VICI BOARD OF EDUCATION

* * C A U T I O N * *

This copy of the Vici School District Policy Manual is placed in the _____ for your information. The district does not guarantee that the policies herein are current and correct. If you need to be certain that you have the most current policy, you should check the Master Copy in the Superintendent's Office.

VICI BOARD OF EDUCATION

DISCLAIMER

The Vici Board of Education does not intend that the contents of this policy manual will in any way constitute an employment contract and is not to be construed as an extension of any employment contract. All policies, regulations, procedures, and exhibits contained herein are subject to change as the board of education deems necessary and appropriate. Final interpretation and application of any statement herein is within the discretion of the board of education.

INTRODUCTION
POLICY MANUAL

Vici School District Number ____

Vici , Dewey County, Oklahoma

The Vici School District operates according to policies developed and established by the board of education. The board, which represents the local community, develops policies after careful study and deliberation, and the school administration implements those policies through regulations and procedures. The board will appraise the effects of its policies and make revisions as necessary.

This manual contains the policies, regulations, procedures, and exhibits which govern the Vici School System. Policy development in a modern, progressive school system is a dynamic, on-going process. New problems, issues, and needs give rise to the continuing need to develop new policies or to revise existing ones. To facilitate periodic updating, the board uses a looseleaf format for the manual.

Each person, office, or agency should update its copy of this manual as new policies are distributed.

Manual Organization

This manual is organized according to the classification system used by the Oklahoma State School Boards Association. The system provides an efficient means of coding, filing, and finding policies. There are seven major classifications, each bearing an alphabetical code:

A - School District
B - School Board Operations
C - Business and Support Services
D - Personnel
E - Instruction
F - Students
G - Community Relations

Subclassification under each heading is based on logical sequence and alphabetical subcoding. A policy statement is first filed according to its major classification. Personnel policies are found in the D Section, student policies in the F Section, etc. Policies are then subcoded within various sections under the major classification. For example, FM is Student Activities, FMA is Extracurricular Activities, and FMAC is Cheerleaders and Spirit Groups. For an example of the subcoding system, examine the pages immediately following the tab for Section A - School District.

The pages that follow the tabs for each major section present the classification for that section and serves as a table of contents.

How to find Policy

There are two ways to find a policy in this manual:

> Consider where the policy would be filed among the seven major classifications. Turn to the table of contents for that section. Glance down the listing until you find the term that most closely fits the topic you are seeking. Use the code letters given for that term to locate the page that will appear in alphabetical order by code within that particular section. All pages of the manual are coded in the upper right corner.

or

> Turn to the cross-reference index, which is an alphabetical index of many terms used in education. Find your topic as in any index, find the code, and use the code to locate the correct page in the manual. The cross-reference lists more than 1800 terms, but no index of useful size could include every possibility. If the term you want is not included, use a synonym or a more general or specific term appropriate to that topic. If you can find the term and code but there is no policy, the school system probably has no written policy for that particular topic. All terms used in the codification system appear in the sectional tables of contents and the cross-reference to accommodate the coding, insertion, and finding of policies that may be adopted later. There is one other possibility. A brief statement related to the policy that you are seeking may be incorporated in a "superior" policy that covers that general area. This "superior" policy will be coded under a more general term. To find it, read up the classification system.

Legal References

Pertinent legal references are given to inform the reader as to where applicable statutes relating to a particular policy may be found. Unless otherwise noted, all legal references direct the reader to the Oklahoma Statutes Annotated. It is important to mention that other laws and court decisions may be applicable to a particular policy.

Cross-References

Certain policies are related to other policies. Cross-references may follow some statements to help the reader find all the related information regarding that particular topic.

Board Policies

Generally, the role of a board of education is to set policy, and the role of the school administration is to execute and support that policy. Following is the basic distinction between policies and regulations as set forth by the National School Boards Association:

> Policies are principles adopted by the board to chart a course of action. They tell what is what and may include why and how much. They are broad enough to indicate a line of action to be taken by the administration in meeting a number of day-to-day problems; they need to be narrow enough to give the administration clear guidance.
>
> Regulations are the detailed directions developed by the administration to put the board's policy into practice. They tell how, by whom, where, and when things are to be done. Often the state and federal governments require school boards to make detailed rules. Many regulations are established by law and the Oklahoma State Board of Education. Additionally, the public may demand that the board, not the administration, establish specific rules and procedures in certain sensitive areas. Therefore, for the purposes of this manual, all edicts of the state (even though regulations) are considered to be mandated board policy. Where the board has written regulations required by law or in particularly sensitive areas, and has incorporated them into policy, the entire statement is presented as policy.

This manual contains all the current written policies of the Vici Board of Education. The need for reducing policies to writing, adopting new policies, and revising old ones is apparent. Further, state law and state school board regulations may change. Therefore, a policy manual can never be totally complete and current. Policy development is a continuing process. From time to time, new policies will be developed, coded according to the classification system, and issued for insertion in this manual.

Order of Precedence

Board policies must be read and interpreted in the light of appropriate Federal and Oklahoma Statutes and regulations and state school board regulations. If, and where, inconsistencies of interpretation arise, the law and state regulations prevail.

Acknowledgment

The undersigned members of the Vici Board of Education hereby acknowledge an agreement between the board of education and the Oklahoma State School Boards Association. The OSSBA has agreed to develop a manual of school policies for the board of education on a contractual basis with the understanding that in adopting the school policies, said board releases the OSSBA from any and all liability that might arise as a result of the implementation of said policies.

ADOPTED:

_____ _____

_____ _____

_____ _____

Date _____

VICI PUBLIC SCHOOLS

SCHOOL POLICY MANUAL

TABLE OF CONTENTS

SECTION A	SCHOOL DISTRICT
SECTION B	SCHOOL BOARD OPERATIONS
SECTION C	BUSINESS AND SUPPORT SERVICES
SECTION D	PERSONNEL
SECTION E	INSTRUCTION
SECTION F	STUDENTS
SECTION G	COMMUNITY RELATIONS

TABLE OF CONTENTS (Cont.)

VICI BOARD OF EDUCATION

SCHOOL POLICY REFERENCE MANUAL
TABLE OF CONTENTS

A	SCHOOL DISTRICT
AE	PHILOSOPHY OF VICI PUBLIC SCHOOLS
AEA	MISSION STATEMENT
AF	EDUCATIONAL GOALS
AFC	SUPPORT SERVICES GOALS
B	SCHOOL BOARD OPERATIONS
BA	BOARD OF EDUCATION LEGAL STATUS
BAAB	NEPOTISM
BAC	STATUS OF SCHOOL BOARD MEMBERS AS INDIVIDUALS
BBF	CODE OF ETHICS FOR BOARD MEMBERS
BBH	DEVELOPMENT OPPORTUNITIES, BOARD MEMBERS
BBH-R1	NEW BOARD MEMBER WORKSHOP
BBH-R2	SCHOOL BOARD MEMBER CONTINUING EDUCATION
BD	SCHOOL BOARD INTERNAL ORGANIZATION
BD-R2	BOARD OF EDUCATION - MINUTES CLERK, REGULATION
BD-R3	BOARD OF EDUCATION - ENCUMBRANCE CLERK, REGULATION
BDAE	BOARD OF EDUCATION OFFICERS - TREASURER
BDD	BOARD OF EDUCATION ATTORNEY
BDFD	HEALTHY AND FIT SCHOOL ADVISORY COMMITTEE/SAFE SCHOOL COMMITTEE
BE	BOARD OF EDUCATION MEETINGS AND NOTIFICATION PROCEDURES
BEA	SCHOOL BOARD MEETINGS AGENDA PREPARATION AND DISSEMINATION
BEB	QUORUM, BOARD MEETING PROCEDURE
BED	BOARD OF EDUCATION MEETING, PUBLIC PARTICIPATION
BED-R	BOARD OF EDUCATION MEETINGS, PUBLIC PARTICIPATION, REGULATION
BEEA	RULES OF ORDER
BFA	BOARD POLICIES
BHE	BOARD MEMBER INSURANCE
BJ	BOARD OF EDUCATION EXECUTIVE OFFICER - SUPERINTENDENT
BJA	BOARD-SUPERINTENDENT RELATIONSHIP
BJCD	EVALUATION OF THE SUPERINTENDENT

TABLE OF CONTENTS (Cont.)

C BUSINESS AND SUPPORT SERVICES

CDA MANAGEMENT AND INVESTMENT OF FUNDS
CDAC GENERAL FUND BALANCE
CDC PUBLIC GIFTS/DONATIONS TO THE SCHOOLS
CDCA DONATIONS OF PLAYGROUND EQUIPMENT, PROTOCOL FOR SELECTION AND INSTALLATION
CDCA-E APPLICATION FOR APPROVAL OF PROPOSED PLAYGROUND EQUIPMENT INSTALLATION

CE ANNUAL BUDGET

CFB ACTIVITY FUNDS
CFB-E2 ACTIVITY FUND SUB-ACCOUNTS
CFB-E3 REQUEST FOR TRAVEL ADVANCE, SCHOOL ACTIVITY FUNDS
CFBB SANCTIONING OF PARENT ORGANIZATIONS AND BOOSTER CLUBS
CFC AUDITOR
CFEA SALARY DEDUCTIONS
CFEA-P TEACHING PERSONNEL PURCHASING PROCEDURES

CHA PURCHASING AND DISTRIBUTION
CHA-P2 EXPENDITURES AND FINANCIAL RECORDS
CHC BIDS AND QUOTATIONS

CI DISPOSAL OF SURPLUS SCHOOL PROPERTY
CK-R SAFETY PROGRAM (REGULATION)
CKC DISASTER DRILLS
CKC-R1 FIRE DRILLS, RULES AND PROCEDURES
CKC-R2 TORNADO DRILLS, RULES AND PROCEDURES
CKDA TOBACCO USE PROHIBITED
CKEA HAZARD COMMUNICATION
CKEA-R HAZARD COMMUNICATION STANDARD, REGULATIONS

CL BUILDINGS, EQUIPMENT, AND GROUNDS
CLAC KEY CONTROL
CLD VANDALISM

CMAB TEXTBOOKS, DISTRIBUTION AND CARE OF

CN SCHOOL TRANSPORTATION
CN-A2 APPENDIX 2, STUDENT CONDUCT ON BUSES

CO CHILD NUTRITION PROGRAM
COB FOOD PROCUREMENT
COB-R FOOD PROCUREMENT, REGULATION

CPAB MAIL AND DELIVERY SERVICE
CPAC TELEPHONES
CPAC-R TELEPHONES, REGULATION
CPACA CELLULAR TELEPHONES AND OTHER WIRELESS TELECOMMUNICATIONS DEVICES

CVCD DISABILITY ACCOMMODATIONS

TABLE OF CONTENTS (Cont.)

CVCD-P	DISABILITY ACCOMMODATIONS, PROCEDURES
CVFA	FAIR LABOR STANDARDS ACT
D	PERSONNEL
DA	SEXUAL HARASSMENT
DAA	NONDISCRIMINATION
DABB	RECORDS INVESTIGATION
DBA	TEACHER ASSISTANTS
DBAA	TITLE I PARAPROFESSIONALS
DBCA	STANDARDS OF PERFORMANCE AND CONDUCT FOR TEACHERS
DBFA	TUTORING
DC-R1	EMPLOYMENT PRACTICES (REGULATION)
DCCB	DRUG AND ALCOHOL TESTING, BUS DRIVERS
DCCB-R	DRUG AND ALCOHOL TESTING, BUS DRIVERS, REGULATION
DCC	DRUG-FREE WORKPLACE
DCC-R	WORKPLACE DRUG AND ALCOHOL TESTING, REGULATIONS
DE-R2	ADMINISTRATIVE POLICIES FOR SUBSTITUTE TEACHERS ADJUSTED YEARLY
DEB	PERSONNEL HOLIDAYS
DEC-R1	SICK LEAVE, CERTIFIED PERSONNEL, REGULATIONS
DEC-R2	SICK LEAVE, SUPPORT PERSONNEL, REGULATIONS
DEC-R3	PERSONAL BUSINESS LEAVE, REGULATIONS
DEC-R4	EMERGENCY LEAVE, REGULATIONS
DECA	FAMILY MEDICAL LEAVE
DED-R2	BEREAVEMENT LEAVE, REGULATIONS
DED-R3	PARENTAL LEAVE, REGULATIONS
DEE	EXPENSE REIMBURSEMENT
DEEC	STUDENT ACTIVITIES, EXPENSE REIMBURSEMENT
DEFA	LEAVE SHARING PLAN
DIAF	HYGIENE AND SANITATION (BLOODBORNE PATHOGENS)
DJ	DRESS AND PERSONAL GROOMING, TEACHERS
DKA	TEACHER TRANSFERS
DMB	PROFESSIONAL GROWTH AND DEVELOPMENT
DMB-R1	PROFESSIONAL GROWTH AND DEVELOPMENT, REGULATION
DNA	TEACHER EVALUATION
DNAA	EVALUATION OF ADMINISTRATIVE PERSONNEL
DNB	PERSONNEL FILES, CERTIFIED STAFF
DO	TERMINATION OF EMPLOYMENT, TEACHERS
DO-R	TEACHER TERMINATION PROCEDURES
DOAC	SUPPORT PERSONNEL SUSPENSION, DEMOTION OR TERMINATION
DOB	DUE PROCESS FOR ADMINISTRATORS
DOCA	REDUCTION-IN-FORCE, CERTIFIED PERSONNEL
DOCB	REDUCTION-IN-FORCE, SUPPORT PERSONNEL
DPA	QUALIFICATIONS, TEACHERS

TABLE OF CONTENTS (Cont.)

DPAA	QUALIFICATIONS, PRINCIPALS
DPAD	SCHOOL COUNSELOR, QUALIFICATIONS
DPAE	SCHOOL LIBRARIAN DUTIES
E	INSTRUCTION
EB	SCHOOL CALENDAR
EBA	SCHOOL HOURS
EC	SCHOOL DAY
EC-R	SCHOOL DAY, REGULATION
EEC	CLASS SCHEDULES, STUDENTS
EFA	SCHOOL LIBRARY MEDIA CENTER
EFA-R1	SCHOOL LIBRARY MEDIA CENTER, SELECTION OF MATERIALS, REGULATION
EFBC	COMPUTER USE
EFBCA	INTERNET AND OTHER COMPUTER NETWORKS ACCEPTABLE USE AND INTERNET SAFETY POLICY
EFD	FIELD TRIPS AND EXCURSIONS
EFD-R1	EDUCATIONAL FIELD TRIPS, REGULATION
EFDA	SENIOR TRIPS
EHA	BASIC INSTRUCTIONAL PROGRAM
EHACA	DIPLOMAS FOR VETERANS
EHAK	PHYSICAL EDUCATION
EHBB	GIFTED CHILD EDUCATIONAL PROGRAM
EHBCA	EXTENDED SCHOOL YEAR SERVICES
EHBDB	TITLE I PARENT INVOLVEMENT
EHBE	LIMITED ENGLISH PROFICIENCY INSTRUCTION
EHBHA	ALTERNATIVE SCHOOL
EHBHA-R	ALTERNATIVE SCHOOL ATTENDANCE, REGULATION
EHBHA-E	ALTERNATIVE EDUCATION CONTRACT
EHBHA-E1	ACADEMIC PLAN OF GRADUATION
EHBHA-E2	GRADUATION CREDIT COMPLETION FORM
EHBHA-E3	CONFIDENTIALITY RELEASE FORM
EHBHA-E4	FEDERAL SAFE SCHOOL ACT
EHBHA-E5	BUS TRIP/FIELD TRIP/ACTIVITY PERMISSION FORM
EHBHA-E6	STUDENT INFORMATION RELEASE FORM
EHBHA-E7	INTAKE SCREENING
EHBHA-E8	HIGHLY QUALIFIED EXCEPTION
EHBHA-E9	ALTERNATIVE EDUCATION TESTING SCORES FORM
EHDF	INTERNET-BASED INSTRUCTION
EIA	PROMOTION AND RETENTION
EIA-R1	GRADING
EIAB	REPORT CARDS
EIAB-E1	STUDENT PROGRESS REPORT
EIAE	PROFICIENCY BASED PROMOTION
EIAE-P	PROFICIENCY BASED PROMOTION TESTING PROCEDURES
EIB	HOMEWORK
EIC	HONORS PROGRAM, VALEDICTORIAN, SALUTATORIAN, HONOR STUDENTS
EIC-R1	HONORS PROGRAM, REGULATION

TABLE OF CONTENTS (Cont.)

EIC-R2	VALEDICTORIAN AND SALUTATORIAN, REGULATION
EICB	NATIONAL HONOR SOCIETY
EIED	GRADUATION REQUIREMENTS
EJ	SCHOOL COUNSELOR
EK-R1	TESTING PROGRAM, STUDENT SURVEYS, REGULATION
EMDA	MILITARY RECOGNITION
F	STUDENTS
FD	STUDENT RESIDENCY
FDC	STUDENT ATTENDANCE
FDC-R1	ATTENDANCE POLICY, REGULATION
FDD	TARDINESS
FE	OPEN TRANSFER POLICY, TRANSFERS AND ASSIGNMENTS
FEXX	WITHDRAWAL FROM SCHOOL
FFA	HEALTH, STUDENTS
FFA-R	HEAD LICE, REGULATIONS
FFA-P	INSTRUCTIONS FOR PARENTS, HEAD LICE
FFAAB	ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS)
FFAAB-E	HIV/AIDS MEDICAL INFORMATION RELEASE CONSENT FORM
FFAB	IMMUNIZATIONS, STUDENTS
FFACA	ADMINISTERING MEDICATION TO STUDENTS
FFACB	SELF-ADMINISTRATION OF INHALED ASTHMA MEDICATION
FFAF	VISION SCREENING OF STUDENTS
FFD	ACCIDENT INSURANCE, STUDENTS
FFFC	BICYCLES
FFFD	VEHICLE USE AND PARKING, STUDENTS
FFG	REPORTING SUSPECTED CHILD ABUSE AND/OR NEGLECT
FFG-E	SUSPECTED CHILD ABUSE REPORT FORM
FFGA	CUSTODIAL AND NONCUSTODIAL PARENTAL RIGHTS
FGBA	LETTERING QUALIFICATIONS, ATHLETICS
FGBA-R	LETTERING QUALIFICATIONS, ATHLETICS, REGULATION
FJ	FUND RAISING BY IN-SCHOOL ORGANIZATIONS
FJ-R	ADMINISTRATIVE GUIDELINES FOR RAFFLES
FL	STUDENT RECORDS
FL-R	COMPLIANCE WITH FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974, REGULATION
FL-E1	FORM A: REQUEST TO INSPECT RECORDS (PARENT)
FL-E2	FORM B: REQUEST TO INSPECT RECORDS (STUDENT OVER 18)
FL-E3	FORM C: AUTHORITY TO TRANSFER EDUCATION RECORDS (PARENT)
FL-E4	FORM D: AUTHORITY TO TRANSFER EDUCATION RECORDS (STUDENT OVER 18)
FL-E5	FORM E: EDUCATION RECORD CHALLENGE (PARENT)
FL-E6	FORM F: EDUCATION RECORD CHALLENGE (STUDENT OVER 18)
FL-E7	FORM G: NOTICE OF HEARING TO CONTEST RECORD CONTENT
FL-E8	FORM H: SUMMARY OF HEARING TO CONTEST RECORD CONTENT

TABLE OF CONTENTS (Cont.)

FL-E9	FORM I: PERMISSION OF PARENT OR LEGAL GUARDIAN FOR THIRD PARTY ACCESS TO STUDENT'S EDUCATION RECORD
FL-E10	FORM J: PERMISSION OF STUDENT EIGHTEEN OR OVER FOR THIRD PARTY ACCESS TO STUDENT'S EDUCATION RECORD
FL-E11	FORM K: RECORD OF THIRD PARTY ACCESS
FL-E12	FORM L: TRANSFER OF RECORDS UNDER JUDICIAL ORDER OR LAWFULLY ISSUED SUBPOENA
FL-E13	REQUEST FOR RECORDS DENIED, INCOMPLETE FORMS
FL-E14	REQUEST FOR RECORDS INFORMATION DENIED
FL-E15	REVIEW OF STUDENT RECORDS, NOTIFICATION TO PARENT
FL-E16	NOTICE TO PARENTS OF ACCESS TO RECORDS REQUEST
FL-E17	RECORD OF INDIVIDUALS, AGENCIES, ORGANIZATIONS WHO HAVE REQUESTED AND/OR EXAMINED SCHOOL RECORDS
FL-E18	NOTICE OF RIGHTS UNDER FERPA AND NOTICE FOR DIRECTORY INFORMATION
FL-E19	REQUEST OF NON-PARENT FOR EXAMINATION AND/OR COPIES OF STUDENT RECORDS
FLE	TRANSFER AND RELEASE OF CONFIDENTIAL INFORMATION
FLF	INFORMATION COORDINATOR
FMA	EXTRACURRICULAR ACTIVITIES
FMA-R1	EXTRACURRICULAR ACTIVITIES, REGULATION
FMA-E3	CALENDAR REQUISITION FORM
FMAC	CHEERLEADERS AND SPIRIT GROUPS
FMAC-R	EXTRACURRICULAR ACTIVITIES, CHEERLEADING, REGULATION
FMCAA	GANG ACTIVITY
FNC	STUDENT CONDUCT
FNC-R	STUDENT CONDUCT, REGULATION
FNF	SEARCH OF STUDENTS
FNFA	RESPONSIBILITY FOR SCHOOL PROPERTY, LOCKERS
FNG	WIRELESS TELECOMMUNICATION DEVICES
FNHA	BOOK BAGS AND BACKPACKS
FO	STUDENT DISCIPLINE
FO-R1	CONTROL AND DISCIPLINE POLICY
FOC	DETENTION
FOD	SUSPENSION OF STUDENTS
FOD-R	SUSPENSION OF STUDENTS, REGULATION
FODEB	SUSPENSION OF DISABLED STUDENTS
FOE	TRUANCY AND ATTENDANCE
FP	STUDENT FEES, FINES, AND CHARGES
G	COMMUNITY RELATIONS
GBA	OPEN RECORDS ACT
GFB	GRIEVANCE PROCEDURE, PARENT-TEACHER
GG	PUBLIC RELATIONS

TABLE OF CONTENTS (Cont.)

GJ	SCHOOL VISITORS
GJ-P	SCHOOL VISITORS, GRIEVANCE/APPEALS PROCESS
GJBA	STUDENT RECRUITMENT, ACCESS TO STUDENTS AND DIRECTORY INFORMATION
GK	USE OF SCHOOL PROPERTY
GK-R1	USE OF SCHOOL PROPERTY, REGULATION
GK-R4	USE OF HIGH SCHOOL/MIDDLE SCHOOL CAFETERIA, REGULATION
GK-R7	USE OF STOCK TRAILERS
GK-R7-E	USE OF STOCK TRAILERS WAIVER OF LIABILITY FOR LIVESTOCK
GLC	LEGISLATIVE REPRESENTATIVES RELATIONS

PHILOSOPHY OF VICI PUBLIC SCHOOLS

The Board of Education believes that education should be shaped by purposes rather than by forces.

Therefore, the education system of this district, while maintaining flexibility in adapting to an ever-changing society, will be dedicated to the total personal development of each student to the limits of his or her abilities and interests in a sequentially coordinated curriculum which allows for individual differences.

To this end, staff members will strive to aid in each student's intellectual, physical, moral, emotional, aesthetic, and social growth so that he or she may become a useful, responsible and respectable member of home, community, and society while leading a personally rewarding life.

The Board believes that the ultimate goal of an education in the Vici School District would be to prepare the student for a world of rapid change and unforeseeable demands.

MISSION STATEMENT

The Vici Board of Education is responsible on behalf of the people of this district to establish, maintain, and continually improve the public schools. As the designee to carry out the responsibility for the School District in implementing this mandate, the Board of Education must act in a regulatory and service capacity through their Superintendent of Schools.

Our Mission

The mission of Vici Public Schools is to instill tomorrow's citizens with knowledge and skills for the future and an awareness and appreciation for the past.

Exit Outcomes

Working from a strong academic base, graduates of Vici Public Schools will be challenged, to the best of their ability, to become:

1. innovative, creative problem solvers,
2. self directed, life-long learners,
3. skillful, effective communicators,
4. cooperative with and respectful of others,
5. community contributors and global citizens resulting in a positive self concept.

EDUCATIONAL GOALS

It is the desire of the Vici Board of Education to achieve the following overall goals in the governance and operation of the school system:

1. To provide an educational program and instructional arrangements which will permit each child to develop to his/her full potential.

2. To provide for the best possible school staff, including both professional and support personnel.

3. To encourage the development of meaningful interpersonal relationships among students, the staff, and community.

4. To ensure that staff, students, and parents are afforded opportunities for participation in the development and evaluation of programs and policies.

5. To strive for maximum efficiency in the use of district resources to meet the goals and objectives of the various programs and services.

STUDENTS

GOALS: Vici Public Schools will provide appropriate educational opportunities for all students, thereby, reducing the number of students at risk of failure in school.

INDICATORS: This goal will have been reached when:

1. After identifying students with special needs and establishing intervention programs, the graduation rate reaches 90% (from entrance in secondary school) with significant gains for those special needs groups.

2. A system of identification, intervention, and assurance of progress of ‘‘at-risk/potential dropout” students will be effectively activated.

3. There has been a substantial increase in the number of students who graduate and successfully obtain employment or pursue post secondary education.

CURRICULUM INSTRUCTION

GOAL: Vici Schools will provide responsive curriculum and effective instruction to meet increasing demands and expectations of society for our students.

INDICATORS: This goal will have been achieved when:

1. We focus instruction on the needs of each individual student at all levels within the framework of an integrated curriculum.
2. All programs within the curriculum will provide for balanced student development in mental, physical, and these areas, coupled with a special emphasis on preserving and developing each child’s self-esteem and self-worth.
3. Each level of the curriculum, K-12 builds on higher order thinking skills.

EDUCATIONAL GOALS, CONT.,

4. Students have achieved an increased level of responsibility for their own learning as they progress through the grades.
5. An accreditation plan has been implemented to assure equality in the quality of results oriented instruction for all students.
6. All programs in the schools emphasize teamwork and cooperation in a competitive world environment.
7. Our K-12 curriculum will have established acceptable standards for reading, thinking, communicating, and exercising self-discipline as a responsible and productive citizen appropriate to the students' educational level.
8. Recruit and employ teachers and administrators of measurably high quality as a direct result of improvements in teacher education, teacher testing, and teacher evaluations.

STUDENT ACHIEVEMENT

GOALS: Students in Vici Public Schools will rank in the upper levels of achievement in knowledge and skills in state and national comparisons.

INDICATORS: This goal will have been achieved when:

1. Vici Schools has consistently maintained above average scores on the Oklahoma Testing Program and the ACT.
2. All students will have attained measurable proficiency in learning skills appropriate for their grade level and ability.
3. All students have mastered the essential elements of the core curriculum at the appropriate grade levels as reflected by state mandated tests.
4. All students will have experienced preparation f or life long learning, productivity, and service as evidenced by self-directed learning activities, practical application of learning, and service to others.
5. A majority of students will have developed measurable proficiency in social human relationship and bilingual skills in addition to academic skills, so that all students may be functional, productive citizens in the local community, state, nation, and world at the level they choose.

SCHOOL RESTRUCTURING

GOAL: Vici School System will be noted state wide for its excellence in educational programs and the production of outstanding graduates.

INDICATORS: The goal will be achieved when:

1. We have been successfully evaluated based on our developed and state approved indicators of excellence and effectiveness.

2. We have developed and implemented a system of cooperative decision making which focuses on improvement in teaching and learning, and achieves success in student outcomes.

EDUCATIONAL GOALS, CONT.,

FINANCIAL RESOURCES

GOAL: The Vici Board of Education will develop a budget which will allow restructuring and long term commitment to improve learning.

INDICATORS: This goal will be achieved when:

1. We operate a budget within our revenue.
2. We keep a balance between employee salaries and other expenses that is required to have a sound financial program.
3. A balance of spending will have been achieved to cover all curriculum areas.

PUBLIC SUPPORT

GOAL: The Vici Board of Education will plan, develop, and implement strategies for generating public support aimed at bolstering families, strengthening communities, and increasing individual opportunities.

INDICATORS: This goal will have been achieved when:

1. We solicit support and involvement by community, parental, and business groups.
2. We have public support in maintaining and improving all
3. Programs and services in the schools through volunteers, committee structures, and cooperative arrangements. We use high impact communications and media to show progress in meeting goals.

SUPPORT SERVICES GOALS

The Vici Board of Education recognizes that support services are essential to the successful functioning of a school system and that management of the support services is an important responsibility of the district's administration. However, it should be remembered that education is the district's central function and all support services shall be provided, guided, and evaluated by this requirement.

In order to provide services that are truly supportive of the educational program, the board establishes the following general goals:

1. To provide a physical environment for teaching and learning that is safe and pleasant for students, staff, and public. (See policy CK.)

2. To provide safe transportation for students to and from school. (See policy CNAB.)

3. To provide nutritious meals for students. (See policy CO.)

Equal Opportunity Employer

It is the policy of this district to provide equal opportunities for employment, retention, and advancement of all people regardless of race, color, creed, national origin, political affiliation, physical handicap, or sex.

Support Personnel

- The MAINTENANCE SUPERVISOR shall be responsible for the supervision of all buildings and ground maintenance. He/she shall also supervise custodial and maintenance personnel and shall be responsible to the Superintendent and/or Principal.

- MAINTENANCE and CUSTODIAL STAFF shall be responsible for the cleaning and maintenance of the district’s buildings and grounds, and shall follow a cleaning and maintenance schedule established by the building Principal. Maintenance and custodial staff will be responsible to the building Principal and/or Superintendent.

- The CAFETERIA MANAGER and HEAD COOK will be responsible for the overall operation of the cafeteria. These responsibilities include ordering supplies, ensuring that high level of health and safety guidelines are met, supervising cafeteria personnel, and ensuring that quality meals are prepared. The cafeteria manager and head cook is responsible to the Superintendent. (see appendix for job description)

- The CAFETERIA STAFF shall prepare and serve meals; clean dishes, tables, and other cafeteria furniture; and other duties related to the effective operation of the cafeteria. The cafeteria staff shall be responsible to the cafeteria manager.

- The TRANSPORTATION DIRECTOR shall establish an efficient and effective system of automotive maintenance and repair, which will ensure that the district’s buses are in such a state of operating excellence that they present no problem or interruption to the education program. The transportation director shall be responsible to the Superintendent.

SUPPORT SERVICES GOALS, CONT.,

- BUS DRIVERS shall drive in such a manner as to provide safe and efficient transportation for the students of the district. They shall obey all traffic laws, maintain student discipline on the bus, make routine checks on the bus before operating, and perform other duties associated with the safe operation of school buses. Bus drivers shall be responsible to the transportation director and/or Superintendent.

- TEACHER'S ASSISTANTS shall assist the teacher in achieving educational objectives by preparing learning materials, grading student papers, working with individual students or groups of students to help them achieve desire skill levels, and performing other duties as assigned. Teacher assistants shall be responsible to the building Principal.

- The SUPERINTENDENT'S SECRETARY shall be responsible for all central office correspondence, such reports and filing as may be required and other duties as may be assigned. The secretary shall also be responsible for seeing that all the district's financial transactions are properly recorded and accounted for.

- BUILDING SECRETARIES shall carry out the duties assigned them in such a manner as to assure the smooth and efficient operation of the school office. Building secretaries shall be responsible to the building principal.

- LIBRARY ASSISTANTS shall work under the guidance and supervision of the professional staff, and provide services which free the professional staff to work directly and closely with students and faculty in the school.

BOARD OF EDUCATION
LEGAL STATUS

In conformity to the laws of the State of Oklahoma, the Board of Education shall consist of five members, each serving a five-year term, with one member's term expiring each year. All members shall be elected at large.

REFERENCE: 70 O.S. §5-106, §1-115, §1-116, and §5-117, et seq.

NEPOTISM

"Except as otherwise provided herein, no teacher or other employee of any school district may be employed if that teacher or employee is related to a member of the Board of Education within the second degree of consanguinity or affinity. A teacher or employee already under contract to or otherwise employed by the School District or a board member already serving at the time the relationship is established may continue in said employment or service. However, the board member shall not be eligible for reelection."

Not only is a board prohibited from initially employing one related to a board member within the second degree, but no person can take office as a board member if they are related by blood or marriage to another board member within the second degree.

The prohibitions in this policy shall not apply to the employment of substitute teachers or to the employment of temporary substitute support employees, as long as the district's ADM is less than 5,000 students.

REFERENCE: 70 O.S. §5-113, 5-113.1

STATUS OF SCHOOL BOARD MEMBERS AS INDIVIDUALS

The Vici Board of Education is a governing body composed of five (5) members. Board members as individuals or in concert outside a legal meeting are not the board. It is an usurpation of authority for any one member, such as the board president, to assume authority for acting in the name of the board without specifically delegated authority to do so from the board. An officer of the board has no more authority than any other member.

Individuals or groups often confront a single board member with issues that should usually be handled by the superintendent of schools. In those cases of apparent exception, it is suggested that the board member withhold commitment and/or opinion until the matter has been presented to the whole board. It is often wise for a board member to postpone the formulation of an opinion until having had the benefit of hearing the issue discussed by the board where all aspects of the problem are aired. A board member should not obligate other members of the board by predicting how they will vote.

Any board member who, before serving or while serving on the board of education, initiated litigation against the school district, the school board, or an individual board member; or who is a governing member of a group or organization who authorized and initiated such litigation may be excluded upon a majority vote of the board members from any executive session where the litigation is discussed or from any other form of participation in the board's defense of the litigation, including any vote on issues that relate to that legal action.

REFERENCE: 70 O.S. §5-106, §5-107A, §5-113.2

CROSS-REFERENCE: Policy BA, Board of Education, Legal Status
Policy GF, Public Complaints

CODE OF ETHICS FOR BOARD MEMBERS

AS A MEMBER OF MY LOCAL BOARD OF EDUCATION I WILL STRIVE TO IMPROVE PUBLIC EDUCATION, AND TO THAT END I WILL:

Attend all regularly scheduled Board meetings insofar as possible, and become informed concerning the issues to be considered at those meetings;

Recognize that I should endeavor to make policy decisions only after full discussion at publicly held Board meetings;

Render all decisions based on the available facts and my independent judgment, and refuse to surrender that judgment to individuals or special interest groups;

Encourage the free expression of opinion by all Board members, and seek systematic communications between the Board and students, staff, and all elements of the community;

Work with other board members to establish effective Board policies and to delegate authority for the administration of the schools to the Superintendent;

Communicate to other Board members and the Superintendent expressions of public reaction to Board policies and school programs;

Inform myself about current educational *issues* by individual study and through participation in programs providing needed Information, such as those sponsored by my state and national school boards association;

Support the employment of those persons best qualified to serve as school staff, and insist on a regular and impartial evaluation of all staff;

Avoid being placed in a position of conflict of interest and refrain from using my board position for personal or partisan gain;

Take no private action that will compromise the Board or administration, and respect the confidentiality of information that is privileged under applicable law; and

Remember always that my first and greatest concern must be the educational welfare of the students attending public schools.

DEVELOPMENT OPPORTUNITIES: BOARD MEMBERS

The school board in modern America faces a difficult set of challenges. It must fashion a quality educational program to prepare children for an unpredictable tomorrow. It must decide complex issues of policy and principle. It must oversee the prudent management of our community's extensive school facility. It is right and proper for the public to expect its elected and/or appointed board members to demonstrate high qualities of leadership as they deal with affairs of the public schools. It is also right and proper for a school board to expect public support for its efforts to enlarge the horizons and abilities of its members.

The board of education places a high priority on the importance of a planned and continuing program of in-service education for its members. The central purpose of the program is to enhance the quality and effectiveness of public school governance in our community. The board shall plan specific in-service activities designed to assist board members in their efforts to improve their skills as members of the policy-making body; to expand their knowledge about trends, issues, and new ideas affecting the continued welfare of our local schools; and to deepen their insights into the nature of leadership in a modern democratic society.

Funds may be budgeted annually to support the program. Individual board members shall be reimbursed for out-of-pocket expenses incurred through participation in approved activities. The board, as a whole, shall retain the authority to approve or disapprove the participation of members in planned activities. The public shall be kept informed through the news media about the board's continuing in-service education and about the programs anticipated for short- and long-range benefits to our schools.

The board regards the following as the kinds of activities and services appropriate for implementing this policy:

1. Participation in school board conferences, workshops, and conventions held by the state and national school boards associations.

2. District-sponsored training sessions for board members.

3. Subscriptions to publications addressed to the concerns of board members.

In order to control both the investment of time and funds necessary to implement this policy, the board establishes these principles and procedures for its guidelines:

1. A calendar of school board conferences, conventions, and workshops shall be maintained by the superintendent. The board will periodically decide which meetings appear to be most promising in terms of producing direct and indirect benefits to the school district.

2. Funds for participation at such meetings will be budgeted on an annual basis. When funds are limited, the board will designate which of its members would be the most appropriate to participate at a given meeting.

3. Reimbursement to board members for their travel expenses will be in accordance with the travel expense policy for staff members. (See policy DEE and DEE-R.)

DEVELOPMENT OPPORTUNITIES: BOARD MEMBERS (Cont.)

4. When a conference, convention, or workshop is not attended by the full board, those who do participate will be requested to share information, recommendations, and materials acquired at the meeting.

School board members are encouraged to attend workshops presented by the county, state, and national school boards associations. Professional journals and books in the school libraries shall be made available to every board member.

REFERENCE: 70 O.S. §5-110
70 O.S. §5-110.1

CROSS-REFERENCE: Policy DEE, Expense Reimbursement

NEW BOARD MEMBER WORKSHOP

The board of education will assist newly elected board members to become familiar with their duties and responsibilities as quickly as possible. All board members are encouraged to attend appropriate workshops, seminars, and conventions in order to develop professionalism and expertise.

Newly elected board members are required by state law and by board policy to complete at least 12 hours of instruction on education issues, including school finance, Oklahoma education laws, and ethics, duties, and responsibilities of district board of education members. Board members may attend a two-day workshop to be held within the state by the State Department of Education, or other workshops, seminars, or classes presented by any SDE approved organization, including institutes of higher education and the Oklahoma State School Boards Association (OSSBA). The 12 hours of attendance must be accomplished during the first 15 months of the board members' tenure. The board will insure that new members are notified of the date and time of such workshops.

Upon completion of either the new members workshop or 12 hours of other workshops, an appropriate certificate of completion will be issued and the award of the certificate will be entered into board minutes.

Board members who attend and successfully complete such workshops as required by state law, which are presented by the OSSBA, the State Board of Education, or an organization or association approved by the SDE, shall be reimbursed for expenses incurred in accordance with the district's travel reimbursement policy.

The superintendent or the superintendent's designee will maintain records of each board member's training accomplishments and will notify any board member of the need for the board member to accomplish any additional training. The superintendent will notify the State Department of Education of any changes in board membership.

REFERENCE: 70 O.S. §5-110

SCHOOL BOARD MEMBER CONTINUING EDUCATION

It is the policy of this board of education that its members shall attend workshops and seminars designed to increase their knowledge and abilities of good boardsmanship.

Newly elected board members are required by law to attend a minimum of 12 hours of school law within 15 months following the board member's election. Each re-elected board member is required by law to attend a minimum of six (6) hours of school law workshops within 15 months following the board member's election. The board will declare vacant the position of any board member who fails to complete the six hours. Such vacancy will be filled as prescribed by law.

In addition to the above requirements, each board member elected to a full term of office will obtain additional hours of continuing education as required by law. Any board member who fails to complete the required hours of training will not be eligible to file for re-election to the school board upon completion of the current term.

3-year term of office -------- 9 continuing education hours required
4-year term of office ------ 12 continuing education hours required
5-year term of office ------ 15 continuing education hours required

Announcements of seminars and workshops by the Oklahoma State School Boards Association, the State Department of Education or the State Department of Career and Technology Education will be provided to each board member as received by the school administration.

Any board member of this school district who attends and completes a course which satisfies this policy shall be reimbursed by the school district for expenses incurred. The board may also reimburse expenses incurred in registering for and attending board member training programs approved by the board, which are in addition to the minimum training requirements established by law.

The superintendent or the superintendent's designee will maintain records of each board member's training accomplishments and will notify any board member of the need for the board member to accomplish any additional training. The superintendent will notify the State Department of Education of any changes in board membership.

REFERENCE: 70 O.S. §5-110
70 O.S. §5-110.1

SCHOOL BOARD
INTERNAL ORGANIZATION

Officers of the Board shall be a president, vice-president, clerk and a treasurer. The Board of Education of each school district shall elect from its membership at the first ~~regular~~ meeting after the annual school election a president and vice-president, each of whom shall serve for a term of one (1) year and until his/her successor is elected and qualified. The Board shall also elect a clerk and, at its discretion, a deputy clerk, either of whom may be one of the members of the Board, and each of whom shall hold his/her office during the pleasure of the Board and each of whom shall receive such compensation for his/her services as the Board may allow. Provided, no superintendent, principal, instructor, or teacher employed by such Board shall be elected or serve as clerk or deputy clerk of the Board. The deputy clerk may perform any of the duties and exercise any of the powers of the clerk with the same force and effect as if the same were done or performed by the clerk. Before entering upon the discharge of his/her duties, the deputy clerk shall give a bond in the sum of one thousand dollars ($1,000.00) with good and sufficient sureties to be approved by the Board conditioned for the faithful performance of his/her duties. (70 O.S.A. 5-119. 70 O.S.A. 5-114, 70 O.S.A. 5-115)

New members, elected to the Board in February, or incumbents reelected, shall take office the first board meeting ~~in~~ following the annual election and certification of election results on which date the Board shall be reorganized and officers elected for the ensuing year.

Any vacancy occurring on the Board of Education shall be filled by the Board until the next board election. The replacement must meet all the qualifications that are required of elected members. It is further provided that in the event such replacement is not made within sixty (60) days after the same occurs it shall be mandatory on the part of the Board to call a special election to fill the vacancy for the unexpired term. Said election is to be conducted in the same manner as the regular election.

- The President

It is the duty of the President to preside at meetings of the Board of Education, to appoint all committees whose apportionment is not otherwise provided for, and to sign all warrants ordered by the Board of Education to be drawn upon the treasury for school money.

- The Vice-President

It shall be the duty of the Vice-President to perform all of the duties of the President in case of his/her absence or disability.

- The Clerk

It shall be the duty of the Clerk to countersign all warrants for school monies drawn upon the treasury by the Board of Education and perform such other duties as the Board of Education or its committees may require. (70 O.S.A. 5-122)

REFERENCE: 70 O.S. §5-107A
70 O.S. §5-119
70 O.S. §5-120
70 O.S. §5-121

BOARD OF EDUCATION
MINUTES CLERK & ENCUMBRANCE CLERK
(REGULATION)

The Board of Education shall employ an Encumbrance Clerk and a Minute Clerk, both functions of which may be performed by the same employee. The Encumbrance Clerk shall keep the books and documents of the School District and perform such other duties as the Board of Education or its committees may require. The Minute Clerk shall keep an accurate journal of the proceedings of the Board of Education and perform other such duties as the Board of Education or its committees may require. Before entering upon the discharge of their duties, the Encumbrance Clerk and Minute Clerk shall each give a bond in the sum of not less than one thousand dollars ($1,000.00) with good and sufficient sureties to be approved by the Board conditioned f or the faithful performance of their duties. If both functions are performed by the same person only one bond in a sum of not less than one thousand dollars (1,000.00) shall be required. No board member, superintendent, principal, instructor, or teacher of the district shall serve as minute clerk or encumbrance clerk.

REFERENCE: 70 O.S. §5-119

NOTE: Board of education members cannot serve as minutes clerk. Superintendents, principals, instructors, or teachers employed by the board may not serve as minutes clerk.

BOARD OF EDUCATION
ENCUMBRANCE CLERK
(REGULATION)

The board of education has established the following duties for the encumbrance clerk:

1. Keep all books and documents of this school district;

2. Enter the authorized amounts of appropriations in the various appropriations accounts;

3. 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;

4. 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.

5. 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 record payments by check, wire transfer, direct payroll deposit or other disbursement through the Federal Reserve System.

6. Receive all warrants, certificates of indebtedness, or bonds from the treasurer after the treasurer has registered the warrants in numerical order.

7. Perform such other duties as directed by the board of education.

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

Before July 1, 2007, the district encumbrance clerk shall complete at least twelve (12) hours of instruction on school finance laws of this state, accounting, ethics, and the duties and responsibilities of a school district encumbrance clerk. A district encumbrance clerk hired after July 1, 2007, must complete this training within nine (9) months after employment as a district encumbrance clerk. In addition to these requirements, the district encumbrance clerk is required to complete a minimum of twelve (12) hours of continuing education every three (3) years.

REFERENCE: 70 O.S. §5-119, §5-190

NOTE: The encumbrance clerk cannot be a member of the board of education. Superintendents, principals, treasurer, assistant treasurer, instructors, and teachers employed by the board may not serve as the encumbrance clerk.

BOARD OF EDUCATION OFFICERS
TREASURER

The Board of Education shall appoint a Treasurer of the District who when required by the Board, shall propose and submit in writing a report of the conditions of the finances of the District. The Treasurer, before taking office, shall execute a bond as determined by the Board taking office, shall execute a bond as determined by the Board and paid for by the Board; said band to be equal at least to the most money the Treasurer shall have on hand at any one time.

RECOMMEND UTILIZATION OF 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. Canceled 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.
13. The board of education shall require a minimum bonding capacity of $50,000.00 when using an independent treasurer and may increase that amount as circumstances warrant.

When deposits are made for the district in accordance with the Security for Local Public Deposits Act, the treasurer shall not be liable for any loss resulting from the default or insolvency of a public depository in the absence of negligence, malfeasance, misfeasance, or nonfeasance on the part of the treasurer.

The board of education shall review the investment performance of the treasurer each month at its regularly scheduled board meeting. Such review shall include, but is not limited to, a determination of whether the treasurer is making in

BOARD OF EDUCATION OFFICERS, TREASURER (Cont.)

formed investment decisions regarding the safety, return, liquidity, costs, and benefits of various investment options in selecting investments for the school district.

Before July 1, 2007, the district treasurer shall complete at least twelve (12) hours of instruction on school finance laws of this state, accounting, ethics, and the duties and responsibilities of a school district treasurer. A district treasurer hired after July 1, 2007, must complete this training within nine (9) months after employment as a district treasurer. In addition to these requirements, the district treasurer is required to complete a minimum of twelve (12) hours of continuing education every three (3) years.

NOTE: **Standard forms for the treasurer's General Ledger, Cash Ledger, Investment Ledgers, Warrant Registers, Bond Registers, Receipt Books, and Check Books have been designed to facilitate and standardize the treasurer's bookkeeping system.**

REFERENCE: **51 O.S. §8**
62 O.S. §517.1, et seq.
70 O.S. §5-114, §5-190
Atty. Gen. Op. No. 80-292 (January 19, 1981)

BOARD OF EDUCATION ATTORNEY

At it's discretion, the Board of Education may employ the services of an attorney.

REFERENCE: 70 O.S. §5-117 (A)(14)

HEALTHY AND FIT SCHOOL ADVISORY COMMITTEE/SAFE SCHOOL COMMITTEE

The Vici Board of Education authorizes the Safe School Committee to also serve as the district Healthy and Fit School Advisory Committee. In addition to the duties of the committee as outlined in the safe school committee section, this committee shall study and make recommendations to school principals regarding health education, physical education activity, and nutrition and health services. The purpose of the Healthy and Fit School Advisory Committee is to study and make recommendations to the school principals regarding health education, physical education activity, and nutrition and health services. The committee shall make recommendations annually. The principals shall give consideration to recommendations of the committee. The committee shall be involved in the monitoring, implementation, and evaluation of 70 O.S. 5-147 which limits access to foods of minimal nutritional value.

In accordance with state law, theVici Board of Education has established that the district shall select a single committee to perform the functions of both the Healthy and Fit School Advisory Committee and the Safe School Committee. The committee will be composed of at least seven members. The committee will include an equal number of teachers, parents of the children affected, and students. In addition, the committee shall include a school official who participates in the investigation of reports of harassment, intimidation, bullying, and threatening behavior and may also include administrators, health care professionals, and business community representatives. The committee will be selected not later than October 1 of each school year.

The committee shall be involved in the monitoring, implementation, and evaluation of 70 O.S. § 5-147 which limits access to foods of minimal nutritional value.

The committee will study and make recommendations to the school principal regarding:

1. Health Issues
    A. Health education
    B. Physical education and physical activity
    C. Nutrition and health services
2. Safety Issues
    A. 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;
    B. Student harassment, intimidation, and bullying at school;
    C. Professional development needs of faculty and staff to implement methods to decrease student harassment, intimidation, and bullying; and

HEALTHY AND FIT SCHOOL ADVISORY COMMITTEE/SAFE SCHOOL COMMITTEE (Cont.)

D. Methods to encourage the involvement of the community and students, the development of individual relationships between students and school staff, and use of problem-solving teams that include counselors and/or school psychologists.

E. Policies and regulations to be revised in light of the Department of Homeland Security's threat assessment guidelines.

The committee shall meet annuallyby May 1st.

Responsibilities of the committee include, but are not limited to, the following:

1. Make recommendations to the principal regarding health issues and services, possible strategies for students to avoid harm at school, crime prevention, professional development needs of the faculty and staff concerning school safety and student health, and methods to encourage the involvement of the community members and students.

2. Review traditional and accepted harassment, intimidation, and bullying prevention programs utilized by other states, state agencies, or school districts. The State Department of Education will provide a list of research-based programs appropriate for the prevention of harassment, intimidation, and bullying of students at school. If the district implements a commercial bullying prevention program, it shall use a program listed by the State Department of Education.

3. Review the district's current safety policies and regulations and make recommendations to the administration regarding any changes needed related to the Department of Homeland Security's threat assessment level and required or proposed actions.

The principal shall give consideration to recommendations of the committee.

REFERENCE: 70 O.S. § 24-100.5
70 O.S. § 24-100a
70 O.S. § 24-100b

CROSS-REFERENCE: Policy CK, Safety Program
Policy EHAJ, Health Education

NOTE 1: District boards of education should establish the appropriate reporting procedures following the presentation of recommendations to the principal or other school administrator. These procedures may include preparation of a report to be presented to the board of education.

BOARD OF EDUCATION MEETINGS AND NOTIFICATION PROCEDURES

The Vici Board of Education shall transact all business at official meetings of the board. A "meeting" is defined as the gathering of a majority of members of a public body to discuss school business. Board meetings shall be regarded as public meetings. No meetings will be held by teleconference. These may be either regular, or special meetings defined as follows:

Regular Meetings

The regular meetings for each calendar year shall be set by the Board of Education prior to December 15 of the preceding year and filed with the county clerk of the county in which said district is located by said December 15. Said notice shall include date, time, and place of meetings.

Special Meetings

Special meetings of the Board may be called by the President at any time: and he/she shall call a special meeting whenever so requested, in writing, by three (3) members of the Board of Education.

Business transacted at any special meeting may be either for a specific purpose or for general purposes, but according to Oklahoma School Laws and the Open Meeting Act.

Voting

Each member shall have one (1) vote and there shall be no standing committees.

REFERENCE: 70 O.S. §5-118
25 O.S. §302, §303, §304, §307.1, §311

SCHOOL BOARD MEETINGS
AGENDA PREPARATION AND DISSEMINATION

The agenda shall be prepared by the Superintendent and may be revised by the President of the Board of Education before posting. The agenda shall be posted in prominent public view at least 24 hours prior to the meeting. The 24 hour posting provision at the principal office of the District does not include Saturdays, Sundays, and holidays. Members of the Board may request items be placed on the agenda by notifying the Superintendent in writing 24 hours before the required time of posting.

REFERENCE: 25 O.S. §311
74 O.S. §3106.2

QUORUM
BOARD MEETING PROCEDURE

At all meetings of the Board, a majority of the current members shall constitute a quorum to do business. A majority vote of these present shall suffice to pass any motion.

These by-laws and rules may be altered or amended at any regular meeting of the Board of Education by a vote of two-thirds of all members of said Board, provided that one month's notice of the proposed alteration or amendment has been given in writing at some previous meeting of the Board when opportunity has been given for full discussion.

REFERENCE: 70 O.S. §5-118
25 O.S. §311

BOARD OF EDUCATION MEETING
PUBLIC PARTICIPATION

All regular, special, and emergency meetings of the Vici 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, directs the superintendent to establish procedures providing for limited participation at school board meetings for the citizens of this district.

REFERENCE: 70 O.S. §5-118

BOARD OF EDUCATION MEETINGS
PUBLIC PARTICIPATION
(REGULATION)

Business presented to the Board: Board of Education policy relative to school patrons with business to transact at board meetings shall be as follows:

All meetings of the Board of Education may be attended by any person, except for legal executive sessions.

The following procedures for governing visitors and handling their problems are most important and should be followed:

- The Clerk of the Board will ask all visitors to identify themselves and list their names.
- Questions and problems of consequence will be presented to the Clerk of the Board in writing, at least seven (7) days prior to the next regular meeting. The Board will then study the questions or problems and endeavor to arrive at a decision based on facts.
- The Board suggests that when problems arise involving interpersonal relations with a student and a staff member, the parents confer with the teacher and if necessary, with the teacher, the building principal, and the child. Most problems of this nature can be resolved by following this procedure.
- In conformity with the current board policy and in an effort to provide the opportunity for public comment without prior notice, the following procedures will be observed:
- A time limit of five (5) minutes is established for individuals desiring to address the Board and/or make specific comments.
- A group desiring to address the Board or make specific comments will be limited to ten (10) minutes for all members.
- Groups consisting of three (3) or more persons must designate a spokesperson that will speak and/or represent the group.
- No action will be taken by the Board on any item addressed which is not on the agenda for the current meeting unless the issue is before them legally as appropriate new business. New business is any matter which could not have been foreseen by the Board, the staff or any patron prior to posting the agenda. New business is only allowed at regular meetings

RULES OF ORDER

A quorum being present, the President, or if absent, the Vice-President, shall take the chair, call the meeting to order and proceed to business.

- Should both the President and Vice-President be absent at the time appointed for the meeting to convene, and should a quorum be present, a president pro-tempore shall be elected to serve for such meeting or until either the President or Vice-President shall appear.

- At all regular meetings the following shall be the order of the businesses:

  Call to order
  Determination of a quorum
  Approve minutes of previous meeting(s)
  Public Comments
  Approve purchase orders
  Activity Fund and Treasurers report
  Principal's report
  Superintendent's report
  Business agenda
  New business
  Adjournment

- The President may make or second a motion.

- The President shall decide questions of order. (70 O.S.A. 5-120)

- A motion 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, if the President or any member shall so require.

- Any member shall have liberty to withdraw a motion, 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.

- The consideration of any question may be postponed to a time fixed or the question may be suppressed altogether by an indefinite postponement

- 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.

- 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.

- As per school law, the Minute Clerk will record yeas and nays on each question voted on by the membership.

- The first person recognized by the President as desiring to speak shall have the right to the floor.

- The officers of the Board shall also perform such other duties as may from time to time be lawfully required of them either through the adoption of permanent rules or other lawful action of the Board.

RULES OF ORDER (Cont.)

REFERENCE: Robert's Rules of Order for Small Boards

BOARD POLICIES

The Board reserves to itself the function of providing guides for the discretionary action of those to whom it delegates authority. These guides for discretionary action constitute the policies governing the operation of the school district. They will be recorded in writing.

The formulation and adoption of these policies will constitute the basic method by which the Board exercises its leadership in the operation of the school system. The study and evaluation of reports concerning the execution of its written policies will constitute the basic method by which the Board exercises its control over the operation of the school system.

Policies suggested for adoption will be presented at a regular board meeting for discussion No vote will be taken at that meeting. At the next board meeting, the proposal will be open for discussion and may be voted upon or tabled. The formal adoption of policies will be recorded in the minutes of the Board. Only those written statements so adopted and so recorded will be regarded as official board policy.

Amendments

Any board member may propose changes in the Statement of Policies.

Administration in Policy Absence

In cases where action must be taken involving the operation of the District, and where no guidelines have been established by school board policy, the Superintendent will have the authority to act.

The action of the Superintendent will be subject to review by the School Board at its next regular meeting. It will be the duty of the Superintendent to inform the School Board of the action and the need for the School Board to establish policy guidelines.

Suspension of Policies

Policies of the Vici Board of Education may be suspended in special (emergency) circumstances by a vote of the Board. The motion to suspend shall also state the cause for such a motion and the length of time that the suspension is to last. Motions to suspend policy will be defeated if more than one vote in opposition is recorded.

Policy Review

Since board policies are conceived as law, at least once a year consideration should be given to review and revision of these policies.

Superintendent's Report on Policies in Operation

The Superintendent shall report to the Board of Education from time to time on policies in operation and shall propose changes he deems necessary.

REFERENCE: 70 O.S. §5-105, et seq.

BOARD MEMBER INSURANCE

Be it resolved by the Board of Education of Independent School District 1-5 of Dewey County, Oklahoma, as follows:

Section 1: That a policy be hereby adopted whereby there shall be provided at School District expense the costs of defending any civil action brought against any member of the Board of Education, Superintendent, Principals, Teachers or other employees or representatives of the School District where in civil liability is sought to be imposed against such person for any act or acts in which he or she is engaged in carrying out the policies of this Board.

Section 2: That the Board provide, at School District expense, liability insurance to indemnify the members of the Board of Education, Superintendent, Principals, Teachers and other employees and representatives from civil liability.

Section 3: In no event shall such insurance provide any protection for any of the aforesaid for prosecution on a criminal charge, nor shall the School District pay any expense to defend any act outside the scope of the policies of this Board, or where the act or acts complained of are found to be malicious or willful.

REFERENCE: 51 O.S. §151, et seq.
51 O.S. §162

BOARD OF EDUCATION
EXECUTIVE OFFICER - SUPERINTENDENT

Selection

The Superintendent of Schools is the chief executive officer of the Board of Education and has charge of the administration of the schools under the direction of the Board of Education. (70 O.S.A. 5-106) The Superintendent shall hold a superintendent's certificate recognized and approved by the State Board of Education. In general, the Board shall follow this order of procedure in obtaining a superintendent. They shall declare the position open, accept applications, interview applicants, and make a selection. The Board of Education may require of the Superintendent such periodic reports as the Board deems necessary to keep it properly advised.

Term of Office

The Superintendent shall be employed by the Board for a period not to exceed one fiscal year beyond the fiscal year in which he/she is employed. (Article X, Section 26, Oklahoma Const.) The Superintendent's contract may be renewed each year so long as the individual's services are satisfactory.

Salary and Allowance

The Board shall set the salary of the Superintendent. The Superintendent shall be allowed reimbursement for expenses incurred for school business. [70 O.S.A. 5-117 (A)]

Leave of Absences and Vacations

The Superintendent shall be allowed sick leave benefits. Any unpaid leave of absence shall be by mutual agreement between the Board and the Superintendent. The Superintendent shall have three weeks paid vacation with the majority used during the summer months and no more than three (3) consecutive days used at any one time during the school year.

Duties of the Superintendent

The Superintendent is responsible for the general coordination of the School District as well as general administrative supervision, and control of employees. He/she presents recommendations to the Board of Education for its approval. The Superintendent is responsible for the final interpretation of Board of Education policies to other employees, as well as seeing that all state laws and regulations governing the schools are enforced. He/she should keep the Board of Education informed as to how policies are being carried out and how effectively such policies are operating. The Superintendent should maintain a public relations program which will inform the community of the activities, needs, and successes of the school district; as well as an internal "open communication" line with principals and teachers to determine their ideas, needs, and accomplishments within the schools. Additional duties of the Superintendent may be determined by the local Board of Education in relation to the needs and goals of the community.

REFERENCE: 70 O.S. §1-115, §116, §5-106

OSSBA POLICY SERVICES LEGAL NOTE:

The Oklahoma Constitution has been amended to allow a school board to employ a superintendent for three years beyond the current fiscal year. Article 10, section 26. The board of education may wish to amend the second paragraph of this policy.

BOARD-SUPERINTENDENT RELATIONSHIP

The chief administrative officer of the School District is the Superintendent. He acts as the executive officer and is responsible to the Board of Education. He gives the Board of Education advice on matters of policy and is responsible for the execution of Board policies and for the operation of the school system. All of the actions of the Superintendent are subject to review by the Board of Education.

The Board of Education and the Superintendent shall cooperate closely for the best interest of the School District. The Board of Education envisions the relationship with the Superintendent as a team arrangement in which the initiative in professional matters is taken by the Superintendent and the Board exercises its function as the representative body of the citizens of the District. In exercising its functions the Board provides checks and balances on the administration through its adopted policies.

The Board feels that clear lines of responsibility from all personnel to the Superintendent should be designated.

EVALUATION OF THE SUPERINTENDENT

It is the policy of the board of Education, at its regular meeting each January, to evaluate the year's work of the Superintendent of Schools. It is to be an honest, fair appraisal of all aspects of the job.

The evaluation will be using a form that is prepared by the Superintendent and accepted by the Board. The form will reflect all aspects of the Superintendent's job description.

The evaluation form shall include the minimum criteria for administrative performance as set forth in the Oklahoma Accreditation Standards.

REFERENCE: 70 O.S. §6-101.10

MANAGEMENT AND INVESTMENT OF FUNDS

The Treasurer shall invest any monies in the custody of the treasurer in:

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 or of this state is pledged; or
2. Certificates of deposits of savings and loan associations, banks, and trust companies when the certificates of deposits are secured by acceptable collateral as in the deposit of other public monies; or
3. Savings accounts or savings certificates of savings and loan associations, banks, and trust companies to the extent that the accounts or certificates are fully insured by the Federal Savings and Loan Insurance Corporation or the Federal Deposit Insurance Corporation.

The Vici Board of Education directs the district treasurer to invest any district monies that are not currently needed for district financial obligations for which they are to be expended. The income earned from investments is to be deposited to the funds from which the investment was made unless otherwise directed by the Vici Board of Education.

The Vici school treasurer is hereby directed by the Vici Board of Education to invest in legal financial institutions in Vici. The treasurer is directed to seek bids and place funds with the institution paying the highest rate of return.

REFERENCE: 62 O.S. §471
70 O.S. §5-115

CROSS-REFERENCE: Policy CDAB, Use of School Funds

THIS POLICY REQUIRED BY LAW.

GENERAL FUND BALANCE

Fiscal Management Priority

All general fund monies shall be transmitted to the Treasurer of the Board of Education for deposit into general fund account. The Treasurer of the Board of Education will maintain all necessary records of deposit. As provided by law, all disbursements shall be in the form of legal warrants issued by the Treasurer.

An adequate level of general fund balance is required in order to maintain efficient cash flow, cover emergency expenditures, adjust for revenue shortfalls, and avoid paying interest on non-payable warrants. In order to maximize the efficient use of this fund, the board of education establishes the fiscal management priority objective of achieving and maintaining a general fund balance of eight percent (8%). Should the general fund balance drop below a minimum level of five and one quarter percent (5.25%), the administration shall give first priority to restoring this minimum level with any additional funding received and with the development and implementation of an expenditure reduction plan.

Carryover Balances

In accordance with 70 O.S. §18-200.1, a school distinct shall have its state aid funds reduced by an amount equal to the amount of carryover in the general fund of the district as of June 30 of the preceding fiscal year that is in excess of the following standards for two consecutive years:

Total Amount of General Fund Collections, Excluding Previous Year Cash Surplus as of June 30	Amount of General Fund Balance Allowable
Less than $1,000,000	40%
$1,000,000 - $2,999,999	35%
$3,000,000 - $3,999,999	30%
$4,000,000 - $4,999,999	25%
$5,000,000 - $5,999,999	20%
$6,000,000 - $7,999,999	18%
$8,000,000 - $9,999,999	16%
$10,000,000 or more	14%

For purposes of calculating the general fund balance penalty, the terms “carryover” and “general fund balance” shall not include federal revenue.

PUBLIC GIFTS/DONATIONS TO THE SCHOOLS

All gifts given to the School will become the property of the District. The use to which a gift is applied is left to the discretion of the Superintendent. The donor's wishes will be honored whenever appropriate.

The Superintendent is authorized to accept gifts to the District, and others whom he may designate will be authorized to accept gifts for particular schools, in behalf of the Board. The donor will be officially thanked in the Board's name and all major gifts will be reported to the Board and publicly announced. Major gifts are those with value greater than one hundred dollars ($100).

In instances where the Superintendent or his designee doubts the appropriateness or usefulness of an offered gift**,** the gift may be declined or the matter may be referred to the Board.

The Board welcomes gifts of books and other materials to school libraries provided that they meet the same standards of selection as those applied to the purchase of library materials.

REFERENCE: Title IX, Education Amendment of 1972, 20 U.S.C. §1681, et seq.
70 O.S. §5-117

PLAYGROUND PROCEDURES
ELEMENTARY

- Students must receive permission from the playground supervisor before leaving the playground and report back when returning.
- Students should only sit in swings. Do not stand in or jump out of swings. One student per swing.
- Students are requested not to bring personal items to school. Students should not bring toys to school.
- Food and gum will not be allowed on the playground.
- If a ball should go into the street from the playground the student should: get permission from the playground supervisor to retrieve it and then look both ways before going into the street or crossing the street.

APPLICATION FOR APPROVAL OF PROPOSED PLAYGROUND EQUIPMENT INSTALLATION

School _____

Principal _____ P. E. Instructor _____

Donating Organization _____

President/Officer _____ Phone No. _____

1. Brief statement describing the physical education instructional focus, age, and abilities appropriateness of the proposed equipment installation:

   _____

   _____

   _____

   _____

2. Projected cost of equipment and complete installation according to the manufacturer's specifications and recommended border and ground cover requirements listed in the most recent publication of the US Consumer Product Safety Commission (currently USCPSC Publication No. 325):

   _____

   _____

   Note: Proposed installation MUST NOT void manufacturer's warranty.

3. Provide (attach) a copy of the installation plan drawings.

4. Does the organization agree to provide for necessary upkeep and/or repair of the donated equipment? Yes _____ No _____

5. Other requirements:

   A. Does the equipment meet the safety requirements of the USCPSC's publication? Yes _____ No _____
   Note: The manufacturer should provide verification.

   B. Does the proposed installation allow for adequate space and separation from other equipment on the playground? Yes _____ No _____

   Provide a schematic drawing of the proposed layout of the playground with the new equipment.

APPLICATION FOR APPROVAL OF PROPOSED PLAYGROUND EQUIPMENT INSTALLATION (Cont.)

C. Manufacturer's Name _____

Address _____

City/State/Zip _____

Company Representative _____

Telephone No. _____

APPROVAL STATEMENT

The undersigned approve the proposed instructional purpose and installation of the playground equipment herein described.

_____ _____

Principal P. E. Instructor

_____

Organization President

Presented for approval of the Playground Committee _____ (date)

COMMITTEE APPROVAL Granted _____ Denied _____

Reasons: _____

_____

_____

_____ _____

Playground Committee Chair Signature Date

ANNUAL BUDGET

Budget Development and Financial Planning

It is recognized by the Board of Education that the formulation of the school budget is a cooperative process. A wide dissemination of information concerning the educational program that the budget will support is essential to intelligent action.

I. The budget shall be a matter of continuous yearly development. The staff members of the school under the leadership of the Superintendent shall assemble a list of items throughout the year desirable for consideration when the tentative budget is drafted.

II. The Superintendent shall be responsible for the formulation of a tentative budget to be submitted to the Board of Education for its consideration and modification on or before the regular board meeting in December.

III. The Board will adopt and approve the tentative budget prior to the publication of the same in the legally qualified newspaper.

IV. The Board may make transfers between the various items of any fund, not exceeding within the aggregate ten percent of the total of such fund. The Board may amend the budget by the same procedure as for its original adoption.

