreeable to the superintendent or designee. Any such re-test shall be at the expense of the student and his/her parent or custodial guardian. Such re-test must be requested during the conference described in paragraph 3. Should a re-test be requested, no determination shall be made as to whether there is a policy violation until the re-test has been completed; however, the student shall be ineligible for participation in extracurricular activities pending the results of such re-test. However, if the re-test returns a positive result, any days that a student is ineligible for participation in extracurricular activities under this paragraph shall be counted towards the sanction issued under this policy.

6. If during the conference described in paragraph 4 the student asserts that the positive test results are caused by other than consumption of alcohol or an illegal or performance enhancing drug by the student, then the student will be given an opportunity to present evidence of such to the superintendent or designee. The School District will rely on the opinion of the appropriate person from the original laboratory that performed the test in determining whether the positive test result was produced by other than consumption of alcohol or an illegal or performance enhancing drug. Should an alternative reason for the positive result be provided, no determination shall be made as to whether there is a policy violation until the original laboratory has been consulted; however, the student shall be ineligible for participation in extracurricular activities pending such consultation. However, if a policy violation is determined to have occurred, any days that a student is ineligible for participation in extracurricular activities under this paragraph shall be counted towards the sanction issued under this policy.

7. If a policy violation has been determined by the principal or the athletic director to have occurred, they will notify the student and his/her parent(s)/guardian(s).

8. A student who has been determined by the superintendent or designee to be in violation of this Policy shall have the right to appeal the decision to the superintendent or designee(s). Such appeal must be lodged within five (5) school days of notice of the initial report of the offense, during which time the student will remain ineligible to participate in any extracurricular activities, attend Vision Academy, or park on School District property. The superintendent or designee(s) shall then determine whether the original finding was justified. There is no further appeal right from the superintendent or designee's decision and that decision shall be conclusive in all respects. Any necessary interpretation or application of this Policy shall be the sole and exclusive judgment and discretion of the superintendent which shall be final and nonappealable.

9. Before a student who has tested positive in an alcohol or drug use test may rejoin his/her extracurricular activity and park on School District property after a first or second offense, such student may be required to undergo one or more additional alcohol or drug use tests to determine whether the student is no longer using alcohol or illegal or performance enhancing drugs. The School District will rely on the opinion of the appropriate person from the laboratory which performed or analyzed the additional alcohol or drug use test in determining whether a positive result in the additional alcohol or drug use test was produced by alcohol or illegal or performance enhancing drugs used by the student before the offense or by more recent use. Vision Academy students will not be permitted to rejoin Vision Academy after testing positive for alcohol or illegal drugs.

10. All documents created pursuant to this Policy with regard to any student will be kept in a confidential folder and will never be made a part of the student's cumulative folder nor be considered a "disciplinary" record.

Medical Marijuana

11. The school district recognizes that safety is a paramount concern in all extracurricular activities, and students under the influence of marijuana may endanger the participation of other students. Therefore, a student extracurricular activities participant who tests positive for marijuana or its metabolites shall be considered in violation of this policy and subject to the loss of the privilege to participate in extracurricular activities even if the participant is in possession of a valid medical marijuana license.

VIOLATIONS – EXTRACURRICULAR ACTIVITIES PARTICIPANTS AND STUDENT PARKERS

1. Any student who is determined by observation or by alcohol/drug use tests to have violated this Policy shall be subject to the loss of the privilege to participate in extracurricular activities and loss of the privilege to park on School District property and offered educational and support assistance to stop using.

2. For the First Offense: Suspension from competing in all scheduled extracurricular activities (including all performances and games/competitions) and suspension of the Parking Permit for **four-weeks (20 school days) which may be reduced by 10 school days** by successfully completing substance abuse education provided by the Safe Schools Office and attending a meeting with the School Based Social Worker, as designated by the Superintendent, during the first 10 days of the suspension period. Transportation and arrangements for this education/meeting are the responsibility of the student/guardian. Written documentation must be submitted to the school upon completion of the education. These restrictions and requirements shall begin immediately following the determination of a violation of this policy. Such suspension will extend into a succeeding school year if necessary to fulfill the suspension

3. For the Second Offense (in the same school year): Suspension from competing in all scheduled extracurricular activities (including all performances and games/competitions) and suspension of the Parking Permit for **8-weeks (40 school days)** which may be reduced to four-weeks (20 school days) by successfully completing 4 hours of substance abuse counseling by a Licensed Alcohol & Drug Counselor and the student and his/her guardian must attend a meeting with the School Based Social Worker, as designated by the Superintendent, during the first 20 days of the suspension period. Counseling expenses and arrangements will be the responsibility of the student/guardian. Written proof of counseling must be submitted to the school upon completion. These restrictions and requirements shall begin immediately following the determination of an observed violation or the reporting of the results of a positive alcohol or drug use test. Such suspension will extend into a succeeding school year if necessary to fulfill the suspension.

4. For the Third or Subsequent Offense (in the same school year): Complete suspension from participation in all extracurricular activities including all meetings, practices, performances and competitions and suspension of the Parking Permit for eighteen (18) continuous and successive school weeks from the date of the determination of a violation under this Policy. Such suspension will extend into a succeeding school year if necessary to fulfill the suspension. Offenses shall not accumulate from school year to school year; the eighteen (18) week suspension shall come into play only when three (3) or more offenses are committed in the same school year.

5. Self-Referral: As an option to the consequences for a first offense only, a student may self-refer to the superintendent or designee or to a coach or sponsor before being notified of a Policy violation or prior to being asked or required to submit to an alcohol or drug use test. A student who self-refers will be allowed to remain active in all extracurricular activities and retain his Parking Permit after the following conditions have been fulfilled: a conference has been held with the student, the superintendent or designee and the parent or custodial guardian of the student to discuss the Policy violation; an alcohol or drug use test is provided by the student that is not positive, and a written participation commitment by the student and parent for four (4) hours of substance abuse education/counseling provided by the school or an outside agency. Documentation of successful completion of this commitment must be provided to the superintendent or designee by the student or parent. A student who self-refers will, however, be considered to have committed his/her first offense under this Policy. A self-referral may be used only once in a student's time in the School District.

VIOLATIONS – VISION ACADEMY STUDENTS

1. Any student who is determined by observation or by alcohol or drug use tests to have violated this Policy shall be removed from Vision Academy.

REFUSAL TO SUBMIT TO ALCOHOL OR DRUG USE TEST

1. If, after signing the Extracurricular Activities Contract or the Parking Permit Contract, a student who refuses to submit to an alcohol or drug use test authorized under this Policy, such student shall not be eligible to participate in any extracurricular activities including all meetings, practice, performances and competitions for eighteen (18) continuous and successive school weeks and will have his Parking Permit suspended for that same length of time. Such suspension will extend into a succeeding school year if necessary to fulfill the suspension. Vision Academy students who refuse to submit to alcohol or drug use test authorized under this Policy will be removed from the Vision Academy program.

Revised by vote of the Board of Education July 14, 2014
Revised by vote of the Board of Education, August 13, 2019

Extracurricular Activities Participant Alcohol and Illegal or Performance Enhancing Drugs Contract

Statement of Purpose and Intent

Participation in school sponsored extracurricular activities at the school district is a privilege and not a right. Such privilege is governed by the attached policy on Testing for Alcohol and Illegal or Performance Enhancing Drugs. Alcohol and illegal or performance enhancing drug use of any kind is incompatible with participation in extracurricular activities on behalf of the school district. Students who participate in activities are respected by the student body and are expected to hold themselves as good examples of conduct, sportsmanship and training. Accordingly, student extracurricular activities participants carry a responsibility to themselves, their fellow students, their parents and their school to set the highest possible examples of conduct, which includes avoiding the use or possession of alcohol or illegal or performance enhancing drugs.

Participation in Extracurricular Activities

For the safety, health and well-being of students, the district has adopted the attached policy and this "Student Extracurricular Activities Participant Alcohol and Illegal or Performance Enhancing Drugs Contract" (the "Contract") which shall be read, signed and dated by the student, parent or custodial guardian and sponsor or coach before such student shall be eligible to practice or participate in any extracurricular activity. No student shall be allowed to practice or participate in any extracurricular activity unless the student has returned the properly signed Contract.

Student Section

I understand after having read the policy and this Contract that, out of care for my safety and health, the district enforces the rules applying to the consumption or possession of alcohol and illegal or performance enhancing drugs. As a student extracurricular activities participant, I realize that the personal decision that I make daily in regard to the consumption or possession of alcohol and illegal or performance enhancing drugs may affect my health and well-being as well as the possible endangerment of those around me and reflect upon any organization with which I am associated. If I choose to violate the policy regarding the use or possession of alcohol and illegal or performance enhancing drugs any time during the school year, I understand upon determination of that violation I will be subject to the restrictions of my participation as outlined in the policy.

Student Name: _____ ID No.: _____

Student Signature: _____ Date: _____

Parent (and Adult Students) Section

We have read and understand the policy and this Contract. We desire that the student named above participate in the district's extracurricular activities and we hereby agree to abide by all provisions of the school district's policy. We accept and consent to the method of obtaining urine samples, testing and analyses of such specimens, and all other aspects of the program. We agree to cooperate in furnishing urine specimens that may be required from time to time. We further agree and consent to the disclosure of the sampling, testing and results as provided for in this program. This consent is given pursuant to all state and federal privacy statutes and is a waiver of rights to non-disclosure of such test records and results only to the extent of the disclosures authorized in the program.

Parent Signature: _____ Date: _____

Adult student signature: _____ Date: _____

Athletes:

Obtain the signature of each sponsor/coach for all activities in which you are involved

_____ Sponsor/Coach Signature	_____ Team / Activity	_____ Date
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_____ Sponsor/Coach Signature	_____ Team / Activity	_____ Date
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_____ Sponsor/Coach Signature	_____ Team / Activity	_____ Date
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_____ Sponsor/Coach Signature	_____ Team / Activity	_____ Date
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_____ Sponsor/Coach Signature	_____ Team / Activity	_____ Date
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**Durant School District
Vision Academy Student
Alcohol and Illegal Drugs Contract**

Statement of Purpose and Intent:

Participation in Vision Academy is a privilege and not a right. Such privilege is governed by the attached Durant School District Policy on Student Alcohol and Drug Testing (the "Policy"). Alcohol and illegal drug use of any kind is incompatible with enrollment in Vision Academy. Students who participate in Vision Academy are expected to help their peers succeed by holding themselves to high standards. Accordingly, Vision Academy students carry a responsibility to themselves, their fellow students, their parents and their school to set the highest possible examples of conduct, which includes avoiding the use or possession of alcohol or illegal drugs.

Enrollment in Vision Academy:

For the safety, health and well-being of Vision Academy students, the Durant School District has adopted the attached Policy and this Vision Academy Alcohol and Illegal Drugs Contract (the "Contract") which shall be read, signed and dated by the student, parent or custodial guardian before such student shall be eligible to enroll at Vision Academy. No student shall be allowed to attend Vision Academy until the student has returned the properly signed Contract.

Student's Last Name	First Name	Middle Initial	Student ID Number
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I understand after having read the Policy and this Contract that, out of care for my safety and health, the

Durant School District enforces the rules applying to the consumption or possession of alcohol and illegal drugs. As a Vision Academy student, I realize that the personal decision that I make daily in regard to the consumption or possession of alcohol and illegal drugs may affect my health and well-being as well as the possible endangerment of those around me and reflect upon any organization with which I am associated. If I choose to violate the Policy regarding the use or possession of alcohol and illegal or performance enhancing drugs any time during the school year, I understand upon determination of that violation I will be subject to the restrictions of my participation as outlined in the Policy.

Signature of Student	Date
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We have read and understand the Policy and this Contract. We desire that the student named above participate in Vision Academy and we hereby agree to abide by all provisions of the Durant School District's Policy. We accept and consent to the method of obtaining urine samples, testing and analyses of such specimens, and all other aspects of the program. We agree to cooperate in furnishing urine specimens that may be required from time to time. We further agree and consent to the disclosure of the sampling, testing and results as provided for in this program. This consent is given pursuant to all State and Federal Privacy Statutes and is a waiver of rights to non-disclosure of such test records and results only to the extent of the disclosures authorized in the program.

Signature of Parent or Custodial Guardian	Date
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[If the student is 18 years or older, he/she must also sign at this line in addition to the line above

Approved by vote of the Board of Education, July 14, 2014

Parking on the property of the Durant School District is a privilege and not a right. Such privilege is governed by the attached Durant School District Policy on Student Alcohol and Drug Testing (the "Policy"). Alcohol and illegal drug use of any kind is incompatible with the privilege of parking on the property of the Durant School District. Students who park on School District property operate vehicles in close proximity of other students. Because of this, the potential harm from misjudgment or impaired judgment of a student is great. Students who park on School District property carry a responsibility to themselves, their fellow students and members of the public to operate their vehicles in a safe and reasonable manner, which includes avoiding the use or possession of alcohol or illegal drugs.

For the safety, health and well-being of the students of the Durant School District, the Durant School District has adopted the attached Policy and this Parking Permit Application and Alcohol and Illegal Drugs Contract (the "Parking Permit Contract") which shall be read, signed and dated by the student, parent or custodial guardian before such student shall be eligible to apply for a parking permit. No application for a parking permit will be considered until the student has returned the properly signed Parking Permit Contract.

I understand after having read the Policy and this Parking Permit Contract that, out of care for my safety and health, the Durant School District enforces the rules applying to the consumption or possession of alcohol and illegal drugs. As a driver, I realize that the personal decision that I make daily in regard to the consumption or possession of alcohol and illegal drugs may affect my health and well-being as well as the possible endangerment of those around me. If I choose to violate the Policy regarding the use or possession of alcohol and illegal drugs any time during the school year, I understand upon determination of that violation I will be subject to the restrictions of any parking permit issued to me as outlined in the Policy.

We have read and understand the Policy and this Parking Permit Contract. We desire that the student named above be issued a parking permit by the Durant School District and we hereby agree to abide by all provisions of the Durant School District's Policy. We accept and consent to the method of obtaining urine samples, testing and analyses of such specimens, and all other aspects of the program. We agree to cooperate in furnishing urine specimens that may be required from time to time. We further agree and consent to the disclosure of the sampling, testing and results as provided for in this program. This consent is given pursuant to all State and Federal Privacy Statutes and is a waiver of rights to non-disclosure of such test records and results only to the extent of the disclosures authorized in the program.

PLEASE PROVIDE THE INFORMATION BELOW:

Driver's License Number: _____

DURANT PUBLIC SCHOOLS WELLNESS

A significant amount of research exists showing the important roles nutrition and physical health play in student learning. To increase the likelihood for students to achieve their full academic potential, the district is committed to promoting health and wellness in all its school sites. This policy outlines the district's goals and procedures to ensure:

- Students have access to healthy foods at school in accordance with federal and state nutrition standards
- Students receive quality nutrition education to help them develop lifelong healthy eating behaviors
- Students have opportunities to be physically active before, during, and after school
- Individual school sites promote nutrition, physical activity and other behaviors which encourage wellness
- The community is welcome in the district's wellness program
- The smooth operation of the district's wellness program

The board encourages staff to engage in healthy eating and appropriate physical activity since staff members serve as role models for district students.

District Wellness Committee Membership and Leadership

The district's wellness program will be coordinated by Director of Safe Schools. The Director of Safe Schools will annually designate one (1) individual at each school site to be a site level liaison for the district's program and will publicize this information on the district's website, in school newsletters and by other means as he/she determines appropriate. Individual sites will publicize the name and contact information for their site liaison in school newsletters, as a part of routine parent updates, and through other appropriate methods.

Although the district's wellness program is coordinated by the Director of Safe Schools, the program will be based on the work of the district's wellness committee. The committee will meet once each quarter during the school year for the purpose of reviewing existing wellness activities, brainstorming new activities, reviewing and assessing the district's wellness policies and procedures, and related actions.

Membership in the committee will be open to interested parents, students, health care providers, social service workers and school representatives. The committee will include, minimally, the child nutrition director, a PE teacher, a school administrator and all site liaisons.

A staff subcommittee comprised of Director of Safe Schools, a human resources representative, a teacher representative and an administrator will focus on staff development. The subcommittee will meet once per semester and will focus on providing wellness resources and strategies to teachers. The subcommittee will make recommendations regarding professional development related to health, wellness, integrating kinesthetic learning and the overall connection between wellness and learning.

Assessment, Planning and Reporting

The Director of Safe Schools is responsible for conducting a district assessment using tools available through the Centers for Disease Control. Once the assessment is completed, the committee will develop and maintain a plan to implement and manage the district's wellness program. The district's plan will be specific for each site (although the site plans may be substantially similar) and delineate the roles, responsibilities, actions and timelines for wellness activities. It will also include specific goals and objectives for nutrition standards for all foods and beverages available on campus, outside food/beverage marketing, nutrition promotion and education, physical activity and education and other wellness activities. The plan will be regularly assessed, reviewed and updated in light of district needs, emerging research and to ensure compliance with the latest local, state and federal standards.

The site liaison will annually prepare progress reports on the implementation and progress of the plan at his/her site (including the activities conducted), and the Director of Safe Schools will annually present a synopsis of this information to the board.

The Director of Safe Schools will also prepare a triennial progress assessment for the board. This assessment will include information such as the extent to which individual schools are in compliance with the policy, how the district's program compares with federal standards and a description of the overall progress in attaining the district's goals.

A copy of all assessments, plans and progress reports will be available through the Director of Safe Schools. The Director of Safe Schools will also maintain documentation demonstrating efforts to involve non-employees in the committee, minutes from the committee meetings, notes regarding wellness activities conducted, and information regarding how this information was made available to families and community members.

Open Communication

The Director of Safe Schools and site liaisons are expected to make an effort to involve all district families and interested community members in the district's wellness initiatives. This also includes providing parents with information regarding health and wellness, the district's policy and plan, activities, involvement

opportunities, school meal standards and available child nutrition programs. This information will be communicated through a variety of methods, including publication in newsletters and on the website, at enrollment, back to school nights and similar activities.

School Meals

The district participates in the following USDA child nutrition programs:

- National School Lunch Program (NSLP)
- School Breakfast Program (SBP)
- Summer Food Service Program (SFSP)
- Grab 'n' Go Breakfast

Participation in these programs is designed to ensure students receive plenty of fruits, vegetables, whole grains, and fat-free/low-fat milk to meet their nutrition needs. School meals are also calorically appropriate, moderate in sodium, low in saturated fat and have zero grams of trans fat.

Goals of the district's meal program include:

- Improving overall health
- Mitigating childhood obesity
- Modeling healthy eating in support of lifelong eating patterns
- Accommodating cultural food preference and special dietary needs

School meals:

- Are accessible to all students
- Are appealing and attractive to children
- Are served in clean and pleasant settings
- Meet or exceed current nutrition requirements established by local, state, and federal statutes and regulations
- Promote healthy food and beverage choices by
 - Making sliced or cut fruit available daily
 - Displaying daily fruit options in students' line of sight/reach
 - Creatively naming vegetable options
 - Bundling daily vegetable options into all grab and go meals
 - Training servers to politely prompt students to select and consume the daily vegetable options with their meal
 - Placing white milk in front of other beverages in all coolers
 - Highlighting alternative entrée options (e.g., salad bar, yogurt parfaits, etc.) on signs within all service / dining areas
 - Creating a reimbursable meal in all service areas (e.g., salad bars, snack rooms, etc.)