REFERENCE: 68 O.S. §3002
70 O.S. §5-114, §5-129, §5-133, §5-134.1, §5-135, §5-154, §5-155
70 O.S. §5-128, §5-128.1

ACTIVITY FUNDS

1. Obtain Activity Fund request form from the district treasurer or the employee lounge.

2. Fill out the request including an estimate of the cost of the article.

3. Obtain signature of the class or organization sponsor, the appropriate principal, and the Superintendent.

4. Take the completed request form to the district treasurer prior to placing the order. If it is something you are going to pick up personally, she will issue you a check and the item can be paid for at the time it is obtained. If it is a telephone order, you may go ahead and place the order, but she will have the supporting paper work already completed.

5. Each activity Fund sponsor shall be given a ledger with the opening account balance included. The sponsor is responsible for recording each deposit and expenditure as it is made during the year. At the end of the school year, each sponsor shall reconcile their account ledger with the Activity Fund Custodian and reconcile any differences that may occur. After being reconciled, ledgers will be turned over to the Activity Fund Custodian who in turn will make them available to the school district auditor.

Procedure for Receiving Shipment

Upon receiving shipment, the receiving agent will check all shipments, sign and date the packing slip or receiving copy, certifying that all items were received. The receiving agent will then distribute shipment to the appropriate recipient.

Expenditure Limitations and Requirements

A contract or purchase order may be let to purchase equipment, furniture, instructional supplies, custodial, maintenance, and operational supplies and materials when the expenditure does not exceed 25,000.00 and the expenditure is within the budgetary and site allocation of funds for the purpose it is intended. A non-kickback affidavit will be required for certain invoices submitted for payment. Each invoice submitted to the School District for payment to an architect, contractor, engineer or supplier of material in the amount of one thousand dollars ($25,000.00) or more, shall be accompanied by a non-kickback affidavit. A notarized statement of non-collusion shall not be required on purchase orders to procure materials and equipment, provided this provision shall not be exempt from the requirement for a notarized statement of non-collusion on invoices for services or materials and equipment.

Materials needed to replace instruction, custodial or operational supplies lost or damaged by fire, storm or disaster may be purchased without bidding, providing that an expenditure to exceed $25,000.00 must have the prior approval of the Board.

A contract or purchase order may be let for an expenditure for materials or equipment that is unique and peculiar to one contractor or vendor and is an item whose peculiar function cannot be served by similar items furnished by other vendors or contractors. This provision shall apply also to the purchase of instructional material covered by copyright or patent and available from only one source.

A purchase of equipment or furniture that exceeds $25,000.00 must have prior approval of the Board and sealed priced quotations shall be taken.

ACTIVITY FUNDS (Cont.)

REFERENCE: 70 O.S. §5-129, §5-129.1
70 O.S. §22-103

CROSS-REFERENCE: Policy CFBB, Sanctioning of Parent Organizations and Booster Clubs
Policy COF, Vending Machines
Policy DEE-R, Travel and Expenses

ACTIVITY FUND SUB-ACCOUNTS

Each sub-fund of the school activity funds must be approved by the board along with all fund raising activities and all purposes for which the funds may be spent. The following accounts shall be established in the school activity fund. Each account shall have as its primary purpose the benefit of the student body and student organizations. Fund raising activities shall include those approved by the board of education. Requests for fund raising activities must be made in accordance with district policy FJ. Funds will not be transferred or spent on other activities without prior notification of the parents.

- The ATHLETICS ACCOUNT shall be maintained for the benefit of the different athletic activities and organizations, including football, basketball, baseball, wrestling, softball, volleyball, track, etc. Funds may be raised from sales of tickets to athletic contests. Expenditures must be related to athletics and/or physical education and may include expenses incurred for competitive athletic events, equipment, trips, etc. Money collected from students for the purchase of equipment may be deposited in the account and then withdrawn by check to the appropriate supplier in the exact amount as the aggregate collection.

- The MUSIC ACCOUNT shall be used to handle the monies raised by the 5th, 6th, and 7-12th grade bands. Fund raising activities shall include Fall Festival, Spring Fling, etc. Expenditures must be related to the band program and may include expenses incurred for participation on contests, trips, materials, equipment, etc.

- The CHEERLEADING ACCOUNT shall be used to handle the monies raised by the junior and senior high cheerleaders. Fund raising activities may include the sale of spirit ribbons, other school spirit paraphernalia, etc. Expenditures must be related to the cheerleading squads and may include purchase of uniforms, materials, expenses incurred on trips, cheerleading camps, etc.

- The CLEARING ACCOUNT is dedicated to the collection of fees for lost or damaged books, damage to property, rental income, fees for use of facilities, tuition, overpayment, etc. Expenditures may only be for the refund of revenues previously received and deposited either into the account or directly into the general fund. Any remaining balance in the account shall be transferred to the general fund on or before June 30th of each year.

- The ELEMENTARY ACCOUNT is maintained for the purpose of handling monies raised by and expenses incurred by the elementary education program. Expenses for teacher professional development may be paid from this account.

- The F.F.A. ACCOUNT shall be maintained for the benefit of the students involved in the Future Farmers of America organization. Monies may be raised by the annual, sausage sales, etc. Expenditures may include the purchase of equipment, materials, expenses incurred by members while participating in organizational activities, etc. Monies collected from students for dues shall be withdrawn by check to the state and/or national organization in the exact amount as was collected in aggregate.

- The GIRLS BASKETBALL ACCOUNT shall be maintained for girls involved in the basketball program. Expenditures may be made to defray student and coaches expenses incurred from participation in basketball camps, trips, etc. Monies may be raised through any activity approved by the Board of education.

- The GIRLS SOFTBALL ACCOUNT shall be maintained for girls involved in the softball program. Expenditures may be made to defray student and coaches incurred from participation in softball camps, trips, etc.

ACTIVITY FUND SUB-ACCOUNTS (Cont.)

- The INDIVIDUAL CLASS ACCOUNTS (801,805,806,807,831,833) shall be maintained for the benefit of students in each class. Monies may be raised only by Board approved activities and may be expended for class parties, banquets, prom, class trips, etc.

- The MISCELLANEOUS ACCOUNT is maintained as a general account within the school activity fund. Deposits made to this account shall include the interest made on the school activity fund, monies raised by school groups for which there is no separate sub-account, and money generated by pop machines in teacher's lounge, etc. The monies expended may be to support any student organization in need of financial assistance or to defray expenses of students or student groups involved in school activities for which no separate sub-account exists. Such organizations shall repay the monies expended when possible. Money may also be used for board meeting refreshments.

- The PETTY CASH ACCOUNT is established in order to make small cash expenditures such as postage, freight or express charges, purchase of materials, etc. The activity fund custodian shall file a claim against the general fund of the school district for the authorized amount of $200.00. No single expenditure shall exceed $75.00 nor shall total expenditures exceed $2,500.00 for any one (1) fiscal year. The activity fund custodian shall file claims against the general fund as the need arises provided the balance of the account does not exceed $200.00. Such claims shall be itemized in the same manner as other claims filed against the general fund and have attached thereto the receipts covering each of the expenditures claimed for reimbursement.

- The SENIOR CLASS ACCOUNT (804) shall be maintained for the benefit of the senior class. Excess monies raised during the preceding year in the junior class account shall be transferred to the account during July of the current fiscal year. Fund raising activities shall include basketball concession receipt and any other B.O.E. approved activities. Monies collected from students for the purchase of announcements, caps and gowns, senior portraits, etc., shall be deposited in the account and withdrawn by check payable to the appropriate supplier in the exact amount as was collected in aggregate. Expenditures may include graduation exercise expenses, senior trip expenses, and other expenses incurred by the class.

- The STUDENT COUNCIL ACCOUNT shall be maintained for the benefit of the entire student body. Expenditures shall include expenses arising from the annual homecoming activities. Money is generated from pop and candy in the lobby and from admission to sponsored events.

- The YEARBOOK ACCOUNT shall be maintained to facilitate the production of the school yearbook. Monies may be raised from the sale of advertisements placed in the yearbook, sale of yearbooks, sale of yearbook paraphernalia, and school day picture commissions. Expenditures may include expenses incurred by students attending yearbook workshops, etc.

- The CHILD NUTRITION PROGRAM PETTY CASH ACCOUNT shall be maintained for the purpose of providing refunds from the Child Nutrition Program.

ACTIVITY FUND SUB-ACCOUNTS (Cont.)

- The ATHLETIC BOOSTERS ACCOUNT and ATHLETIC BOOSTERS INVESTMENT ACCOUNT shall be maintained for the benefit of the various athletic activities and organizations. Monies may be raised by concession sales, sale of advertising, etc. Monies may be used to purchase uniforms, equipment or to help with any expenses incurred by the athletic department.

- The B.P.A. ACCOUNT shall be maintained for the benefit of students involved in the Business Professional Association organization. Expenditures must be directly related to students involved in B.P.A. and their organizational activities. Monies collected from students for dues shall be withdrawn by check payable to the state and/or national organization in the exact amount as was collected in aggregate.

- The G.A.T.E. CLUB ACCOUNT shall be maintained for the benefit of students grades 7-12 involved in Gifted And Talented Education activities. Fund raising activities must be board approved. Expenditures must be directly related to students involved in G.A.T.E.

- The JUNIOR 4-H CLUB ACCOUNT shall be maintained for the benefit of students grades 3-6 involved in 4-H activities. Fund raising must be board approved. Expenditures must be directly related to students involved in Jr. 4-H and their organizational activities.

- The SENIOR 4-H CLUB ACCOUNT shall be maintained for the benefit of students grades 7-12 involved in 4-H activities. Fund raising activities must be board approved. Expenditures must be directly related to students involved in Sr. 4-H and their organizational activities.

- The LIBRARY ACCOUNT shall be maintained to provide equipment, supplies, materials and services relevant to a k-12 student body. Monies raised from the Book Fair, etc. shall be used on a wide range of library materials.

- The LIVESTOCK SHOW BOOSTER ACCOUNT shall be maintained for the support of students in 4-H and F.F.A. Monies generated from the Trophy Auction, etc. shall be used to provide premiums for exhibitors at the local stock show and to help with other related expenses.

- The MUSIC BOOSTERS ACCOUNT and MUSIC BOOSTERS INVESTMENT ACCOUNT shall be maintained for the benefit of students in any music class. Monies generated from fund raising activities may be used for the purchase or repair of instruments, payment of contest fees, travel expenses, uniform purchases, etc. as needed to support all music programs.

- The STUDENT COUNCIL EMERGENCY FUND ACCOUNT is maintained for the purpose of assisting needy children with emergencies, i.e. glasses, coats, shoes, etc. Monies are generated from pop and candy machines and are used to assist students in need.

- The F.C.C.L.A. ACCOUNT shall be maintained for the benefit of students involved in the organization. Expenditures must be directly related to students involved in F.H.A. and their organizational activities. Monies collected from students for dues shall be withdrawn by check payable to the state and/or national organization in the exact amount as was collected in aggregate.

ACTIVITY FUND SUB-ACCOUNTS (Cont.)

- The BOY[1]S BASEBALL ACCOUNT shall be maintained for boys involved in the baseball program. Expenditures may be made to defray student expenses incurred from participation in basketball camps, trips, ect. as well as additional equipment.
- The BOY'S BASKETBALL ACCOUNT shall be maintained for boys involved in the basketball program. Expenditures may be made to defray student and coaches expenses incurred form participation in basketball camps, trips, act. As well as additional equipment.
- The FCA ACCOUNT shall be maintained for the benefit of students involved in the fellowship of Christian Athletes. Fund Raisers and expenditure must be board approved and may be made for travel, program, speakers, etc.

REQUEST FOR TRAVEL ADVANCE
SCHOOL ACTIVITY FUNDS

Date: _____

School/Department: _____

Account Name: _____ Account Number: _____

Person Requesting Funds: _____

Purpose of Trip: _____

Destination: _____ Dates of Trip: _____

Number of Students: _____ Number of Faculty/Admin.: _____

Total Estimated Costs to be Incurred (not to exceed $500.00): $_____

APPROVED BY:

_____

Site Administrator Date

BY SIGNING BELOW, THE TEACHER/SPONSOR REQUESTING FUNDS HEREBY ACKNOWLEDGES RECEIPT OF SUCH FUNDS AND CERTIFIES THAT FUNDS WILL BE USED ONLY FOR TRAVEL EXPENSES INCURRED ON AUTHORIZED SCHOOL TRIPS AND THAT USE OF SUCH FUNDS IS AN AUTHORIZED EXPENDITURE OF THE SCHOOL ACTIVITY FUND SUBACCOUNT LISTED ABOVE. FURTHER, THE TEACHER/SPONSOR ACKNOWLEDGES THAT HE/SHE IS RESPONSIBLE FOR THE ACCOUNTABILITY OF SUCH FUNDS AND AGREES TO RETURN RECEIPTS FOR ALL EXPENDITURES AND ANY UNUSED FUNDS TO THE SCHOOL DISTRICT UPON COMPLETION OF THE TRIP. THE TEACHER/SPONSOR WILL BE LIABLE FOR ANY SHORTAGE OF FUNDS.

Received by: _____ Date: _____ Amount: $_____

RETURN OF FUNDS

Date returned: _____ Returned by: _____

Cash $_____

Receipts $_____

Total Returned $_____

Advance Amount $_____

NOTE: This form should be attached to the activity purchase.

SANCTIONING OF PARENT ORGANIZATIONS AND BOOSTER CLUBS

The Vici Board of Education does not sanction parent organizations and/or booster clubs for operation in this district.

REFERENCE: 70 O.S. §5-129.1
Title IX, Education Amendment of 1972, 20 U.S.C. §1681, et seq.

CROSS-REFERENCE: Policy CFB, Activity Funds
Policy CFBA, Activity Funds, School Support Groups and Clubs
Policy FJ, Fund Raising Activities

THIS POLICY REQUIRED BY LAW.

AUDITOR

It is the policy of the Vici Board of Education to employ an auditor for the district. The auditor shall serve at the discretion of the board and for such compensation as the board may determine. The auditor's duties will be to assist the board in preparing district budgets and to make such reports as may be required.

The board of education will provide for and cause to be made an annual audit of this school district for each fiscal year. The audit shall 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 shall be furnished to the board by the auditor. The board will conduct a final exit interview with the auditor at an open board meeting.

REFERENCE: 70 O.S. §22-103, et seq.

SALARY DEDUCTIONS

Pay periods are based on ten or twelve months.

Oklahoma Teacher retirement: (See current retirement laws.)

Social Security: Social Security (F.I.C.A.) taxes are withheld as required by law.

Federal and State Withholding Taxes: The amount withheld from each wage payment is in accordance with the Employee's Withholding Exemption Certificate and tax tables furnished by the collector of Internal Revenue Service and the Oklahoma Tax Commission.

Health Insurance: Payroll deductions will be made for school group insurance at the employee's request.

Tax Sheltered Annuities: Payroll deductions will be made at the request of the employees.

REFERENCE: 70 O.S. §5-139
70 O.S. §6-101.1

CROSS-REFERENCE: Policy DEAB, Cafeteria Plan

TEACHING PERSONNEL PURCHASING PROCEDURES

Qualification and Election of School Personnel

All teachers are required to have an Oklahoma Certificate or License valid for the school year and for the area in which they are assigned to teach on file in the office of the Superintendent of Schools. Complete and up-to-date transcripts and certificates and signed loyalty oaths are to be on file in the Superintendent's office at all times. This is the responsibility of the teacher. Anytime the Board votes not to reemploy certified personnel, the Board shall send notice of such action to said teacher within five working days, certified mail, return receipt requested, listing the causes of such action and detailing the certified personnel's right to a hearing. (70 O.S.A. 6-101)

Within ten (10) days of receipt of the notice, the career or probationary teacher shall notify by certified mail, restricted delivery with return receipt requested, the Clerk of the Board of Education of his or her respective decision.

Business Office Information to Teachers:

1. All teachers must turn in both copies of their contracts. Salaries listed on contracts are based on the teacher compensation schedule as listed in the contract.
2. If a teacher thinks he/she might qualify for a higher pay scale due to educational qualifications he/she must furnish a new official transcript or grade slips to the business office.
3. Each teacher must have a current W-4 form on file in the business office and new teachers must sign a loyalty oath.
4. Beginning teachers and transferring teachers must complete teacher retirement forms. Retirement deduction is based on state law.
5. All regular employees of the School District are required to have social security withheld from their pay.
6. Each teacher must have an official transcript and current teaching certificate on file before he/she can receive his/her first warrant.
7. If a teacher wishes to join the School's health insurance group, he may obtain application cards from the business office. Any teacher new to the Vici system has 30 days enrollment period without having to prove insurability.
8. Any school employee may purchase the accident insurance plan offered to the students.
9. Each faculty member and his/her spouse will be issued a pass to school activity events. (This does not include children of the couple.)
10. Salary Protection Plan: Faculty members may enroll in a plan and have the premiums deducted from their salary.
11. Life Insurance: Employees may enroll in a plan and have the premiums deducted from their salary.
12. Tax-Sheltered Annuity: Employees may purchase a tax-sheltered annuity and designate part of their wages to be deducted.

PURCHASING AND DISTRIBUTION

It is the policy of the Vici Board of Education that purchasing and distribution shall be under the supervision of the superintendent but may be delegated in writing by the superintendent to a principal or teacher. Written delegations of authority should contain specific limitations imposed by the board or superintendent upon the designee or may provide a complete delegation of purchasing and distribution duties. No person except the superintendent or the superintendent's designee shall make purchases without written authorization. Such purchases shall be limited to those in the amount of $500.00 or less.

The superintendent should take advantage of discounts for buying in quantity and, if possible, purchase in sufficient quantities for one full school term. Requisitions for supplies shall follow the appropriate chain of command originating from teachers, through the principal, to the superintendent. Purchases shall be made from local firms when economically wise to do so. However, the school district is required to purchase goods and services provided by the Oklahoma Department of Corrections whenever the article, service, or product provided by the Department of Corrections is the lowest and best bid.

No expenditure involving an amount greater than $500.00 shall be made except in accordance with a written contract or purchase order.

Procedure:

1. Obtain purchase request from secretaries.
2. Fill out purchase request - estimate amount of purchase if exact amount is not known.
3. Take completed purchase request to the Superintendent for signature authorizing purchase. (Elementary faculty need to clear purchase with elementary Principal prior to getting Superintendent's approval.)
4. Take signed purchase request to the encumbrance office where a purchase order number will be assigned to the request. **THIS MUST BE DONE PRIOR TO PURCHASE.** Even open accounts such as Bud's, Vici Hardware, Walmart, etc. need to be assigned **the appropriate purchase order number before making purchases.**
5. After receiving a purchase order number, either you may place the order or have the Encumbrance Clerk place the order.

REFERENCE: **21 O.S. §355**
57 O.S. §549.1
62 O.S. §371
70 O.S. §5-123
70 O.S. §5-124
70 O.S. §5-129
70 O.S. §5-135

EXPENDITURES AND FINANCIAL RECORDS

The purpose of these regulations is to establish uniform purchasing and bidding practices throughout the school district. The scope of these regulations shall include the use of any fund controlled by the Board of Education and shall be followed by all school district employees.

General expenditures shall be authorized on approved purchase or work order forms. Copies of these forms will be filed by the administration pending delivery and payment. Complete records shall be kept on all appropriations and expenditures on forms approved by the board. Such forms shall be mandatory for payment of $2,000.00 or more to an architect, contractor, engineer, or supplier of materials, unless work, services, or materials are needed on a continual basis. If contractual basis is ongoing, a signed and notarized affidavit may be applied to all work, services, or materials completed or supplied under the terms of the contract. (See CHA-E.)

Claims shall be only for services rendered for materials, supplies, equipment, and such already delivered and shall be so acknowledged by the superintendent. All claims must be approved for payment by the board of education. All salary claims or payrolls of regular employees shall be considered approved if in accordance with contracts as made by the board with employees when employed and the clerk shall be authorized to draw warrants for same at proper intervals. Provided, emergency employees may be hired temporarily until the next board meeting. Payroll records shall be maintained in accordance with state statutes.

Items purchased from activity funds will be approved by the activity fund custodians and comply with state statutes.

All school funds, general or activity, shall be administered in compliance with state regulations. Transfer of funds, etc., should be documented and brought to the board's attention.

Tickets should be signed and labeled for proper payment by the respective staff member. The superintendent shall administer this with the help of the building administrator and office staff.

REFERENCE: 62 O.S. §310.9
70 O.S. §5-129
74 O.S. §3109

BIDS AND QUOTATIONS

These regulations are intended to be in compliance with Oklahoma State School Laws and shall be amended from time to time to keep them in compliance.

Definitions

CONTRACT: A contract shall be a regularly approved purchase order, an approved claim, an approved activity fund purchase order, or a written contract.

EXPENDITURE: An expenditure is a single disbursement of funds to a contractor or vendor.

CONSTRUCTION: Repair, remodeling, improvement of a school building or erection of a building by a contractor or vendor, or the purchase of materials for these purposes.

QUOTATIONS: When prices are obtained without going through the bidding procedure.

BOARD APPROVAL: When a contract of purchase, or bid, or quotation is placed on the agenda and the Board of Education approves the transaction.

SEALED BID: A formal bid letting that conforms to the requirements of the Competitive Public Bidding Act of 1974.

FORCED ACCOUNT: A purchase of materials by the district to be used by school employees for repair or improvements of a building.

Control of Funds

The Board of Education authorizes the Superintendent of Schools, or his/her designee, to encumber funds as budgeted in FAA-1 for the fiscal year ending June 30. Expenditures made pursuant to said encumbrances shall be approved or disapproved at each subsequent board meeting.

Procedure for Purchasing Requisitions General, Building, Child Nutrition and Bond Funds:

1. Obtain purchase request from secretaries or from the employee lounge.
2. Fill out purchase request estimate amount of purchase if exact amount is not known.
3. Take completed purchase request to the Superintendent for signature authorizing purchase. (Elementary faculty need to clear purchase with elementary Principal prior to getting Superintendent's approval.)
4. Take signed purchase request to the encumbrance office where a purchase order number will be assigned to the request. This must be done prior to purchase. Even open accounts such as Bud's, Vici Hardware, Walmart, etc. need to be assigned the appropriate purchase order number prior to making purchases.
5. After receiving a purchase order number, either you may place the order or have the encumbrance clerk place the order.

Bidding Requirements

In instances that law requires bids the Board shall, where it is possible and feasible, invite a minimum of three competitive bids.

BIDS AND QUOTATIONS, CONT.,

Bidding Requirements - Bond Issues

It shall be the policy of the Board to consider at least three different bids from bonding houses before authorizing the assignment of any bond issue to a specific company.

Bid Opening

When bids are invited, the invitation shall include the date, time, and place of the opening. Bids will be opened at a predetermined Board meeting with a quorum of Board members present. All bids shall be read aloud at that time. Action may or may not be taken on any bids at that time. This meeting shall be open to the public.

REFERENCE: 61 O.S. §102, §103, §107, §131
62 O.S. §430.1
70 O.S. §5-123

DISPOSAL OF SURPLUS SCHOOL PROPERTY

In the acquiring, improvements or disposal of school facility sites, buildings and equipment shall have preliminary studies made to determine the educational needs, the financial resources available, and other conditions which need to be considered for the best determination for action. All property acquisition for the best determination for action. All property acquisition and disposal shall be in full compliance of the State Statutes of Oklahoma and the local board of Education policy. Any property to be disposed of must be declared surplus by vote of the board.

REFERENCE: 70 O.S. §5-117(A)(11)
Oklahoma Constitution, Article 10, Section 15

CROSS-REFERENCE: Policy CIA, Disposal of Real Property

SAFETY PROGRAM
(REGULATION)

In accordance with the policy of the board of education, the following regulation supports and implements the board's policy concerning workplace safety and shall apply to the safety program of this school district:

Safety Coordinator

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 shall 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 local Career 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 that is 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.

Responsibilities of the Buildings and Grounds 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.

SAFETY PROGRAM, REGULATION (Cont.)

3. Arrange the correction of defects reported by employees in the building either by using building personnel or requesting assistance from the buildings and grounds department.

4. Cooperate in the correction of defects reported by the district center buildings and grounds 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 principal 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.

SAFETY PROGRAM, REGULATION (Cont.)

Responsibilities of the Safe Schools Committee

1. Study unsafe conditions in the schools, student victimization, school violence, and other issues concerning school safety.

2. Make recommendations to the principal regarding possible strategies for students to avoid harm at school, crime prevention, professional development needs of the faculty and staff concerning school safety, and methods to encourage the involvement of the community members and students.

3. Review traditional and accepted harassment, intimidation, and bullying prevention programs utilized by other states, state agencies, or school districts. The State Department of Education will provide a list of research-based programs appropriate for the prevention of harassment, intimidation, and bullying of students at school. If the district implements a commercial bullying prevention program, it shall use a program listed by the State Department of Education.

4. Review the district's current safety policies and regulations and make recommendations to the administration regarding any changes needed related to the Department of Homeland Security's threat assessment level and required or proposed actions.

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 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 expulsion.

REFERENCE: 40 O.S. §403

NOTE: The law states that only employers having 25 or more employees shall be required to conduct safety classes and that exempted employees are not counted in the 25 or more employees.

DISASTER DRILLS

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

Warning for severe weather shall 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 continous ringing of the school bell.

Fire alarms will be a continuous high pitched tone which will be accompanied by flashing strobe lights located throughout the facility. In the event of power failure, a hand bell will be used. Tornado alarms will be rapid short rings of the school bell system.

REFERENCE: 63 O.S. §176

*Evacuation of the building to various safe locations in a random order is preferred so that anyone threatening harm will not have prior knowledge of the evacuation route and safe areas.

FIRE DRILLS
RULES AND PROCEDURES

State law requires that every school must have two fire drill per semester of school. One to be held within the first two weeks of the semester starting and the second drill to be held within the last 30 days of the semester.

A procedure for the orderly evacuation of buildings when a fire alarm is sounded should be formulated by the building Principal under the direction of the Superintendent. A record of each drill is to be kept and make available to the State Fire Marshall or his agent upon request.

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 days of each semester. The second fire drill must occur after the first 30 days of each 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 student 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.

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. Provided safety considerations allow, 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.

FIRE DRILLS RULES AND PROCEDURES, CONT.,

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 principals and a report made 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 shall preserve such reports for at least three years and make them available to the State Fire Marshal, or his agent, upon request.

REFERENCE: 63 O.S. §176

TORNADO DRILLS
RULES AND PROCEDURES

In accordance with the policy of the board of education, tornado drills will be scheduled by the principal at least once for each two months that school is in session in order to ensure the best possible plan has been established and to ensure all students and personnel know what they are to do when a signal for a tornado drill is given. The first drill shall be conducted within the first month of school. The principal or designated staff member shall submit a copy of the drill plan for the building to the superintendent's office during the first month of school. Tornado drills are to be held on different days of the week at different hours of the day so that students will not be able to distinguish between tornado drills and actual tornadoes.

Definition of Terms

A **tornado watch** indicates that, within a period of several hours, a tornado may strike in a designated area.

A **tornado warning** indicates a tornado has been spotted or indicated on radar and that the tornado is likely to strike in a designated area immediately or within the next hour.

Procedures

When a tornado warning has been received, the superintendent or designated administrator shall notify all schools in the area. Upon being notified of a tornado warning, the principal or designated staff member must check weather conditions in the area to determine if it is necessary for students to be moved into the refuge areas. A designated staff member will monitor commercial radio or TV for tornado warnings, even if the school has a NOAA weather radio tone-alert system.

It is not necessary for schools to wait for the "weather alert" before moving students into the refuge areas. If the principal or designated staff member deems it advisable to move students into the refuge areas, this should be done immediately. Designated staff members will be assigned to bring in children from playgrounds or other outdoor areas during a tornado warning.

Each principal or staff representative will need to use individual best judgment as to when students should leave the refuge areas and return to the classrooms.

Refuge Areas

Students housed in single story buildings should be moved into a basement or the interior corridors that are not parallel to the tornado’s path (usually from the southwest).

Students housed in single story buildings that do not have corridors should seek refuge under tables, desks, etc. preferably away from areas containing glass.

In situations where some of the students are housed in annexes adjacent to the main building, students should be moved from the annex into the main building when space is available.

Avoid the use of large enclosed areas, such as auditoriums, gymnasiums, cafeterias, or other rooms with wide, free-span roofs as places of refuge unless they are an approved shelter area.

TORNADO DRILLS, RULES AND PROCEDURES (Cont.)

If a school bus is caught in the open when a tornado is approaching, the children will be escorted to a nearby ditch or ravine and made to lie face down, hands over their heads. They should be far enough away from the bus so that the bus cannot topple onto them.

Planning Security Drills

When developing a tornado security drill, selecting refuge areas to be used should be the first consideration. After refuge areas are determined, the following should be accomplished:

1. Assign and fit the students into the refuge areas. Adjustment may be necessary.

2. Conduct drills.

3. Determine the position(s) to be taken in the refuge areas and explain them to the students. The following positions are recommended:

   A. Down on knees, lean forward, cover as much of exposed body as possible by crossing arms and burying the face in the arms.

   B. Cross legs, sit on the floor, and cover face with folded arms. (Students should turn their backs to natural light.)

4. Determine the signal to be used for the security drill and ensure all school personnel and students know how to distinguish it from other signals. Establish a backup alarm to be used in the event of a power failure, e.g. a battery-operated bullhorn, hand-cranked siren, or hand bell.

5. Conduct a building drill and make any changes necessary to improve the plan.

Teacher Responsibility

The classroom teacher has the responsibility of preparing the students for the drills as well as the real emergency. Information given by the teacher will do much to protect the emotional health of the child. Statements by uninformed or poorly informed individuals can cause students to become emotionally upset. It would seem psychologically sound to teach all students the usable facts that can be understood at their intelligence level. There cannot be a quick course of instruction once a tornado has struck.

Preparation of the Building

Close the outside doors on the side from which the tornado is approaching.

Open outside doors on the side of the building opposite to the approaching tornado. Doors must be fastened securely so there is no danger of their blowing shut. Tapered wedges and/or doorstops should be used for this. All inside doors leading into corridors must be left open.

TORNADO DRILLS, RULES AND PROCEDURES (Cont.)

The custodian or alternate MUST turn off the gas on the outside of the building when a tornado warning has been received.

Variety

It is recommended that tornado drills be held under all kinds of conditions and circumstances and from all parts of the building in order to prepare students for any emergency that would make it necessary for them to be moved into the refuge areas. Among these would be the following situations:

--From regular classrooms
--From regular classrooms with a blocked exit
--From assemblies
--When some of the students are in the classrooms and others are on the school grounds or in the cafeteria
--When students are in the process of changing classes
--Any other situation in which students might be found
--From the cafeteria
--From a bus

Informing Parents

A bulletin to parents, giving information about the school's tornado drill plan, is a MUST. This bulletin should include a sketch of the floor plan where refuge areas are located. Room numbers or names of teachers shown in relation to each refuge area will help parents know where their children will be placed during drills.

Dismissal from School

School will not be dismissed because of a tornado warning. (See also policy CKBB.)

Children will not be permitted to leave school during a tornado warning alert in the immediate area. However, parents may go to the school and get their children. Parents should contact the principal's office and let a member of the school staff get the student from the classroom. When parents go to the classroom, it excites the other students and disrupts teaching.

If, at dismissal time, a storm is approaching and it is believed the children will not have time to reach home before it strikes, children should be kept in the building until it is deemed safe to dismiss them. School buses will not be used during tornado warnings.

VICI BOARD OF EDUCATION	CKDA

TOBACCO USE PROHIBITED

It shall be the policy of the Vici Board of Education that the use of any or all tobacco products in any of the buildings owned or operated by the school district shall be prohibited.

It shall further be the policy of the Vici Board of Education that the use of all tobacco products in any school owned vehicle shall be prohibited.

HB 2529 passed by the Oklahoma Legislature in the session ended May 25, 2000, changed the Smoking in Public Places Act to read as follows:

"An educational facility which offers an early childhood education program or in which children in grades kindergarten though twelve are educated shall prohibit smoking, the use of snuff, chewing tobacco or any other form of tobacco product in the buildings and on the grounds of the facility by all persons including, but not limited to, full-time, part-time, and contract employees, during the hours of 7:00 a.m. to 4:00 p.m., during the school session, or when class or any program established for students is in session. An educational facility may designate smoking areas outside the buildings for the use of adults during certain activities or functions, including, but not limited to, athletic contests."

It shall be the policy of Vici Public Schools that the designated smoking area during school functions shall be limited to the area outside the west entrance of the gymnasium/auditorium area of the building. No other smoking shall be permissible at any time in any area of any of the school owned buildings or grounds.

REFERENCE: 21 O.S. §1247
63 O.S. §1-1522, et seq.
20 U.S.C. §6083

OSSBA POLICY SERVICES REVIEW NOTES:

Federal law does not allow any indoor facility utilized for educational services to have designated smoking areas. 20 U.S.C. §6083.

HAZARD COMMUNICATION

The basic purpose of this program is to educate and inform the employees of the Vici Public Schools about the chemical substances which may be encountered at the school.

Chemical exposure may cause or contribute to many serious health effects such as heart ailments, kidney and lung damage, sterility, cancer, burns, and rashes. Some chemicals may also be safety hazards and have the potential to cause fires and explosions and other serious accidents.

This plan is intended to meet the requirements for a written hazard communication program pursuant to the federal OSHA Hazard Communication Standard 29 CFR 1910.1200(e).

The Superintendent of Vici School is designated as the administrator of this plan and is responsible for its implementation. It is also the intent that each employee strive to help implement and abide by the policies of this school to insure the safety of all the students and employees.

General

The Vici Board of Education hereby declares its concern for the safety of the districts employees, and pledges to initiate whatever programs that may be reasonably required to insure this safety.

It is the intent of the Vici School to comply with all applicable regulations concerning employee safety and workers right-to-know.

The Board of Education hereby confers to the Superintendent the responsibility for compliance with all applicable health and safety regulations within the district. The procedures for compliance shall be on file and be a permanent part of this policy.

HAZARD COMMUNICATION STANDARD (REGULATIONS)

Recordkeeping

The District will maintain and make available to its employees such chemical hazard information as required, including Material Safety Data Sheets (MSDS) and Chemical Information Lists (CIL). The District will maintain and make available to its employees such accident and safety reports as required.

The District will report any health and safety information as required to the appropriate governing agency upon request.

Placarding and Material Handling

The District will work with the local fire authority to identify hazards and placard as required.

The District will maintain proper labeling and storage of containers of hazardous substances.

The District will provide all necessary personal protective equipment for employee safety.

Employee Training

The district will provide such training as needed to familiarize each employee with the hazards of that employee's position. Such training will be conducted at least annually and as needed for specific situations.

Procedure

General

The Vici District (herein referred to as ''the District'') issues these procedures in compliance with the stated policy of the Vici Board of Education, an in compliance with the Oklahoma Hazard Communication Standard of 1986.

The District will insure that all of the procedures contained herein are made known to its employees.

Recordkeeping

A. The District will maintain a central file, in the Superintendent's office, of all applicable safety records, including, but not limited to:

   1. The School Board Policy.
   2. This procedure manual
   3. A material safety data sheet (MSDS) on every substance in the district which contains a hazardous chemical, and for which an MSDS is required.

      a. The District will obtain MSDSs on any new substances from it's suppliers as a requirement of purchase, and these will be received by the District before the substance will be accepted.

HAZARD COMMUNICATION STANDARD, REGULATIONS (Cont.)

b. The District will obtain MSDSs on material already in stock by whatever means possible, or else the District will remove the material from its supplies within sixty (60) days of discovering the materials.

4. A Chemical Information List (CIL) of all of the chemicals for which the district has an MSDS.
5. An up-to-date Oklahoma Department of Labor Form 200 on employees and students showing all recordable injuries.
6. A copy of all Employee Exposure Reports, maintained within each employees file, and which:
    a. Will be maintained in file for 40 years.
    b. A copy of which shall be given to every employee upon termination of employment, and which will include the statement: ''Important document - keep for your files''.

B. The District will make all such information listed in II-A above, as is appropriate and/or required, to any of its employees upon request.

1. Any employee will be allowed to see a copy of the requested safety information, for which that employee has a right of access, within one (1) calendar day.
2. Any employee who makes a written request for a copy of such information will be given that copy within fifteen (15) calendar days.
3. Employee's "right-to-access" is limited to records on substances to which that employee may reasonably be expected to be exposed to during the normal operation of their duties, or in a foreseeable emergency.

C. The District will report any safety and health information which is required to the appropriate governing agencies, including, but not limited to:

1. Department of Labor Form 200s upon receipt annually.
2. Department of Labor Fatality Report within 72 hours of a work related fatality of one of the District's employees.
3. A copy of such reports will be maintained in the District's safety files for a period of at least five (5) years.

D. The District will additionally maintain a copy of all appropriate/required safety information within the immediate area of each product which contains a hazardous chemical.

1. This information will include:
    a. MSDSs on all appropriate substances, within each area.
    b. A CIL of those MSDS5.
2. This information will be up-to-date and clearly readable in each area.
3. These areas will be determined by the District's Superintendent or a designated representative of the Superintendent.

Placarding and Material Handling

A. The District will contact the Vici Fire Department and make available to them all information which they may require to determine their need in order to respond to any emergency in the District's facility.

HAZARD COMMUNICATION STANDARD, REGULATIONS (Cont.)

1. The Vici Fire Department will be made aware of all hazardous substances in our facilities which shall involve:
    a. They be shown all MSDSs on file.
    b. They be shown the location of all substances for which the district has a MSDS.
    c. They be told the maximum quantities which the District may have at any one time of these substances.
2. The District will either:
    a. Placard the building as requested by the fire department using NFPA 704 label.
    b. And/or obtain and maintain any waivers/variances received from the fire department.

B. The District will maintain all labels on containers of hazardous substances which the district receives, intact, and readable.

C. The District will obtain or create labels for all containers into which hazardous chemicals are transferred.

D. The District will store all of the hazardous materials within its facilities in accordance with the storage information found on the MSDSs or label, or other reasonable recommendations.

E. The District will obtain and maintain all necessary personal protective equipment as required.

Employee Training

Each employee of the District will be trained on the following items annually.

1. Their rights and responsibilities under the law, including the following:

    a. Their right of access to safety records which might affect them.
    b. Their right to refuse to work with or around substances from which they are denied access.
    c. Their responsibility to comply with all health and safety regulations for which they have been trained.
    d. Their responsibility to report any and all reportable exposures to hazardous chemicals.

2. The items contained in this procedure statement and Board policy, which shall be covered in all employee's annual training and which shall be included in all employee handbooks.

3. Specifics of the hazards to which each employee may be exposed; including;

    a. The nature of the health-hazard to physical person.
    b. Protective measures to be taken.
    c. Appropriate work practices.
    d. Emergency procedures.

4. This information will be consistent with the information found in the MSDS5.

Each new employee in the District will be trained on the information contained in part IV-A above within thirty (30) days of the beginning of employment with the District.

HAZARD COMMUNICATION STANDARD, REGULATIONS (Cont.)

Every employee of the District who may be exposed to any new hazards shall be trained in the specifics of that new hazard within 30 days of that hazards appearance in the District.

All contractors who operate within the District shall supply the District with information on all hazards which they will bring into the District, prior to them doing so. Also, the District will give information on any hazards which a contractor may be exposed to within the District prior to such exposure.

Disciplinary Actions Due to These Regulations

Failure of any employee to comply with the above regulations can constitute grounds for suspension or dismissal or non-renewal of contract.

In all cases, due process will be observed.

Special Considerations - School Shop and Chemistry Lab

A. Student training

Test, sign, and retain all records of training for all students who use the facility.

1. Machinery
    a. Proper use.
    b. Protection equipment.
    c. Potential hazards.
    d. Emergency procedures.

2. Chemicals – limit access and use

    a. Hazard detection methods.
    b. Proper use.
    c. Proper storage.
    d. Protective measures.
    e. Potential hazards.
    f. Emergency procedures.

B. Handling Materials

1. Machinery – regular inspection

    a. Safety devices in place
    b. Personal protective devices available.
    c. Good working conditions.
    d. Instruction and safety manuals available and readable.
    e. Electric cords in good repair.

f. Special safety precautions visible and readable. (high voltage, etc.)

HAZARD COMMUNICATION STANDARD, REGULATIONS (Cont.)

2. Chemicals

    a. Stored in a locked vented area.
    b. MSDS5 and CILs up-to-date and visible.
    c. Labels visible and readable on all containers.

C. General

1. Proper ventilation for tasks.
2. Area clean and free of debris.
3. Emergency devices available.
    a. Fire extinguisher
        1. Proper type for task.
        2. Fully charged.
        3. Valid inspection tag.
    b. Fire alarms
    c. Communication methods to front office and/or emergency response units
    d. First aid kits

Special Considerations - Custodial Areas

A. Chemicals

1. Limit amounts available for use.
2. Maintain readable labels on all chemicals.
3. Use color coding for chemicals and containers.
4. Limit access of chemicals to only those persons who have been trained.
5. Store chemicals properly.
    a. Locked cabinets
    b. Proper ventilation
    c. Marked doors and cabinets
    d. Flammables in special storage
        1. Away from possible ignition sources
        2. In approved cabinets
            a. 25 gal--class IA
            b. 60 gal--class IB,II
            c. 120 gal--class IIIA
        3. Storage may be in:
            a. Approved wood cabinets
            b. Approved metal cabinets
            c. Approved room
    e. Always keep chemical containers sealed.
    f. DO NOT store reactive chemicals together.
6. Keep MSDSs and CILs visible and up-to-date.

HAZARD COMMUNICATION STANDARD, REGULATIONS (Cont.)

B. Machinery – inspect regularly

1. All safety devices are in place and in good working condition.
2. Machinery is in good working condition.
3. Personal protective devices are available.
4. Access is limited on all machinery.
    a. Ignition keys removed
    b. Allow only trained personnel to use
5. Power cords must be in good condition.
6. Manuals are readily available.
7. Appropriate safety information is available.

C. General

1. Custodial areas are clean and uncramped.
2. Access is limited to custodial areas.
3. Custodial items are inventoried and stored in proper areas.
4. Temporary hazard signs are readily available.

BUILDINGS, EQUIPMENT, AND GROUNDS

The school system buildings, grounds and equipment shall be maintained in the best condition of operation and appearance that the school district staff and budget will allow. Good appearance of facilities is a role model for students and the pride of a community; therefore, proper care will be a high priority. Custodial service will be of high standard and will be responsible for keeping the facilities in sanitary, safe and groomed conditions for students, teachers and any community usage. Students and teachers need to respect the custodian and maintenance staff's time and make very effort to help in keeping classrooms, restrooms, hallways, etc. as clean as possible. Students are encouraged to clear desks and floors of paper, pencils, and crayons at the end of each class period. Custodial care and facility maintenance shall be under the direct supervision of the administration.

REFERENCE: 23 O.S. §10

KEY CONTROL

The Vici Board of Education delegates the control of all the school district's keys to the superintendent. The superintendent may grant use of the keys to district personnel only.

The number of keys for the various school buildings shall be limited. Keys to school buildings are not to be duplicated without the approval of the superintendent or designee.

Should a key become lost, the building principal must be notified immediately so that the necessary security arrangements can be made.

Upon approval of the building principal, all keys checked out by retained teachers may be kept for use during the summer months.

All staff members who utilize the auditorium should not expect to have individual keys assigned to them. When the use of the auditorium is scheduled, arrangements can also be made to check out a key at the time the key is needed.

VANDALISM

Every citizen of the district, students, and members of the police department are urged by the board to cooperate in reporting to the building principal any incidents of vandalism to property belonging to the district and the name(s) of the person or persons believed to be responsible. Each employee of the district shall report to the building principal every incident of vandalism known to the employee, and, if known, the names of those responsible.

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

Parents may be responsible for up to $2500 for willful destruction of school equipment or property by their children.

Legal Reference: 23 O.S. Section 10

TEXTBOOKS: DISTRIBUTION AND CARE OF

The Vici 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.

The school district may withhold from a third party transcripts or other school records relating to a student if the student fails to return a textbook or fails to make payment for the textbook if not returned. The superintendent is authorized to apply this provision on a case-by-case basis taking into consideration the student's (or parent's) ability to pay for lost textbooks and reasons for the nonreturn of such textbooks. For the purpose of this policy, transcript means any record of a grade or grades given to a student by a teacher.

The school district will not - and the superintendent is not authorized to - prevent a student from receiving a grade to which the student is entitled, from graduating upon completion of graduation requirements, or from obtaining any records or information supplied to the school or otherwise owned by the student.

Books or equipment that are destroyed or damaged by students will be charged to that student. Any items destroyed or damaged will be charged at replacement cost. Athletic equipment lost or damaged will also be charged at replacement cost to the student.

REFERENCE: 70 O.S. §16-121

OSSBA POLICY SERVICES REVIEW NOTES:

The district may withhold transcripts/records only from third parties. Under the FERPA, they may not be withheld from the student or the student's parents. The district is required to provide other schools with student records within three (3) business days <u>regardless</u> of whether or not fees or fines have been paid. 70 O.S. §24-101.4

SCHOOL TRANSPORTATION

The School District will provide transportation services to and from school for students in grades 1-12, whose homes are more than one and one-half (1 1/2) miles from the schools attended by those students. Pre-Kindergarten students will be provided transportation service to school if in morning session and from school if in afternoon session. A student must live at least one and one-half (1 1/2) miles from school building they attend to be school transported.

The School District, when practicable, will provide transportation of students to school activities and on field trips which have been approved by the administration. The activity, field trip and other transportation is only a second priority to the regular school route transportation.

All activity trips and field trips must be requisitioned to the administration in advance to allow time to obtain transportation units and needed drivers. An approved sponsor or sponsors will be present during the transportation requirement.

The Board, in an effort to insure the safety of its students and property, believe it is in the best interest of all concerned to prohibit the use of school vehicles by any student. No student is to drive any school vehicle except during an approved Driver's Education class.

REFERENCE: 70 O.S. §9-104

APPENDIX 2
STUDENT CONDUCT ON BUSES

TO: Parents of Transported Students

FROM: Vici Board of Education

The school bus driver has a great responsibility. Each day the bus carries a "precious cargo" and the driver's only concern should be to see that all passengers are transported to and from school safely. Unfortunately, there are times when children (young and old) do things that cause the driver to be distracted from the job. This is dangerous and cannot be allowed. It is necessary therefore, that Student Conduct Rules and Regulations be in force and that they be followed without question. Parents must see that their child understands the importance of good behavior while riding a bus.

Riding a school bus is not a right but a privilege granted to those who are eligible and are able to abide by the rules and regulations. It is not right that a student be allowed to ride a school bus when the student continues to jeopardize the safety of others. The board of education realizes that a hardship may result in having to take your child to and from school but it is sometimes necessary.

Consequences for Violations of Policy:

- First Offense: Bus driver will report violation and the student will be assigned a seat.
- Second Offense: Bus driver will report violation and the student will receive a suspension from riding the bus to or from school or to any school activity (duration of the suspension to be determined by the principal).
- Subsequent Offenses: Bus driver will report violation and the student will be suspended from riding the bus to school or any school activity up to the remainder of the semester and the following semester (duration of the suspension to be determined by the principal).

The bus driver accepts the responsibility of getting your child to and from school safely. Therefore, what the driver observes and reports to the principal is final. The driver is not there to determine the right or wrong of one student in a dispute with another, but is there to report any misconduct or behavior that might interfere with the proper operation of the school bus.

For students in K through 4th grades, counseling will be provided for controlling discipline and conduct problems, with occasionally some punishment assessed after counseling fails. Only in very rare cases is it necessary to deny riding privileges to students in grades K-4.

Any student who is involved in damage to a school bus will be required to pay for the damage.

CROSS-REFERENCE: Policy FFFFG, School Bus Safety Program
Policy FO, Student Discipline

APPENDIX 2, STUDENT CONDUCT ON BUSES (Cont.)

BUS RIDER RULES

Riding a school bus is a privilege and the privilege may be removed for not abiding by the bus rider rules.

Prior to loading, students should:

1. Be on time at the designated school bus stops--keep the bus on schedule.
2. Stay off the road at all times while waiting for the bus.
3. Not move toward the bus at the school loading zone until the bus has been brought to a complete stop.
4. Respect people and their property while waiting on the bus.
5. Receive proper school official authorization to be discharged at places other than the regular bus stop.

While on the bus, students should:

1. Keep all parts of the body inside the bus.
2. Refrain from eating and drinking on the bus.
3. Refrain from the use of any form of tobacco, alcohol, or drugs.
4. Assist in keeping the bus safe and clean at all times.
5. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident. (The life you save may be your own.)
6. Treat bus equipment as they would valuable furniture in their own homes. Damage to seats, etc., must be paid for by the offender.
7. Should never tamper with the bus or any of its equipment.
8. Maintain possession of books, lunches, or other articles and keep the aisle clear.
9. Help look after the safety and comfort of small children.
10. Not throw objects into or out of the bus.
11. Remain in their seats while the bus is in motion.
12. Refrain from horseplay and fighting on the school bus.

APPENDIX 2, STUDENT CONDUCT ON BUSES (Cont.)

13. Be courteous to fellow students and the bus driver.
14. Remain quiet when approaching a railroad crossing stop.
15. Remain in the bus during road emergencies except when it may be hazardous to their safety.

After leaving the bus, students should:

1. Go at least ten (10) feet in front of the bus, stop, check traffic, wait for bus driver's signal, then cross road.
2. Go home immediately, staying clear of traffic.
3. Help look after the safety and comfort of small children.

Extracurricular Trips

1. The above rules and regulations should apply to all trips under school sponsorship.
2. Sponsors should be appointed by the school officials.

TIPS FOR SAFE SCHOOL BUS RIDING

For a safe and enjoyable ride to and from school, follow these rules:

1. Leave home early enough to arrive at your bus top on time.
2. Wait for your bus in a safe place well off the roadway.
3. Enter your bus in an orderly manner and take your seat.
4. Follow the instructions of your school bus driver or bus patrol.
5. Remain in your seat while your bus is in motion.
6. Keep your head and arms inside the bus at all times.
7. Keep aisles clear at all times.
8. Remain quiet and orderly.
9. Be courteous to your school bus driver and fellow passengers.
10. Be alert to traffic when leaving the bus.

APPENDIX 2, STUDENT CONDUCT ON BUSES (Cont.)

PLEASE COMPLETE THE FORM BELOW. IN ORDER TO RIDE THE SCHOOL BUS, THIS FORM MUST BE RETURNED WITHIN THE FIRST TWO WEEKS OF SCHOOL.

(Turn in the form to your teacher, bus driver, or principal. Form may be included in student handbook with the Bus Rider Rules.)

To the _____ Public School System:

We have read and discussed with our child(ren) the school bus policy and rules.

We agree with the school system that these rules should be in force and that any student who cannot abide by these simple rules should be disciplined and/or counseled with according to the school's policy.

As parents, we ask that the school contact us by telephone or written letter each time our children are involved in incidents so that we might further counsel our child(ren) on proper bus conduct.

Sincerely,

_____
Parent's Signature

_____ _____
Date Phone Number

Please write in the names and grade of each child in your family who will ride the school bus. This statement will be in effect for the current school year.

_____ Grade _____

_____ Grade _____

_____ Grade _____

_____ Grade _____

_____ Grade _____

CHILD NUTRITION AND PHYSICAL FITNESS PROGRAM

The Vici Board of Education recognizes that childhood obesity has reached epidemic levels throughout the country. Overweight children are at a higher risk for developing severe long-term health problems, and overweight children are affected by discrimination, psychological stress, and low self-esteem. However, research indicates that obesity and subsequent diseases are largely preventable through diet and regular physical activity. Research also indicates that becoming physically active and maintaining a regular physical activity program significantly reduces the risk of some obesity and some cancers, diabetes, and other chronic diseases.

Children who eat well-balanced meals and are healthy are more likely to learn in the classroom. The board supports increased emphasis on nutrition as well as physical activity at all grade levels to enhance the well-being of our district's youth. Therefore, it is the policy of the board to:

1. Provide students access to nutritious food;

2. Provide opportunities for physical activity and developmentally appropriate exercise; and

3. Provide accurate information related to these topics.

Wellness Policy

Purpose: Is the link between nutrition, physical activity, and learning is well documented. Healthy eating and activity patterns are essential for students to achieve their full academic potential, full physical and mental growth, and lifelong health and well-being. Healthy eating and physical activity, essential for a healthy weight, are also linked to reduced risk for many chronic diseases. Schools have a responsibility to help students learn, establish, and maintain lifelong healthy eating and activity patterns. Well-planned and effectively implemented school nutrition and fitness programs have been shown to enhance students' overall health, as well as their behavior and academic achievement in school. Staff wellness also is an integral pare of a healthy school environment since school staff can be daily role models for healthy behaviors.

Goal: All students in Vici School shall possess the knowledge and skills necessary top make nutritious food choices and enjoyable physical choices for a lifetime. All staff members in Vici School are encouraged to model healthful eating and physical activity as a valuable part of a daily life.

To meet this goal, the Vici School Board of Education adopts this wellness policy with the following commitments to nutrition, nutrition education, physical activity, and other school-based activities that support students and staff wellness.

Curriculum

The Vici Board of Education recognizes that healthy eating patterns are essential for students to achieve their academic potential, full physical and mental growth, and lifelong health and well being. To help ensure students possess the knowledge and skills necessary to make nutritious food choices for a lifetime, the superintendent shall prepare and implement a comprehensive district nutrition program consistent with state and federal requirements for districts sponsoring the National School Lunch Program and/or the School Breakfast Program. To implement the program, the

CHILD NUTRITION AND PHYSICAL FITNESS PROGRAM (Cont.)

superintendent shall adopt and implement a comprehensive curriculum on health, fitness, and nutrition that will provide opportunities for developmentally appropriate instruction for grades K-12. The input of staff, students, parents, and public health professionals in the development of the curriculum will be encouraged.

Nutrition, health, and fitness topics shall be integrated within the sequential comprehensive health education curriculum taught at every grade level, K-12, and coordinated with the district's nutrition and food services operation.

The district shall take a proactive effort to encourage students to make nutritious food choices. The superintendent shall ensure that:

1. A variety of healthy food choices are available whenever food is sold or served on district property or at district-sponsored events;

2. Schools shall regulate the sale or serving of foods or snacks high in fat, sodium, or added sugars; and

3. Nutritious meals served by the school nutrition and food services operation complies with state and federal law.

Child Nutrition Program

The Vici Public Schools will operate a school lunch program that will include lunch, and breakfast, through participation in the Child Nutrition Programs. The superintendent, in conjunction with the food service supervisor and with the approval of the board of education, will establish and post meal prices.

As required for participation in the Child Nutrition Programs, the board prescribes that:

School lunch is to be made available to all students.

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

In the operation of the Child Nutrition Programs, no child will be discriminated against because of race, sex, color, national origin, age, or disability. Discrimination complaints under these programs should be filed with the State Department of Education Child Nutrition Programs, 2500 North Lincoln Blvd., Oklahoma City, Oklahoma 73105-4599.

The district shall inform parents of the eligibility standards for free or reduced price meals. Reasonable efforts shall be made to protect the identity of students receiving such meals. A parent has the right to appeal to the superintendent any decision with respect to his/her application for free or reduced price food services.

The district's child nutrition program shall reflect the board's commitment to providing adequate time for instruction to promote healthy eating through nutrition education, serving healthy and appealing foods at district schools, developing food-use guidelines for staff, and establishing liaisons with nutrition service providers, as appropriate. Nutrition education topics shall be integrated within the sequential, comprehensive health education program taught at every grade level, pre-kindergarten through grade 12, and coordinated with the district's nutrition and food services operation.

CHILD NUTRITION AND PHYSICAL FITNESS PROGRAM (Cont.)

It is the intent of the board of education that district schools take a proactive effort to encourage students to make nutritious food choices. Meals served in school before the end of the last lunch period shall conform to the U. S. Dietary Guidelines for Americans. Food and beverages sold or served on district grounds or at district-sponsored events shall meet requirements for nutritional standards and/or other guidelines as may be recommended by the district and school health and nutrition committees. The superintendent shall ensure that nutritious foods are available as an affordable option whenever food is sold or served on district property or at district-sponsored events.

The superintendent is directed to prepare rules and regulations to implement and support this policy, including such provisions as may be necessary to address all food and beverages sold and/or served to students at school (i.e., competitive foods, snacks, and beverages sold from vending machines, school stores, and fund raising activities and refreshments that are made available at school parties, celebrations, and meetings), including provisions for staff development, family and community involvement, and program evaluation.

REFERENCE: 70 O.S. §1-107
7 CFR, Parts 210 and 220
7 CFR, Part 245.5

THIS POLICY REQUIRED BY
PUBLIC LAW 108-265, SECTION 204.

FOOD PROCUREMENT

It is the policy of the Vici 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 or 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;
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. Prohibited favors include purchasing food items at cost or at retail value from a vendor.

Officers, employees, contractors, and agents are expected to be aware of the penalties established by the Anti-Kickback Act of 1974 as codified by Oklahoma Statutes, Title 74, Section 3401, et seq.

REFERENCE **Oklahoma Department of Education Directive, dated June 6, 1988**
74 O.S. §3401, et seq.
7 CFR 3016

FOOD PROCUREMENT
(REGULATION)

In accordance with the policy of the board of education, the following regulation shall govern the procurement of food products for this school district.

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

1. Small Purchase Procedures will be used to purchase goods, equipment, and services where the aggregate cost is less than $100,000, and fresh produce regardless of aggregate amount. Such procedures shall be utilized on an annual basis by the school district.

   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;

   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;

   F. Price quotation responses will be retained by this school district with other program documentation and records for a period of five years after the end of the fiscal year to which they pertain.

2. Competitive Sealed Bids (Formal Advertising) will be used to purchase goods, equipment, and services where the aggregate cost is $100,000 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, which results in the aggregate amount of purchases becoming less than $100,000, 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;

FOOD PROCUREMENT, REGULATION (Cont.)

C. The invitations for bid will clearly define the goods, equipment, or services needed in order for the bidders to be able to properly respond. This includes product specifications and general purchasing conditions;

D. All bids will be opened publicly at the time and place stated in the invitations for bid;

E. A firm, fixed-price contract award will be made by written notice to the responsible bidder whose bid is lowest, assuming the bid conforms to the requirements in the invitation for bid;

F. Where specified in the bidding documents, factors such as discounts, transportation costs, and life cycle costs (for equipment), if applicable, will be considered in determining which bid is lowest;

G. Payment discounts will only be used to determine the low bid when prior experience of the school district indicates that such discounts are generally taken;

H. Any and all bids may be rejected when there are sound documented reasons that the best interest of the program will not be served by the potential suppliers;

I. Cost plus a percentage of cost method of contracting is prohibited;

J. All bids received must be documented and such documentation shall be maintained by this school district with other program records for five years after the end of the fiscal year to which they pertain.

3. Competitive Negotiation can be used when competitive sealed bids are determined to be inappropriate, infeasible, or impossible. This method of procurement is commonly used for the acquisition of professional services. The document used to solicit bids is commonly referred to as a request for proposal.

When competitive negotiation is used, the following conditions, stipulations, and terms must be met:

A. Proposals will be solicited from an adequate number (at a minimum, two) of qualified sources to permit reasonable competition;

B. The request for proposal will be publicized and reasonable requests by other sources to compete must be honored to the maximum extent possible;

C. The request for proposal will identify all significant evaluation factors, including price or cost where required, and their relative importance;

D. This school district will provide a mechanism: (1) for technical evaluation of the proposals received; (2) to determine which responsible bidders will be contacted for further written and verbal discussions; and (3) for selection of contract award;

FOOD PROCUREMENT, REGULATION (Cont.)

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;

G. All requests for proposals received must be documented and such documentation shall be retained by the school district with other program records for five years after the end of the fiscal year to which they pertain.

4. Noncompetitive Negotiation is procurement through solicitation of a proposal from only one source and can only be used when the procurement is not feasible under small purchase procedures, competitive sealed bids (formal advertising), or competitive negotiation. The decision to use noncompetitive negotiation must be justified in writing and be available for audit and review. As with the methods of procurement, such documentation must be maintained with other program records for five 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 a 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;

   C. After solicitation from a number of sources, competition is found to be lacking.

The primary purpose of procurement is to assure that open and free competition exists to the maximum extent possible. The procurement procedures practiced by Vici Public Schools must not restrict or eliminate competition. All procurement must be obtained through competition. The actual type of procurement method used is of secondary importance. Of primary importance is that open and free competition exists when purchases are made.

Free and Reduced Meals

It is the policy of Board that the District will participate in the National School Lunch Program and School Breakfast Program and to receive commodities donated by USDA and accepts responsibility for providing free and reduced meals to eligible children

The current policy for free and reduced meals is on file in the Superintendent's office.

MAIL AND DELIVERY SERVICE

A mail service system shall be maintained within the district so that communications may be delivered in the most practical manner.

The use of district mail facilities and personnel shall be restricted to materials and communications that further school business and the educational purpose of the district. The superintendent may authorize certain exceptions within the intent of this policy.

The district is not liable for items lost or opened or for any damage or injury incurred as a result of the use of the mail service.

Use of Mail Boxes

1. Each teacher will be provided with a mail box in the teacher's lounge. Announcements, mail, and other materials for you will be placed in your mail box. You should check your mail box at least twice each day: before school each morning and after school each afternoon. You should clean out your mail box every day.

2. If a package has been received for you, a note will be placed in your mail box. Please pick the package up immediately, the receiving area is extremely small.

3. Students should not be sent to get materials from your mail box. You should be the only person to check your mail box because confidential papers are put there on occasion.

TELEPHONES

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

School staff may possess, without permission, wireless telecommunications devices on school property or while attending any school-sponsored activities on or off school property. Wireless telecommunications devices include, but are not limited to, beepers, pagers, and cellular telephones. Devices should be turned off while teachers are in their instructional setting with students. Devices may not be used while the teacher or other staff are in control of students unless needed for an emergency or needed for duties and responsibilities of that position. Devices that include imaging capabilities shall not be utilized to take any photographs or create digital images on school premises.

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

TELEPHONES
(REGULATION)

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

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

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

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

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

CELLULAR TELEPHONES AND OTHER WIRELESS TELECOMMUNICATIONS DEVICES

It is the policy of the Vici Board of Education that a cellular telephone will be provided for use by designated personnel of this school district. The district may elect to issue certain communications devices to employees in order increase the efficiency of district operations. Issuance and use of district wireless telecommunications devices and other communication equipment shall be subject to the rules established by the superintendent and approved by the board.

Therefore, the superintendent is directed to establish a regulation to provide reasonable access to a cellular telephone or other communication devices by designated personnel.

Long Distance Phone Calls

Long distance phone calls concerning school business can be made by teachers at school. When a call is made, the teacher must use the long distance code number assigned to them by the District Treasurer. Teachers should make every effort to avoid leaving their classrooms while class is in session.

DISABILITY ACCOMMODATIONS

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

Each facility or part of a facility constructed by, on behalf of, or for the use of the facility, is readily accessible to and usable by persons with disabilities. Alterations of facilities that affect their usability will, to the maximum extent feasible, be altered in such a manner that the altered portion is readily accessible to and usable by persons with disabilities.

This school district prohibits discrimination in any form against any person, persons, organizations or other entity. 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. This school district does not require pre-employment medical examinations except for bus drivers.

For the purposes of the policy, the term ''reasonable accommodation'' shall mean making existing facilities used by employees readily accessible to and usable by individuals with disabilities; and job restructuring, part-time or modified work schedules, reassignment to a vacant position, acquisition or modification of equipment, modification of examinations and training, the provision of qualified readers, and other similar and reasonable accommodation.

In determining whether an accommodation would impose an undue hardship, the district will consider:

a. the nature and cost of the accommodation needed;
b. the overall financial resources available to the district;
c. the number and nature of employees at the facility in question.

REFERENCE: Public Law 101-336, The Americans With Disabilities Act (ADA)
70 O.S. §13-101, et seq.

DISABILITY ACCOMMODATIONS PROCEDURES

Any employee, student, or patron who believes that he or she has been discriminated against is encouraged to file a written complaint in accordance with district policies and procedures.

Should any employee, student, or patron have a disability for which reasonable accommodation is sought under federal or state law, he or she shall notify the ADA coordinator in writing describing the nature of the disability, why an accommodation is needed, and suggested possible accommodations.

The ADA coordinator shall investigate the request to determine, among other things, whether the disability is legally protected under federal or state law, whether it affects an essential job function, what reasonable accommodations are available, and the cost to the district. After conferring with the employee, student, or patron, a recommendation shall be made by the ADA coordinator. A report will be prepared and submitted to the superintendent.

If requested in writing, the superintendent shall review the report and recommendation and either accept, modify, or reject the recommendation, providing reasons for the decision.

If the employee, student, or patron is not satisfied, written request for a hearing before the board of education may be filed. The hearing shall be held within 60 days of receipt of the written request.

This procedure is not intended to apply to complaints or other due process hearings held pursuant to the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act. Complaints or hearings held pursuant to such acts shall be conducted in accordance with applicable federal or state law or regulations or the applicable policy of this district.

REFERENCE: Public Law 101-336, The Americans With Disabilities Act (ADA)

FAIR LABOR STANDARDS ACT

Compliance

This school district complies with the Fair Labor Standards Act 29 CFR SS 541, its regulations and relevant court decision. Employees are informed of the Act through proper posting of information as disseminated by the United States Department of labor. This school district will cooperate with all state agencies and will maintain compliance.

REFERENCE: Fair Labor Standards Act
State Department of Education, Outline for FLSA Policies

SEXUAL HARASSMENT

Employees and students of this school district have a right to be free from sexual harassment and a hostile environment.

Sexual harassment violates Title VII of the 1964 Civil Rights Act, and amended by the Civil Rights Act of 1991. Any employee or student who is subjected to such harassment, including a hostile environment, or who has knowledge of such harassment, should report it to an administrator who is responsible for complaint investigation and take steps for further action.

Employees must be free to carry out job duties and students must be free to learn in an environment which treats them with respect and is not allowed to be fraught with sexual hostility. This sexual harassment can exist in overt sexual advances or in allusion through words, gestures, body positions, body proximity, writings, electronic mail or any other means of communication.

A hostile work environment is defined as an environment which limits or precludes a reasonable employee or student from working to his/her maximum potential. The existence of a hostile work environment shall be decided only after a full review of all relevant circumstances; provided, it shall be a hostile work environment if any employee complains about behavior in writing and such behavior continues or is allowed to continue.

REFERENCE: Title VII of the Civil Rights Act of 1964
29 CFR §1604.1, et seq.
34 CFR Part 106
20 USC §§1681-1688
29 USC §794
42 USC §§2000d-2000d-7
42 USC §§2000e-2000e-17
42 USC §2000e-2

NONDISCRIMINATION

The Board is committed to a policy of nondiscrimination in relation to race, religion, sex, age, national origin, qualified handicap, veterans, and other human differences. This policy will prevail in all matters concerning staff, students, the public, educational programs and services, and individuals with whom the Board does business.

In keeping with the requirements of federal and state law, this School District strives to remove any vestige of discrimination in employment, assignment, and promotion of personnel; in educational opportunities and services offered students, in their assignment to schools and classes, and in their discipline; in location and use of facilities; in education al offerings and materials.

The Board encourages its staff to improve human relations within the schools, and to establish channels through which citizens can communicate their human relation s concerns to the administration and the Board.

REFERENCE: Oklahoma Constitution, Article 1, Section 6
Title 6, Title 7, Civil Rights Act of 1964 as amended by the Equal Employment Opportunity Act of 1972
Executive Order 11246, as amended by Executive Order 11375
Equal Pay Act, as amended by the Education Amendments of 1972
Rehabilitation Act of 1973, §504
Education for All Handicapped Children Act of 1975
Immigration Reform and Control Act of 1986
Americans With Disabilities Act of 1990, 42 U.S.C. §12101
Individuals With Disabilities Education Act, 20 USC §1400, et seq.

RECORDS INVESTIGATION

The Board of Education believes that it has a responsibility to seek only those employees who are qualified in every respect. The Board further believes it should avail itself of means and methods provided by the legislature to assist in the selection of employees. Therefore, it is the policy of this Board of Education to require a signed release from all prospective employees allowing a felony records check to be conducted as authorized by Oklahoma law. The records check may be initiated by the school district's written request, through the Superintendent, to the State Department of Education.

The Superintendent will determine whether to request a records check of the prospective employee's name only, or a check of the prospective employee's and fingerprints. Further, the Superintendent is authorized to request a state only check, or a state and national search. Such determinations will be made at the discretion of the Superintendent.

If the Superintendent requests a records check of the prospective employee's name only, the District will pay to the OSBI their cost of the records search. If the Superintendent requests a national records search be conducted, the prospective employee will be required to furnish a fingerprint card to the Oklahoma State Bureau of Investigation (OSBI) and must pay to the OSBI the cost of the records search up to $50.00.

If the applicant for employment meets all other criteria for employment in this school district, the applicant may be employed on a temporary basis for up to sixty (60) days pending receipt of the felony records search results. If the applicant is offered permanent employment following the review of those records search, the OSBI search fee, if any, will be reimbursed up to a maximum of $50.00.

Felony Records Search Policy:

For purposes of employment, Vici Public Schools may request in writing from the Oklahoma State board of Education information concerning any felony conviction of any employee of the school or any person seeking employment with the school, including but not limited to conviction for the offense of murder of a child, child abuse or molestation of a child as provided for in Sections 701.7, 843,1021 or 1021.2 of Title 21 of the Oklahoma Statutes.

This background felony check will be with the full knowledge of the employee of prospective employee and will be requested on forms provided by the Oklahoma State Department of Education.

REFERENCE: 70 O.S. §5-142

NOTE: THIS POLICY IS OPTIONAL UNLESS THE BOARD DIRECTS SEARCHES TO BE CONDUCTED.

NOTE: A criminal record check of prospective teachers must be requested by the superintendent using a form supplied by the State Department of Education. It is suggested that the form be obtained and used in accordance with this policy.

NOTE: School districts with more than 30,000 students will request background felony records checks directly from the Oklahoma State Bureau of Investigation. If the search is based on name only, the search fee is not to exceed Ten Dollars ($10.00). If the search is a national search based on fingerprints, the search fee is not to exceed Fifty Dollars ($50.00).

TEACHER ASSISTANTS

It is the policy of the Vici Board of Education that teacher assistants are support employees entitled to due process prior to nonrenewal or termination of employment. Applicants must possess 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 twenty percent of the students are eligible to participate in the National Child Nutrition Act.

Teacher assistants are paraprofessionals within the school district. All paraprofessionals must have earned a high school diploma or its equivalent. Paraprofessionals hired after January 7, 2002, to work with identified Title I students must have completed at least two years of study at an institution of higher education; obtained at least an associate's degree; or met a rigorous standard of quality and can demonstrate through a formal state or local academic assessment the knowledge of and ability to assist in the instruction of reading, writing, or mathematics or the instruction of readiness of these subjects. Paraprofessionals working with identified Title I students who were hired before January 8, 2002, have until the end of the 2005-2006 school year to meet these standards. The district will not hire Title I paraprofessionals who do not meet these standards. If the district *[is/becomes]* a school-wide Title I school district, all paraprofessionals in the district must meet these standards.

Exception to these requirements may be made with regard to paraprofessionals who act as translators or who coordinate parent involvement activities.

The superintendent and/or staff development committee shall develop an appropriate in-service training program for teacher assistants.

Teacher assistants are employed so that the professional teachers may direct their energies to the students' education. The basic objectives for the use of teacher assistants are:

1. To make it possible for teachers to use more variety in structuring classroom activities which will result in more meaningful education for children and youth.

2. To enable the teacher to do more creative teaching, and to use a greater variety of instructional media.

3. To enable the teacher to develop effective programs focusing upon the individual needs of each student.

4. To provide increased time for individualizing instruction, evaluating learning situations, student counseling and guidance for other instructional activities that will improve educational opportunities for boys and girls.

5. To relieve teachers of the numerous semi- and non-professional tasks which have become cumulative and which have come to consume a disproportionate amount of the teacher's time and energies.

The principal and supervising teacher are jointly responsible for making final decisions related to the duties and responsibilities to be assigned to an assistant. Assistants are not to discipline children. Classroom discipline shall be left to the certified teacher or building principal.

TEACHER ASSISTANTS (Cont.)

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. Title I funds provide assistants for the Remedial Reading Program.
2. Title VII funds provide assistants for Indian students.
3. Early Childhood Intervention (ECI) funds provide assistants for mainstreamed students with certain specific handicaps that require frequent or constant attention.

REFERENCE: 70 O.S. §6-127, §18-113.1, et seq.
P. L. 107-110, No Child Left Behind Act of 2001

THIS POLICY REQUIRED BY THE NO CHILD LEFT BEHIND ACT.

TITLE I PARAPROFESSIONALS

It is the policy of the Vici Board of Education that Title I paraprofessionals will be employed for the school term only. If Title I funds are received by the district, employment will be offered if the educational need exists and if the applicant possesses the required level of requisite skills as prescribed in the appropriate State Department of Education regulations and the *No Child Left Behind Act*.

All paraprofessionals must have earned a high school diploma or its equivalent. Paraprofessionals hired after January 7, 2002, must have completed at least two years of study at an institution of higher education; obtained at least an associate's degree; or met a rigorous standard of quality and can demonstrate through a formal state or local academic assessment the knowledge of and ability to assist in the instruction of reading, writing, or mathematics or the instruction of readiness of these subjects. Paraprofessionals hired before January 8, 2002, have until the end of the 2005-2006 school year to meet these standards. The district will not hire Title I paraprofessionals who do not meet these standards.

Exception to these requirements may be made with regard to paraprofessionals who act as translators or who coordinate parent involvement activities.

The superintendent and/or staff development committee shall develop an appropriate in-service training program for paraprofessionals.

Paraprofessionals are employed so that the professional teachers may direct their energies to the students' education. The principal and supervising teacher are jointly responsible for making final decisions related to the duties and responsibilities to be assigned to a paraprofessional. Paraprofessionals are not to discipline children. Classroom discipline shall be left to the certified teacher or building principal.

REFERENCE: P.L. 107

THIS POLICY REQUIRED BY THE NO CHILD LEFT BEHIND ACT.

STANDARDS OF PERFORMANCE AND CONDUCT FOR TEACHERS

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

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

PRINCIPLE I
COMMITMENT TO THE STUDENTS

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

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

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

STANDARDS OF PERFORMANCE AND CONDUCT FOR TEACHERS (Cont.)

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 an application for a professional position deliberately make a false statement or fail to disclose a material fact related to competency and qualifications.

2. Shall not misrepresent his/her professional qualifications.

3. Shall not assist entry into the teaching profession of any person known to be unqualified in respect to character, education, or other relevant attribute.

4. Shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position.

5. Shall not assist an unqualified person in the unauthorized practice of the teaching profession.

6. Shall not disclose information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.

7. Shall not knowingly make false or malicious statements about a colleague.

8. Shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decision or actions.

PRINCIPLE III

1. Pursuant to the Teacher Due Process Act of 1990, a career teacher may be dismissed or not reemployed for:

   A. Willful neglect of duty.

STANDARDS OF PERFORMANCE AND CONDUCT FOR TEACHERS (Cont.)

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. Commission of an act of moral turpitude.

H. Abandonment of contract,

I. Conviction of a felony,

J. After a finding that such person has engaged in criminal sexual activity or sexual misconduct that has impeded the effectiveness of the individual's performance of school duties, or

K. Failure to earn required staff development points.

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. 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.

5. A teacher convicted of a felony shall be dismissed or not reemployed unless a presidential or gubernatorial pardon has been issued.

6. 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).

STANDARDS OF PERFORMANCE AND CONDUCT FOR TEACHERS (Cont.)

REFERENCE: 70 O.S. §6-101.21, et seq.

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

THIS POLICY REQUIRED BY LAW.

TUTORING

The ZAP program will begin the first week in September and will end the first week in May. ZAP will be from 3:30 to 4:30 p.m. Monday through Thursday. The Title I program will supervise the elementary sessions. Individual classroom teachers will supervise Junior High/High School sessions in their classrooms. Contact the principal's office or individual classroom teachers to determine the designated day for core curriculum assistance.

EMPLOYMENT PRACTICES (REGULATION)

In accordance with the policy of the board of education, the following procedure shall govern the processing of applications for employment with this school district.

All applicants for employment, whether solicited or unsolicited, must produce sufficient and satisfactory identification which shows United States citizenship, or in the case of applicants who are not United States citizens, authorization to seek and hold employment in the United States.

One or more of the following documents will be considered sufficient and satisfactory identification:

1. A birth certificate accompanied by an official identification card bearing a photograph and/or fingerprints.
2. United States passport.
3. Certificate of United States citizenship.
4. Certificate of naturalization.
5. A current, valid passport issued by a foreign country if the passport contains an unexpired endorsement of the Attorney General of the United States authorizing the individual to obtain employment.
6. Resident alien card (Green card) or other registration card if the card contains a photograph of the applicant and appropriate identifying information.

In addition to the documents listed in 1, 2, 3, 4, and 6 above, the applicant must possess one of the following forms of employment authorization:

1. INS Form I-94, which is an Immigration and Naturalization Service form evidencing an alien's admission into the United States with employment authorization.
2. Permanent residence approval letter giving employment authorization.
3. Official letter from the INS providing authorization to hold employment.

Any documentation that is considered sufficient and satisfactory for the purposes of employment must be copied and the copy retained in the applicant's employment file. The copies will be retained for a period of three years or for one year following the termination of the person's employment, whichever is sooner.

DRUG AND ALCOHOL TESTING PROGRAM
BUS DRIVERS

Employees who operate school vehicles are subject to drug and alcohol testing if a commercial driver's license is required to operate a school vehicle which transports 16 or more persons, including the driver, or which weighs 26,001 pounds or more. For the purposes of this testing program, the term "employees" includes applicants who have been offered a position to operate a school vehicle.

Employees operating a school vehicle as described above are subject to preemployment drug testing and random, reasonable suspicion, post-accident, return-to-duty, and follow-up drug and alcohol testing. Employees operating school vehicles shall not perform a safety-sensitive function within four hours of using alcohol. Employees governed by this policy shall be subject to drug and alcohol testing beginning the first day they operate or are offered a position to operate school vehicles and will continue to be subject to drug and alcohol testing as long as they may be required to perform a safety-sensitive function as it is defined in administrative regulations. (See DCCB-R.) Employees with questions about the drug and alcohol testing program may contact the superintendent.

Employees who violate the terms of this policy will be subject to discipline up to and including termination. Employees who violate this policy may be required to successfully participate in a substance abuse evaluation and, if recommended, a substance abuse treatment program. Employees required to participate in and who fail to or refuse to successfully participate in a substance abuse evaluation or recommended substance abuse treatment program will be subject to discipline up to and including termination.

It is the responsibility of the superintendent to develop administrative regulations to implement this policy. The superintendent shall also inform applicants of the requirement for drug and alcohol testing in notices or advertisements for employment, in the application form, and personally at the first interview with the applicant.

The superintendent shall also be responsible for publication and dissemination of this policy and its supporting administrative regulations to employees operating school vehicles. The superintendent shall also oversee a substance-free awareness program to educate employees about the dangers of substance abuse and notify them of available substance abuse treatment resources and programs.

DRUG AND ALCOHOL TESTING PROGRAM
BUS DRIVERS
(REGULATION)

The following administrative regulations support the drug and alcohol testing program policy of the board of education. It also establishes and explains the requirements of the district's drug and alcohol testing program required for employees operating school vehicles.

Questions regarding the drug and alcohol testing program policy, these supporting regulations, or the drug and alcohol testing program may be directed to the superintendent, or designee, who will be the school district contact person. The contact person will answer questions from employees and others about the program, receive the test results, receive identification numbers of the drivers and will notify those drivers selected for random testing.

Definitions

Air Blank: A reading by an evidentiary breath testing device (EBT) of ambient air containing no alcohol.

Alcohol: The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohols.

Alcohol Concentration (or content): The alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicted by an evidentiary breath test under the law.

Alcohol Use: The consumption of any beverage, mixture or preparation, including any medication, containing alcohol.

Breath Alcohol Technician: An individual who instructs and assists drivers in the alcohol testing process and operates an evidentiary breath testing device.

Canceled or Invalid Test: In drug testing, it is a drug test that has been declared invalid by a Medical Review Officer or a specimen that has been rejected for testing by a laboratory. In alcohol testing, it is a test that is deemed to be invalid under the law. A canceled drug test or alcohol test is neither a positive nor a negative test.

Chain of Custody: Procedures to account for the integrity of each urine or blood specimen by tracking its handling and storage from point of specimen collection to final disposition of the specimen. With respect to drug testing, these procedures require that an appropriate drug testing custody form be used from time of collection to receipt by the laboratory and that upon receipt by the laboratory an appropriate laboratory chain of custody form(s) account(s) for the sample or sample aliquots within the laboratory.

Collection Site: A place where drivers present themselves for the purpose of providing body fluid or a tissue sample to be analyzed for specific drugs or breath alcohol concentration.

Commercial Motor Vehicle: A motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle 1) has a gross combination weight rating of 26,001 or more points inclusive of a towed unit with a gross vehicle weight of 10,000 or more pounds; or 2) has a gross vehicle weight rating

DRUG AND ALCOHOL TESTING PROGRAM, BUS DRIVERS, REGULATION (Cont.)

of 26,001 or more pounds; or 3) is designed to transport 16 or more passengers, including the driver; or 4) is of any size used in the transportation of materials found to be hazardous for the purposes of the Hazardous Transportation Act and which require the motor vehicle to be placarded under the Hazardous Materials regulations.

Confirmation Test: For alcohol testing, it is a second test following a screening test with a result of 0.02 or greater breath alcohol concentration that provides quantitative data of alcohol concentration. For drug testing, it is a second analytical procedure (GC/MS) to identify the presence of a specific drug or metabolite which is independent of the initial test and which uses a different technique and chemical principle from that of the initial test in order to ensure reliability and accuracy.

Controlled Substances/Drugs: Marijuana, cocaine, opiates, amphetamines, phencyclidine.

Driver: Any person who operates a school vehicle. This includes, but is not limited to, full-time, regularly employed drivers; casual, intermittent or occasional drivers; leased drivers and independent, owner-operator contractors who are either directly employed by or under lease to the school district or who operate a school vehicle at the direction of or with the consent of the school district. For the purposes of preemployment/pre-duty testing only, the term "driver" includes applicants for drivers of school vehicles positions.

Initial Test (or Screening Test): In drug testing, it is an immunoassay screen to eliminate "negative" urine specimens from further consideration. In alcohol testing, it is an analytic procedure to determine whether a driver may have a prohibited concentration of alcohol in a breath specimen.

Medical Review Officer (MRO): A licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by an employer's drug testing program who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate a driver's confirmed positive test result together with the driver's medical history and any other relevant bio-medical information.

Non-suspicion-based Post-accident Testing: Testing of a driver after an accident without regard to whether there is any reasonable suspicion of drug usage, reasonable cause to believe the driver has been operating the school vehicle while under the influence of drugs, or reasonable cause to believe the driver was at fault in the accident and drug usage may have been a factor.

Performing a Safety-sensitive Function: A driver is considered to be performing a safety-sensitive function during any period in which the driver is actually performing, ready to perform, or immediately available to perform any safety-sensitive function.

Random Selection Process: When drug tests are unannounced and every driver has an equal chance of being selected for testing.

Reasonable Suspicion: When the school district believes the appearance, behavior, speech or body odors of the driver are indicative of the use of drugs or alcohol.

DRUG AND ALCOHOL TESTING PROGRAM, BUS DRIVERS, REGULATION (Cont.)

Refusal to Test: When a driver (1) fails to provide adequate breath for alcohol testing without a valid medical explanation after he or she has received notice of the requirement for breath testing in accordance with the provisions of the law, (2) fails to provide adequate urine for drug testing without a valid medical explanation after he or she has received notice of the requirement for urine testing in accordance with the provisions of the law, or (3) engages in conduct that clearly obstructs the testing process. A refusal to test is treated as a positive drug test result or an alcohol test result of 0.04 or greater breath alcohol concentration.

Safety-sensitive Function: All time from the time when a driver begins to work or is required to be in readiness to work until the time the driver is relieved from work and all responsibility for performing work. Safety sensitive functions shall include, but are not limited to:

1. All time at the district waiting to be dispatched.
2. All time inspecting equipment or otherwise servicing any commercial motor vehicle at any time.
3. All time spent at the driving controls of a commercial vehicle in operation.
4. All time in or on a commercial vehicle.
5. All time repairing, obtaining assistance, or remaining in attendance on a disabled vehicle.

School vehicle: A vehicle owned, leased, and/or operated at the direction or with the consent of the school district which transports 16 or more persons, including the driver, or weighs over 26,001 pounds and requires the driver to have/possess a commercial driver's license in order to operate the vehicle.

Split Specimen/Split Sample: The division of the urine specimen into thirty milliliters in a specimen bottle (the primary sample) and into at least fifteen milliliters in a second specimen bottle (the split sample).

Stand-down: Is prohibited by federal regulations and consists 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.

Substance Abuse Professional: A licensed physician (medical doctor or doctor of osteopathy) or a licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission) with knowledge of, and clinical experience in, the diagnosis and treatment of alcohol and controlled substances-related disorders.

Verified Test: A drug test or validity testing result from a federally certified laboratory that has undergone review and final determination by the MRO.

DRUG AND ALCOHOL TESTING PROGRAM, BUS DRIVERS, REGULATION (Cont.)

Covered Drivers

1. The following requirements apply for a driver to be covered by the drug and alcohol testing program:

   A. Drive a vehicle transporting 16 or more persons, including the driver, or drive a vehicle weighing over 26,001 pounds; and

   B. Require a commercial driver's license to hold the driver position.

2. Covered drivers include:

   A. Applicants seeking a position as a driver;

   B. Full-time, regularly employed drivers;

   C. Casual, intermittent, occasional or substitute drivers (including coaches, teachers, administrators, mechanics, etc.);

   D. Leased drivers and independent, owner-operator contractors who are either directly employed by or under lease to a school district or who operate a school vehicle at the direction of or with the consent of a school district.

3. Drivers are subject to the drug and alcohol testing program and its requirements throughout the year, including the times when school is not in session or when the driver is on leave.

Prohibited Driver Conduct

1. Drivers shall not report to duty or remain on duty with a 0.04 or greater breath alcohol concentration.

2. Drivers shall not report for duty or remain on duty when using any drug except when a physician has advised the driver that the drug does not adversely affect the driver's ability to safely operate a school vehicle and the school district is informed in writing of the medication and doctor's opinion.

3. Drivers shall not use alcohol at least four hours prior to, or during the performance of, a safety-sensitive function.

4. Drivers shall not possess alcohol while on duty. This includes possessing prescriptions and over-the-counter medicines containing alcohol unless the packaging seal is unbroken.

5. Drivers required to take a post-accident alcohol test shall not use alcohol within eight hours following the accident or prior to undergoing a post-accident alcohol test, whichever comes first.

DRUG AND ALCOHOL TESTING PROGRAM, BUS DRIVERS, REGULATION (Cont.)

6. Drivers shall not refuse to submit to a drug or alcohol test. A refusal to test is considered a positive test result requiring the driver to undergo a substance abuse evaluation and subjecting the driver to discipline up to and including termination.

7. Drivers shall not report for duty or remain on duty performing a safety-sensitive function if the driver has a positive drug test result.

Alcohol Breath Testing Procedures

1. Driver's breath is tested for alcohol.

2. Evidentiary breath testing devices are used to conduct the screening test and, if necessary, the confirmation alcohol test.

   A. The screening alcohol breath test determines whether the driver's breath alcohol concentration is less than 0.02.

      1. A screening alcohol test result of less than 0.02 breath alcohol concentration allows the driver to continue to perform a safety-sensitive function.

      2. An initial alcohol test result of 0.02 breath alcohol concentration or greater requires a confirmation test.

   B. The confirmation alcohol breath test determines whether the driver may continue to perform a safety-sensitive function.

      1. A confirmation alcohol test result of less than 0.02 breath alcohol concentration allows the driver to continue to perform a safety-sensitive function.

      2. A confirmation alcohol test result of greater than 0.02 breath alcohol concentration but less than 0.04 breath alcohol concentration requires the driver to cease performing a safety-sensitive function for 24 hours.

      3. A confirmation alcohol test result of 0.04 or greater breath alcohol concentration requires the driver to cease performing a safety-sensitive function and undergo a substance abuse evaluation.

3. Alcohol testing is conducted at collection sites that provide privacy to the driver and contain the necessary equipment, personnel, and materials.

   A. Alcohol testing is conducted at a designated nonschool district facility unless the situation requires another location.

   B. In the event privacy cannot be assured, privacy will be provided to the extent practical.

DRUG AND ALCOHOL TESTING PROGRAM, BUS DRIVERS, REGULATION (Cont.)

4. Screening alcohol testing steps

   A. Once the driver is notified to submit to an alcohol test, the driver must complete the alcohol/drug test notification form and proceed immediately to the collection site. Collection site person will contact the superintendent or designated contact person immediately when a driver does not arrive at the specified time. Failure to arrive at the collection site in a timely manner is considered a refusal to test, absent an acceptable excuse.

   B. Upon arrival, the driver must provide a photo identification. Failure of the driver to produce a photo identification is considered insubordination as well as a refusal to test.

   C. The testing procedure is explained to the driver by the collection site person.

   D. The collection site person, the breath alcohol technician, and the driver complete and sign the appropriate sections of the alcohol testing form.

      1. Refusal of the driver to sign the form prior to the screening alcohol test is considered a refusal to test.

      2. The school district is notified immediately of the driver's refusal to sign.

   E. The driver forcefully blows into the evidentiary breath testing device mouthpiece for at least six seconds or until an adequate amount of breath has been obtained.

   F. The initial test results are shared with the driver.

   G. The driver and breath alcohol technician must sign the alcohol testing form following completion of the alcohol test. Failure to sign the form after the alcohol test is not considered a refusal to test. However, in the remarks section of the form, the breath alcohol technician notes the driver's refusal to sign.

   H. Screening alcohol test results

      1. An alcohol test result of less than 0.02 breath alcohol concentration is reported to the school district in a confidential manner and the driver may continue to perform a safety-sensitive function.

      2. An alcohol test result of 0.02 or more breath alcohol concentration requires a confirmation alcohol test between 15 and 20 minutes after the screening test.

      3. The breath alcohol technician provides the superintendent, or designated contact person, with a copy of the breath alcohol testing form if written communication was not used to report the test results.

   I. Potentially incomplete or invalid breath alcohol tests are repeated with corrected procedures.

DRUG AND ALCOHOL TESTING PROGRAM, BUS DRIVERS, REGULATION (Cont.)

J. The breath alcohol test is stopped when the driver fails twice to provide an adequate amount of breath. In that case:

1. A physician analyzes the driver's inability to provide adequate breath.

2. Failure to provide adequate breath is considered a refusal to test unless the physician determines a medical condition caused the failure to provide adequate breath.

3. A refusal of the driver to try a second time to provide adequate breath is considered a refusal to test, unless a physician determines the driver is not physically capable of providing adequate breath.

5. Confirmation alcohol testing steps

A. The confirmation alcohol test is done between 15 and 20 minutes after the screening alcohol test whether or not the driver followed the requirements to not eat, drink, put any object or substance in his or her mouth, and, to the extent possible, not belch during the 15-minute waiting period to avoid accumulation of mouth alcohol leading to an artificially high reading.

B. If a different collection site is used, the driver must be under the observation of the collection site personnel or school district personnel while in transit to the confirmation alcohol testing site or while waiting for the confirmation alcohol test.

C. If a different collection site person is used for the confirmation alcohol test, the driver must again provide photo identification.

D. The testing procedure is explained to the driver by the collection site person.

E. The collection site person, a breath alcohol technician, and the driver complete and sign the appropriate sections of the alcohol testing form.

1. Refusal of the driver to sign the form prior to the confirmation alcohol test is considered a refusal to test.

2. The school district is notified immediately of the refusal to sign.

F. The driver forcefully blows into the evidentiary breath testing device mouthpiece for at least six seconds or until an adequate amount of breath has been obtained.

G. The confirmation alcohol test results, which are the final and official test results, are shared with the driver.

DRUG AND ALCOHOL TESTING PROGRAM, BUS DRIVERS, REGULATION (Cont.)

H. The driver and breath alcohol technician must sign the alcohol testing form following completion of the alcohol test. Failure to sign the form after the alcohol test is not considered a refusal to test. However, in the remarks section of the form, the breath alcohol technician notes the driver's refusal to sign.

I. The breath alcohol technician informs the superintendent, or designated contact person, of the results of the test in a confidential manner.

1. An alcohol test result of less than 0.02 breath alcohol concentration is reported to the school district in a confidential manner and the driver may continue to perform a safety-sensitive function.

2. The breath alcohol technician notifies the superintendent, or designated contact person, immediately of confirmation of alcohol test results of 0.02 or more breath alcohol concentration.

3. The collection site person provides the superintendent, or designated contact person, with a copy of the breath alcohol testing form if written communication was not used to report the test results.

J. Potentially incomplete or invalid breath alcohol tests are repeated with corrected procedures.

K. The breath alcohol test is stopped when the driver fails twice to provide an adequate amount of breath. In that case:

1. A physician analyzes the driver's inability to provide adequate breath.

2. Failure to provide adequate breath is considered a refusal to test unless the physician determines a medical condition caused the failure to provide adequate breath.

3. A refusal of the driver to try a second time to provide adequate breath is considered a refusal to test, unless a physician determines the driver is not physically capable of providing adequate breath.

<u>Drug Testing Procedures</u>

1. Driver's urine is tested for marijuana, cocaine, opiates, amphetamines, phencyclidine, etc.

2. A split specimen urine drug test, often called "split sample test," is used to conduct the drug test.

A. A negative drug test result allows the driver to continue to perform a safety-sensitive function.

B. A positive drug test result on the primary sample requires the driver to be removed from performing a safety-sensitive function.

C. A positive drug test result on the primary sample allows the driver an opportunity to request the split sample be tested by another certified laboratory for the specific drug found in the primary sample. A negative drug test result on the split sample results in a negative drug test result.

DRUG AND ALCOHOL TESTING PROGRAM, BUS DRIVERS, REGULATION (Cont.)

D. A positive drug test result requires the driver to undergo a substance abuse evaluation.

3. Drivers taking medication at a doctor's direction may perform a safety-sensitive function if the doctor determines there is not an adverse affect on performing a safety-sensitive function and the school district is informed in writing of the medication and doctor's opinion.

4. Drug testing is conducted at collection sites that provide privacy to the driver and where the necessary equipment, personnel, and materials are located.

   A. Drug testing is conducted at a designated nonschool district facility unless the situation requires another location. Public restrooms can be used as collection sites in exceptional circumstances.

   B. In the event privacy cannot be assured, privacy is provided to the extent practical. However, direct observation is allowed if:

      1. Reasons exist to believe the driver may alter or substitute the specimen.

      2. The driver presents a specimen with a temperature outside the allowed range and does not provide an oral body temperature or the oral body temperature varies from the specimen provided.

      3. The last specimen provided by the driver was determined by the laboratory to not meet specific gravity and urine creatinine concentration criteria.

      4. The collection site person observes conduct of the driver to substitute or adulterate the specimen.

      5. The driver has previously been determined to have used a drug without medical authorization and the particular test is for follow-up testing upon or after return to duty.

   C. Direct observation is approved by the supervisor of the collection site person or the designated school district representative. Non-medical personnel performing direct observation must be of the same gender as the driver.

5. Drug testing steps

   A. Once the driver is notified to submit to a drug test, the driver must complete the alcohol/drug test notification form and proceed immediately to the collection site. The collection site person contacts the superintendent, or designated contact person, immediately when a driver does not arrive at the specified time. Failure to arrive at the collection site in a timely manner is considered a refusal to test, absent an acceptable excuse.

   B. Upon arrival, the driver must provide a photo identification. Failure of the driver to produce a photo identification is considered insubordination as well as a refusal to test. The driver may require the collection site person to provide proof of identification.

DRUG AND ALCOHOL TESTING PROGRAM, BUS DRIVERS, REGULATION (Cont.)

C. The driver may keep his or her wallet but must remove any unnecessary outer garments, purses, briefcases, and similar items at the request of the collection site person.

D. Immediately prior to providing a urine sample, the driver must wash his or her hands.

E. The driver must then provide 45 milliliters of urine and deliver it immediately to the collection site person.

1. A driver who cannot provide an adequate amount of urine will receive instructions for drinking water and trying again.

2. The drug test is stopped when the driver fails twice to provide an adequate amount of urine.

3. Failure to provide adequate urine is considered a refusal to test unless the physician determines a medical condition caused the failure to provide adequate urine.

F. The specimen is kept in view of the driver and the collection site person.

G. Upon receipt of the specimen, the collection site person immediately, and in no event later than four minutes from the time of urination, measures the temperature of the specimen.

H. The driver may volunteer to have his or her oral temperature taken to provide evidence against alteration or substitution if there is some question about the temperature of the specimen.

I. The collection site person inspects the specimen for color and other signs of contaminants and notes any unusual findings.

J. Another specimen is required as soon as possible under direct observation if adulteration or substitution is suspected by the collection site person.

K. The specimen is divided into the primary and the split specimen, sealed, and labeled. The label is initialed by the driver.

L. The driver is required to read and sign the statement on the chain of custody form certifying the specimens are the driver's.

M. The collection site person is required to note on the chain of custody form any unusual behavior or appearance of the driver and any failure to cooperate.

N. The collection site person completes the chain of custody form and the driver signs the form indicating the collection is complete.

O. The specimens are packaged for shipping to the laboratory and are shipped immediately or placed in secure storage until they can be shipped.

DRUG AND ALCOHOL TESTING PROGRAM, BUS DRIVERS, REGULATION (Cont.)

6. Laboratory

   A. The laboratory used by the school district's drug and alcohol testing program is certified by the U.S. Department of Health and Human Services. Certified laboratories meet the testing procedures, personnel, and record keeping requirements of the law.

   B. Upon arrival of the specimen at the laboratory, the split specimen is stored and the primary specimen is tested.

      1. A positive drug test result on the initial test of the primary specimen requires a confirmation drug test of the primary specimen.

      2. The split specimen is discarded if the primary specimen has a negative drug test result.

7. Medical Review Officer (MRO) reviews drug test results

   A. The MRO may release drug testing records of a driver to unauthorized individuals only with the written consent of the driver.

   B. The MRO keeps a record of negative drug test results and reports negative drug test results to the school district, usually within two working days.

   C. The primary role of the MRO is to review and interpret positive drug test results to determine whether a legitimate explanation exists for the positive drug test result.

      1. After reviewing the chain of custody form and the laboratory drug test results, the MRO contacts the driver to discuss the positive drug test result prior to notifying the school district and to ask whether the driver requests a drug test of the split sample. The driver's request for a drug test of the split sample must be made within 72 hours of talking with the MRO.

      2. Upon request by the driver, the split specimen is sent to a second certified laboratory for drug testing.

      3. The MRO contacts the superintendent, or designated contact person, for assistance if the driver cannot be reached.

      4. The superintendent, or designated contact person, must confidentially inform the driver to contact the MRO.

      5. Upon contacting the driver, the superintendent, or designated contact person, must inform the MRO that the driver was contacted.

      6. Drivers who cannot be contacted are placed on temporary medically unqualified status, sick leave, other available leave, or unpaid leave of absence.

DRUG AND ALCOHOL TESTING PROGRAM, BUS DRIVERS, REGULATION (Cont.)

D. The MRO may verify a positive drug test without talking to the driver if:

1. The driver declines the opportunity to discuss the positive drug test.

2. The driver fails to contact the MRO within five days after the superintendent, or designated contact person, has contacted the driver.

3. MRO verification of positive drug test results under these circumstances can be challenged by the driver if the driver presents the MRO with information documenting a serious illness, injury or other circumstances unavoidably preventing the driver from timely contacting the MRO. The MRO, based on this additional information, may find a legitimate explanation for the positive drug test result and declare the drug test negative.

E. The driver is notified of the drugs found in a positive drug test result by the MRO, the superintendent, or designated contact person, or by certified mail to the driver's last known address.

F. The school district receives a written report of the negative and positive drug test results from the MRO.

Substance Abuse Professional

1. A substance abuse evaluation by a substance abuse professional is required when a driver has:

A. A positive drug test;

B. A positive alcohol test of 0.04 or greater breath alcohol concentration; or

C. Violated the drug and alcohol testing program policy, these supporting regulations, or the law.

2. The substance abuse evaluation determines what assistance, if any, the driver needs in resolving problems with alcohol misuse and/or drug use.

3. A list of available substance abuse professionals to provide assistance to bus drivers is available through the superintendent, or designated contact person.

Pre-employment Testing

1. Drivers shall submit to a drug test if a job offer is made. The job offer is contingent upon:

A. A negative drug test result; and

B. A signed written statement authorizing former employers to release all information on the driver related to drugs and alcohol.

DRUG AND ALCOHOL TESTING PROGRAM, BUS DRIVERS, REGULATION (Cont.)

A pre-employment drug test may not need to be administered by the school district if the driver has participated in a drug testing program that meets the requirements of these regulations within the previous 30 days and while participating in that program, either was tested for drugs within the past six months from the date of application with the school district or participated in a random drug testing program for the previous 12 months from the date of application with the school district and the school district ensures that, to the school district's knowledge, no prior employer has records of a violation of the regulations within the previous six months.

If the school district chooses not to administer a pre-employment alcohol and/or drug test, the school district must contact the alcohol and drug testing program in which the driver participates or participated and obtain the following information:

name and address(es) of the program(s);
verification that the driver participates or participated in the program(s);
verification that the program(s) conform(s) to these regulations;
verification that the driver is qualified under these regulations, including that the driver has not refused to be tested for alcohol or drugs;
the date the driver was last tested for alcohol or drugs;
the results of any tests taken within the previous six months and any other violation of the regulations.

For applicants that have had a positive drug or alcohol test, based on information from a prior employer, the pre-employment test can serve as a return-to-duty test.

2. Prior to allowing a driver to perform a safety-sensitive function, and not later than 14 days after performing a safety-sensitive function, the following information must be obtained about the driver during the preceding two years from the date of the application:

   A. Any alcohol test results of 0.04 or greater breath alcohol concentration;

   B. Positive drug test results; and

   C. Refusals to be tested.

   The school district may obtain any information related to the driver from previous employers as long as the driver consents and the written consent regarding the requested information is presented to the previous employers. If this information is not obtained prior to the performance of a safety-sensitive function, the school district will document why the information was not obtained prior to the performance of the safety-sensitive function. The information may be obtained by the school district by personal interviews, telephone interviews, letter, or other method that ensures confidentiality. The school district will document the information received and will note that the information addresses only whether the driver can perform a safety-sensitive function and does not address the Americans with Disabilities Act considerations of alcohol or drug addiction.

DRUG AND ALCOHOL TESTING PROGRAM, BUS DRIVERS, REGULATION (Cont.)

Random Testing

1. Annually, 25% of the average number of drivers is selected for random alcohol tests and 50% of the average number of drivers is selected for random drug tests.

2. The drivers' identification numbers are selected by a scientific method giving each driver an equal chance to be selected.

3. Random tests are unannounced and spread throughout the year.

4. Drivers selected for random alcohol testing are notified just before, during, or just after performing a safety-sensitive function. The school district will document why some, if any, drivers were selected but not notified (i.e., illness, vacation, etc.).

5. Drivers selected for random drug testing are notified at any time. The school district will document why some, if any, drivers were selected but not notified (i.e., illness, vacation, etc.).

6. Once a driver is notified of being selected for a random test, the driver must proceed immediately to the collection site. However, drivers performing a safety-sensitive function must safely stop and proceed to the collection site as soon as possible.

Reasonable Suspicion Testing

1. A driver may be required to submit to a reasonable suspicion drug test at any time.

2. A driver may be required to submit to a reasonable suspicion alcohol test just before, during, or just after the driver performs a safety-sensitive function or just before, during, or just after the time the driver is required to be in compliance with the drug and alcohol testing program policy, these supporting administrative regulations, or the law.

   A. A reasonable suspicion alcohol test is performed within two hours and not later than eight hours of determining reasonable suspicion.

   B. If the alcohol test is not given within two hours, the reasons for the delay must be documented.

   C. If the alcohol test is not given within eight hours, attempts to test are stopped and the reason for not testing must be documented.

3. A reasonable suspicion test request is made by an employee who received training to determine reasonable suspicion. The reasons for the reasonable suspicion must be documented within 24 hours or prior to the release of the test results. If more than one employee trained to determine reasonable suspicion observed the driver, those employees must also document their reasons.

DRUG AND ALCOHOL TESTING PROGRAM, BUS DRIVERS, REGULATION (Cont.)

Post-accident Testing

1. Drivers are subject to both post-accident drug and alcohol testing as soon as possible after an accident in which:

   A. The driver received a citation and

      1. Bodily injury occurred to a person who, as a result of the injury, required immediate medical treatment away from the scene of the accident; or

      2. One or more motor vehicles incurred disabling damage as a result of the accident, requiring the vehicle(s) to be transported away from the scene by a tow truck or other vehicle; or

   B. A fatality occurred.

   If a citation is not issued against the driver within eight hours of the accident, no alcohol testing can be done. If the citation is issued prior to 32 hours, a drug test must be given. If the citation is issued too late for either the alcohol or drug test, the circumstances must be documented.

2. Drivers must remain readily available for post-accident testing.

   A. Drivers who leave the scene or who do not remain readily available are deemed to have refused to test.

   B. Necessary medical treatment cannot and should not be denied to a driver waiting to complete post-accident drug and alcohol tests.

3. Alcohol testing requirements

   A. The alcohol test is administered within two hours and not later than eight hours after the accident.

   B. The reasons for administering the test later than two hours after the accident must be documented.

   C. The reasons for not administering the test within eight hours of the accident must be documented.

   D. Drivers are prohibited from consuming alcohol for eight hours after the accident or until the alcohol test is completed.

4. Drug testing requirements

   A. The drug test is administered as soon as possible and not later than 32 hours after the accident.

   B. The reasons for not administering the test must be documented.

DRUG AND ALCOHOL TESTING PROGRAM, BUS DRIVERS, REGULATION (Cont.)

5. Results of drug or alcohol testing conducted by law enforcement officers or other officials on the scene with independent authority to conduct such tests are presumed valid if the testing conforms with the law. The school district must receive a copy of the results to use them.

Return-to-duty/Follow-up Testing

1. Prior to returning to duty after a positive drug test, a positive alcohol test of 0.04 or greater breath alcohol concentration, or other violation of the drug and alcohol testing program policy, these regulations or the law:

   A. The driver must be reevaluated by a substance abuse professional to determine that the driver has properly followed any treatment program prescribed.

   B. The driver must submit to the tests required by the substance abuse professional. The substance abuse professional may require a return-to-duty test for drugs, alcohol, or both.

   C. The return-to-duty test must have a negative drug test result and/or an alcohol test result of less than 0.02 breath alcohol concentration before the driver can return to duty and perform a safety-sensitive function.

2. After returning to duty, the driver is subject to a minimum of six unannounced follow-up tests within 12 months for alcohol, drugs, or both, as determined by the substance abuse professional.

   A. The substance abuse professional can terminate the follow-up testing requirement after the first six tests have been completed or continue the follow-up testing for up to 60 months from the date of the driver's return to duty.

   B. Alcohol follow-up testing is done just before, during, or just after performing a safety-sensitive function.

School District Responsibilities

1. Drivers will be provided with information on the drug and alcohol testing requirements of the drug and alcohol testing program policy, these administrative regulations, and the law, including the driver's obligations. This information may be included in an employee handbook.

2. Supervisors of drivers or employees designated to determine reasonable suspicion must receive 60 minutes of training on alcohol misuse and 60 minutes of training on drug use. The training must address the physical, behavioral, speech and performance indicators of probable alcohol misuse and drug use.

3. Drivers will be provided with instructions prior to the driver operating a school vehicle to enable the driver to comply with the drug and alcohol testing requirements.

4. Drivers will not be allowed to report to work or perform a safety-sensitive function when the school district has actual knowledge of a driver's drug use, whether or not a drug test was conducted.

DRUG AND ALCOHOL TESTING PROGRAM, BUS DRIVERS, REGULATION (Cont.)

5. Drivers will not be allowed to report to work or perform a safety-sensitive function when the school district has actual knowledge of a driver with 0.02 or greater breath alcohol concentration, whether or not an alcohol test was conducted.

6. Through the school district's drug and alcohol testing program service provider, the school district will ensure that the quality assurance plan, developed by the manufacturer and approved by the National Highway Traffic Safety Administration for the evidentiary breath testing device used for alcohol testing of its drivers, describes the inspection, maintenance, and calibration requirements and intervals for the device.

7. Through the school district's drug and alcohol testing program service provider, the district will ensure that the collection site person using an evidentiary breath testing device is a certified breath alcohol technician.

<u>Consequences of Violating the Drug and Alcohol Testing Program Policy, These Administrative Regulations, or the Law</u>

1. Each violation is dealt with based on the circumstances surrounding the violation. The following consequences may result from a violation:

   A. Drivers may be disciplined up to and including termination.

   B. Drivers may not be permitted to perform safety-sensitive functions.

   C. Drivers may be advised of the resources available to them in evaluating and resolving problems associated with the misuse of alcohol or use of drugs.

   D. Drivers may be required to undergo a substance abuse evaluation to determine what assistance, if any, the driver needs in resolving problems associated with the misuse of alcohol or use of drugs and be required to follow any recommended substance abuse treatment program.

   E. Prior to returning to duty, the driver is required to have a negative drug and/or alcohol test result and be subject to the follow-up drug and/or alcohol testing determined necessary based on the circumstances surrounding the incident.

   F. Drivers refusing to submit to drug and/or alcohol testing are considered insubordinate and are subject to discipline up to and including termination.

   G. Driver-applicants who refuse to submit to or cooperate with the drug and/or alcohol testing process and requirements shall be disqualified from further consideration.

2. Nothing in the drug and alcohol testing program policy, these administrative regulations, or the law relating to drug and alcohol testing limits, restricts the right of the board or superintendent to discipline, up to and including termination, a driver for conduct which violates the school district's policies, regulations, and procedures.

DRUG AND ALCOHOL TESTING PROGRAM, BUS DRIVERS, REGULATION (Cont.)

Drug and Alcohol Testing Records

1. Drug and alcohol testing records are stored in locked files at limited access locations separate and apart from the driver's general personnel records.

2. The records are released only with the written consent of the driver. Only those records specifically authorized for release may be released. However:

   A. Records may be released to appropriate government agencies without a written consent.

   B. Records may be released to appropriate school district employees without written consent.

   C. The school district may, without written consent, make a driver's drug and alcohol test records available to a decision-maker in a lawsuit, grievance or other proceeding initiated by or on behalf of the driver and arising from the result of an alcohol or drug test under the drug and alcohol testing program policy, these regulations, or the law, or from the school district's determination that the driver violated the drug and alcohol testing program, these regulations, or the law. Such proceedings may include, but are not limited to, workers' compensation, unemployment compensation, or other proceeding related to a benefit being sought by the driver and in wrongful discharge or other termination matters.

3. With a written request, drivers may access and copy their drug and alcohol test records in accordance with the board policy related to employee records. A driver is not denied access to these records for failure to pay fees associated with other records. Drug and alcohol testing and related records shall include at least the following:

   drug and alcohol related information obtained from prior employers if the driver was hired after January 1, 1995, for school districts with 50 or more drivers and January 1, 1996, for school districts with less than 50 drivers;
   a "sign off" sheet signed by the driver indicating receipt of the drug and alcohol testing program policy and related information and agreeing to participate in the drug and alcohol testing program;
   the chain of custody form for each of the driver's drug tests;
   the alcohol test form and results for each of the driver's alcohol tests;
   any accident information related to the driver;
   MRO report of drug test results;
   any reasonable suspicion information related to the driver;
   any substance abuse professional evaluation and treatment information related to the driver; and
   any other information related to drug and alcohol testing particular to the driver.

DRUG AND ALCOHOL TESTING PROGRAM, BUS DRIVERS, REGULATION (Cont.)

4. The following records of the school district's drug and alcohol testing programs are maintained for the time period indicated:

   A. One year:

      1. Records of negative and canceled drug test results and alcohol test results of less than 0.02 breath alcohol concentration.
      2. Records related to the drug and alcohol testing process.
      3. Records related to a driver's test results.
      4. Records related to other violations of the law.
      5. Records related to substance abuse evaluations.
      6. Records related to education and training.

   B. Two years:

      Records related to the alcohol and drug collection process, except calibration of evidentiary breath testing devices, and training.

   C. Five years:

      1. Alcohol test results of 0.02 and greater breath alcohol concentration.
      2. Verified positive drug test results.
      3. Documentation of refusals to take required alcohol and/or drug tests.
      4. Evidentiary breath testing device calibration documentation.
      5. Driver substance abuse evaluations and referrals.
      6. Annual calendar year summary.

DRUG-FREE WORKPLACE

Student and employee safety is of paramount concern to the Board of Education. Employees under the influence of alcohol, drugs, or controlled substances are a serious risk to themselves, to students, and to other employees. Therefore, the Board of Education shall not tolerate the unlawful manufacture, use, possession, sale, distribution or being under the influence of drugs or controlled substances. Nor shall the Board tolerate the unlawful use of, or being under the influence of, alcohol (including 3.2 beer) by an on-duty employee. Any employee who violates this policy will be subject to disciplinary action which may include employment termination.

NOTE: **A copy of this policy and the accompanying regulations must be distributed to each affected employee 30 days prior to implementation of the policy. This notice is also required prior to the implementation of any changes to this policy or to the regulations.**

THIS POLICY REQUIRED BY LAW.

WORKPLACE DRUG AND ALCOHOL TESTING (REGULATIONS)

Each employee of this School District is hereby notified that, as a condition of employment, the employee must abide by the terms of this policy, and will notify the Superintendent of any criminal drug statute conviction for a violation occurring in or on the premises of this School District, or while engaged in regular employment. Such notification must be made by the employee to the Superintendent not later than five days after conviction. The Superintendent will provide notice of such violation to the Impact Aid Program, United States Department of Education, or other appropriate government agency within ten days after the Superintendent receives such notification.

Thirty days following receipt of the above notification, the District will take appropriate disciplinary action which may include termination or require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program.

Each employee will attend a district drug-free awareness program at which employees will be informed about the dangers of drug abuse in the workplace; this policy of maintaining a drug-free workplace; available drug counseling, rehabilitation, and employee's assistance programs; and the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

The Board of Education recognizes that employees who have a drug abuse problem should be encouraged to seek professional assistance. An employee who requests assistance shall be referred to a treatment facility or agency in the community if such facility or agency is available.

The Board of Education hereby commits itself to a continuing good faith effort to maintain a drug-free work place. This policy shall be communicated in writing to all present and future employees.

REFERENCE: 40 O.S. §2-406A
40 O.S. §551, et seq.

ADMINISTRATIVE POLICIES FOR SUBSTITUTE TEACHERS ADJUSTED YEARLY

A list of possible substitute teachers will be selected by the building principals.

1. Those individuals holding current certifications will be considered first.

2. No substitute teacher shall be employed for a total of time in excess of seventy (70) school days during a school year unless he or she is the holder of a valid certificate. Except as provided in Section 144 of Oklahoma School Law, a substitute teacher may not be employed for the same assignment for more than twenty (20) school days during a school year unless he or she is the holder of a valid certificate. Certified substitute teachers will be paid at the rate they qualify for under the state minimum salary scale after going on contract.

3. The sum of $60.00 per day will be paid for a certified substitute. $50.00 per day will be paid for a non-certified substitute.

OSSBA POLICY SERVICES LEGAL NOTE:

The board of education and administration may wish to review the amount of money paid to substitutes as currently, minimum wage is $6.55 per hour. This amount increases to $7.25 on July 24, 2009. Depending upon the number of hours worked, the current substitute pay rate may not be in compliance with federal wage laws.

PERSONNEL HOLIDAYS

It is the policy of the Vici Board of Education that the following paid holidays may be observed by all support personnel except bus drivers.

Christmas
Independence Day
Labor Day
Memorial Day
New Years Day
Thanksgiving

SICK LEAVE
CERTIFIED PERSONNEL
(REGULATIONS)

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

1. The superintendent or designee shall administer this plan.

2. Teachers may be absent from duty because of personal accidental injury, illness or pregnancy, or injury, illness or death in the immediate family without loss of salary not to exceed ten days during each school year. The right to such sick leave shall be vested at the beginning of the school year. Certificated employees who have an eleven-month contract shall receive eleven sick leave days per year and those who have a twelve-month contract shall receive twelve days. If an employee is injured as a result of an assault or battery upon the person of the employee while the employee is in the performance of any duties as an education employee, the employee shall be entitled to a leave of absence from employment with the school without a loss of leave benefits.

3. If sick leave is taken for bereavement purposes, the leave for that period may extend to the date of the funeral and a reasonable time thereafter to allow for travel as long as the employee has leave available to use.

4. Unused sick leave shall be cumulative to a total of sixty days and is transferable to any other school district in Oklahoma. Up to a maximum of sixty days of sick leave earned in another Oklahoma district may be transferred to this district. Sick leave so transferred must be certified by the sending district.

5. Any employee who attempts to take unfair advantage of sick leave benefits shall be subject to dismissal or other disciplinary action as provided by contract and/or state law. Any employee may be required to submit appropriate evidence concerning the cause of his absence in order to qualify for sick leave benefits. Appropriate evidence may include the following:

   A. Physician's statement endorsed by the employee
   B. Employee statement endorsed by the principal or immediate supervisor
   C. Copies of claim submitted for insurance benefits
   D. Other information as may be indicated by the circumstances

6. Appropriate evidence will be submitted when requested by the principal, immediate supervisor, or the superintendent in the following situations:

   A. Sick leave claim on days of unusual or inclement weather
   B. Sick leave claim during the last four weeks of employment
   C. Sick leave claim on days immediately preceding or immediately following holidays or non-work days other than weekends
   D. Reasonable cause exists to believe that sick leave benefits are being abused

7. When a teacher's accrued sick leave is exhausted and the teacher is absent due to personal accidental injury, illness, or pregnancy, the teacher shall receive full salary less the amount that would be paid a substitute teacher for a maximum of 20 days.

SICK LEAVE, CERTIFIED PERSONNEL, REGULATIONS (Cont.)

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

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

NOTE: **The term "immediate family" has been defined as those close family members such as a spouse or children residing within the same household as the employee. Sick leave may also be taken for the life-threatening illness of non-dependent children, mother, father, sister, brother, grandparents, mother-in-law, or father-in-law.**

REFERENCE: **70 O.S. §6-104**
70 O.S. §6-147
Atty. Gen. Op. No. 84-12
Atty. Gen. Op. No. 91-632

SICK LEAVE
SUPPORT PERSONNEL
(REGULATIONS)

Sick leave at full pay, not to exceed one (1) day for each month employed. Unused sick leave shall accumulate to a maximum of sixty (60) days with seven continuous working terms in the Vici District. The following provisions will be included:

A. Accumulated paid sick leave shall be reduced by one (1) day for each day the support person is absent for reason of accidental injury, illness, pregnancy, accidental injury in the immediate family, or death in the immediate family and illness in the immediate family.

B. Not more than two (2) days absence may be charged against accumulated sick leave for reasons of maternity cases in the immediate family unless the medical case is of an unusual circumstance as attested to by the attending physician.

C. Any support person may be required to submit appropriate evidence concerning the cause of his/her absence in order to qualify for sick benefits.

D. Sick leave records kept on file in the superintendent's office shall be final. Each support person will be given a record of his/her accumulated sick leave at the beginning of each school year.

NOTE: **The term "immediate family" has been defined as those close family members such as a spouse or children residing within the same household as the employee. Sick leave may also be taken for the <u>life-threatening</u> illness of non-dependent children, mother, father, sister, brother, grandparents, mother-in-law, or father-in-law.**

REFERENCE: **70 O.S. §6-101.40**
70 O.S. §6-104
Atty. Gen. Op. No. 84-12
Atty. Gen. Op. No. 91-632

PERSONAL BUSINESS LEAVE (REGULATIONS)

Each support person is entitled to personal business leave. Twelve (12) month employees will have three (3) days. Eleven and one-half (11.5) month employees will have three (3) days. Eleven (11) month employees will have three (3) days. Ten and one-half (10.5) month employees will have two and three-fourths (2.75) days. Ten (10) month employees will have two and one-half (2.5) days. Nine and one-half (9.5) month employees will have two and one-fourth (2.25) days. Nine (9) month employees will have (2) days. Personal business leave will be subject to the following provisions:

A. The Principal will be notified forty-eight (48) hours in advance, if possible, but not later than 4:00 P.M. the day before the leave is requested.

B. Personal business leave can be used only for working days.

C. The support person will write a check to Vici Board of Education for the amount needed to pay a substitute or at the rate of five (5) dollars per hour. Therefore, there will be no deduction from the support person's pay.

D. The support person will not be required to give a reason for the day of personal business leave.

E. Personal business leave will not be cumulative.

REFERENCE: **70 O.S. §6-104**
Atty. Gen. Op. No. 77-217 (Aug. 19, 1977)

NOTE: **Referenced statute requires each school district to provide a minimum of three days for personal leave to certified and support personnel. However, "a local board of education is authorized to adopt reasonable rules, regulations and policies defining activity which shall be deemed to constitute or qualify as 'personal business' leave. In adopting such a definition, the ordinary and every day commonly understood meaning of the phrase 'personal business' should be followed." Atty. Gen. Op. No. 77-217 (Aug. 19, 1977)**

EMERGENCY LEAVE
(REGULATIONS)

Emergency leave is not granted by the Board of Education as personal leave. The Board of Education does recognize there are certain emergencies not covered by sick leave when the teachers need to be absent from duty. The Principal and the Superintendent will make every effort to fairly judge each teacher's request individually in order to execute the Board's intent of its policy. Listed below are some items as examples that would **not** be approved as emergency leave:

A. To seek other employment
B. To participate in political or social activities
C. To perform services for compensation
D. To participate in professional activities
E. For entertainment, recreation, travel, or vacation
F. For religious activities
G. For inclement weather

The Vici School Board shall grant emergency leave without loss of pay. Twelve (12) month employees will have five (5) days. Eleven and one-half (11.5) month employees will have four and three-fourths (4.75) days. Eleven (11) month employees will have four and one-half (4.5) days. Ten (10) month employees will have four and one-fourth (4.25) days. Nine and one-half (9.5) month employees will have four (4) days. Nine (9) month employees will have three and three-fourths (3.75) days. These days are not cumulative and will be used for sick leave when all accumulated sick leave has been exhausted. Emergency leave is to be used for the following purposes:

A. Death or illness of a friend or relative or unusual or unforeseen circumstances within an immediate family not covered by sick leave policy.

B. Legal transactions involving a legal instrument (deed, mortgage, transferring title, etc.), or a court order.

C. Other reasons which have the approval of the Superintendent.

Emergency leave is not granted by the Board of Education as personal leave. The Board of Education does recognize there are certain emergencies not covered by sick leave when the support persons need to be absent from duty. The Principal and the Superintendent will make every effort to fairly judge each support person's request individually in order to execute the Board's intent of its policy.

REFERENCE: **70 O.S. §6-104**
70 O.S. §6-104.7

NOTE: **70 O.S. §6-104 allows emergency leave to be granted at the discretion of the board. However, the board may not provide more than five days.**

FAMILY MEDICAL LEAVE

Purpose of Policy

This policy is meant to comply with the Family and Medical Leave Act of 1993, P.L. 103-3, United States Congress. If said act is amended, this policy will be considered to have been amended in the same manner.

Definition

The word employee for purposes of this policy is defined as any individual employed by the district who has rights to leave which are based outside this policy; this policy shall only apply if such individual has completed twelve (12) month of continuous employment and the employee has provided at least 1250 hours of service during that time.

Coordination of Leave Benefits

At no time shall the district be required to provide paid medical leave in any situation in which the district would not normally have provided any such paid leave outside this policy. Leave, except as used in Part III to refer to leave rights created outside this policy, shall be leave without pay unless the employee has leave benefits outside this policy and not connected to it. At no time shall any employee be allowed to take any unpaid leave under this policy t leave allowed under other policies; the leaves must run concurrently. All employees exercising rights under this policy must substitute all district accrued paid vacation leave and personal leave f or leave provided under subparagraphs A, B, and/or C below. All employees exercising rights under this policy shall be required to substitute any district accrued paid vacation leave, personal leave, medical leave and/or sick leave for leave provided under subparagraphs c and/or D below. It is the intent of the district not to create any entitlement to any further paid leave than existed prior to this policy. Eligible employees who are family members of covered service members with a serious illness or injury incurred in the line of duty on active duty will be able to take up to 26 work weeks of leave in a single 12-month period. Sick leave, personal leave, and vacation leave will be deducted from the 26 workweeks of eligibility.

Leave Entitlement

All employees, as defined above, shall be entitled to a total of 12 work weeks of leave during any 12 month period for one or more of the following:

A. because of the birth of a son or daughter of the employee and in order to care for such son or daughter.
B. because of the placement of a son or daughter with the employee for adoption or foster care.
C. in order to care for the spouse, or a son, daughter, or parent, of the employee, if such spouse, son, daughter or parent has a serious health condition.
D. because of a serious health condition that makes the employee unable to perform the functions of the position of such employee.
E. to use for any qualifying emergency arising out of the fact that a covered military member is on active duty or called to active duty status in support of a contingency operation.

Restrictions and Limitations

A. Birth or Placement:
The entitlement to leave under subparagraphs A and B above for a birth or placement of a son or daughter shall expire at the end of the 12 month period beginning on the date of such birth or placement. Leave taken under subparagraphs A or B above shall not be taken intermittently or on a reduced leave schedule. All persons

FAMILY MEDICAL LEAVE (Cont.)

asking for leave under A and B shall give at least 30 days advance notice unless such notice is not practicable; in which case, as much notice as possible should be given.

B. End of School Term:
If a teacher begins leave under this policy less than 3 weeks prior to the end of any school term and the duration of the leave is greater than 5 working days, the employee shall be required to continue such leave until the end of such If the employee begins leave under this policy more than 5 weeks prior to the end of the academic term and the leave is of at least 3 weeks duration and the return to employment would occur during the 3 week period before the end of such academic term, the employee shall be required to continue said leave until the end of said term. If the employee begins leave under this policy during a period which commences 5 weeks prior to the end of an academic term and the leave is of greater than 2 weeks duration and the return to employment would occur during the 2 week period before the end of such term, then the employee shall be required to continue taking leave until the end of such academic term.

C. Husband and Wife Both Employed by the District:
In any case in which a husband and wife entitled to leave above are both employed by the district, the aggregate number of work weeks of leave to which both may be entitled shall be limited to 12 work weeks total for both, not for each, during any 12 month period if such leave is taken under subparagraphs A or B or the leave is to care for a sick parent under subparagraph C.

Medical Certification

A. Requirements
Before leave can be granted under subparagraph C or D above, the employee must provide the district with sufficient certification from a recognized health care provider which includes:
1. The date on which the serious health condition commenced;
2. The probable duration of the condition;
3. The appropriate medical facts within the knowledge of the health care provider regarding the conditions;
4. Under C, a statement that the eligible employee is needed to care for the son, daughter, spouse, or parent and an estimate of the amount of time that such employee is needed to care for the son, daughter, spouse, or parent; and,
5. For purposes of leave under D above, a statement that the employee is unable to perform the functions of the position of the employee.

B. Second Opinion
The district may require, at the expense of the district, that the eligible employee obtain the opinion of a second health care provider designated or approved by the district concerning any information certified by the employee or the employee's medical care provider, for leave under C and D.

C. Third Opinion
In any case in which the employee's health care provider and the employer's health care provider differ, the district shall require, at the expense of the district, that the employee obtain the opinion of a third health care provider designated or approved jointly by the district and the employee.

D. Binding Opinion
The opinion of the third health care provider shall be considered to be final and binding on both the district and the employee.

FAMILY MEDICAL LEAVE (Cont.)

Termination of Leave

A. Terms and Conditions
At the end of any leave taken under this policy the employee shall be entitled to be restored to the position of employment held prior to the leave or to be restored to an equivalent position with equivalent employment benefits, pay and other terms and conditions of employment; provided, that the employee shall not accrue any seniority or other employment benefits during this period of leave.

B. Certification Required to Return to Work Prior to returning to work, the employee shall present a certification from the original health care provider of the employee that the employee is able to resume work.

Health Insurance During Leave

Everything above to the contrary notwithstanding, the district shall maintain paid coverage of the employee under the group health plan if said employee was a part of said group health plan prior to the leave, for the duration of such leave at the level and under the conditions coverage would have been provided if the employee had continued employment continuously for the duration of the leave. This coverage shall only be paid by the district for the employee as per district

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

REFERENCE: **29 CFR pt. 825**
PL 103-3

THIS POLICY REQUIRED BY LAW.

BEREAVEMENT LEAVE
(REGULATIONS)

The board of education will provide up to 10 days leave with pay for each bereavement in the immediate family of an employee. Such leave must be approved by the principal and the superintendent.

If the employee has to be absent for a funeral other than immediate family, the absence will be charged to emergency leave. If additional time is needed because of travel or other special considerations, a request may be submitted; and, if approved by the principal and superintendent, the time will be charged to sick leave.

Immediate family is defined as the employee's spouse, parent or guardian, child, brother, sister, grandparent, grand-child, or each similar relationship as established by marriage; or a person residing in the same household as the employee.

PARENTAL LEAVE
(REGULATIONS)

The board of education will consider disability because of pregnancy or childbirth in the same manner as any other disability is considered. Therefore, if an employee desires parental (maternity/paternity) leave, the employee shall so advise the superintendent in writing of her/his intentions; the date the leave is to commence; whether long-term or short-term leave is desired, and the date of return.

They shall consider requests for parental leave of absence without pay. The beginning and termination dates of the leave shall be determined by the employee and the Board. An employee who returns from parental leave of absence shall be reinstated to the employee's former position or its equivalent.

Long-term leave is an extended leave of absence without pay which does not include or affect regular sick leave.

Short-term leave involves the use of regular sick pay and is leave with pay up to the exhaustion of sick leave.

1. Requests for parental leave must be submitted in writing.

2. Pregnant employees are required to furnish a doctor's statement as to their physical well-being and ability to continue employment.

3. Pregnant employees are required to furnish a doctor's statement as to their physical well-being and ability to return to employment following delivery.

4. Employees may be requested to provide an "intent" statement as to whether or not they intend to return to employment following the birth of the child.

REFERENCE: 70 O.S. §6-104.5

CROSS-REFERENCE: Policy DEC-R1, Sick Leave, Certified Personnel
Policy DECA, Family Leave
Policy DED-R4, Adoption Leave

EXPENSE REIMBURSEMENT

It is often necessary for employees and Board of Education members of Vici Schools to travel on school business. At these times, legitimate expenses are incurred that need to be reimbursed by the School District. It shall be the policy of the Vici Board of Education that expenses be reimbursed according to the following schedule until such time that rates are changed by the Board.

Overnight Lodging:

Reimburse at a rate not to exceed $100.00 per night unless an employee is authorized by the Board to attend a national conference or convention and then they will be reimbursed at the actual rate charged by the convention motel.

Meals:

Employees will be reimbursed no more than $10.00 on any single meal and not more than $25.00 per day when three meals are necessary. Meals will not be reimbursed on travel that does not require an overnight stay.

Mileage:

Employees will use school vehicles to attend conferences and meetings when one is available. However, there are times when it is necessary for an employee to use their own vehicle on school business. At those times, it shall be the policy of the Board to reimburse expenses at the rate specified by the IRS reimbursement rate. Forms will be provided for the employee to show beginning and ending odometer readings for each trip taken and reimbursement will be based on these forms.

Total Annual Reimbursement Allowable:

The total allowable reimbursement for any employee in a fiscal year shall be $1,000.00 unless prior arrangements are made with the Board of Education and their approval is obtained.

REFERENCE: 70 O.S. §5-117

CROSS-REFERENCE: Policy DEEC, Student Activities, Expense Reimbursement

THIS POLICY REQUIRED BY LAW.

STUDENT ACTIVITIES
EXPENSE REIMBURSEMENT

It is the policy of the Vici Board of Education to reimburse pre-approved itemized and necessary meal and lodging expenses incurred by school district students and sponsors involved in authorized school-sponsored cocurricular activities.

Requests and arrangements for student travel will originate from the appropriate building administrator's office. Travel requests will be made as early as possible and placed on the building calendar as well as the master calendar.

The school will reimburse reasonable costs, subject to the availability of funds, for approved and documented lodging and meal expenses.

Claim forms for travel expenses are available in the building administrator's office. The forms will be completed and approved in the respective building and hand-delivered to the business office for payment.

The board of education will determine if reimbursement will be made from the general funds of the school district or from the school activity funds.

Lodging for any school group may be provided while on out of town trips at the discretion of the sponsor and with the approval of the Principal. Funds for this will come from the organizations' activity fund.

REFERENCE: 70 O.S. §5117

THIS POLICY REQUIRED BY LAW.

LEAVE SHARING PLAN

The Vici Board of Education has established a sick leave sharing plan for employee use of sick leave days donated from other employees of the district. The plan will permit the use of donated sick leave by a district employee who is pregnant or recovering from childbirth or who is suffering from or who has a relative or household member who is suffering from an extraordinary or severe illness, injury, impairment, or physical or mental condition which has caused or is likely to cause the employee to take leave without pay or to terminate employment.

The superintendent is directed to establish procedures to implement and support this policy.

REFERENCE: 70 O.S. §6-104.6

HYGIENE AND SANITATION
(BLOODBORNE PATHOGENS)

The Vici Board of Education recognizes that body fluids of any person may contain infectious or contagious bacteria or viruses, and that such bacteria or viruses may be spread from one person to another by accidental or careless handling of body fluids during sanitation or custodial work or the administration of emergency first aid.

Any student afflicted with a contagious disease or head lice may be prohibited from attending a public, private, or parochial school until such time as he is free from the contagious disease or head lice. A student could be sent home if he has any of the following: An above normal temperature; cough, sore throat; ear ache; skin eruptions or rash; nausea or vomiting.

The superintendent is directed to prepare regulations establishing proper procedures for handling body fluids during normal housekeeping. Such procedures shall include methods for the handling and disposal of body fluids in school buildings and on school equipment and material. The district will make personal protective equipment available to employees for use in handling and disposing of body fluids.

The superintendent will also direct the identification of employees who could be reasonably anticipated as the result of their job duties to face contact with blood or other potentially infectious materials. Any employees so identified will be offered Hepatitis B vaccinations at district cost. Such vaccinations will be provided at a reasonable time and place, under the supervision of a licensed physician or health care professional and according to the latest recommendations of the U.S. Public Health Service.

School district employees who have had an exposure incident to body fluids will participate in a follow-up confidential medical evaluation documenting the circumstances of exposure, identifying and testing the source individual if feasible, testing the exposed employee's blood if the employee consents, post-exposure prophylaxis, counseling and evaluation of reported illnesses. Health care professionals must be provided specified information to facilitate the evaluation and their written opinion on the need for Hepatitis B vaccination following exposure. Information such as the employee's ability to receive the Hepatitis B vaccine must be supplied to the employer. All diagnoses must remain confidential.

REFERENCE: 63 O.S. §1-502, et seq.
29 CFR Part 1910.1030, OSHA

DRESS AND PERSONAL GROOMING
TEACHERS

It is assumed that professionals will dress appropriately for school activities. Coaches may wear special uniforms during practice and P.E. classes, if they choose. The men should always have on long trousers in the hallways and offices during school hours.

Teachers should, at all times, keep a line of distinction between themselves and their students. A teacher should never allow students to address him by his first name or nickname. In the presence of students, a teacher should not address other teachers by their first names or nicknames.

TEACHER TRANSFERS

When vacancies or new positions occur in the Vici 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.