- Using student surveys and taste testing opportunities to inform menu
- Participating in the Farm to School Program or purchase locally grown food for use in the Child Nutrition Program

The district has taken the following steps in commitment to increasing student access to nutritious, appealing meals:

- Menus, with nutrition information, will be posted on the school website
- A certified nutrition professional will review/create menus
- Students will have at least 10 minutes to eat breakfast and at least 20 minutes to eat lunch (from the time they are seated with their meal)
- Students are served lunch at a reasonable time of day
- Families will be informed about available child nutrition programs

Qualifications and Training

All school nutrition employees will meet or exceed USDA hiring and annual continuing education/training requirements.

Water

To promote hydration, free, safe, unflavored drinking water will be available to all students throughout the school day, including during mealtimes. Students may also bring and carry approved water bottles – filled only with water – throughout the day.

Competitive Foods and Beverages

Foods and beverages sold or offered apart from the school meal programs (competitive items) will, at a minimum, meet the USDA Smart Snacks in School standards. This includes competitive items at celebrations and parties. The Director of Safe Schools is responsible for annually disseminating healthy and non-food party ideas to teachers, who will provide this information to parents who are bringing classroom snacks.

No food, beverage, or candy will be used as a reward or withheld as a punishment, unless specified in a qualified student's IEP.

Fundraising

Competitive items may be sold during the school day as a fundraiser as long as those items meet USDA Smart Snacks in School standards.

The Director of Safe Schools will annually provide staff and PTA representatives a list of healthy fundraising ideas.

Health and Nutrition Education

Good nutrition will be encouraged throughout the school day using evidence-based techniques, including creative marketing for nutritious food choices. This will create a food environment which encourages healthy eating and participation in school meal programs. Wellness committee employees and child nutrition workers will regularly consult federal and state resources for current tips and resources to implement these requirements.

The district's nutrition education will:

- Provide knowledge and skills so students can protect their health
- Be integrated across disciplines
- Be enjoyable, developmentally appropriate, and culturally relevant
- Promote nutritious foods and preparation methods
- Emphasize caloric balance (promote exercise)
- Coordinate with school meal and other relevant programs
- Teach media literacy related to food/beverage marketing

The district's health education curriculum will include:

- The relationship between eating, personal health and disease
- Food guidance from MyPlate
- Reading and using USDA's food labels
- Eating a variety of foods every day
- Balancing food intake and physical activity
- Eating more fruits, vegetables, and whole grain products
- Choosing foods that are low in fat, saturated fat, and cholesterol and do not contain *trans* fat
- Choosing foods and beverages with little added sugars
- Eating more calcium-rich foods
- Preparing healthy meals and snacks
- Risks of unhealthy weight control practices
- Accepting body size differences
- Food safety
- Importance of water consumption
- Importance of eating breakfast
- Making healthy choices when eating at restaurants
- Eating disorders
- The Dietary Guidelines for Americans
- Reducing sodium intake
- Social influences on eating, including media, family, peers, and culture
- How to find valid nutrition and dietary information
- How to develop a plan and track progress toward achieving a personal goal to eat healthfully
- Resisting peer pressure related to unhealthy dietary behavior
- Influencing, supporting, or advocating for others' healthy behavior

Advertising

In order to provide a consistent message for students, only those foods and beverages which meet USDE Smart Snacks in School standards may advertise on district property. This includes:

- Brand names, trademarks, logos or tags, except when placed on a physically present food or beverage product or its container
- Displays, such as on vending machine exteriors
- Corporate brand, logo, name, or trademark on school equipment, such as marquees, message boards, scoreboards, or backboards (Note: the district will not immediately replace existing items, but will not accept or allow new items which violate this policy)
- Corporate brand, logo, name, or trademark on cups, menu boards, coolers, trash cans, and other food service equipment; as well as on posters, book covers, assignment books, or school supplies displayed, distributed, offered, or sold by the district
- Advertisements in school publications or mailings
- Free product samples, taste tests, or coupons of a product, or free samples displaying advertising of a product

Physical Activity

All schools will make a variety of physical activity available throughout the school day that includes competitive and noncompetitive activities that help to develop the skills needed to participate in lifetime physical activities. The District will also seek opportunities to provide afterschool physical activities. The district's physical activities include PE classes, recess, classroom based physical activity and afterschool activities. Physical activity, including recess, will not be withheld as a punishment, or used as a punishment.

This does not include participation in extracurricular activities which are privilege based. The district will provide adequate equipment and will maintain safe and appropriate grounds and facilities to promote active students.

Physical Education Classes

All district students, except those excused due to medical necessity, will participate in age-appropriate, sequential PE classes as required by state and federal curriculum standards. Students participating in PE will be moderately to vigorously active for more than 50% of P.E. time. Students will also participate in state and/or federal assessments which promote fitness.

Health Education – Physical Activity

The following topics will be included in the district's health education curriculum:

- The physical, psychological, or social benefits of physical activity

- How physical activity can contribute to a healthy weight
- How physical activity can contribute to the academic learning process
- How an inactive lifestyle contributes to chronic disease
- Health-related fitness (cardiovascular endurance, muscular endurance, muscular strength, flexibility, and body composition)
- Differences between physical activity, exercise, and fitness
- Phases of an exercise session (warm up, workout, and cool down)
- Overcoming barriers to physical activity
- Decreasing sedentary activities, such as TV watching
- Opportunities for physical activity in the community
- Preventing injury during physical activity
- Weather-related safety (e.g., avoiding heat stroke, hypothermia, and sunburn while being physically active)
- How much physical activity is enough (determining frequency, intensity, time, and type of physical activity)
- Developing an individualized physical activity and fitness plan
- Monitoring progress toward reaching physical activity plan goals
- Dangers of using performance-enhancing drugs, such as steroids
- Social influences on physical activity (media, family, peers, culture)
- How to find valid fitness information or services
- How to influence, support, or advocate for others' physical activity
- How to resist peer pressure that discourages physical activity

Recess (Elementary School Students)

All elementary sites will offer at least twenty (20) minutes of recess every school day. Recess is separate from PE classes. Elementary students will participate in 150 minutes of PE/Physical Activity per week.

Time for hand washing, putting away coats, etc. will be built into recess transition periods to ensure students have adequate time for both recess and eating. For classes who participate in recess prior to lunch, adequate hand washing facilities will be readily available to ensure proper hygiene prior to eating.

Recess will be outside unless weather or other emergency conditions make this inadvisable. If recess is conducted inside, efforts will be made to promote physical activity during recess.

Recess monitors will encourage students to be active and will serve as role models by being physically active alongside students when practical.

Physical Activity in the Classroom

To increase attention to learning and to promote wellness, all students will be provided with brief, periodic activity breaks for stretching. Movement and kinesthetic learning will be routinely incorporated into lessons for all subjects. The District will provide training for all teachers on integrating physical activity into the curriculum.

Before and After School Activities

Active Transport

The district supports active transport to and from school, such as walking or biking. The administration will encourage this behavior by:

- Designating preferred routes to school
- Promoting activities such as International Walk to School Week, National Walk and Bike to School Week
- Providing secure storage facilities for bicycles and helmets
- Providing instruction on walking/bicycling safety
- Promoting safe route programs to students, staff, and parents via newsletters, websites, local newspaper
- Using crossing guards
- Establishing crosswalks near the school sites

Other Activities to Promote Wellness

The district's wellness approach will be integrated across the entire school setting, including all school sponsored events.

All school-sponsored wellness events will include physical activity opportunities. The district will also seek opportunities to partner with the community in support of this program. The Director of Safe Schools is responsible for evaluating proposed partnerships, sponsors and activities to ensure that they comply with the district's wellness objectives.

School Gardens

The District supports the incorporation of school gardens/greenhouses into the standards based curriculum as a hands-on, interdisciplinary teaching tool to increase knowledge and influence student food choices and lifelong eating habits. The district will dedicate resources (land, water, containers, raised beds, etc.) to fully implement school gardens/green houses.

Access to Facilities for Physical Activity after School Hours

District policy allows Shared Use Agreements opening school grounds and/or buildings to students, their families and the community for access to physical activity outside the school day.

Health Education

The District will implement Health Education Curriculum for all grade levels that follow national Health Education Standards or Priority Academic Student Skills (PASS) Requirements.

Coordinated School Health

The District will adopt the Coordinated School Health Framework that is recommended by the Centers for Disease Control and Prevention (CDC) for planning and coordinating school health activities. This model will help create a school environment that conveys consistent messages and is conducive to healthy eating, physical activity, and wellness for all staff, students and their families.

The Coordinated School Health Program encourages schools to complete the School Health Index (SHI) and includes the following eight components: Health Education; Physical Education; Health Services; Nutrition Services; Counseling, Psychological and Social Services; Healthy and Safe School Environment; Health Promotion for Staff; and Family and Community Involvement.

Adopted by the Durant Board of Education September 5, 2006.
Revised by vote of the Durant Board of Education, August 10, 2015

EDUCATIONAL SERVICES UNDER SECTION 504

The School District recognizes its responsibilities to children who are or may be individuals with disabilities under Section 504 of the Rehabilitation Act of 1973 ("Section 504") and to children with disabilities under the Individuals with Disabilities Education Act, as amended (the "IDEA"). In an effort to ensure that School District employees understand and implement the requirements of Section 504, the School District adopts the following policy.

Under Section 504, an "individual with a disability" is a person who (a) has a physical or mental impairment that substantially limits one or more major life activities, (b) has a record of such an impairment or (c) is regarded as having such an impairment. For purposes of this policy, which governs educational services for students in preschool, elementary and secondary school settings, only the (a) portion of this definition is relevant.

A "physical or mental impairment" means (a) any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological; musculoskeletal; special sense organs; respiratory, including speech organs; cardiovascular; reproductive, digestive, genito-urinary; hemic and lymphatic; skin; and endocrine; or (b) any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.

"Major life activities" means functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, working and learning.

For purposes of this policy, a "qualified individual with a disability" (or "qualified handicapped person") is an individual with a disability who is (a) of an age during which nondisabled persons are provided educational services or (b) of an age during which Oklahoma law or the IDEA requires educational services for disabled persons.

The School District will provide each "qualified individual with a disability" a free appropriate public education. A "free" education means the provision of educational and related services without cost to children with disabilities or their parents except those fees that are charged to all students. An "appropriate" education means the provision of regular or special education and related aids and services that (a) are designed to meet the individual educational needs of children with disabilities as adequately as the needs of nondisabled persons are met and (b) are based upon adherence to procedures that satisfy the requirements of regulations implementing Section 504.

Upon referral of a child who, because of disability, needs or is believed to need special education or related services under Section 504, the District will conduct an evaluation of the student. The District will use tests and other evaluation materials that have been validated for the specific purpose for which they are used. The tests and other evaluation materials will include those tailored to assess the student's specific areas of educational need, not merely those designed to provide a single general IQ score. Trained personnel will administer the tests and other evaluation materials in conformance with the instructions provided by their producer. They will select and administer tests so as best to ensure that, when a test is administered to a student with impaired sensory, manual or speaking skills, the test results accurately reflect the

student's aptitude or achievement level or whatever other factor the test purports to measure, rather than reflecting the student's impaired sensory, manual or speaking skills, unless those skills are the factors the test purports to measure. An appropriate evaluation will precede initial placement in regular or special education and any subsequent significant change in placement.

In interpreting evaluation data and making placement decisions, the School District will draw upon information from a variety of sources, including aptitude and achievement tests, teacher recommendations, physical condition, social or cultural background and adaptive behavior. A multidisciplinary team, including persons knowledgeable about the child, the meaning of the evaluation data and the placement options, will document and consider carefully information obtained from all such sources in making eligibility and placement decisions.

When the multidisciplinary team determines that a child is eligible for educational services under Section 504, it will prepare an accommodation plan for the child. The accommodation plan will identify the educational services, related services and supplementary aids and services needed to meet the child's individual educational needs, the person(s) responsible for implementing each component of the plan, the starting and ending dates for each component and a date, no less than annually, on which to review the plan. At least every three years, the multidisciplinary team will consider reevaluation for each student provided special education and related services under Section 504.

The School District will educate children with disabilities and provide them nonacademic and extracurricular services and activities with nondisabled children to the maximum extent appropriate to the needs of the child. "Nonacademic and extracurricular services and activities" may include counseling services, physical recreational athletics, transportation, health services, recreational activities, school-sponsored special interest groups or clubs, referrals to agencies that provide assistance to individuals with disabilities and employment of students, including both employment by the school and assistance in making available outside employment.

The multidisciplinary team may determine that the child's individual educational needs require placement in a special setting for some portion of the school day. However, the team will remove a child with a disability from the regular education environment only after written notice to the parent and only if it can demonstrate that the child cannot be educated satisfactorily in the regular education environment with the use of supplementary aids and services. In such cases, the team will document the reason(s) for removal from the regular education environment. The School District will provide the child's parent or guardian with written notice of the child's proposed placement in a special setting (and other significant changes in his or her placement). The child's parent or guardian may request an administrative due process hearing to contest the proposed placement (or other significant change in placement).

Whenever the School District takes action to consider the identification, evaluation or educational placement of children who need or are believed to need special instruction or related services under Section 504, it will provide the child's parents with the Section 504 Information and Procedural Safeguards notice ("Procedural Safeguards"). The School District will provide the parents with the Procedural Safeguards each time it schedules a meeting to discuss the child's eligibility for services, evaluation or educational program and placement under Section 504, upon each parent request for such notice and when the parent or the District requests an

administrative due process hearing regarding the identification, evaluation or educational placement of the child.

Upon the filing of an administrative due process hearing request, the School District will request that the Oklahoma State Department of Education ("SDE") appoint a hearing officer to consider the issues raised in the hearing request. The School District or its legal representative will provide the person who requested the hearing a copy of the Procedural Safeguards and this policy. If the School District requests such a hearing, the School District or its legal representative will provide the parent or guardian with a copy of the Procedural Safeguards and this policy. Any party aggrieved by the hearing decision may request an appeal by sending written notice of his or her intent to appeal to SDE within 30 calendar days after the appealing party receives the initial hearing decision. The School District will request that SDE appoint an appeal officer to review the issues raised by a timely notice of appeal.

If SDE will not appoint a hearing officer to hear the issues raised by the Section 504 hearing request, the School District will appoint an impartial third party to consider the issues. Any party aggrieved by the hearing decision rendered by the hearing officer may request an appeal by sending written notice of his or her intent to appeal to the School District. The notice must be received by the School District within 30 calendar days after the appealing party receives the initial hearing decision. If SDE will not appoint an appeal officer to review the issues raised by a timely notice of appeal, the School District will appoint an impartial third party to review the issues.

Any Section 504 hearing or appeal will be conducted in accordance with the requirements of Section 504, its implementing regulations and any applicable SDE guidelines.

Approved by the Durant Board of Education on September 5, 2006.

SECTION 504 INFORMATION AND PROCEDURAL SAFEGUARDS

Section 504 of the Rehabilitation Act of 1973 requires that:

“No otherwise qualified individual with a disability in the United States . . . shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. . .”

Section 504 applies to preschool, elementary, secondary, and adult education programs and activities that receive or benefit from Federal financial assistance for the operation of such programs or activities. Each recipient that operates a federally assisted public elementary or secondary education program must provide a free and appropriate public education to each qualified person in its jurisdiction, regardless of the nature or severity of the person’s disability. Recipients that operate a public elementary or secondary education program must also annually attempt to identify and locate unserved children with disabilities.

Section 504 regulations at 34 C.F.R. § 104.3 (j-l) define a person with a disability as any person who: has a physical or mental impairment which limits one or more major life activities; has a record of such impairment; or is regarded as having such impairment.

For purposes of public educational services, a qualified person with a disability is: of an age that persons with disabilities are provided such services; of any age that it is mandatory under state law to provide such services to persons with disabilities; or a person for whom a state is required to provide a free appropriate public education under the Individuals with Disabilities Education Act (IDEA).

Provision of an appropriate education is the provision of regular or special education and related services such that:

*Educational services are designed to meet individual educational needs of children with disabilities as adequately as the needs of non disabled persons are met.

*Each child with a disability is educated with non disabled children, to the maximum extent appropriate to the needs of the child with a disability.

*Nondiscriminatory evaluation and placement procedures are established to guard against misclassification or misplacement of parents, and a periodic reevaluation is conducted of students who have been provided special education or related services.

Procedural safeguards shall be established and implemented so that parents and guardians: receive notice with respect to actions regarding the identification, evaluation, or educational placement of children who, because of a disability, need or are believed to need special instruction or related services; have the opportunity to review relevant records; may challenge the identification, evaluation and placement decisions made with respect to their children; and have the opportunity to participate and be represented by counsel in any subsequent impartial hearing and review procedures.

Provision of a free public education requires recipients that operate a public elementary or secondary education program to provide services without cost to the person with a disability, or to the child’s parents or guardians, except for those fees imposed on non disabled persons, parents or guardians. It also means that, if a school district is unable to provide a child with a disability with an appropriate education and places or refers that child to a program it does not operate, the district is still responsible for the costs of the program including tuition, room and board, transportation, and non medical care.

An appropriate education could consist of education in regular classes, education in regular classes with the use of supplementary services, or special education and related services. Special education may include specially designed instruction in classrooms, at home, or in private or public institutions, and may be accompanied by such related services and developmental, corrective, and other supportive services, including psychological counseling and medical diagnostic services.

Children with disabilities must also be afforded an equal opportunity to participate in non academic and extracurricular services and activities such as counseling, physical education, recreational athletics, transportation, health services, recipient sponsored clubs, recipient employment and assistance in obtaining employment. These services must be provided by the recipient in such manner as is necessary to afford students with disabilities an equal opportunity for participation.

Elementary and secondary school recipients operating preschool and adult education programs may not exclude qualified persons with disabilities and must take into account their needs in determining the aid, benefits, or services to be provided under these programs or activities.

The Office for Civil Rights of the United States Department of Education enforces the requirements of Section 504 of the Rehabilitation Act of 1973. The address of the Regional Office which includes Oklahoma is: Office for Civil Rights, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114.

Adapted from the Rights of Individuals with Handicaps Under Federal Law: Information for Those Who Have Rights and Responsibilities Under Section 504 of the Rehabilitation Act of 1973, a publication of the United States Department of Education, Office of Civil Rights.

SECTION 504 ELIGIBILITY DETERMINATION

Name _____ DOB _____ Grade _____

School _____ Date of Meeting _____

1. Why is the team considering this student for 504 eligibility? _____

10. Does this student have (A) a documented physical or mental impairment (B) that substantially limits one or more major life activities?

(A) Does this student have a documented physical or mental impairment?

A "physical impairment" means any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological; musculoskeletal; special sense organs; respiratory, including speech organs; cardiovascular; reproductive, digestive, genito-urinary; hemic and lymphatic; skin; and endocrine.

A "mental impairment" means any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness and specific learning disabilities.

Yes ____ No ____ If the answer is yes, identify the impairment:

(B) Does the physical or mental impairment substantially limit one or more major life activities of the student?