Criteria determining voluntary transfer requests are as follows:

1. Teachers may request transfer after three years of continuous assignment.
2. Transfer requests must be in writing, directed to the superintendent.
3. Requests must be submitted by April 1.
4. Teachers must be certified in the positions requested.
5. Final assignment depends on a mutual agreement between both of the principals, the teacher, and the superintendent.

Involuntary administrative transfers may result because of the following:

1. Equalization of staff members due to increase or decrease in student population;
2. Specific needs of the school district;
3. Certification requirements;
4. Valuation of teaching records;
5. Balancing experience among the staff;
6. The best interests of the school environment.

All transfer requests are subject to position availability.

PROFESSIONAL GROWTH AND DEVELOPMENT

Professional days will be designated by the administration. Those teachers not attending a professional day or arranging for a school work day will be docked 1/180 of their total salary for each day missed.

School Hours: Promptness is a virtue and an indication of interest and is expected of all employees. Teachers should arrive no later than 7:50 a.m. and should remain until 3:30 p.m. This should provide ample opportunity for students, parents, other teachers, or administrators to confer outside of regular school hours. Notify your building principal if emergencies prevent you from keeping the prescribed school hours. Please do not make commitments which conflict. Any teacher wishing to leave the campus during school hours must receive permission form the building principal.

REFERENCE: 70 O.S. §3-104.2
70 O.S. §6-192, et seq.
70 O.S. §6-194
70 O.S. §6-204.2

PROFESSIONAL GROWTH AND DEVELOPMENT (REGULATION)

In accordance with the policy of the board of education, the following regulation shall govern professional development.

Professional Development of Certified and Licensed Personnel

1. Membership in Professional Organizations

   The board of education feels genuine professional growth can be obtained by membership in the various professional organizations, but that membership should be on a voluntary basis and not compulsory.

2. Attendance at Required Meetings (all certified and licensed personnel)

   Certified and licensed persons are expected to attend all curriculum meetings planned by the professional development committee.

3. In-service Training

   A. A minimum of 75 professional development points shall be earned within a five-year period by each certified and licensed individual in order to maintain employment in this district. One point shall be equivalent to one clock hour.

   B. A minimum of 10 professional development points shall be earned annually by each certified and licensed individual in order to maintain employment in this district.

   C. At least once a year a program shall be offered on recognition and reporting of child abuse and neglect which all teachers will be required to complete. For those teachers who are unable to complete the program on the day offered, other arrangements will be made.

4. National Board Certification

   Districts may choose either of the following options:

   Teachers who have submitted an application for National Board Certification may utilize two (2) of their five (5) professional days for certification portfolio development.

PROFESSIONAL GROWTH AND DEVELOPMENT, REGULATION (Cont.)

Approved Professional Development Opportunities

1. Such workshops as shall be provided by the local professional development committee in response to analysis of needs assessments administered annually to all certified and licensed personnel.

2. Credit may be earned through the following alternatives:

   A. Professional Meetings (Sanctioned by State Department of Education or professional organizations where professional development points are awarded.)

      1. State and Zone O.E.A. Workshops and C.C.O.S.A. Meetings
      2. Summer and Saturday Workshops
      3. Coaches Clinics (for Summer Coaching Clinic in the absence of signed vouchers - 10 professional development points allowed with local voucher to be signed by superintendent)
      4. Vocational Workshops
      5. Teacher Visitation
      6. Etc.

   B. Professional Committees

      1. Textbook Committee
      2. Professional Development Committee
      3. Local certified personnel conducting workshops
      4. Local Teacher Association President (5 points/year)
      5. Curriculum Review Planning Committee
      6. Curriculum Review Chairpersons (1 point/year)

   C. College Courses and Credits (One semester hour of approved college credit shall equal 15 professional development points.)

   D. Additional kinds of experiences may be recommended as alternative activities to the professional development committee to be approved by the board of education.

   E. For each clock hour of participation in alternate activities, one professional development point will be awarded.

Record Keeping

1. Vouchers for workshops and individual records of professional development points will be kept by the Professional Development Representative in each building.

2. Turning in vouchers, evaluations, and signing the record of points is the responsibility of each individual.

PROFESSIONAL GROWTH AND DEVELOPMENT, REGULATION (Cont.)

3. Vouchers and evaluations must be turned in to the building representative no later than one week after a workshop. These points will be lost if this is not done during this time period.

4. An evaluation is to be filled out for every local workshop and returned to the building representative.

5. Lost vouchers result in points not being counted. Replacement vouchers will not be available.

6. A comparison check of each certified and licensed person's points will be made once each semester by the building representative and the representative from the central office.

7. Any questions concerning professional development should be directed to the building representative.

8. College credit earned during the summer must be turned in to the building representative no later than the end of the first full week beginning each school year. (A copy of the transcript or grades is needed to show the number of hours earned.)

Evaluation

1. Individual records of professional development points will be maintained as required by state statutes.

2. Cooperation of all certified and licensed personnel will be necessary to maintain an accurate professional development record for each person.

3. Failure to fulfill professional development training requirements result in action by the board of education according to state statutes.

Guidelines for Membership on Professional Development Committee

1. Classroom teacher and principal replacement members for the professional development committee will be elected for a two-year term. Terms for regular and alternate members will coincide.

2. The chairperson and co-chairperson will be chosen at the end of each school term to begin serving the following school year. The chairperson should be a professional development member with one year of experience on the committee.

TEACHER EVALUATION

Philosophy: The Board of Education and the professional staff believe that the evaluation process should improve the delivery of service to the students by improving competencies of certified personnel.

Frequency of Evaluation and Evaluators:

Teachers, library media, and counselors with less than three (3) years of satisfactory service (probationary) will be evaluated twice each year by their principal as provided by State Law.

Career teachers will be evaluated at least once each year by their Principal.

Principals will be evaluated by the Superintendent of Schools once each year.

The Superintendent will be evaluated yearly by the Board of Education in January.

Evaluation Instruments: The instruments utilized in the evaluation process will be those appended at the end of this document.

REFERENCE: 70 O.S. §6-101.10, et seq.

THIS POLICY REQUIRED BY LAW.

TEACHER EVALUATION (Cont.)

ANNUAL REVIEW

Date of Review	Signature

EVALUATION OF ADMINISTRATIVE PERSONNEL

It is the policy of the Board of Education that each year prior to the regular February board meeting, each administrator (other than the superintendent) be evaluated by the Superintendent.

The evaluation will be made using a form that is prepared by the Superintendent and approved by the Board. The form will reflect all aspects of the administrator's job description.

THIS POLICY REQUIRED BY LAW.

PERSONNEL FILES
CERTIFIED STAFF

A file of personnel records shall be maintained in the superintendent's office for each certificated employee of the Vici Public Schools. A file shall be kept for all resigned or retired employees, including such essential information as shall seem appropriate to the administration as specified by state and federal laws.

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.

Files containing medical information regarding an employee will be kept separate from other personnel files.

Types of Information

It shall be the responsibility of each certificated 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 that 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 that 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.

PERSONNEL FILES, CERTIFIED STAFF (Cont.)

Use of Personnel Records

All the contents of the personnel records file 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.

Parental Notice

If the school district receives Title I funds, the No Child Left Behind Act requires the district to provide parents with notice that they may request information about the professional qualifications of classroom teachers. The notice to parents must include the following:

1. Whether the teacher has met state qualifications for the grade levels and subject areas taught.
2. Whether the teacher is teaching under emergency or other provisional status.
3. The baccalaureate degree of the teacher and any other graduate certification or degree held by the teacher, and the subject area(s) of the certification or degree.
4. Whether the child is provided services by paraprofessionals, and, if so, their qualifications.

If a parent requests the above-listed information, the district is required to provide the information in a timely manner. If the district has hired a teacher who is not highly qualified and the teacher has taught a child for four or more weeks, the district is required to provide the parents notice that their child has been taught by a teacher who is not highly qualified.

REFERENCE: 51 O.S. §24A.7.
70 O.S. §6-101.11
P. L. 107-110, No Child Left Behind Act of 2001
The Americans With Disabilities Act

CROSS-REFERENCE: Policy GBA, Open Records Act

THIS POLICY REQUIRED BY THE

NO CHILD LEFT BEHIND ACT.

TERMINATION OF EMPLOYMENT
TEACHERS

It is the policy of the Vici Board of Education that professional employees, who for any reason intend to resign or who intend to retire, are encouraged to indicate their plans in writing to the board as early in the school year as plans may become firm and the decision to leave the district is made. Resignations become effective at the end of the school year in which they are submitted. Resignations to become effective earlier than at the end of the school year require a release by the board and must be considered on an individual basis. Resignations for the subsequent school year, made after April 25, likewise require a release by the board and will be considered on an individual basis. Letters of resignation must be mailed to the board by registered or certified mail.

Career teachers will be subject to dismissal at any time - or will not be eligible for reemployment - for:

1. Willful neglect of duty,
2. Repeated negligence in the performance of duty,
3. Mental or physical abuse to a child,
4. Incompetency,
5. Instructional ineffectiveness,
6. Unsatisfactory teaching performance,
7. Commission of an act of moral turpitude,
8. Abandonment of contract,
9. Conviction of a felony,
10. After a finding that such person has engaged in criminal sexual activity or sexual misconduct that has impeded the effectiveness of the individual's performance of school duties, or
11. Failure to earn required staff development points.

Probationary teachers may be terminated for cause or nonrenewed by the board at its discretion subject to any statutory due process requirements in effect at the time such teacher is recommended for dismissal or nonrenewal.

Procedures for dismissal of certified employees are governed by state law and all actions of the school district and the board are clearly identified in the statutes. However, nothing in this policy shall be construed to prevent layoffs due to lack of funds or work. No action regarding dismissal or nonrenewal of an employee shall be taken until the employee has received due process (see DO-R).

The board of education may vote to offer employment or to not offer employment for the subsequent school year in advance of the statutory deadline. Until a written contract is executed or until the statutory deadline passes, the board may vote to not reemploy a certified employee.

TERMINATION OF EMPLOYMENT, TEACHERS (Cont.)

The superintendent is directed to prepare procedures for the termination of career and probationary teachers in support of this policy.

REFERENCE: 70 O.S. §6-101, §6-101.20, et seq.
70 O.S. §18-123

TEACHER TERMINATION PROCEDURES

In accordance with the policy of the board of education, the following procedures shall be followed in terminating the employment of career and probationary teachers.

Whenever the superintendent recommends to the board of education that a teacher employed within this school district be dismissed or not reemployed, the superintendent's written recommendation shall set forth the basis for the recommendation. The recommendation shall include the specific statutory grounds on which a career teacher should be dismissed or not reemployed, or the cause for which a probationary teacher should be dismissed or not reemployed, and shall include the underlying facts supporting the recommendation.

Whenever the board of education receives a recommendation for the dismissal or nonreemployment of a teacher, the board shall mail, or cause to be mailed, a copy of the recommendation to the teacher, or serve the recommendation and notice of hearing by process server. If mailed, such mailing will be by certified mail, restricted delivery, return receipt requested. The notice must specify the statutory grounds - for career teachers - or the cause - for probationary teachers upon which the recommendation is based and shall include the teacher's right to a hearing before the board and the date, time, and place set by the board for hearing. Such hearing shall be held within the school district no sooner than twenty days nor later than sixty days following the teacher's receipt of notice unless the teacher advises that no hearing is desired. The board delegates the superintendent, as its agent, to set a time, date, and place for the hearing after consultation with the board president.

Hearing procedures for probationary teachers shall be as follows:

1. The parties to the hearing are the probationary teacher and the superintendent or designee, and they shall be afforded the following rights at any hearing held pursuant to these regulations:

   A. The right to be represented.

   B. The right to present witnesses in person or to present their testimony by interrogatories, affidavits, or depositions. A list of all witnesses shall be furnished to the other party at least five (5) days before the hearing.

   C. The right to cross-examine witnesses.

   D. The right to testify in his/her own behalf and present evidence and argument on all issues involved.

   E. The right to have an orderly hearing.

   F. The right to have an impartial decision based upon the evidence presented.

2. The board president or, in case of absence, a designee, shall be the presiding officer at the hearing.

3. The hearing shall be convened by the board president who shall state the purpose of the hearing, introduce the parties, and administer the oath to all persons who will testify.

TEACHER TERMINATION PROCEDURES, CONT.,

4. Upon the request of either party, the presiding officer may exclude from the hearing room the witnesses not at the time under examination, except that a party to the proceeding and his/her representative shall not be excluded.

5. At the hearing, the burden of proof shall be on the superintendent and the standard of proof shall be by a preponderance of the evidence.

6. While a record of the hearing is not required by law, the State Board of Education strongly suggests that the local board of education maintain such a record (including a tape recording of the hearing and any documents or evidence presented to the board) for two (2) years from the date of the hearing.

7. Informal disposition of any recommendation for dismissal or nonrenewal may be made by written stipulation, agreed settlement, consent order, or default.

8. The order of the procedures shall be:

   A. Opening statement by the superintendent.

   B. Opening statement by the teacher.

   C. Presentation of the superintendent's evidence, followed by cross-examination of witnesses by the teacher.

   D. Questions by the board members.

   E. Presentation of the teacher's evidence, followed by cross-examination of witnesses by the superintendent.

   F. Questions by the board members.

   G. Presentation of rebuttal and surrebuttal evidence as necessary.

   H. Closing argument by the superintendent.

   I. Closing argument by the teacher.

   J. Deliberation by the board members.

   K. Vote by the board to accept or reject the superintendent's recommendation and recitation of findings of fact upon which the decision is based.

9. Presentation and consideration of evidence shall abide by the following:

   A. Only evidence that reasonably relates to the issues before the board, as reflected in the notice to the teacher, should be deemed relevant.

B. Strict rules of evidence as required by a court of law shall not apply in these hearings.

TEACHER TERMINATION PROCEDURES, CONT.,

C. Rulings on admissibility of evidence will be made by the presiding officer.

D. Documentary evidence may be received in the form of copies or excerpts.

E. Documentary evidence presented to the board shall be marked with a distinguishing number or letter such as Teacher's Exhibit #1 or Superintendent's Exhibit #1.

F. While hearings are open to the public, no questions or statements will be allowed by members of the public attending the hearing except through the parties or their council.

The board of education may convene into executive session to deliberate findings of fact. After due consideration of the evidence and testimony presented at the hearing, the board of education shall vote in open meeting whether or not to dismiss or nonreemploy the probationary teacher. The board's decision shall include a recitation of the basic or underlying facts relied upon by the board in reaching its decision. The teacher shall be notified in writing of the board's decision by certified mail, restricted delivery, return receipt requested, or substitute process as authorized by law.

The career teacher pretermination hearing shall be conducted by the board of education. Initially, the superintendent or designee shall, in person or in writing, specify the statutory ground upon which the recommendation is based. The superintendent or designee will specify the underlying facts upon which the recommendation was based and provide an explanation of the evidence supporting the recommendation for the dismissal or nonreemployment of the career teacher.

The career teacher or designee will then have the opportunity to present reasons, either in person or in writing, why the superintendent's recommendation should not be accepted. The burden of proof shall be upon the superintendent or designee and the standard of proof shall be by preponderance of the evidence.

The board of education may convene into executive session to deliberate findings of fact. After due consideration of the evidence presented, the board will return to open session and decide whether to accept or reject the recommendation of the superintendent. The board's vote shall be made in open session.

Following the board meeting, the board shall notify the career teacher of its decision, including the basis for the decision, by certified mail, restricted delivery, return receipt requested or sub process as provided by law. If the decision is to accept the recommendation of the superintendent, the career teacher's notification shall include the teacher's right to petition for a trial de novo in the district court within ten (10) days of receipt of such notice. If the teacher is a probationary teacher, the board's decision is final. The career teacher shall receive all compensation and benefits to which the teacher is otherwise entitled only until such time as the teacher's case is adjudicated at a trial de novo if the career teacher petitions for a trial de novo.

The board of education must forward hearing information concerning career and probationary teachers to the State Board of Education on a prescribed form available from the administrative office.

SUPPORT PERSONNEL
SUSPENSION, DEMOTION OR TERMINATION

The Vici Board of Education has adopted the following procedure for the suspension, demotion, or termination of support personnel in accordance with Title 70 of Oklahoma Statutes, Sections 6-101.40 through 6-101.47.

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

No support employee who has been employed in the school district for more than one year may be suspended, discharged, or nonrenewed except within the provisions of this policy. However, this policy shall not be construed to prevent layoffs or reductions-in-force for lack of funds or work.

All support personnel shall be notified in writing, by June 1st, or by 10 days after passage of the education appropriation bill, whichever is later, if said personnal have a reasonable expectation of employment for the coming fiscal year.

When the immediate suspension of a support employee is in the best interest of the school, the superintendent may suspend the employee with or without pay without a hearing. If an employee is suspended for a period exceeding 10 days, the superintendent shall initiate termination proceedings immediately upon the beginning of suspension. However, in a case involving a criminal charge, the suspension may be delayed until the case is adjudicated at trial. Nothing herein shall prevent proceeding against the employee for termination of employment during or after the suspension.

Prior to demotion, termination, or nonrenewal and after any suspension, the support employee shall receive notice of his or her right to a board hearing if so requested. Employees will be notified by certified mail of a superintendent's recommendation to demote or terminate employment, and the support employee must request a hearing by certified mail to the board clerk within 10 working days of said notice or the employee shall be deemed to have waived his or her right to a hearing.

If a hearing is requested, the hearing shall be conducted at the next succeeding regular meeting of the board if the request is received by the board clerk at least 10 days prior to such meeting. However, a special meeting may be conducted if requested by the employee or at the discretion of the board of education, which special meeting shall be conducted no sooner than 10 days nor later than 30 days after receipt of the hearing request. The decision of the board shall be final.

The procedures of this policy only protect employees who have been employed more than one year immediately preceding adverse employment action and are suspended or discharged during a contractual period of employment, or are nonrenewed.

In accordance with Title 70 of the Oklahoma Statutes, Sections 6-101.40 through 6-101.47, the board hereby adopts the following causes for suspension, demotion, termination, or nonrenewal of support personnel.

1. Leaving workstation without authorization prior to lunch periods or end of workday.

2. Excessive unexcused absenteeism.

SUPPORT PERSONNEL, SUSPENSION, DEMOTION OR TERMINATION (Cont.)

3. Chronic absenteeism for any reason.
4. Excessive tardiness.
5. Persistently wasting time or distracting others during working hours.
6. Leaving work area during working hours without proper notification and permission.
7. Falsification of personnel or other records (personal or another employee's records).
8. Possession of weapons on the premises at any time.
9. Removing district property, records, or confidential information from premises without proper authority.
10. Willful abuse, misuse, defacing, or destruction of district property, including tools, equipment, or other property of other employees.
11. Theft or misappropriation of property of employees, students, or of this district.
12. Sabotage.
13. Refusal to follow instructions of supervisor.
14. Refusal or failure to do work assignment.
15. Unauthorized operation of vehicles, machines, tools, or equipment.
16. Threatening, intimidating, coercing, or interfering with employees, supervisors, or students at any time.
17. The making or publishing of false, vicious, or malicious statements concerning any employee, supervisor, students, or the district.
18. Creating or contributing to unsanitary conditions.
19. Practical jokes injurious to employee's or district property.
20. Possession, consumption, or reporting to work under the influence of alcohol, nonprescribed drugs, or controlled substances.
21. Creating disturbances on the premises at any time.
22. Disregard of known safety rules or common safety practices.
23. Unsafe operation of motor driven vehicles.

SUPPORT PERSONNEL, SUSPENSION, DEMOTION OR TERMINATION (Cont.)

24. Operating machines or equipment without safety devices provided.
25. Participating in or witnessing gambling, lottery, or any other game of chance on district property.
26. Unauthorized distribution of literature, written, or printed matter of any description on district property.
27. Posting or removing notices, signs, or writing in any form on bulletin boards of district property at any time without specific authority of the administration.
28. Poor workmanship.
29. Immoral conduct or indecency including abusive and/or foul language.
30. Making or receiving personal telephone calls during working hours, except for emergencies.
31. Walking off the job.
32. Continued poor or negative attitude while on the job, including poor relationship with other staff or students.
33. Smoking in unauthorized area or at unauthorized time.
34. Failure to dress appropriately for work assignment.
35. Refusal of job transfer within the district when transfer does not result in demotion.
36. Abuse of rest periods or meal period policies.
37. Inappropriate and/or unauthorized use of the school district's computer network or Internet connections.
38. Insubordination of any kind.
39. Racial discrimination, including racial slurs or other demeaning remarks concerning another person's race, ancestry, or country of origin and directed toward another employee, a student or a visitor.
40. Violation of any district rule or policy.
41. Violation of any administrative rule or order.
42. If it is in the best interest of the school district, any support person may be suspended, demoted, or terminated.

Violations of any of the above may lead to the suspension, demotion, or termination of the support employee.

SUPPORT PERSONNEL, SUSPENSION, DEMOTION OR TERMINATION (Cont.)

REFERENCE: 70 O.S. §6-101.40, et seq.

CROSS-REFERENCE: Policy DC, Employment Practices

THIS POLICY REQUIRED BY LAW.

DUE PROCESS FOR ADMINISTRATORS

Whenever the Board of Education shall determine that the dismissal or nonreemployment of a full time certified administrator from his/her administrative position within the School District should be effected, the administrator shall be entitled to the following due process procedures:

1. A statement shall be submitted to the administrator in writing prior to the dismissal or nonreemployment which states the proposed action, lists the reasons for effecting the action, and notifies the administrator of his/her right to a hearing before the Board of Education prior to the action; and

2. A hearing before the Board of Education shall be granted upon the request of such administrator prior to the dismissal or nonreemployment. A request for a hearing shall be submitted to the Board of Education not later than ten (10) days after the administrator has been notified of the proposed action.

Failure of the administrator to request a hearing before the Board of Education within ten (10) days after receiving the written statement shall constitute a waiver of the right to a hearing. No decision of the Board of Education concerning the dismissal or nonreemployment of a full time certified administrator shall be effective until the administrator has been afforded due process as specified in this policy. The decision of the Board of Education concerning the dismissal or nonreemployment, following the hearing, shall be final.

REFERENCE: 70 O.S. §6-101.13

REDUCTION-IN-FORCE
CERTIFIED PERSONNEL

It is the policy of the Vici Board of Education that, in the event it becomes necessary to reduce the professional staff of this school district, reduction-in-force at any level may be based on any of the following conditions:

Decrease in revenue,
Decrease in student enrollment,
Changes in educational programs or curriculum,
Cancellation of programs, or
Any other circumstances determined by the board.

Definitions

Career Teacher: A teacher who has completed three (3) or more consecutive complete school years in such capacity in one school district under a written contract.

Probationary Teacher: A teacher who has completed fewer than three (3) consecutive complete school years in such capacity in one school district under a written contract.

Licensed Teacher: A teacher who has been issued an emergency or provisional certificate.

In the event any of the above conditions occur, every effort will be made to accomplish the necessary reduction by attrition, voluntary resignation, or voluntary retirement. Otherwise, reduction-in-force will be made according to the following procedures:

1. The position will be the determining factor in a reduction, not the teacher occupying the position.

2. The order of termination will be as follows:

   A. A licensed teacher in an eliminated position will be terminated first.

   B. A probationary teacher in an eliminated position will be terminated second. However, if a probationary teacher is certified for a position held by a licensed teacher, the probationary teacher will be reassigned to that position, and the licensed teacher will be terminated.

   C. A career teacher in an eliminated position will be placed in a retained position in which the teacher is, at the time of the presentation of the recommendation to reduce force, certified by standard certification, provided the position is occupied by a probationary or licensed teacher.

   D. If a career teacher is qualified for standard certification in a position held by a probationary or licensed teacher but does not have such a certificate, then such career teacher must have evidence of eligibility for such certification on file in a personnel file in the office of the superintendent at the time of the presentation of the recommendation to reduce force.

   E. If there is more than one career teacher assigned to the position that is subject to being eliminated, the following criteria, in this order, will be used to determine which of the career teachers will be retained:

REDUCTION-IN-FORCE, CERTIFIED PERSONNEL (Cont.)

1. Certification in a retained teaching position that is open. A career teacher with standard certification for the retained position will be retained over a probationary teacher, and a probationary teacher will be retained over a licensed teacher.

2. Seniority in continuous, full-time, contracted, certified employment in the district. (Approved medical leave shall not result in a break in service.)

3. If certification and seniority are the same according to the above criteria, the determining factors in order of importance are:

   a. Years of teaching experience in the retained position in the local school district.
   b. Academic degree status:
      A teacher with a doctor's degree will be retained over a teacher with a master's or a bachelor's degree; a teacher with a master's will be retained over a teacher with a bachelor's degree.

F. If there is more than one probationary teacher or more than one licensed teacher in the position being reduced, the criteria listed in E, 1 through 3, will be used in determining which probationary teacher or licensed teacher will be retained.

REDUCTION-IN-FORCE
SUPPORT PERSONNEL

The Vici Board of Education believes that every reasonable effort should be made to avoid a reduction in force at any level. However, if it should become necessary to reduce the number of full-time support employees due to lack of funds or lack of work in a particular area, the position or program will be the determining factor and not the individuals who occupy the position or serve the program.

An employee is considered to be a full-time employee if the number of hours worked is the number of hours customarily worked in that position and if that position is designated as a full-time position by the board.

A reduction in force may occur for lack of funds, lack of work because of a decline in enrollment, consolidation of programs or positions, elimination of positions, or other circumstances as determined by the board.

If termination of employment should become necessary, notices of such terminations will be made as set forth in the policy governing suspension, demotion, or termination of support employees found elsewhere in this manual.

Any necessary terminations shall begin by dismissing temporary, seasonal, or part-time employees within the job category affected. These employees shall be terminated at the discretion of the board or the board's designee. Job categories are listed alphabetically as follows:

a. Assistants for handicapped students
b. Bus drivers
c. Classroom assistants
d. Food service
e. Maintenance/custodial
f. Media/library assistants
g. Office personnel/assistants

If normal attrition and the release of temporary and part-time employees do not sufficiently reduce the support staff, the following items will be considered in the reduction process in the order listed:

1. Job qualification by training and years of experience
2. In the event that two or more employees in the affected category are equal in the above factor, termination shall be made on the basis of seniority within each general job category.

Supervisors and directors shall serve at the pleasure of the board and shall not be subject to the prescribed seniority order for reductions in force. Personnel whose positions are eliminated in one category may be considered for a position in another category.

Seniority shall be defined as the total length of service as a support employee within this district. Employees who are terminated and subsequently reinstated shall retain cumulative seniority for all periods worked except for the period of termination.

Demotions in position shall follow the same procedure as terminations.

REDUCTION-IN-FORCE, SUPPORT PERSONNEL (Cont.)

An employee who takes a voluntary demotion or a voluntary reduction in assigned time in lieu of termination shall be returned to a higher position or a position with more hours as vacancies become available, if the employee chooses to return.

QUALIFICATIONS
TEACHERS

The Vici Board of Education shall employ teachers on a professional basis without regard to age, race, color, sex, or national origin.

Every teacher employed in this school system must possess a valid license or certificate and shall execute a written contract with the board of education. Teacher contracts shall be considered for renewal before June 1st each year.

Applications shall be considered by the principal and the superintendent. Selected applicants shall be interviewed by the administration and a recommendation shall be made to the board of education who shall make the final employment determination.

School districts receiving Title I funds must ensure that teachers hired in a program supported by such funds are "highly qualified." By the end of the 2005-2006 school year, all teachers within this school district are required to be "highly qualified." The No Child Left Behind Act defines "highly qualified" as an elementary or secondary school teacher who has obtained full state certification and has not had certification requirements waived on an emergency, temporary, or provisional basis.

Elementary teachers who are new to the profession must hold at least a bachelor's degree and have demonstrated, by passing a rigorous state test, subject knowledge and teaching skills in reading, writing, mathematics, and other areas of the basic elementary curriculum. Middle and secondary school teachers, new to the profession, will be deemed to be highly qualified if the individual teacher holds at least a bachelor's degree and has demonstrated a high level of competency in each of the academic subjects in which the individual teaches by passing a rigorous state academic subject test in each such academic subject; or has successfully completed a grade degree with coursework that is equivalent to an undergraduate major, or advanced certification or credentialing for each academic subject that the individual teaches.

Veteran regular teachers currently employed by the district will be identified as highly qualified if they:

1. Hold at least a bachelor's degree; and

2. Have met the applicable standard for a teacher who is new to the profession, which includes an option for a test; or

3. Demonstrate competence in all the academic subjects in which the teachers teach, based upon a high objective uniform state standard of evaluation.

Special education teachers who are not teaching core academic classes are not required to meet the definition of a highly qualified teacher. However, special education teachers who are teaching core academic subjects exclusively to students who are being assessed against alternative achievement standards, must meet the highly qualified requirements for elementary school teachers and for instruction above the elementary level and have subject-matter knowledge appropriate to the level of instruction being provided.

QUALIFICATIONS, TEACHERS (Cont.)

Additional qualifications and terms of employment for teachers may be found in the standard teacher contract. Specific duties may be found in the teacher job description found elsewhere in this manual. Nothing in this policy manual shall be construed as limiting or expanding the terms of the employment contract.

REFERENCE: 70 O.S. §6-101.20, et seq.
P. L. 107-110, No Child Left Behind Act of 2001
Individuals with Disabilities Education Improvement Act of 2004

CROSS-REFERENCE: Policy DC, Employment Practices
Policy DO, Termination of Employment, Teachers

THIS POLICY REQUIRED BY THE NO CHILD LEFT BEHIND ACT.

QUALIFICATIONS
PRINCIPALS

Selection

To be considered for the position of principal the applicant must hold a certificate for his/her position recognized by the State Board of Education.

Duties and Responsibilities

The Principal is the administrative head of each school and is directly responsible to the Superintendent for its general organization and efficient administration. He/she is responsible for keeping appropriate, accurate, and valid records as required by state law, the Board of Education, or the Superintendent of Schools. The general quality of instruction, all leadership and guidance consistent with the policies and principles of the state and local board are responsibilities of the Principal. Most important, the Principal is responsible for the establishment of an atmosphere conducive to learning. This includes staff morale, good student discipline, and a clean environment. Other additional duties and responsibilities of the Principal will be determined by the Superintendent of Schools to meet specific educational needs.

REFERENCE: **70 O.S. §6-101.10, et seq.**
70 O.S. §6-108

NOTE: **Beginning July 1, 1993, teaching principals shall be required to hold administrative certificates.**

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 relationship 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.

Duties

Provide career counseling for students, beginning with group activities in grades 5 & 6. Inform students of Career Search software and provide time and instruction on how to use software.

Coordinate all testing given by Vici Public Schools. Including but not limited to:

1. State mandated Achievement Test, Criterion Referenced Tests and Writing Tests.
2. Off-Grade Achievement Tests
3. ASVAB Test
4. PSAT Test
5. Otis-Lennon Test of Intellectual Ability to grades three and six annually (for G/T Purposes) Schedule in September or October of each year.

Coordinate and track students' test results; report results to administration and faculty in timely manner. Place test results in students' permanent files.

Keep Juniors and Seniors informed of all deadlines associated with the ACT Tests

Keep Seniors informed of all scholarship, Pell Grant, etc. opportunities and remind them periodically of deadlines.

Annually set up workshop for senior parents providing assistance in preparing financial aid packets. This needs to be done in a timely fashion to afford our students the best possible opportunity to obtain financial assistance to further their education.

SCHOOL COUNSELOR, CONT.,

Set up and coordinate in alternating year the following:

1. Health Fair
2. Career Fair

Individual counseling with all students grades K - 12 on an as -needed basis.

Schedule all activities needed to meet requirements of the Local Drug Education Program.

Schedule all activities needed to meet requirements of the State Mandated Aids Education program.

Any other duties as assigned by the superintendent, the high school principal or the elementary principal.

SCHOOL LIBRARIAN DUTIES

Librarians employed by the School District shall be responsible to the building principal of the building they are serving. Librarians will meet the criteria established by the State Board of Education.

The school librarian coordinates an effective library program that gives service to the school staff and student body. The librarian is under the general direction of and responsible to the principal of the building assigned. The school librarian's duties are as follows:

1. Provide prompt and energetic service to all library patrons.
2. Provide a well-balanced collection of library books and instructional materials to:
   A. Support and enhance the curriculum,
   B. Stimulate growth in factual knowledge, aesthetic values, and ethical standards, and
   C. Give the student a background of information that will enable the student to make intelligent judgments.
3. Evaluate, select, and acquire new library materials according to the Vici Public Schools library book selection policy.
4. Organize library books and instructional materials so that they are easily accessible and readily available without delay or cumbersome clearance problems.
5. Provide instruction in the use of the library and library materials so the students and teachers may use the library effectively by offering organized group instruction, providing individual guidance, and offering independent programmed instruction.
6. Instruct and direct student library assistants in the mechanical processes of the library and in the techniques of professional library service.
7. Provide professional assistance to teachers and staff by:
   A. Keeping teachers and staff members informed concerning new materials the library acquires,
   B. Assisting teachers in the selection of books and other instructional materials,
   C. Preparing and discussing materials with classes studying a particular topic,
   D. Preparing subject bibliographies upon request,
   E. Planning visits to the classroom to promote interest in books through book talks and story telling, and
   F. Providing a well-balanced professional collection of books and periodicals in the central library.

SCHOOL LIBRARIAN DUTIES, CONT.,

8. Participate with teachers and administration in planning the curriculum so that use of the library is an integral part of every student's course of study.

9. Assist teachers and building principal in the use, storage, procurement, distribution, and maintenance of audio-visual material and equipment.

SCHOOL CALENDAR

Ator before the regular board meeting in May of each year, the superintendent shall submit to the Vici Board of Education for its approval a school calendar for the following year. The board may receive input from teachers, students, and the community before final adoption of a calendar. Any changes in the calendar after adoption shall be subject to board approval.

The school calendar shall set forth the following:

- Days of attendance for students
- Opening and closing dates of school
- Holiday and vacation periods
- Spring break
- In-service days
- Organizational meetings for teachers and administrators
- Parent-teacher conference days
- Other schedules of importance to the staff and public

Upon approval of the calendar by the board, the superintendent will distribute copies of the calendar to staff, news media, and patrons of the school district.

Extracurricular activities scheduling shall be the responsibility of building principals. Principals should work together to avoid schedule conflicts. All activities will be placed on the ''master calendar'' in the superintendent's office. No activity shall take place in the name of the school or any school organization without the approval of the principal. In the event that days conflict and cannot be satisfactorily resolved, the event placed on the calendar first has precedence.

REFERENCE: 70 O.S. §1-109

SCHOOL HOURS

The school year shall consist of not less than one thousand eighty (1,080) hours of classroom instruction. Not more than thirty (30) of these hours shall be used for professional meetings. In addition, parent-teacher conferences may be held during the school day and counted as classroom instruction for no more than six (6) hours per semester, for a total of twelve (12) hours per school year.

REFERENCE: 70 O.S. §1-109

SCHOOL DAY

The normal school day for the instruction of students in the Vici Public Schools shall be in accordance with the Oklahoma Statutes and the regulations of the Oklahoma State Department of Education.

(Optional language for "flexible Friday" type programs)
An extended day schedule shall be in place for students in grades nine through twelve. The annual number of hours of instruction shall equal or exceed 1,080 hours. For not more than one day per week, a school day shall consist of not less than five hours devoted to academic instruction in a regular classroom setting.

The district shall document the impact of the extended day program on student achievement. An annual report shall be provided to the State Board of Education. If improvement in student achievement is not documented in the annual report, the extended day program shall be revoked by the board of education.

The regular school session may be temporarily altered by the board upon recommendation by the superintendent when the best interests of the district and the students would be served.

The superintendent may close schools, delay the opening of schools, or dismiss school early for emergency reasons to protect the health and safety of students and staff. However, any deviation that decreases the school day to less than six hours will be reported to the Department of Education, Accreditation Section within 72 hours.

Announcements regarding school closing and delayed opening times due to bad weather will be made on local radio and TV stations and by phone.

The superintendent is directed to prepare a regulation that defines the school day for the various classes.

Work Policy

Parents may request that their children be absent form school for the purpose of work. The following procedures should be followed:

1. A student whose parents request that their child be excused to work in a planned time of unusual need will hand in his or her homework before he/she leaves school.
2. When an unplanned emergency work situation arises a student will not be considered truant if his or her parents have communicated by phone or in person with the principal.

REFERENCE: 70 O.S. §§ 1-109, 1-111
Department of Education, Administrator's Handbook
Atty. Gen. Op. No. 81-152 (Aug. 10, 1983)

SCHOOL DAY
(REGULATION)

Breakfast is served from 7:45 until 8:10 a.m. School begins promptly at 8:15 a.m. The school day ends at 3:15 p.m. at which time students will be dismissed to go home. Elementary students will not be permitted to remain on the playground after school. They will be asked to go directly home at 3:15. Unless supervised in an activity, students are asked to leave the building by 3:30 p.m.

Bells

Students are discouraged from arriving at school before 7:45 in the morning. Those finding it necessary to come before this time are to remain in a designated area until the first bell rings. Students reentering the building during the noon period will remain in a designated area until the bell rings for the afternoon classes. Students are not permitted to remain in the school building after school except in the presence of a teacher or with special permission from the principal.

Passes

When school is in session, courtesy and respect will be provided to those teachers and students who are in class. Students will be required to have passes to be in the halls during any class time. If it is necessary for a student to leave the student's place of assignment, the student must have a pass from the supervising teacher permitting or requesting the action. Both the issuing and receiving teachers must sign the pass. Each supervising teacher must know where each student is al all times during his period of supervision. If a student finds it necessary to leave school during the day, he/she must sign out in the principal's office.

In order to check out, the student must have his parent contact the school before leaving. Failure to comply with this procedure will result in disciplinary action.

CLASS SCHEDULES: STUDENT

Students are required by law to complete core curriculum requirements that are outlined in 70 O.S. §11-103. The district is responsible for providing each student with a free, appropriate, public education. The district will offer all of the enumerated courses on a four-year rotation.

It is the policy of the Vici Board of Education that any changes to class schedules for students must be made by the third day of the semester. 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.

In order for a student to change his/her class schedule, the student must first obtain permission from the principal and both classroom teachers involved in the class change. 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 shall 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.

REFERENCE: 70 O.S. §11-103.6
Atty. Gen. Op. 99-64 (1999)

SCHOOL LIBRARY MEDIA CENTER

It is the policy of the Vici Board of Education that efforts be made to staff and maintain a school library media center adequate for the needs of students and teachers.

A student is to have teacher permission before going to the library. Fees or fines will be assessed for damaged, lost, and overdue books and materials. Students are liable for destroying or failure to return library materials.

The superintendent is directed to develop regulations governing the selection of materials for and the use of the library media center.

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services:

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community of the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be prescribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or view.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

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Library Policy

The Vici Public School Board of Education hereby adopts the following policy concerning selection of instructional materials (library media and textbooks) for the Vici Public School, K-12.

I. Statement of Philosophy

The specific educational policies and goals set by the Board of Education of the Vici Public Schools and the American Library Association's LIBRARY BILL OF RIGHTS are the primary guidelines for the purchase of media for the Vici Public Schools.

Mission Statement

The Vici Public Schools will aid students in the pursuit of education, information, research, recreation, and in the creative use of leisure time.

SCHOOL LIBRARY MEDIA CENTER, CONT.,

In regards to our mission statement, the Vici Elementary, Junior-Senior High School Library Media Center strives to:

Select, organize, preserve, and make printed and non-book materials freely and easily available to the students and staff, within the limitations of space and budget.

Encourage students to see the Library Media Center as an indispensable resource and to use it with increasing skill.

Get the maximum use of its collection by the greatest number of people.

In order to develop informed and responsible citizens, the American Association of School Librarians reaffirms the Library Bill of Rights of the American Library Association and asserts that the responsibility of the School Media Center is:

- To provide materials that will enrich and support the curriculum, taking into consideration the varied interest, abilities, and maturity levels of the pupils served.
- To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.
- To provide a background of information which will enable pupils to make intelligent judgments in their daily life.
- To provide materials on opposing sides of controversial issues so that young citizens may develop under guidance the practice of critical reading and thinking.
- To provide materials representative of the many religious, ethnic, and cultural groups and their contributions to our American heritage.
- To place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the users of the library.

SCHOOL LIBRARY MEDIA CENTER
SELECTION OF MATERIALS
(REGULATION)

RESPONSIBILITY FOR SELECTION OF MATERIALS

A. It is the policy of the Vici Public Schools to select materials for the Library Media Center in accordance with the following principles:

1. Instructional materials are chosen because they are of interest and have learning value for the students in the community. Materials are not excluded because of race, nationality, religion, or political view of the writer.

2. Insofar as it is practical, materials are provided which present all points of view concerning the problems and issues of our times, international, national, and local. Books and materials of sound factual authority are not removed or banned from the Library Media Center shelves because of partisan or doctrinal disapproval.

B. Certain factors are considered in the selection of Library Media Center materials.

1. Selections are made for, and in accordance with, the different maturity levels of the students.

2. Materials are selected which fill a need related to the curriculum and/or contribute to the development and enrichment of the student.

3. In the selection of materials, reviewing tools such as standard catalogs are used. When possible, audio-visual materials are previewed before purchase or ordered with return privilege guaranteed. Periodicals and newspapers that supplement the curriculum needs shall be chosen for accuracy, objectivity, accessibility, demand, and price.

4. The following specific criteria are considered:

   a. The overall purpose of the material and how well it is accomplished.
   b. Reputation and significance of the author.
   c. Timeliness or permanence of the materials.
   d. Importance of subject matter to the collection.
   e. Accuracy of material.
   f. Reputation and standards of the publisher or producer.
   g. Readability and reader appeal.
   h. Quality of writing and illustrations.
   i. Appearance of the title in material selection aide.
   j. Price.

5. Subjects which are topics of criticism are carefully considered before selection. Among these are:

   a. Religion - Factual unbiased materials which represent all major religions may be included in Library Media Center collection. Bibles and other sacred writings are acceptable. Publications from religious bodies may be selected if they have general value or appear in magazine indexes.

SCHOOL LIBRARY MEDIA CENTER SELECTION OF MATERIALS, CONT.,

b. Ideologies - The Library Media Center should, without making any effort to sway the reader's judgment, make available basic factual information on the maturity level of its reading public on ideologies or philosophies that are of current or continuing interest.
c. Science - Medical and scientific knowledge suitable to the developmental stage of the students should be made available without a biased selection of facts.
d. Sex Education - Materials presenting information on sex should be subjected to a stern test of literary merit and reality by the library media specialist, who takes into consideration the majority of Library Media Center's users.
e. Sex - While the library media specialist would not in any case include the sensational or overdramatic, the fact of sexual incidents appearing should not automatically disqualify any material. The decision should be made on the basis of whether the selection presents accurate information.
f. Profanity - The fact that profanity appears in material will not automatically disqualify a selection. Care will be taken to exclude materials using profanity in a lewd or detrimental attitude.

6. Fiction has assumed an important role as an educational medium. The sound treatment of significant historical, social, and personal problems in books of fiction can contribute to the understanding of human problems and human relations. Fiction is acquired to supplement areas of the curriculum and to encourage and develop the reading interests of students.

VICI BOARD OF EDUCATION	EFBC

COMPUTER USE

The Vici Board of Education believes that the availability of computers and computer technology will enhance the learning opportunities of our students and the teaching capabilities of our teachers. The board also believes that students and faculty members should be provided freedom in a safe and responsible manner to explore the world of technology and to benefit from the educational opportunities it provides. It is the policy of this board that equal access to educational opportunities be provided to all students and faculty. However, the privilege of using the district's computers may be revoked if any user is found to be in violation of the district's policies and regulations concerning proper computer use. The board recognizes that new technology also provides opportunities for some to violate the rights and privileges of others and such activity is strictly prohibited.

Technology shall include but not be limited to information technology, telecommunications technology and implemental technology. Information technology shall include but not be limited to computers, computer hardware, scanners, multimedia material, facsimile, e-mail, computer software, CD ROM material or other magnetic media, computer simulations, video, the World Wide Web (WWW) or Internet, Listservs, multiuser domains and other technology used in distance learning or distance education. Telecommunications technology shall include but not be limited to local area networks and wide area networks. Implemental technology shall include but not be limited to implements, equipment, instruments, or devices that promote the technology education process and are employed in the science or study of the practical, industrial, or mechanical arts or applied sciences.

The board has directed the superintendent to develop rules, regulations, and procedures governing the use of computers and computer technology in this district.

Such rules and regulations are incorporated into this policy and are a part of this policy. References to this policy shall include any rules and regulations attached to it or incorporated within it.

REFERENCE: 70 O.S. §1-107.1

INTERNET AND OTHER COMPUTER NETWORKS ACCEPTABLE USE AND INTERNET SAFETY POLICY

The Vici Public Schools district is pleased to make available to students and staff access to interconnected computer systems within the district and to the Internet, the worldwide network that provides access to significant educational materials and opportunities.

In order for the school district to ensure the continued accessibility of its computer network and the Internet, all students and staff must take responsibility for appropriate and lawful use of this access. Students and staff must understand that one person's misuse of the network and Internet access may jeopardize the ability of all students and staff to enjoy such access. While the school's teachers and other staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Below is the Acceptable Use and Internet Safety Policy ("policy") of the school district and the Data Acquisition Site that provides Internet access to the school district. Upon reviewing, signing, and returning this policy as directed, each student and staff member agrees to follow the policy and will be given the opportunity to enjoy Internet access at school. If a student is under 18 years of age, he or she must have his or her parent or guardian read and sign the policy. The school district shall not provide access to any student who, if 18 or older, fails to sign and submit the policy to the school as directed or, if under 18, does not return the policy as directed with the signatures of the student and his/her parent or guardian.

Listed below are the provisions of the agreement regarding computer network and Internet use. The district has designated a staff member to whom users may direct questions. If any user violates this policy, the user's access will be denied or withdrawn, and the user may be subject to additional disciplinary action.

Personal Responsibility

By signing this policy, the user agrees not only to follow the rules in this policy, but also to report any misuse of the network to the person designated by the school for such reporting. Misuse means any violations of this policy or any other use that is not authorized under this policy, and having the effect of harming another or his or her property.

Term of the Permitted Use

A student or staff member who submits to the school, as directed, a properly signed policy and follows the policy to which she or he has agreed will have computer network and Internet access during the course of the school year only. Students and staff will be asked to sign a new policy each year during which they are students or staff members in the school district before they are given an access account.

Acceptable Uses

1. **Educational Purposes Only.** The school district is providing access to its computer networks and the Internet for educational purposes *only*. If the user has any doubt about whether a contemplated activity is educational, the user may consult with the person(s) designated by the school to help decide if a use is appropriate.

INTERNET AND OTHER COMPUTER NETWORKS ACCEPTABLE USE AND INTERNET SAFETY POLICY (Cont.)

2. **Unacceptable Uses of Network.** Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:

   A. Uses that violate the law or encourage others to violate the law. Do not transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the school district's student discipline policy; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, the user should assume that all materials are protected unless there is explicit permission on the materials to use them.

   B. Uses that cause harm to others or damage to their property. For example, do not engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than the user is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, "Trojan horse," "time bomb," or other harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.

   C. Uses that jeopardize the security of student and staff access and of the computer network or other networks on the Internet. For example, do not disclose or share your password with others; do not impersonate another user.

   D. Uses that are commercial transactions. Students, staff, and other users may not sell or buy anything over the Internet. The user should not give others private information about the user or others, including credit card numbers and social security numbers.

3. **Netiquette.** All users must abide by rules of network etiquette, which include the following:

   A. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.

   B. Avoid language and uses that may be offensive to other users. Do not use access to make, distribute, or redistribute jokes, stories, or other material that is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.

   C. Do not assume that a sender of e-mail is giving his or her permission for the user to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should be done only with permission or when the user knows that the individual would have no objection.

   D. Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format that the recipient can open.

INTERNET AND OTHER COMPUTER NETWORKS ACCEPTABLE USE AND INTERNET SAFETY POLICY (Cont.)

Internet Safety

1. **General Warning; Individual Responsibility of Parents and Users.** All student users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guides to materials to shun. If a student or staff member finds that other users are visiting offensive or harmful sites, he or she should report such use to the appropriate school designee.

2. **Personal Safety.** Be safe. In using the computer network and Internet, the user should not reveal personal information such as the user's home address or telephone number. The user should not use his/her real last name or any other information which might allow a person to locate the user without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone "met" on the computer network or Internet without a parent's permission (if the user is under 18). Regardless of the user's age, the user should never agree to meet a person the user has only communicated with on the Internet in a secluded place or in a private setting.

3. **"Hacking" and Other Illegal Activities.** It is a violation of this policy to use the school's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.

4. **Confidentiality of Student Information.** Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by law, for internal administrative purposes or approved educational projects and activities.

5. **Active Restriction Measures.** The school, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent users from accessing visual depictions that are (1) obscene, (2) pornographic, or (3) harmful to minors. The school will also monitor the online activities of users, through direct observation and/or technological means, to ensure that users are not accessing such depictions or any other material that is inappropriate for minors.

   Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older.

INTERNET AND OTHER COMPUTER NETWORKS ACCEPTABLE USE AND INTERNET SAFETY POLICY (Cont.)

The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that

- taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;

- depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;

- taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Privacy

Network and Internet access is provided as a tool for the user's education. The school district reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the school district and no user shall have any expectation of privacy regarding such materials.

Failure To Follow Policy

The user's use of the computer network and Internet is a privilege, not a right. A user who violates this policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the school district may refuse to reinstate for the remainder of the student's enrollment or the staff member's employment in the school district. A user violates this policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The school district may also take other disciplinary action in such circumstances.

Warranties/Indemnification

The school district makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. It shall not be responsible for any claims, losses, damages, or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user (or his or her parents or guardian) arising out of the user's use of its computer networks or the Internet under this policy. By signing this policy, users are taking full responsibility for their own use, and the user who is 18 or older or the parent(s) or guardian(s) of a minor student are agreeing to indemnify and hold the school, the school district, the Data Acquisition Site that provides the computer and Internet access opportunity to the school district and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or the parent(s) or guardian(s) of a minor student agree to cooperate with the school in the event of the school's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a school computer or on another computer outside the school district's network.

INTERNET AND OTHER COMPUTER NETWORKS ACCEPTABLE USE AND INTERNET SAFETY POLICY (Cont.)

Updates

Users, and if appropriate, their parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new policy reflecting developments in the law or technology or changes in district policy. Such information must be provided by the user (or his/her parents or guardian) or such new policy must be signed if the user wishes to continue to receive service. If after account information is provided, some or all of the information changes, the user must notify the person designated by the school to receive such information.

REFERENCE: 21 O.S. §1040.75, §1040.76
Children's Internet Protection Act of 2000 (HR 4577, P.L. 106-554)
Communications Act of 1934, as amended (47 U.S.C. 254[h], [l])
Elementary and Secondary Education Act of 1965, as amended (20 U.S.C. 6801 et seq., Part F)

CROSS-REFERENCE: Policy DOBC, Disciplinary Procedures, Certified Employees
Policy EFBC, Computer Use
Policy EFEA, Using Copyrighted Materials

THIS POLICY REQUIRED BY LAW.

FIELD TRIPS AND EXCURSIONS

Many school-sponsored trips will be made during the school year for the many activities in which the students of Vici Public School participate. Parents and students are requested to study the following regulations concerning these trips.

1. Students will travel in school-arranged transportation unless the parents personally check with the sponsor of the activity for the student to return with parents. Approval must be made in advance for those parents wishing to make other arrangements for their child's transportation.
2. Students must be in compliance with eligibility rules to make a school sponsored trip. This does not apply to field trips made as a part of class work.
3. Students missing school on school-sponsored trips will not be counted absent, but they will be required to make up work missed.
4. Students must observe all safety regulations while riding in school-arranged transportation.
5. Those making school sponsored trips shall be under supervision of a sponsor. Students are expected to conduct themselves as ladies and gentlemen representing Vici Public School at all times.
6. (Note: Students will only be released to their parent or legal guardian unless the parent or guardian instructs the sponsor to release the student or another adult. No student will be allowed to leave with another student.)

Meals

Any school group may be fed meals on out of town trips at the discretion of the sponsor and with the approval of the Principal. Funds for these meals will come from the organizations' activity fund.

Meals will be furnished to all teams in state elimination contests when out of town. Lodging will be furnished when necessary.

REFERENCE: Department of Education, Administrator's Handbook

EDUCATIONAL FIELD TRIPS
(REGULATION)

In arranging field trips, the following guidelines, regulations, and procedures will be followed:

Guidelines

1. The trip must satisfy the criteria outlined in board policy relating to educational field trips.
2. Adequate teacher and parental supervision must be provided.
3. Being away from school must not create an undue hardship either on the students involved, other classes, or other teachers in the building.
4. Field trips may not be scheduled on days designated as nine-week or semester test days.
5. Teachers are encouraged to limit field trips to a radius of not more than 50 miles. Out-of-state field trips must have board approval. The principal or the principal's designee must approve all other trips.
6. Only one out-of-town field trip may be approved for the same teacher and students during one school term.

General Regulations

1. Written permission of parents or guardians is required for the participation of students in all field trips which extend beyond the boundaries of the district or which require transportation.
2. Students in attendance who have not received parental authorization will remain in school in a class assigned by the principal.
3. Appropriate educational experience and proper supervision shall be supplied for any students whose parents do not wish them to participate in a field trip.
4. Students on field trips shall obey all rules listed for students on regular school bus routes.
5. A student may be denied going on an educational field trip because of academic deficiencies, behavioral, or other disciplinary reasons, as determined by the principal or the principal's designee.
6. Students going on field trips should be counted present and permitted to make up any regular school work that has been missed. They should not be placed at a disadvantage because of participation in a trip planned by the school.
7. Student safety shall be of primary consideration during the field trip.

EDUCATIONAL FIELD TRIPS, REGULATION (Cont.)

8. Transportation expenses will be assumed by the school the students attend. The expenses may be paid with student activity funds or charged against the school's allocation for instructional purposes. Field trips during the school day shall be free of any cost to students.

9. Transportation for field trips shall be restricted to school vehicles, those of a commercial carrier, or private vehicles specifically authorized by the principal.

10. Adequate travel time must be allowed for the field trip. Except in prearranged instances, the driver must return in time to make his regularly scheduled bus routes.

11. Children of preschool age may not accompany parents when the parents serve as chaperones on a field trip.

Procedures for Requesting Approval

1. Teachers desiring to take students on a field trip must make a request, in writing, at least two weeks prior to the trip.

2. A request must first be filed with the building principal. If the request is approved and the field trip extends beyond the school district boundaries, the teacher is responsible for securing parental consent for each student making the trip.

3. The principal is authorized to approve or disapprove all requests based on the analysis of instructional purposes, availability of appropriate transportation, sufficient qualified supervision, and building budget limitations. The principal must also ascertain that all possible precautions to provide for the health, safety, and welfare of all the individuals concerned have been met.

5. The sponsor should apply for bus transportation at least one week prior to the pending trip.

6. The superintendent in charge of transportation shall approve or deny requests for transportation and notify the building principal. Approval of a request for transportation will be based upon availability of school buses and drivers.

Teacher's Responsibility

1. The teacher is responsible for determining which field trips are beneficial and have educational value for the students.

2. The teacher is responsible for submitting a general plan to the principal for review and approval. The plan is to include pre-trip orientation and follow-up activities.

EDUCATIONAL FIELD TRIPS, REGULATION (Cont.)

3. Upon approval of the trip, the teacher is responsible for obtaining signed parental permission and student agreement slips. Notification to parents of elementary students should include the following information: Purpose and destination of trip, transportation arrangements, date and time of departure, and estimated time of return.

4. The teacher is responsible for providing all parents with additional information such as: chaperone arrangements, overnight accommodations, and a detailed itinerary when a field trip will extend beyond the school day.

5. The teacher is responsible for notifying the principal by telephone, immediately, in the event of an accident.

6. The teacher is responsible for notifying the school of any situation that will cause a change in plans.

7. The teacher should urge children to keep the bus clean and not to deposit debris during the field trip.

8. The teacher is responsible for having an accurate written list of names of all persons to be transported, one copy to be filed with the building principal.

9. The teacher is responsible for the deportment and discipline of the students for the duration of the trip.

10. The teacher is responsible for notifying the school principal, before returning, if a student is missing.

11. The teacher is responsible for complying with the time schedule shown on the request form.

12. The teacher is responsible for making arrangements for adequate teacher and parental supervision.

Student Insurance

The only students who are insured are those students whose parents have obtained a Student Accident Insurance Policy made available at the beginning of each school term. This is only a limited accident policy; it does not cover illness. If additional insurance coverage is desired, parents should purchase trip insurance from a private carrier.

SENIOR TRIPS

It shall be the policy of Vici Public Schools that if a group of parents chooses to sponsor a senior trip for any graduating class that they shall have the authority to do so. They will be allowed to rent school facilities for fund raising activities, just as any other non-school organization can do. All funds generated for this purpose must be deposited in a separate account in a local bank and will not be run through the school Activity Fund. Also, no school vehicles shall be used to transport graduates to or from the planned trip. Since this trip, if planned and taken, will not be sponsored by Vici Public Schools, no prior approval of the Vici Board of Education will be needed. Policy adopted by the Vici Board of Education on December 3, 2001.

REFERENCE: 70 O.S. §5-130

BASIC INSTRUCTIONAL PROGRAM

The Vici Board of Education will provide reasonable educational opportunities to enable all children to succeed, both personally and as citizens.

Instructional programs will be developed with the view toward maintaining a balanced curriculum which will serve the general academic needs of all 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 annually evaluate the curriculum to determine whether each child in the school system is receiving basic skill instructions.

The committee shall have access to all materials pertaining to the school curriculum, class schedules, and other information as long as the materials are not confidential or personal information. Members of the committee may visit with other staff members, students, former graduates, parents, and business people in the community for input into their evaluation.

The committee chairperson shall prepare a written report of the findings of the committee to the superintendent prior to the first day of February each year. This report should list the strengths and recommendations for each basic skill area.

The superintendent shall present the report to the board of education at a regular or special meeting. The board will consider each recommendation made by the committee. Any changes in methods of instruction, scheduling, or curriculum changes will be left entirely up to the superintendent and the board of education.

This committee shall be appointed to serve for a one-year term. However, individual members may be appointed to succeed themselves if the board so desires.

At all levels, provisions will be made for a wide range of individual differences through use of a variety of materials, adjustment in studies, and modified courses.

In all instances, the curriculum will meet the educational requirements established by state law.

The goals of the evaluation committee will be to permit and assist every child to acquire the following:

1. An understanding of himself and of his worth as an individual and a member 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.

BASIC INSTRUCTIONAL PROGRAM (Cont.)

4. Basic understanding of the principles of the natural, physical, biological, and social sciences and current events.

5. The desire and the ability to express himself creatively in one or more of the fine and creative arts and to appreciate the aesthetic expressions found in the art 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.

REFERENCE: 70 O.S. §11-103

DIPLOMAS FOR VETERANS

In order to recognize and pay tribute to veterans who left high school prior to graduation to serve in World War II, in the Korean war, or in the Vietnam War, the Vici Board of Education will grant a diploma of graduation to any veteran who meets the requirements as listed below. Such diplomas will be presented in conjunction with appropriate Veterans Day programs.

To be eligible to receive a high school diploma, a veteran shall:

1. Have been honorably discharged from the Armed Forces of the United States of America;

2. Have served on active duty or have been discharged with a service-connected disability between the dates of September 16, 1940, and December 31, 1946, or between the dates of June 27, 1950, and January 31, 1955, or between the dates of May 13, 1961, and April 29, 1975; and

3. Be a resident of the State of Oklahoma.

Additional rules may be imposed by the State Department of Education after consulting with the Department of Veterans Affairs.

REFERENCE: 70 O.S. §24-153

PHYSICAL EDUCATION

Health and Fitness Curriculum

The superintendent shall adopt and implement a comprehensive health and fitness curriculum, which will provide opportunities for developmentally appropriate instruction for grades K-12. Evaluation procedures will utilize classroom-based assessments or other strategies and will be in place by the end of the school year.

All students in grades kindergarten through five are required to complete an average of sixty (60) instructional minutes per week of physical education and sixty (60) minutes of physical activity. The time students participate in recess shall not be counted toward the sixty minutes per week physical education requirement. The sixty (60) minutes of physical activity may include, but is not limited to, physical education, exercise programs, fitness breaks, recess, classroom activities, and wellness and nutrition education. All high school students are strongly encouraged to complete two units or sets of competencies of physical and health education as part of the core curriculum. District high schools are encouraged to offer a variety of health and fitness classes for each grade in the high school.

Suitable adapted physical education shall be included as part of individual education plans for students with chronic health problems, other disabling conditions, or other special needs that preclude such students' participation in regular physical education instruction or activities.

In addition to required physical education, students at the elementary level should have the opportunity to participate in daily recess and physical activity. The district shall provide daily recess period(s) for elementary school students, featuring time for unstructured but supervised active play. The district is encouraged to provide adequate co-curricular physical activity programs, including fully inclusive intramural programs and physical activity clubs; and to promote the use of school facilities for physical activity programs offered by the school and/or community-based organizations outside of school hours

Cardiopulmonary Resuscitation Courses

Students in grades nine through twelve may be taught the techniques of cardiopulmonary resuscitation as part of their physical education program.

REFERENCE: 70 O.S. §1-107
70 O.S. §11-103, §11-103.9
70 O.S. §1210.199
7 CFR, Parts 210 and 220
7 CFR, Part 245.5

THIS POLICY REQUIRED BY PUBLIC LAW 108-265, SECTION 204.

GIFTED CHILD EDUCATIONAL PROGRAM

Consistent with the goal of providing the most effective education for all students and in the least restrictive environment, we provide exceptional children with an educational program which complies with both state and federal mandated programs.

District plan is available from the Superintendent or special education teachers.

REFERENCE: 70 O.S. §1210.307, et seq.
70 O.S. §5-135

EXTENDED SCHOOL YEAR SERVICES

Extended School Year is available to those handicapped students who meet the eligibility criteria. The purpose of Extended School Year is to prevent or slow severe skill regression caused by an interruption of services during the summer months. It is not to enhance the level of performance exhibited by student at the end of the regular school year. The need f or Extended School Year is based on a construct of ‘‘skill regression and a student’s limited capacity for recoupment’’. Extended School Year is provided only when it is determined that a student might regress to such an extent in a critical skill area that recoupment of such skill loss would be unlikely or impossible and therefore, would require an unusually long period of time to recoup the present level of performance. When a student meets the criteria, services will be proposed at no cost.

REFERENCE: 70 O.S. §13-101
300.320 IDEA Regulations

TITLE I PARENT INVOLVEMENT

Schools receiving federal ESEA funds are required to have a parent involvement policy. This sample policy can be used as the basis for the joint development of a policy, as required by the federal legislation. This policy cannot be the district's policy without some parental involvement in its development at the local level.

The Vici Board of Education endorses the parent involvement goals of Title I and encourages the regular participation by parents of Title I eligible children in all aspects of the program. The education of children is viewed as a cooperative effort among the parents, school, and community. In this policy, the word "parent" also includes guardians and other family members involved in supervising the child's education.

Pursuant to federal law, the district will develop jointly with, agree on with, and distribute to parents of children participating in the Title I program a written parent involvement policy.

A meeting of the parents of participating Title I students will be held annually to explain the goals and purposes of the Title I program.

Parents will be given the opportunity to participate in the design, development, operation, and evaluation of the program for the next school year and to participate in planning activities, to offer suggestions, and to ask questions regarding policies and programs. Parents will be encouraged to attend the meeting and to become involved.

In addition to the required annual meeting, at least three (3) additional parent meetings shall be held, at various times of the day and/or evenings, for parents of children participating in the Title I program. Notices will be sent to the parents and articles will appear in the local newspaper advising parents and interested persons of the meetings. These meetings shall be used to provide parents with:

1. Information about programs provided under Title I;

2. A description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet;

3. Opportunities to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children; and

4. The opportunity to bring parent comments, if they are dissatisfied with the school's Title I program, to the district level.

Title I funding, if sufficient, may be used to facilitate parent attendance at meetings through payment of transportation and childcare costs.

The parents of children identified to participate in Title I programs shall receive from the school principal and Title I staff an explanation of the reasons supporting each child's selection for the program, a set of objectives to be addressed, and a description of the services to be provided. Parents will be advised of their children's progress on a regular basis. Opportunities will be provided for the parents to meet with the classroom and Title I teachers to discuss

their children's progress. Parents will also receive information and training that will assist them in helping their children at home and at school.

TITLE I PARENT INVOLVEMENT (Cont.)

Each school in the district receiving Title I funds shall jointly develop with parents of children served in the program a ''School-Parent Compact'' outlining the manner in which parents, school staff and students share the responsibility for improved student academic achievement in meeting state standards. The compact shall:

1. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment enabling children in the Title I program to meet the state's academic achievement standards;

2. Indicate the ways in which each parent will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, monitoring television watching, volunteering in the classroom, and participating, as appropriate, in decisions related to their child's education and positive use of extracurricular time; and

3. Address the importance of parent-teacher communication on an on-going basis, with at a minimum, parent-teacher conferences, frequent reports to parents, and reasonable access to staff.

REFERENCE: P. L. 103-382, Improving America's Schools Act
P. L. 107-110, No Child Left Behind Act of 2001

CROSS-REFERENCE: Policy EHAA, Family Involvement

NOTE: Districts with more than one school participating in a title I program may wish to consider the establishment of a district-wide parent advisory council.

THIS POLICY REQUIRED BY THE NO CHILD LEFT BEHIND ACT.

LIMITED ENGLISH PROFICIENCY INSTRUCTION

The Vici Board of Education will provide a program of language instruction to students who have limited English proficiency. Student participation in any language instruction program or instruction in English as a second language is voluntary and requires written parental permission.

Students who meet any one or more of the following criteria shall be identified as being limited in English proficiency:

A student who:

1. Was not born in the United States or whose native language is a language other than English and comes from an environment where a language other than English is dominant;

   or

2. Is a Native American or Alaskan Native or who is a native resident of the outlying areas and comes from an environment where a language other than English has had a significant impact on the student's level of English language proficiency;

   or

3. Is migratory and whose native language is other than English and comes from an environment where a language other than English is dominant;

   and

4. Who has sufficient difficulty speaking, reading, writing, or understanding the English language and whose difficulties may deny such individual the opportunity to learn successfully in classrooms where the language of instruction is English or to participate fully in our society.

Tutorial Programs

Students who are certified to receive educational services through the State Migrant Education Department in cooperation with the State Department of Education are offered 30-minute tutorial help during the school day in the areas of reading, math, and language arts. Criteria for eligibility include students who have moved into a district within the last six years from another district or state and whose parents seek either seasonal or temporary employment in agriculture.

No Child Left Behind Act of 2001

If this district receives federal funding for Limited English Proficient (LEP) Programs, the following will be provided:

1. Parents will be notified of their student's placement in a language program and their options associated with that placement. Notification will include the reasons for identifying the child as LEP and the reasons for placing the child in the specified program.

LIMITED ENGLISH PROFICIENCY INSTRUCTION (Cont.)

2. Students will participate in regular assessments in a manner that will yield an accurate assessment. (See also policy EK.) Test waivers may be granted on a case-by-case basis for LEP students who demonstrate unusual and unique circumstances; however, students who have been educated in the United States for three years are required to participate in reading/language arts assessment in English.

3. Certification that teachers in the program are fluent in English as well as other languages used in instruction (if the district receives subgrants).

4. Evaluation of the program and the academic success and language achievement of the students in the program. Parents will be notified of:

   A. Their child's level of English proficiency and how such a level was assessed.

   B. The status of their child's academic achievement.

   C. The method of instruction used in the program in which the child is placed, and the methods of instruction used in other available programs.

   D. Information as to how the program will meet their child's educational strengths, assist him/her to learn English, and meet age-appropriate academic achievement standards.

   E. Exit requirements for the program.

   F. If the child has a disability, a statement as to how the LEP will meet the objectives of the child's IEP.

Consequences of inadequate yearly progress include notification of parents, development of improvement plans, and restructuring of programs or the district will lose federal funds.

For non-English speaking parents, the district will arrange to provide translations of this information in their native language.

REFERENCE: P. L. 107-110, No Child Left Behind Act of 2001

THIS POLICY REQUIRED BY THE NO CHILD LEFT BEHIND ACT.

ALTERNATIVE SCHOOL

Vici High School Handbook: Alternative education students are required to abide by all rules, regulations, policies, and procedures set forth in the Vici High School Student Handbook with the following exception:

Attendance/absences: If a student acquires more than two unexcused absences in one nine-week period or exceeds five absences, he/she may be dropped from the program and the District Attorney may be notified that the student is in district but not attending school.

Excused absences: personal illness, doctor/dentist appointments (must provide note from doctor or dentist, and death of a relative; pre-approved family vacation (please refer to Vici High School Student Handbook).

Tardies: Being tardy longer than fifteen minutes from your appointed time in class is considered an absence. Three tm-dies are counted as one absence.

Dismissal during school day: Students will follow the regular school policy check-out procedure at the office. The alternative education director is the only person who can dismiss a student from the Alternative Education Center. The student will then be sent to the high school office to follow the check out procedure. Only a parent or a legal guardian can check a student out.

School Calendar: Alternative education students will adhere to the school calendar.

Cafeteria: Alternative education students may use the school cafeteria for breakfast and lunch at the designated time and at the designated area. Students may have a cup with a secured lid in the center; however, no drinks are allowed in the computer area. Paper cups will he provided for water.

Breaks: Students will be given a morning break at a designated time and in a designated area. Students may not leave campus during the break time.

Drug Policy: Vici Public Schools maintains a drug free environment. No tobacco, alcohol, or drugs of any kind are allowed. All violators of this policy will be subject to expulsion of the program. Violators will immediately be referred to administration.

Prescription Drugs: Alternative education students must check in prescription medications at the high school office and follow the established procedure.

Electronics: Students are not permitted to have cell phones, pagers, etc. This includes, but is not limited to, radios, Ipods, CD players, MP3 players, etc.

Behavior: Alternative education students will follow the policies and procedures set tbrth in the Vici High School Student Handbook. Students must learn to develop and to demonstrate awareness and self-control, as well as respect for self, fellow students, authority figures, and buildings, equipment, and grounds. If discipline problems arise, they will be handled by the Alternative Education Director and/or I-ugh School Principal. The Vici Public Schools Alternative Education Center reserves the right to permanently expel any student from its program who refuses to abide by the policies and procedures olthe Vici Public Schools and the Alternative Education Center.

Messages: If a parent or legal guardian needs to leave a message for an alternative education student, then the parent or guardian must contact the high school office and follow the established procedure. If a student needs to use the

ALTERNATIVE SCHOOL, CONT.,

phone, he or she may use the phone in the high school office during the break time. Students are not allowed to use the phone in the Alternative Education classroom.

Visitors: Do not bring visitors into the building. All visitors must follow the check-in procedure and check in at the administrative assistant's desk in the superintendent's office. No one will he allowed into the classroom to wait on a student.

Driver's Permit: All students driving to campus must follow the procedure set forth in the Vici High School Student Handbook. Any student not driving in a safe manner while on the school grounds may lose his or her driving privileges. All driving infractions will be handled through administration.

Transportation: Students who remain all day will have access to the school buses. Students who leave at 12:15, who leave for work, or who leave to attend the Career Tech must provide their own transportation. Application to attend Career Tech must be completed by the student and submitted to the high school principal.

Basic Life Skills: All alternative education students are required to complete the Basic Life Skills curriculum which includes Workplace Sofiskills. Students are encouraged to take an active role in their education. They are to participate in all basic life skills learning activities, which will enhance learning and provide points for their grade. Activities are designed to allow students to become more aware of themselves and to become more active in school and community projects. Students will participate in but activities will not be limited to taking field trips, having guest speakers, reading newspapers and discussing articles, attending a school board meeting, attending a town board meeting, etc. The curriculum is designed to give students the necessary skills for a productive life. All alternative education students must participate in group counseling sessions. Individual counseling will be provided, as individual need arises, by the high school L.P.C.

Academic Progress: Each student will work individually with the director to determine a class/coursework schedule. Students will be limited to a maximum of 6 classes unless approval is given by the director. A timed, daily schedule will be developed and implemented by the director with input from student and parent or legal guardian. The schedule will be developed in compliance with the state-mandated graduation requirements. If a student is caught cheating, the student will lose the grades thus far accumulated in the subject area where the infraction occurred. The student will then have to start the semester over in that subject area. Each student must do his or her own work because the ultimate goal is the high school diploma, and state law mandates that students must pass state-mandated tests to receive the diploma. Consequently, each student must understand the subject content. This is a special alternative academic program. Students may work at their own individual pace; however, each student must complete his or her own assignments and make appropriate daily progress. Since the curriculum is self-paced, the student himself/herself is actually responsible for his or her own academic progress.

Curriculum: The curriculum used in the alternative education center is A+ Assessment and Curriculum Courseware, which is a technological-based curriculum. 1-lowever, other resources will be incorporated into the curriculum as needed. No modules or software may he taken home by a student unless given permission by the director. All alternative education students may participate in extra-curricular activities, belong to school organizations, and take electives and/or courses offered in the regular classroom setting. If a student takes a class in the regular classroom setting, then the grade for that course will be determined by the regular classroom teacher. The alternative education director will only be responsible for assessing grades for courses taken in the alternative education curriculum.

ALTERNATIVE SCHOOL, CONT.,

Alternative education students will be allowed to attend Career Tech classes in the afternoon with the permission of the high school principal.

Graduation Credits: As a student completes a course's requirements, the director will submit the student's grade to the high school office where the grade will he posted onto the transcript.

Responsibility: The student is responsible for attending class each day and completing the coursework.

Graduation: Alternative education students will be allowed to participate in the high school graduation ceremony and will receive a high school diploma if all local and slate requirements are met as set forth by the Oklahoma State Department of Education and the Vici Public School Local School Board.

ALTERNATIVE SCHOOL (REGULATION)

Mission

Vici Public School recognizes that all students can learn, some just learn in different manners, at different rates, and for different reasons. The goal of the Alternative School is to motivate and prepare students whose needs are not met by traditional school settings to become productive members of society.

Curriculum Overview

Vici Alternative School focuses on the following curriculum guidelines:

- Small class with a certified, highly qualified instructor.
- Using individualized, student-centered instruction.
- Improving students' basic life skills.
- Upgrading self-worth.
- Learning practical problem solving.
- Setting goals for the future.
- Using non-traditional, flexible, block scheduling.

The core curriculum includes English, math, science, and social studies. Elective curriculum may include reading, physical education, computer/keyboarding, music, art, and life skills.

Student Referral Process

Referral is given for at-risk students whose present status indicates they might fail to successfully complete their secondary education and fail to acquire basic life skills necessary for future education or employment.

Identification characteristics may include:

- Student is a member of a household where income is at the poverty level.
- Student has not made progress in mastering basic life skills expected at his/her age.
- Student has grades indicating major underachievement.
- Student has been retained for one or more years.
- Student is significantly behind classmates in earning credits for graduation.
- Student has excessive absences over the course of a school year or is a returning school dropout.
- Student is determined to be ''at-risk" based on assessment by school staff familiar with the student's progress in school. Evidence may include signs of abuse, neglect, excessive alcohol or drug use, pregnancy, and/or depression.

Intake and Screening:

Referrals may be made by the principal, teachers, parents, or agencies.

- All referrals must be submitted in writing to the principal. Forms are available.
- The principal will arrange a committee review. The committee will consist of the principal, the school counselor, the alternative education teacher, and two regular education teachers familiar with the student.

- Parents and students may be interviewed to help in the selection process.

ALTERNATIVE SCHOOL (REGULATION), CONT.,

- The parent, student, and the student's teachers will be notified if the student is selected for placement.
- A placement meeting will be held including the principal, alternative education teacher, counselor, student, and parent, if appropriate.
- A final decision on attendance will be made at the placement meeting.

Rules and Regulations

- Vici Alternative School is limited to students in grades 6-12.
- A maximum of five students at a time will be permitted to attend the alternative school.
- Hours are 7:45 a.m. until 12:15 p.m. on regular school days.
- Alternative school students may elect to participate in regular school activities such as music, athletics, and shop. Eligibility requirements will be enforced and all participation must be approved by the principal and activity sponsor.
- Students must abide by the same dress code as other Vici High School students.
- The discipline policies in the Vici School handbook apply to alternative school students as well as regular students.
- Computers and software programs are available for educational purposes. All Internet use, other than that for class projects, is prohibited.
- A student must have permission from the teacher and the principal's office in order to leave the premises during school times.
- Alternative students may eat breakfast and/or lunch in the school cafeteria.
- Students will be dropped from the program after the 5th absence in a nine-week period or the $_{8}$th absence in a semester. Unavoidable absences must be approved by the principal in order for the student to remain in the program.
- A student may be dropped from the program for inappropriate behavior, lack of progress toward completing credits, use of or being under the influence of drugs or alcohol, continual distraction of other students or for other reasons as deemed appropriate by the principal.
- A student who has been dropped from the alternative education program is not allowed on school grounds or to attend any school activity for the remainder of the semester.
- A student who has been dropped may not apply for readmission to the alternative school until the following semester. A referral request must be submitted and the student must go through the application process again. If accepted, he/she will then be placed on the bottom of the waiting list if room is not immediately available.
- If a student is dropped from the alternative school, his/her parent or guardian is responsible for home-schooling the student until he/she is readmitted to school.

Program Goals/Objectives/Description

The goals and objectives of Vici Public Schools Alternative Education Program are to educate students and to assist them in gaining the appropriate knowledge base and the necessary skills to become productive citizens. The first and foremost objective of the program is the securing of the high school diploma for each alternative education student. This will be achieved through helping students with credit recovery and with academic achievement difficulties. In doing so, the Alternative Education Program will place emphasis upon student attendance and student performance. Course work is individually designed to meet the specific requirements and needs of each student. Courses arc competency-based thus allowing for self pacing. The program will encourage each student to become involved in both

ALTERNATIVE SCHOOL (REGULATION), CONT.,

the school and the community activities. The program's philosophy is holistic; consequently, the advisory board and community human resources will be asked to help incorporate life skills into the curriculum. Basic skills and practical life-learning situations will be a vital part of the curriculum because one of the program's goals is to promote critical thinking and to help the students develop problem-solving skills that are crucial for successful adulthood.

The Alternative Education Program will be an accredited school program designed to meet the needs of each individual student enrolled in the program. Consequently, curriculum adjustments will be made as necessary. However, the program will strictly adhere to the Oklahoma State Department of Education's requirement and will strictly follow the guidelines set froth by OTAC, Oklahoma Technical Assistance Center.

On-campus counseling is a required component of the program, and all alternative education students will be required to attend counseling sessions conducted by the school counselor.

Disciplinary procedures will place emphasis upon the student's individual choices. The program will encourage student responsibility with choices and consequences clearly defined.

Entry procedures will include but not be limited to referral and interview. Students may enter the program throughout the year as the need arises and as space becomes available. Credit requirements are competency-based as to allow for open entry.

Student progress will be evaluated through assessments, credits earned, attendance, and job performance.

The atmospheric goal of the program is to mimic the workplace environment. The program will be highly structured, yet flexible, and every attempt will be made to maintain a comfortable atmosphere with a good level of student/teacher interaction and peer interaction.

The program's objectives will revolve around the following:

1. Students will successfully complete their secondary education and obtain the high school diploma.
2. Students will acquire basic social and workplace skills.
3. Students will learn to work both cooperatively and independently on projects.
4. Students will develop an understanding of what it means to he a part of a community, whether the school community or the community in which they live.
5. Students will participate in educational activities.
6. Students will learn positive work behavior such as being on time, not being absent, and following through on assigned work until completion.
7. Students will learn individual approaches to problem solving.
8. Students will be given opportunities to enhance their knowledge of other cultures and to develop an understanding of diversity.
9. Students will learn social skills and develop and understanding of sensitivity to other student's achievements, difficulties, and behaviors.
10. Students will develop communication skills and learn how to develop and maintain a working relationship with superiors, subordinates, peers, parents, and community members.

ALTERNATIVE SCHOOL (REGULATION), CONT.,

The program's goal will be to help each student realize his or her own potential, strengths and talents, while gaining an understanding of individual weaknesses. The program will offer assistance to each individual in strengthening those weaknesses, and if possible, in overcoming obstacles that hamper individual growth.

Students applying to the alternative program are required to complete all necessary forms in the high school office. In addition, alternative education students must complete or provide the following:

- Confidentiality Release Form
- Federal Safe School Act Form
- Parental Release
- Bus Trip/Field Trip/Activity Permission Form
- Contract
- Student Information Form
- Current Transcript
- Immunization Record (If the student is not currently enrolled at Vici Public Schools)
- New Release Form

ALTERNATIVE EDUCATION CONTRACT

_____ _____

(Student Name) (Parent/Legal Guardian's Name)

As a student in Vici Public School's Alternative Education Program, I agree to work toward my personal educational goals. I agree not to interfere with the academic progress of other students. To obtain a high school diploma, I understand that I must complete all the requirements set forth by the Oklahoma State Department of Education and the Vici Public School Local Board. I agree to abide by all the rules, regulations, procedures, and policies of the Vici High School Handbook and the Alternative Education Center. I agree to participate in the initial screening procedures and to take all required entrance tests upon entering the Vici Public School Alternative Education Program. The alternative education curriculum is self-paced and competency-based. Because of this, students work through the programs differently; however, I understand that I will not be given a grade for completion of a course until all the course work has been completed, including assessment. I understand that I must be on time, be present daily, stay focused on my personal educational objective, and review my progress with the director, counselor, and/or administrator. I also understand that, if my schedule permits, in addition to my alternative education coursework, I will be permitted to take classes in the regular classroom setting and participate in extracurricular activities. I understand that if I take a class in the regular classroom setting that the classroom teacher will assign the grade and that the alternative education teacher will have no influence over that grade. I agree to attend all weekly group counseling sessions, which will be provided by the school and conducted by the school counselor. I also agree to participate in all basic life skills activities, and I understand that the counseling sessions and the life skills activities are required as part of the alternative education curriculum. All coursework is coordinated through the alternative education director and with the Plan of Graduation.

The Alternative Education policy is to help students achieve their diploma. To obtain my diploma, I understand that I must follow all Oklahoma State Department of Education requirements for the diploma, which includes state testing. Upon completion of all the diploma requirements, I will be allowed to participate in the graduation ceremony.

I understand that my signature indicates that I understand all my responsibilities as a student in the Vici Public School's Alternative Education Center, and I understand all the requirements necessary for the standard high school diploma.

_____ _____

Student Signature Date

_____ _____

Parent/Legal Guardian Signature Date

ACADEMIC PLAN OF GRADUATION

Student _____

Date of Entry _____

Credits at Entry _____

Credits Required for Graduation _____

Credits at Exit of Program _____

Please indicate if you are an OHLAP Student:

Yes ☐ No ☐

If freshman or below freshman status, please circle selected curriculum:

College Preparatory State

ACADEMIC PLAN OF GRADUATION, CONT.,

_____ _____
Student Signature Date

_____ _____
Parent/Legal Guardian Signature Date

School Year _____

Student's Name _____

The following courses are incomplete and will be the first course(s) that will need to be completed. All classes (coursework) that are opened and not completed still have the potential to earn credits in the Alternative program.

Please list course name that you need to begin with when you enter the Alternative Education Program.

Course _____

Course _____

Course _____

Course _____

Course _____

Students will not be allowed to begin coursework on more than six courses. As one course is completed, the student may add another course; however, no more than six courses may be opened at any one time.

ACADEMIC PLAN OF GRADUATION, CONT.,

Student _____

Course Needed	Course Completed
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

GRADUATION CREDIT COMPLETION FORM

To: High School Counselor Date: _____

_____
Counselor's Signature

_____
Alt. Education Instructors Signature

To High School Office Date: _____

_____
Administration Signature

Student's Name _____ Grade _____

English (4units)	1st	2nd	Science (3units)	1st	2nd
*English I	___	___	Physical Science	___	___
*English II	___	___	*Biology I	___	___
*English III	___	___	Physics	___	___
*English IV	___	___	Chemistry	___	___
_____	___	___	_____	___	___
Math (3units)	**1st**	**2nd**	**Social Studies (3units)**	**1st**	**2nd**
*Algebra I	___	___	*Oklahoma History	___	___
Algebra II	___	___	*World History	___	___
Geometry	___	___	*American History	___	___
Computer Sci. I	___	___	*Government	___	___
Computer Sci. II	___	___	U.S. Geography	___	___
Real World Math	___	___	World History II	___	___
_____	___	___	_____	___	___
Fine Arts (2units)	**1st**	**2nd**	***Basic Life Skills**	**1st**	**2nd**
Band	___	___		___	___
Vocal Music	___	___	Work Electives	___	___
Art	___	___	_____	___	___
Humanities I	___	___	_____	___	___
Humanties II	___	___	_____	___	___

GRADUATION CREDIT COMPLETION FORM, CONT.,

ALTERNATIVE EDUCATION GRADUATION CHECKSHEET

Student's Name _____ Grade _____

English (4units)	1st	2nd	Science (3units)	1st	2nd
*English I	___	___	Physical Science	___	___
*English II	___	___	*Biology I	___	___
*English III	___	___	Physics	___	___
*English IV	___	___	Chemistry	___	___
_____	___	___	_____	___	___
Math (3units)	**1st**	**2nd**	**Social Studies (3units)**	**1st**	**2nd**
*Algebra I	___	___	*Oklahoma History	___	___
Algebra II	___	___	*World History	___	___
Geometry	___	___	*American History	___	___
Computer Sci. I	___	___	*Government	___	___
Computer Sci. II	___	___	U.S. Geography	___	___
Real World Math	___	___	World History II	___	___
_____	___	___	_____	___	___
Fine Arts (2units)	**1st**	**2nd**	***Basic Life Skills**	**1st**	**2nd**
Band	___	___		___	___
Vocal Music	___	___	Work Electives	___	___
Art	___	___	_____	___	___
Humanities I	___	___	_____	___	___
Humanties II	___	___	_____	___	___

All alternative education students are required to complete the course Workplace Softskills as one element of the required Basic Life Skills course as designated by OTAC. Vici High School requires 15 mandated credits and 9 elective credits. All courses marked (*) are required for high school graduation. Any unmarked courses may e taken for elective redit. Additional possible elective credits included the following for grades 9-12: Computer Tech, Athletics, Agriculture Education, Vocal Music, Band, Art, Drama, speech, Industrial Arts, and Yearbook (advisor's approval required), Lifetime Fitness; College Readiness (includes Arithmetic, Reading Comprehension, Elementary Algebra, and Sentence Skills).

GRADUATION CREDIT COMPLETION FORM, CONT.,

GRADUATION PLAN ACHIEVED

Student _____

Date _____

Instructor _____

School Counselore _____

CONFIDENTIALITY RELEASE FORM

The undersigned agrees to allow the school to ask if the following student is involved with the Juvenile Justice System.

_____
Student Signature

_____
Legal Guardian/Parent Signature

_____
Date

Have you been involved with the Juvenile Justice System? _____

If Yes, When? _____

Explain:

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

FEDERAL SAFE SCHOOL ACT

Vici Alternative Education Center believes in providing a safe learning environment for its students; consequently, the school does not allow the use of drugs, tobacco, and/or alcohol. Students are prohibited from knowingly possessing, using, transmitting, selling, sharing, or being under the influence of any illicit drug and/or alcohol while at school or any school sponsored activity. Compliance is mandatory. Students in violation of this policy will be subject to immediate disciplinary action by the administration (see Vici Public Schools Student Handbook). Legal authorities will be notified.

_____
Student Signature

_____
Legal Guardian/Parent Signature

_____
Date

BUS TRIP/FIELD TRIP/ACTIVITY PERMISSION FORM

I grant my permission for my child to participate in the following activity:

_____

_____

I give my permission for my child to be transported by bus and/or school vehicle.

I also agree that in the event of an emergency, the sponsor of the group has my permission to seek the nearest qualified designee or medical assistance.

_____
Student Signature

_____
Parent/Legal Guardian Signature

_____
Date

STUDENT INFORMATION RELEASE FORM

_____ give my permission for my student
Parent/Legal Guardian

_____
Student(s)' Name(s)

Information and/or picture to be released to area organizations and area media for school related event, awards, and activities.

_____ I do not give permission to release information of my student to any media or press, written or photographs.

_____ _____
Parent/Legal Guardian Signature

INTAKE SCREENING

Alternative Education Intake Information

Directions: Due to a change in how data is reported, the following information will be needed on students referred to our program. Please report data as accurately as possible because it will be used to determine program effectiveness and will be reported to the Oklahoma State Department of Education. Please complete this form and forward on to alternative program personnel. The following information must be completed before a student can be considered for the program.

Students first and last name _____

Students Date of Birth _____

Age _____

Grade _____

Race _____
Caucasian, Native American, Black, Asian, Hispanic, Multi-racial, Other

Gender _____

OJA
Yes No
Circle yes if the student has ever been involved with the office of Juvenile Affairs.

Primary Reason for Referral _____

Absences
_____
Report the number of days that the Student was absent during his or her last full semester completed.

GPA
_____
Calculate GPA based on the most recent completed semester in regular education.

Number of Days in ISS
_____
Number of days in last completed regular education semester.

Number of Days Out of Schools Suspension
_____
Number of days in last completed regular education semester.

Number of Classes Attempted
_____
Classes attempted in last full semester in regular education.

Number of Classes Passed
_____
Classes completed in last full semester in regular education.

Number of years behind grade level

_____

INTAKE SCREENING, CONT.,

Complete Legal Name _____

Age _____ Classification _____ SS# _____ Gender _____

Address _____
_____
_____

With whom do you live? _____

Relationship to you? _____

Mother's Name _____

Father's Name _____

Mother's Address _____
_____
_____

Father's Address _____
_____
_____

Home telephone _____

Student cell phone _____

Mother's cell phone _____

Father's cell phone _____

Mother's place of employment _____

Mother's work phone _____

Father's place of employment _____

Father's work phone _____

INTAKE SCREENING, CONT.,

In case of emergency, contact the following:

Name _____ Name_____

Phone _____ Phone _____

Relationship _____ Relationship _____

1. Why do you want to be in the Alternative Education Program?

2. Are you a new student or a re-entry student?

3. Where have you last attended school? List all schools.

4. Have you ever been retained? If so when?

5. Have you ever been in special education or remedial classes?

6. Will any court related person be contacting this school concerning your placement?

7. Do you have a driver's license? If no, have you passed the reading test?

8. What type of transportation will you be using to attend school?

INTAKE SCREENING, CONT.,

9. Do you have a job? If so, where and how many hours do you work weekly?

10. Will you be attending Career Tech? If so, what program will you be in?

HIGHLY QUALIFIED EXCEPTION

By signing this form, I am requesting that my child be given the opportunity to participate in the Vici Alternative Education program. I further understand that my child may be receiving instruction in some areas in which the teacher is not Highly Qualified as defined under the Federal No Child Left Behind Act.

_____
Student Name

_____ _____
Parent Signature Date

ALTERNATIVE EDUCATION TESTING SCORES FORM

Student Name _____

IOWA

CRT Scores

EOI Scores

Plan Explore

PSAT

ACT

INTERNET-BASED INSTRUCTION

Internet-based instructional programs offered for instructional purposes and/or high school credit shall be approved by and under the supervision of the Vici Board of Education. The proposed course(s) may be evaluated by the State Department of Education.

Definitions

Synchronous instruction occurs when the instructor and student's primary interactions are in real-time. Regular classroom instruction is synchronous instruction, as well as two-way interactive video. Web-based instruction that requires real-time interaction between student(s) and instructor as the primary format of instruction is also synchronous instruction.

Asynchronous instruction is not dependent on instructor and student interaction in real time. Asynchronous instruction allows the student to engage in learning activities anywhere at any time. For instruction to be considered asynchronous, the primary format of instruction does not depend on real-time interaction of the participants.

Web-based instruction uses the World Wide Web as the primary medium of instruction, with a computer serving as the primary tool of instruction. Web-based instruction may be synchronous or asynchronous.

Two-way interactive video instruction provides for real-time (synchronous) interaction between student(s) and instructor by means of an electronic medium that provides for both audio (sound) and video (sight) signal. Students and instructors participating in two-way interactive video instruction may both see and hear each other in an approximation of real-time.

Guidelines

Prior to offering an Internet-based instructional course, the board of education shall comply with the following guidelines recommend by the State Department of Education:

1. Web-based and two-way interactive video instruction shall be viewed as methods by which the school district can expand the course offerings and access to instructional resources. These technologies should not be viewed solely as substitutes for direct, face-to-face student and teacher interactions, but as a means of expanding the ability of the district to bring the world of knowledge to the students.

2. The board of education will grant students credit for completion of courses offered by means of Internet-based instruction and will assume all responsibility for such coursework.

3. Only students who are regularly enrolled in this district shall be allowed to enroll in alternative instructional delivery systems courses offered for credit through this district.

INTERNET-BASED INSTRUCTION (Cont.)

4. The principal or designee shall evaluate and approve/disapprove all students' requests to participate in courses delivered by means of Internet-based instruction. Only those approved enrollments shall be eligible for credit granted by the district.

5. The principal shall appoint a certified staff member to serve as the building level contact person to assist students enrolling in on-line courses and to serve as a liaison to the on-line teachers and provider(s).

6. 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.

7. Courses offered for credit by means of Internet-based instruction shall be aligned with the Priority Academic Student Skills (PASS).

8. Oklahoma statutes limiting the number of students teachers may supervise in each period of instruction and the total number of students allowed daily shall apply to synchronous web-based and two-way interactive video courses. The number of students each instructor may be required to supervise in asynchronous web-based courses shall be designated by the principal.

9. Each teacher for two-way interactive video and web-based courses shall be provided in-service training pertaining to the methodology of instructional delivery and the technical aspects of distance learning.

10. Student progress shall be monitored on a weekly basis by the counselor. Assignments shall be graded by instructors designee on a regular basis. A syllabus shall be prepared by the teacher and posted on the school district's web-site prior to the commencement of the first class. The syllabus shall provide details to students including assignment grading, testing, and the grading scale used.

11. The security of individual student data and records shall be maintained and receive the same protection afforded students under state and federal laws. No individual student data obtained through participation in Internet-based instruction courses shall be used for any purposes other than those that support the instruction of the individual student.

12. District level aggregated data obtained through participation in Internet-based instruction courses shall be utilized for education purposes only and shall not be provided to commercial entities.

13. All federal and state statutes pertaining to student privacy, the posting of images on the World Wide Web, copyright of materials, Federal Communications Commission rules pertaining to the public broadcasting of audio and video, and other such issues shall be adhered to by the district. (See cross-referenced policies concerning these issues.)

14. Prior to the beginning of instruction, cooperating school districts sharing courses by means of two-way interactive video technology shall, by means of contractual agreement, address such issues as the instruction costs, bell schedules, school calendars, student behavior, teacher evaluation, textbooks, class periods, student grades and grading policies, teacher load, and instructor employment.

INTERNET-BASED INSTRUCTION (Cont.)

15. Contractual agreements shall be established between the school district and parent(s), or legal guardian, of students participating in alternative instructional delivery system courses prior to the beginning of instruction. These contracts may address such issues as grading criteria, time allotted for course completion, student attendance, and the responsibility for course costs and equipment.

16. Instructors of Internet-based courses shall be: (a) certified in Oklahoma or another state to teach in the content area of the course offered, or (b) a faculty member at an accredited institution of higher education, possessing the specific content expertise necessary to teach the course.

17. Students at remote sites who participate in the Internet-based courses offered by the district will be responsible for providing their own equipment and Internet access.

18. Annually, the board of education shall establish fees or charges for the provision of alternative instructional delivery system courses. The district shall not be liable for payment of any fees or charges for any Internet-based course for a student who has not complied with district policies and procedures.

REFERENCE: 70 O.S. §1-111

THIS POLICY REQUIRED BY LAW.

PROMOTION AND RETENTION

The Vici Board of Education believes the primary goal of the educational process is to educate. The board also believes that since each child develops physically, mentally, emotionally, and socially at an individual rate, not all children will complete twelve grade levels of work at the same rate. Therefore, for some children, more than twelve years of public education are necessary to achieve the minimal standards of an appropriate education.

Students in special education are excluded from this policy and will be advanced or retained in accordance with their Individual Educational Program as created by their IEP team.

Grade level placement in the elementary and in the junior high school will be based upon the child's maturity (emotional, social, mental, and physical), chronological age, school attendance, effort, and marks achieved. Standardized test results can be used as one means of judging progress. The grade marks earned by the child throughout the year shall reflect the probable assignment for the coming year. Assignment of grade marks will not be used as a means of discipline or reward under any circumstances.

Whenever a teacher or a placement committee recommends that a student be retained at the present grade level or not receive a passing grade in a course; the parent(s) or guardian, if dissatisfied with the recommendation, may appeal the decision by complying with the district's appeal process. The decision of the board of education shall be final. The parent(s) or guardian may prepare a written statement to be placed in and become a part of the permanent record of the student stating the parent(s)'s or guardian's reason(s) for disagreeing with the decision of the board.

A grade mark on a report card at the end of the grading period shall not fulfill the teacher's responsibility in reporting a child's progress to the child's parent(s) or guardian. Informal notes and personal conferences are necessary to help the teacher and the parent(s) or guardian understand the child's development and progress. The parent(s) or guardian shall be informed, and a conference scheduled if the parent(s) or guardian desire, when it becomes apparent that a child may need to remain at a grade level.

Teachers must notify parents of students who are doing unsatisfactory work. Progress reports will be mailed at mid-quarter (4.5 weeks). A student can not receive a failing grade unless the parents have been notified that the student was making unsatisfactory progress. If a case arises in which a student was doing satisfactory work (''C'' average) at mid-quarter and falls drastically afterward, an unsatisfactory progress report should be sent after mid-quarter. The progress reports should not only be used for ''D'' or ''F'' students, but also ''A'' and ''B'' students who are performing below their levels of ability to significant degrees. Progress reports should also be used to notify parents of students who show outstanding competence or marked improvement.

Upon request of the student, or the student's parent(s) or guardian, a student who has been recommended for retention, is failing a grade, or seeks advancement will be given the opportunity to demonstrate proficiency in the Priority Academic Student Skills (PASS) for the applicable grade level or course. Proficiency will be demonstrated by some means of assessment or evaluation appropriate to the curriculum area, for example: semester test, portfolio, criterion-referenced test, thesis, project, product, or performance. (See also policy EIAE.)

Students demonstrating proficiency in a set of competencies at the 90% level shall be advanced to the next level of study in the appropriate curriculum area(s). This decision will take into consideration such factors as social, emotional, physical, and mental growth. The school will confer with parents or guardians in making such promotion/acceleration decisions.

PROMOTION AND RETENTION (Cont.)

Elementary, middle level, or high school students may demonstrate proficiency in the PASS Outcomes for grades 9-12 high school curriculum areas. Appropriate notation will be placed on the high school transcript. The unit(s) shall count toward meeting the requirements for the high school diploma.

The superintendent is directed to establish a regulation containing criteria to be used by the administration in considering students for promotion or retention.

Retention Policy – Grade 6, 7, 8

It shall be the policy of Vici Public School to retain students in grades 6, 7, 8 who fail more than one the core curriculum subjects i.e. mathematics, science, social studies, and English for the year. To determine whether or not a student has failed in the core curriculum areas, we will average both semester grades to arrive at a yearly average. If the yearly average is under 70, the student will be considered to have failed the subject. These yearly averages will be used only for promotion or retention purposes.

Beginning with the 1999-2000 school year, any student in grades 6th, 7th, or 8th who fails two or more core curriculum areas will be retained.

Core Curriculum is defined as follows for each of the grades mentioned:

6th	7th	8th
Math	Math	Math
English (Including Writing and Spelling)	English	English
Social Studies	Social Studies	Social Studies
Science	Science	Science
Reading		

In accordance with the State Department of Education recommendations, students who failed to meet academic standards during the regular school year may take the Proficiency Based Promotion exams in lieu of repeating the course in summer school or during the school year. A student must perform at the 70% accuracy level (or above) in order to receive a grade and credit for the course. Any passing grade earned, whether 70 or above, will be recorded as a 70 (passing grade) on the transcript. The original failing grade earned during the regular term will remain as a part of the student's transcript and will be included when calculating grade point averages.

REFERENCE: 70 O.S. §24-114.1
70 O.S. §11-103.6

CROSS-REFERENCE: Policy EIAE, Proficiency Based Promotion

GRADING

In accordance with the policy of the board of education the following grading system will be used for all subjects, including special education:

93 - 100	=	A
85 - 92	=	B
77 - 84	=	C
70 - 76	=	D
69 - Below	=	F

A grade mark of 'I' is an incomplete and will become an F if the assignment is not made up or completed in a timely manner (as by the teacher or principal).

Teachers who find that an excessive number of students are earning A's and B's may wish to examine and modify their methods of grading. Teachers who find that an excessive number of students are earning D's and F's may wish to examine and modify their methods of grading.

Students will not be permitted to grade other students' homework, tests, or other classroom assignments.

Exemption Policy

Students who fulfill the following attendance requirements and earn the following grade point average may be exempt from the semester tests:

Grade Average	Maximum Allowable Absences
A	2
B	1
C	0

In considering days missed, all absences, excused and unexcused will be counted except absences because of school-sponsored activities. An exempted student has the option to take the semester tests. However, the grade mark earned on the test will be included in the overall grade average.

REPORT CARDS

The Vici Board of Education believes that students and parents should be informed periodically of the student's progress in school work. Therefore, report cards shall be sent to parents or guardians at the end of each nine-week period. The parent or guardian may be requested to acknowledge receipt by signature and return the card.

Progress reports shall be distributed at mid nine-weeks and additional reports, telephone calls, or personal visits may be scheduled if in the best interest of the student.

If classroom work is missing, incomplete, completed with poor quality or there is a test failed, a parent or guardian shall be contacted.

PROFICIENCY BASED PROMOTION

1. Upon 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.

   A. Proficiency will be demonstrated by assessment or evaluation appropriate to the curriculum area, for example: portfolio, criterion-referenced test, thesis, project, product or performance. Proficiency in all laboratory sciences will require students to perform relevant laboratory techniques.

   B. Students shall have the opportunity to demonstrate proficiency in the core areas twice each year: once before the beginning of the school term and at the end of the school term as identified in 70 O.S. §11-103.6:

      1. Social Studies
      2. Language Arts
      3. The Arts
      4. Languages
      5. Mathematics
      6. Science

   C. Proficiency for advancing to the next level of study will be demonstrated by a score of 90% or comparable performance on an assessment of demonstration.

   D. Qualifying students are those who are legally enrolled in the local school 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.

   G. Students not demonstrating proficiency will be allowed to try again during the next assessment period.

   H. Exceptions to standard assessment may be approved for those students with disabling conditions.

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.

   A. The school will confer with parents in making such promotion/acceleration decisions. Such factors as social and mental growth 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. The statement shall be included in the permanent record of the student.

PROFICIENCY BASED PROMOTION (Cont.)

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. If proficiency is demonstrated in a 9-12 curriculum area, appropriate notation will be placed on the high school transcript. The unit shall count toward meeting the requirement for the high school diploma.

F. Units earned through proficiency assessment will be transferable with students among school districts within the state of Oklahoma.

3. Proficiency assessment will measure mastery of the priority academic student skills in the same way that curriculum and instruction are focused on the priority academic student skills. In other words, assessment will be aligned with curriculum and instruction.

4. Options for accommodating student needs for advancement after demonstrating 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;

   H. Individualized education programs.

5. Each year the school district will disseminate materials explaining the opportunities of proficiency based promotion to students and parents in the district. Priority Academic Student Skills and type of assessment or evaluation for each core curriculum area will be made available upon request.

Appropriate notation will be made for elementary, middle level or high school level students satisfactorily completing a 9-12 high school curriculum area. Completion will be noted with a "P" for passing. This unit will count toward meeting the requirements for the high school diploma.

CROSS-REFERENCE: Policy EIA, Promotion and Retention

PROFICIENCY BASED PROMOTION TESTING PROCEDURES

Upon the request of the student, parent, guardian, or educator, a student will be given the opportunity to demonstrate proficiency in one or more areas of the core curriculum.

1. Proficiency will be demonstrated by assessment or evaluation appropriate to the curriculum are example: portfolio, criterion-referenced test, thesis, project, product or performance. Proficiency in all laboratory sciences will require that students are able to perform relevant laboratory techniques.

2. Proficiency *assessment* will be scheduled in a timely manner to accommodate continuous learning. The opportunity for proficiency assessment will be provided once during the 1993-94 and 1994-95 school years. Beginning with the 1995-96 years, the opportunity will be provided twice each school year, in August and December.

3. Qualifying students are those who are legally enrolled in Vici Public Schools.

4. The District will advertise the dates of the test and will require students to register one month in advance of the test date.

5. Students will be allowed to take proficiency assessments in multiple subject areas. Grades 9-12 will have 22 subject areas available and Grades 1-8 will have one test with 5 separate sub-tests: Reading, Mathematics, Language Arts, Science, and Social Studies.

6. Students not demonstrating proficiency will be allowed to try again during the next assessment period.

7. Exceptions to standard assessment may be approved by the local Board of Education for those students with disabling conditions. Requests for exceptions will be handled on an individual basis by the Board of Education.

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(s).

1. Vici School personnel will confer with parents in making such promotion/acceleration decisions. Such factors as social, emotional, physical and mental growth shall be considered.

2. If the parent or guardian requests promotion/acceleration contrary to the recommendation of school personnel, the parent or guardian shall sign a written statement which shall become a part of the permanent record of the student.

3. Proficiency for advancing to the next grade or next level of study will be demonstrated by a score of 90% on the assessment instrument.

4. Failure to demonstrate proficiency will not be noted on the transcript.

5. 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.

PROFICIENCY BASED PROMOTION, TESTING PROCEDURES (Cont.)

6. If proficiency is demonstrated in a 9-12 curriculum area, appropriate notation will be placed on the high school transcript. The unit shall count toward meeting the requirements for the high school diploma.

7. Units earned through proficiency assessment will be transferable with students among school districts within the state of Oklahoma.

Proficiency assessment will measure mastery of the priority academic student skills in the same way that curriculum and instruction are focused on the priority learner outcomes. In other words, assessment will be aligned with curriculum and instruction.

Options for accommodating student needs for advancement after they have demonstrated proficiency may include, but are not limited to, the following:

1. Individualized instruction
2. Correspondence courses
3. Independent study
4. Concurrent enrollment
5. Cross-grade grouping
6. Cluster grouping
7. Grade/course advancement
8. Individualized education programs

Students shall have the opportunity to demonstrate proficiency in the core areas as identified in 70 0.S. #11-103.5 & 6:

1. Languages
2. Language Arts
3. The Arts
4. Social Studies
5. Mathematics
6. Science

Vici Schools will disseminate materials explaining the opportunities of "Proficiency Based Promotion" the students and parents in the district each year. Priority Academic Student Skills (PASS) and the type of assessment or evaluation for each core curriculum area will be made available upon request.

Appropriate notation will be made for elementary, middle level or high school level students satisfactorily completing 9-12 curriculum area(s). Completion shall be recorded with a grade of pass (no letter grade). The unit will count toward meeting the

HOMEWORK

Most parents expect their children to have work to be done at home. There are reasons for including homework as part of the curriculum. First, parents can witness the difficulties experienced by the child as he/she works on his/her assignments, which gives the parent greater understanding of the grades received by the child. Second, parents are more aware of the work being done by the child. Third, time is needed for practice of the skills learned at school and preparation for class discussion. Finally, the students need to learn to discipline themselves to do independent study.

Home work should not be an excessive burden. Teachers should assume that each of the student's teachers expect the same amount of homework for their classes. Assign homework with the expectation that the student should spend approximately one-sixth of home study time on a particular subject. Extracurricular activities should also be considered when making homework assignments or planning test schedules.

HONORS PROGRAM
VALEDICTORIAN, SALUTATORIAN, HONOR STUDENT

It is the policy of the Vici Board of Education to recognize students of outstanding achievement. The superintendent is directed to establish, subject to approval of the board, criteria for the selection of a valedictorian, salutatorian, and honor student from the graduating senior class and from the eighth grade class.

An Honor roll will be published each semester. Requiremtns for the Superintendent's Honor roll will be: All ''A's''. Requirements for the Principal's Honor roll will be: All ''A's'' and ''B's'' with no grade less than a ''B''.

HONORS PROGRAM
(REGULATION)

Valedictorian and Salutatorian

The Valedictorian and Salutatorian of the senior high graduating class will be determined by the following procedures:

Core classes are:

- Mathematics: Algebra I, Algebra II, Algebra III, Math of Finance, Geometry, Trigonometry, and Calculus
- Science: Physical Science, Biology I, Biology II, Chemistry I, Chemistry II, Botany, Zoology, Anatomy & Physiology, Physics
- Social Studies: Oklahoma History, World History, Geography, Government, Democracy, American History, Psychology, and Sociology
- Language Arts: English I, English II, English III, English IV, World Literature, American Literature, Creative Writing, Spanish I, Spanish II, and Spanish III.

All AP courses will be considered core academic classes.

After the above listed classes have been weighted they will be added to all other those weights have been added to all other solid classes taken by the student. A weighted average will be determined and all students with a weighted average of 101 or above will be declared Co-Valedictorians. If no student has a weighted average of 101 or above, the student (or students in case of a tie to the hundredths of a point) with the highest weighted average will be the Valedictorian. The Salutatorian will be the student with the next highest weighted average after valedictorians have been determined.

Class rank based on raw GPA has no bearing on selection of Valedictorian and/or salutatorian. It is possible that a person could be ranked #1 in the class based on raw GPA and not be named as Valedictorian or Salutatorian.

VALEDICTORIAN AND SALUTATORIAN (REGULATION)

The Valedictorian and Salutatorian of the Senior High graduating class will be determined by the following procedure:

a. A senior high student must have attended Vici High School for a minimum of three (3) semesters including the second semester of the junior year and the entire senior year to be considered for these honors.

b. Grades will be calculated on seven (7) semesters (9th grade through 12th grade) plus the 3rd 9 weeks of the senior year. The third nine weeks grades of the senior year will be treated as grades for the eighth semester to be averaged for determining the Valedictorian and Salutatorian awards.

c. All numerical grades earned in the Core Curriculum Classes (see list below) will have seven (7) points added to each grade average. Classes of competitive athletics, physical education, vocal music and driver's education, concurrent enrollment classes taken for college credit, on-line classes, and independent study classes will not be included in the determination of valedictorian and salutatorian.
Mathematics: Consumer Math, Applied Algebra, Applied Geometry, Algebra I, Geometry, Algebra II, Trigonometry, Calculus, Math of Finance.
Science: Physical Science, Biology I, Biology II, Chemistry I, Chemistry II, Botany, Zoology, Anatomy & Physiology, Physics.
Social Studies: Oklahoma History, Worl History, Geography, Government, Problems of Democracy, American History, Psychology, and Sociology, Anthropology.
Language Arts: English I, English II, English III, English IV, World Literature, Creative Writing, Spanish I, Spanish II.

d. After the above listed classes have been weighted and those weights have been added to all other solid classes taken by the student, averages will be carried to the one-hundredths decimal place. The student having the highest weighted average will be declared Valedictorian and the student with the second highest weighted average will be named Salutatorian. If there is a tie after carrying averages out to this decimal place, co-valedictorians and/or co-salutatorians will be named.

e. Class rank based on raw GPA has no bearing on slection of Valedictorian and/or Salutatorian. It is possible that a person could be ranked #1 in the class based on raw GPA and not be names as Valedictorian or Salutatorian.

f. Amended by board action on July 3rd, 2000 to also exclude form consideration Driver's Education and any concurrent enrollment classes taken by seniors for college credit. On September 5th, 2000, the Board of Education voted that the amendment cited here would not go into effect until 2003-2004 school year.

NATIONAL HONOR SOCIETY

It is the policy of the Vici Board of Education to recognize the efforts and achievements of secondary school students. Therefore, all students in the district's secondary schools will be informed of the National Honor Society's rules and regulations and will be encouraged to participate.

The name of the local chapter shall be Vici National Honor Society of Secondary Schools. The purposes of this organization shall be to create enthusiasm for scholarship, stimulate a desire to render service, promote leadership, and to develop character in secondary school students. The organization shall be under the sponsorship and supervision of the National Association of Secondary School Principals.

National Honor Society

To be eligible, one must have a 3.0 Grade Point Average. The teachers elect fifteen percent of the total enrollment to this society with the following factors in mind:

Service
Leadership
Character
Scholarship

State Honor Society

Membership will be based upon work done during the 1st semester of the current year and the 2nd semester of the preceding year. The standing of students enrolled in the first year of High School will be based upon work done during the 1st semester of the current year. Ten percent of the Junior/Senior High enrollment will be eligible for membership.

The constitution of the National Council and the bylaws of the local chapter shall be as approved by the board of education.

GRADUATION REQUIREMENTS

The Vici 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 23 units of credit be earned in the subject areas listed below to be eligible for graduation. Beginning with the 2006-2007 school year, all ninth grade students, in order to graduate from an Oklahoma public school, will be required to complete the ''college preparatory/work ready curriculum units or sets of competencies'' at the secondary level. A student will be allowed to enroll in the core curriculum in lieu of the requirements of the college preparatory/work ready curriculum upon the written approval of the parent or legal guardian of the student. Current state graduation requirements will be deemed to be the ''core curriculum'' option. The ''college preparatory/work ready curriculum'' will include the following:

4 units of English to include Grammar, Composition, Literature, or any English course approved for college admission requirements;

3 units of mathematics, limited to Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Calculus, Advanced Placement Statistics, or any mathematics course with content and/or rigor above Algebra I and approved for college admission requirements;

2 units of laboratory science, limited to Biology, Chemistry, Physics, or any laboratory science course with content and/or rigor equal to or above Biology and approved for college admission requirements;

2 units of history and citizenship skills, including one unit of American History, one-half unit of Oklahoma History, one-half unit of United States Government and one unit from the subjects of History, Government, Geography, Economics, Civics, or Non-Western culture and approved for college admission requirements;

3 units of any of the subjects listed above or from the following: Computer Science, Foreign Language.

In order to graduate from the district with a standard diploma, students shall complete the following core curriculum units at the secondary level:

GRADUATION REQUIREMENTS (Cont.)

Language Arts
4 units or sets of competencies
- 1 unit of Grammar and Composition
  and
- 3 units which may include
  - American Literature
  - English Literature
  - World Literature
  - Advanced English Courses
  - Other English courses with content and/or rigor equal to or above grammar and composition

Mathematics
3 units or sets of competencies
- 1 unit of Algebra I [1]
  and
- 2 units which may include:
  - Algebra II
  - Geometry [1]
  - Trigonometry
  - Math Analysis or Precalculus
  - Statistics and/or Probability
  - Calculus
  - Computer Science I and II
  - Intermediate Algebra
  - Mathematics of Finance
  - Contextual mathematics courses that enhance technology preparation whether taught at a (1) comprehensive high school, or (2) technology center school when taken in the tenth, eleventh, or twelfth grade, taught by a certified teacher, and approved by the State Board of Education and the district board of education
  - Mathematics courses taught at a technology center school by a teacher certified in the secondary subject area when taken in the tenth, eleventh, or twelfth grade upon approval of the State Board of Education and the district board of education
  - Other mathematics courses with content and/or rigor equal to or above Algebra I

Science
3 units or sets of competencies
- 1 unit of Biology I [1]
  and
- 2 units which may include:
  - Chemistry I
  - Physics
  - Biology II
  - Chemistry II
  - Physical Science
  - Earth Science
  - Botany
  - Zoology
  - Physiology
  - Astronomy
  - Applied Biology/Chemistry
  - Applied Physics
  - Principles of Technology
  - Qualified agricultural education courses
  - Contextual science courses that enhance technology preparation whether taught at a (1) comprehensive high school, or (2) technology center school when taken in the tenth, eleventh, or twelfth grade, taught by a certified teacher, and approved by the State Board of Education and the district board of education
  - Science courses taught at a technology center school by a teacher certified in the secondary subject area when taken in the tenth, eleventh, or twelfth grade upon approval of the State Board of Education and the district board of education
  - Other science courses with content and/or rigor equal to or above Biology I

[1] These courses may be taught in a contextual methodology.

GRADUATION REQUIREMENTS (Cont.)

Social Studies
3 units or sets of competencies
- 1 unit of United States History
- ½ to 1 unit of United States Government
- ½ unit of Oklahoma History
- ½ unit to 1 unit which may include:
  - World History
  - Geography
  - Economics
  - Anthropology
  - Other social studies courses with content and/or rigor equal to or above United States History, United States Government, and Oklahoma history

The Arts
2 units or sets of competencies

Electives
8 units or sets of competencies

In addition to the curriculum requirements, students shall complete the requirements for a personal financial literacy passport as set forth in the Passport to Financial Literacy Act.

All students are strongly encouraged to complete two units or sets of competencies of foreign language classes and two units or sets of competencies of physical and health education as part of the core curriculum.

Credit may be given for the above-referenced classes when the courses are taken in the seventh or eighth grades if the teachers are certified or authorized by law to teach the subjects for high school credit and the required course rigor is maintained.

Courses offered by a supplemental education organization that is accredited by a national accrediting body and that are taught by a certified teacher and which provide for the teaching and learning of the appropriate skills and knowledge in the PASS may, upon approval of the State Board of Education and the school district board of education, be counted for academic credit and toward meeting state graduation requirements.

No student will be allowed to receive credit more than once for completion of the same unit or sets of competencies. All of the above-referenced classes may not be offered by the district. However, sufficient courses shall be offered to allow students to meet the graduation requirements during the secondary grade years of the student.

The remaining units need to consist of coursework designed to meet the individual needs and interests of the student. However, all students in grades nine through twelve are required to enroll in a minimum of six periods, or the equivalent in block scheduling, of rigorous academic and/or rigorous vocational courses each day, which may include arts, vocal and instrumental music, speech classes, and physical education classes.

Students who transfer into this school district from out of state after their junior year of high school shall not be denied, because of differing graduation requirements, the opportunity to be awarded a standard diploma. This applies to students who would be unable to meet the specific graduation requirements listed above without extending the date of graduation. Exception from the graduation requirements will be based on rules established by the State Department of

Education. All exceptions and the reasons therefor shall be reported to the State Department of Education on or before July 1 of each year.

GRADUATION REQUIREMENTS (Cont.)

Early graduation from high school is not offered by this district. Students are expected to complete eight (8) semesters of high school in order to graduate and receive a diploma.

REFERENCE: 70 O.S. § 11-103.2c
70 O.S. § 11-103.6

SCHOOL COUNSELOR

The school counselor is a member of the teaching team. The counselor is concerned for the welfare of the child, instructional goals of the teachers, and communication between home, school, and the community.

Student referrals to the school counselor are made by the principal and teachers. Parents wishing a conference may contact the counselor from 8:00 a.m. to 9:00 a.m. each school day. Students may make arrangements to visit the counselor through their homeroom teachers.

TESTING PROGRAM
STUDENT SURVEYS
(REGULATION)

The board of education recognizes surveys can be a valuable resource for schools and communities in determining student needs for educational services. Such collection of input from students and parents may be used to assist school staff in decision-making related to curriculum and instruction and in program development and operations. To this end, the board supports the use of appropriate surveys in accordance with the guidelines contained in these regulations.

Administrators, teachers, other staff members, and the board of education may use surveys for many purposes, which may include, but are not limited to, the need for student services, the determination of prevailing views pertaining to proposed policies and/or practices, or the determination of student knowledge and/or attitudes related to a specific subject or unit. These are examples of surveys and not intended to be an all-inclusive listing. Administrative approval is required for surveys. Responses will not be used in any identifying manner.

Surveys used in any experimental program or research project will be subject to the requirements outlined in policy found elsewhere in this manual. (See GVA-P.) Parents shall have the right to inspect all instructional material that will be used for a survey, analysis, or evaluation as part of a federal program.

Prior to administering a survey, the board of education must approve all those that are received by the superintendent that include reference to any of the factors listed below. No student may, without prior parental consent, take part in a survey, analysis, or evaluation in which the primary purpose is to reveal information concerning:

1. Political affiliations or beliefs of the student or the student's parent;
2. Mental and psychological problems of 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 or analogous relationships, such as 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); or
8. Religious practices, affiliations, or beliefs of the student or the student's parent.

Prior consent to any such survey, analysis, or evaluation means the prior written consent of the student's parent or guardian or, if the student is emancipated, of the student.

Surveys conducted for other agencies, organizations, or individuals must have the recommendation of the superintendent of schools and the approval of the board of education as to content and purpose. The results of such approved surveys must be shared with the board of education.

TESTING PROGRAM, STUDENT SURVEYS, REGULATION (Cont.)

Parents/guardians shall have the right to inspect, upon their request, a survey created by a third party before the survey is administered or distributed by a school to a student. Such requests shall be made in writing with a response to be at least two weeks in advance of any survey to be given.

Overall survey results following decisions must be shared with all parties who request such information.

Parents/guardians shall be notified at least annually, at the beginning of the school year, of this policy and when enrolling students for the first time in district schools. This notification must explain that parent/guardians, or students 18 or older, have the right to ''opt the student out of participation,'' in writing, in the following activities:

1. The collection, disclosure, and use of personal information gathered from students for the purpose of marketing or selling that information. This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to students, such as:

   A. College or other postsecondary education recruitment, or military recruitment;

   B. Book clubs, magazines, and programs providing access to low-cost literary products;

   C. Curriculum and instructional materials used in schools;

   D. Tests and assessments;

   E. Student recognition programs; and

   F. The sale by students of products or services to raise funds for school-related activities.

2. The administration of any survey that delves into the restricted sensitive subject areas identified and listed above; or

3. The administration of any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school not necessary to protect the immediate health or safety of the student or other students and not otherwise permitted or required by state law.

Parents/guardians of a student shall also have the right to inspect, upon request, any instructional material used as part of the educational curriculum.

Definitions

The term ''survey'' includes an evaluation.

The term ''invasive physical examination'' means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

TESTING PROGRAM, STUDENT SURVEYS, REGULATION (Cont.)

The term ''personal information'' means individually identifiable information, include a student's or parent's name, address, telephone number, or social security number.

The term ''instructional material'' means instructional content that is provided to a student, regardless of format. It does not include tests or academic assessments.

These terms do not include ordinary classroom activities or teaching techniques.

CROSS-REFERENCE: Policy FL, Student Records
Policy GVA-P, Research Proposals, Procedures and Guidelines

THIS POLICY REQUIRED BY THE NO CHILD LEFT BEHIND ACT.

MILITARY RECOGNITION

The legislature of the state of Oklahoma has designated the second Tuesday of April as the Oklahoma National Guard and the 45th Infantry Division Appreciation Day. The school district may consider planning an event to show appreciation for the brave and courageous deeds exhibited by the members of the Oklahoma National Guard and 45th Infantry Division.

The legislature of the state of Oklahoma has also designated the date of November 11 as "Veterans Day" and the week in which November 11 falls is hereby designated “Celebrate Freedom Week” for the public schools of Oklahoma. If the date of November 11 falls on a Saturday or Sunday or if classes are not in regular session, Veterans Day will be observed on the preceding school day. If Veterans Day falls on a Sunday, the following week will be Celebrate Freedom Week.

The Vici Board of Education shall ensure that on Veterans Day each school in this district will conduct and observe an appropriate program of at least one class period to remember and honor American veterans. If scheduling allows, the schools may choose to have a moment of silence beginning at 11:00 a.m. on November 11 of each year. This activity is intended to serve to educate students about the termination of World War I at 11:00 a.m. on November 11, 1918.

During Celebrate Freedom Week, students in grades three through twelve shall study and recite the following text:

> “We hold these truths to be self-evident, that all men are created equal, that they are endowed by their Creator with certain unalienable Rights, that among these are Life, Liberty, and the pursuit of Happiness. That to secure these rights, Governments are instituted among Men, deriving their just powers from the consent of the governed.”

Students may be excused from the recitation of the text set forth above if:

1. The parent or guardian of the student submits to the school district a written request that the student be excused;
2. As determined by the school districts, the student has a conscientious objections to the recitation; or
3. The student is the child of representative of a foreign government to whom the United State government extends diplomatic immunity.

REFERENCE: 70 O.S. §24-152

STUDENT RESIDENCY

It shall be the policy of the Vici Board of Education to enforce the residency requirements as outlined in Section 14 of the School Laws of Oklahoma of 1996.

The residence of any child for school purposes shall be:

a. The school district in which the parents, guardian, person having legal custody or person who is a relative within the fourth degree of the child who has assumed the permanent care and custody of the child holds legal residence.

b. Any adult who does not fall into one of the categories in part (a) above, and who holds legal residence in the Vici School District and has assumed permanent care and custody of the child. This person must file an affidavit with the school district attesting that they have assumed custody and the reasons for assuming custody. Any person who willfully makes a statement in the affidavit which the person knows to be false, shall, upon conviction, be guilty of a misdemeanor punishable by imprisonment it he county jail for not more than (1) year or a fine of not more than Five Hundred Dollars ($500.00) or both such fine and imprisonment.

Homeless Students

In accordance with the Federal McKinney Homeless Assistance Act, homeless children shall have access to the same free and appropriate public education as provided to other children. The board shall make reasonable efforts to identify homeless children within the district, encourage their enrollment, and eliminate existing barriers to their education that may exist in district policies or practices. No child or youth shall be discriminated against in this school district because of homelessness.

Children are deemed to be homeless under the following conditions:

1. A child who is lacking a fixed regular and adequate nighttime residence and who has a primary nighttime residence that is a publicly or privately operated shelter designed to provide temporary living accommodations, a temporary residence prior to institutionalization, or a place not designed or ordinarily used as a regular sleeping accommodation for human beings.

2. A child who is placed in a transitional or emergency shelter before placement in a foster home or home for neglected children.

3. A child who is temporarily living in a trailer park or camping area due to lack of adequate living accommodations.

4. A child who is living in doubled-up accommodations due to loss of housing or other similar situation.

5. A child who is placed in a foster home for lack of shelter space.

6. A migratory child who is staying in accommodations not fit for habitation.

7. A child who has run away from home and lives in a runaway shelter, abandoned building, the street, or other inadequate accommodations.

STUDENT RESIDENCY (Cont.)

8. A child who is placed in a state institution because s/he has no other place to live.

9. A child who has been abandoned by his/her family and who is staying in a hospital.

10. A child whose parents or guardian will not permit him/her to live at home and who lives on the street, in a shelter, or in other transitional or inadequate accommodation.

11. School-age unwed mothers or expectant mothers who are living in homes for unwed mothers because they have no other available living accommodations.

The district administration shall attempt to remove existing barriers to school attendance by homeless children:

1. Enrollment requirements that may constitute a barrier to the education of the homeless child or youth may be waived at the discretion of the superintendent. If the district is unable to determine the student's grade level due to missing or incomplete records, the district shall administer tests or utilize other reasonable means to determine the appropriate grade level for the child.

2. Fees and charges that may present a barrier to the enrollment or transfer of a homeless child or youth may be waived at the discretion of the superintendent.

3. Customary transportation policies and regulations may be waived at the discretion of the superintendent.

4. Official school records policies and regulations may be waived at the discretion of the superintendent.

5. The district shall make a reasonable effort to locate immunization records from information available or shall arrange for students to receive immunizations through health agencies and at district expense if no other recourse is available. Immunizations may, however, be waived for homeless youth only in accordance with provisions of board policy on immunizations. (See policy FFAB.)

6. Other barriers to school attendance by homeless youth may be waived at the discretion of the superintendent.

The district will provide to each homeless child such school services that are comparable to services offered to other students in the district and that are determined to be in the child's best interest. Such services will include:

1. Public preschool programs;

2. Special education, Title I, and limited English proficiency programs for which they are eligible;

3. Vocational education programs;

4. Gifted and talented programs;

5. Before and after school programs;

6. School meal programs; and

STUDENT RESIDENCY (Cont.)

7. Transportation services.

Residency Officer

The school district designates _____ as residency officer. The residency officer may be contacted by calling the school district at _____ or by writing to the residency officer at the following address, or by personally visiting the residency officer at _____ _____.

If this school district denies admittance of a student who claims to be a resident of the district, the parent, guardian, or person having care and custody of the student may request a review of the residency officer's decision. Such request for review shall be in writing and must be received by the residency officer within three school days of the denial of admittance. The request for review shall include any additional pertinent information that may justify the admittance of the child to the school district.

Upon receipt of a written request for review, the residency officer will render a decision and notify the parent of the decision within three school days of the receipt of the request for review.

If the parent disagrees with the findings of the residency officer, the parent will notify the residency officer within three school days of the receipt of the decision. The residency officer will submit his/her findings and all documents reviewed to the board of education.

The board of education will review the decision and the documents submitted by both the residency officer and the student and render a decision at the next board meeting. The board's decision may be appealed only pursuant to procedures utilized by the State Department of Education.

REFERENCE: 70 O.S. §1-113, §1-114
70 O.S. §18-111

THIS POLICY REQUIRED BY LAW.

STUDENT ATTENDANCE

All students are required to attend school regularly. Failure to attend school regularly may result in a student's failure to pass a class or to be promoted to the next grade level.

In order to receive credit in a class, a student must be in attendance 90% of the time. The principal will have the flexibility to make exception s in unusual cases such as extended illness, family tragedy, or other instances deemed to be justified.

Any student who is absent without a valid excuse for four days or parts of day within a four-week period or for ten days or parts of days within a semester shall be reported by the designated attendance officer (principal) of the district, first, to the student's parent, guardian or custodian and, second, to the district attorney for juvenile proceedings pertaining to truancy.

No single factor does more to aid a student's successful progress in school than regular attendance.

The purpose of this policy is to provide for uniformity in student attendance recording and to explain the penalty assessment for absenteeism.

Students are responsible for requesting make-up assignments when they return to school. A student shall have one (1) school day for each day of absence plus one to make up the work missed, unless granted additional time by the teacher. No penalty shall be assessed against work made up f or absences and turned in according to the following policy.

Any examination or test, announced during the student's presence in class or which is regularly scheduled (nine weeks or semester, which is missed by the student due to any type of absence other than truancy or a class cut, shall be made up on the day the student returns to class. If the test is administered on the day the student returns to class, he/she shall be obligated to take the test on that day. Should the student be absent at the time the test is announced and if it is not regularly scheduled, either of which would prevent him/her from being aware of the scheduled test, then the test shall be administered to him/her one day following his/her return to class. Any exceptions to the policy concerning administering the test shall be limited to those exceptions made by the Principal.

A student who is absent due to truancy shall not have the opportunity to make up work missed. A grade of ''0'' indicating ''no credit'' shall be recorded in the grade book for that day or days and averaged into the final grade along with all other grades for the grading period. This policy shall also be in effect on semester and nine weeks tests.

Once a student arrives at school, he/she must check out prior to leaving school during the school day. The student's parents or guardian must be advised prior to checking out to go home. A student may not take another student home unless both are approved by the building Principal. A student that is absent and did not check out will be deemed as truant. A student that comes to school late must check in at the office prior to attending class.

REFERENCE: 70 O.S. §10-105, §10-106
Department of Education, Administrator's Handbook

ATTENDANCE POLICY
(REGULATION)

Oklahoma State Law: It shall be unlawful for a parent, guardian, custodian or other persons having control of a child who is over the age of five (5) years, unless such child has been screened as provided for in Section 1210.282 of this title and such child is determined not to be ready for kindergarten, and under the age of eighteen (18) years and who has not finished four years of high school work, to neglect or refuse to cause or compel such child to attend and comply with the rules of some public, private or other school, unless other means education are provided for the full term the schools of the district are in session. (Note: The county district attorney will be notified in case of chronic absence.)

Oklahoma Secondary School Activities Association: A student who did not attend classes ninety percent (90%) of the previous semester and who has not attended classes ninety (90%) of the current semester is not eligible to compete in any interschool competition governed by the association. e.g., athletics, band, FFA, FHA, VICA, etc.

Attendance

School attendance is the responsibility of the student, parent, or guardian. Recognizing that some students do not have the maturity to realize these responsibilities, it is often necessary that parents play a dominant role in bringing about this acceptance of responsibility.

School attendance is becoming more and more important as a part of a student's school record. Regular and punctual attendance by all students is also necessary for the proper functioning of the entire school. One of the major causes of failure is absenteeism.

A student out of school really loses two days of work because the student comes unprepared for the day following the absence.

Student Attendance

All pupils are required to attend school regularly. Failure to attend school regularly may result in a student's failure to pass a class or to be promoted to the next grade level.

In order to receive credit in a class, a student must be in attendance 90% of the time. The principal will have the flexibility to make exceptions in unusual cases such as extended illness, family tragedy or other instances deemed to be justified.

It is necessary for the parent to contact the appropriate principal when the student is absent from school in order for the absence not to be considered truancy. Parents may contact the principal in person, by phone, or by written communication. Calls will be accepted between 7:30 a.m. and 3:30 p.m. Parents are asked to contact the school office before 9:30 a.m. on the day of the absence. After 9:30 the school will attempt to contact the parent. Written notes will be accepted when the student returns to school.

ATTENDANCE POLICY, REGULATION (Cont.)

On a junior high/high school student's return to school an admit slip will have to be secured from the principal's office and taken to each class for the teacher's initials. Student's who are absent more than (1) hour in the morning, or (1) hour in the afternoon will receive a ½ day absence.

Make-Up Work

One school day for each school day absent is allowed to complete make-up work. Make-up work will begin no late3r than the first day after returning from the excused activity or absence. It is the student's responsibility to secure make-up work from the teacher. If the student is truant, the student will be allowed to make-up the work but the student will receive a grade of zero for the assignment. Regardless of the reasons for an absence, all work must be made up as arranged with the classroom teacher. At no time shall a student be allowed to leave the school grounds during the school day unless such leaving is in compliance with school policy and with clear approval by the parent, guardian or custodian of the student. No teacher may excuse a pupil to leave the school during the school day unless the student checks out through the office.

Types of Absences:

Activity: Students dismissed form school to participate in school activities under the supervision of a teacher will not be counted absent from school; however, they will be considered absent from individual classes and must make up work missed. It is the students' responsibility to discus make-up needed, assignment completion, and when/how to turn in assignments.

Regular Absence: All absences are considered a regular absence, other than school activity absences or truancy.

Absence by Arrangement

These are absences in which the parents deem it necessary that a child miss school for reasons other than those that fall within an excused absence.

1. A student may take up to 3 days of absences by arrangement per semester.

2. A student may make up all work missed without penalty. It is up to the student, on the day of return, to make arrangements to see that the work is made up.

3. In order to take an absence by arrangement, the parent, or guardian, must submit, at least two days prior to the absence, a request for the student to be absent. If the request is not made as required, the absence will be treated as an unexcused absence.

4. Absences by arrangement will count against a student's exemption from semester tests.

Unexcused Absence

This is any absence that does not fall within one of the above categories. Work may be made up. Credit for the make up work will be at the discretion of the teacher.

ATTENDANCE POLICY, REGULATION (Cont.)

Truancy

A student is considered truant when absent from the classroom without the knowledge of either the school or the parent.

Tardies

1. A student who is more than 10 minutes late is counted absent for the period.

2. Each 3 tardies will constitute an unexcused absence from that class. Student may off set this absence by attending one Saturday School.

Any student who exceeds the 90% day limit may appeal to the board of education for reinstatement of credit. Consideration will be given as to the reason for the absences as well as to the attempts by parents to minimize the absenteeism.

*** REFERENCE: 38 O.S. §37**

TARDINESS

A student is considered tardy if the student is not in the classroom when the tardy bell rings. The principal is directed to count three tardies as one absence. This absence can be relieved by attending one Saturday School.