Yes ____ No ____ If the answer is yes, identify the activity(ies):

Walking _____	Performing manual tasks _____	Talking _____
Hearing _____	Seeing _____	Learning _____
Working _____	Caring for self _____	Speaking _____
		Other _____

3. Identify the documentation and rationale supporting the team's determination in 2(A) and (B):

If the answers to 2(A) and (B) are yes, the student is a qualified individual with a disability under Section 504, and the team will prepare an "Accommodation Plan" for the student.

If the answer to either 2(A) or (B) is no, the student is not a qualified individual with a disability under Section 504.

Participants (Name and Position):

_____	_____
_____	_____
_____	_____
_____	_____

The participants should include persons knowledgeable about the child, the meaning of the evaluation data the team used to make its determination and placement options.

cc: Student's Confidential File
Parent

SECTION 504 ACCOMMODATION PLAN

Name _____ DOB _____ Grade _____

School _____ Date of Meeting _____

Areas of Need	Educational Services, Related Services, Supplementary Aids and Services and Accommodations	Results/Status of Review

Beginning Date: _____ Ending Date: _____

Describe location of services if other than the regular classroom setting and reason(s) why services cannot be delivered satisfactorily with the use of supplementary aids and services:

--

Comments, including date of annual review:

--

Participant Signatures	Position/Title	Date

I have been informed and received notice of this plan and have received a copy of the Section 504 Information and Procedural Safeguards notice.

Parent/Guardian Signature

Date

cc: Student's Confidential File
Parent

PARENTS RIGHT-TO-KNOW**Under the No Child Left Behind Act**

The No Child Left Behind Act of 2001 (“NCLB”) requires every school district receiving assistance under Part A of Title I of the NCLB to provide the parents of students within the school district with the opportunity to request information on the professional qualifications of their child’s teachers and with certain other information concerning the student.

Notification to Parents

At the beginning of the school year, the District shall send a notification to the parents of each student within the District attending a school receiving funds under Part A of Title I of the NCLB. The notification shall notify the parents that the parents may request information regarding the professional qualifications of their child’s classroom teachers.

Upon receipt of a request from a parent for information on a student’s classroom teachers, the District shall provide the parents with the information in a timely manner. The information provided to parents upon request shall include, at a minimum (1) whether the teacher has met Oklahoma qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; (2) whether the teacher is teaching under emergency or other provisional status through which Oklahoma qualification or licensing criteria have been waived; and (3) the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.

Information Provided Automatically

The District shall provide certain information concerning students to the parents of the students automatically and without the requirement of a parental request for such information. The information provided by the District to parents automatically includes information on the level of achievement of the parent’s child in each of the Oklahoma academic assessments, as required under Part A of Title I of the NCLB, and timely notice that the parent’s child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

Format of Information

The information provided to parents, either by request or automatically, shall be in an understandable and uniform format. To the extent practicable, the information shall be provided in a language that the parents can understand.

Reference: 20 U.S.C. § 6311(h)(6).

Adopted November 5, 2007 by the Durant ISD Board of Education.

PARENTAL INVOLVEMENT

The Durant Board of Education holds the philosophy that parents and the community as a whole are very important to the success of the school district. In implementation of this belief and in compliance with State Department of Education standards, the board will involve parents in school activities and utilize parental and community resources in the instructional/learning program of the school. Also, the board promotes the use of school facilities before and after regular school hours for parent and community involvement.

The board further encourages private employers to give time off to employees who have school-age children to attend parent-teacher conferences at least once each semester.

The district also supports parent educational programs that provide assistance to parents of children ages 0 through 3.

The board expects an effective system of communication to exist between and among school district patrons, the board of education, administrative staff, teachers, support personnel and students. In the belief that this "open communication" concept should prevail, board members individually, as well as the board as a whole, pledges every effort to maintain open channels for discussion with any person whatever the issue or concern might be.

DURANT PUBLIC SCHOOLS DISTRICT WIDE PARENTAL INVOLVEMENT POLICY (Title I, Part A Programs)

PART I. GENERAL EXPECTATIONS

The purpose of this policy is to establish the district's expectations for parental involvement. *[Section 1118(a)(2), ESEA.]* The district agrees to implement the following statutory requirements:

1. The school district will put into operation programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.
2. Consistent with section 1118, the school district will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.
3. The school district will incorporate this district wide parental involvement policy into its LEA plan developed under section 1112 of the ESEA.
4. In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the school district and its individual schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the

ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.

5. If the LEA plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the State Department of Education.
6. The school district will involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools when the Title I, Part A allocation exceeds \$500,000.
7. The school district will be governed by the following statutory definition of parental involvement, and expects that its Title I schools will carry out programs, activities and procedures in accordance with this definition:

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—

- A. that parents play an integral role in assisting their child's learning;*
 - B. that parents are encouraged to be actively involved in their child's education at school;*
 - C. that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;*
 - D. the carrying out of other activities, such as those described in section 1118 of the ESEA.*
8. The school district will inform parents and parental organizations of the purpose and existence of the parental information and resource center in the state.

PART II. DISTRICT'S IMPLEMENTATION OF DISTRICT WIDE PARENTAL INVOLVEMENT POLICY

The district will implement or accomplish each of the following components.
[Section 1118(a)(2), ESEA.]

1. The district will take the following actions to involve parents in the joint development of its district wide parental involvement plan under section 1112 of the ESEA:
 - Each school site included a parent representative on the site-level Title I

School-wide Planning Committee and school patrons were invited to contact the Title I parent representative to provide specific input.

2. The district will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:

- Timely publication and dissemination of the results of student annual progress to parents, teachers, principals and the school community.
- Promptly provide parents with specific information regarding any school site that has been identified for school improvement, corrective action, or restructuring, including:
 - An explanation of what the identification means, and how the school compares in terms of academic achievement to other elementary or secondary schools served by the district and the State educational agency involved;
 - The reasons for the identification;
 - An explanation of how the parents can become involved in addressing the academic issues that caused the school to be identified for school improvement, including parent input/consultation in the development or revision of the required school improvement plan and a listing of strategies to promote more effective parent involvement at the school;
 - An explanation of the parents' option to transfer their child to another public school, including the provision of transportation to the new school, and information on the academic achievement of the school or schools to which the child may transfer;
 - If the school is in its second year of improvement or is subject to corrective action or restructuring, a notice explaining how parents can obtain supplemental education services for their child, including: (a) the identity of approved providers of those services available within the Western Heights Public Schools; and (b) a brief description of the services, qualifications, and demonstrated effectiveness of the providers; and (c) if requested, assistance in choosing a provider.
- Durant Public Schools will also publish and disseminate to parents and to the public, information regarding any actions taken by the school or the district to address the problems that led to the identification of a school for improvement, including: (a) an explanation of what the school is doing to address the problem of low achievement; (b) an explanation of what the district is doing to address the problem of low achievement; and (c) a description of corrective actions or restructuring plans.
- In order to address section 200.61 **Parents' Rights to Know** of the final regulations of the No Child Left Behind Act, it is the policy of Durant Public Schools to notify parents of participating children at the beginning of each school year that parents may request and the district will provide information on the professional qualifications of the student's classroom teachers and whether the child is provided services by paraprofessionals and, if so, their qualifications.

3. The district will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:

- Durant Public Schools will provide assistance to parents of children through a site-based initiative to deepen parental understanding such topics as the state's academic content standards and state student academic achievement standards, state and local academic assessments, the requirements of this part of the law, and how to monitor a child's progress and work with educators to improve the achievement of their children. Each Title I school site will facilitate Parent Nights where a variety of "mini-workshops" are offered on a number of parent involvement topics (including the ones listed

in this section). The Parent Night also invites community support groups to set up a station at the event, to introduce parents and students to community resources that improve the quality of life and foster a collaborative culture for student achievement.

- DPS will provide of materials and training to help parents work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement. This is also a common focus of all site and district-wide Parent Nights. When applicable, Title I funds are used to purchase take-home, read-along books for elementary students and their parents.
 - DPS will educate teachers, pupil services personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school.
 - The school district will ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format to, and to the extent practicable, in a language the parents can understand. Translators are provided (in Spanish) for individual parent-teacher meetings and also at Parent Night activities. Information regarding these meetings/activities is also provided in writing to the parents in Spanish where applicable.
 - Provision of such other reasonable support for parent involvement activities under this section as parents may request.
4. The district will coordinate and integrate parental involvement strategies in Part A with parental involvement strategies under the following other programs: **[Insert programs, such as: Head Start, Reading First, Early Reading First, Even Start, Parents As Teachers, Home Instruction Program for Preschool Youngsters, and State-operated preschool programs]**, by conducting and supporting collaborative activities that will encourage and support parents to more fully participate in the education of their children. This includes the negotiation of interagency agreements and/or inclusion of other program personnel in parent-teacher conferences or other meetings pertaining to the educational needs of individual children in such programs.
5. The district will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school district will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies.
- Publication/dissemination of the policy in student handbooks and district newsletters, with the invitation to parents to provide suggestions for policy revision/improvement.
 - Inclusion of parent involvement components in site and district-level surveys of parents that are conducted at least on an annual basis.

6. The district will build the schools' and parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities specifically described below:
- Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under this part to meet the state's student academic achievement standards, and the ways in which each parent will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television watching; volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time; and
 - Address the importance of communication between teachers and parents on an ongoing basis through, at a minimum:
 - Parent-teacher conferences in schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement;
 - Frequent reports to parents on their children's progress; and
 - Reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities.
- A. The school district will, with the assistance of its Title I, Part A schools, provide assistance to parents of children served by the school district or school, as appropriate, in understanding topics such as the following, by undertaking the actions described in this paragraph --
- i. the State's academic content standards,
 - ii. the State's student academic achievement standards,
 - iii. the State and local academic assessments including alternate assessments,
 - iv. the requirements of Part A,
 - v. how to monitor their child's progress, and
 - vi. how to work with educators:
- Durant Public Schools will cover these and other topics during site-based Parent Nights led by district and teacher leaders.
- B. The school district will, with the assistance of its schools, provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement, by sending home classroom newsletters, take-home books, providing specific parent training on academic subjects, and working with parents individually as needed.

- C. The school district will, with the assistance of its schools and parents, educate its teachers, pupil services personnel, principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by providing training to staff about most effective parental involvement strategies.
- D. The school district will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by introducing parents to resources available to them.
- E. The school district will take the following actions to ensure that information related to the school and parent- programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand. The district office will use school newsletters, district website, and call outs as appropriate. Information will be translated and provided in other languages, including Spanish, as needed.

PART III. DISCRETIONARY DISTRICT WIDE PARENTAL INVOLVEMENT POLICY COMPONENTS

The district incorporates as a part of its policy the following discretionary components:

- 1. involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training;
- 2. providing necessary literacy training for parents from Title I, Part A funds, if the school district has exhausted all other reasonably available sources of funding for that training;
- 3. paying reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions;
- 4. training parents to enhance the involvement of other parents;
- 5. in order to maximize parental involvement and participation in their children's education, arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school;

6. adopting and implementing model approaches to improving parental involvement;
7. establishing a district wide parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs;
8. developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities; and
9. providing other reasonable support for parental involvement activities under section 1118 as parents may request.

PART IV. ADOPTION

This *District Wide Parental Involvement Policy* has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by the minutes of the meeting in which parental involvement and the manner in which that would be achieved was deliberated.

The school district will distribute this policy to all parents of participating Title I, Part A children annually.

**Adopted November 5, 2007 by the Durant ISD Board of Education
Revised by the Board of Education August 10, 2015**

**DURANT PUBLIC SCHOOLS
DISTRICT WIDE PARENTAL INVOLVEMENT
(Parents' Bill of Rights)**

The board supports parents' efforts to be involved in the district's education programs. This policy outlines the district's efforts to educate parents and support parent involvement in response to the 2014 Parents' Bill of Rights.

Parents have the right be involved in their minor child's education, including directing that education. Parents are encouraged to exercise their rights in conjunction with district guidance so as not to inadvertently impede their minor child's compliance with federal and state mandated requirements – including requirements related to graduation. Parents also have the right to review school records related to their minor child.

Parents generally have the right to consent prior to an audio or video recording being made of their minor child. This right does not preempt the district's right to make recordings (without specific parental approval) related to:

- safety, general order and discipline
- academic or extracurricular activities
- classroom instruction
- security/surveillance of the buildings or grounds
- photo ID cards

Parents have the right to receive prompt notice if their minor child is believed to be the victim of a crime perpetrated by someone other than the parent, unless law enforcement or DHS officials have determined that parental notification would impede the related investigation. These notice provisions do not apply to matters which involve routine misconduct typically addressed through student discipline procedures. School personnel will not attempt to encourage or coerce a child to withhold information from parents.

1. The district will promote parent participation at the site level with the goal of improving parent and teacher cooperation in areas such as homework, attendance and discipline. This will be accomplished through activities such as:
 - Parent teacher conferences
 - Back to school / meet the teacher nights
 - District sponsored webpages with class information available to parents
 - School newsletters
2. The district will inform parents about their children's course of study by disseminating this information:
 - During annual enrollment
 - In student handbooks
 - On the district's webpage

Parents may review learning materials affecting their minor children's course of study, including supplemental materials, by making a request through the building principal.

3. Parents who object to a learning material or activity may withdraw their minor child from the class or program in which the material is used. In order to withdraw a student, the parent must submit a written request, signed and dated by a parent, to the building principal. Parents who choose to withdraw their minor child from a required class are responsible for making alternate arrangements for the child to earn credit for the class.
4. The district does not offer sex education programs at this time, but in the event future classes are offered parents who object to their minor child participating in the district's sex education program must submit a written notice, signed and dated by a parent, to the principal in order for their child to be excused from participation. Pursuant to the 2023 Oklahoma "Parents' Bill of Rights" (OAC 210: 10-2-1, et seq.) sex or sexuality education means any class, program, curriculum, instruction, test, survey, questionnaire, course, or other instructional material that relates to sexual behavior, sexual attitudes, or sexuality, including but not limited to gender identity or sexual orientation. A written objection from a parent/guardian may object to sex or sexuality education or any other instruction questioning beliefs or practices in sex, morality, or religion. Students who are not participating in the district's sex education program will be permitted to study in the school library or office during sex education instruction.
5. If a teacher is going to provide instruction or presentations regarding sexuality in a course apart from formal sex education, the teacher will send written notice home to parents 20 school days in advance of the presentation. Parents who object to their minor child's participation in such instruction may send a written request to the building principal to have the student excused from the presentation. Any such student will be permitted to study in the school library or office during the presentation.
6. Parents may learn about the nature and purpose of clubs and activities which are part of the school curriculum by reviewing student handbooks and the district's website. The district's extracurricular clubs and activities are also published in student handbooks, the district's policy manual, and are available on the district's website.
7. Parents have numerous rights and decision making responsibilities concerning their minor children. To assist parents in meeting these responsibilities and to fulfill its obligations under the 2014 Parent Bill of Rights, the district has compiled the following information for parents:
 - A. The district does not currently provide sex education to students. If sex education is offered in the future, parents may opt their student out of the district's sponsored sex education program by following the procedures established in item 4 above.

- B. Parents who are not residents of the district may enroll their minor children in the district's schools in accordance with the district's open transfer policy. A copy of that policy is available in the superintendent's office.
- C. The district utilizes a number of resources to educate students. Parents who object to an assignment based on sex, morality or religion may opt their minor child out of the assignment by following the procedures established in item 3 above.
- D. A minor student is required to have (1) a current, up-to-date immunization record OR (2) a completed and signed state-approved exemption form. Either the up-to-date immunization record or a completed and signed state-approved exemption form must be on file with the district **prior** to the student's admission to the district. The exemption form shall specify that the student has received or is in the process of receiving the immunizations currently required by Oklahoma State Department of Health regulations, unless the exemption has been granted from the immunizations on medical, religious, or personal grounds or as otherwise required by law.

The immunization requirements shall be posted at the district's website and in any notice or publication provided to parents/guardians regarding immunizations. The state-approved exemption form is available at the Oklahoma State Department of Health website, URL: <https://oklahoma.gov/health.html>.

- E. Students are required to meet certain obligations in order to be promoted to a subsequent grade, particularly with regard to learning to read. Parents can learn about these requirements – including efforts the district will take in order to help students become successful readers – by reviewing the district's policies on Reading Sufficiency Act testing, and student promotion. Copies of these policies are available in the superintendent's office.
- F. Students are required to meet certain obligations in order to graduate from high school. Parents can learn about these requirements each year during course enrollment. This information is also available in student handbooks and on the Oklahoma State Department of Education's website (www.ok.gov/sde/).
- G. The district provides AIDS education for students in grades 6 – 12. Parents may opt their minor student out of this education by submitting a written request, signed and dated by a parent, to the building principal. Students who are not participating in the district's AIDS education program will be permitted to study in the school library or office during the scheduled instruction.
- H. Parents have the right to review student test results related to their minor student. Parents may review the results of classroom exams by contacting their child's teacher. Parents may review the results of state-wide testing by contacting their child's building principal.

- I. Qualifying students have the right to participate in the district's gifted and talented program in accordance with the district's policy regarding the program. A copy of the policy is available through the superintendent's office.
- J. Parents have the right to review teachers' manuals, films, tapes or other supplementary instructional material if the materials are being used in connection with a rESSArch or experimentation program or project. In order to review these materials, the parent should contact the building principal.
- K. Parents have the right to receive a school report card. Information regarding these report cards will be provided through school publications, but a copy of the actual report card is available in the superintendent's office.
- L. Students are required to attend school regularly, and the district is required to notify parents of any student absence unless the parent has already contacted the school to report the absence. The district will send a written notice to parents if their minor student appears to be in danger of exceeding the maximum allowable number of absences and will notify the district attorney and the parent if a child may be considered truant. Parents may contact the child's principal for additional information regarding student absences.
- M. Parents have the right to review the district's courses of study and textbooks. Arrangements for this review can be made through the building principal.
- N. Students may be excused from school for religious purposes provided the parent contacts the building principal to request such an absence.
- O. Parents have the right to review all district policies, including parental involvement policies. Copies of these policies are available through the superintendent's office.
- P. Parents have the right to participate in parent-teacher organizations. Information regarding these groups will be made available during activities such as enrollment, schedule pickups and back to school night. Parents who wish to have additional information regarding these groups can obtain more detail through the principal's office.
- Q. Parents may opt out of selected district level data collection related to state longitudinal student data system reporting. Parents may not opt out of necessary and essential record collecting. Parents may file an opt out request through the superintendent's office.
- R. The district will not procure, solicit to perform, arrange for the performance of, perform surgical procedures or perform a physical examination upon a minor student or prescribe any prescription drugs to a minor student without first obtaining a written consent for the proposed assessment or treatment. The written consent will be effective for the school year for which it was granted, and must be renewed each subsequent school year.

If the assessment or treatment for which the written consent is provided is performed through telemedicine at a school site, and if the written consent is provided by the Parent and is currently effective, the health professional shall not be required to verify that the parent is at the school site.

- S. The district will not procure, solicit to perform, arrange of the performance of or perform an assessment for mental health therapy on a minor student without first obtaining consent of a parent or legal guardian of the minor. The written consent will be effective for the school year for which it was granted, and must be renewed each subsequent school year. If the assessment or treatment for which the written consent is provided is performed through telemedicine at a school site, and if the written consent is provided by the Parent and is currently effective, the health professional shall not be required to verify that the parent is at the school site. However, a student shall not be seen without consent

- T. A student shall not be vaccinated at school or on school grounds or receive a vaccine as part of the mobile vaccination effort without prior written authorization, including the signature of the parent or legal guardian of the student for the vaccine or group of vaccines to be administered during a single visit.