OPEN TRANSFER POLICY
TRANSFERS AND ASSIGNMENTS

It is the policy of the Vici Board of Education that any application for open transfer will be reviewed by the board of education and considered on a first-come, first-served basis. Applications may be obtained from the superintendent and shall be filed with the office of the superintendent during regular business hours of the school district beginning February 1st and ending April 1st in the school year preceding the school year for which the transfer is desired. Written application for any transfer shall be made by the parent(s) of the student and filed with the superintendent of the district. For purposes of the Education Open Transfer Act, the term ''parent'' means the parent of the student or person having custody of the student or a competent student having reached the age of majority.

By March 1, the superintendent shall notify the resident school district that a student enrolled in the resident school district has filed an application for transfer.

The board of education shall vote to approve or deny the application for transfer no later than June 1. Transfer applications shall be reviewed by the board of education in executive session in order to protect the confidentiality of student records. However, the vote to approve or to deny the application for transfer shall take place in open session. The district shall not accept or deny a transfer based on ethnicity, national origin, gender, income level, disabling condition, proficiency in the English language, measure of achievement, aptitude, or athletic ability. Notwithstanding the provisions of the Education Open Transfer Act, transfers of children with disabilities shall be granted as authorized in Section 13-103 of Title 70 of the Oklahoma Statutes. All transfer applications will be approved or denied subject to the following criteria:

1. Availability of Programs.

2. Staffing Availability.
   If accepting the transfer will require the addition of personnel, the transfer application will be denied.

3. Space Limitations.

4. Disciplinary Record.
   Discipline records of students transferring to this school will be requested as part of the student's records. It shall be within the discretion of the board of education, based upon the student's records, as to whether a transfer will be approved or denied. As a general rule, students with poor discipline or attendance records or those deemed ''not in good standing'' at their former school will not be approved for transfer to this district.

5. Adjudication as a Juvenile Sex Offender.

On or before September 1, the superintendent shall file a copy of a list of students granted transfer showing the resident school district and grade level of all students granted transfer with the State Board of Education and each resident school district.

On an adequate showing of emergency, the superintendent may make and order a transfer, subject to approval by the State Board of Education. An emergency shall include only:

1. The destruction or partial destruction of a school building;

OPEN TRANSFER POLICY, TRANSFERS AND ASSIGNMENTS (Cont.)

2. The inability to offer the subject a student desires to pursue, if the student becomes a legal resident of a school district after February 1 of the school year immediately prior to the school year for which the student is seeking the transfer;

3. A catastrophic medical problem of a student, which for purposes of this section shall mean an acute or chronic serious illness, disease, disorder, or injury which has a permanently detrimental effect on the body's system or renders the risk unusually hazardous;

4. The total failure of transportation facilities;

5. The concurrence of both the sending and receiving school districts;

6. The unavailability of remote or on-site Internet-based instruction by course title in the district of residence for a student identified as in need of drop-out recovery or alternative education services, provided such student was enrolled at any time in a public school in Oklahoma during the previous three school years; or

7. The unavailability of a specialized deaf education program for a student who is deaf or hearing impaired.

A child who has reached the age of four (4) on or before September 1 of the school year, and resides in a district that does not offer an early childhood program may be granted a transfer into the district provided the physical facilities and teaching personnel can accommodate the child. The district may also refuse to accept the nonresident child if the district determines the child is not ready for the district's early childhood education program.

A child whose family relocates from the school district may continue attendance to the end of the current school year provided the student began the school year in the school district.

Students transferring to the district between school years shall be admitted to the next higher grade upon meeting entrance requirements and showing evidence of having completed the preceding grade. Students transferring from private, non-accredited schools shall be tested and placed accordingly.

Any student residing in a school district that does not offer the grade that such child is entitled to pursue shall be entitled to be transferred to any school district inside or outside of the transportation area in which such student resides which offers the grade which he is entitled to pursue. Such transfer shall be automatically approved.

No student shall be permitted an open transfer more than once in any school year.

Any brother or sister of such transferred student may apply to attend the same said school system.

Any parent, guardian, person, or institution having care and custody of a child who pays ad valorem tax on real property in this district, but does not reside in this district; may, with approval of the board of education, enroll the child in this district and receive a credit on the nonresident tuition fee equal to the amount of the ad valorem tax paid for school district purposes provided the credit shall not exceed the total amount required for the tuition payment.

OPEN TRANSFER POLICY, TRANSFERS AND ASSIGNMENTS (Cont.)

If a parent or guardian intentionally falsifies any information on the application for transfer, the transfer will be denied or if previously approved, it will be repealed.

Any student transfer approved for any reason prior to January 1, 2000, shall continue to be valid and shall not be subject to the Education Open Transfer Act unless the parent having custody chooses otherwise.

Should the board of education determine that cancellation of a previously approved transfer is in the best interest of the district, the resident district and the parents/guardian of the student shall be notified of the cancellation. Such notice shall be made by June 1 prior to the school year for which the cancellation is applicable.

Beginning July 1, 2008, the transfer of a child with disabilities for three consecutive years creates an automatic and permanent transfer to this school district.

REFERENCE: **70 O.S. §1-114**
70 O.S. §1-113
70 O.S. §5-117.1
70 O.S. §8-101, et seq.
70 O.S. §24-101, et seq.
Family Education Rights and Privacy Act
Atty. Gen. Op. No. 87-134, April 1, 1988

THIS POLICY REQUIRED BY LAW.

WITHDRAWAL FROM SCHOOL

The Vici 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.

A student who withdraws from school must:

1. Have parent or guardian call or come into office.
2. Obtain a withdrawal form from the principal's office as early as possible on the day he/she intends to checkout of school.
3. All subject teachers, the librarian, secretary, and the principal must sign the withdrawal notice.
4. The student will take this form with them to be used in enrolling in the next school.

REFERENCE: 47 O.S. §6-107.3
70 O.S. §35e

HEALTH:
STUDENTS

The Vici Board of Education believes that the goals of educators should include training that helps our children to grow into productive and responsible adults.

While the general health and physical maintenance of a child is the responsibility of the parent, the board believes that teachers and administrators should encourage students to become aware of the value of a healthy mind and body.

If a teacher or an administrator becomes aware of a health problem involving a student, the parents or legal guardian of the student shall be notified and a conference with the parents be scheduled. If efforts to resolve the problem through consultation with the parents are not successful, the administrator shall consider referring the matter to the Department of Human Services.

Health education shall, whenever possible, be incorporated into the subject matter of all courses of instruction. There shall also be established definite time allocations for the teaching of health education.

Any child who is determined to be afflicted with a contagious disease, as currently defined by the Oklahoma Department of Health, or with head lice shall be prohibited from attending school until a health officer has determined that the child is free of head lice or the contagious disease or that the disease is no longer contagious.

REFERENCE: 70 O.S. §5-117, §10-105, §11-103, §1210.194
63 O.S. §1-507

HEAD LICE
(REGULATIONS)

If a student has brown nits, the student will be removed from the classroom and a letter will be sent home to the parent/guardian stating that the nits must be removed before the student can be readmitted to school. The parent/guardian must bring the student to the office. The student will not be allowed to ride the bus to school or be readmitted to school until the office checks the student's head. If the student is free and clear of lice, the student may return to class.

If the student is sent to the office with live bugs, the student will be removed from the classroom and the parent/guardian will be called to pick up the student. The parent must bring the student the next day to the office. The student will not be allowed to ride the bus to school or be readmitted to school until the office checks the student's head. If the student is free and clear of bugs, the student may return to class.

If a student has recurring lice problems, it will be up to the discretion of the office personnel to request a release from a doctor or health professional stating that the student has been treated and is free of lice. The school has the right to contact the Department of Human Services, if the problem is not solved.

ALL NITS MUST BE REMOVED BEFORE THE STUDENT CAN RETURN TO SCHOOL. IF THERE ARE A FEW NITS, THE PARENT MUST REMOVE THEM.

INSTRUCTIONS FOR PARENTS (HEAD LICE)

HEAD LICE POLICY

Vici School District adheres to the Oklahoma State Department of Health's guidelines for control of active infestation of head lice that require of effective treatment of live lice or nits located within one-half inch of the scalp. This policy does not require removal of all nits from the hair in for a student to return to school after initial exclusion for head lice.

HEAD LICE PROCEDURE

BUILDING PRINCIPAL AND/OR DESIGNATED BUILDING PERSONNEL WILL ASSUME THE RESPONSIBILITY FOR ENFORCING THE FOLLOWING STEPS:

1. Identify and temporarily exclude only those students with an 'active infestation' of head lice (i.e., live lice and/or nits found within one-half inch from the scalp). The regulation applies if the infestation is identified by school personnel, parents, or guardians.

2. Contact student's parent(s). Identify the problem and explain the recommended treatment guidelines. Interpret the school health policy and temporarily exclude the student from school until he/she has been adequately treated.

The 'Head Lice' letter is to be given to the parent or sent home with the student.

3. Screen all close contacts to include:

   A. Siblings

   B. All students in his/her classroom

   C. Best friends

   D. Playmates

   E. Car pool and bus partners

   F. Baby-sitter and day-care center contacts

4. Re-admittance to school requires a clearance slip from the City-County Health Department or a physician stating, ‘‘The student has been adequately treated and appears to be free of all live lice.’’

5. Seven to ten calendar days after the initial treatment, the parent must re-shampoo the hair of the infested student with a pediculicide. (This instruction is given in the Head Lice Letter.)

INSTRUCTIONS FOR PARENTS, HEAD LICE (Cont.)

6. Seven to ten calendar days after the initial treatment, a second clearance must be obtained from the City-County Health Department of Health or a physician stating "there is evidence of a second shampoo, appears to be free of live lice, and nits are more than one-half inch from the scalp."

7. If a second clearance is not received by the eleventh day after the initial treatment, the student must be temporarily excluded until this clearance is obtained.

8. Repeated student infestation should be reported to DHS.

ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS)

It is the policy of this Board of Education that students who have contracted AIDS will not be denied educational opportunities. The placement of students with AIDS within the school system will depend upon the student's needs and the school's capabilities. Students who have been verified by the Oklahoma Department of Public Health, the school physician, or a private physician as having contracted AIDS will be placed in the school's handicapped program or will be enrolled according to procedures established by the superintendent.

AIDS Regulation

In accordance with the policy of the Board of Education, this regulation shall govern the placement of students with the Human Immunodeficiency Virus (HIV) that can result in Acquired Immune Deficiency Syndrome (AIDS), and its related illnesses.

The knowledge that a student of this school district is afflicted with AIDS may arise from different sources. If a student or the student's parents or guardian advises a member of the staff that the student has AIDS or is suspected of having AIDS, the staff member will report that information immediately to the superintendent.

If the student or any person other than a student's parents or guardian reports that a student has or is suspected of having AIDS, the superintendent will meet with the student's parents or guardian as soon as possible. The superintendent will determine if the parents/guardian have knowledge of the student's infection and, if not, whether further medical examination is desired. If the superintendent confirms that the student is infected with AIDS the superintendent will report the student's illness to the Oklahoma Department of Public Health.

When a student is confirmed as being infected with AIDS, the superintendent will discuss the educational options of the student with a Health Review Committee composed of the parents, the student's physician, public health personnel, and school personnel. School personnel may include the superintendent's designee, the counselor, and for elementary students, the homeroom or grade teacher. The Health Review Committee shall make recommendations for educational placement after weighing the risks and benefits to both the infected child and to others in the educational setting. If the Health Review Committee determines that the condition of the student warrants the being classifies as a ''handicapped child'' in need of special education and related service under P.L. 94-142, then the district shall convene a Special Education Placement team to devise an Individual Educational Placement for the child.

The Health Review Committee will determine if the student's health poses an immediate and present danger to the student, the school staff, or other students if the infected student is place in a regular classroom environment. If the Health Review Committee determines that such a danger is present, the superintendent will offer homebound instruction to the student under the school's homebound instruction program. The superintendent may temporarily remove a student with AIDS from he classroom if and when communicable diseases are occurring in the school population in order to protect the infected student from extraordinary risk.

If the Health Review Committee determines that the student's health does not pose an immediate danger to the student, school staff, or other students, the Health Review Committee will be requested to conduct a monthly evaluation of the infected student's progress or a more frequent evaluation as circumstances warrant.

ACQUIRED IMMUNE DEFICIENCY SYNDROME, CONT.,

(handbook)

Employees

The Board of Education is strongly committed to providing a safe environment for staff and students in relation to communicable diseases. 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 contract not renewed merely because he 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:

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.

Any decision regarding the employee's status shall be based upon the best medical evidence available. The superintendent of schools or his 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.

- The employee is required to provide the superintendent of schools 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.

- Any employee may apply for and be granted a leave of absence without pay when approved by the superintendent of schools, upon the advice of the employee's personal physician and, when deemed appropriate, a district medical officer.

- An employee may request and be granted return from a leave of absence without pay when approved by the superintendent of schools 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.

ACQUIRED IMMUNE DEFICIENCY SYNDROME, CONT.,

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 of schools 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 student's or the parent's 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.

REFERENCE: 63 O.S. §1-502.2

HIV/AIDS MEDICAL INFORMATION RELEASE CONSENT FORM

I, _____, the parent or

legal guardian of _____

hereby give consent for the disclosure of the following medication information (check as many as apply):

_____ HIV antibody test result

_____ AIDS diagnosis

_____ Summarized medical record

_____ Details of symptoms, signs, and diagnostic test results (specify: _____

_____)

_____ Psychiatric, other mental health, and/or developmental evaluation records (specify: _____

_____)

_____ Names of medical care and/or support service providers (specify: _____

_____)

to (name/s) _____,

role(s) _____,

for the express purpose of _____.

This release is limited to a single disclosure of the above listed information to the above named individuals. Any disclosure of information not listed above or disclosure to individuals not listed above is expressly prohibited. Disclosure to any other persons that those listed above requires my informed, written consent. This release expires one year from the date it is signed.

Signature: _____

Date: _____

IMMUNIZATIONS
STUDENTS

No minor child shall be admitted to any public, private, or parochial school unless such child can present to the school authorities certification from a licensed physician or the appropriate public health authorities that such child has received or is in the process of receiving immunizations against diphtheria, pertussis, tetanus, measles (rubeola, rubella), poliomyelitis, smallpox, hepatitis A & B, chickenpox (varicella) or is likely to be immune as a result of the disease.

Any minor child, through his parent or guardian, may submit to the health authority charged with the enforcement of the immunization laws a certificate of a licensed physician, stating that the physical condition of the child is such that immunization would endanger the life or health of the child; or upon receipt of a written statement by the parent or guardian objecting to such tests or immunizations and said child shall be exempt from the provision of this act.

The immunizations will be administered by a licensed physician, someone under his direction, or public health department. If the parents or guardian are unable to pay, the State Department of Public Health shall provide, without charge, the immunization materials requried by this act to such pupils. The parents, guardian or person having legal custody of any child may claim an exemption from the immunizations on medical, religious or personal grounds.

Exemptions from the Law

Exemptions from the immunization requirements are authorized in the law for medical, religious, and personal reasons.

Medical

The amended School Immunization Law of 1976 states in Section 1210.193 that any minor child, through his parent or guardian, may submit to the health authority charged with the enforcement of the required immunization program, a certificate signed by a licensed physician stating that the physical condition of the child is such that the immunization would endanger the life or health of the child and thus be exempted from the immunization requirements.

Religious or Other

Exemptions based on religious or other objections to immunizations are also allowed. The parent or guardian must present a signed written statement briefly summarizing his/her objections.

Personal

Exemptions may also be authorized for children whose parent or guardian objects to immunizations on philosophical grounds but is not necessarily a member of a church or group which subscribes to religious beliefs contrary to the practice of immunization. As with religious exemptions, the parent or guardian must present a Certificate of

Exemption complete with a brief statement summarizing his or her objections to immunizations. Lost or unobtainable immunization records are not grounds for personal exemptions.

IMMUNIZATIONS STUDENTS, CONT.,

The following immunizations are required by the State Department of Public Health prior to the enrollment of a child in public school:

5 DPT (Diphtheria - Pertussis - Tetanus) (unless the fourth dose was received after the fourth birthday)
4 Poliomyelitis (unless the third dose was received after the fourth birthday)
2 Measles, Mumps, and Rubella (MMR)
3 Hepatitis B
2 Hepatitis A
1 Varicella (Chickenpox)

REFERENCE: 70 O.S. §1210.191, et seq.
Oklahoma State Department of Health Regulations

MEDICATION: ADMINISTERING TO STUDENTS

No medicine shall be administered to students by school personnel unless a form authorizing to administer medicine has been signed by the parent or legal guardian. (Appendix 4)

Dispensing Medicine

The Vici Board of Education hereby appoints the building Principal or his representative for the purpose of dispensing prescribed medication to the students of his building in compliance of HB 1550.

The term ''medicine'' as used in this policy means ''filled prescription medicine''. ''Filled prescription medicine'' is prescription medication contained in a prescription vial with a

label which correctly states the name and address of the pharmacy, date of filling, name of patient, name of prescribe, prescription number, and directions for the administration of the medication.

Only the following personnel shall be authorized to administer medicine at school: the school principal, or school employees who have been designated in writing by the school Principal as authorized to administer medicine. A nurse employed by the County Health Department working pursuant to an agreement made between the County Health Department and this School District may also administer medicine.

No medicine shall be administered unless the parent or guardian of the student requiring the medication has given the school written authorization to administer the medicine. The parent or guardian of any student requiring medication during school shall bring the medication to the principal of the school the student attends, and complete and sign the ''Parental Authorization'' form (Appendix 5). Each school shall keep on file the written authorization(s) of the parent or guardian of the student to administer medicine to the student.

Filled prescription medicine shall be administered pursuant to the directions for the administration of the medicine listed on the label, or as otherwise authorized in writing by the physician prescribing the same.

All medicine shall be properly stored, and not readily accessible to persons other than the persons who will administer the medication.

Each school in which any medicine is administered shall keep a record of the name of the student to whom the medicine was administered, the date the medicine was administered, the name of the person who administered the medicine, the type or name of medicine which was administered, the dosage of the medicine which was administered, and the time the medicine was administered. The "Log of Administration of Medicine" (Appendix 6) shall be used by each school to keep the record of all medicine administered during each school year.

The Board of Education adopts this policy pursuant to the provisions of 70 0.5. 1984, 1-116-2. Under this statute a school nurse, county nurse, administrator, or designated school employees are not liable to the student or his parent or guardian for civil damages for any personal injuries to the student which result from acts or omissions of the school or county nurse, administrator, or designated school employees in administering any medicine pursuant to the provisions of the statute. However, such immunity does not apply to acts or omissions constituting gross, willful or wanton negligence.

MEDICATION: ADMINISTERING TO STUDENTS (Cont.)

REFERENCE: 10 O.S. §170.1
59 O.S. §353.1
70 O.S. §1-116, et seq.

SELF-ADMINISTRATION OF INHALED ASTHMA MEDICATION

In compliance with state law, the Vici Public Schools permits the self-administration of inhaled asthma medication by a student for treatment of asthma. The parent or guardian of the student must provide the district with written authorization for the student to self-administer the medication. The parent or guardian must also provide a written statement from the physician treating the student that the student has asthma and is capable of, and has been instructed in the proper method of, self-administration of medication. Additionally:

1. The parent or guardian must provide the school with an emergency supply of the student's medication to be administered as authorized by state law.

2. The school district will inform the parent or guardian of the student, in writing, and the parent or guardian shall sign a statement acknowledging, that the school district and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student.

3. Permission for the self-administration of asthma medication is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the above requirements.

4. A student who is permitted to self-administer asthma medication shall be permitted to possess and use a prescribed inhaler at all times.

5. Definitions:

   A. **Medication** means a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label.

   B. **Self-administration** means a student's use of medication pursuant to prescription or written direction from a physician.

REFERENCE: 70 O.S. §1-116.3

VISION SCREENING OF STUDENTS

During enrollment, parents or guardians of students who enroll in kindergarten, first, or third grade for the 2007-08 school year and thereafter, shall receive notification of state law via a copy of this policy regarding vision screening.

Beginning in the 2007-08 school year, the parent or guardian of each student enrolled in kindergarten, first, or third grade shall provide certification to school personnel that the student passed a vision screening within the previous twelve months or during the school year. The screening shall be conducted by personnel listed on the statewide registry maintained by the State Health Department.

No student shall be prohibited from attending school for a parent's or guardian's failure to furnish a report of the student's vision screening.

REFERENCE: 70 O.S. § 1210.284

ACCIDENT INSURANCE
STUDENTS

For a small fee, each student may take out a policy. The policy is a form of Group Insurance made available through the school. Students will be given enrollment forms at registration, and claim forms will be available in the office.

It is the policy of the Vici 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. The public schools may not legally pay insurance premiums or medical bills for students.

In making accident insurance available, the school district assumes no obligation or liability as agent or representative of any insurance company or agency. Student insurance will be made available under these guidelines and will be treated entirely as an administrative matter:

1. Schedules of limited coverage will be offered in order to keep the premium within the reach of the majority of students. Once the student insurance has been selected and implemented, it becomes primarily a matter between the student or parent and the insurance company, with the school participating only to the extent of filling out and turning over to the student or parent that portion of the claim form necessary to certify the time, location, and circumstance of the accident, and to identify the student as a participant in the student insurance program.

2. The student insurance offered will be available for all students participating in junior and senior high school athletics.

3. The student insurance program selected may be continued for up to five consecutive years, subject to the approval of the company, without seeking new proposals on the open market as long as the premium remains the same and the service rendered proves satisfactory.

4. The agency and/or underwriting company must provide knowledgeable local representation to follow up problem claims, answer questions concerning coverage and procedures, and generally expedite the entire program from the standpoint of communicating among the claimant, doctor or hospital, and claims office. In addition, the underwriting company, if not located in Oklahoma, must maintain an agent within the state with authority to handle, adjust, and process claims so that final claim determination will be made within the State of Oklahoma.

BICYCLES

Students riding bicycles to school are to park them in the bicycle rack. Students should walk their bicycles on the school grounds. Abide by all traffic rules when riding bikes to and from school. The school is not responsible for the safe keeping of bicycles left overnight at school.

VEHICLE USE AND PARKING
STUDENTS

Students who are observed driving recklessly or speeding in school zones or near school property and are reported to the principal will be given a warning on the first incident and reported to the law enforcement on the second notice. Once the student arrives at school the automobile or motorcycle is not to be driven unless the student has permission from the principal. Students must be properly licensed and insured before bringing a vehicle onto school property. All students will park in the east parking lot. Faculty and staff will park south of the New Gym and Auditorium and the north section of the east parking lot.

REPORTING SUSPECTED CHILD ABUSE AND/OR NEGLECT

In accordance with Oklahoma law, teachers are required to report suspected cases of physical abuse or neglect involving students to the county office of the Department of Human Services. The board of education fully supports that requirement and has established this policy to facilitate such reporting.

Every teacher, support person, or other employee of this school district shall report any suspected physical, mental, or sexual abuse or neglect of any school student to the Department of Human Services in the county in which such suspected abuse occurred by telephone or in person followed by a written report. The employee shall also inform the building principal who will advise the superintendent that the report was made using Form FFG-E.

The reporting obligations under this section are individual, and no employer, supervisor or administrator of a person required to provide information pursuant to this section shall discharge, or in any manner discriminate or retaliate against, any such person who in good faith provides such child abuse reports or information, testifies, or is about to testify in any proceeding involving child abuse or neglect; provided, that such person did not perpetrate or inflict such abuse or neglect. Any such employer, supervisor, or administrator who discharges, discriminates, or retaliates against such person shall be liable for damages, costs, and attorney fees. Any person who knowingly and willfully fails to promptly report any incident of child abuse may be reported by the Department of Human Services to local law enforcement for criminal investigation and, upon conviction thereof, shall be guilty of a misdemeanor. Any person who knowingly and willfully makes a false report, or makes a report that the person knows lacks factual foundation may be reported by the Department of Human Services to local law enforcement for criminal investigation and, upon conviction thereof, shall be guilty of a misdemeanor.

Any person participating in good faith and exercising due care in the making of a report or any person who, in good faith and exercising due care, allows access to a child by persons authorized to investigate a report concerning the child shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed. Any such participant shall have the same immunity from any liability with respect to participation in any judicial proceeding resulting from such report.

In accordance with Oklahoma law, teachers are required to report suspected cases of physical abuse or neglect involving students to the county office of the Department of Human Services. The board of education fully supports that requirement and has established this policy to facilitate such reporting.

Every teacher, support person, or other employee of this school district shall report any suspected physical, mental, or sexual abuse or neglect of any school student to the Department of Human Services in the county in which such suspected abuse occurred by telephone or in person followed by a written report. The employee shall also inform the building principal who will advise the superintendent that the report was made using Form FFG-E.

REPORTING SUSPECTED CHILD ABUSE AND/OR NEGLECT (Cont).,

The reporting obligations under this section are individual, and no employer, supervisor or administrator of a person required to provide information pursuant to this section shall discharge, or in any manner discriminate or retaliate against, any such person who in good faith provides such child abuse reports or information, testifies, or is about to testify in any proceeding involving child abuse or neglect; provided, that such person did not perpetrate or inflict such abuse or neglect. Any such employer, supervisor, or administrator who discharges, discriminates, or retaliates against such person shall be liable for damages, costs, and attorney fees. Any person who knowingly and willfully fails to promptly report any incident of child abuse may be reported by the Department of Human Services to local law enforcement for criminal investigation and, upon conviction thereof, shall be guilty of a misdemeanor. Any person who knowingly and willfully makes a false report, or makes a report that the person knows lacks factual foundation may be reported by the Department of Human Services to local law enforcement for criminal investigation and, upon conviction thereof, shall be guilty of a misdemeanor.

Any person participating in good faith and exercising due care in the making of a report or any person who, in good faith and exercising due care, allows access to a child by persons authorized to investigate a report concerning the child shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed. Any such participant shall have the same immunity from any liability with respect to participation in any judicial proceeding resulting from such report.

REFERENCE: 10 O.S. §7101, et seq.
21 O.S. 1981, §846, 847
63 O.S. §1-120 (G)
Atty. Gen. Op. No. 78-202 (Dec. 28, 1978)

CROSS-REFERENCE: Policy FFGB, Child Abuse Investigations

SUSPECTED CHILD ABUSE REPORT FORM

CHILD'S NAME: _____ DATE OF BIRTH: _____

ADDRESS: _____ SCHOOL: _____

PARENT(S)/LEGAL GUARDIAN: _____

ADDRESS: _____

I hereby acknowledge that I have a statutory duty to report any suspected abuse to DHS. I further understand that merely filing this report does not absolve me of my statutory duty to report this directly to DHS.

A copy of this suspected child abuse or neglect report may be filed with the Department of Human Services, the supervising administrator and the Superintendent of Schools. The supervising administrator will also need to contact the DHS.

Describe the nature and extent of the suspected child abuse or neglect: _____

_____

_____

Describe any evidence of previous suspected child abuse or neglect: _____

_____

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: _____

CUSTODIAL AND NONCUSTODIAL PARENTAL RIGHTS

It is the policy of the Vici 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).

REFERENCE: 43 O.S. §110

CROSS-REFERENCE: Policy EHAA, Family Involvement
Policy FDF, Leaving School Grounds, Closed Campus

LETTERING QUALIFICATIONS
ATHLETICS

It is the policy of the Vici 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 and remain students in good standing. The superintendent is directed to prepare a regulation, for board approval, setting forth the eligibility requirements.

Special awards must be approved by the athletics director and must not violate the Oklahoma Secondary Schools Activities Association rules on special awards.

LETTERING QUALIFICATIONS
ATHLETICS
(REGULATIONS)

Earning a varsity letter should be a source of pride and accomplishment. It should be a symbol that the wearer has done everything that has been asked of him/her during practice and games to reach their individual and team potential.

Lettering at Vici Junior/Senior High will be based on participation. Our lettering guidelines will be as follows:

1. Junior High student athletes will be given a certificate of participation if they start and finish the season. If an injury prevents them from participating they will be given a certificate of participation.

2. Our rule at Vici for 9th graders playing up on the high school team is as follows: If the coach, student athlete, and parents agree the student athlete can play up; and if a 9th grader plays up and meets the participation rule they will be awarded a bar for their 9th grade year and will not receive a letter until they have earned it as a sophomore.

3. For high school student athletes to receive a letter they must start and finish the season beginning with their sophomore year. If they letter as a sophomore the athletic department will provide them a certificate of participation and a varsity letter. Each year following they will receive a certificate of participation and a bar for each sport.

4. If a student athlete moves into our district during the season and has been participating at the previous school and completes the season at Vici, he/she will be awarded a certificate of participation and a letter.

5. In the event an injury prevents participation and the student athlete continues to make a significant contribution to the team, they will receive the appropriate award.

6. If student support personnel follows all the rules of student athletes and performs their appropriate roles the coach can award them a certificate of participation and the varsity letter or bars as they apply.

Special Considerations:

Special Olympics

Requirements for this letter award would be participation in the Special Olympic Track and Field Area meet and the State competition. All other requirements regarding this letter award would correspond with the existing athletic letter award.

Rodeo

The high school rodeo lettering requirements are based on a point system. To letter in rodeo, each member must earn a minimum of 50 points. Points are accumulated as follows:

1 point - each event/rodeo entered
10 points - first place
8 points - second place
6 points - third place
4 points - fourth place
2 points - fifth place

LETTERING QUALIFICATIONS, ATHLETICS, REGULATIONS (Cont.)

To qualify for State Finals competition is determined by the respective State Organizations based on their performance at various sponsored rodeos.

FUND RAISING BY IN-SCHOOL ORGANIZATIONS

The Vici Board of Education recognizes that from time to time an organization or class within the school system has a need to raise funds to finance certain projects.

Any organization wishing to raise funds should adhere to the following procedure:

1. Submit an estimate for the cost of the project to the superintendent.
2. Submit a list of sources for the fund raising to the superintendent.
3. Obtain approval for the project from the board of education.
4. All funds that are raised should go into the activity fund, except funds raised by a group or organization sanctioned by the board that should remain the property of that group or organization. Only the superintendent or the superintendent's designee can approve expenditures out of the activity fund.
5. Students may participate in door-to-door solicitation of funds with approval of the Administration.
6. All funds must be returned to the school sponsor and deposited in the appropriate activity account on a daily basis.

Raffles

Student groups or organizations and parent-teacher associations affiliated with this school district meeting the qualification requirements of state law are permitted to conduct raffles for the benefit of school-related initiatives within this district subject to the approval process, above. Raffles permit such qualified organizations to raise funds by issuing numbered tickets in conjunction with voluntary contributions to the organization. The board of education shall give approval of the items for raffle prior to approving a raffle as a fund-raiser.

REFERENCE: 21 O.S. §1051
70 O.S. §5-122, §5-129, §5-135

ADMINISTRATIVE GUIDELINES FOR RAFFLES

With passage of the Oklahoma Education Lottery Act in November 2004, public schools accredited by the State Department of Education and parent-teacher organizations affiliated with a public school were granted the right to conduct raffles as a means to raise funds.

In order to conduct raffles in a legal and organized manner, these administrative guidelines shall be followed:

1. Participation in raffles is a voluntary act on behalf of the participant, and the contributions to participate in the raffle are considered voluntary.

2. A set of pre-numbered tickets must be issued. One ticket stub will be issued to the participant, and the school will retain the other ticket stub.

3. Schools and other related organizations may not hire or contract with any person or business to conduct the raffle, to sell raffle tickets, or to solicit contributions in connection with a raffle on behalf of the organization.

4. The board of education must approve all raffles conducted on behalf of the respective school.

5. School officials must be actively involved in supervising the drawing of the ticket stub or stubs.

6. All funds received in connection with the raffle shall be accounted for in accordance with district activity fund procedures.

7. The owner of the winning ticket stub need not be present to win.

8. Cash and non-cash prizes may be used as raffle winnings.

9. The fair market value of the winnings must be disclosed. The winning prize for raffles will be limited to a fair market value not to exceed $5,000.

10. Tax considerations must be followed. If the fair market value of the winning cash or non-cash prize is less than $600, then there are no tax considerations to be followed. For cash or non-cash prizes that have a fair market value of $600 or more and under $5,000, the winnings must be reported through the issuance of a 1099 to the IRS and the recipient. Information such as name, address, and social security number must be obtained from the recipient for winnings greater than $600.

11. Schools and affiliated organizations shall not conduct casino nights and other forms of gambling.

12. Students who wish to participate in the raffle may do so before and after school.

STUDENT RECORDS

The superintendent is directed to establish procedures to ensure compliance with the Family Educational and Privacy Act and other applicable acts and regulations.

Notification to Parents:

You have the right to inspect and review your or your child's education records.

You have the right to exercise limited control over other people's access to your or your child's education records. The school will limit the disclosure of information contained in education records except:

1. By prior written consent of the student's parent or the eligible student.
2. As directory information.
3. Under certain limited circumstances, as permitted by the FERPA.

You have the right to seek correction to a part or parts of educational records if you believe the record to contain inaccurate, misleading information or if the record otherwise violates the student's rights. Your rights include the right to a hearing to present evidence that the record should be changed.

You have the right to file a complaint with the U.S. Department of Education if you believe that this school district has violated the FERPA.

You have the right to obtain copies of this school's FERPA policy. Copies of this policy are located in the superintendent's office.

The district will arrange to provide translations of this notice to non-English speaking parents in their native language.

Parents may be denied copies of a student's records after the student reaches 18 years of age under the following conditions:

1. When the student is attending an institution of post-secondary education.
2. If the parent fails to follow proper procedures and pay copying charges.

Non-directory Educational Records are private or confidential records maintained by the school regarding a current or former student.

The Board of Education Adopts this Policy Statement in regard to Directory Information

Directory Information will be maintained by the school for the following purposes: announce student recipients of awards; announce student achievement; announce students participating in activity programs; and announce class members.

Parents/legal guardians have the right to withhold directory information regarding their child attending this school. Those parents/legal guardians exercising their right to withhold directory information must notify the school in writing of their intent. Forms are available through the school's administration office.

STUDENT RECORDS (Cont.)

Failure on the part of the parent/legal guardian to notify the School District of their intent to withhold directory information will be considered as consent for the School District to make directory information available regarding their child. The School District will release no information of a confidential or negative nature to the public.

The following information is designated as ''directory information'':

- student's name
- parent or lawful custodian's name major field of study and grade level classification (example: elementary, 7th grade, sophomore) student's participation on officially recognized
- activities and sports
- weight and height of member of athletic teams
- dates of attendance, dates of enrollment, withdrawal, re-entry
- diplomas, certificates, awards and honors received
- most recent previous educational agency or institution attended by the student

Operational procedures

Records officer designated by this District is the Superintendent. In the event of absence of the Superintendent, the Superintendent's secretary has been designated as records clerk. Only the three individuals listed are empowered to receive requests for directory information and/or provide directory information requested.

In order to request directory information on students or staff members of this District, an individual, representing himself or an organization, must complete the Request for Information form. The form may be obtained at the Superintendent's office and must be completed in person and in the presence of the records officer or designee. All requests for information directed to individual schools must be referred to the Superintendent's office for processing.

Following completion of the form, a search for information requested will be undertaken. The individual requesting information may review materials or receive copies of information at a time designated by the records officer, at the Superintendent's office. Every effort will be made to honor approved requests within five (5) working days.

Fees for information will be assessed according to the School District's fee schedule.

Parents may complete a form which prohibits the school district from releasing information about an individual student. The signed forms from parents will be placed on file in the office of the records officer.

If a legal question concerning release of records and/or information arises, legal counsel representing the school district will be asked to render a decision in the matter. Copy of the decision will be furnished to the person making the request for information.

STUDENT RECORDS (Cont.)

REFERENCE: **34 CFR 99.1**
18 USC §§2331 and 2332(g)(5)(B)
20 USC 1232
P. L. 107-110, No Child Left Behind Act of 2001
51 O.S. §24A.16
70 O.S. §6-115
70 O.S. §24.101.4
70 O.S. §24-114

COMPLIANCE WITH FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 (REGULATION)

In accordance with the policy of the board of education, the following regulation shall govern the release of student records to students and members of the student's family, legal custodian, or legal guardian.

DEFINITIONS

For the purpose of this regulation, the school district has used the following definitions of terms:

Student

Any person who attends or has attended a program of instruction sponsored by the board of education of this school district.

Eligible Student

A student or former student who has reached age 18 or is attending a post-secondary school, and who is no longer a dependent of the parent for federal tax purposes.

Parent

Either natural parent of a student unless his or her rights under the Family Education Rights and Privacy Act (FERPA) have been removed by a court order; an adopted parent; a guardian; or an individual acting as a parent or guardian in the absence of the student's parent or guardian.

Education Records

Any item of information or record (in handwriting, print, computer media, video or audio tape, film, microfilm, microfiche, or other medium) maintained by the school district, an employee of the district, or an agent of the district which is directly related to an identifiable student except:

1. A personal record, including informal notes, kept by a school staff member, which meets the following tests:

   A. It was made as a personal memory aid;

   B. It is in the sole possession of the individual who made it; or

   C. Information contained in it has never been revealed or made available to any other person except the maker's temporary substitute;

2. An employment record which is used only in relation to a student's employment by the school district (employment for this purpose does not include activities for which a student receives a grade or credit in a course); or

3. Alumni records that relate to the student after the student no longer attends classes provided by the school district and the records do not relate to the person as a student.

COMPLIANCE WITH FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974, REGULATION (Cont.)

Personal Identifier

Any data or information that makes the subject of a record known. This includes the student's name, the student's parents or other family member's name, the student's address, the student's social security number, a student number, a list of personal characteristics, or any other information that would make the student's identity known.

ANNUAL NOTIFICATION

Within the first three weeks of each school year, the school district will publish a notice to parents and eligible students of their rights under the FERPA and this policy. The district will also send home with each student a bulletin listing these rights and the bulletin will be included with a packet of material provided parents or an eligible student when the student enrolls during the school year.

The notice will include the following:

1. The right of a student's parent or eligible student to inspect and review the student's education records;

2. The intent of the school district is to limit the disclosure of information contained in a student's education records except: (1) by the prior written consent of the student's parent or the eligible student, (2) as directory information, or, (3) under certain limited circumstances, as permitted by the FERPA;

3. The right of a student's parent or an eligible student to seek to correct parts of the student's education records which he or she believes to be inaccurate, misleading, or in violation of student rights (this right includes the right to a hearing to present evidence that the record should be changed if the district decides not to alter it according to the parent's or eligible student's request and the right to insert in the student's permanent records an explanatory statement giving reasons for disagreeing with the decision);

4. The right of any person to file a complaint with the Department of Education if the school district violates the FERPA; and

5. The procedure that a student's parent or an eligible student should follow to obtain copies of this policy and the locations where copies may be obtained.

The district will arrange to provide translations of this notice to non-English speaking parents in their native language.

STATEMENT OF RIGHTS

Parents and eligible students have the following rights under the Family Education Rights and Privacy Act and this policy:

1. The right to inspect and review the student's education record;

COMPLIANCE WITH FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974, REGULATION (Cont.)

2. The right to exercise a limited control over other people's access to the student's education record;
3. The right to seek to correct the student's education record, in a hearing, if necessary;
4. The right to report violations of the FERPA to the Department of Education; and
5. The right to be informed about FERPA rights.

All rights and protections given parents under the FERPA and this policy transfer to the student when the student reaches 18 or enrolls in a post-secondary school.

LOCATIONS OF EDUCATION RECORDS

TYPES	LOCATION	CUSTODIAN
Cumulative School Records		
Cumulative School Records (Former Students)		
Health Records		
School Transportation Records		
Speech Therapy Records		
Psychological Records		

PROCEDURE TO INSPECT EDUCATION RECORDS

The parent of a student or an eligible student may inspect 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. See the schedule of fees for copies below.

Since a student's records may be maintained in several locations, the school principals will 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 a parent or eligible student wishes to inspect records where they are maintained, school principals will make every effort to accommodate the wishes.

COMPLIANCE WITH FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974, REGULATION (Cont.)

The parent or eligible student should submit to the student's school principal a written request that identifies, as precisely as possible, the record or records he or she wishes to inspect.

The principal (or other record custodian) will contact the parent of the student or the eligible student to discuss how access will be best arranged (copies, at the exact location, or records brought to a single site).

The principal (or other record 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. This procedure must be completed in 45 days or less from the receipt of the request for access.

If for any valid reason, such as working hours, distance between record location sites, or health, a parent or eligible student cannot personally inspect and review a student's education record, the school district will arrange for the parent or eligible student to obtain copies of the record. See below for information regarding fees for copies of records.

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.

FEES FOR COPIES OF RECORDS

The school district will not deny parents or eligible students any rights to copies of records because of the following published fees. Where the fee represents an unusual hardship, it may be waived in part, or in whole, by the record custodian. However, the district reserves the right to charge for copies, such as transcripts, it forwards to potential employers or to colleges and universities for employment or admission purposes. The school district may deny copies of records to third parties (not parents or students) in the following situations:

1. The student has an unpaid financial obligation to the school.

2. There is an unresolved disciplinary action against the student that warrants the denial of copies.

The FERPA requires the school district to provide copies of records:

1. When the refusal to provide copies effectively denies access to the records by a parent or eligible student;

2. At the request of the parent or eligible students when the school district has provided the records to third parties by the prior consent of the parent or eligible student; or

3. At the request of the parent or eligible student when the school district has forwarded the records to another school where the student seeks or intends to enroll.

The fee for copies provided under the FERPA may not include the costs for search and retrieval. The fee will be from no cost to ten cents per page. (Actual copying cost, less hardship factor.)

COMPLIANCE WITH FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974, REGULATION (Cont.)

The fee for all other copies, such as copies of records forwarded to third parties with prior consent or those provided to parents as a convenience, will be from ten cents to thirty-five cents per page (actual search, retrieval, and copying cost) plus postage, if incurred.

DIRECTORY INFORMATION

The school district proposes to designate the following personally identifiable information contained in a student's education record as "directory information":

1. The student's name, address, and telephone number;
2. The names of the student's parents;
3. The student's date and place of birth;
4. The student's major field of study and class designation (i.e., first grade, tenth grade, etc.);
5. The student's extracurricular participation;
6. The student's achievement awards or honors;
7. The student's weight and height if a member of an athletic team;
8. The student's photograph;
9. The student's electronic mail address;
10. The students dates of attendance; and
11. The most recent educational institution the student attended prior to the student enrolling in this school district.

Within the first three weeks of each school year, the school district will publish the above list, or a revised list, of items of directory information it proposes to designate as directory information. For students enrolling after the notice is published, the list will be given to the student's parent or the eligible student at the time and place of enrollment.

After the parent or eligible student has been notified, he or she will have two weeks to advise the school district in writing (a letter to the school superintendent's office) of any or all of the items they refuse to permit the district to designate as directory information about the student.

COMPLIANCE WITH FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974, REGULATION (Cont.)

At the end of the two-week period, each student's record will be appropriately marked by the record custodian to indicate the items the district will designate as directory information about the 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 OF STUDENT EDUCATION RECORDS

To carry out their responsibilities, school officials will have access to student education records for legitimate educational purposes. The school district will use the following criteria to determine who are school officials. An official is:

1. A person duly elected to the school board;
2. A person certified by the state and appointed by the school board to an administrative or supervisory position;
3. A person certified by the state and under contract to the school board as an instructor;
4. A person employed by the school board as a temporary substitute for administrative, supervisory, or instructional personnel for the period of his or her performance as a substitute; or
5. A person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, the school board attorney or auditor, for the period of his or her performance as an employee or contractor.

School officials who meet the criteria listed above will have access to a student's records if they have a legitimate educational interest in doing so. A "legitimate educational interest" is the person's need to know in order to:

1. Perform an administrative task required in the school employee's position description approved by the school board;
2. Perform a supervisory or instructional task directly related to the student's education; or
3. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement, or student financial aid.

The school district will only release information from, or permit access to, a student's education record with a parent's or eligible student's prior written consent except that the school superintendent, or a person designated in writing by the superintendent, may permit disclosure:

1. When a student seeks or intends to enroll in another school district or a post-secondary school (the district will not further notify the parent or eligible student prior to such a transfer of records; the parent or eligible student has a right to obtain copies of records transferred under this provision);

COMPLIANCE WITH FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974, REGULATION (Cont.)

2. When certain federal and state officials need information in order to audit or enforce legal conditions related to federally supported education programs in the district;

3. The parties who provide or may provide financial aid to a student to:

   A. Establish the student's eligibility for the aid,

   B. Determine the amount of financial aid,

   C. Establish the conditions for the receipt of the financial aid, or

   D. Enforce the agreement between the provider and the receiver of financial aid;

4. When the school district has entered into a written agreement or contract for an organization to conduct studies on the school district's behalf to develop tests, administer student aid, or improve instruction;

5. To accrediting organizations to carry out their accrediting functions;

6. To comply with a judicial order or lawfully issued subpoena (the district will make a reasonable effort to notify the student's parent or the eligible student before making a disclosure under this provision);

7. If the disclosure is an item of directory information, and the student's parent or eligible student has not refused to allow the district to designate that item as directory information for the student; or

8. In response to an ex parte order of the Attorney General of the United States or his/her designee in connection with the investigation or prosecution of terrorism crimes.

The school district will permit any of its officials to make the needed disclosure from student education records in a health or safety emergency if:

1. He or she deems it is warranted by the seriousness of the threat to the health or safety of the student or other persons;

2. The information is necessary and needed to meet the emergency;

3. The persons to whom the information is to be disclosed are qualified and in a position to deal with the emergency; or

4. Time is an important and limiting factor in dealing with the emergency.

COMPLIANCE WITH FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974, REGULATION (Cont.)

The school district officials may release information from a student's education record if the student's parent or the eligible student gives prior written consent for disclosure. The written consent must include at least:

1. A specification of the records to be released;
2. The reasons for the disclosure;
3. The person, organization, or the class or organizations to whom the disclosure is to be made;
4. The parent's or eligible student's signature; and
5. The date of the consent and, if appropriate, a date when the consent is to be terminated.

The student's parent or the eligible student may obtain a copy of any records disclosed under this provision.

The school district will not release information contained in a student's education records, except directory information, to any third parties except its own officials, unless those parties agree that the information will not be redisclosed without the parent's or eligible student's prior written consent.

RECORDS OF REQUESTS FOR ACCESS AND DISCLOSURES MADE FROM EDUCATION RECORDS

The school district will maintain an accurate record of all requests for it to disclose information from, or to permit access to, a student's education records and of information it discloses and access it permits with some exceptions listed below. This record will be kept with, but will not be a part of, the student's cumulative school records. It will be available only to the record custodian, the eligible student, the parent of the student, or to federal, state, and local officials for the purpose of auditing or enforcing federally supported educational programs.

The record will include at least:

1. The name of the person or agency that made the request;
2. The interest the person or agency had in the information;
3. The date the person or agency made the request; and
4. Whether the request was granted and, if it was, the date access was permitted or the disclosure was made.

The district will maintain this record as long as it maintains the student's education record.

COMPLIANCE WITH FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974, REGULATION (Cont.)

The record will not include:

1. Requests for access or access granted to the parent of the student or to an eligible student;

2. Request for access granted to officials of the school district who have a legitimate educational interest in the student;

3. Requests for, or disclosures of, information contained in the student's education record if the request is accompanied by the prior written consent of a parent of the student or the eligible student or if the disclosure is authorized by such prior consent;

4. Requests for, or disclosure of, directory information designated for that student; or for

5. Requests for, or disclosure of, information contained in the student's education record if the request is in response to an ex parte order of the Attorney General of the United States or his/her designee in connection with the investigation or prosecution of terrorism crimes.

PROCEDURES TO SEEK TO CORRECT EDUCATION RECORDS

The parent of a student or an eligible student has a right to seek to change any part of the student's record believed to be inaccurate, misleading, or in violation of student rights. (NOTE: under the FERPA, the district may decline to consider a request to change the grade a teacher assigns for a course.)

For the purpose of outlining the procedure to seek to correct education records, the term "incorrect" will be used to describe a record that is inaccurate, misleading, or in violation of student rights. The term "correct" will be used to describe a record that is 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 school 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 change at several levels in the procedure.

First Level Decision

When a parent of a student or an eligible student finds an item in the student's education record that he or she believes is inaccurate, misleading, or in violation of student rights, 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.

COMPLIANCE WITH FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974, REGULATION (Cont.)

If the record custodian cannot change the record to the requester's satisfaction, or if the record does not appear to be obviously incorrect, the record custodian will:

1. Provide the requester a copy of the questioned record at no cost;

2. Ask the requester to initiate a written request for the change; and

3. 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:

1. Is inaccurate and why;

2. Is misleading and why; and/or

3. Violates student rights and why.

The request will be dated and signed by the requester.

Within two weeks after the record custodian receives a written request, he or she will: study the request, discuss it with other school officials (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 the change has been made. 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 record custodian decides the record is correct, he or she will make a written summary of any discussions with other officials and of the findings in the matter. The record custodian will transmit this summary and a copy of the written request to the school superintendent.

Third Level Decision

The school superintendent 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 school board (in executive session). The superintendent 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 takes longer, the superintendent will notify the requester, in writing, of the reasons for the delay and a date when the decision will be made.

COMPLIANCE WITH FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974, REGULATION (Cont.)

If the superintendent 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 at the second level.

If the superintendent decides the record is correct, he or she will prepare a letter to the requester, which will include:

1. The school 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 an official he or she designates, 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 request 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 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 a week after the hearing, the hearing officer will submit to the school superintendent 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 school superintendent will prepare the district's decision within two weeks of the hearing. The 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 may overrule the hearing officer if the superintendent believes the hearing officer's recommendation is not consistent with the evidence presented. As a result of the district's decision, the superintendent will take one of the following actions:

1. If the decision is that the district will change the record, the superintendent 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.

COMPLIANCE WITH FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974, REGULATION (Cont.)

2. If the decision is that the district will not change the record, the superintendent will prepare a written notice to the requester that will include:

   A. The school 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. Advice to the requester that he or she may place in the student's education record an explanatory statement which gives the reasons he or she disagrees with the school district's decision and/or the reasons he or she believes the record is incorrect.

FORM A: REQUEST TO INSPECT RECORDS
(Applicable only to parents of students under 18)

I, _____ , the parent or legal guardian of
(Name)
_____, a student at _____, _____ Public Schools,
(Name) (School)

1. Request to inspect the records of the above student at the above school on _____ in the
(date) (time)
principal's office or such other reasonable time and place as the principal may indicate.

OR

2. If I and the above-mentioned student no longer live in the school district, I request that the records be sent to me at the following address:

   Name _____
   Street Address _____
   City, State, Zip _____

   Enclosed is $_____ for reproduction and mailing.

_____
Signature

The portion below this line may be completed but is not required by law.

INSPECTION REPORT

Date _____

The above student's education record was inspected on this date.

Remarks (if any): _____
_____

_____
Signature of Parent or Guardian

_____
Signature of Principal

FORM B: REQUEST TO INSPECT RECORDS

I, _____, a student, 18 years of age or older (date of birth _____ _____ _____),
(Name) (Month) (Day) (Year)
at _____, _____ Public Schools, request to inspect my records
(School)
at the above school on _____ _____ in the principal's office or such other reasonable time and place as the
(Date) (Time)
principal may indicate.

OR

If I no longer live in the school district, I request that the records be sent to me at the following address:

Name _____
Street Address _____
City, State, Zip _____

Enclosed is $_____ for reproduction and mailing.

_____
Signature

The portion below this line may be completed but is not required by law.

INSPECTION REPORT

Date _____

The above student's education record was inspected on this date.

Remarks (if any): _____
_____

_____
Signature of Student 18 or over

_____
Signature of Principal

FORM C: AUTHORITY TO TRANSFER EDUCATION RECORDS

Date: _____

I, _____ , the parent or legal guardian of
(Name)
_____ , authorize the transfer of all of the above
(Name)
student's education records

From: _____ _____Public Schools
(School) _____, Oklahoma

TO: _____ _____
(School Official) (School District)

_____
(State) (Zip Code)

the school at which the above student seeks or intends to enroll or is enrolled, or the following parts of the education record, if applicable:

_____ Scholastic Record
_____ Census Data
_____ Attendance Record
_____ Test Record
_____ Activity Record
_____ Health Record
_____ Behavioral Record
_____ Personal Recommendations

Others (list) _____

I have been given the opportunity to inspect and challenge the above record.

_____
Signature of Parent or Guardian

_____
Principal

_____
Date

FORM D: AUTHORITY TO TRANSFER EDUCATION RECORDS

Date: _____

I, _____, a student 18 years of age or over
(Name)
(date of birth _____ _____ _____, authorize the transfer of all my education records
(Month) (Day) (Year)

From: _____ _____Public Schools
(School) _____, Oklahoma

TO: _____ _____
(School Official) (School District

_____
(State) (Zip Code)

in which I am enrolled or seek or intend to enroll; or the following parts of the education record, if applicable:

_____	Scholastic Record	_____	Activity Record
_____	Census Data	_____	Health Record
_____	Attendance Record	_____	Behavioral Record
_____	Test Record	_____	Personal Recommendations

Others (list) _____

I have been given the opportunity to inspect and challenge the above record.

_____
Signature of Student 18 or over

_____
Principal

_____
Date

VICI BOARD OF EDUCATION	FL-E5

FORM E: EDUCATION RECORD CHALLENGE

Date: _____

I, _____, the parent or legal guardian of
(Name)
_____, a student at _____, _____Public Schools,
(Name) (School)
on _____ inspected the education record of the above student and challenge the following items:
(Date)

1. _____ _____ Inaccurate
_____ Misleading
_____ Otherwise violates the privacy or other right of the student

2. _____ _____ Inaccurate
_____ Misleading
(Continue on back if necessary) _____ Otherwise violates the privacy or other right of the student

Date: _____ _____
Signature of Parent

Received by Principal _____ _____
(Date) Signature of Principal

Action taken (records purged before hearing, hearing granted)

_____

_____

_____

_____

Date: _____ _____
Signature of Principal

FORM F: EDUCATION RECORD CHALLENGE

Date: _____

I, _____, a student 18 year of age or over (date of birth _____ _____ _____),
(Name) (Month) (Day) (Year)
inspected my record on _____ and challenge the following items:
(Date)

1. _____ _____ Inaccurate
   _____ Misleading
   _____ Otherwise violates the privacy or other right of the student

2. _____ _____ Inaccurate
   _____ Misleading
   (Continue on back if necessary) _____ Otherwise violates the privacy or other right of the student

Date: _____ _____
Signature of Student 18 or over

Received by Principal _____ _____
(Date) Signature of Principal

Action taken (records purged before hearing, hearing granted)

_____

_____

_____

_____

Date: _____ _____
Signature of Principal

FORM G: NOTICE OF HEARING TO CONTEST RECORD CONTENT

You are hereby notified that a hearing to contest the content of the record of _____
(Student)
will be held at _____ on _____ at _____.
(Place) (Date) (Time)
The hearing officer will be _____.

You have the following rights:

A. To present testimony within a reasonable time limitation,

B. To introduce written evidence,

C. To question adverse evidence, and

D. To appeal the hearing officer's decision to the board of education.

FORM H: SUMMARY OF HEARING TO CONTEST RECORD CONTENT

1. Date of request by parent or eligible student for contest hearing. _____

2. Date of hearing set (within reasonable time after request. _____

3. Date notice of hearing (Form G) sent to parent or eligible student. _____

4. Hearing officer (superintendent or his designee): _____

   A. Parent or eligible student given reasonable time to present testimony. _____

   B. Parent or eligible student allowed to introduce written evidence. _____

   C. Parent or eligible student allowed to question adverse witnesses. _____

   D. Action taken by hearing officer: Record purged _____
   Record changed _____
   to read:

   _____
   _____

   Reasons: _____
   _____
   _____

   E. Parent or eligible student notified in writing of conclusions and actions taken. (A copy of this completed form may serve as written notice.) File copy of written notice of decision kept for documentation.
   _____

   F. Parent or eligible student, if aggrieved by hearing officer decision, notified of right to appeal to board of education. _____

5. Appeal Contest:

   A. Parent or eligible student informed of appeal hearing date. _____

   B. Parent or eligible student given time to present arguments. _____

   C. Board of education: affirmed _____ reversed _____

FORM I: PERMISSION OF PARENT OR LEGAL GUARDIAN FOR THIRD PARTY ACCESS TO STUDENT'S EDUCATION RECORD

I, _____ , the parent or legal guardians of
(Name)
_____, a student at _____, _____
(Name) (School)
Public Schools, request that the following part of the above student's records

_____

_____

be made available to _____ for the purpose of
(Name)

_____

_____

Date: _____ _____
Signature of Parent

_____ Please send me a copy of the records released at the following address:

Name _____
Address _____
City, State, Zip _____

_____ Please send a copy to the above student at the following address:

Name_____
Address _____
City, State, Zip _____

Enclosed is $_____ for reproduction and mailing.

FORM J: PERMISSION OF STUDENT EIGHTEEN OR OVER FOR THIRD PARTY ACCESS TO STUDENT'S EDUCATION RECORD

I, _____, a student at _____, _____
(Name) (School)
Public Schools, being 18 years of age or older (date of birth _____ _____ _____), request the following
(Month) (Day) (Year)
part of my record:

_____

_____

_____

be made available to _____ for the purpose of:
(Name)

_____

_____

Date: _____ _____
Signature of Student 18 or over

_____ Please send a copy to the above student at the following address:

Name _____
Address _____
City, State, Zip _____

Enclosed is $_____ for reproduction and mailing.

FORM K: RECORD OF THIRD PARTY ACCESS (REQUIRED OF ALL THIRD PARTIES, TO BE KEPT IN STUDENT FILE)

I, _____, request access to the education records of
(Third Party)

_____ in whole _____, in part _____, (specify part seen)
(Name)

_____

_____

for the following legitimate educational or other interest:

_____

_____

_____

_____

The above information was transferred to me only on the condition that I will not permit any other party to have access to such information without the written consent of the parent or legal guardian of the above student.

Date: _____ Signed: _____

FORM L: TRANSFER OF RECORDS UNDER JUDICIAL ORDER OR LAWFULLY ISSUED SUBPOENA

I, _____, the parent or legal guardian of
(Name)
_____, a student at _____, _____ Public Schools,
(Name) (School)

OR

I, _____, a student, 18 years of age or over
(Name)
(date of birth _____ _____ _____,) at _____, _____Public Schools,
(Month) (Day) (Year) (School)
have been notified prior to compliance that a judicial order or lawful subpoena has been issued demanding the records of the above student in whole or in part.

Date: _____ Signed:_____

REQUEST FOR RECORDS DENIED
INCOMPLETE FORMS

_____

_____

_____ (Name and Address)

Dear Sir or Madam:

We will be unable to comply with your request for the records of _____(student) until you complete the enclosed forms and return them to us. If you have substantially similar forms, we will accept them, provided the parental or eligible student notification signature is attached. Such signature is necessary in order to comply with the Family Educational Rights and Privacy Act of 1974.

Sincerely,

_____

REQUEST FOR RECORDS INFORMATION DENIED

_____

_____

_____ (Name and address)

Dear Sir or Madam:

We are unable to honor your request for information from student files unless you inform us in writing of:

1. Your authority to act as representative of (a) the Comptroller General of the United States, (b) the Secretary of H.E.W., (c) an administrative head of an education agency, or (d) state educational authorities.

2. The federally supported education program or state law pursuant to which you request the information.

3. The specific authorization by federal statute to receive personally identifiable information, if you seek such information.

We are sorry for the delay but feel restrained by the Family Educational Rights and Privacy Act of 1974.

Sincerely,

_____

REVIEW OF STUDENT RECORDS
NOTIFICATION TO PARENT

_____

_____

_____ (Name and address)

Dear Parent:

In the course of your child's education, the school district will keep records as deemed necessary to provide programs to meet your child's needs and interests. You have the right to inspect and review any and all records, files, and data related to your child; they will be available for such review at any time during the regular school day. If you have any concern regarding the accuracy or appropriateness of any information or record maintained by the school, please do not hesitate to inform the principal of that concern.

Very truly yours,

_____
Principal

_____ (School)

_____ (Address)

_____ (Telephone)

NOTICE TO PARENTS OF ACCESS TO RECORDS REQUEST

To: _____ concerning the school records
(Parent's/Guardian's Name)

of _____.
(Student's Name)

This is to notify you that a request to have access to the school records of your child has been made by _____

_____ for the following purposes:

_____

_____

These records will not be released without your written permission. If you wish for the records to be released to this individual or agency, please complete the enclosed authorization form and return it to the principal's office. If you wish to release these records, it is your right to examine them prior to their release.

_____ _____
Date Signature of School Principal

_____
Name of School

RECORD OF INDIVIDUALS, AGENCIES, ORGANIZATIONS WHO HAVE REQUESTED AND/OR EXAMINED SCHOOL RECORDS

Student's Name _____

Parent's/Guardian's Name _____

Date	Requesting Individual, Agency, or Organization	Reason for Request	Request		Records Examined	
			Denied	Approved	Date	Signature of Examiner

NOTICE OF RIGHTS UNDER FERPA AND NOTICE FOR DIRECTORY INFORMATION

Dear Parent or Student:

The Family Educational Rights and Privacy Act (FERPA), a federal law, affords parents and students over 18 years of age ("eligible students") 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 of the day the district receives a request for access.

   Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal/school official will make arrangements for access and notify the parent or eligible student of the time and place were the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

   Parents or eligible students may ask the school district to amend a record believed to be inaccurate or misleading. They should write the school principal or appropriate school official, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

   If the district decides not to amend the record as requested by a parent or eligible student, the district will notify the parent or eligible student of the decision and advise him/her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

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.

   One exception that permits disclosure without consent is disclosure to school officials with 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 school 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 participating in a school service program or 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 professional responsibility.

   Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (Note: FERPA requires a school district to make a reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.)

NOTICE OF RIGHTS UNDER FERPA AND, NOTICE FOR DIRECTORY INFORMATION (Cont.)

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 is:

   Family Policy Compliance Office
   U. S. Department of Education
   400 Maryland Avenue
   SW Washington, DC 20202-4605

5. FERPA also requires that Vici Public Schools, 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.

   If you do not want the Vici Public Schools to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing within ten (10) days of receiving this notice. The district has designated the following information as directory information, which may be released without obtaining parental consent

   Student's name, address, telephone listing, and date and place of birth

   Parent or lawful custodian's name, address, and telephone listing

   Major field of study and grade level classification (example: elementary, 7th grade, sophomore)

   Student's participation in officially recognized activities and sports

   Weight and height of members of athletic teams

   Photograph

   Electronic mail address

   Dates of attendance, dates of enrollment, withdrawal, re-entry

NOTICE OF RIGHTS UNDER FERPA AND, NOTICE FOR DIRECTORY INFORMATION (Cont.)

Diplomas, certificates, awards, and honors received

Most recent previous educational agency or institution attended by the student

6. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies 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 district that they do not want their student's information disclosed without their prior written consent.

7. Pursuant to a court issued "ex parte" order, personally identifiable information in the student's records may be released to the Attorney General of the United States or his/her designee in response to an "ex parte" order issued in connection with the investigation or prosecution of terrorism crimes.

REQUEST OF NON-PARENT FOR EXAMINATION AND/OR COPIES OF STUDENT RECORDS

The undersigned hereby requests permission to examine the following Vici Public Schools records of:

_____, _____
Legal Name of Student Date of Birth

****

The undersigned requests copies of the following records of the above student: _____

_____

The undersigned certifies that he/she is (CHECK ONE):

1. An official of another school system in which the student intends to enroll. ( )
2. An authorized representative of the Comptroller General of the United States. ( )
3. An authorized representative of the Secretary of the United States Department of Education. ( )
4. An administrative head of an education agency as defined in Section 408 of the Education Amendments of 1974 ( )
5. An official of the Oklahoma State Department of Education. ( )
6. A person connected with the student's application for, or receipt of, financial aid (SPECIFY DETAILS ABOVE). ( )

The undersigned agrees that no other person will have access to any records or information obtained through this request without the written permission of the parents of the student, or the student if the student is over the age of 18 years.

_____
Signature

APPROVED:

_____
(Title)

_____ Date: _____
Title: _____ Address: _____
Date: _____ _____

Telephone No.: _____

TRANSFER AND RELEASE OF CONFIDENTIAL INFORMATION

It is the policy of the Vici Board of Education to adhere strictly to Oklahoma and Federal law concerning the transfer and release of confidential information including student records.

For the 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 Career and Technology 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 7001-1.3 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),

(11) Statutorily-constituted juvenile bureaus, and

(12) Other school districts upon their request and in compliance with state law.

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. A copy of the school district's informed consent form may be found at FLE-E.

TRANSFER AND RELEASE OF CONFIDENTIAL INFORMATION (Cont.)

The school district will follow the rules promulgated by the State Department of Education for authorizing access to and the transfer or release of confidential information for the purpose of gathering statistical information or conducting studies or research otherwise authorized by law.

The school district shall charge $.10 per page for all copies made pursuant to this policy plus the actual cost of mailing the copies.

REFERENCE: 10 O.S. §620.1, et seq.
10 O.S. §7001-1.3
70 O.S. §24-101.4

CROSS-REFERENCE: Policy GBA, Open Records Act

THIS POLICY REQUIRED BY LAW.

INFORMATION COORDINATOR

The school district has designated a representative to coordinate requests for information from the Oklahoma State Bureau of Investigations when the release of such information has been authorized by a parent, legal guardian of the student, or by court order. Information regarding past and present students in the district may be released to law enforcement officers subject to court order or by parental consent.

Such information includes but is not limited to:

1. Student's name, address, telephone listing, and date and place of birth;
2. Parent or lawful custodian's name, address, and telephone listing;
3. Major field of study and grade level classification (example: elementary, 7th grade, sophomore);
4. Student's participation in officially recognized activities and sports;
5. Weight and height of members of athletic teams;
6. Dates of attendance, dates of enrollment, withdrawal, re-entry;
7. Diplomas, certificates, awards, and honors received;
8. Most recent previous educational agency or institution attended by the student;

.

REFERENCE: 70 O.S. §10-103.2
34 CFR 99.1
20 USC 1232

THIS POLICY REQUIRED BY LAW.

EXTRACURRICULAR ACTIVITIES

The School's most visible representatives are its student athletes. How they conduct themselves is a direct reflection on their school. If a student wishes to become a student athlete they must be willing to meet the rules and responsibilities associated with being a student athlete at Vici Junior/Senior High School. The following general rules and responsibilities are our expectations of our student athletes.

If a coach has additional rules they will be approved by the school administration and given to each student athlete prior to practice or competition.

General Rules and Responsibilities

1. All student athletes will comply with academic standards set for by the OSSAA. (Basically no pass, no play.)

2. All student athletes must ride the bus to and from games. We play as a team so we will ride as a team. The only exception to this rule is if parents or legal guardians are transporting the student athlete and prior arrangements have been approved by the coach.

3. A student athlete will not smoke, dip or chew smokeless tobacco, use alcoholic beverages or a controlled substance or use improper language at any time. Doing any of the above may lead to removal from the team.

4. Practice:

    a. Any team activity sponsored by the team will be considered in the same way as a practice.
    b. An absence from practice will be considered the same reasons as those for an excused absence from school. If you miss school the day of the game you will not start unless prior arrangements have been made with the coach. If you miss for illness you will not play.
    c. An unexcused absence will result in not suiting up for the game.
    d. Being late for practice is not being prepared. Penalties will be left to the discretion of the coach.
    e. Practice missed during the holidays will be left to the discretion of the coach.

5. As team members you will be expected to help maintain the locker room and to help keep it clean and neat at all times.

EXTRACURRICULAR ACTIVITIES (REGULATION)

The Vici Board of Education endorses the concept of students being in the classroom with a minimum loss of time for activities. The Board, however, recognizes that extra curricular activities, when properly planned, regulated, and conducted in an appropriate environment, represent an essential part of the educational experience in the Vici Public Schools.

The official policy of the Vici Board of Education for Vici Public Schools is as follows:

1. Activities covered by this policy are all those ''whether sponsored by the school or outside agency/organization, which remove the student from the classroom''. (State Board of Regulations)

2. All activities must be scheduled through the appropriate building Principal and approved prior to the activity. If questions arise, the Superintendent will make the final determination.