Parents requesting information outlined in this policy should submit written requests for information through the building principal or superintendent's office, as noted in the respective section. Appropriate school personnel will either make the information available or provide a written explanation of why the information is being withheld within ten (10) days of the request. Any parent whose request is denied or who does not receive a response within fifteen (15) days may submit a written request for the information to the board of education. The board will include an item on its next public meeting agenda (or the following meeting, if time does not permit inclusion of the item on the agenda) to allow the board to formally consider the parent's request.

Parents may review learning materials affecting their minor children's course of study, including supplemental materials, by making a request through the building principal.

- 3. Parents who object to a learning material or activity may withdraw their minor child from the class or program in which the material is used. In order to withdraw a student, the parent must submit a written request, signed and dated by a parent, to the building principal. Parents who choose to withdraw their minor child from a required class are responsible for making alternate arrangements for the child to earn credit for the class.

4. The district does not offer sex education programs at this time, but in the event future classes are offered parents who object to their minor child participating in the district's sex education program must submit a written notice, signed and dated by a parent, to the principal in order for their child to be excused from participation. Students who are not participating in the district's sex education program will be permitted to study in the school library or office during sex education instruction.
5. If a teacher is going to provide instruction or presentations regarding sexuality in a course apart from formal sex education, the teacher will send written notice home to parents 20 school days in advance of the presentation. Parents who object to their minor child's participation in such instruction may send a written request to the building principal to have the student excused from the presentation. Any such student will be permitted to study in the school library or office during the presentation.
6. Parents may learn about the nature and purpose of clubs and activities which are part of the school curriculum by reviewing student handbooks and the district's website. The district's extracurricular clubs and activities are also published in student handbooks, the district's policy manual, and are available on the district's website.
7. Parents have numerous rights and decision making responsibilities concerning their minor children. To assist parents in meeting these responsibilities and to fulfill its obligations under the 2014 Parent Bill of Rights, the district has compiled the following information for parents:
 - A. The district does not currently provide sex education to students. If sex education is offered in the future, parents may opt their student out of the district's sponsored sex education program by following the procedures established in item 4 above.
 - B. Parents who are not residents of the district may enroll their minor children in the district's schools in accordance with the district's open transfer policy. A copy of that policy is available in the superintendent's office.
 - C. The district utilizes a number of resources to educate students. Parents who object to an assignment based on sex, morality or religion may opt their minor child out of the assignment by following the procedures established in item 3 above.
 - D. Students are generally required to receive a predetermined set of immunizations prior to enrolling in school and to receive additional boosters throughout enrollment in the district. This requirement may be waived if the parent submits a note from the minor child's physician stating that the child should be excused from the immunization for health reasons or if the parent submits a note objecting to the immunization of the child.

- E. Students are required to meet certain obligations in order to be promoted to a subsequent grade, particularly with regard to learning to read. Parents can learn about these requirements – including efforts the district will take in order to help students become successful readers – by reviewing the district's policies on Reading Sufficiency Act testing, and student promotion. Copies of these policies are available in the superintendent's office.
- F. Students are required to meet certain obligations in order to graduate from high school. Parents can learn about these requirements each year during course enrollment. This information is also available in student handbooks and on the Oklahoma State Department of Education's website (www.ok.gov/sde/).
- G. The district provides AIDS education for students in grades 6 – 12. Parents may opt their minor student out of this education by submitting a written request, signed and dated by a parent, to the building principal. Students who are not participating in the district's AIDS education program will be permitted to study in the school library or office during the scheduled instruction.
- H. Parents have the right to review student test results related to their minor student. Parents may review the results of classroom exams by contacting their child's teacher. Parents may review the results of state-wide testing by contacting their child's building principal.
- I. Qualifying students have the right to participate in the district's gifted and talented program in accordance with the district's policy regarding the program. A copy of the policy is available through the superintendent's office.
- J. Parents have the right to review teachers' manuals, films, tapes or other supplementary instructional material if the materials are being used in connection with a rESSArch or experimentation program or project. In order to review these materials, the parent should contact the building principal.
- K. Parents have the right to receive a school report card. Information regarding these report cards will be provided through school publications, but a copy of the actual report card is available in the superintendent's office.
- L. Students are required to attend school regularly, and the district is required to notify parents of any student absence unless the parent has already contacted the school to report the absence. The district will send a written notice to parents if their minor student appears to be in danger of exceeding the maximum allowable number of absences and will notify the district attorney and the parent if a child may be considered truant. Parents may contact the child's principal for additional information regarding student absences.

- M. Parents have the right to review the district's courses of study and textbooks. Arrangements for this review can be made through the building principal.
- N. Students may be excused from school for religious purposes provided the parent contacts the building principal to request such an absence.
- O. Parents have the right to review all district policies, including parental involvement policies. Copies of these policies are available through the superintendent's office.
- P. Parents have the right to participate in parent-teacher organizations. Information regarding these groups will be made available during activities such as enrollment, schedule pickups and back to school night. Parents who wish to have additional information regarding these groups can obtain more detail through the principal's office.
- Q. Parents may opt out of selected district level data collection related to state longitudinal student data system reporting. Parents may not opt out of necessary and essential record collecting. Parents may file an opt out request through the superintendent's office.

Parents requesting information outlined in this policy should submit written requests for information through the building principal or superintendent's office, as noted in the respective section. Appropriate school personnel will either make the information available or provide a written explanation of why the information is being withheld within ten (10) days of the request. Any parent whose request is denied or who does not receive a response within fifteen (15) days may submit a written request for the information to the board of education. The board will include an item on its next public meeting agenda (or the following meeting, if time does not permit inclusion of the item on the agenda) to allow the board to formally consider the parent's request.

OKLA. STAT. tit. 70 §1-116.2
 OKLA. STAT. tit. 25 § 2001
 OKLA. STAT. tit. 25 § 2004, et seq.
 OKLA. STAT. tit. 25 § 2001
 OKLA. STAT. tit. 70 § 1210.191
 O.A.C. 310: 535-1-2
 O.A.C. 210: 10-2-1

Adopted by the Board of Education October 13, 2014
Revised by the Board of Education, August 13, 2019
Revised by the Board of Education, August 9, 2023

DURANT PUBLIC SCHOOLS TITLE I COMPLAINTS

The district receives federal funds under Title I of the No Child Left Behind Act (Title I), and the board has established this policy to help ensure compliance with Title I. Any student, parent, community member or employee who believes the district has violated Title I should notify the district using the process outlined in this policy. This policy specifically covers, but is not limited to, complaints related to the following issues:

- Use of Title I funds
- Flexible Learning Program
- Parental involvement
- Private school access to federal funds
- Homeless student enrollment, transportation and barriers to education

Definitions

Grievance Coordinator:

The person designated to process complaints, moderate and keep records during hearings. The grievance coordinator is:

Elementary Curriculum Coordinator
Durant Public Schools
1323 Waco Street
Durant, OK 74701

Grievant:

The person making the complaint.

Respondent:

The person alleged to be responsible for the improper activity contained in the complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the complaint.

Day:

Day means a working day when the district's main administrative offices are open. The calculation of days shall exclude Saturdays, Sundays and legal holidays.

Procedural Steps

Step 1:

Address the problem informally. Prior to filing a written complaint, individuals are encouraged to visit with the responsible party or a school administrator and make

reasonable efforts to resolve the problem. School employees are required to participate in this process.

Step 2:

If the problem was not resolved informally, or if a parent, student or patron believes informal resolution is not advisable, the grievant may submit a complaint to the grievance coordinator on the attached form. The form must contain all the requested information.

The grievance coordinator will conduct an impartial investigation within ten (10) days of receipt of the complaint (or as soon as reasonably possible given the circumstances). The investigation will include, but not be limited to, interviewing the grievant, respondent, and witnesses, and reviewing relevant documents. The grievance coordinator will specifically ask the respondent to confirm or deny facts, accept or reject the grievant's requested action, and outline alternatives.

After the investigation, the grievance coordinator will prepare a written decision regarding the results of the investigation. The decision will be mailed to the grievant, respondent, and superintendent within five (5) days of the conclusion of the investigation.

Step 3:

If either the grievant or respondent are dissatisfied with the step 2 decision, he or she may appeal. The grievance coordinator must receive a written notice of appeal within five (5) days of the appealing party's receipt of the step 2 decision or the matter is deemed resolved. The appeal notice must include a specific statement explaining the basis for the appeal.

Within five (5) days of receipt of a timely appeal, the grievance coordinator will refer the matter to the superintendent (or other impartial individual if the superintendent is the respondent).

The superintendent (or other impartial individual if the superintendent is the respondent) will conduct a hearing within ten (10) days of his/her receipt of the appeal. The grievant, respondent and grievance coordinator will all be invited to attend the appeal hearing, and relevant employees are required to participate in this process.

At the hearing, the superintendent (or other impartial individual if the superintendent is the respondent) will review the information collected through the investigation and may ask for additional oral or written evidence from the parties and any other individual he/she deems relevant. The grievance coordinator will make arrangements to audiotape any oral evidence presented.

After the investigation, the superintendent (or other impartial individual if the superintendent is the respondent) will prepare a written decision regarding his/her

findings. The decision will be mailed to the grievant, respondent, and grievance coordinator within five (5) days of the conclusion of the appeal hearing.

Step 4:

If either the grievant or respondent are dissatisfied with the step 3 decision, he or she may appeal. The grievance coordinator must receive a written notice of appeal within five (5) days of the appealing party's receipt of the step 3 decision or the matter is deemed resolved. The appeal notice must include a specific statement explaining the basis for the appeal.

Within five (5) days of receipt of a timely appeal, the grievance coordinator will notify the board of education clerk. The board will conduct a hearing within thirty (30) days of the clerk's receipt of the appeal. The grievant, respondent and grievance coordinator will all be invited to attend the appeal hearing, and relevant employees are required to participate in this process.

At the hearing, the board may ask for oral and written evidence to be presented by both parties. The board clerk will make arrangements to audiotape any oral evidence presented.

After the hearing, the board clerk will prepare a written decision regarding the board's findings. The decision will be mailed to the grievant, respondent, and grievance coordinator within five (5) days of the conclusion of the appeal hearing. The decision of the board is final and non-appealable.

General Provisions

Extension of time:

Any time limits set by these procedures may be extended by mutual consent of the parties involved, although the total number of days from the date the complaint is filed until the board of education issues a final decision shall not exceed one hundred twenty (120) days.

Confidentiality of Records:

Complaint records will remain confidential, to the extent allowed by law, unless permission is given by the parties involved to release such information. All complaint records will be kept separate from any other records of the district. No complaint record shall be entered in any personnel file unless adverse employment action is taken against an employee. Complaint records shall be maintained on file for three years after complaint resolution.

Representation:

The grievant and the respondent may have a representative assist them through the grievance process and accompany them to any hearing.

Retaliation:

The district prohibits retaliation, intimidation, threats, or coercion related to any aspect of the grievance process, including but not limited to: making a complaint, testifying, assisting, appealing, or participating in any other proceeding or hearing. The district will take steps to prevent retaliation. These steps include notifying students and employees that they are protected from retaliation, making sure grievants know how to report future problems and making follow-up inquiries to see if there have been any new incidents. If retaliation occurs, the district will take strong responsive action.

Basis of Decision:

At each step in the grievance procedure, the decisionmaker will take or recommend appropriate measures based on the facts taken as a whole, as revealed by the investigation and hearing, and the totality of the circumstances, such as the nature, extent, context and gravity of the activities or incidents.

Adopted by the Board of Education, October 13, 2014

GRIEVANCE COMPLAINT FORM

Date: _____

Grievant's Name and Address:

Grievant's phone numbers:

Statement of grievance (please provide as detailed a statement as is possible and attach supplemental pages so that we may have a complete understanding of your concerns):

Please identify any documents or other materials which support your grievance. If documents or materials are in your possession, please attach copies to this grievance. If documents are not in your possession, please indicate where they are located.

Please identify what action or relief you are seeking as a result of this grievance.

Signature of Grievant

If, as a result of a disability, you need assistance in completing this form, please contact the district's ADA Coordinator, or superintendent, for assistance or accommodation.

**DURANT PUBLIC SCHOOLS
REVIEW OF INSTRUCTIONAL MATERIAL**

In order to promote transparency in the education process, the district's instructional materials will be available for parent review. Instructional materials include items such as teacher manuals, films, tapes and other supplementary materials regardless of format.

In order to review these materials, a parent should submit a written request to the building principal. The request must specify the class/subject, teacher, student's name, and the types of items being requested for review. Within ten (10) days the principal will arrange for a mutually convenient time for the review or will notify the parent that a review cannot be permitted. If the principal declines to allow a parent to review the materials, the principal will provide the parent with an explanation of why the material is not available. All reviews will be conducted between the hours of 8:00 a.m. and 4:00 p.m. at the individual school sites. Instructional materials may not be removed from the school sites.

In the event the requested review is denied or after fifteen (15) days with no response from the principal, the parent may request this information through the board of education in accordance with the district's policy regarding parent rights.

OKLA. STAT. tit. 70 § 11-106.1 Adopted by the Board of Education, October 13, 2014

DURANT PUBLIC SCHOOLS FOSTER CARE PLAN

This plan addresses the requirements of the foster care provisions under Title I of the *Every Student Succeeds Act* (ESSA) that the district collaborates with Child Welfare Agencies and Tribal Child Welfare Agencies (CWAs) to ensure stability in education for children in foster care.

The Durant Public School District is committed to providing all students with educational experiences that are free from disruptions and recognizes that children in foster care often face barriers regarding enrollment, attendance, and school success. This policy is designed to promote stability for children in foster care so that they can continue their education without disruption, maintain meaningful relationships with peers and educators, and be ready to succeed in postsecondary education and careers.

This policy ensures that children in foster care have the same access to free, appropriate public education as other children and that students in foster care are not separated from the mainstream school environment because of foster care placement. This educational stability includes assurances that (1) a child in foster care will remain in the child's school of origin, unless a determination is made that it is not in the child's best interest in that school; and (2) if a determination is made that it is not in the child's best interest to remain in the school of origin, the child will be immediately enrolled in the school of residence, even if the child is unable to produce records normally required for enrollment.

School District Assurances

Each plan for ensuring the educational stability of a child in foster care will include the following assurances:

- Each placement of the child in foster care takes into account the appropriateness of the current educational setting and the proximity to the school in which the child is enrolled at the time of placement;
- The state child welfare agency will coordinate with appropriate local educational agencies to ensure that the child remains in the school in which the child is enrolled at the time of placement;
- If it is not in the best interest of the child to return to the resident school, the child will immediately be provided appropriate enrollment in the district; and
- The district will gather and maintain educational records and promptly send them to any district to which the student moves.

Foster Care Child Liaison (POC)

The district will assign at least one person to serve as a Foster Care Child Liaison, or Point of Contact (POC). The POC may also be the homeless student coordinator. The name of this person will be annually submitted to the Oklahoma State Department of Education (OSDE) through the online Grants Management System by September 30th. If additional staff members are needed to meet the requirements, the district will make assignments as necessary. The POC will work in the best interest of the child to ensure that all educational requirements are being met. The POC will have access to available training and materials to keep them informed of any changes to foster care laws. The POC will work closely with CWAs to:

- Coordinate with corresponding child welfare agencies on the implementation of Title I provisions,
- Lead the development of a process for making best interest determinations,
- Document best interest determinations,
- Facilitate transfer of records and immediate enrollment,
- Facilitate data sharing with child welfare agencies consistent with the *Family Educational Rights and Privacy Act* (FERPA) and other privacy protocols,
- Develop and coordinate local transportation procedures,
- Manage best interest determinations and transportation cost disputes,
- Ensure that children in foster care are enrolled in and regularly attend school, and
- Provide professional development and training to school staff on Title I provisions and the educational needs of children in foster care.

Decision-Making Process

To determine the appropriate placement of each child in foster care, a committee will meet that is comprised of the site administrator or representative, the POC, and a member of the CWA. In emergency circumstances, a CWA has the authority to make an immediate decision regarding a child's school placement, then consult with the district and revisit the best interest determination for the child. The determining factors that may be evaluated include the following:

- Proximity of the resource family home to the child's present school;
- Safety considerations;
- Age and grade level of the child as it relates to the other best interest factors;
- Needs of the child, including social adjustment and well-being;
- Child's performance, continuity of education, and engagement in the school where the child presently attends;
- Child's special educational programming if the child is classified;
- Point of time in the year;
- Child's permanency goal and likelihood of reunification;
- Anticipated duration of the placement;

- Preferences of the child;
- Preferences of the child's parent(s) or educational decision maker(s);
- The child's attachment to the school, including meaningful relationships with staff and peers;
- Placement of the child's sibling(s);
- Influence of the school climate on the child, including safety;
- Availability and quality of the services in the school to meet the child's educational and socioemotional needs;
- History of school transfers and how they have impacted the child;
- How the length of the commute would impact the child, based on the child's developmental stage;
- Whether the child is a student with a disability under the IDEA who is receiving special education and related services or a student with a disability under Section 504 who is receiving special education or related aids and services and, if so, the availability of those required services in a school other than the school of origin; and
- Whether the child is an EL and is receiving language services, and, if so, the availability of those required services in a school other than the school of origin.

* Transportation costs will not be considered when determining a child's best interests.

In the event of a disagreement regarding school placement of a child in foster care, the child welfare agency should be considered the final decision maker in making the best interest determination. The child welfare agency is uniquely positioned to assess vital non-educational factors such as safety, sibling placements, the child's permanency goal, and other components of the case plan. The child welfare agency also has the authority, capacity, and responsibility to collaborate with and gain information from multiple parties including parents, children, schools and the court in making these decisions.

Enrollment of Students

Foster care parents, social workers or other legal guardians will be allowed to immediately enroll children in the district. The district understands that all necessary paperwork (birth certificates, shot records, academic records, special education records, etc.) may not be immediately available and wants to provide a smooth transition for the student into the district. The district will contact the child's home school district for records and make adaptations as needed. After enrollment, the following guardianship or legal custody documents shall be provided for verification by the foster family or CWA:

- Power of attorney
- Affidavit
- Court Order

IDEA Students

Part B of the IDEA directs school districts to make a Free Appropriate Public Education (FAPE) available to all eligible children with disabilities in the Least Restrictive Environment (LRE). FAPE under the IDEA includes the provision of special education and related services at no cost to the parents in accordance with a properly developed Individualized Education Program (IEP). Each child's placement decision must be made by a group of knowledgeable persons.

The district will operate in accordance with all state and federal laws regarding special education students. Special education services will be provided to foster care students just as they are to all district students following the guidelines below:

- Educational placement will be determined annually and will be based on the child's IEP in accordance with the child's individual needs;
- The child will be placed in the least restrictive environment and, unless they require some other arrangements, will attend the school that he/she would attend if not disabled;
- Timely and expedited evaluations and eligibility determinations for highly mobile children with disabilities will be made when possible;
- Children in foster care will have access to related aids and services that are designed to meet their educational needs;
- Children will have access to comparable services including summer and extended school year services if applicable; and
- Children in foster care will not be discriminated against and are considered a protected group.

EL Students

The district will ensure that EL students in foster care will participate meaningfully and equally in educational programs by doing the following:

- Identifying and assessing all potential EL students in a timely, valid and reliable manner;
- Provide EL students with a language assistance program that is educationally sound and proven successful;
- Sufficiently staff and support the language assistance programs for EL students;
- Ensure that EL students have equal opportunities to meaningfully participate in all curricular and extracurricular activities;

- Avoid unnecessary segregation of EL students;
- Ensure that EL students with disabilities are evaluated in a timely and appropriate manner for special education and disability-related services and that their language needs are considered in these evaluations and delivery of services;
- Meet the needs of EL students who opt out of language assistance programs;
- Monitor and evaluate EL students in language assistance programs following federal guidelines;
- Continue to evaluate the effectiveness of school district language assistance programs and progress of each student; and
- Ensure meaningful communication with the parents of the students.

Transportation

The district will collaborate with the CWA to develop and implement clear written procedures governing how transportation is provided to maintain children in foster care in their schools of origin and will also work with the CWA to reach an agreement regarding transportation costs. The agreement will cover how transportation will be provided, arranged, and funded for the duration of the child's time in foster care. Each agreement can/will vary greatly because the needs of each child should be considered in making transportation decisions.

The regular transportation policies approved by the district will be followed in transporting foster care students. Drivers will be appropriately licensed, certified, and have required DMV and background checks. Various public school vehicles may be used to transport students depending on circumstances. Students who must be transported out-of-state will be approved by the school board as required by Oklahoma law.

Student Records

The district will share education records with the CWA as allowed by FERPA and the IDEA. This allows educational agencies to disclose educational records of students in foster care to State and Tribal agencies without parental consent.

Adopted by the Board of Education, December 12, 2016

Revised by the Board of Education, August 10, 2021

**DURANT PUBLIC SCHOOLS
STUDENT MENTAL HEALTH CRISIS PROTOCOL**

As required by OKLA. STAT. tit. 70, § 24-159, the District will develop and maintain a protocol for responding to students in mental health crisis with the goal of preventing student suicide, self-harm, and harm to others.

Provider Partners

The District shall develop, maintain and implement its student mental health crisis protocol (the “Protocol”) in partnership with one or more local mental health treatment providers certified by the Oklahoma Department of Mental Health and Substance Abuse Services (“Provider Partner(s)”). At least one Provider Partner that participates in the Protocol shall meet the following criteria:

- A. The provider must have the ability to serve all school-aged children regardless of insurance status; and
- B. The provider must have the ability and certification to provide mental health crisis services in the region where students attend school.

Contents of Protocol

The District’s Protocol shall:

- A. Provide a definition of mental health crisis involving potential for harm to self or others.
- B. Document how mental health crises may be identified by school administrators, teachers, support employees, and school-based mental health professionals.
- C. Outline nonpunitive steps to safeguard student health and safety in response to an immediate or potential mental health crisis.
- D. Identify local treatment providers and resources available to support students and families in mental health crisis and ensure appropriate referrals to treatment.
- E. Outline a process for ensuring parent and caregiver notification and involvement during an actual or potential mental health crisis. In the event that a student who is under eighteen years of age is identified as being in or at risk of a mental health crisis, the Protocol shall call for District employees to inform the student’s parent or legal guardian and offer the treatment referral information contained in the Protocol. The Protocol shall further provide that parent or legal guardian consent shall be required for any subsequent action taken by the District as part of the protocol except in cases of immediate and life-threatening danger to self or others.

- F. Document how student privacy will be protected in compliance with applicable state and federal laws, including, but not limited to the Health Insurance Portability and Accountability Act ("HIPAA") and the Family Educational Rights and Privacy Act ("FERPA").

Working Agreement

The Board of Education and each of the District's Provider Partner(s) shall enter into a working agreement establishing all obligations of the parties under the established Protocol and a strategy for regularly reviewing its effectiveness using anonymous, nonidentifiable data (the "Working Agreement").

Review and Updates

Not less than every two years, the District and its Provider Partner(s) shall jointly review the Protocol and Working Agreement and consider whether updates to the Protocol are necessary to better meet the needs of students. This process shall include a review of information gathered from the Oklahoma Prevention Needs Assessment Survey or an alternative survey conducted by the District as provided for in OKLA. STAT. tit. 70, § 24-158, to the extent the District has participated in such a survey and such information is available.

State Agency Review

The District will submit the most recent version of its Protocol and Working Agreement to the Oklahoma State Department of Education, which will in turn submit those documents to the Oklahoma Department of Mental Health and Substance Abuse Services. These agencies may require revisions to the Protocol in order to ensure compliance with applicable laws/regulations and/or established evidence-based practices.

Access/Training

The District will provide administrators, teachers, support employees and school-based mental health providers with ready access to the Protocol and regular training regarding the Protocol. In addition to regular training regarding the Protocol, the District shall require a training program for teachers which shall emphasize the importance of recognizing and addressing the mental health needs of students. This program shall be completed the first year a certified teacher is employed by the District, and then once every fifth academic year.

Reference: OKLA. STAT. tit. 70, §§ 24-158 and 24-159.

Reference: OKLA. STAT. tit. 70, §§ 24-158 and 24-159;

Reference: OKLA. STAT. tit. 70, §§ 24-158 and 24-159; OKLA. STAT. tit. 70, § 6-194.3.

Adopted by vote of the Board of Education, August 17, 2022

Revised by vote of the Board of Education August 9, 2023

**DURANT PUBLIC SCHOOLS
MENTAL HEALTH ACCOMMODATIONS**

Purpose

Pursuant to OKLA. STAT. tit. 70, § 3-169, beginning with the 2023-2024 school year, the parent or guardian of a student shall have the option to disclose to the District prior to enrollment that the student has received certain types of mental health treatment so that a meeting can be scheduled to discuss whether the student requires accommodations.

Definition

For purposes of this policy, a “mental health facility” is defined as a public or private hospital or related institution offering or providing inpatient mental health services, a public or private facility accredited as an inpatient or residential psychiatric facility by the Joint Commission on Accreditation of Healthcare Organizations, or a facility operated by the Department of Mental Health and Substance Abuse Services and designated by the Commissioner of the Department of Mental Health and Substance Abuse Services as appropriate for the inpatient evaluation or treatment of minors.

Procedures

The following procedures apply to parent disclosures of mental health treatment and the holding of meetings to discuss accommodations that may be needed as a result of a student’s mental health condition:

- A. Prior to the enrollment of a student who has received inpatient or emergency outpatient services from a mental health facility in the previous twenty-four (24) months, the parent of that student shall have the option (but is not required) to disclose the student’s history of mental health treatment to the District.
- B. If a student’s parent/guardian makes a disclosure to the District as set forth above, the District will schedule a meeting to determine whether the student is in need of any accommodations, including, but not limited to, an individualized education program (“IEP”). The participants in this meeting shall include:
 - 1. The parent or legal guardian of the student.
 - 2. One or more designated District employees, which may include members of the student’s IEP team.
 - 3. One or more representatives of the mental health facility.

- C. The meeting required by this policy may take place in person, via teleconference, or via videoconference.
- D. The meeting shall be conducted in accordance with applicable state and federal laws, including, but not limited to the Health Insurance Portability and Accountability Act ("HIPAA") and the Family Educational Rights and Privacy Act ("FERPA").

Reference: OKLA. STAT. tit. 70, § 3-169; OKLA. STAT. tit. 43A, § 5-502

Adopted by vote of the Board of Education, August 22, 2022

**DURANT PUBLIC SCHOOLS
RESOURCE INFORMATION ON STUDENT IDENTIFICATION CARDS**

Pursuant to Senate Bill 1307 (2022), beginning July 1, 2023, for those students in grades seven (7) through twelve (12) who are issued student identification cards, such cards shall have printed on either side the telephone number for the National Suicide Prevention Lifeline, which can be accessed by calling or texting 988. The District, at its discretion, may also print on either side of student identification cards the telephone number of the Crisis Text Line, which can be accessed by texting "HOME" to 741741. These requirements shall apply to a student identification card issued for the first time or issued to replace a damaged or lost card.

On July 1, 2023, should the District have a supply of unissued student identification cards that do not comply with the paragraph above, the District may issue non-compliant cards out of this supply until the supply is depleted.

Reference: OKLA. STAT. tit. 70, § 24-100.10

Adopted by vote of the Board of Education, August 17, 2022

**DURANT PUBLIC SCHOOLS
USE OF MULTIPLE OCCUPANCY RESTROOMS AND CHANGING AREAS**

Pursuant to SB615 (2022), each multioccupancy restroom and changing area located in public schools serving students in prekindergarten through twelfth grades shall be designated as either for the exclusive use of the male sex or for the exclusive use of the female sex.

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

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

“Individual,” for the purposes of this policy is defined as any student or employee of the District.

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

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

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

If a student refuses to comply with the use of the appropriate restroom or changing room based on sex as defined herein or the single-occupancy restroom or changing room accommodation, the student shall be disciplined pursuant to the District’s student behavior policy.

If a district employee refuses to comply with the use of the appropriate restroom or changing room based on sex as defined herein or the single-occupancy restroom or changing room accommodation, the employee shall be disciplined pursuant to the appropriate District policy and Oklahoma law based on the employee’s position within the District.

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

1. For custodial, maintenance, or inspection purposes; or
2. To render emergency medical assistance; or

3. If a suitable meeting room or area is not available, a coach may enter a locker room before, during, or after a school-sponsored athletic activity, provided:
 - All students present are fully clothed;
 - The coach shall be accompanied by at least one additional adult at all times; and
 - If the coach is the opposite sex of the students present, the coach shall be accompanied by at least one adult of the same sex as the students present,
4. The adult accompanying the coach shall not be a current high school student.

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

Adopted by vote of the Board of Education, August 17, 2022
Revised by vote of the Board of Education, August 9, 2023

**DURANT PUBLIC SCHOOLS
SAVE WOMEN'S SPORTS ACT**

Pursuant to SB002 (2022), prior to the beginning of each school year, the parent or legal guardian of a student who competes on a school athletic team shall sign an affidavit acknowledging the biological sex of the student at birth. If a student is 18 years of age or older and competes on a school athletic team, the student shall sign an affidavit acknowledging his or her biological sex at birth.

If there is any change in the status of the biological sex of a student submitting an affidavit pursuant to this policy, the affiant shall notify the school within 30 days of such change.

School athletic teams shall be expressly designated as one of the following based on biological sex:

1. "Males," "men," or "boys";
2. "Females," "women," or "girls"; or
3. "Coed" or "mixed."

School athletic teams designated for "females," "women," or "girls" shall not be open to students of the male sex.

Reference: OKLA. STAT. tit. 70 § 27-106

Adopted by vote of the Board of Education, August 17, 2022

DURANT PUBLIC SCHOOLS
STUDENT DIABETES CARE AND MANAGEMENT

Purpose

The purpose of this Policy is to implement the requirements of the Diabetes Management in Schools Act (“Act”), Okl. Stat. tit. 70, § 1210.196.

Definitions

For purposes of this Policy, these terms have the following definitions:

“Diabetes medical management plan” means the document a student’s personal health care team develops that identifies the health services the student may need at school

“Personal health care team” means the team responsible for managing a student’s diabetes and includes the principal or designee, the school nurse (if assigned to the school), the assistant, if any, the parent or guardian of the student, and to the extent practicable, the physician responsible for the student’s diabetes treatment.

“School nurse” means a certified school nurse, a registered nurse contracting with the District or a public health nurse.

“Volunteer diabetes care assistant” means a District employee who has volunteered to be a diabetes care assistant and successfully completed the training required by this Policy and state law.

Policy

Any District employee aware of a student who has diabetes-related needs while at school or while participating in school activities will promptly advise the principal or designee. The parent of any student who will have diabetes-related needs at school or in school activities should promptly advise the school principal or designee.

A personal health care team will develop a written Diabetes Medical Management Plan (“Plan”) for each student who will seek care for diabetes while at school or while participating in a school activity. The Plan will identify the health services the student may need at school. Each member of the student’s personal health care team, including the parent, will sign the Plan. The personal health care team will review the Plan at least annually. The school nurse at the school in which the student is enrolled, if any, will assist the student with the management of his or her diabetes care as provided in the Plan. If the school does not have an assigned school nurse, the principal will make a reasonable effort to find one or more District employees willing to serve as a volunteer diabetes care assistant (“Assistant”) to assist the student with diabetes care as provided in the student’s Plan. The principal will make a reasonable effort to ensure that a school nurse or Assistant is available at the school to assist the student when needed. The District will not restrict the assignment of a student with diabetes to a particular school based on the presence of a school nurse or Assistant.

District personnel will request that the parent provide written authorization for the school nurse or Assistant to have access to the student’s physician at all times. The District will maintain the Plan and related documentation as student health records.

Before undertaking responsibilities as an Assistant, a volunteer must first complete training provided by the school nurse or the State Department of Health in accordance with the Act. The training will include instruction in the following:

- Recognizing the symptoms of hypoglycemia and hyperglycemia;
- Understanding the proper action to take if the student's blood glucose is outside the range indicated in the Plan;
- Understanding the details of the Plan;
- Performing finger sticks to check blood glucose levels, check urine ketone levels and record the results of those checks;
- Properly administering insulin and glucagon and recording the results of the administration;
- Recognizing complications that require the Assistant to seek emergency assistance; and
- Understanding the recommended schedules and food intake for the student's meals and snacks, the effect of physical activity on blood glucose and the proper action to be taken if the student's schedule is disrupted.

To continue as an Assistant, the volunteer must annually demonstrate competency in the above training. The school nurse, principal or designee will maintain a copy of the training guidelines and the records associated with the training.

With parent permission, the District will provide each District employee responsible for supervising or transporting a student with diabetes a form with the following information:

- Student's name;
- Telephone number of a contact person in case of an emergency involving the student; and
- Potential emergencies that may occur due to the diabetes and appropriate responses to such emergencies.

Any District employee provided the above information will be informed of applicable health privacy policies.

In accordance with his or her individual Plan and this Policy, a student may attend to the management of his or her diabetes, which may include:

- Performing blood glucose level checks;
- Administering insulin through the student's insulin delivery system;
- Treating hypoglycemia and hyperglycemia;
- Unless changed in accordance with this Policy, possessing on his or her person at any time, any supplies or specialized equipment necessary to monitor and care for his or her diabetes; and
- Otherwise attending to the management of his or her diabetes in the classroom, any area of the school or grounds, or at any school related activity.

The school administration will provide a private area where the student can attend to his or her diabetes-related needs.

Students who manage their diabetes and personally possess the necessary specialized equipment and supplies under this Policy are prohibited from sharing or playing with their equipment or supplies. If a student engages in these activities, the parent will be contacted and a meeting of the personal health care

team will be scheduled. The District is not responsible for safeguarding the specialized equipment or supplies of a student who personally possesses those items.

Students with diabetes are encouraged to wear Medic Alert bracelets or necklaces.

No District employee will be subject to any penalty or disciplinary action for refusing to serve as an assistant. No District employee will be subject to any disciplinary proceeding resulting from any action taken in compliance with this Policy. Any employee acting in accordance with this Policy and law will be immune from civil liability unless the employee's actions rise to the level of reckless or intentional conduct. A school nurse will not be held responsible or subject to disciplinary action for the actions of an Assistant.

Approved by Vote of the Board of Education August 4, 2000

DURANT PUBLIC SCHOOLS USE OF TOBACCO PRODUCTS

The board is dedicated to providing a healthy, comfortable, and productive environment for staff, students, and citizens. The board 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.

Tobacco on Campus

Smoking and the use of tobacco products in any form is prohibited on district property by all persons. This prohibition includes school buildings, grounds, and school-owned vehicles. Possession of tobacco products by students on school property is prohibited.

“Tobacco products” includes, but is not limited to: cigarettes, cigars, loose tobacco, rolling papers, chewing tobacco, snuff, matches, lighters, e-cigarettes, digital/personal vaporizers, electronic nicotine delivery systems and cartridges and products designed for use with electronic nicotine delivery systems, regardless of the nicotine content of the product.

At or near each entrance of every district building the following sign shall be conspicuously posted: Smoking and the use of any tobacco product, including e-cigarettes and similar devices, is prohibited in this building .

“Smoking” means the carrying by a person or having access to a lighted cigar, cigarette, pipe or other lighted smoking article. Smoking also includes using products which mimic or simulate smoking behavior, regardless of whether such products actually contain tobacco. This prohibition includes but is not limited to e-cigarettes, digital/personal vaporizers, and electronic nicotine delivery systems.

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 non-renewal of staff.

Citizens

Citizens who are observed smoking or using tobacco products on district property in violation of this policy will be asked to refrain from using these products 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 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 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. the tobacco industry.

Revised by vote of the Board of Education, November 4, 2013

Revised by vote of the Board of Education, October 13, 2014

**DURANT PUBLIC SCHOOLS
HEALTH FOR STUDENT ATHLETES**

Although there are numerous benefits to participating in school sponsored sports, student athletes may also experience adverse health consequences of such participation. The board of education recognizes that these injuries can have serious consequences if not properly evaluated and treated. Therefore, consistent with state law, the district will inform and educate student athletes and their parents/guardians of the nature and risk of sudden cardiac arrest and concussions or head injuries, including information on the dangers associated with continuing to play after collapsing without a head injury or after receiving a head injury.

Specifically, on an annual basis, and prior to a student athlete's participation in any athletic practices or competitions, information sheets shall be distributed to the student and his or her parent/guardian. Attached to the information sheet shall be an acknowledgement form which the student and his or her parent/guardian must sign to verify that they have read the information sheets and understand the content and warnings. The completed acknowledgement forms shall be returned to the principal's office prior to the student athlete's participation in practice or competition during that school year. The student-athlete may not practice or compete until the form has been received.

If the district's coaching personnel suspect that a student athlete has sustained a concussion or head injury during a practice or game, or if the student collapses or faints without a head injury, the coach shall immediately remove that student from participation and direct the student to obtain an appropriate examination by a licensed health care provider selected by the student's parent or legal guardian. The board of education has defined a licensed health care provider as follows: M.D.-Medical Doctor; D.O.-Doctor of Osteopathy; LATs; (Licensed Athletic Trainers), ARNPs ; (Advanced Registered Nurse Practitioners), and Pas; (Physician Assistants). If the student has sustained a head injury, this licensed health care provider must be trained in the evaluation and management of concussions. The district shall not be financially responsible for any health care bills associated with the examination.

After suffering a concussion, a student's physical and cognitive activities should be carefully managed and monitored by the licensed health care professional. Any student athlete removed from participation shall not be allowed to participate in practices or games until he or she is evaluated by a licensed health care provider and receives the provider's written clearance to return to participation, a copy of which shall be provided to the district.