3. Outside agencies scheduling activities during school hours shall submit plans for those activities to the Superintendent in advance.

4. Each plan shall reflect the group's request for:

   (1) days missed which are non-qualifying events
   (2) days missed for qualifying events, which will not count toward the ten day limit.

   The criteria for earning the right to represent the school in any activity or contest must be submitted in writing by the sponsors and approved by the administration.

   The sponsor of state and national levels of school sponsored events must submit, in writing, the criteria for earning the right to represent the school at these events.

5. Approval by the Vici School administration of any event shall constitute approval for participation of Vici

Public Schools' students in those events. In the event a student has used the ten (10) days allowed, the Internal Activities Review Committee may consider individual requests based on academic eligibility and other factors and make recommendations to the Board of Education on any deviation from the policy.

6. Academic Eligibility:

   A. All Oklahoma Secondary Schools Activity Association rules on academics shall apply, to all school sponsored activities.

   B. Additional days may be missed for activities, up to the maximum shown in the following eligibility schedule:

      Twelve (12) days missed with a GPA of 2.0 and no grade lower than a ''C''

      Thirteen (13) days missed with a GPA of *2.5* and no grade lower than a ''C''

EXTRACURRICULAR ACTIVITIES, REGULATION (Cont.)

Fourteen (14) days missed with a GPA of 3.0 and no grade lower than a "B"

Fifteen (15) days missed with a GPA of 3.5 and no grade lower than a "B"

7. Exceptions:

The following activities are to be exempt from the counting of days:

A. Those activities determined by the Superintendent to be part of the curriculum of the district.

B. Assemblies

C. College visits when approved by the Principal

D. Serving as page in the legislature. " Statutory Law"

E. Travel time to or from events. This is necessary due to our geographical location and the great distances required to participate in our classification. However, all travel will occur outside of school time if at all possible.

F. Individual activities that provide for a stated community need as approved by the Superintendent.

Internal Activities Review Committee

This committee, appointed by the Board, will review individual requests for additional day/days and make recommendations to the Vici Board of Education. The granting of any exceptions to the activity policy rests with the Board of Education.

Procedure for Filing Complaints

A signed written complaint must first be filed with the building Principal. This will then be presented to the Internal Activities Review Committee for consideration.

If the decision is unacceptable, it may be appealed to the Board of Education at their next regularly scheduled meeting.

If an additional appeal is desired, this must be directed to the State Board of Education and Accreditation Section. The Superintendent of Schools shall notify the accreditation section and cooperate fully in their investigation in the matter.

This policy and regulations shall become effective for the 1984-85 school year as required by the State Board Regulations.

Student Fund Raising Activities

EXTRACURRICULAR ACTIVITIES, REGULATION (Cont.)

The Board recognized that fund raising is an important element in the operation of a total student activities program. Principals will work with the Superintendent and Board in the planning and supervision of all student fund raising activities.

Basic Rules

1. The Board of Education must give prior approval for all fund raising activities.
2. Class and Activity sponsors must turn in all requests for major fund raising activities (those which earn $200.00 or more) to the Superintendent prior to the next regular board meeting.
3. Fund raising activities should be confined to non-instructional time, with the exception of subject matter activities deemed an essential part of the curriculum. (Yearbook ads sold during yearbook class, ag or shop projects sold during those classes.)
4. All fund raising activities conducted off school grounds shall be properly supervised by the activity sponsor.
5. The quality of the product and the reputation of the firm should be considered in all fund raising activities.

CALENDAR REQUISITION FORM

Date of this request _____

Activity: _____

_____

Date: _____ Time: _____

Place needed: _____

Approved By:

Sponsor: _____

Principal: _____

Superintendent: _____

All activities of the classes and clubs must be approved by their sponsors. The sponsors should request scheduling the activity form their building Principal. Approved activities will then be placed on the school calendar kept in the principal's office. The first activity recorded on the master calendar will always have first priority. All activities should be requested as far in advance as possible (at least two weeks, if possible). Exceptions may be made by the Principal but only for unusual circumstances.

CHEERLEADERS AND SPIRIT GROUPS

The Vici 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.

REFERENCE: Title IX, Education Amendment of 1972, 20 U.S.C. §1681, et seq.

EXTRACURRICULAR ACTIVITIES
CHEERLEADING
(REGULATION)

Cheerleaders Constitution

Purpose

Shall be to promote and uphold school spirit, to promote unification of the crowd's involvement, and strive to improve relationships between schools.

Membership

There will be one cheerleading squad, consisting of four to six students, for the Senior High and one squad for the Junior High.

There will be one head cheerleader per squad selected by the highest number of points received during tryouts. The girl receiving the designation of head cheerleader has the option of declining the offered position, in which case the position would be offered to the student with the next highest points.

Head Cheerleader Duties

A. Shall be at practice before starting time and see that practice starts on time.

B. Must take over practice entirely in the absence of the sponsor.

C. Call additional practices if he/she deems them necessary.

D. Make sure all cheerleaders get along with each other.

Requirements of Cheerleaders

A. Maturity and sound judgment.

B. All cheerleaders must maintain a "C" average.

C. Must have good leadership and a pleasing personality.

D. Be prompt and dependable.

E. Ride the school bus or appointed vehicle to all activities, and return in same vehicle unless the sponsor is notified by the parents.

F. Attend all practices unless excused by the cheerleader sponsor.

G. Attend cheerleading camp at their own expense.

EXTRACURRICULAR ACTIVITIES CHEERLEADING (REGULATIONS), CONT.,

H. Be responsible for buying uniforms and supplies or for raising money to do so. Each cheerleader will be responsible to purchase bloomers and shoes each year.

Conduct and Responsibilities

A. Cheerleaders shall conduct themselves properly at all times, including during games, in the classroom, and in the halls.

B. Cheerleaders shall display good sportsmanship at all times.

C. Cheerleaders shall always conduct themselves as a lady/gentleman.

D. Cheerleaders shall be friendly to adults of the community and fans at the ball games.

E. Cheerleaders shall cooperate with the head cheerleader, advisor, game officials, and other squad members.

F. Cheerleaders shall be in position and ready to cheer at least five minutes prior to the game and before the start of the second half.

G. Cheerleaders shall participate in all pep rallies, contribute spirit ideas, prepare spirit building materials, and help direct the attitude of the crowd. In addition, all of these activities shall be performed with enthusiasm.

H. Cheerleaders shall know all cheers, chants, porn-porn routines as designated.

I. Cheerleaders shall maintain a good appearance and moral character.

J. Cheerleaders shall follow instructions and practice safety at all times.

K. Cheerleaders shall have a Positive Mental Attitude

Demerits

Infraction of the following will result in demerits. Once a cheerleader receives a total of three demerits, she will be removed from the squad permanently.

A. No undesirable emotion during a game - 1 demerit

B. No use of drugs or alcohol, tobacco, or improper language - 3 demerits

C. No food, pop, or gum while on the court - 1 demerit

D. No sitting in the stands while in uniform, except after the half-time cheer and prior to two minutes before the third quarter buzzer - 1 demerit

E. No jewelry of any kind while cheering . 1 demerit

EXTRACURRICULAR ACTIVITIES CHEERLEADING (REGULATIONS), CONT.,

F. No leaving the floor during a yell or chant - 1 demerit

G. No being rude to cheerleaders or players from other schools - 1 demerit

H. No throwing items, even if items are thrown at you 1 demerit

I. If a cheerleader fails to cheer without good cause and with no advance notice, she is subject to 3 demerits.

J. Failure to make practice before an assembly without good cause and without advance notice, she will be excluded from that assembly and receive 1 demerit.

K. Cheerleaders will receive 1 demerit for each week of academic ineligibility.

L. If a cheerleader does not attend camp, he/she will receive 1 demerit per day or 3 demerits if the entire camp is missed.

M. If current uniform is not furnished as required, student will receive 3 demerits.

N. One demerit f or failure to turn in money in a timely manner following fund raising activities.

GANG ACTIVITY

It is the policy of the Vici Public School District Public 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 that initiate, advocate, or promote activities that 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 environment and educational objectives of the community and are forbidden.

Incidents involving initiations, hazing, intimidation, and/or related activities of 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 suspension.

CROSS-REFERENCE: **Policy FNCC, Hazing**
Policy FNCD, Harassment
Policy FO, Student Discipline

STUDENT CONDUCT

The Vici Board of Education believes that an important responsibility of any school system is to teach acceptable social conduct. We believe that such conduct may be taught by example and by providing appropriate incentives. The board also believes that reasonable standards of conduct are to be established and that adherence to those standards insisted upon. The board, therefore, directs the superintendent to establish a regulation, subject to board approval, of student conduct.

CROSS-REFERENCE: Policy FO, Student Discipline

STUDENT CONDUCT
(REGULATION)

Students are to conduct themselves in a responsible manner at school and school activities. The following guidelines will assist in representing oneself responsibly and respectfully.

1. Students are expected to know and follow the rules and regulations of the school.
2. Students are expected to recognize the rights of others and show proper respect for other people and other people's property.
3. Students are responsible for their behavior, which should be governed by respect and consideration for the rights of others.
4. Students are expected to bring all necessary materials to class, to be on time for school and each class, and to hand all assignments in on time.
5. Students are expected to recognize the teacher as the authority presence within the classroom and to abide by their classroom policies and expectations.
6. Students are expected to maintain school facilities and vehicles in a neat and clean manner showing great respect for our school and all it has to offer. Students are expected to use trash receptacles, refrain from littering and writing on lockers, furniture, walls, etc.
7. Students are expected to apply themselves to the best of their ability in their school work.
8. Students are expected to deal with and approach problems in a positive manner. (Name-calling, negative statements, and profanity are inappropriate behavior.)
9. Students are expected to refrain from public display of affection – hands off.
10. Students are expected to refrain from loitering, congregating, or impeding the normal movement of pedestrian traffic.

STUDENT CONDUCT
DRESS CODE

When students come to school inappropriately dressed, the faculty and administration will enforce the dress code. Parents of such students will be asked to co-operate. Students will be expected to comply with the specific dress/grooming code (FNCA-R).

REFERENCE: 70 O.S. §6-114 (C)

STUDENT CONDUCT
DRESS CODE
(REGULATION)

Students at Vici Public School are expected to dress and groom appropriately for the school setting. Students must wear shoes and shirts at all times. Clothing, accessories or hairstyles that are disruptive to the educational environment or creates a risk of health or safety to any person are prohibited at school or school activities. Disallowed clothing includes, but is not limited to:

- clothing that reveals the midriff or inappropriately exposes other areas of the body or undergarments;
- shirts which expose the torso (open backs, see-through fabrics, open mesh cloth, very large arm holes; spaghetti straps; or midi tops);
- shoes with cleats;
- house shoes;
- cut off shorts;
- extremely short shorts;
- caps/hats are not to be worn indoors;
- clothing, accessories, or hair styles that display o0r infer (directly or indirectly) alcohol, chemical abuse, criminal behavior, gang colors or symbols (including sagging or baggy pants), inappropriate moral conduct, nudity (partial or whole), obscenity, profanity, any for of violence, or weapons;
- Exposed body piercing shall be limited to the student's ears;
- Students are responsible for keeping themselves, their hair, and their clothing clean;
- Length and style of hair will be regulated to eliminate any health or safety hazards and to prevent any disruption of normal school operations.

HAZING

It is the policy of this school district that no student or employee of the district shall participate in or be members of any secret fraternity or secret organization that is in any degree related to the school or to a school activity. No student organization or any person associated with any organization sanctioned or authorized by the board of education shall engage or participate in hazing.

For the purposes of this policy, hazing is defined as an activity that recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization sanctioned or authorized by the board of education.

"Endanger the physical health" shall include, but is not limited to, any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug, or controlled dangerous substance; or other forced physical activity which could adversely affect the physical health or safety of the individual.

"Endanger the mental health" shall include any activity, except those activities authorized by law, which would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

Any hazing activity upon which the initiation or admission into or affiliation with an organization sanctioned or authorized by the board of education is conditioned, directly or indirectly, shall be presumed to be a forced activity, even if the student willingly participates in such activity.

This policy is not intended to deprive school district authorities from taking necessary and appropriate disciplinary action toward any student or employee. Students or employees who violate this policy will be subject to disciplinary action that may include expulsion for students and employment termination for employees.

A copy of this policy will be furnished to each student and teacher in this school district.

REFERENCE: 21 O.S. §1190

THIS POLICY REQUIRED BY LAW.

HARASSMENT

Statement of Philosophy

Vici Schools is committed to creating a safe, healthy, learning environment for all students that enhances personal safety and encourages respect, dignity and equality among students. Vici Schools is committed to creating and maintaining a learning environment that is fee from bullying and harassment.

Definitions

Bullying: Bullying is aggressive behavior or intentional harming; Bullying can be physical, verbal, emotional or sexual; Bullying is carried out repeatedly over time; Bullying occurs within an interpersonal relationship characterized by an imbalance of power.

Bullying on campus can have long-lasting results for many students. These acts cause feelings of anxiety, fear, and shame in the students who are targets. They can interfere with concentration, inhibit full participation in class and interrupt academic and social learning.

Witnesses and bystanders also experience similar feelings, as they know they could be the bully's next target. Bullying can trigger tragically violent responses in some students with other risk factors as have been seen in school across the nation. Bullying can be early warning sign for further anti-social, aggressive and increasingly violent behavior.

Examples of Prohibited Behavior

Bullying: Name calling, racial slurs, pushing, crowding, hitting, pinching, making fun of a person's body, telling mean jokes about someone, threatening to hurt someone, shooting the finer at someone, taking things without permission.

Sexual Harassment: Touching someone in ways that are not ok with her/him, making fun of someone's private body parts, passing a note that says sexual things about someone's body, continuing to tell dirty jokes around someone after she/he has asked the person to stop, making slurs about someone's sexual orientation, pressuring someone for sexual touches.

BULLYING AND SEXUAL HARASSMENT WILL NOT BE TOLERATED AT VICI PUBLIC SCHOOLS. This includes school facilities, premises, and non-school property if the student is at any school-sponsored, school-approved or school-related activity, event or function (i.e. field trips, competitive athletic events, music trips, etc.) where students are under the supervision of school staff.

SPEAK UP WHEN POSSIBLE. If possible, the target should tell the bully/harasser to stop. To the extent that a person feels safe and comfortable doing so a target is first encouraged to confront the bully/harasser, telling them to stop because their actions are unwelcome. Bystanders are also encouraged to speak up when possible, telling the bully or harasser to stop the conduct because it is disrespectful, unwelcome, hurtful, unfair, etc.

REPORTING. Reporting bullying and harassment to school staff is encouraged. Anyone may report bullying and harassment. They may report it to any staff member. The staff member is expected to act on all reports and to pass the report on to any school administrator.

HARASSMENT (Cont.)

TATTLING VS. REPORTING. Vici Schools defines tattling as telling an adult about another student's actions with the sole purpose of getting that student in trouble. Vici Schools defines reporting as telling an adult about another student's actions with the purpose of getting help with a difficult situation. (e.g. one that is hurtful or threatening).

CONFIDENTIALITY. Vici School staff will strive to maintain confidentiality of any student target or bystander who reports bullying or sexual harassment. The school staff will also respect the confidentiality of the student accused of bullying or sexual harassment. Any disclosure of reported information, including the identity of a student, will be made only to individuals involved in the school's response to the incident.

NO RETALIATION. Vici Schools will not tolerate retaliation for reporting bullying or harassment. School staff will discipline any student who retaliates against anyone who reports an incident, or against any person who testifies, or assists in an investigation. Retaliation includes, but is not limited to; any form of intimidation, reprisal, or harassment, whether physical or verbal.

STUDENT ACCOUNTABILITY. Vici Schools expects students to demonstrate respectful behavior throughout campus, on the bus, and at all school-sponsored events. Students whose behavior is found to be in violation of this policy will be subject to appropriate sanctions.

STAFF ACCOUNTABILITY. All school staff is expected to model respectful interaction with all students and staff, at all times. Staff is expected to respond to bullying and sexual harassment incidents immediately, and in a manner consistent with school policy. Training will be provided on an annual basis to provide education and to enhance staff skills for responding effectively to bullying and sexual harassment. Staff who witness an incident among students are expected to intervene by: responding immediately; establishing the safety of the target; educating both students by identifying the unacceptable behavior and explaining its harmful impact on the target and other students; and setting a logical, reasonable and educational consequence for the bully or harasser which promotes the safety of the target. Targets will not receive consequences.

Bullying Consequence Plan:

Staff responses to bullying: 1st offense: (1) Intervene: Identify the behavior as bullying; (2) State expectation: student will not engage in bullying behavior; (3) File written report with the administration. 2nd Offense: (1) State expectation: student will not engage in bullying behavior; (2) Contact administration immediately and contact student's family. Set up a parent-student-administration conference; (3) Refer student to administration for consequences; (4) File written report with the administration. Any subsequent offenses: Follow the same procedure.

Administrative responses to referrals: (1st referral) Behavior addressed by student filling out report on what occurred. Parent conference. Possibly Saturday School or VSID. Report filed. (2nd referral) Referral to counselor/administrator. Three day VSID or counseling option. Report filed. (3rd referral) Five to ten day suspension. Report filed. (4th referral) Recommendation of long term suspension with due process rights afforded to student. Report filed.

The district administration may adjust consequences at any time depending on the severity of the bullying or harassment.

Procedure for Repeat Violations

HARASSMENT (Cont.)

After a consequence has been assigned several times, a student will be moved to the next higher level of consequence.

Failing to Carry Out a Consequence

If a student fails to carry out a teacher consequence, he/she will be referred to the principal. If a student fails to carry out an administrative consequence, the student will immediately be suspended and may not return to school until a parent/guardian, student, administrator conference is held and additional consequences are imposed.

REFERENCE: 21 O.S. §850.0
70 O.S. §24-100.2

THIS POLICY REQUIRED BY LAW.

STUDENT USE OR POSSESSION OF ALCOHOL, DRUGS, OR TOBACCO

Use, possession, consumption, being under the influence of, or distribution of alcohol, any narcotic drug, stimulant, barbiturate, depressant, hallucinogenic substance, opiate, inhalant, counterfeit drug, or any other controlled or non-controlled substance having a potential for abuse associated with a stimulant or depressive effect on the central nervous system is prohibited. In addition, use, possession, consumption, being under the influence of, or distribution of any representation of a substance to be any of the substances set forth above, or use, possession, or distribution of alcohol/drug paraphernalia during the time the student is on school property or in transit to or from the school or any other function authorized by the School District is prohibited.

The possession, use of, or distribution of any illegal product shall automatically result in a conference with the parent of the student involved. In addition to this conference, the following penalties will b imposed.

Tobacco:

A. On one's person on school property or at a school function shall result in a one-day in-school suspension.
B. Use of any tobacco product on school property or at a school function shall result in a three-day in-school suspension and no activities during the period of the suspension. The student will be required to do all work for the period of time while in suspension and will receive credit for all work done.

Alcohol and Drugs:

Possession, use of, or distribution of alcohol or drugs as mentioned in the opening paragraph on school property or at a school function shall result in a three to nine day out-of-school suspension. This suspension shall comply with all regulations for out-of-school suspension as set forth in board of education policy and as outlined previously in the Student Discipline section of this student handbook. Past discipline history will be taken into consideration when determining the length of the suspension.

Any student found in violation of this policy as a repeat offender may be suspended for the current semester and the next succeeding semester as allowed in Oklahoma School Law.

Authorities will be notified as a referral for prosecution for those violations that constitute criminal actions.

Activity sponsors will have the authority to impose other sanctions depending on the circumstances and the offense being punished. Activity sponsors will be required to submit to the Board of Education a plan for discipline that will be used if a student is guilty of abusing tobacco, drugs, or alcohol.

REFERENCE: 70 O.S. §24-138
63 O.S. §2-101, et seq.
70 O.S. §24-102
37 O.S. §163.2

STUDENT USE OR POSSESSION OF ALCOHOL, DRUGS, OR TOBACCO, CONT.,

NOTE: **A copy of this policy must be filed with the State Superintendent of Public Instruction in accordance with 70 O.S. §24-138. While the cited statute requires only that school districts develop a written policy requiring only *teachers* to report students under the influence of certain substances, the State Department of Education has interpreted the civil liability exemption statute (70 O.S. §24-132) as requiring school administrators, teachers, or counselors to make such reports. Therefore, a school district's policy may be written to require reporting by administrators, teachers, and counselors.**

THIS POLICY REQUIRED BY LAW.

DRUG-FREE SCHOOLS

Use, possession, consumption, being under the influence of, or distribution of alcohol, any narcotic drug, stimulant, barbiturate, depressant, hallucinogenic substance, opiate, inhalant, counterfeit drug, or any other controlled or non-controlled substance having a potential for abuse associated with a simulative or depressive effect on the central nervous system is prohibited. In addition, use, possession, consumption, being under the influence of, or distribution of any representation of a substance to be any of the substances set forth above, or use, possession, or distribution of alcohol/drug paraphernalia during the time the student is on school property or in transit to or from the school or any other function authorized by the school district is prohibited.

The possession, use of, or distribution of any illegal product shall automatically result in a conference with the parent of the student involved. In addition to this conference, the following penalties will be imposed.

Tobacco

a. On ones' person on school property or at a school function shall result in a one day in-school suspension.
b. Use of any tobacco product on school property or at a school function shall result in a three day in-school suspension and no activities during the period of the suspension. The student will be required to do all work for the period of time while in suspension and will receive credit for all work done.

Alcohol or Drugs

Possession, use of, or distribution of alcohol or drugs as mentioned in the opening paragraph on school property or at a school function shall result in a three to nine day out-of-school suspension, no school activities during the suspension, and no credit for work missed during the suspension. Past discipline history will be taken into consideration when determining the length of the suspension.

Amended by Board Of Education Action on 10-06-97. " Students will be provided assignments in core curriculum areas and will be given credit for work completed.''

Any student found in violation of this policy as a repeat offender may be suspended for the current semester and the next succeeding semester.

Authorities will be notified as a referral for prosecution for those violations that constitute criminal actions.

Activity sponsors will have the authority to impose other sanctions depending on the circumstances and the offense being punished. Activity sponsors will be required to submit to the Board of Education a plan for discipline that will be used if a student is guilty of abusing tobacco, drugs, or alcohol.

REFERENCE: Public Law 101-226
70 O.S. §1210.221, et seq.

WEAPONS-FREE SCHOOLS

It is the policy of this school district to comply fully with the Gun-Free Schools Act.

1. Any student in this school district who uses or possesses a firearm at school, at any school-sponsored event, or in or upon any school property including school transportation or school-sponsored transportation may be removed from school for one full calendar year or longer.

   The superintendent or designee may modify the provisions of this policy on a case-by-case basis. However, any substantial modification must be reported to the board of education at its next meeting.

   Firearms are defined in Title 18 of the United States Code, Section 921, as (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device including any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or any device similar to the above.

   Such firearm or weapon will be confiscated and released only to a law enforcement authority.

2. Oklahoma Statutes, Title 21, Section 1280.1 prohibits any person to have in such person's possession on any public or private school property or while in any school bus or vehicle used by any school for transportation of students or teachers any firearm or weapon as defined in Title 21, Section 1272, below:

   > "...any pistol, revolver, shotgun or rifle whether loaded or unloaded, or any dagger, bowie knife, dirk knife, switchblade knife, spring-type knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, blackjack, loaded cane, billy, hand chain, metal knuckles, or any other offensive weapon, whether such weapon is concealed or unconcealed."

Students with disabilities are subject to this policy and will be disciplined in accordance with the Individuals with Disabilities Act and Section 504 of the Rehabilitation Act. If the violation is found by the student's IEP team to be unrelated to the student's disability, the student may be suspended for up to 45-calendar days at the discretion of the superintendent. If the student's IEP team determines that the violation is related to the student's disability, the student may be suspended for up to ten days and placed up to 45 days in an alternative educational setting. The school district must take immediate steps to remedy any deficiencies found in the child's IEP or placement, or the implementation of the IEP. The child must be placed in an appropriate setting determined by the IEP team and continue to receive special education and related services.

An exception to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of firearms or archery equipment. (See Note 2, below.)

Any student who violates this policy will be subject to discipline which may include suspension for the remainder of the semester and the entire succeeding semester or up to one full calendar year or longer (for firearms) or for any term less than one calendar year (for weapons other than firearms) as determined by the superintendent or the superintendent's designee. Disciplinary action will be determined on a case-by-case basis.

WEAPONS-FREE SCHOOLS (Cont.)

Students found to be in violation of this policy shall be referred to the appropriate criminal or juvenile justice system.

REFERENCE: 18 U.S.C. §921
21 O.S. §1271.1, §1280.1

CROSS-REFERENCE: Policy FNCG, Weapons
Policy FOD, Suspension of Students
Policy FOD-R, Suspension of Students, Regulation
Policy FODEA, Student Discipline Procedures for Handicapped Students
Policy FODEB, Suspension of Disabled Students

NOTE 1: The district is required to include, in each application to the State Department of Education for assistance under the Elementary and Secondary Education Act of 1965, a description of the circumstances surrounding any expulsions imposed under this policy, including the name of the school; the number of students expelled from the school, and the type of weapons concerned.

NOTE 2: Firearms and weapons are allowed on school property and deemed not in violation as follows: A gun or knife designed for hunting or fishing purposes kept in a privately owned vehicle and properly displayed or stored as required by law, or a handgun carried in a vehicle pursuant to a valid handgun license authorized by the Oklahoma Self-Defense Act provided such vehicle containing said gun or knife is driven onto school property only to transport a student to and from school and such vehicle does not remain unattended on school property; a gun or knife used for the purposes of participating in the Oklahoma Department of Wildlife Conservation certified hunter training education course or any other hunting, fishing, safety, or firearms training courses, or a recognized firearms sports event, team shooting program or competition, or living history reenactment, provided the course or event is approved by the principal or chief administrator of the school where the course or event is offered, and provided the weapon is properly displayed or stored as required by law pending participation in the course, event, program, or competition; and weapons in the possession of any peace officer or other person authorized by law to possess a weapon in the performance of his/her duties and responsibilities. Although state law allows weapons on school premises, federal law dictates that students in possession of a firearm on school premises are to be suspended for one calendar year. The administration may modify this on a case-by-case basis.

THIS POLICY REQUIRED BY LAW.

SEARCH OF STUDENTS

The superintendent, principal, teacher or security personnel of any public school in the state of Oklahoma, upon reasonable suspicion, shall have the authority to detain and search or authorize the search of any pupil or property in the possession of the pupil when said pupil is on any school premises, or while in transit under the authority of the school or while attending any function sponsored or authorized by the school, for dangerous weapons or controlled dangerous substances, as defined in the Uniform Controlled Dangerous Substances Act, intoxicating beverages, nonintoxicating beverages, as defined by Section 163.2 of Title 37 of the Oklahoma Statues or for missing or stolen property if said property be reasonably suspected to have been taken from a pupil, a school employee, or the school during school activities. The search shall be conducted by a person of the same sex as the person being searched and shall be witnessed by at least one other authorized person, said person to be of the same sex if practicable.

The extent of any search conducted pursuant to this section shall be reasonably related to the objective of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. In no event shall a strip search of the student be allowed. No student's clothing, except cold weather outerwear, shall be removed prior to or during the conduct of any warrantless search.

The superintendent or principal, teacher, or security personnel searching or authorizing the search shall have authority to detain the pupil to be searched and to preserve any dangerous weapons or, controlled dangerous substances, intoxicating beverages, nonintoxicating beverages or missing or stolen property that might be in their possession including the authority to authorize any other persons they deem necessary to restrain such pupil or to preserve any dangerous weapons or, controlled dangerous substances, intoxicating beverages, nonintoxicating beverages or missing or stolen property.

Any pupil found to be in possession of dangerous weapons or controlled dangerous substances, intoxicating beverages, nonintoxicating beverages or missing or stolen property may be suspended by the superintendent or principal for a period not to exceed the current school semester and the succeeding semester. Any such suspension may be appealed to the Board of Education of the school district by any pupil suspended under this section. Pupils shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk or other school property. School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of pupils. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search. Schools shall inform pupils in the students discipline code that they have no reasonable expectation of privacy rights towards school officials in school lockers, desks, or other school property. (70 O.S.A. 24-102)

Lockers are the property of the school and assigned to the student for their use. Students have no expectation of privacy in their lockers or on other school property. Students are to use their assigned locker only. Students leave articles of value in their lockers at their own risk. Students are allowed to place locks on their lockers provided the student supplies the combination to the lock or a key to the lock to the principal's office prior to placing the lock on the locker. Locks will not be provided by the school. The lock will not provide an expectation of privacy for the locker. Locks may be removed by school officials at any time using the key, combination, or by force if the key or combination is not available. The school will not be responsible for replacing or compensating anyone for a lock used on school property. School officials have the authority to search all school property (including lockers with or without locks) at any time without notice, and to seize any property prohibited by law or school policy.

REFERENCE: 70 O.S. §24-102

RESPONSIBILITY FOR SCHOOL PROPERTY: LOCKERS

It is the policy of this district that school lockers will be assigned to students on the first day of school or as soon as possible thereafter.

They are to be kept locked at all times. They are to be kept clean and never defaced in any manner. This applies to the inside as well as the outside. Locker mates are not changed without the principal's permission.

Any locker malfunction should be reported to the office. Students are cautioned not to keep money or other valuables in their lockers.

Students have no expectation of privacy concerning lockers, desks, or other school property. All student lockers, desks, and other school property are subject to periodic inspection. When such inspections are announced, each student shall open his or her locker and remain present during the inspection.

Students must receive permission from the principal in order to place a personally owned padlock on their locker.

The superintendent will develop, or cause to be developed, rules and regulations for the issuance, use, and maintenance of the lockers.

REFERENCE: 70 O.S. §24-102

WIRELESS TELECOMMUNICATION DEVICES

Students at Vici Public Schools shall not have pagers, cell phones or any other wireless telecommunications device in their possession during school hours or at school functions. However, according to provision in HB 1092 passed by the legislature in 2001, students may be allowed to have these devices at school under specific and special circumstances if both the parent/guardian and the appropriate school principal and superintendent give prior consent.

If a student is found in possession of such devices without proper permission, the device will be confiscated and the parent may pick up the device. If a student persists in violating this policy, they will be placed wither in Saturday school or In School Suspension for a period of time to be determined by the principal.

Tape players, radios and headphones are not permitted at Vici Public Schools. Students in violation of this policy shall have the item confiscated and it will be returned to the parent in a timely manner. If a student persists in violating this policy, the student will be placed in Saturday School or In School Suspension for a period of time to be determined by the principal. Students must check with an activity sponsor before taking tape players, radios and head phones on any activity trip. The decision of the sponsor will be final.

REFERENCE: 70 O.S. §24-101.1, et seq.
70 O.S. §24-102

CROSS-REFERENCE: Policy FO, Student Discipline

THIS POLICY REQUIRED BY LAW.

BOOK BAGS AND GYM BAGS

Students may bring book bags and gym bags to school for their educational use. The contents of a book bag shall be limited to school property (e.g. books) and educational-related materials (e.g. notebooks, pencils, etc.). The contents of a gym bag shall be limited to uniforms, shoes and equipment needed for participation in physical education classes or competitive athletics.

STUDENT DISCIPLINE

Vici Junior/Senior High School considers the total life of the student, which requires careful consideration of each student's physical, intellectual, social, and economic well-being. We further encourage the mastery of learning skills and subject matter, and the development of favorable attitudes, proper conduct and ideals.

Each student has a right to attend school in an environment that is safe, that is free of disruptive influences, that is conducive to learning, and which provides ample opportunity to acquire knowledge and skills that are on a level with his or her maturity, interest and abilities. School personnel, parents, and students have the responsibility to develop and maintain an atmosphere that is compatible with this right.

Rules and regulations are necessary for the development and maintenance of an orderly and safe school environment that is conducive to teaching and learning. As a result, certain behaviors are recognized as being inappropriate and unacceptable at school, on school property, and within the jurisdiction of the School District.

Vici Junior/Senior High School will discipline any student for any cause, which disrupts the authority, dignity, or order of school or is inconsistent with the health, safety, welfare, or legitimate educational purpose of other students.

When improper behavior takes place, teachers and students should take action to control it and prevent its recurrence. A concise system of reporting offensive behavior is constructed and shall be used to see that students who do not conform to expectations be advised of their mistake and proper action is taken. In all cases of discipline problems the student must take full responsibility for his actions. Each case will be handled in a fair and judicious manner. Due process is an inherent right of each person.

Public Display of Affection (PDA)

In keeping with our aims of good citizenship for all our students, may we remind both boys and girls that we expect only that conduct fitting to young ladies and gentlemen at all times. Romantic notions are very natural for all, but they must certainly be kept within good taste and practice at or near school. Students are here to study, to learn, and acquire education. Personal affections and romantic notions will not be allowed. No objection will be raised to a boy walking a girl to class, so long as neither is tardy or creates a problem; but personal contact, embracing, or fondling will not be allowed. Public displays of affection are prohibited.

REFERENCE: 10 O.S. §7115
70 O.S. §6-114
70 O.S. §24-101.3

THIS POLICY REQUIRED BY LAW.

CONTROL AND DISCIPLINE POLICY

Improper behavior will result in disciplinary action which will include, but not be limited to the following:

A. Teacher/Student/Principal/Parent conference.
B. Saturday School.
C. Out-of-School Suspension.

According to the provisions of HB 2692 of the Oklahoma Legislature of 1996, HE 2130 of the Oklahoma Legislature of 1997 and the School Laws of Oklahoma, the following shall be the out-of-school suspension policy of the Vici Board of Education.

1. Students may be suspended out of school for the following offenses: (a) violation of a school regulation, (b) immorality, (c) non-violent offenses plus assault, (d) possession of alcohol, wireless communication device, or missing or stolen property if the property is reasonably suspected to have been taken from a student, school employee, or the school during school activities, and (e) possession of a dangerous weapon or controlled dangerous substance.

2. Before a pupil is suspended out of school, pursuant to Section 487 of the School Laws of Oklahoma, the principal shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspension, including but not limited to reassignment to another classroom or in-school detention.

3. A pupil suspended out of school pursuant to this subsection for more than five (5) days shall be placed in a supervised, structured environment in a home based work assignment setting. Pursuant to HB 2692 and HB 2130, the parent or guardian shall be responsible for the provision of a supervised, structured environment in which the parent or guardian shall place the student and bear responsibility for monitoring the student's educational progress until the student is readmitted to school.

The school shall provide the student with an education plan designed for the eventual reintegration of the student into school which provides only for the core units in which the student is enrolled. Core units are defined as the minimum English, mathematics, science, social studies, and art required for promotion in grades kindergarten through eight and f or high school graduation in grades nine through twelve. Credit will be given to the suspended student for work completed. Arrangements shall be made between the principal and the suspended student for the submission of work completed. However, no education plan is required nor will one be provided for those suspended for possession of a dangerous weapon or possession of a controlled dangerous substance.

4. Any student suspended out of school shall not be allowed to participate in nor attend any extracurricular activity.

5. A student who has been suspended for a violent offense which is directed towards a classroom teacher shall not be allowed to return to that teacher's classroom without the approval of the teacher.

All other legal safeguards currently in school law shall be provided to the student, including the right to appeal the suspension as outlined in the School Laws of Oklahoma, 1996 and HB2335 (even for short term suspensions/1998 legislation)

A. Student telling parent over the phone what he/she has done.
B Cleaning up mess they have made.
C Expulsion.
D. Corporal Punishment with parental permission.

CONTROL AND DISCIPLINE POLICY, CONT.,

Student Behaviors That Lead to Pre-Suspension

Programs and May Lead to VSID or Corporal Punishment:

A student involved in behaviors listed below will be assigned to a pre-suspension program that may include but is not limited to loss of privileges and/or detention If the misbehavior is very serious or the student has been involved in the misbehavior before, the student may be suspended or expelled.

DISRUPTIVE/DISOBEDIENT/ DEFIANT: Students must not disrupt or obstruct the learning process. Disruptive/disobedient/defiant behaviors include but are not limited to: making noises, throwing objects, distracting classmates, continued talking. Disruptions that stop the teaching/learning process. Students must obey all school personnel administrators' teachers, instructional assistants, secretaries, custodians, lunchroom helpers, bus drivers, substitutes, arid school volunteers

Student Behaviors That Lead to VSID or Corporal Punishment and May Lead to Out of School Suspension or Expulsion:

Unless the student's behavior is very serious, the first time a student knowingly breaks plans to break, or tries to break any of the rules listed below, the student may be assigned Saturday school, VSID detention, and short-term suspension. The principal may assign a lesser consequence for the first offense, hut not a warning. For further offenses, the student may be assigned long-term suspension as assigned by the principal; the student may even he expelled for very serious acts.

PROFANITY AND/OR OBSCENITY Students must not say bad words or make obscene signs to or at other students or adults in the school community. Strident must not draw or show nasty pictures to anyone at school.

SMOKING: Students must not smoke, have, or use any kind of tobacco product at school, on school grounds, or at nay school-related activities.

FRAUD/CHEATING (an intentional dishonesty; claiming another person's work as the student's own): Students must not trick or cause someone to be tricked by not telling the truth so that the student can get something valuable. Students must not claim another person's work as the student's own.

FORGERY (signing another person's signature): Students must not sign the name of another person as a trick or claim another person's name as the student's own.

FALSE IDENTIFICATION: Students must not use another person's identification as the student's own.

TRESPASS: Students should not enter the school after school hours without adult permission. Students must never climb on the roof of any of the school buildings. Students are not allowed to return to school without permission format principal during a suspension or expulsion.

ELECTRONIC/COMMUNICATION DEVICES: Students must not possess radios, headsets, CD/tape players, computer games, walkman, television sets, beepers, pagers, cellular phone or other electronic communication devices for receiving and/or transmitting messages without the permission of the teacher or principal.

CONTROL AND DISCIPLINE POLICY, CONT.,

SEXUAL HARASSMENT (to worry or torment) OR MISCONDUCT: Students must not use words, pictures, objects, gestures, stories, jokes or other actions related to sexual issues. Students must not act or behave in an unacceptable way with their own private body parts or those of another.

RACIAL OR ETHNIC HARASSMENT (to worry or torment): Students must not use works, pictures, objects, gestures, stories, jokes or other actions that will make fun of another person or tease someone because of race or ethnic background.

BULLYING: Bullying is not only intimidation by threat or force…bullying is also name calling, excessive teasing, cursing, shoving, and even excluding children from the group. Bullying has lifelong effects. It can not and will not be tolerated.

STEALING: Students must not take anything that does not belong to them. Students must not have or keep anything the student thinks might have been stolen.

FIGHTING: Students must not physically fight with another person. Self-defense or defense of others may be taken into account in deciding whether this provision has been violated. Self-defense – to guard from attack; to protect. Retaliation – to return like for like, especially injury for injury.

DEFACEMENT OR DESTRUCTION OF PROPERTY (VANDALISM): Students must not mark up, damage, break, or destroy school property or anything that belongs to someone else. Actions such as writing in school textbooks or library books; writing on desks or walls; carving into woodwork, desks, or tables; and spray-painting surfaces are actions of defacement. Ruining bulletin boards, intentionally clogging the plumbing system, breaking light bulbs or fixtures, removing track balls from computer mousse, and damaging school equipment to the point where repair is necessary are acts of property destruction.

INTIMIDATION (to make afraid, as with threats): Students must not threaten to use force or violence.

EXTORTION (getting money or a promise by using threat or force): Students must not make a person do anything he/she does not wish to do by using a threat or force.

Student Behaviors that Lead to VSID, Corporal Punishment or Out of School Suspension and may Lead to Recommendation for Expulsion:

The principal must assign VISD, out of school suspension and may recommend that a student be expelled form school if the student knowingly breaks any of the rules listed below, plans to break, or tries to break the rules. Once the student is suspended the principal must meet with the Students parent/guardian. The principal may also meet with additional resource persons. The principal will call the police if any of the rules listed below are broken and /or indicate a crime may have been committed.

ALCOHOL AND DRUGS: Students must not bring alcohol or drugs to school. Students must not buy or sell alcohol or drugs. Alcohol and drugs are not allowed at school, on school grounds, or at any school-related activities. Students are permitted to bring prescribed medication to school with the permission of their parent(s) and the authorization and supervision of the principal. All prescribed medication should be stored in the office. If the police have charged any student because the student was involved with drugs or alcohol at school, the principal, when notified by the police, will recommend that the student be expelled.

CONTROL AND DISCIPLINE POLICY, CONT.,

PHYSICAL ASSAULT (a violent physical attack): Students must not physically attack another person.

SEXUAL ASSAULT (a violent physical attack): Students must not sexually attack another person.

BREAKING AND ENTERING: Students must not use force to enter a building.

ROBBERY: Students must not force or threaten someone to give to the student something that does not belong to student.

STARTING A FIRE (arson): Students must not start a fire at school to hurt or harm any person or property. Students must not take part in any activity of burning property.

FALSE FIRE ALARMS OR TAMPERING WITH THE FIRE ALARM SYSTEM OR BOMB THREATS: Students must not break or pull the fire alarm at any time unless there is an emergency. Breaking or destroying a fire alarm in a school building is not allowed.

SUSPENSION ISOLATION DETENTION (VSID)

Isolation Detention may be assigned to students who have recurring, frequent discipline problems (classroom interruptions, discourteous behavior, profanity, lying, dress code violations, tobacco possession or use, etc.), have committed a severe disciplinary infraction (fighting, verbal or physical abuse, theft, illegal drug or alcohol possession or use, destruction of property, etc.), are failing two or more subjects and are in need of individualized assistance, or are in need of prolonged individualized counseling.

Students will be assigned to VSID by the principal. Teachers will supervise the students. A student assigned to VSID will report to the assigned classroom between 8:10 and 8:15 in the morning or other times as designated by the principal. They will remain in this classroom for the duration of their assigned time. A school lunch will be delivered to the student between 11:45 and 12:05 or the student may bring the student own lunch. Students will be dismissed for the day at 3:15 p.m. Under no circumstances are students assigned to VSID to leave the designated area without permission of the principal.

A student assigned to VSID is not eligible to participate in or attend any school activities on days he/she is assigned to VSID.

Teachers will send assignments to the student in VSID. Students are expected to complete all assignments as assigned. If a student completes all assignments for the day and time remains, the supervising teacher will determine whether to give additional assignments or allow the student to read appropriate material.

Students assigned to VSID are expected to be on time, have materials ready as need, complete assignments and turn them in, and cooperate with school personnel. All assignments completed and turned in during VSID will be credited toward the student's grade in the student class.

Failure to abide by the rules and procedures for VSID will result in out-of-school suspension.

REFERENCE: 70 O.S. §6-114

SUSPENSION OF STUDENTS

It is the policy of the Board of Education that the superintendent or designee may suspend a student for:

- Acts of immorality
- Violations of policy or regulations
- Possession of an intoxicating beverage, low-point beer (See policy FNCE)
- Possession of 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
- Possession of a dangerous weapon or a controlled dangerous substance (Uniform Controlled Dangerous Substances Act) (See policies FNCE and FNCGA)
- Possession of a firearm shall result in out-of-school suspension of not less than one year (See policy FNCGA)
- Any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers, or officials or damages property
- Adjudication as a delinquent for a violent or non-violent offense

Before a student is suspended out-of-school, the principal shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspension, such as placement in an alternative school setting, reassignment to another classroom, or in-school detention. A student suspended out-of-school shall be placed in a supervised, structured environment in either a home-based school work assignment setting or another appropriate setting in accordance with a plan prescribed by the school administration that provides education in accordance with the supporting regulations. Parents or guardians will be provided a copy of the education plan and will bear the responsibility of monitoring the student's educational progress until the student is readmitted to school. Students suspended from school shall be ineligible to participate in extracurricular activities. Additionally, any student serving suspension during the time of graduation activities shall not be allowed to participate in or attend ceremonies or programs honoring graduates.

A student who has been suspended for a violent offense that is directed towards a classroom teacher shall not be allowed to return to that teacher's classroom without the approval of the teacher.

No school board member, administrator, or teacher may be held civilly liable for any action, taken in good faith, which is authorized by law under the provisions of this policy.

All other legal safeguards currently in school law shall be provided to the student, including the right to appeal the suspension as outline in the School Laws of Oklahoma, 1996. Students whose behavior does not adjust and who refuses to conform to the standards set by Vici Public Schools I-5 District, may be asked not to attend the remainder of the current semester.

Suspensions and Expulsions of Students on Individualized Education Plans (IEPS)

All special education board policies, administrative procedures, and state and federal regulations must be followed in suspending and expelling students on individual education plans. Students may not be suspended or expelled beyond the established time limits. A duly constituted team may make an appropriate change of placement decision.

The superintendent is directed to establish regulations, subject to board approval, which support this policy. Such regulations shall include provisions for appeal of suspension to a suspension appeals committee and/or the board of education. The superintendent may delegate authority for suspensions of students to building principals.

SUSPENSION OF STUDENTS, CONT.,

NOTE: **70 O.S. §24-104.1 and FERPA provides that a school district in which a student seeks to enroll may request student discipline records, and a school district must provide student discipline records upon request by another school district.**

REFERENCE: **10 O.S. §7005-1.2**
10 O.S. §7303-5.3
10 O.S. §7307-1.2
37 O.S. §163.2
70 O.S. §24-101.3, §24-102, §24-103, et seq.

THIS POLICY REQUIRED BY LAW.

SUSPENSION OF STUDENTS (REGULATION)

In accordance with the policy of the board of education, the following regulation shall govern the suspension of students from school.

The authority to suspend a student from a school in the school district is delegated to the respective building principals.

1. Any student may be suspended for:

   - Acts of immorality
   - Violations of policy or regulations
   - Possession of an intoxicating beverage, low-point beer (37 O.S. §163.2) (See policy FNCE)
   - Possession of 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
   - Possession of a dangerous weapon or a controlled dangerous substance (Uniform Controlled Dangerous Substances Act) (See policies FNCE and FNCGA)
   - Possession of a firearm may result in out-of-school suspension of not less than one year (See policy FNCGA)
   - Any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers, or officials, or damages property
   - Adjudication as a delinquent

2. A full suspension shall not extend beyond the present semester and the succeeding semester except for violations of the Gun-Free Schools Act which provides suspensions for up to one calendar year or longer. (See policy FNCGA.)

3. Except under circumstances that require the immediate removal of a student or students, the parent(s) or legal guardian(s) shall be informed before a student is released from school.

4. Any student who has been adjudicated as a delinquent and has been removed from a public or private school in this state or any other state for such act, will not be enrolled in a regular class room setting in the district but may be provided an alternative education solution until such time as that student no longer poses a threat to self, other students, or faculty.

5. Students suspended out-of-school who are on an individualized education plan pursuant to IDEA, P.L. No. 101-476, shall be provided the education and related services in accordance with the student's IEP.

6. A student who has been suspended for a violent offense that is directed towards a classroom teacher shall not be allowed to return to that teacher's classroom without the approval of that teacher.

SUSPENSION OF STUDENTS, REGULATION (Cont.)

Procedural Steps to Suspension

Before a student is suspended from school, the principal of that school shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspensions. Such placements can include an alternative school setting, reassignment to another classroom, or in-school detention. If such alternate placement is rejected, written justification must be placed in the student's permanent record.

1. Probation. A student may be placed on probation with or without additional disciplinary action. If probation is elected by the principal as a suitable alternative to suspension, both the student and the parent(s) shall be notified of the probation and the reasons therefor.

2. In-school placement is an alternative to out-of-school suspension. In-school placement will be imposed by the student's principal and the student will be placed in a supervised, structured environment. This placement will not be considered suspension and may include an alternative school setting, reassignment to another classroom, or in-school detention. Both the student and the parent(s) shall be notified of the placement, the reasons therefor, and the right to appeal the placement to the suspension appeals committee.

3. Out-of-school suspension.

   A. Both the student and the parent(s) shall be notified of the suspension, the grounds therefor, and the right to appeal the suspension to the board of education. A student suspended out-of-school will be placed in a supervised, structured environment in either a home-based school work assignment setting or another appropriate setting.

   B. If a student is suspended out-of-school for five (5) days or less the district may provide an education plan. If a student is suspended for more than five (5) days and is found guilty of acts as described above, the school administration shall provide the student with an education plan designed for the eventual reintegration of the student into school which provides for the core units in which the student is enrolled. The minimum core units shall consist of English, mathematics, science, social studies, and art. The plan shall set out the procedure for education and shall address academic credit for work satisfactorily completed. A copy of the plan shall be provided to the student's parents or guardian, and the parents or guardian shall be responsible for the provision of a supervised, structured environment in which the parent or guardian shall place the student and bear responsibility for monitoring the student's educational progress until the student is readmitted to school.

Appellate Procedures

1. Any student who has been suspended for ten (10) days or less under the steps listed above, or the student's parent(s), may appeal the suspension to the suspension appeals committee. The following procedures shall govern the appellate process:

   A. The student, or the student's parent(s), shall notify the superintendent within ten (10) days following the suspension or the notice of the intent to suspend of their intent to appeal the suspension.

SUSPENSION OF STUDENTS, REGULATION (Cont.)

B. Upon receiving notice of a student's intent to appeal, the superintendent shall advise the suspension appeals committee. The suspension appeals committee shall hear the appeal within ten (10) days from the date the notice of intent is filed with the superintendent. The superintendent, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.

C. During the hearing of the appeal before the suspension appeals committee, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate. The student shall not have the right to be represented by legal counsel, unless the school district is represented by legal counsel.

D. The suspension appeals committee shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension. The suspension appeals committee may uphold, overrule, or modify the suspension. The student and the student's parent(s) shall be notified within five (5) days of the decision.

E. Decisions of the suspension appeals committee may be appealed to the board of education. The decision of the board of education shall be final.

2. Any student who has been suspended for greater than ten (10) days under the steps listed above, or the student's parent(s), may request a review of the suspension with the administration. If the administration does not withdraw the suspension, the student shall have the right to appeal the decision to the board of education. The following procedures shall govern the appellate process:

A. The student, or the student's parent(s), shall notify the superintendent within ten (10) days following the suspension or the notice of the intent to suspend of their intent to appeal the suspension.

B. Upon receiving notice of a student's intent to appeal, the superintendent shall advise the board of education. The board of education may conduct the hearing or may appoint a hearing officer to conduct the hearing. The board of education or hearing officer shall hear the appeal within ten (10) days from the date the notice of intent is filed with the superintendent. The superintendent, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.

C. During the hearing of the appeal before the board of education or hearing officer, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate. The student shall not have the right to be represented by legal counsel, unless the school district is represented by legal counsel.

D. The board of education or hearing officer shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension. The board of education or hearing officer may uphold, overrule, or modify the suspension. The student and the student's parent(s) shall be notified within five (5) days of the decision. The decision of the board of education or hearing officer shall be final.

SUSPENSION OF STUDENTS, REGULATION (Cont.)

NOTE: **70 O.S. §24-101.3 (E) states that a student who has been suspended from a public or private school in the state of Oklahoma or another state for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students shall not be entitled to enroll in a public school of this state, and no public school shall be required to enroll such student, until the terms of the suspension have been met or the time of suspension has expired.**

THIS POLICY REQUIRED BY LAW.

SUSPENSION OF DISABLED STUDENTS

The Vici Board of Education recognizes that a meaningful learning environment requires an open and orderly exchange of information and ideas between all involved in the educational process. It is the Board's desire not to have their educational opportunities interrupted because of inappropriate actions of other students.

Therefore, the Board, in assuring to all disabled students an appropriate educational opportunity, promulgates these policies and procedures regarding disciplinary actions of qualified disabled students.

Conduct by a disabled student shall be reported to the building Principal whenever such conduct:

1. Is a violation of school rules and regulations.
2. Jeopardizes the safety or property of other (including disabled students).
3. So disrupts the education environment as to impede the learning process of the student and of others.

Upon being notified, the Principal may impose such discipline as allowed by the District disciplinary procedures. The District's policies and procedures regarding suspension of students shall be followed. In any event, the Principal shall exercise his/her authority to remove a student in an emergency situation.

Guidelines for Suspension of Ten Days or Less (Cumulative)

1. Follow District policies and procedures regarding discipline of all student, disabled or otherwise.
2. Give written notice to student and parents of the reasons for the suspension.
3. Allow student an opportunity to explain to the Principal his/her side of the story.
4. Not necessary to afford "formal due process", such as right to counsel, cross-examination, presentation of witnesses.
5. Do not implement suspension until after notice and student opportunity to explain his/her view of the situation, unless the principal believes the continued presence of the student constitutes a threat to property, or the orderly running of the educational environment.
6. Allow student to appeal suspension to the Suspension Committee. Stay the suspension pending the Committee's decision, unless a threatening situation exists.
7. During the suspension period, convene IEP team to consider necessity of reevaluation; development of, or adaptation to, a behavior intervention strategy, and; possible change in placement.
8. Suspension of ten (10) days or less does not constitute a change in placement, and does not require the district to follow the procedural safeguards of IDEA.
9. If maintaining the student in his/her current placement during the above proceedings is likely to result in injury to the student, to others, or to property, or will so disrupt the learning environment as to make it impossible for

the orderly running of the school, the District may seek injunctive relief from the Courts to implement the suspension or otherwise modify the student' placement pending final adjudication of the suspension.

SUSPENSION OF DISABLED STUDENTS (Cont.)

Guidelines for Suspension Over Ten (10) Days

1. Upon the Principal's decision to impose suspension for more than ten (10) days (or upon an accumulation of suspensions over ten (10) days during a school year) conduct an immediate IEP team review to evaluate the student's placement.

2. IEP team to determine if misconduct is related to the disability.

3. If related, no suspension beyond ten (10) days shall be allowed. The IEP team shall make appropriate recommendations for reevaluation, change in placement, imposition of behavior intervention strategies, etc.

4. If not related, provide parents with proper written notice and opportunity to respond before imposition of suspension. suspension over ten (10) days constitutes a change in placement, and triggers the procedural safeguards of IDEA.

5. If parents do not request a due process hearing challenging the change in placement, the IEP team shall recommend appropriate education services to be implemented during the suspension period, (e.g. homebased services, more restricted environment, etc.)

6. If parents do request a due process hearing, no suspension shall be implemented pending the final adjudication of the matter.

7. During the period when the IEP team and/or the administrative/judicial process is ongoing, the District may seek injunctive relief from a court of competent jurisdiction to remove the student from the school setting. The District shall make recommendations to the court, based upon IEP team findings and conclusions of alternative service methods to be implemented during pending judicial process.

8. Educational services shall not completely cease during a suspension period over ten (10) days.

Emergency Suspension

The Principal, or his/her assistant in charge, is authorized to involve an emergency suspension when the presence of the student at school is disruptive or threatening. In cases of emergency suspension, the parents should be contacted immediately by telephone, if possible, followed by written notification by certified mail (Appendix 3). Regular due process procedure should follow this action, except that the student is not permitted to return to class during the hearing procedure.

TRUANCY AND ATTENDANCE

The Vici Board of Education recognizes that regular school attendance of a child of school age is required by Oklahoma law and that the school is required to record all student absences and the reasons for them and to report excessive absences to proper authorities. While the board considers regular school attendance essential for success in school, the board also recognizes that an occasional absence by students may be unavoidable. The board believes that proper communication between schools, parents, and legal authorities in school attendance matters assists students to attend school on a regular basis and attains the maximum benefit from classroom education.

The superintendent is directed to establish regulations that implement and support this policy.

Work Policy:

Parents may request that their children be absent from school for the purpose of work. The following procedures should be followed.

1. A student whose parents request that their child be excused to work in a planned time of unusual need will hand in his or her homework before he/she leaves school.
2. When an unplanned emergency work situation arises a student will not be considered truant if his or her parents have communicated by phone or in person with the principal.

REFERENCE: 10 O.S. §7003-5.5
70 O.S. §10-105, §106, §107
70 O.S. §24-120

STUDENTS:
FEES, FINES, AND CHARGES

It is the goal of the Vici Board of Education to provide a free, appropriate, public education to all the children of this district. However, there are certain areas in which the payment of fees, fines, or charges may be required. The superintendent is directed to establish a regulation designating such areas and setting forth methods of payment.

OPEN RECORDS ACT

1. All public body records are open to any person for inspection, copying, or reproduction during regular business hours, except as provided by the Oklahoma Open Records Act.

2. The act does NOT apply to records specifically required by law to be kept confidential, including records of what transpired during meetings lawfully closed to the public (such as board executive sessions).

3. The school district may charge a fee only for reasonable, direct costs of document reproduction or copying. Therefore, (according to the maximum amount listed in the act), 25 cents per page will be charged for document copying and $1.00 for a certified copy page.

4. However, if the request is solely for a commercial purpose (other than for the news media) or would clearly cause excessive disruption of the public body's essential function, the body may charge a fee of $10.00 per hour to recover direct costs of document search.

5. In order to protect the integrity and organization of its records and to prevent excessive disruptions of the school's essential functions, the district may require, in rare circumstances, a reasonable amount of time to proved lengthy or complex information.

6. No search fee will be charged when release is in the public interest.

7. A written schedule of the fees will be posted at the office of the superintendent and with the county clerk.

The Board of Education adopts this Policy Statement in connection with the Oklahoma Open Records Act (the "Act"), effective November 1, 1985.

This School District as a tax supported institution, recognizes that the public has a right to be fully informed concerning its operations. This 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 the policy statement, shall be open to any person for inspection, copying and/or mechanical reproduction during the 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.

As permitted by the Act, the School District hereby designates the following records as confidential and not open for public inspection:

- Records which can be kept confidential under federal or state law as designated in Section 5 of the Act.

- Personnel records which relate to internal personnel investigations including examination and selection material for employment, hiring, appointment, promotion, demotion, discipline or resignation.

OPEN RECORDS ACT, CONT.,

- Personnel records where disclosure would constitute a clearly unwarranted invasion of personal privacy such as employee evaluations, payroll deductions, or employment applications submitted by persons not hired.
- If disclosure would give an unfair advantage to competitors or bidders, the following: bid specifications for competitive bidding prior to publication; contents of software (but not the data thereon); and appraisals relating to the sale or acquisition of real estate prior to the award of a contract.
- Except for the fact that a communication has been received and that it is or is not a complaint, personal communications received from a person exercising rights secured by the Oklahoma or United States Constitution. Any response to such personal communications shall be confidential only to the extent necessary to protect the identity of the person exercising the right.
- 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

     1. Has been designated by the school district as directory information

     2. Parents have been notified of and have not exercised their non-release rights.

- Teacher lesson plans, tests and other teaching materials.
- Personal communications concerning individual students.
- Prior to taking action, including making a recommendation or issuing a report, personal notes and personally created materials of school district personnel, excluding departmental budget requests, prepared as an aid to memory or research leading to the adoption of a school district policy or school district project.

The Board of Education hereby designates its Superintendent or if such person is not available during regular business hours, then the Superintendent's office secretary as the person authorized to release non-confidential public records for inspection, copying or mechanical reproduction.

The School District shall charge reasonable fees to recover the direct cost of document copies. Reasonable document search fees shall be charged as permitted by the Act. The schedule of tees will be posted in the Superintendent's office. The district will make every effort to provide public request within five (5) working days of the request.

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 Board of Education.

OPEN RECORDS ACT, CONT.,

REFERENCE: 51 O.S. §24 A.l, et seq.

NOTE: If regular business hours are not maintained, the school district is required by law to post and maintain a written notice at the main office of the school district and with the county clerk, which notice shall include the following: (1) the hours records are available for inspecting, copying, and reproduction; (2) the name, address, and telephone number of the individual in charge of the records; and (3) detailed procedures for obtaining access to the records at least two days of the week, excluding Sunday.

GRIEVANCE PROCEDURE: PARENT-TEACHER

The Vici Board of Education realizes that parents may have a grievance they wish to discuss with the district. However, it is also recognized that there must be an orderly procedure for hearing and resolving grievance issues.

If the issue involves a teacher, the student or parent will address the issue with the teacher. If the issue is not resolved, the issue will be brought before the principal.

If the issue involves another student or other school personnel, the parties will address the issue with the principal.

If the issue is not resolved, the parties will bring the issue before the superintendent.

If the issue is not resolved the parties may file for a hearing with the Board of Education through the office of the superintendent at least 7 days prior to the next scheduled board meeting. The decision of the board is final.

REFERENCE: Atty. Gen. Op. No. 82-209

PUBLIC RELATIONS

The Vici 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.

SCHOOL VISITORS

It is the policy of the Vici 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.

Staff members are not normally expected to have personal visitors during the school day.

All teachers have a conference/planning period time each day. Conferences may be made during this time upon request of the parent. Visitors must be pre-approved by the teacher and the principal.

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.

The superintendent or principal of any school shall have the authority to order any person[1] out of the school building and off the school property when it appears that the presence of such person is a threat to the peaceful conduct of school business, school activities, and/or school classes. Any person who refuses to leave the school building or grounds after being ordered to do so by the superintendent or principal, shall be guilty of a misdemeanor and upon conviction shall be punished by a fine of not more than $500.00 or by imprisonment in the county jail for not more than 90 days, or by both such fine and imprisonment.

Any person who is requested to leave the premises shall be unable to return to the premises without the written permission of the administration for a period of six months. A grievance or an appeal may be filed by the individual as per district policy GJ-P.

REFERENCE: 70 O.S. §24-131
21 O.S. §§ 1375, 1376

THIS POLICY REQUIRED BY LAW.

[1] Does not include students, officers, or employees of the district.

SCHOOL VISITORS
(GRIEVANCE/APPEALS PROCESS)

Any individual ordered to leave the school building or school grounds, pursuant to this policy and state law, shall have the right to a hearing concerning this action.

The procedure for appeals shall be as follows:

1. Any person removed from the school grounds or a school building shall be given written notice of his right to appeal.
2. The person so banned may, within 14 days, make a written request to the school superintendent or designee for removal of the ban.
3. The superintendent or designee may choose to remove the ban and, if so, will do so in a written letter, which will be sent to the banned individual. A copy will be sent to all administrators and security personnel of the district.
4. If the superintendent denies removal of the ban, the affected individual may then appeal to the board of education. If the board approves removal of the ban, it shall direct the superintendent to report the action in a letter to all district administrators and security personnel.
5. If the appeal is denied by the board, a letter so stating the action shall be sent to the individual, all administrators and security personnel. Such ban will exist up to six months, with time to be designed at the letter. The time of the ban may be extended subject to additional violation of state statute by the named individual.

Any person who fails to leave the school as directed or returns within the six months without permission of the superintendent or designee shall be guilty of a misdemeanor according to 21 O.S., Section 376.

THIS POLICY REQUIRED BY LAW.

STUDENT RECRUITMENT
ACCESS TO STUDENTS AND DIRECTORY INFORMATION

The following policy provides two options. The board is required to select ONE of these options as district procedures for military recruiter access to students and directory information. Please delete the option not selected.

The Vici Public School District may disclose any of the items listed as directory information without prior written consent, unless notified in writing to the contrary. The parent, legal guardian of the student, or the student age 18 or over may also provide written notification to the school administration requesting directory information not be released to military service recruiters. (See policy FLD for listing of directory information items.)

Subject to the provisions of state and federal laws, this district shall provide the same directory information and on-campus recruiting opportunities to representatives of the armed forces of the United States of America and state armed services as are offered to nonmilitary recruiters, recruiters for commercial concerns, and recruiters representing institutions of higher education.

The board shall also provide full access for the recruitment of students by regional career-technology centers, regional vocational agricultural centers, inter-district magnet schools, trade schools, charter schools, and inter-district student attendance programs.

The school administrator may make the determination of when the recruitment meetings are to take place and reserves the right to deny such meeting where the holding of such meeting will materially and substantially interfere with the proper and orderly operation of the school. Organizations wishing to recruit at the high school must make arrangements with the principal or designee who will determine the schedule for the recruitment meeting. Scheduled visits by recruiters will be made known to the student body. On-campus follow-up meetings with individual students will be permitted only upon the request of the student(s) and with the approval of the building principal or designee.

Any person or organization denied the rights accorded under this policy shall have the right to request a review of the decision by the board of education by filing a written request with the superintendent of schools.

This district will notify parents of the types of student directory information released. The notice will include:

1. An explanation of the parent's right to request that information not be disclosed without prior written consent;

2. Notice that the school routinely discloses names, addresses, and telephone numbers to military recruiters upon request, subject to a parent's request not to disclose such information without written consent; and

3. Notification on how the parent may opt out of the public, nonconsensual disclosure of directory information and the method and timeline within which to do so.

The notice will be provided to parents on an annual basis.

STUDENT RECRUITMENT, ACCESS TO STUDENTS AND DIRECTORY INFORMATION (Cont.)

REFERENCE: 10 U.S.C. §503 as amended by The National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107)
20 U.S.C. §7908 (§9528 of the ESEA) as amended by the No Child Left Behind Act of 2001 (P.L. 107-110)

CROSS-REFERENCE: Policy FLD, Student Directory Information
Policy GJ, School Visitors
Policy GK, Use of School Property

NOTE: Cited provisions of federal law apply to all LEAs receiving ESEA funds. A district's failure to comply with ESEA regulations may result in loss of funds.

THIS POLICY REQUIRED BY THE NO CHILD LEFT BEHIND ACT.

USE OF SCHOOL PROPERTY

The use of the buildings, grounds, and equipment must be in keeping with the general program of education. Student curriculum and activities shall come first in the use of school facilities and equipment. School facilities should not be used for commercial use or personal gain or profit.

Oklahoma Statutes, Title 70, Section 5-130, as amended by House Bill 1017, states that the Board of Education of any school district, pursuant to the district's regulations and conditions, may open any school building and permit the use of any property belonging to the district for religious, political, literacy, community, cultural, scientific, mechanical, agricultural or parental involvement purposes and other purposes of general public interest. The statute further permits school districts to make a reasonable charge f or the use of building, property or transportation equipment. The statute also provides that the State Board of Education shall encourage each Board of Education to inquire into and promote the use of its buildings and property.

Interpreting the statute prior to its amendment by HB 1017, the district court in one Oklahoma case has ruled that the state is under no duty to make school buildings (or other school property) available for public gatherings, and the School Board is not prevented from barring the use of its property. If a school district does allow organizations to use the school facilities for nonacademic purposes, the school district cannot discriminate against any comparable applicant in deciding who will and who will not be permitted to use school property.

Based on the court's ruling and the permissive language of the statute - which was not changed by the latest amendment - the School Board has sole discretion in determining if school property may be used by private organizations.

REFERENCE: **20 USC §7905**
70 O.S. §5-130
70 O.S. §11-103.7

NOTE: **Senate Concurrent Resolution 60 of 1994 recommends that school districts make school transportation equipment available to community-based organizations in transporting elderly persons.**

USE OF SCHOOL PROPERTY (REGULATIONS)

Building Use

In recognition of the fact that the buildings of the Vici District are the property of the people of the District, the following is adopted as the guiding policy for the use of buildings *

1. Public use of buildings, or sections of buildings, at times when use does not interfere with usual school functions, will be allowed only if arrangements can be made that allow for the safety and security of district property.

2. Fees charged for use will be adequate to cover the districtts cost incurred by virtue of the need of added supervision and custodial work as well as utility and other costs. All custodial work must be done prior to the opening of school the next school day.

3. Fees may be waived or reduced in the case of school related groups or for groups planning a community interest or improvement activity.

4. The nature of some activities may require that the request for building use be accompanied by proof that adequate liability insurance will be in force.

5. Rules and procedures for building use, including fees, will be an administrative decision.

If a rental charge is required, it shall be paid in the district business office. All checks shall be made payable to Vici Public Schools.

School premises shall not be available on occasions or during hours that have been scheduled in advance by the various school principals for school activities or functions in connection with regular school work.

School premises shall not be available for rent on legal holidays because of the inconvenience and imposition placed upon custodial staff.

Persons or organizations using school premises that include a stage and stage equipment shall not be permitted to remove or displace furniture or apparatus. Pianos shall not be moved on or off the stage, except under the direction of the district personnel in charge.