Reference: OKLA. STAT. tit. 70, § 24-155, 156

Approved by vote of the Durant Board of Education September 7, 2010
Revised by vote of the Board of Education August 10, 2015

Athlete Release

To: Athletic Director
Address

My signature below certifies the following:

- I am a:
 _____ medical doctor
 _____ doctor of osteopathy
 _____ licensed athletic trainer
 _____ advanced registered nurse practitioner
 _____ physician assistant

 licensed to practice in the State of Oklahoma.
- I evaluated _____, a student-athlete, on the following date: _____. This occurred after the student-athlete:

 _____ sustained a head injury / suspected concussion
 _____ collapsed or fainted without sustaining a head injury
- If I have evaluated/treated the student athlete for a head injury, I have been trained in the evaluation and management of head concussions.
- It is my professional opinion, based on my training and experience, that the student-athlete named above may return to participation in the district's athletics program on the following date: _____.

Signature of Medical Provider

Date

What is a concussion?

A concussion is a brain injury that:

- Is caused by a bump or blow to the head
 - Can change the way your brain normally works
 - Can occur during practice or games in any sport
 - Can happen even if you have not been knocked out
 - Can be serious even if you have just been “dinged”
- All concussions are serious. A concussion can affect your ability to do schoolwork and other activities like playing video games, working on a computer, studying, driving or exercising. Most people with a concussion get better, but it is important to give your brain time to heal.

What are the symptoms of a concussion?

Signs and symptoms of a concussion can show right up after the injury or may not appear to be noticed until days or weeks after the injury.

Signs Observed by Parents or Guardians

If your child has experienced a bump or blow to the head during a game or practice, look for any of the following signs and symptoms of a concussion:

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows behavior or personality changes
- Cannot recall event prior to hit or fall
- Cannot recall events after hit or fall

Symptoms Reported by Athletes:

- Headache or “pressure” in head
- Nausea or vomiting
- Balance problems or dizziness; double or blurry vision
- Sensitivity to light or noise
- Feeling sluggish, hazy, foggy or groggy
- Concentration or memory problems
- Confusion
- Does not “feel right”

What should you, the student athlete, do if you think you have a concussion?

- **Tell your coaches or parents.** Never ignore a bump or blow to the head even if you feel fine. Also, tell your coach if one of your teammates may have a concussion.
- **Get a medical checkup.** A doctor or health care professional can tell you if you have a concussion and when you are OK to return to play.
- **Give yourself time to get better.** If you have had a concussion, your brain needs time to heal. While your brain is still healing, you are much more likely to have a second concussion. Additional concussions can cause damage to your brain. It is important to rest until you get approval from a doctor or health care professional to return to play.

What should parents/guardians do if they think their child has a concussion?

- **Seek medical attention right away.** A health care professional will be able to decide how serious the concussion is and when it is safe for your child to return to sports.
- **Keep your child out of play.** Concussions take time to heal. Don't let your child return to play until a health care professional says it's OK. Children who return to play too soon—while the brain is still healing—risk a greater chance of having a second concussion. Second or later concussions can be very serious. They can cause permanent brain damage, affecting your child for a lifetime.
- **Tell your child's coach about any recent concussion.** Coaches should know if your child had a recent concussion in ANY sport. Your child's coach may not know about a concussion your child received in another sport or activity unless you tell the coach.

How can you prevent a concussion?

- Follow the coach's rules for safety and the rules of the sport.
- Practice good sportsmanship.
- Use the proper equipment, including personal protective equipment (such as helmets, padding, shin guards and eye and mouth guards –IN ORDER FOR EQUIPMENT TO PROTECT YOU, it must be the right equipment for the game, position and activity; it must be worn correctly and used every time you play.)
- Learn the signs and symptoms of a concussion

Athlete Health Acknowledgments

In compliance with Oklahoma Statute Sections 24-155 and 156 of Title 70, this acknowledgement form confirms that you have read and understand the Concussion/Head Injury Fact Sheet and the Sudden Cardiac Arrest Fact Sheet provided to you by the School District related to these potential adverse health conditions which may occur during participation in athletics.

I, _____ (*please print student-athlete's name*)
 as a student-athlete who participates in athletics and I,
 _____ (*please print parent/guardian's name*) as the
 parent/legal guardian, have read the information material provided to us by the
 School District related to sudden cardiac arrest and concussions and head injuries
 occurring during participation in athletic programs and understand the content and
 warnings.

 Signature of Student-Athlete

 Date

 Signature of Parent/Legal Guardian

 Date

This form should be completed annually prior to the athlete's first practice and/or competition and be kept on file for one year beyond the date of signature in the principal's office or the office designated by the principal.



Athlete/Parent/Guardian Sudden Cardiac Arrest Symptoms and Warning Signs Information Sheet and Acknowledgement of Receipt and Review Form

What is sudden cardiac arrest?

Sudden cardiac arrest (SCA) is when the heart stops beating, suddenly and unexpectedly. When this happens, blood stops flowing to the brain and other vital organs. SCA doesn't just happen to adults; it takes the lives of students, too. However, the causes of sudden cardiac arrest in students and adults can be different. A student's SCA will likely result from an inherited condition, while an adult's SCA may be caused by either inherited or lifestyle issues.

SCA is NOT a heart attack. A heart attack may cause SCA, but they are not the same. A heart attack is caused by a blockage that stops the flow of blood to the heart. SCA is a malfunction in the heart's electrical system, causing the heart to suddenly stop beating.

How common is sudden cardiac arrest in the United States?

While studies have shown sudden cardiac death among young athletes is very uncommon, SCA is the #1 cause of death for student athletes.

Are there warning signs?

Although SCA happens unexpectedly, some people may have signs or symptoms, such as:

- fainting or seizures during exercise;
- unexplained shortness of breath;
- a racing heart;
- dizziness;
- chest pains; or
- extreme fatigue.

These symptoms can be unclear in athletes, since people often confuse these warning signs with physical exhaustion. SCA can be prevented if the underlying causes can be diagnosed and treated.

What are the risks of practicing or playing after experiencing these symptoms?

There are risks associated with continuing to practice or play after experiencing these symptoms. When the heart stops, so does the blood that flows to the brain and other vital organs. Death or permanent brain damage can occur in just a few minutes. Most people who experience SCA die from it.

OK State Department of Health and OK State Department of Education: Sudden Cardiac Arrest Symptoms and Warning Signs Information Sheet and Acknowledgement of Receipt and Review Form. 7/1/2015

Can you screen for cardiac abnormalities?

The annual sports preparticipation physical examination includes a personal and family health history to screen for symptoms or warning signs of SCA.

An electrocardiogram (ECG) and echocardiogram (ECHO) are noninvasive and painless options. However, these procedures may be expensive and are not currently advised by the American Academy of Pediatrics and the American College of Cardiology unless the preparticipation examination reveals an indication for these tests.

Senate Bill 239 – The Chase Morris Sudden Cardiac Arrest Prevention Act (the Act)

The Act is intended to address any sport sanctioned and offered in grades 7 through 12 by a school district in order to keep student-athletes safe while practicing or playing. The requirements of the act are:

- All student-athletes and their parents or guardians must read and sign this form. It must be returned to the school before participation in any athletic activity. A new form must be signed and returned each school year.
- Schools may also hold informational meetings. The meetings can occur before each athletic season. Meetings may include student-athletes, parents, coaches and school officials. Schools may also want to include doctors, pediatric cardiologists and athletic trainers.
- In order to coach an athletic activity, coaches are required once each year to complete an approved SCA training course offered by a provider approved by the Oklahoma State Department of Health.

Removal from play/return to play

- Any student who collapses or faints without a concurrent head injury while participating in an athletic activity shall be removed by the coach from participation at that time.
- Any student who is removed or prevented from participating in an athletic activity shall not return to participation until the student is evaluated and cleared for return to participation in writing by a health care provider. Health care provider is defined as a person who is licensed, certified, or otherwise authorized by the laws of this state to practice a health care or healing arts profession or who administers health care in the ordinary course of business (such as a physician, physician assistant, advanced practice nurse, or cardiologist).

OK State Department of Health and OK State Department of Education: Sudden Cardiac Arrest Symptoms and Warning Signs Information Sheet and Acknowledgement of Receipt and Review Form.. 7/1/2015

[SCHOOL DISTRICT LETTERHEAD]

To: [INSERT APPROPRIATE DISTRICT OFFICIAL, SUCH AS ATHLETIC DIRECTOR, COACH, PRINCIPAL, ETC.]

High School or Middle School: _____ (Fill in Name of School)

It is my understanding that the School District will not allow a student-athlete who has sustained or is suspected of having sustained a head concussion to practice or participate in any athletic competition until the athlete is evaluated in a follow-up examination by a medical doctor or doctor of osteopathy trained in the evaluation and management of head concussions and the student-athlete receives written clearance from the medical doctor or doctor of osteopathy to return to athletic participation.

My signature below certifies to the following:

- I am licensed to practice in the State of Oklahoma as a ☐ medical doctor, ☐ doctor of osteopathy, ☐ licensed athletic trainer, ☐ advanced registered nurse practitioner, or ☐ physician assistant. (Check one)
- I have been trained in the evaluation and management of head concussions.
- The following student-athlete has been evaluated by me in connection with a head concussion or suspected head concussion: _____ (Print Name of Student-Athlete). My evaluation of the named student-athlete has occurred since the date and time of the concussion or suspected concussion.
- It is my professional opinion that, based upon my training and experience, the student-athlete named above may return to participation in athletics in the Schools Districts' Athletic Programs on the following date: ____
_____ (Insert Date).

Signature of Medical Doctor, Doctor of Osteopathy, Licensed Athletic Trainer,
Advanced Registered Nurse Practitioner, or Physician Assistant

Date

**DURANT PUBLIC SCHOOLS
EMERGENCY MEDICAL SERVICES AT
DISTRICT ATHLETIC PRACTICES, EVENTS OR ACTIVITIES**

As required by OKLA. STAT. tit. 70, § 27-104 (*Riley's Rule*), prior to the beginning of the 2021-2022 school year, the board of education shall coordinate with emergency medical service providers that serve the area in which the district is located and develop an Emergency Action Plan ("Plan") for each facility and athletic practices, events or activities held at district facilities.

The Plan shall . . .

1. include maps and directions with appropriate contact information for emergency medical services;
2. assign a medical administrator who is a current district employee (e.g., coach, administrator, or athletic director);
3. define responsibilities and personnel on-site, both medical and school officials;
4. include a list of medical equipment that is available and location of the nearest automated external defibrillator — if available;
5. be posted in each district facility;
6. be distributed to all school officials involved in athletic practices, events or activities held at school district facilities; and
7. specifically document actions taken after any emergency to evaluate for debriefing purposes and to determine if there are necessary changes to the Plan.

The Plan shall be reviewed, updated, and rehearsed annually with school officials and local emergency medical services providers and placed on file with both the district and the emergency medical services provider. The Plan shall also be updated to reflect any potential significant changes that would affect implementation of the Plan.

Prior to each athletic event or activity where there are athletes participating from visiting schools, the Plan shall be digitally transmitted to the visiting school administrator or coach by the superintendent or designee, or it shall be posted on the district's website.

Reference: OKLA. STAT. tit. 70, § 27-104 (2021)

Revised by vote of the Board of Education, August 10, 2021

Emergency Action Plan

EMERGENCY ALGORITHM:

1. A head coach will evaluate the student-athlete, administer basic life support (BLS), and stabilize the student-athlete until EMS arrives.
 - If the injury is a suspected cervical spine injury, a coach will maintain in-line head and shoulder stabilization;
 - If the injury is a cardio-respiratory emergency, a coach and his/her designee will set-up and use the automated external defibrillator (AED) located on site as per standard protocol.
2. A member of the coaching staff, and/or other personnel will immediately use the closest available device to call EMS (911) and direct them to the appropriate location.
 - If a cellular phone is not available, the designated individual should proceed to the Durant High School Fieldhouse to access EMS.
3. After activating EMS, the designated individual should call the following persons to notify them of the emergency situation and request that an AED be immediately brought to the emergency location (if applicable)
 - Durant Athletic Director – Tony Tubbs – 580-920-6899
 - Durant High School Principal – Cheryl Conditt – 580-924-4424 Ext. 7039
 - Durant Superintendent – Duane Merideth – 580-924-1276
4. Designated members of the coaching staff, and/or other personnel will proceed to the following locations to wait for EMS, and direct them to the proper location
5. Remaining members of the coaching staff, and/or other personnel will assist with crowd control and securing an unobstructed and safe passageway for EMS personnel
6. A member of the coaching staff, and/or other Administrator will accompany the injured student-athlete to the medical facility with the injured student-athlete's emergency medical information;
7. Once at the medical facility, the designated individual will call back to the Athletic Director- Tony Tubbs - 580-920-6899
8. If a AED unit is used-
 - Contact Tony Tubbs to notify him of the emergency situation and AED use.
 - The AED should be turned off unless it is immediately needed for an additional incident and should be immediately delivered to Athletic Director

Guidelines for Emergency Care to Specific Injuries or Illness

Spinal Injury

1. Check the airway, breathing, and circulation, and administer CPR as needed.
2. Have someone else call 911 (EMS) as dictated by the EAP facilitator.
3. Support cervical spine by positioning hands gripping bilateral trapezius and forearms supports each side of the head. Do not leave this position until instructed to do so by the EMS crew.
4. Retrieve ventilation equipment, CPR mask and AED in case needed.
5. Have someone else prevent or treat for shock while you maintain your position at the head as dictated by the EAP facilitator.
6. DO NOT ATTEMPT TO MOVE THE ATHLETE unless the athlete is in danger as a result of his/her location. (If the athlete is moved, proper backboard and cervical support must be used.)
7. Reassure the athlete to stay calm.

Concussion or TBI (LOC)

1. Treat as if C-spine is injured (refer to "Spinal Injury" above).
2. If athlete is suspected to have sustained a concussion, remove athlete from play immediately.
3. Perform a sideline evaluation.
4. If athlete has LOC, athlete may not return to activity.
5. Return to play protocol will begin when athlete is asymptomatic.

Concussion or TBI (NO LOC)

1. If athlete is suspected to have sustained a concussion, remove athlete from play immediately.
2. Perform a sideline evaluation.
3. If athlete has symptoms and/or balance issues, athlete may not return to activity.
4. Return to play protocol will begin when athlete is asymptomatic.

Major Fracture

1. Treat the athlete for shock
2. Apply basic first aid
3. DO NOT ATTEMPT TO REDUCE THE FRACTURE
4. Splint, making sure the athlete continues to have a distal pulse and sensation.
5. Call 911. Implement EAP.

Major Joint Dislocations

1. Treat the athlete for shock
2. Apply basic first aid
3. DO NOT ATTEMPT TO REDUCE THE DISLOCATION
4. Splint, making sure the athlete continues to have a distal pulse and sensation.
5. Call 911. Implement EAP.

Heat Illness

1. Remove the athlete from the heat.
2. Remove excess clothing
3. Determine severity of the illness.
4. Monitor ABC's
5. Attempt to cool the body through cold water immersion.
6. Stay with the athlete at all times
7. Call 911 if core temperature is above 104 degrees F, if CNS function begins to deteriorate, or full body cramping starts (if cramping is associated with an athlete that has SCT, follow EAP guidelines).

Sickling Event

1. Check vital signs.
2. Administer high-flow oxygen, 15 lpm, with a non-rebreather face mask.
3. Cool the athlete, if necessary.
4. If the athlete is obtunded or as vital signs decline, call 911, attach an AED.

Cardiac Problems

1. Check the airway, breathing, and circulation, and administer CPR as needed
2. Different team member will call 911 as instructed by EAP facilitator.
3. Different team member will retrieve ventilation equipment, CPR mask and AED as instructed by the EAP facilitator.
4. Apply AED.
5. Continue life-saving treatment until EMS takes over.

Anaphylaxis

1. If athlete is suspected of entering in to anaphylactic shock, immediately call 911.
2. Stay with athlete and monitor vital signs.

Diabetic Event

1. If you suspect athlete is experiencing hypoglycemia, administer 3-4 glucose tablets
2. Observe athlete. If athlete's CNS function diminishes, call 911

All Other Emergency Situations

1. Check the ABCs
2. Apply basic first aid
3. Prevent and/or treat for shock
4. When in doubt, call 911.
5. Retrieve ventilation equipment, CPR mask and AED.
6. Continue treatment until EMS takes over

EMERGENCY EQUIPMENT:

- Automated external defibrillator (AED)
- Knee immobilizers, slings, & other splinting devices
- Crutches
- Blood pressure cuff / stethoscope

*** All emergency equipment should be on site. All equipment should be regularly maintained. AED should be inspected and calibrated accordingly. AED batteries should be replaced per expiration date listed on battery.

Adopted by vote of the Board of Education, August 18, 2020
Revised by vote of the Board of Education, August 10, 2021

SECTION G
COMMUNITY RELATIONS
7000

PUBLIC INFORMATION PROGRAM

The superintendent, as a representative of the district, is given the responsibility of informing the public as to the purpose, goals, methods and progress of the educational program. Accuracy, reliability and leadership in this area will develop confidence and understanding, thereby creating better relationships between the school district and the community. All school personnel are responsible for good public relations.

Therefore, all written notices, bulletins, newsletters and matters pertaining to students are to be submitted to the principal prior to release. Matters that pertain to the district will be submitted to the superintendent of schools prior to release.

Non-school-originated material shall not be disseminated in the classroom. Notices from community organizations such as Camp Fire Girls, Boy Scouts, PTA, church youth groups, etc., that directly affect the children of the district may, in the discretion of the principal, be forwarded to parents via the students.

The policy is not intended to interfere with the responsibility of district personnel to communicate with the parents or legal guardians of a particular student. It is intended to insure that prompt, reliable and accurate information is provided to parents and patrons of this district.

NEWS MEDIA RELATIONS

The Durant Board of Education recognizes its responsibility to provide information concerning the school district to the community and seeks to establish a good working relationship with local news media.

To insure that the relationship between the school district and the media is mutually beneficial, the board, or the board's designee, shall provide information to the media concerning the programs and activities of the school district as well as matters pending before the board.

SPORTS AND SPECIAL EVENTS COVERAGE

It is the policy of the Durant Board of Education to permit news media coverage of sports and special events to include radio and video broadcast. Arrangements for such coverage and use of any school facilities shall be made in advance with the supervising school official in charge of the event (in most cases the building principal).

To insure that the community will have complete coverage of sports and special events, it is the policy of the board to request local reporting media that broadcast home events to also broadcast out of town events.

PUBLIC COMPLAINTS

The Durant Board of Education welcomes comments and suggestions for improvement from the patrons whom it serves.

Should a patron wish to complain about the action of an employee, the complaint should be directed to the individual involved. If the complaint cannot be resolved at that level, the patron is encouraged to bring the matter to the attention of the individual's immediate supervisor. If the issue is still not resolved, the patron should raise the issue next to other administrative personnel in the individual's chain of authority and ultimately to the superintendent of schools.

A parent who wishes to discuss issues concerning his or her child should make an appointment to visit with the teacher in an effort to resolve the issues. If the issues are not resolved following a parent-teacher conference, the parent should visit with the principal. If the issues are not resolved following the parent/principal conference, the parent should then schedule an appointment to visit with the superintendent.

PUBLIC RELATIONS

The Durant Board of Education believes that public relations is a vital area in the operation of our school district. The board believes that it is important to acquaint the public with the purposes and goals of the school district and the means of achieving our purposes and goals.

Therefore, the board accepts its responsibility and wishes to emphasize the responsibility of the superintendent, the principal, the faculty, and all other employees toward maintaining good public relations within the community.

The board assigns the superintendent the responsibility of organizing the public relations program and the authority to delegate others who will be responsible for any part of the program. All school personnel shall have a part in the public relations program whether or not they are specifically designated.

The School and Public Relations

1. The school shall try to bring the public into partnership in the determination of educational aims, accomplishments, and needs.
2. The people should be made to realize that the school belongs to them and is operated by them through their selected representatives and employees.
3. The board shall strive to protect the school from selfish propagandists and subversive interests.

Suggestions for the Program

1. Employees will be informed of the importance of public relations.
2. Good public relations are seldom noticed. The program should be continuous with emphasis on day-to-day activities. Some special occasions may receive special emphasis.
3. No one department or activity should receive special recognition to the exclusion of another.
4. Teachers should have pride in their profession.
5. Teachers must be loyal in the profession and to their own coworkers—never openly critical.
6. One of the best means of public relations is the job done in the individual classroom.

INDIAN TRIBAL INVOLVEMENT

The following policy relates to tribal and parental involvement in the education of children residing on Indian lands within this school district.

1. Children living on Indian land participate in school programs on an equal basis with all other children attending school in the Durant Public Schools. No teacher or program director is to exclude or limit participation in any district activity on the basis of race, color or national origin. The Durant Public Schools will review school data and comments from tribal officials and parents to assess the extent of Indian children's participation in the educational program on an equal basis. An annual statistical study will be conducted to determine the extent to which Indian children do participate on an equal basis, and modifications will be made in the educational programs, as needed, to allow equal participation of all children.
2. Pertinent program policies/plans, applications, and evaluations will be disseminated through one or more of the following ways:
 - A. Mail notices in advance to tribal leaders and send handouts home to parents of Indian children requesting their participation in meetings regarding education programs assisted with funds provided under Public Law 81-874.
 - B. Inform the Indian community of events in education programs assisted with funds provided under Public Law 81-874 through student handouts and/or the student newspaper and make greater use of newspapers serving the Durant Public Schools area.
 - C. Mail copies of an information summary sheet describing the Public Law 81-874 application and evaluations, program plans, and other information concerning education programs assisted with funds provided under Public Law 81-874 to the tribe and send copies home with children to all parents of Indian children, when these items become available, with a note stating that upon request to the superintendent/principal, copies of the original documents listed above will be provided.
3. By scheduling through the superintendent's office a place on the agenda of any open meeting of the board of education, a tribe or its designee, parent, or group of parents concerned with the educational opportunity of any student or group of students in the Durant Public Schools may:
 - A. Present views regarding applications.
 - B. Make recommendations concerning the needs of their children.

- C. Provide input into the planning and development of the educational program of the district.
- D. Present views on the education program and its operation.

In addition to the above, the Durant Public Schools will:

- A. Provide notice of any annual meetings regarding education programs assisted with funds provided under Public Law 81-874 to the Indian community and to the tribe.
 - B. Work with the tribal leaders to seek input from the Indian parents, tribe and other Indians in the community by using available forms of communication and cooperation to seek and encourage such input.
 - C. Hold all meetings involving or discussing education programs assisted with funds provided under Public Law 81-874 in the school auditorium or a classroom of sufficient size to accommodate all Indian parents who might wish to attend.
 - D. Provide ample time for discussion of education programs assisted with funds provided under Public Law 81-874.
 - E. Invite comments and suggestions from the Indian community with regard to educational programs assisted with funds provided under Public Law 81-874 by holding as many meetings with the tribe and Indian community as are necessary to ensure that the needs of the Indian community are received and considered.
 - F. LEA officials will review school data and comments from tribal officials and parents to assess the extent of Indian children's participation in the educational program on an equal basis.
4. A public hearing will be held annually at which parents of children living on Indian land and/or tribal officials may discuss the current status of school programs, desired directions for future development for board consideration, and any changes needed in the Indian policies and procedures. In addition to the above, Durant Public Schools will:
- A. Encourage staff members to elicit input regarding the general educational program from Indian parents and tribal leaders, and to submit such suggestions to the administration for consideration and evaluation.
 - B. Encourage staff members to use their best efforts in establishing a more amicable relationship with tribal leaders and parents of Indian children to elicit voluntary input.
 - C. Recommendations of the tribe will be considered and written response will be submitted.

SCHOOL VISITORS

It is the policy of the Durant Board of Education that all visitors to any school facility obtain a visitor's pass at the building principal's office. Parents are requested not to send or allow siblings to visit students in the classroom.

Agents or other persons shall not visit teachers during school hours for the purpose of selling books or other articles without written consent from the superintendent.

**INTERFERENCE WITH THE
PEACEFUL CONDUCT OF SCHOOL DISTRICT ACTIVITIES
AND PROTECTION FROM WORKPLACE HARASSMENT AND VIOLENCE**

I. Interfering with Peaceful Conduct

The superintendent or anyone designated by the superintendent or the board of education to maintain order in the school district shall have the authority and power to direct any person to leave school district property or any school activity when students are present, who is not a student, officer or employee thereof, and who:

1. Interferes with the peaceful conduct of activities on school district property;
2. Interferes with the peaceful conduct of school activities off school district property when students are present;
3. Commits an act that interferes with the peaceful conduct of activities on school district property;
4. Commits an act that interferes with the peaceful conduct of school activities off school district property when students are present;
5. Enters school district property for the purpose of committing an act that may interfere with the peaceful conduct of activities on school district property;
6. Enters non-school district property when students are present for the purpose of committing an act that may interfere with the peaceful conduct of school activities

For purposes of Section I of this policy, conduct that “interferes with the peaceful conduct of activities on school district property” includes, but is not limited to, actions that directly interfere with any student activities, classes, study, student or faculty safety, housing or parking areas or extracurricular activities or any lawful activity; threatening or stalking any person; damaging or causing waste to any property belonging to another person or the school district; or direct interference with administration, maintenance or security of property belonging to the school district.

Any person to whom this policy applies, who fails to leave a premises as directed or returns within six (6) months thereafter, without first obtaining written permission from the superintendent or anyone designated by the superintendent or the board of education, shall be guilty of a misdemeanor.

Appeal Process

After receiving a directive to leave the premises under this policy, the person issued the directive may request reconsideration by taking the following steps:

First Level of Appeal

The person may request review of the initial decision by letter to the superintendent. If no written request is received within five (5) calendar days of the person's receipt of written notification of the directive to leave the premises, the directive will be final and nonappealable. If the superintendent issued the initial directive to leave the premises, the person issued the directive may proceed directly to the final level of appeal.

Final Level of Appeal

The person may request review of the superintendent's decision by letter to the superintendent or the clerk of the board of education. If no written request is received within five (5) calendar days of the person's receipt of the superintendent's written notification of his or her decision, the superintendent's decision will be final and nonappealable. The person will be notified in writing of the date, time and place of the board meeting at which the decision will be reviewed. The Board's decision will be final and nonappealable.

Appeal Process

The person may request review of the initial decision by letter to the superintendent. If no written request is received within five (5) calendar days of the person's receipt of written notification of the directive to leave the premises, the directive will be final and nonappealable. If the superintendent issued the initial directive to leave the premises, the superintendent will appoint another administrator to review his/her decision. The decision of the superintendent or his/her designee will be final and nonappealable.]

The superintendent or person who issues the directive to leave the premises will give the person to whom the directive is issued a copy of this policy within a reasonable amount of time after issuing the directive. During any appeal process, the person given the directive to leave the premises must remain off school property and away from school activities, whether on school district property or not, unless the superintendent, in writing, instructs that the directive is to be stayed pending the appeal process.

II. Disturbing, Interfering, or Disrupting School District Business

- A. **Disturbing, interfering or disrupting.** Any person, alone or in concert with others and without authorization, who willfully disturbs, interferes or disrupts 1) school district business, including any publicly posted meetings; or 2) school district operations; or 3) any school district employee, agent, official, or representative, shall be guilty of a misdemeanor.
- B. **Refusing to leave property.** Any person who is without authority or who is causing any disturbance, interference or disruption who willfully refuses to disperse or leave any property, building, or structure 1) owned, leased, or occupied by the school district or its employees, agents or representatives; or 2) used in any manner to

conduct school district business or operations after proper notice by a peace officer, sergeant-at-arms, or other security personnel, shall be guilty of a misdemeanor.

- C. **Definition of “disturb, interfere or disrupt.”** For purposes of Section II of this policy, the term “disturb, interfere or disrupt” means any conduct that is violent, threatening, abusive, obscene, or that jeopardizes the safety of self or others.

III. School District Power to Petition the District Court Regarding Workplace Harassment and Violence

Workplace harassment and violence are unacceptable and should not be tolerated. Pursuant to OKLA. STAT. tit. 12 § 1398, the board of education of the school district may authorize the initiation of an action in a District Court of Oklahoma seeking injunctive and other available relief to address workplace harassment and/or violence. Seeking an injunction pursuant to Section 1398 shall not limit any other action or recourse the Superintendent and school district may have under law and school district policy.

References: OKLA. STAT. tit. 21 §§ 1375, 1376
 OKLA. STAT. tit. 70 §§ 24-131, 24-131.1
 OKLA. STAT. tit. 12 § 1398
 OKLA. STAT. tit. 21, § 2011

Revised by vote of the Board of Education, December 3, 2012
Revised by vote of the Board of Education, August 10, 2021

To: _____
 From: _____
 Date: _____

Notification of Restriction from Durant School District Property

Pursuant to law and the Durant School District's Policy Regarding Interference with the Peaceful Conduct of School District Activities, a copy of which is attached, you are hereby directed that you must leave School District property immediately and that you are barred from entering any School District property for six (6) months from this date. You are barred from School District property because you have engaged in conduct that interferes with the peaceful conduct of activities on School District property; committed an act that interferes with the peaceful conduct of activities on School District property; or entered School District property for the purpose of committing an act that may interfere with the peaceful conduct of activities on School District property. If you enter any School District property within six (6) months of this date without first obtaining written permission from the Durant Board of Education, the superintendent or his designee, you will be guilty of a misdemeanor and subject to criminal penalties.

Acknowledgement

I, _____ understand that as of the ____
 _____ day of _____, 20____, I am barred from all Durant
 School District property for a period of six (6) months, and that to enter onto any such
 property within that period without written authorization to do so places me at risk for arrest
 and prosecution for Criminal Trespass pursuant to section 513 of the School Laws of
 Oklahoma.

Signature of Person Barred from School District Property
(Parent or Guardian should sign if the person barred is a minor.)

Signature and Position of Person Delivering Notification

Date

Signature of Witness to Delivery

Date

CLASSROOM VISITATION

In order to provide school children with a reasonable opportunity to study and learn, it is the policy of the Durant Board of Education to restrict classroom visitation to a minimum.

Any person who needs to visit a classroom or other school facility must obtain permission from the building principal's office. Visitors on school property without permission may be asked to leave the premises.

The building principal is directed to establish appropriate procedures to insure compliance with this policy. Such procedures will include posting notices at the entrance to each school building. The notices will require visitors to report to the principal's office before visiting any classroom or other facility.

The principal is authorized discretion in permitting visitation.

Classroom visitors will respect classroom decorum and will not interrupt the class in any way. Visitors who disrupt the classroom in any manner will be required to leave the school grounds.

DURANT PUBLIC SCHOOLS USE OF SCHOOL FACILITIES

Policy

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

1. The intended use of the facility by the organization meets certain established criteria; and
2. When required, a previously established fee is paid by the organization.

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

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

Procedures for Use of School Facilities

Application

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

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

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

Permitted Use

Permission for use of school facilities belonging to this school district may be granted to educational, political, literary, cultural, religious, scientific, civic or recreational organizations for purposes and programs which:

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

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

Priority Use

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

Prohibited Use

School facilities will not be used for:

1. Meetings which promote subversive teachings and doctrines contrary to the spirit of American institutions;
2. Activities tending to cause unrest in the community or which reflect upon or promote discrimination against citizens of the United States because of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information;
3. Any activity that may be destructive or injurious to the buildings, grounds or equipment; or
4. Any purpose in conflict with school objectives.

Payment in Advance

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

Responsibility of Applicant

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

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

Users of school property must assume responsibility for the safety and protection of the audience, workmen and participants to the extent required by law. The superintendent has the right to require minimum limits of public liability and property damage insurance for all groups using any school facility, and to require that there be evidence presented to the superintendent in the form of a certificate of insurance, showing Independent School District No. 72 of 07 (Bryan) County, Oklahoma, as an additional named insured.

Time Limits

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

Cancellations

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

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

Holidays

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

Non-School Days

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

Charges

Charges made for use of school facilities are not rentals as that term is generally used, but are based on the cost of operating expenses that would not otherwise have been incurred, such as utilities, supplies, maintenance of facilities, custodial and cafeteria services, as well as clerical services necessary to process each application. Such reimbursement charges are subject to change as the superintendent may deem necessary. With prior permission of the board of education, a fee in excess of operating expenses may be charged to a facilities user if such user is using school property as a part of a profit-making operation. Such fee will be set by the board of education after recommendation of the superintendent.

Building Use Without Charge

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

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

1. Parent-Teacher Association, booster clubs, band parents--monthly meetings (afternoon or night);
2. Cub Scouts--monthly pack and committee meetings (night);
3. Girl Scouts--weekly afternoon meetings and one monthly night meeting; and
4. Camp Fire Girls--weekly afternoon meetings and one monthly night meeting.

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

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

Custodial Care

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

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

Security

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

Alcohol, Drugs, Tobacco and Dangerous Weapons

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

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

Athletic Activities

Permission for athletic activities involving the use of school facilities by non-school groups will be granted. Such groups may not use the apparatus and other special athletic equipment belonging to the school. Practice sessions will be allowed non-school groups provided such sessions do not involve the presence of spectators.

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

Apparatus and Equipment

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

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

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

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

Cafeterias

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

the use of cafeteria facilities must be under the direct control of the cafeteria department.

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

Swimming Pools

Swimming pools will be available to organized groups provided such use does not interfere with the needs of the school, and provided further that a lifeguard with a current Red Cross or YMCA Senior Life Saving Certificate, or a Red Cross Water Safety Instructor's Certificate, or a YMCA Leader-Examiner Certificate, or comparable certificate, be on active duty at all times.

All provisions of the Oklahoma Public Bathing Place Act and Interpretive Code, latest revision, will be observed in detail by all individuals or groups using the pool.

Parking Lots

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

Use of School Buses

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

Use of School Grounds and Recreational Facilities

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

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

1. School playgrounds may be used by organized athletic leagues when not in conflict with school programs, upon approval of application to use such facilities;
2. Approval of such application does not include uses of any building facilities. Application for use of restrooms may be made subject to advance payment of a standard charge;
3. No automobiles, motor scooters, motor bikes or other such licensed vehicles are to be driven on the playgrounds;

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

Use of School Buildings in Times of Emergency

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

Church Services

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

Concessions

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

Interpretation of the Policy and Procedures

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

Revised by the vote of the Board of the Education, December 3, 2012
Revised by vote of the Board of Education, October 13, 2014
Revised by vote of the Board of Education, August 18, 2020

FACILITIES USE AND LICENSE AGREEMENT

THIS AGREEMENT is entered into between Independent School District No. 72 of Bryan County, Oklahoma (Durant ISD) and ("Licensee")_____.

RECITALS:

- A. Licensee desires to use on a temporary basis certain facilities owned by the School District.
- B. The School District desires to allow Licensee to use and occupy designated portions of those facilities at specific times and for specific purposes.

WHEREFORE, in consideration of the following mutual promises, covenants and conditions and intending to be legally bound the parties agree as follows:

- 1. The School District agrees to allow Licensee to use and occupy the facilities and portions thereof described in paragraph 6 below at the times designated in said paragraph 6 below and for the specific uses described in paragraph 6.
- 2. Licensee agrees to pay the School District \$_____ as and for rentals and all required cleaning and janitorial expense involved in Licensee's use and occupancy of the facilities.
- 3. Licensee agrees to release, hold harmless and indemnify the School District, its agents and employees from any and all liability regardless of the source and regardless of the type of claim that may occur arising out of, directly or indirectly, the Licensee's occupancy and use of the below-described facilities. In addition to the foregoing release and indemnity, and not in lieu thereof, Licensee agrees to furnish School District with a certificate or certificates of insurance coverage in such amounts as the superintendent of schools requires as will insure the School District against any and all liability or actions that can arise by virtue of the Oklahoma Governmental Tort Claims Act, and naming the School District, its agents and representatives as additional parties insureds.
- 4. Licensee warrants and represents that it is authorized to sign this Agreement and by signing this Agreement binds itself, its affiliates, members, successors and assigns.
- 5. This Agreement is terminable at the will of the School District upon thirty (30) days advance notice.
- 6.
 - a. Designated building:

- b. Designated portion:
 - c. Designated use:
 - d. Designated date(s):
 - e. Designated time:
7. Licensee will take care to use all facilities and equipment of the School District in a careful and prudent manner so as to prevent any loss, defacement or damage to them. Licensee is liable to the School District for the damages, repair or replacement of any items damaged during its use of the School District's facilities.

DATED this _____ day of _____, 20____.

"LICENSEE"

By: _____
Authorized Representative

**DURANT INDEPENDENT SCHOOL DISTRICT
NO. 72 OF BRYAN COUNTY, OKLAHOMA**

By: _____
Superintendent of Schools or Designee

DURANT PUBLIC SCHOOLS CHARTER SCHOOL

Introduction

The board may elect to sponsor a charter school or **non**-statewide virtual charter school ("charter school") to serve any combination of grades Pre-k through 12 within the geographical boundaries of the district if it appears that the proposed charter would provide valuable opportunities for student learning. Charter schools sponsored by the district must be nonsectarian in all programs, including admission and employment practices. The board will not sponsor a charter school which is affiliated with a religious institution or private sectarian school.

If the charter contract is approved by both the district's board of education and the governing board of the charter school, the charter school will be a fully recognized Oklahoma public school. The charter school will be able to serve as many students as specified in the charter contract.

Except as provided for in the Oklahoma Charter Schools Act, a charter school shall be exempt from all statutes and rules relating to schools, boards or education, and school districts, provided, however, that a charter school shall comply with all federal regulations and state and local rules and statutes relating to health, safety, civil rights, and insurance.

District Responsibilities/Process

The administration will promptly review all charter school proposals which are submitted in accordance with this policy and the Oklahoma Charter Schools Act, OKLA. STAT. tit. 70 § 3-130 ("Act"). The Act is incorporated herein by reference. At the conclusion of the review, the superintendent or his/her designee will prepare a written report which evaluates the proposal and makes a recommendation to the board regarding accepting or rejecting the proposed sponsorship.

The board shall either accept or reject sponsorship of a proposed charter school within sixty (60) days of receipt of the proposal. If an application is rejected, nothing shall prohibit an applicant from submitting a revised application to the district which shall accept or reject the application within sixty (60) days of receipt of the application.

If the board recommends that an application be approved, the board will work cooperatively to develop a charter contract with the school. Once a contract is fully approved and executed, the district will monitor the charter school's operation, including progress toward its goals and its fiscal operations. The district will also provide the Oklahoma State Department of Education a copy of the charter contract.

No charter school may begin serving students without a contract executed in accordance with the provisions of the Act and approved in an open meeting of the governing board of the district or the Statewide Charter School Board.

A district sponsoring a charter school which enters into a new or renewed contract on or after July 1, 2024 shall be required to complete training provided by the Statewide Charter School Board or organization approved by the Statewide Charter School Board on the oversight duties of the sponsoring district.

Beginning with the 2024-2025 school year, members of the board of a district sponsoring a charter school shall designate a representative from the board to complete an annual sponsor workshop requirement provided by the Statewide Charter School Board.

The board specifically retains all powers and duties granted to it by the Act.

Applicant/Charter School Responsibilities/Process

Applicants must be familiar with the requirements of the Act and this policy and submit a charter school proposal which meets all necessary requirements. Applicants whose proposals are recommended for sponsorship must work cooperatively with the district's board to develop a charter contract.

The governing board of any approved charter school must work cooperatively with the district's board in accordance with the terms of the charter. This includes, but is not limited to providing information, documentation, and reports required by the Act or as requested by the district.

The governing board of the charter school shall notify the sponsoring district within ten (10) business days in the instance of any significant adverse actions, material findings of noncompliance, or pending actions, claims, or proceedings in this state relating to the charter school, or an educational management organization with which the charter school has a contract.

Application and Charter Contract Development Process

All charter school applications must be received in the superintendent's office by September 1 (or the next workday if the superintendent's office is closed on September 1) for a proposal to begin the following school year.

All charter school applications must utilize the template provided by the board and meet any deadlines established by the board. Any application which does not provide all required information in the prescribed format will be rejected. Any applicant which does not comply with stated timelines will be rejected.

Term and Renewal

An initial charter contract approved on or after July 1, 2024 will be for a term of five (5) years. A charter contract may be renewed for up to ten (10) years of duration, or less, based on the performance, demonstrated capacities and particular circumstances of a charter school. Renewal proposals must be submitted before beginning the last contract year of operation as stated in an existing charter contract. A renewal proposal must contain, at a minimum:

- a complete progress report related to the charter school's existing goals and objectives, including student achievement;
- a list of newly defined or continuing goals through the entirety of the proposed renewal period;
- any improvements the charter school has implemented or planned;
- a complete financial statement;
- copies of all annual financial audits;
- any other evidence the charter school wishes to provide to support the renewal application; and
- any other information requested by the district.

Failure to meet the renewal deadline will waive the renewal option, although the charter school may submit a regular application as outlined in this policy and Oklahoma law.

Prior to the beginning of the final year of the charter contract, the district will issue a performance report and renewal guidance which summarizes the charter school's performance to date and outlines information regarding any issues which may negatively impact the charter school's renewal. The guidance will provide information about the specific criteria which will guide the district's decision related to the renewal. All renewal decisions will be based on the criteria established by the Act.

If there are weaknesses, concerns, violations, or deficiencies, the sponsoring district may require a charter school to develop a corrective action plan and corresponding timeline to remedy any weaknesses, concerns, violations, or deficiencies. If the charter school does not substantially complete the corrective action plan, the sponsoring district may choose to revoke or not renew the charter contract pursuant to the Act.

Termination

The board may terminate a charter contract during its term for any of the following reasons:

- failure to meet student performance requirements contained in the charter contract and performance framework;
- failure to meet the standards of fiscal management;
- violations of the law; or
- other good cause.

The district's board will notify the charter school at least ninety (90) days prior to terminating a charter contract. If the charter school wishes to dispute the board's decision, the governing body must make a written request for an informal hearing within fourteen (14) days of receipt of the notice. If, after the hearing, the district's board still decides to terminate the charter contract, the charter school may pursue the remedies outlined in the Act to the extent legally permissible.

If a charter contract is terminated or not renewed, the charter school will develop a transition team to work with the district to close the charter school in an orderly manner. This will include but not be limited to areas such as:

- transferring students, records, and school funds;
- regular communication with families, employees, and stakeholders;
- notifications pertinent to the closure; and
- general business related to the conclusion of the charter school's work.

Regardless of the pending closure of any charter school, the charter school is required to continue to provide educational services pursuant to the terms of the charter for the duration of the school year in question.

Teacher Rights

Teachers will not lose any salary or benefit status provided by law upon returning to the district after teaching at a district-sponsored charter school. A teacher who leaves the district to teach at a district-sponsored charter school will also be given employment preference if the teacher re-applies for employment within three (3) years after ending employment with the district, contingent upon the availability of an appropriate position.

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Reference: OKLA. STAT. tit. 70, § 3-130, et. Seq

Revised by vote of the Board of Education, August 9, 2023. .

**Durant Public Schools
Application for
Charter School Sponsorship**

*Type all answers.
Answer all questions completely and accurately.
Attach additional pages if more space is needed.*

Proposed School Name: _____

Proposed Sponsor: _____

Organization Background Data

Note: this information is required for each individual applicant. If the applicant is a corporation, LLC, or partnership, this information is required for the entity and for each officer/director/partner/member/manager.

Applicant: _____
Address: _____
Phone: _____
Email: _____

Tax Information

Applicant's 501(c)(3) status

- ☐ Currently established
- ☐ Currently seeking
- ☐ Previously sought but denied by IRS
- ☐ Never sought

Other Affiliations

Will the school be associated in any manner with a sectarian school or religious institution?

☐ Yes ☐ No

Litigation

Identify all civil and criminal litigation in which the applicant is or has been a party.
State the litigation's potential to adversely affect the charter school's operation.

Case No.: _____
 Venue: _____
 Plaintiff: _____
 Defendant: _____
 Potential impact: _____

Case No.: _____
 Venue: _____
 Plaintiff: _____
 Defendant: _____
 Potential impact: _____

Case No.: _____
 Venue: _____
 Plaintiff: _____
 Defendant: _____
 Potential impact: _____

Proposed Timeline

1st school year for classes: _____
 Grades to be served: _____
 Max school enrollment: _____
 Max per grade enrollment: _____
 Max per class enrollment: _____

2 nd school year for classes:	_____
Grades to be served:	_____
Max school enrollment:	_____
Max per grade enrollment:	_____
Max per class enrollment:	_____
3 rd school year for classes:	_____
Grades to be served:	_____
Max school enrollment:	_____
Max per grade enrollment:	_____
Max per class enrollment:	_____
4 th school year for classes:	_____
Grades to be served:	_____
Max school enrollment:	_____
Max per grade enrollment:	_____
Max per class enrollment:	_____
5 th school year for classes:	_____
Grades to be served:	_____
Max school enrollment:	_____
Max per grade enrollment:	_____
Max per class enrollment:	_____

Governing Body

The applicant agrees that it will not permit individuals to serve on the governing body if the individual has a felony conviction or misdemeanor

criminal conviction involving moral turpitude within the past 15 years (10 years for the president).

☐ Yes ☐ No

Process to be used to appoint/elect members

Minimum qualifications required to be a member

Number of individuals initially serving on governing body: _____

Min/max positions on governing body: Min:_____ Max:_____

Officer positions, lengths of terms, and responsibilities

Initial members of the governing body:

Name: _____

Title: _____

Address: _____

Phone: _____

Email: _____

Relevant experience:

Name: _____

Title: _____

Address: _____

Phone: _____

Email: _____

Relevant experience:

Name: _____

Title: _____

Address: _____

Phone: _____

Email: _____

Relevant experience:

Name: _____

Title: _____

Address: _____

Phone: _____

Email: _____

Relevant experience:

Name: _____

Title: _____

Address: _____

Phone: _____
 Email: _____
 Relevant experience: _____

 Name: _____
 Title: _____
 Address: _____
 Phone: _____
 Email: _____
 Relevant experience: _____

 Name: _____
 Title: _____
 Address: _____
 Phone: _____
 Email: _____
 Relevant experience: _____

Meetings of the Governing Body

The governing body will meet at least quarterly, in state, during the first year:

☐ Yes ☐ No

The majority of members of the governing body are residents within the geographic boundary of the district:

☐ Yes ☐ No

The governing body will follow the requirements of Oklahoma's Open Meeting Act:

☐ Yes ☐ No

The governing body will follow the requirements of Oklahoma's Open Records Act:

☐ Yes ☐ No

During the first year, the governing body anticipates the following meetings:

<i>Date</i>	<i>Time</i>	<i>Location</i>

Records of the governing body's meetings and deliberations will be maintained at:

Name of the individual and/or position responsible for complying with the Open Meeting Act and Open Records Act:

Detailed description of the governing body's authority:

Facilities

The Charter School has secured, or will secure by the time operations are to begin, the following facilities in which to house school operations:

The owner of the above facilities and the owner's address:

Financial Information

Identify the name of the individual with primary responsibility for managing the charter school's finances, including but not limited to education, credentials, relevant experience, and the name/address and phone number of every school district in which the individual has worked.

What is the charter school's mission?

[illegible][illegible]

Required Documentation

Note: each document requested must be provided on a separate page and must be clearly marked with the exhibit number referenced in the upper right hand corner of the document. If an item does not apply, a note indicating that the item is not applicable should be attached as the exhibit.

<i>Exhibit</i>	<i>Document</i>
1	Applicant: Bylaws (corporations) Articles of Organization, current Operating Agreement (LLCs) Partnership Agreement/Articles, filed Certificate of Limited Partnership (partnerships)
2	Charter school (if different from Exhibit 1): Bylaws (corporations) Articles of Organization, current Operating Agreement (LLCs) Partnership Agreement/Articles, filed Certificate of Limited Partnership (partnerships)
3	Copies of all 501(c)(3) submissions to the IRS and all responses from the IRS
4	Copy of the applicant's most recent tax return
5	Copy of all previous or currently pending charter school proposals and a statement of the result of the proposal
6	Explanation of any partnerships, etc. central to the operation or mission of the charter school
7	Detailed school-start up plan
8	Start up cash flow projections
9	First year cash flow projections
10	Detailed financial plan for the first five (5) years of operation, including budgets with clearly stated assumptions, income other than state aid (if applicable), and fundraising (if applicable), including but not limited to: <ul style="list-style-type: none"> • employee salaries/benefits/unemployment compensation • professional services (audit, legal, other), • transportation • food services • instruction • facilities/equipment • other
11	Proposed calendar and sample daily schedules

12	Facilities lease, rental agreement, or similar documentation
13	Detailed plan regarding maintenance, cleaning, and utility services
14	Floor plan of facilities
15	Statement of compliance with accessibility requirements for individuals with disabilities or a plan for remediation such deficiencies
16	Detailed list of furniture/fixtures/equipment to be utilized in each room, including whether the items will be owned or leased
17	Description of the insurance coverage the school will obtain, including workers compensation insurance
18	Resolution outlining the disposition of all property at the conclusion of the charter
19	Detailed list of all administrative positions, including title, job duties, and minimum qualifications
20	Detailed organizational chart, including related bodies such as PTA, advisory boards, external groups, etc.
21	Detailed list of the roles and responsibilities for any entity included on the organizational chart not already provided
22	Summary of expectations regarding parental involvement
23	Evidence of completion of required charter school training
24	Comprehensive instructional program to be offered, including courses to be offered and alignment with state standards
25	Comprehensive description of the school's instructional design (learning environment, class size and structure, curriculum overview, teaching methods)
26	Comprehensive list of curriculum to be utilized, including textbooks, workbooks, etc.
27	Summary of the student testing and assessment program to be utilized

28	Outline of the criteria which will measure the effectiveness of the charter school
29	Documentation of support from residents
30	Summary of the library resources available to students, including the location of the facilities
31	Comprehensive list of special equipment to be provided to students, including lab equipment, technology, etc.
32	Policy/procedure: student recruitment, admission, enrollment, lotteries, etc.
33	Policy/procedure: FERPA – including name and/or position of individual responsible for maintaining records and overseeing FERPA compliance
34	Policy/procedure: student absences
35	Policy/procedure: students with disabilities or who are academically behind - including name and/or position of individual responsible for IDEA compliance
36	Policy/procedure: nondiscrimination
37	Policy/procedure: Child Find
38	Policy/procedure: English language learners
39	Policy/procedure: student bullying
40	Policy/procedure: safe school committees
41	Policy/procedure: regular and special education student discipline, including student behavioral expectations and suspensions
42	Policy/procedure: student safety and safety drills
43	Policy/procedure: employment practices, including certification requirements, hiring process, background search process, and sample employment contracts for each type of position
44	Policy/procedure: Immigration and Reform Control Act
45	Policy/procedure regarding asbestos and hazard communication training

46	Policy/procedure: transportation (including transportation for students with disabilities)
47	Policy/procedure: food services
48	Policy /procedure: business office operations, including but not limited to compliance with OCAS, adopting an annual budget and compliance with the Oklahoma Public School Audit Law
49	Policy/procedure: how the charter school will comply with all federal regulations and state and local rules/statutes related to health, safety, civil rights, insurance, students, and faculty – if not provided above

Other Services To Be Provided

Yes	No	
		AP classes
		IB program
		Gifted and talented program
		Guidance and counseling services (provide a detailed description)
		Cocurricular activities (list, by grade, including funding sources and delivery method)
		Extracurricular activities (list, by grade, including funding sources and delivery method)
		Services to students at risk of dropping out (provide a detailed description)
		Other:
		Other:
		Other:

Other Information

Please provide any additional information not already included which would be helpful as the district evaluates this application:

Certification

The information contained in this application is true and correct to the best of my knowledge and belief. I am individually authorized to submit this application on behalf of the applicant.

Individual Printed Name

Individual Signature

Date

Contact

Number

**DURANT PUBLIC SCHOOLS
RESTRICTIONS ON PRESENCE OF
SEX OFFENDERS ON DISTRICT PREMISES**

Because a safe learning environment promotes academic and social growth, the district desires to protect students at school from those who might expose students to inappropriate acts of a sexual nature. Those required to register with the state as sex offenders have committed acts totally incompatible with a safe learning environment. Accordingly, registered sex offenders are prohibited from being on any district property or attending district-sponsored activities at all times, and administrators are authorized to direct such offenders off district property and to notify law enforcement for noncompliance with that directive.

Limited Exception for Parent/Guardian

If the registered sex offender is the custodial parent or legal guardian of a child who is enrolled at the district, the registered sex offender may only enter district grounds to:

- enroll their child, after prior notice to the site principal
- deliver or retrieve their child during normal school hours
- deliver or retrieve their child from a district-sponsored extracurricular activity

While performing these delivery/retrieval functions, the registered sex offender may not exit his/her vehicle (unless prior approval has been granted by the site principal). The registered sex offender, who is the parent or legal guardian of a child who is enrolled at the district, may not be on district property or at a district function at any other time. Registered sex offenders who are custodial parents or legal guardians of a child who is enrolled at the district will receive communications about their child by phone, letter or e-mail instead of in-person communication with district personnel.

Adopted by the Board of Education, August 10, 2015

**POLICY IMPLEMENTING THE
“PATRIOTIC ACCESS TO STUDENTS IN SCHOOLS ACT (PASS ACT)”**

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

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

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

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

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

Adopted by vote of the Board of Education August 13, 2018

SERVICE OF LEGAL PAPERS ON SCHOOL GROUNDS DURING SCHOOL HOURS

The Board of Education recognizes the importance the judicial system plays in the United States, and that its employees, like other citizens, have a role to play in the administration of justice. The Board also recognizes that service of legal papers on its employees during the school day can (a) materially disrupt the educational process for both students and staff, (b) pose security risks, and (c) adversely affect the conduct of business on District property. Moreover, the delivery of legal documents to a school site or school employee may trigger important timelines and other legal obligations, which if not dealt with in a timely manner, can have serious consequences for the District or the person to whom the document should ultimately be delivered.

Time Limitation and Required Authorizations

To minimize these risks and to create the best possible educational environment, the District will not make employees available for service of legal papers on the grounds of any District property between the workday hours of 7:30 a.m. and 4:30 p.m. No person, not authorized to accept service for another individual or the District, may accept service on behalf of the District, Board of Education and/or the Superintendent, or another staff member. In instances in which a staff member has requested service of legal papers at work, the staff member must notify the building principal in writing of the authorization for service.

Service of Legal Papers

Persons seeking to serve legal papers, including but not limited to subpoenas, on employees during the prohibited time will, upon request, be advised of this policy and provided a copy or electronic address for the policy. Should an individual seeking to serve legal papers refuse to leave District property after being informed of this policy, or an individual repeatedly violates this policy, the District reserves the right to restrict the individual's access to District property in accordance with OKLA. STAT. tit. 21, §§ 1375-1376, OKLA. STAT. tit. 70 § 24-131.

District employees that are aware of school or student-related proceedings at which they may be called to testify are to notify the administration as soon as possible and coordinate with building principals or other administrators to avoid disruption if they are subpoenaed.

Testimony in Civil Matters

In the event employees are contacted directly by an attorney or any other individual regarding testimony concerning a district or district student matter, they should direct that person to their building principal or other member of the administration for further coordination. This duty to inform and contact the building principal does not apply in instances in which the contacts with the employee concern legal matters personal to the employee, his/her employment, or the employee's child.

Law Enforcement

Law enforcement personnel seeking to serve legal papers mandated by a court of competent jurisdiction should contact the building principal in advance to arrange an appointment. At that time, the building principal may elect to make the employee available to receive service of process.

Witness Fee Due District

Pursuant to OKLA. STAT. tit. 28, § 84.1(B), the District shall be paid a witness fee equal to the amount of a substitute teacher cost, not to exceed \$100 any time a District employee is subpoenaed to appear as a witness in a civil court proceeding. Such payment shall be made well in advance of any District employee's attendance at a proceeding.

FERPA/Privacy Compliance

Administrators who become aware of the need for a District employee to testify in a civil proceeding should evaluate the nature of prospective testimony in order to ensure that such testimony will not violate FERPA mandates and/or Oklahoma confidentiality laws. If there are any concerns that an employee's testimony could violate privacy laws (including FERPA), the District's legal counsel should be notified so that appropriate notice can be issued to affected parties.

Adopted by the Board of Education, August 18, 2020.

**ATHLETIC EVENTS
BROADCASTING AND STREAMING RIGHTS**

Beginning with the 2021-2022 school year and notwithstanding any policy of a school athletic association,¹ in all of the district's regular season high school athletic competitions in this state, the visiting team shall have the same rights to radio broadcast, video stream, and provide telegraphic play-by-play accounts as the district (home team), as long as the visiting team has either of the following:

1. A valid agreement to broadcast, video stream and/or provide telegraphic play-by-play accounts between a media organization and the school's board of education; or
2. The visiting team has a curricular program for students that typically provides streaming for the team's home games.

Pursuant to OKLA. STAT. tit. 70, § 27-102, a school athletic association is any private organization or association which charges the school or school district a membership fee, retains a portion of revenue generated by the interscholastic activities or contests of the member schools, and provides the coordination, supervision and regulation of the interscholastic activities and contests of the member schools.

The provisions of this policy shall apply to contracts for the rights to radio broadcast, video stream, and provide telegraphic play-by-play accounts entered into or renewed on or after July 1, 2021.

Reference: OKLA. STAT. tit. 70, § 27-105; OKLA. STAT. tit. 70, § 27-102

Adopted by vote of the Board of Education, August 10, 2021

¹Any private organization or association which charges the school or school district a membership fee, retains a portion of revenue generated by the interscholastic activities or contests of the member schools, and provides the coordination, supervision and regulation of the interscholastic activities and contests of the member schools.