Access to rooms or facilities, including playing fields, other than those approved for use, shall not be permitted.

No intoxicants or narcotics shall be used in or about school buildings and premises, including playing fields; nor shall profane language, quarreling, fighting, or gambling be permitted.

Use of all tobacco products in school buildings is prohibited. Violations of this rule by any organization during occupancy shall be sufficient cause for denying further use of schoolpremises to the organization.

No use shall be permitted for any individuals or groups not granted permission to use the premises during the allotted time. Juvenile organizations must have adult sponsorship and supervision.

The person or group receiving the permit shall be responsible in case of loss or damage.

USE OF SCHOOL PROPERTY (REGULATIONS), CONT.,

No preparations shall be used on the floors at any time by groups using the building for dancing.

When custodians are normally not on duty, any group using school facilities must pay for the custodian's time, in addition to any rental fee as prescribed.

All functions must close by midnight unless special arrangements have been made with the school principal.

Any person applying for the use of school property on behalf of any society, group, or organization shall be a member of such applicant group and, unless he is an officer of such group, must present written authorization from such applicant group to make such application.

If the gym is used for camps, the manager of the camp must have liability insurance. Also, any non-school organization using the lobby or auditorium f or a fund raising activity must have liability insurance. It is the responsibility of the organization to provide proof of liability insurance before using any facility.

The school district reserves the right to reschedule any or all facilities for another purpose or group should a priority need arise.

During school hours:
School buildings, property, or equipment may be used only by student groups for student group meetings or activities which are related to the curriculum during normal school hours. Such use shall be arranged according to the official school schedule. The use of school buildings, property, or equipment by students during normal school hours shall be free of charge. However, consent of the Superintendent must be obtained. The building custodian and a member of the faculty must be present at the school.

During non-school hours:
School buildings, property, or equipment may be made available to student or non-student groups for non-curriculum use of a general public interest during non-school hours. A schedule of fees, rates, and charges is outlined below.

These regulations shall be made available to applicants and the

observance of these regulations is a condition of the use of the facilities.

Use of Gymnasiums

A. Reserve the gym through the Superintendent.
B. Do not allow visitors outside your own group to enter the gym. The person in charge assumes all responsibilities for injuries and damage done.
C. Use rubber soled shoes ONLY. No roller skating or other activities or equipment which might damage or scuff the floor is allowed.
D. Use only the lights you need.
E. Please leave the gym in the same condition as when you arrive. Check to be certain that all doors and windows are locked before leaving.

USE OF SCHOOL PROPERTY (REGULATIONS), CONT.,

The use of the gym shall be on a first come, first served basis except that basketball teams shall have first priority. In the case of conflicts, the Superintendent shall resolve the dispute.

Use of Auditorium

No food, drink or tobacco products are allowed in the auditorium.

Schedule of Fees, Rates, and Charges:

Auditorium - $50.00 per day
Gyms - $25.00 per day, per gym
Lobby Area - $50.00 per day

Custodial service is required for each area at the employee's regular hourly rate.

Cafeteria - See Section 303, Policy for Use of Kitchen and Cafeteria.

Other buildings, property, or equipment may be available for use as described above at the discretion of the Board of Education.

USE OF HIGH SCHOOL/MIDDLE SCHOOL CAFETERIA (REGULATION)

It shall be the policy of the Vici Board of Education that priority be given to school organizations when it comes to the use of any of the school facilities. If a school organization has not already spoken for a particular facility, then the facility can be rented to another group, family, or individual under the following guidelines.

Kitchen Rental: The rent for use of the school kitchen shall be $75.00. Also, the group or individual using the kitchen must employ one of the cafeteria workers to oversee the use of kitchen equipment and pay the cafeteria worker at the employee's regular hourly rate. No rent will be charged any school related organization, but they will be responsible for the hourly wage of the cafeteria worker.

Cafeteria Rental: The rent for use of the school cafeteria shall be $75.00 $50.00 of the rental fee shall go to the school to offset cost of utilities and $25.00 shall go to the custodial personnel who opens, closes, and cleans the facility. No rent will be charged any school related organization.

Combined Rental: The rental for the kitchen and cafeteria will be $125.00 and a cafeteria worker must be employed at the normal hourly rate during the entire use of the combined facilities. Again, the fee will be waived for any school related organization.

Additional Restrictions:

1. No group or individual will be allowed to store personal food items in the school's walk-in refrigerator or walk-in freezer. An exception can be made in case of an emergency such as loss of a personal refrigerator or freezer, but then only for one or two days.
2. No school pots, pans or utensils will be taken from the school premises by any individual or group not associated with the school.
3. No group (school related or non-school related) will ever be allowed to use school commodities or supplies purchased for the Child Nutrition Program.
4. No school employee will be allowed to purchase from vendors on school time. Arrangements will need to be made to take care of personal business on personal time.
5. Any group or individual using the school kitchen for catering must provide all of their own pots, pans, utensils and food items. A copy of an invoice showing all food items used must be filed with the cafeteria manager prior to the catering event taking place.

Student's Use of School Buildings

Students may be invited to remain in or return to the school after hours, for such activities as athletics, school parties, cheerleading, play practice and others if they are school sponsored or under the approved leadership of some organization which has been approved by the administration.

USE OF STOCK TRAILERS

It is the policy of the Board of Education to allow the Vocational Agriculture instructor to attend jackpot shows after receiving prior approval from the Superintendent of Schools. Use of the stock trailers by school patrons shall be allowed under the following conditions:

a. Permission must be obtained from the vocational agriculture instructor prior to use of any of the stock trailers. He will keep a record of each request after giving approval.
b. The individual furnishing the tow vehicle must provide proof of insurance to the Superintendent of Schools prior to using the trailer.

    1. By providing the proof of insurance, the owner of the tow vehicle recognizes that in case of accident, his/her insurance will be the primary liability carrier and any school insurance on the vehicle will be secondary coverage.

c. The cargo insurance provided by the school is in effect only when the school vo-ag pickup is towing the school trailer. Individuals who pull a school trailer with their own vehicle need to understand that the school has no liability for any livestock being hauled at that time.
d. It is recommended that each livestock owner seek insurance on their own animal that would cover the cost of the animal in case of an accident. If the owner cannot afford the insurance or prefers not to have insurance on their animal, we require that he/she sign a waiver releasing the school from any liability for the animal in case of an accident.
e. Trailers are not to be taken more than 150 miles from Vici, unless towed by a school owned vehicle.

<u>General Guidelines Pertaining to All Booster Clubs</u>

1. Keys will be obtained from and returned to the athletic director before and after each pre-season or regularly scheduled sports season if a change in sponsorship should occur.

2. The concession stand will be kept clean and well-maintained by the using organization.

3. Organizations may use the concession building for storage of refreshments and items necessary to dispense such refreshments during their approved season of activity. The organization must remove all items belonging to their organization after the season of sponsorship has been concluded. No organization will be allowed to store items in the concession stand during off-seasons.

4. Once a season of sponsorship is completed, an organization has one week to vacate the building. When the organization is ready to return the concession building to the school, a representative must meet with the athletic director at the building for a visual inspection. Once the visual inspection has been successfully completed, the keys will be returned to the athletic director.

5. If possible, an organization will be given possession of the concession building one week prior to the scheduled activity. The keys as specified in this section will be obtained from the athletic director.

6. The school administration is empowered to resolve all conflicts between organizations as deemed equitable and necessary.

USE OF CONCESSIONS BUILDING, REGULATIONS (Cont.)

7. Conflicts arising between organizations on the usage of the concession building should be resolved between the presidents of the organizations involved. If this remedy is not successful, they should contact the athletic director for a meeting to resolve the issues. If this is not successful, the line and staff sequence of events to resolve conflicts of a school problem will be followed.

8. The board of education agrees to consider usage of the concession building on a yearly basis. Past performance and finances will be considered for approval.

9. All maintenance, plumbing, or building requirements will be reported immediately to the director of maintenance.

10. Any item belonging to an individual or organization that is left in the building at any time is done so at their own risk and is not a responsibility of this school district.

USE OF STOCK TRAILERS
WAIVER OF LIABILITY FOR LIVESTOCK

I understand that when a school trailer is being towed by any vehicle other than a school owned vehicle, that the cargo insurance is null and void and will not cover the loss of my animal in case of an accident.

I further understand that I can furnish the insurance on my own animal that would cover it in case of loss by accident, or that I may choose not to insure the animal.

Check the appropriate line:

_____ I have obtained insurance on my own animal (provide proof of insurance to vo-ag instructor).

_____ I do not desire to provide insurance for my animal and release Vici Public Schools from any liability for the animal while it is being transported in a school trailer while being towed by a non-school vehicle.

_____ _____
Signature of Student Date

_____
Signature of Parent

LEGISLATIVE REPRESENTATIVES RELATIONS

The Board, as an agent of the State, must operate within the bounds of the state and federal laws affecting public education. If the Board is to meet its responsibilities to the residents and students of this community, it must work vigorously for the passage of new laws designed to advance the cause of good schools and for the repeal or modification of existing laws that impeded this cause. To this end:

1. The Board will keep itself informed of pending legislation and actively communicate its concerns and make its position known to elected representatives at both the state and national level.

2. The Board will work with its legislative representatives (both state and federal), with the Oklahoma School Boards Association, the National School Boards Association, and other concerned groups in developing an annual, as well as long-range, legislative program. One of the major objectives of the Board's legislative program will be to seek full funding for all state and federally mandated programs.

3. The Board will annually designate a person (who may or may not be a member of the Board) to serve as its legislative representative. This person will be authorized to speak on the Board's behalf with respect to legislation being considered by the Oklahoma legislature or the United States Congress or their respective committees. In all dealings with individual elected representatives, the legislature, or Congress, the Board's representative will be guided by the official positions taken by the Board. This person will serve as the Board's liaison to the OSSBA Legislative Task Force.

-- A --

Absence, Leave of DED-R1
Contract DED-E1
Absence of Policy, Administration in ..... BF
Absence(s)
Employee, Snow/Ice Days ..... DEHA
Policy, Request for Exemption from FDC-E1
Religious Leaves and DED-R8
Report of DE-E1
Administrative Personnel ..... DEG
Regulation FDC-R3
Absentee Report FDC-E2
Abusable Chemical Substances, etc. ..... FNCE-R
Abuse, Child, and/or Neglect,
Report Form ..... FFG-E
Reporting Suspected ..... FFG
Abuse, Drug, Student FNCF-R2
Academic Letter Award ..... FGBC
Accelerated Kids, Providing
Enrichment for (PEAK) EHBB-R2
Acceleration ..... EIEB
Acceptable Use, Internet and Other
Computer Networks ..... EFBCA
Acceptance of Letters of Resignation ..... DDCA
Acceptance of New Facilities ..... CVJ
Access, Equal (Student Organizations) ..... GAB
Access, Internet and Other Computer Networks,
Code of Conduct EFBCA-R1
Agreement ..... EFBCA-E
Access Request, Public Record ..... GBA-E
Access to Students and Directory Information,
Student Recruitment ..... GJBA
Notification to Parents ..... GJBA-E
Accident Insurance, Students ..... FFD
Accident Report Form, Employees CRE-E1
Accident Report Form, Supervisor's CRE-E2
Accommodation, Request for EHBC-E2
Accommodations, Disability ..... CVCD
Procedures ..... CVCD-P
Accountability, Equipment ..... CLB
Lending ..... CMA
Accounting, District ..... CFD
Accounts, Petty Cash ..... CHB
Accounts, School District Funds ..... CAB
Accreditation ..... BTB
Acknowledgment Concerning Use of
Student Lockers ..... FNFA-E
Acknowledgment, Drug and Alcohol Testing
Program DCCB-E2
Acknowledgment, Student Parking
Areas ..... FFFD-E
Acquired Immune Deficiency Syndrome ..... FFAAB
Medical Information Release Consent Form .. FFAAB-E
Action Days, Teacher Strikes ..... DGBB
Action Items Procedures, Board Meetings ..... BEAB
Actions and Procedures, Disciplinary,
Records FO-R2
Activities
Children/Student Spectators at ..... FNCJ
Community, Participation in ..... DGAA
Community Sponsored Contests
for Students ..... GAE
Consulting
Professional Staff ..... DBFB
Superintendent ..... BJCC
Director, Duties ..... DPAFH
Extracurricular, Faculty ..... EBMA
Participation Fees for ..... FPA
Regulation ..... FPA-R
Request for Waiver ..... FPA-E
Political, Staff Participation in ..... DGA
Public, Students Involved In ..... GBBA
Students
Expense Reimbursement ..... DEEC
Extracurricular ..... FMA
Activities Attendance Regulations FMA-R4
Cheerleading, Regulation ..... FMAC-R
Drug Testing Program ..... FNCFD
Extracurricular Activities Contract ..... FNCFD-E
Internal Activity Review
Committee FMA-R3
Participation ..... FMAA
Disabled Students ..... EHBCG
Regulation FMA-R1, FMA-R2
Fund Raising
Procedures ..... FJ-P
Request and Report Forms ..... FJ-E
Involved in, Public ..... GBBA
Participation Approval FMA-E1
Scholastic Eligibility ..... FM
Regulation ..... FM-R
School-Sponsored, Transportation to ..... CNC
Social Affairs ..... FMD
Summer Program ..... FMG
Transportation, Regulations ..... CNA-R
Activity, Alternate, Staff Development
Request/Report Form DMB-E1
Activity Bus Use, Guidelines FFFF-R2
Activity Dismissal Form, Student FMA-E2
Activity/Event Money Log ..... CFB-E
Activity Funds ..... CFB
Regulation CFB-R1
Receipts CFB-R2
Expenditures CFB-R3
Request for Travel Advance CFB-E3
School Support Groups and Clubs ..... CFBA
Sub-accounts CFB-E2
Activity, Gang ..... FMCAA
Regulations ..... FMCAA-R
Activity Gate Duties ..... DLAB
Activity Travel, Student
Release Authorization Form ..... CNA-E

Adjunct Teacher Policy ..... DPD
Adjustment Center, Student
Primary School
Assignment Sheet FODA-E1
Assignment to FODA-E2
Program ..... FODA
Rules and Instructions..... FODA-P
Administration, School Building ..... BN
Administering Medication to Students..... FFACA
at School, Regulation ..... FFACA-R
Authorization..... FFACA-E1, FFACA-E2
for Designated Employee FFACA-E5
Emergency Authorization..... FFACA-E3
Log FFACA-E2
Administration Goals and Objectives ..... BI
Administration of Special Programs
Energy Management/Education ..... CLE
Guidelines..... CLE-P
Administration in Absence of Policy ..... BF
Administrative
Assistant..... BRE
Assistant to the Superintendent, Duties..... DPAJ
Guidelines for Raffles ..... FJ-R
Handbooks..... BPCAB
Leeway in Purchasing, Procedures..... CHA-P1
Personnel Absences..... DEG
Personnel, Evaluation of..... DNAA
Policies for Substitute Teachers DE-R2
Regulations..... BP
School Credit Card ..... CHD-R
Reports ..... BT
Salary Index DE-R6
Administrator(s)
Crisis Intervention Checklist CKCD-E1
Due Process for ..... DOB
Evaluation ..... DNAA-R
Work Schedule, Regulation..... DL-R2
Admissions and Gate Receipts..... CDG
Admonishment, Support Personnel..... DOCCB
Counseling Report..... DOCCB-E
Admonishment, Teacher..... DOCCA
Written DOCCA-E1
Adoption of Curriculum..... EGB
Procedure ..... EGB-P
Adoption of Policy..... BFAC
Adult Education..... EHBI
Adult Students with Disabilities, Enrollment
Procedures..... EHBC-P3
Advanced Placement Program..... EHBBA
Advanced Standing Transfer of Credit ..... EIAF
Advancement, Salary Schedule..... DE-E3
Advertising and Posting Vacancies..... DCBB
Advertising on School Property..... GI
Advisory Board Member, Student ..... FNBA
Advisory Committees ..... BDF
Healthy and Fit School..... BDFB
and Safe School Committee ..... BDFD
Teacher ..... BDFA
Affidavit, Non-collusion..... CHC-E
Affidavits, Student Residency ..... FD-E
Affirmative Action Plan, Employment
Procedures..... DC-P3
After School Detention, High School ..... FOC-R
Agency Relations
Education, Goals ..... GV
Education, Research..... GVA
Proposals, Procedures, and Guidelines ..... GVA-P
Study Request..... GVA-E
Interviewing Children at School, Guidelines..... FFGB
Student Interview Form..... FFGB-E
Agenda
Preparation and Dissemination, School
Board Meetings ..... BEA
Procedures to Implement..... BEA-P
Sample, Board of Education Meeting ..... BEA-E
Reduction-in-Force Hearing DOCA-E4
Agreement and Contract for Mileage ..... EHBC-E
Agreement, Cafeteria Use..... GK-E5
Agreement, Internet Access Conduct ..... EFBCA-E
Agreement, Lending GK-E2
Agreement, Library Donation..... EFA-E6
Agreement, Termination..... DOD
Agreement, Use of Facility/Banquet Services GK-E6
Agreements, Lease-Purchase
Rental of Real or Personal Property or
Equipment ..... CHAF
Termination..... CHAE
Agriculture Programs, Vocational ..... FMH
Parental Consent Forms ..... FMH-E
Aid, Financial ..... FFE
AIDS (Acquired Immune Deficiency
Syndrome)..... FFAAB
Communicable Diseases and..... FFAAA
Medical Information Release Consent Form... FFAAB-E
Prevention Education for Students ..... EHAI
Attendance Waiver EHAI-E1
Alcohol, Drugs & Controlled Substances ..... FFBA
Probation Plan..... FNCFA
Probation Contract..... FNCFA-E
Reporting Students Under the Influence
of or possessing ..... FNCE
Procedures for..... FNCE-P
Searches ..... CKAE
Regulation ..... CKAE-R
Student Discipline, Regulation..... FO-R3
Teaching About..... FFB
Testing ..... DCC
Bus Drivers..... DCCB
Forms..... DCCB-E1-E10
Regulation..... DCCB-R
Consent/Release Form..... DCC-E2

Voluntary DCC-E3
Regulation..... DCC-R
Worksheet..... DCCB-A
All State Policies..... FGB
Alteration of School Property, Renovations..... CY
Alternative Activity, Staff Development
Request/Report Form DMB-E1
Alternative Education ..... EHBH
Plan ..... EHBH-R
Alternative Leave Program ..... DED
Alternative School ..... EHBHA
Attendance Regulation ..... EHBHA-R
Alternative to Public Schooling ..... FEC
Americans with Disabilities Act
Grievance Form..... DAA-E3
Grievance Procedure DAA-P2
Animal Safety ..... CKFA
Animals in School..... EMG
Announcement, Sample, Student CKCD-E5
Annual Budget ..... CE
Deadlines and Schedules, Regulation..... CE-R1
Annual Statistical/Financial Reports..... CEB
Appendix, Student Publications,
Regulations..... FME-RA
Application for
Approval of Proposed Playground
Equipment Installation..... CDCA-E
Criminal History Records..... DABB-E2
Family or Medical Leave DECA-E2
Gifted Program..... EHBB-E3
Sanctioning..... CFBB-E
Support Employee of the Year DNFB-E1
Teacher of the Year..... DNFA-E1
Transfer of Students ..... FE-E
Transfer Within the School District ..... FEA-E
Vacant Board Position..... BBB-E3
Application Process, Charter School..... EHBJ
Application to Demonstrate Proficiency ..... EIAE-E
Applications ..... DCBC
Funding Proposals and ..... CBC
Approval, Activity Participation FMA-E1
Approval, Building Project
Career-Technology Centers..... CTC
Architect ..... BDG
Arresting Officer, Signature Form ..... GKA-E
AsbestosCKE
Assaults, Staff Safety..... DIAA
Assaults Upon School Employees ..... CKHA
Regulation ..... CKHA-R
Assemblies, School..... EME
Assembly and Speech, Freedom of, Student
Rights and Responsibilities ..... FNA
Assertive Discipline Schedule and Report Form FO-E2
Assessment/Counseling/Treatment Agreement ... DCCC-E
Assessment Instrument, Title I Program..... EHBDB-E
Assessment Policy ..... EKE
Assessment, Volunteer Needs..... EEI-E3
Asset Capitalization and Depreciation..... CFDA
Assignment Sheet for Primary School
Student Adjustment Center FODA-E1
Assignments
and Responsibilities
Bus Mechanics ..... DPABA
Homeroom ..... EEA
Notice of, Support Staff ..... DPACA-E
Teachers..... DK
Regulation ..... DK-R
to Classes, Student ..... FDAG
To Detention or to the Student Adjustment
Center FODA-E2
Transfers and..... FE
Parents Application for Transfer of Students..... FE-E
Support Staff..... DPACA
Regulation..... DPACA-R
Assistance Program, Employee ..... DCCC
Agreement form ..... DCCC-E
Regulations ..... DCCC-R
Assistance Program, Student ..... EJD
Assistant, Administrative..... BRE
Assistant Coach
Duties..... DPAHA
Evaluation DNA-R6
Assistant, Library, Duties ..... DPAEB
Assistant Principals
Elementary, Duties..... DPAAB
Secondary, Duties ..... DPAAA
Assistant Superintendent..... BR
Building Administrator ..... BRC
Superintendent Relations ..... BRCA
of Business Management and Support
Services ..... BRF
of Elementary Personnel and Curriculum ..... BRB
of Secondary Personnel and Curriculum ..... BRA
Assistant to the Superintendent, Duties ..... DPAJ
Assistants, Teacher ..... DBA
Students as ..... FKA
Association Leave, Certified Personnel DED-R6
Association, State School Board..... GR
Asthma Medication
Self-administration..... FFACA, FFACB
At Risk/High Risk, Screening for CKCD-E10
Athlete Drug Testing ..... FNCFB
Athletic Contest Officials, Pay DE-R5
Athletic Director, Duties..... DPAFB
Athletic Events
Crowd Control..... GKB
Procedures ..... GKB-R
Athletic Facilities, Use of GK-R3
Athletic Personnel, Employment and
Compensation ..... DCE
Athletics..... FMF
Code of Conduct……..…..……FMFF
Gate Passes ..... FMFP
Interscholastic ..... FMFD

Student Interest Survey ..... FMFD-E
Lettering
Contract ..... FGBA-E
Qualifications ..... FGBA
Regulations ..... FGBA-R
Ninth Grade Participation, Regulation FMF-R2
Program
Code of Ethics ..... FMFB
Discipline
Incident Report Form FMF-E2
Parent Agreement Form FMF-E1
Regulations FMF-R3
Spectator Code of Conduct ..... FMFE
Regulation FMF-R1
"Turning Out" ..... FMFA
Attendance, Alternative School, Regulation ..... EHBHA-R
Attendance Clerk, Duties ..... DPAKA
Attendance Committee Report FDC-E4
Attendance, Students ..... FDC
Extracurricular Activities, Regulations FMA-R4
Notice FDC-E5
Officer ..... FDCA
Duties and Responsibilities ..... DPAR
Referral Report FDC-E3
Regulation ..... FDC-R, FDC-R1
Kindergarten Through Sixth Grade FDC-R2
Attendance Waiver for AIDS Prevention
Education EHAI-E1
Attendance Zones, School ..... FC
Attention Deficit Disorder Policy and Procedures ..... EHBCD
Attorney, Board of Education ..... BDD
Audio/Videotaping and Media Coverage ..... GBE
Parental Release Form ..... GBE-E
Audio-Visual Director, Duties ..... DPAEA
Audio-Visual Education ..... EFAC
Auditor ..... CFC
Auditorium
Control, Use, and Operation of GK-R2
Rental of, Report on Ticket Sales GK-E3
Audits, Performance ..... BGA
Authorities, Planning, Relations With ..... GLA
Authority, Executive ..... BK
Authority, Taxing and Borrowing CC
Authorization, Administering Medication
to Students FFACA-E1, FFACA-E2
for Designated Employee FFACA-E5
Emergency, Nonprescription
Medication FFACA-E3
Authorization Form
and Release DABB-E4
for Emergency Care FFAC-E4
for Release of Health Information ..... DNBB-E
Overtime CVFA-E2
Student Acclivity Travel ..... CNA-E
Authorized Signatures ..... CAA
Automatic External Defibrillator, Use of ..... CKAH
Automobile Use, Student, Regulation ..... FFFD-R
Awards Committee Evaluation Form
Support Employee of the Year DNFB-E2
Teacher of the Year DNFA-E2
Awards and Lettering
Academic ..... FGBC
Scholastic Team ..... FGBB
Awards and Scholarships ..... FG
Regulation (Lettering) ..... FG-R
Awareness of Crime, School Security ..... CLBB
Regulation ..... CLBB-R

-- B --

Backpacks and Book Bags ..... FNHA
Badges, Employee Identification ..... CLCA
Balloon and Flower Delivery ..... CPABA
Bank, Leave Sharing, Regulation DEFA-R2
Forms DEFA-E2
Banquet and Prom, Junior-Senior,
Regulation ..... FMD-R
Banquet Services, Agreement to Use GK-E6
Basic First Aid for Specific Cases ..... FFAC-P
Basic Instructional Program ..... EHA
Regulations ..... EHA-R
Benefits
Continuing Education ..... DEABA
Preapproval Form ..... DEABA-E
Taxable Fringe, Employer-Provided
Vehicles ..... DEAC
Workers' Compensation, Election
of Option Form ..... CFEC-E
Bereavement Leave DED-R2
Beverages, Alcoholic, etc. ..... FNCE-R
Probation Plan ..... FNCFA
Contract ..... FNCFA-E
Student Discipline, Regulation FO-R3
Bicycles ..... FFFC
Bidding on Bonds ..... CCB
Bids and Quotations ..... CHC
For Secured Investment Programs ..... CDA-R
Opening ..... CHCA
Regulations ..... CHC-R
BOARD OF EDUCATION
Advisory Member, Student ..... FNBA
Agenda Preparation and Dissemination,
Meetings ..... BEA
Attorney ..... BDD
Board-Staff Communications ..... BKBA
Clerk, Regulation BD-R1
Code of Ethics for Members ..... BBF
Committees ..... BDB
Continuing Education BBH-R2
Election of Members ..... BBB
Encumbrance Clerk, Duties BD-R3

Ethics, Code of, for Board Members.....BBF
Evaluation of Operational Procedures.....BG-E2
Executive Officer - Superintendent,
Regulation.....BJ
Executive Sessions.....BEC
Duties, Powers and.....BAA
Internal Organization.....BD
Legal Status.....BA
Meetings.....BE
Action Items Procedures.....BEAB
Agenda Preparation and Dissemination.....BEA
News Media Coverage.....BEE
Notification of.....BE
Order of Business, Regulations.....BEA-R
Public Participation.....BED
Regulation.....BED-R
Quorum, Procedure.....BEB
Sample Agenda.....BEA-E
Videoconference Regulations.....BE-R
Members
Code of Ethics for.....BBF
Conflict of Interest.....BBFB
Continuing Education.....BBH-R2
Development Opportunities.....BBH
Election of.....BBB
Insurance.....BHE
Liability.....BAB
New.....BBD
Orientation Checklist.....BBD-E
Workshop.....BBH-R1
Officers Terms of Office.....BDAAB
Status as Individuals.....BAC
Student Advisory.....FNBA
Membership Qualifications.....BBA
Minutes.....BEF
Clerk, Duties.....BD-R2
and Encumbrance Clerk, Duties.....BD-R4
Procedures.....BEF-P
New Members.....BBD
Orientation Checklist.....BBD-E
Notification of Meetings.....BE
Oaths of Office.....BBB-E2
Officers
Clerk, Regulation.....BD-R1
Duties
Encumbrance Clerk.....BD-R3
Minutes Clerk.....BD-R2
Minutes/Encumbrance Clerk.....BD-R4
Treasurer, Regulation.....BDAE-R
President.....BD
Terms of Office.....BDAAB
Treasurer.....BDAE
Vice-President.....BD
Operational Goals.....BAD
Order, Rules of.....BEEA
Organization, Internal.....BD
President.....BD
Policies.....BFA
Policies and Regulations.....BFB
Powers and Duties.....BAA
Public Participation.....BED
Regulation.....BED-R
Qualifications, Membership.....BBA
Quorum, Meetings, Procedure.....BEB
Regulations, Policies and.....BFB
Regulations, Review of.....BFBA
Relationships.....ADA
Request to Address.....BED-E
Review of Regulations.....BFBA
Rules of Order.....BEEA
Sample Agenda, Meetings.....BEA-E
Sessions, Executive.....BEC
Student Advisory Member.....FNBA
Superintendent Relationship.....BJA
Terms of Office, Officers.....BDAAB
Treasurer.....BDAE
Vacancies.....BBB
Application Form.....BBB-E3
Filling, Procedure.....BBB-P
Special Election Resolution.....BBB-E1
Vice-President.....BD
Voting.....BEBA
Body Fluids, Handling, Procedures.....DIAF-P
Bomb Threats.....CKCB
Procedures.....CKCB-P
Exhibit.....CKCB-E
Bond Campaigns.....CCA
Election Dates.....CCA-E1
Flowchart.....CCA-E2
Bond Form for Lost or Destroyed Warrant
or Voucher.....CFA-E
Bonds, Bidding on.....CCB
Book Bags and Backpacks.....FNHA
Booster Clubs, Sanctioning.....CFBB
Application form.....CFBB-E
Procedures.....CFBB-P
Borrowing and Taxing Authority/Limitation.....CC
Budget, Annual.....CE
Deadlines and Schedules, Regulation.....CE-R1
Budget Director/Deputy Superintendent,
Duties.....BRD
Budget Implementation, Regulations.....CE-R2
Building Administration, School.....BN
Building Administrator/Assistant
Superintendent.....BRC
Superintendent Relations.....BRCA
Building Project Approval, Career-
Technology Centers.....CTC
Building, Report on Use of.....GKD
Building, Request to Leave During School Time.....DE-E4
Buildings and Grounds
Maintenance.....CLBA
Security.....CLBC
Buildings, Equipment and Grounds.....CL

Bullying/Harassment ..... FNCD
Incident Report Form .....FNCD-E
Investigation procedures……FNCD-P
Prohibiting, Regulation ..... FNCD-R
Bus, Activity, Use of..... FFFF-R1
Bus Mechanics, Assignments and
Responsibilities .....DPABA
Bus, School
Cameras..... FFFFA
Drivers..... DPAB
Drug and Alcohol Testing Program ..... DCCB
Regulations ..... DCCB-R
Regulation..... DPAB-R
Traffic Offense CN-A3
Extracurricular Use of .....CNA
Incident Report Form ..... FFFF-E
Licensing Fee .....DEEB
Program..... FFFF
Regulation..... FFFF-R1
Safety..... FFFFG
Routes ..... CNAC
Safety Inspections ..... CNBA
Student Conduct on CN-A2
Business and Financial Secretary, Duties .....DPAKC
Business and Industry Service Fees .....FDBB
Business Leave
Personal..... DEC-R3
School, form.....DEE-E3
Business Manager.....COA
Regulation .....COA-R
Superintendent as, Duties..... BJAA
Business Management and Support Services,
Assistant Superintendent .....BRF

-- C --

Cafeteria Manager .....DPAIA
Cafeteria Plan ..... DEAB
Cafeteria, Use of, Regulation..... GK-R4
Agreement.....GK-E5
Calendar, School.....EB
Regulation .....EB-R
Requisition Form.....FMA-E3
Cameras, School Bus ..... FFFFA
Campaigns, Bond.....CCA
Campus, Closed, Leaving School Grounds.....FDF
High School.....FDF-R
Campus Security Report Form.....CLBB-E
Campus, Vehicles Left on, Towing ..... CKI
Capitalization and Depreciation, Asset..... CFDA
Card, Gold .....EIDC
Cards, Credit.....CHD
Administrative Regulations.....CHD-R
Use Report.....CHD-E
Cards, Identification, Student Safety .....FFF
Cards, Permanent Record .....FLB
Care and Distribution of Textbooks..... CMAB
Care, Child.....GJV
Career and Probationary Teacher
Employment Discharge Report .....DO-E
Career Programs ..... EHAG
Regulations ..... EHAG-R
Career Technology Center
Building Project Approval ..... CTC
Cash Accounts, Petty .....CHB
Cellular Telephones .....CPACA
Regulation .....CPACA-R
Certificate of Distinction ..... EHAC
Certificates and Medals, Honors Program .....EIDA
Certification (employment applicants).....DC-R4
Certification of Previous Employers Requiring
A Commercial Driver's License DCCB-E5
Certification Regarding Drug-Free
Workplace Requirements ..... DCC-C
Certification, State ..... BTA
Certified Personnel
Extra Duties ..... DLA
Employment Procedures DC-P1
Leave
Association DED-R6
Emergency..... DEC-R4
Professional DED-R5
Sabbatical DED-R11
Sick..... DEC-R1
Workday DED-R9
Personnel Files .....DNB
Reduction-In-Force .....DOCA
Resignations.....DDC
Rules of Conduct for DBG-R1
Supervision of ..... DN
Suspension of .....DOBD
Teaching, Evaluation Summary DNA-R1
Work Day, Regulation DL-R1
Work Schedules .....DL
Chairpersons Duties
Curriculum ..... DPAFC
Department.....DPAF
Grade Level..... DPAG
Change Funds, Deposits, and Income, Procedures ..CFA-P
Change In Placement, Request Forms EHBB-E13
Changing Grades on Transcripts, Procedure.....EIA-P2
Chapter I Comparability .....EH
Chapter I Forms.....EHBD-E
Chapter I Policies, Regulations..... EHBD-R
Chapter I Programs, Director, Duties ..... DPAFG
Charges, Student Fees, and Fines .....FP
Regulation.....FP-R
Chart, Organizational.....BK-E
Charter School
Application Process.....EHBJ
Regulation.....EHBJ-R

Checklist(s)
Administrator's Crisis Intervention..... CKCD-E1
Copyrighted Materials..... EFEA-E1
Family Support..... CKCD-E12
Food Safety CODA-E2
Student Searches ..... FNF-E
Timeline for Student Discipline and Student Suspension Policies..... FOD-E9
Check-out List, End-of-Year ..... CLB-E
Check-out Procedures, Vehicle..... DEE-P2
Cheerleaders and Spirit Groups ..... FMAC
Cheerleading, Extracurricular Activities, Regulation ..... FMAC-R
Chemical Substances
Abusable, etc. ..... FNCE-R
Chemicals, Self-defense..... FNI
Child Abuse
Reporting Suspected Abuse/Neglect ..... FFG
Report Form..... FFG-E
Child Care..... GJV
Childhood, Early, Education Program ..... EHBG
Child Identification, Location, Screening, and Evaluation, Notice to Parents EHBC-R3
Child Nutrition Program ..... CO
Regulations..... CO-R
Food Allergy Guidelines..... CO-R2
Latex Glove Use CO-R3
Children of School District Employees, Student Transfers for..... FEF
Children/Student Spectators at School Activities ..... FNCJ
Churches, Relations with ..... GGI
Circulation of Petitions
Staff ..... DGD
Student ..... FMEA
Class Interruptions ..... EMH
Class Schedules, Students ..... EEC
Class Size..... EEB
Classes, Assignment of Students to ..... FDAG
Classes, Interactive Educational Television, Student Form..... EHDE-E
Classes, Short-term Evening..... ECB
Classification, Student ..... EIF
Regulation ..... EIF-R
Classifications, Job, Support Personnel ..... DCDA
Classroom for Young Americans, Presidential..... FGA
Criteria for Selection FGA-R1
Selection Process..... FGA-R2
Classroom Housekeeping..... CLAB
Classroom Management, Handout for Teachers CKCD-E6
Classroom Visitation..... GJA
Special Education and Related Programs ..... EHBCE
Classrooms, Use of ..... CLA
Clerical Staff, Employment Procedures..... DC-P1
Clerk
Attendance, Duties ..... DPAKA
Encumbrance, Board Officer Duties BD-R3
Minutes, Board Officer Duties BD-R2
Minutes/Encumbrance Clerk, Board Officer Duties BD-R4
Regulation, Board of Education Officers BD-R1
Client Confidentiality ..... DBDB
Clinic Card..... FFACA-E4
Closed Campus, Leaving School Grounds..... FDF
High School ..... FDF-R
Closed Forum ..... GAD
Closings, Emergency ..... CKCA
Clubs and Organizations
Activity Funds..... CFBA
Establishing..... FMC-R
Sanctioning ..... CFBB
Application forms..... CFBB-E
Procedures ..... CFBB-P
Coach
Duties
Assistant ..... DPAHA
Head ..... DPAH
Evaluations
Assistant DNA-R6
Head Coach DNA-R5
Code of Conduct
Athlete..... FMFF
Athletic Program, Spectators ..... FMFE
Internet and Other Computer Network Access EFBCA-R1
Agreement ..... EFBCA-E
Code of Ethics
Athletic Program ..... FMFB
for Board Members ..... BBF
for Substitute Teachers..... DPBC
of the Education Profession..... DBC-E
Superintendent and Staff ..... BJD
College Course Work
Fee Waivers ..... DMC
Regulation ..... DMC-R
Student ..... EHDD
Regulation ..... EHDD-R
College Days ..... FDGA
Committee(s)
Advisory..... BDF
Healthy and Fit School ..... BDFB
and Safe School Committee..... BDFD
Teacher..... BDFA
Attendance, Report..... FDC-E4
Board ..... BDB
Curriculum ..... EG
Gifted and Enrichment, Identification Ranking Form..... EHBB-E10
Members, Grievance DGBA-E2
New Teacher Residency..... DCAB
Regulation ..... DCAB-R
Parents, Indian Students ..... GGFC

Safe School ..... BDFC
Staff Development Program,
Responsibilities DMB-R2
Suspension Review, Notice of Meeting..... FOD-E10
Textbook Selection, Regulation ..... EFAA-R
Communicable Diseases
and HIV/AIDS Prevention, Exposure,
Education and Confidentiality ..... FFAAA
Risk Exposure Report DIAF-E1
Communication Devices, Electronic ..... FNG
Rules ..... FNG-R
Communications
Board-Staff ..... BKBA
Hazard ..... CKEA
Regulation ..... CKEA-R
Community
Activities
Participation in ..... DGAA
Sponsored Contests for Students ..... GAE
Education ..... GD
Involvement in Decision-Making ..... GC
Organizations ..... GGA
Relations Goals ..... GA
Services, Student ..... FHA
Community Center, Contract for Rental GK-E4
Comparability ..... GTA
Chapter I ..... EH
Compensation for Lost Time ..... DEAA
Compensation of Athletic Personnel ..... DCE
Compensation Time and Overtime ..... DLE
Compensation, Workers' ..... CRE
Fraud Unit Complaint Form CRE-E3
Employee Accident Report Form CRE-E1
Payroll Procedures ..... CFEC
Election of Option Form ..... CFEC-E
Sick Leave Election Form CRE-E2
Supervisor's Accident Report Form CRE-E4
Compensatory Time, Support Employees ..... CVFC
Competitive Food Sales ..... COFA
Regulation ..... COFA-R
Complaint, Discrimination
Form DAA-E1
Procedures ..... DAA-P
Student ..... FBB-P
Complaint Form, Supervisory By-Pass DAA-E2
Complaint Procedures, Special Education ..... EHBC-P
Complaint Resolution, Title I, ESEA ..... DAAC
Complaints, Public ..... GF
About Library Curriculum or Instructional Materials, Procedure ..... EFA-P
Complaint Form ..... GF-E
Compliance Procedures, Fair Labor
Standards Act ..... CVFB
Compliance With Family Education Rights
and Privacy Act of 1974
Forms A-O FL-E1--FL-E15
Other Forms ..... FL-E16—FL-E19
Regulation ..... FL-R
Computer Networks, Acceptable Use ..... EFBCA
Code of Conduct EFBCA-R1
Computer Use ..... EFBC
Regulation ..... EFBC-R
Conditions, Working, and Salary
Support Employees ..... DEAD
Conduct
Internet and Other Computer Network
Access EFBCA-R1
Agreement ..... EFBCA-E
Rules for Certified Personnel DBG-R1
Rules for Support Personnel DBG-R2
Spectators, Athletics Program ..... FMFE
Staff ..... DBG
Student ..... FNC
Dress Code ..... FNCA
Regulation ..... FNCA-R
on Buses CN-A2
Regulation ..... FNC-R
Teacher
Standards of Performance ..... DBCA
Conferences, Parent-Teacher ..... EIAD
Report Form ..... EIAD-E
Confidential Evaluation, Counselor's DNA-R3
Confidential Information, Transfer and
Release ..... FLE
Consent Forms
Employee ..... DNB-E
Student FLE-E1
Confidential U.A. Drug Test Form FNCFB-E2
Confidentiality, Client ..... DBDB
Conflicts of Interest ..... DBD
Board Member ..... BBFB
Consent Form
Corporal Punishment FOB-E1
Drug and Alcohol Program DCC-E2
Voluntary Testing DCC-E3
Emergency Medical Treatment FFAC-E1
Parental Consent for (long form) FFAC-E2
Hepatitis B Vaccine Consent/Refusal DIAF-E2
Oklahoma Minor Identification Act ..... FLC-E
Release of Information, Drug and Alcohol
Testing Program DCCB-E3
to Perform Urinalysis for Drug Testing FNCFB-E1
Vocational Agriculture Program ..... FMH-E
Concessions Building, Use of GK-R6
Conduct on School Property, Public ..... GJC
Consideration of Library Materials, Request for ... EFA-E3
Consideration of Transfer, Employee
Request for ..... DKA-E
Constitution ..... EMDC
Consultants ..... BDE

Teacher ..... DBF
Regulation ..... DBF-R
Consultation With Employee DOCCA-E2
Consulting Activities
Professional Staff ..... DBFB
Superintendent ..... BJCC
Contact of Students ..... GJB
Contagious and Life Threatening Diseases ..... FFAA
Regulation ..... FFAA-R
Contest Officials, Athletic, Pay DE-R5
Contests, Field Trips, and Excursions
Community Sponsored Activities ..... GAE
Fairs and Shows, Regulations ..... FMH-R
Regulations EFD-R1
Student-Parent Form EFD-E1
Teacher-Sponsor Request Form EFD-E2
Continuing Education
Benefits ..... DEABA
Preapproval Form ..... DEABA-E
School Board Member BBH-R2
Contraband, Drugs, and Alcohol, Searches ..... CKAE
Regulation ..... CKAE-R
Contract and Agreement for Mileage ..... EHBC-E
Contract for Rental, School Community
Center GK-E4
Contractor Insurance ..... CRBA
Contractors, Form ..... CKGA-E
Contracts, Employees ..... DDA
Leave of Absence DED-E1
Maternity Leave DED-E2
Release From ..... DDB
Substitute Teacher's DE-E2
Contracts, Personal Services ..... BDEA
Regulations ..... BDEA-R
Contracts, Students
Athletic Letter ..... FGBA-E
Probation Plan, Alcoholic Beverages
and Controlled Substances ..... FNCFA-E
Control and Discipline Policy FO-R1
Control, Crowd
Athletic Events ..... GKB
Procedures ..... GKB-R
Control, Key ..... CLAC
Control, Use and Operation of School
Auditorium GK-R2
Controlled Substances
Drug-free Workplace ..... DCC
Regulation ..... DCC-R
Drugs, etc. ..... FNCE-R
Probation Plan ..... FNCFA
Contract ..... FNCFA-E
Reporting Students Under the Influence
of or possessing ..... FNCE
Procedures for ..... FNCE-P
Student Discipline, Regulations FO-R3
Controversial Issues, Teaching About ..... EMB
Controversial Speakers ..... EMBA
Cooperatives, Interlocal Purchasing ..... CHAG
Coordinator, Indian Education Program,
Duties ..... DPAFE
Coordinator, Information ..... FLF
Copy/Inspection Delay Notice, Record GBAA-E2
Copy Request Denial, Record GBAA-E5
Copyrighted Material
Checklist EFEA-E2
Permission Release EFEA-E1
Using ..... EFEA
In Publications ..... EFEB
Regulation ..... EFEB-R
Regulation ..... EFEA-R
Corporal Punishment ..... FOB
Consent Form FOB-E1
Regulation ..... FOB-R
Report Form FOB-E2
Corrective Counseling Record DOAC-E1
Correspondence Courses ..... EEJB
Council, Student ..... FMCB
Regulation ..... FMCB-R
Counseling, Corrective, Support Personnel DOAC-E1
Counselor, School ..... EJ
Confidential Evaluation DNA-R3
Duties
Elementary School DPAD-R3
Guidance DPAD-R4
Guidance Services Director DPAD-R1
Junior and Senior High Schools DPAD-R2
Qualifications ..... DPAD
Counterfeit Drugs, etc. ..... FNCE-R
Course Outlines and Curriculum Guides ..... EGD
Course Titles, High School ..... EGD-R
Course Work
College
Fee Waivers ..... DMC
Regulation ..... DMC-R
Student ..... EHDD
Regulation ..... EHDD-R
High School, Middle School Student ..... EHDC
Regulation ..... EHDC-R
Courses, Correspondence ..... EEJB
Coverage, News Media
Audio/Videotaping ..... GBE
Parental Release Form ..... GBE-E
Board of Education Meeting ..... BEE
Coverage, Sports and Special Events ..... GBCE
Credit Cards ..... CHD
Administrative Regulations ..... CHD-R
Use Report ..... CHD-E
Credit, High School ..... EIEDE
Crime Awareness and School Security ..... CLBB
Regulation ..... CLBB-R
Criminal History Records, Application for DABB-E2
Crisis Intervention
Administrator's Checklist CKCD-E1
Report Guidelines CKCD-E11

Team Meeting CKCD-E4
Team Members CKCD-E3
Crisis Management ..... EJC
Criteria for Eligibility, Special Education, Regulations EHBC-R1
Criteria for Selection, Presidential Classroom for Young Americans FGA-R1
Criterion-referenced Testing, Reading Proficiency ..... EKBB
Critical Incident Fact Sheet CKCD-E2
Crowd Control, Athletic Events ..... GKB
Procedures ..... GKB-R
Cumulative Records ..... FLA
Curriculum
Adoption ..... EGB
Procedures ..... EGB-P
Chairpersons, Duties ..... DPAFC
Committee ..... EG
Design ..... EGA
Development ..... EGAA
Evaluation ..... EGE
Guides and Course Outlines ..... EGD
Public Complaints About, Procedure ..... EFA-P
Custodial and Maintenance Staff, Duties ..... DPANA
Custodial and Noncustodial Parental Rights ..... FFGA
Regulations ..... FFGA-R
Custodian Evaluation Instrument DNAB-R3

-- D --

Damage Report, Property ..... CL-E
Dangerous Weapons, etc. ..... FNCE-R
Student Discipline, Regulation FO-R3
Data-Based Decision-Making ..... CQA
Data Management ..... CQ
Day, School ..... EC
Regulation ..... EC-R
Deadlines and Schedules, Annual Budget CE-R1
Decision-Making
Community Involvement ..... GC
Data-Based ..... CQA
Staff Involvement ..... DGB
Student Involvement ..... FNB
Deductions, Salary ..... CFEA
Defibrillators, Automatic, Use of ..... CKAH
Deficiency Report EIAB-E2
Delay Notice, Record Inspection/Copy GBAA-E2
Delivery and Mail Service ..... CPAB
Delivery, Flower and Balloon ..... CPABA
Demonstrations and Strikes, Student ..... FNCI
Demotion, Suspension or Termination
Support Personnel ..... DOAC
Denial of Record Copy Request GBAA-E5
Denial of Record Inspection Request GBAA-E4
Department Chairpersons Duties ..... DPAF
Dependent School Districts, Student Transfers From ..... FEE
Deposits, Income, and Change Funds, Procedures ..... CFA-P
Depreciation, Asset Capitalization and ..... CFDA
Deputy Superintendent/Budget Director, Duties ..... BRD
Description, Legal, School District ..... AAB
Design, Curriculum ..... EGA
Detectors, Metal, Use of ..... CKAF
Procedures ..... CKAF-P
Detention ..... FOC
After School, High School ..... FOC-R
Assignment to FODA-E2
List/Record FOC-E2
Obligation Form FOC-E1
Development
Goals, Facilities ..... CS
In-service ..... DMA
Language ..... EHBDA
of Curriculum ..... EGAA
of Policies, Preliminary ..... BFAB
Procedures ..... BFAB-P
Worksheet ..... BFAB-E
Opportunities, Board Members ..... BBH
Opportunities, Superintendent ..... BJCB
Policy, System ..... BFAA
Professional ..... DMB
Alternative Activity Request/Report Form DMB-E1
ODCTE August Conference ..... DMBA
Program
Committees and Responsibilities DMB-R2
Forms DMB-E2
Schedule DMB-R3
Regulation DMB-R11
Transfer of Points and Sick Leave, Form DEC-E2
Devices
Distracting ..... FNH
Wireless Telecommunications ..... FNG
and Cellular Telephones ..... CPACA
District-owned, Regulations ..... CPACA-R
Rules ..... FNG-R
DHS Student Interview Form ..... FFGB-E
Diploma for Veterans ..... EHACA
Diploma/Certificate of Distinction ..... EHAC
Director
Activities, Duties ..... DPAFH
Audio-Visual Program, Duties ..... DPAEA
Budget, in Charge of School Finance, Duties ..... BRD
of Athletics, Duties ..... DPAFB
of Chapter I Programs, Duties ..... DPAFG
of Federal Programs ..... DPAO
of Food Services, Duties ..... DPAI
of Guidance Services, Duties DPAD-R1

of Maintenance, Duties ..... DPAN
of Public Relations, Duties ..... DPAP
of Special Education, Duties ..... DPAFF
of Special Programs ..... DPAFD
of Special Services, Duties ..... DPAFA
of Transportation, Duties ..... DPAM
Directories, Student ..... FLD
Information Release Form ..... FLD-E
Directory Information, Access to,
Student Recruitment ..... GJBA
Notification to Parents ..... GJBA-E
Disabled Students
Health Program for ..... FFAG
Transportation Recommendations, SDE CN-R2
Participation in Extracurricular Activities ..... EHBCG
Student Discipline Procedures ..... FODEA
Regulations ..... FODEA-R
Suspension of ..... FODEB
Disability Accommodations ..... CVCD
Procedures ..... CVCD-P
Disaster Drills ..... CKC
Emergency Plans ..... CKAC
Regulation CKAC-R1
Homeland Security CKAC-R2
Disaster Plan ..... CKCD
Procedures ..... CKCD-P
Disaster, Railroad or Roadway, Emergency
Evacuation of the School ..... CKCC
Discharge Report, Teacher Employment ..... DO-E
Disciplinary Actions and Procedures,
Records, Students FO-R2
Discipline, Student ..... FO
and Control Policy FO-R1
Assertive Discipline Schedule and
Report Form FO-E2
Athletics Program
Incident Report Form FMF-E2
Parent Agreement Form FMF-E1
Regulation FMF-R3
Checklist/Timeline for Policies FOD-E9
Out-of-School Actions ..... FODD
Possession of Alcoholic Beverages or
Controlled Dangerous Substances,
Regulation FO-R3
Procedures for Disabled Students ..... FODEA
Regulations ..... FODEA-R
Report Forms FO-E1
Reprimand FO-E4
System Procedures ..... FO-P
Threatening Behavior FO-R4
Disclaimer, Teacher Handbook ..... BPCB
Discrimination (Nondiscrimination) ..... DAA
Complaint Form DAA-E1
Complaint Procedures ..... DAA-P
Student ..... FBB-P
Discrimination, Gender, Grievance Procedure ..... DAAB
Nondiscrimination Regulation ..... DAAB-R
Procedures ..... DAAB-P
Discrimination/Harassment, Sex, Grievance
Procedure ..... FBA
Regulation ..... FBA-R
Diseases, Contagious and Life Threatening ..... FFAA
Regulation ..... FFAA-R
Dismissal
Form, Student Activity FMA-E2
From School, Unexpected/Early ..... CKBB-E
Precautions, Student ..... FFGA-R
Disorder, Attention Deficit ..... EHBCD
Displays, Religious ..... EMIA
Disposal of Real Property ..... CIA
Disposal of School Property CI
Dispute Procedures, Student Residency ..... FD-P
Dissemination and Preparation, Agenda,
School Board Meetings ..... BEA
Distance Learning Classes, Student/Parent
Contract ..... EHDF-E
Distracting Devices ..... FNH
Distribution and Care of Textbooks ..... CMAB
Distribution of Information and Materials
on School Premises ..... GIA
Distribution of Publications, Student ..... FMEA
Distribution, Policy ..... BFAE
Distribution, Purchasing and ..... CHA
Regulation ..... CHA-R
District
Accounting ..... CFD
Employee Purchases ..... CHAA
Fund Accounts ..... CAB
Funds, Expenditure of ..... CA
Regulation ..... CA-R
Official Name ..... AB
The People and Their School ..... AD
Donation Agreement, Library EFA-E6
Donations of Playground Equipment ..... CDCA
Application for Approval of ..... CDCA-E
Donations to Schools, Organizational ..... CDC-E
Double Promotion of Students ..... EIEA
Dress and Personal Grooming
Support Employees ..... DJA
Teachers ..... DJ
Dress Code, Student Conduct ..... FNCA
Regulation ..... FNCA-R
Drills
Disaster ..... CKC
Emergency Plans ..... CKAC
Regulations CKAC-R1
Homeland Security CKAC-R2
Fire, Rules and Procedures CKC-R1
Evaluation Checklist ..... CKC-E
School Security ..... CKAD
Tornado CKC-R2
Driver Education ..... EHAE

Drivers, School Bus ..... DPAB
Drug and Alcohol Testing Program..... DCCB
Regulation ..... DPAB-R
Traffic Offense..... CN-A3
Dropping Out of a Sport ..... FMFC
Drug-Free Schools ..... FNCF
Student Drug Abuse Regulation FNCF-R2
Drug-Free Workplace Requirements
Certification ..... DCC-C
Drugs, Alcohol, & Controlled Substances ..... FFBA
Counterfeit, etc. ..... FNCE-R
Mood or Physical Altering Substances..... FNCF-R1
Searches ..... CKAE
Regulation..... CKAE-R
Teaching About ..... FFB
Testing..... DCC
Bus Drivers..... DCCB
Forms DCCB-E1-E10
Regulation ..... DCCB-R
Notice to Employees..... DCC-E1
Regulation..... DCC-R
Students
Athletes ..... FNCFB
Extracurricular Activities ..... FNCFD
Contract ..... FNCFD-E
Worksheet..... DCCB-A
Drugs, Specific, and Their Effects ..... FFB-E
Drug Testing
Appendix 1 (School Transportation) CN-A1
Bus Drivers ..... DCCB
Consent to Perform Urinalysis FNCFB-E1
Student Athletes ..... FNCFB
Extracurricular Activities..... FNCFD
Contract..... FNCFD-E
U.A. Drug Test Form (Confidential)..... FNCFB-E2
Dual Employment Restrictions ..... DBDA
Due Process for Administrators ..... DOB
Duplicating and Printing Services..... CPAA
DUTIES
Activities Director ..... DPAFH
Activity Gate ..... DLAB
Administrative Assistant ..... BRE
Administrative Assistant to the
Superintendent ..... DPAJ
and Powers, Board of Education ..... BAA
and Responsibilities
Teachers..... DB
Regulation ..... DB-R
Transportation..... CNAD
Assistant Coach ..... DPAHA
Assistant Elementary Principal ..... DPAAB
Assistant Secondary Principal ..... DPAAA
Athletic Director ..... DPAFB
Attendance Clerk..... DPAKA
Attendance Officer ..... DPAR
Audio-Visual Director..... DPAEA
Board of Education Officer
Encumbrance Clerk BD-R3
Minutes Clerk BD-R2
Minutes/Encumbrance Clerk BD-R4
Treasurer, Regulation ..... BDAE-R
Business and Financial Secretary ..... DPAKC
Coach ..... DPAH
Curriculum Chairpersons ..... DPAFC
Department Chairpersons..... DPAF
Deputy Superintendent/Budget Director ..... BRD
Director of Chapter I Programs..... DPAFG
Director of Food Services ..... DPAI
Director of Public Relations..... DPAP
Director of Special Education ..... DPAFF
Director of Special Services..... DPAFA
Director of Transportation..... DPAM
Extra, Certified Personnel ..... DLA
Grade Level Chairpersons..... DPAG
Guidance Counselor DPAD-R4
Guidance Services Director..... DPAD-R1
Indian Education Program Coordinator..... DPAFE
Librarian..... DPAE
Assistant ..... DPAEB
Maintenance Director..... DPAN
Receptionist..... DPAKD
Registrar..... DPAKB
School Counselor
Elementary School..... DPAD-R3
Junior and Senior High Schools..... DPAD-R2
School Secretary ..... DPAK
Substitute Teachers ..... DPBA
Superintendent as Business Manager ..... BJAA
Support Personnel ..... DLB
Regulation ..... DLB-R
Schedules, Regulation DLB-R2
Team Leaders..... DPAG
Duty, Lunch ..... DLAA

-- E --

Early Childhood Education Program ..... EHBG
Early Graduation..... EIEDC
Early Retirement Incentive Program ..... DFB
Early/Unexpected Dismissal From School ..... CKBB-E
EDUCATION
Adult ..... EHBI
Agency Relations
Goals ..... GV
Research ..... GVA
Proposals, Procedures and Guidelines..... GVA-P
Study Request ..... GVA-E
AIDS Prevention..... EHAI, FFAAA
Attendance Waiver EHAI-E1

Alternative ..... EHBH
Plan ..... EHBH-R
Audio-Visual ..... EFAC
Community ..... GD
Continuing
Benefits ..... DEABA
Preapproval Form ..... DEABA-E
School Board Member BBH-R2
Driver ..... EHAE
Health ..... EHAJ
Indian
Program Coordinator, Duties ..... DPAFE
Moral and Ethical ..... EHAF
Opportunities
Equal ..... EHBA
Support Personnel ..... DMAS
Physical ..... EHAK
Plan, Out-of-School Suspension FOD-E6
Program
Early Childhood ..... EHBG
Philosophy of ..... AE
Rights, Family, and Privacy Act of 1974,
Compliance With
Forms A-O FL-E1--FL-E15
Other Forms ..... FL-E16—FL-E19
Regulation ..... FL-R
Sex ..... EHAH
Special ..... EHBC
Attention Deficit Disorder ..... EHBCD
Complaint Procedures ..... EHBC-P
Criteria for Eligibility EHBC-R1
Graduation Requirements ..... EIEDA
Regulation EHBC-R2
Section 504 Eligibility Procedures EHBC-P2
Special, Director of ..... DPAFF
Educational Goals ..... AF
Educational Materials, Request for Reconsideration of EFA-E1
Effective School ..... AFA
Effective Study ..... FNS
Effects of Specific Drugs ..... FFB-E
Election
Dates, School Bond CCA-E1
Flowchart CCA-E2
of School Board Members ..... BBB
of Teachers ..... DP
Zones ..... BBBA
Electronic Communication Devices ..... FNG
Rules ..... FNG-R
Electronic Mail ..... EFBCB
Elementary School
Counselor Duties DPAD-R3
Suspension Notice FOD-E3
In-School FOD-ISS-E2
Eligibility Checklist, Extended School Year EHBCA-E3
Eligibility Criteria, Special Education, Regulations EHBC-R1
Eligibility Determination, State and Federal Aid ..... CBA
Eligibility Standards, Extended School Year Program, Regulations ..... EHBCA-R
Eligibility, Student Activities ..... FM
Regulation ..... FM-R
Emergency Authorization to Administer Nonprescription Medication FFACA-E3
Emergency Care Authorization Form FFAC-E4
Emergency Evacuation of the School ..... CKCC
Emergency Leave DEC-R4
Request Form DEC-E5
Emergency Medical Treatment Consent FFAC-E1
Parental Consent (long form) FFAC-E2
Emergency or Necessity Expenditures ..... CHAC
Emergency Plans ..... CKAC
Regulations CKAC-R1
Homeland Security CKAC-R2
Emergency School Closings ..... CKCA
Emergency Transfer, Regulation FE-R2
Employee(s)
Absences, Snow/Ice Days ..... DEHA
Accident Report Form CRE-E1
Action Days, Teacher Strikes ..... DGBB
Assaults Upon ..... CKHA
Regulation ..... CKHA-R
Assistance Program ..... DCCC
Agreement Form ..... DCCC-E
Regulation ..... DCCC-R
Children of, Student Transfers for ..... FEF
Consultation With DOCCA-E2
Evaluation Flow Chart ..... DNA-E
Food Service ..... DPAL
Regulations ..... DPAL-R
Grievances ..... DGBA
Procedure ..... DGBA-R
Health/Medical Records ..... DNBB
Release form ..... DNBB-E
Health, Tuberculosis Regulations DI-R1
Identification Badges ..... CLCA
Non-exempt, Timekeeping CVFA-E1
Organizations ..... DGAB
Purchases ..... CHAA
Request for Consideration of Transfer ..... DKA-E
Request for Family or Medical Leave,
Employer Response DECA-E1
Resignations ..... DDC
Safety Training, Regulations ..... DIA-R
Salary and Working Conditions
Support Personnel ..... DEAD
Support
Compensatory Time ..... CVFC
Use of School Property ..... CMAA
Workplace Drug and Alcohol Testing ..... DCC-R
Consent/Release Form DCC-E2
Voluntary DCC-E3
Notice to Employees DCC-E1
Regulation ..... DCC-R

Written Admonishment To..... DOCCA-E1
Employer-Provided Vehicles, Taxable
Fringe Benefit on..... DEAC
Employer Response to Employee Request for
Family or Medical Leave DECA-E1
Employment
Athletic Personnel ..... DCE
Dual Employment, Restrictions on..... DBDA
Permanency of..... DC-R2
Practices ..... DC
Handicap Policy..... DAC
Regulation..... DC-R1
Procedures
Affirmative Action Plan DC-P3
Certified Personnel and Clerical Staff DC-P1
Part-time Personnel..... DC-P4
Support Personnel..... DC-P2
Support Personnel ..... DCD
Termination
Discharge Report, Teachers..... DO-E
Exit Interview ..... DOE
Form..... DOE-E
Teacher ..... DO
Vacancies ..... DCB
Work-Study ..... FI
Program Contract..... FI-E
Regulation..... FI-R
Encumbrance Clerk, Board Officer Duties BD-R3
Encumbrance/Minutes Clerk, Board
Officer Duties..... BD-R4
End of Instruction Testing Program..... EKA
End-of-Year Check-out List, Faculty..... CLB-E
Energy Management/Education..... CLE
Conservation Guidelines ..... CLE-P
English Proficiency, Limited ..... EHBE
Parent Notification Forms ..... EHBE-E
Enrollment
of Adult Students with Disabilities..... EHBC-P3
Open ..... FEA
Regulation..... FEA-R
Military Children……..FDAH
Policy ..... FDAA
Requirements, Student ..... FDA
Exchange Students..... FDAF
Suspended or Removed From School..... FDAB
With Foreign Citizenship..... FDAE
Equal Access (Student Organizations)..... GAB
Equal Education Opportunities ..... EHBA
Equipment
Accountability..... CLB
Lending..... CMA
Grounds and Buildings..... CL
Loan Form..... CMAA-E
Playground, Donations of..... CDCA
Applications for Approval of..... CDCA-E
Purchases, School Transportation ..... CNBC
Rental, Lease-Purchase Agreements..... CHAF
Tape Recording..... CPAD
Establishing Clubs and Organizations,
Regulations ..... FMC-R
Estimate of Need, Preliminary..... CEA
Ethical and Moral Education ..... EHAF
Ethics
Code of
Athletics Program..... FMFB
Board Members ..... BBF
for Education Profession ..... DBC-E
for Substitute Teachers ..... DPBC
Superintendent and Staff ..... BJD
Teacher ..... DBC
Evacuation of the School, Emergency ..... CKCC
Evaluated Receipt Settlements..... CHAD
Evaluation
Administrative Personnel ..... DNAA
Administrator ..... DNAA-R
and Review, Policy ..... BFAF
Assistant Coach..... DNA-R6
Checklist, Fire Drills ..... CKC-E
Counselor's Confidential DNA-R3
Curriculum ..... EGE
Custodian DNAB-R3
Flow Chart ..... DNA-E
Food Service Personnel..... DNAB-R2
Head Coach..... DNA-R5
Library Media Specialist..... DNA-R2
of School Board Operations ..... BG
of Operational Procedures..... BG-E2
of Instructional Programs..... EAA
Secretary DNAB-R4
Substitute Teacher..... DNA-R7
Summary, Certified Teaching Personnel..... DNA-R1
Superintendent ..... BJCD
Form ..... BJCD-R
Support Staff ..... DNAB
Performance Rating Report DNAB-R1
Teacher ..... DNA
Evening Classes, Short-term..... ECB
Events
Athletic
Crowd Control ..... GKB
Procedures..... GKB-R
Money Log..... CFB-E
Sports and Special, Coverage..... GBCE
Examinations ..... EIAA
Exemptions, Semester..... EIAC
Regulation ..... EIAC-R
Medical DC-R3
Exchange Students
Enrollment of ..... FDAF
Graduation of ..... EIEDD

Excursions, Field Trips and ..... EFD
Regulations.....EFD-R1
Student-Parent Form EFD-E1
Teacher-Sponsor Request Form EFD-E2
Executive Officer, Superintendent,
Regulation
Board of Education.....BJ
Executive Sessions, Board of Education..... BEC
Exemption from Absence Policy, Formal
Request for FDC-E1
Exemptions from Immunization
Certificate of FFAB-E2
Regulation ..... FFAB-R
Exemptions, Semester Examination .....EIAC
Regulation .....EIAC-R
Exhibit, Bomb Threat Procedures..... CKCB-E
Exit Interview, Employment Termination .....DOE
Form .....DOE-E
Expenditure of District Funds..... CA
Regulation .....CA-R
Expenditures, Activity Fund Accounts CFB-R3
Expenditures and Financial Records..... CHA-P2
Expenditures, Emergency or Necessity.....CHAC
Expense(s)
Reimbursement ..... DEE
Procedures .....DEE-P
Report Form.....DEE-E2
Student Activities .....DEEC
Salaries and .....DE
Travel ..... DEE-R
Exposure Report, Communicable Disease
Risk DIAF-E1
Extended School Year Services .....EHBCA
Eligibility Checklist.....EHBCA-E3
Eligibility Standards, Regulations .....EHBCA-R
Record of Multidisciplinary Action
Team.....EHBCA-E2
Screening Form EHBCA-E1
Extra Duty, Certified Personnel .....DLA
Extra Pay for Teacher Sponsors.....DE-R3
Extracurricular Activities..... FMA
Attendance Regulations..... FMA-R4
Cheerleading, Regulation .....FMAC-R
Faculty Policy.....EBMA
Internal Activities Review Committee FMA-R3
Participation .....FMAA
by Disabled Students .....EHBCG
Regulation FMA-R1, FMA-R2
Student Drug Testing Program..... FNCFD
Contract ..... FNCFD-E
Extracurricular Use of School Bus.....CNA

-- F --

Facilities
Athletic, Use of GK-R3
Development Goals..... CS
Inspection and Acceptance of New..... CVJ
Monthly Report on Use of.....GKD-E
Naming.....CW
Proposal Form .....CW-E
Planning ..... CSA
Swimming, Use of GK-R5
Faculty End-of-Year Check-out List .....CLB-E
Faculty Extracurricular Activities.....EBMA
Faculty Meetings ..... DLC
Crisis Management CKCD-E8
Fact Sheet, Critical Incident CKCD-E2
Fair Labor Standards Act.....CVFA
Compliance Procedures.....CVFB
Procedures.....CVFA-P
Regulation .....CVFA-R
Fairs, Shows & Contests, Regulations .....FMH-R
Family Education Rights and Privacy Act
of 1974, Compliance With
Forms A-O.....FL-E1--FL-E15
Other Forms .....FL-E16—FL-E19
Regulation .....FL-R
Family Involvement..... EHAA
Regulations ..... EHAA-R
Family Leave ..... DECA
Application for DECA-E2
Intermittent Leave DECA-E6
Employer Response to Request.....DECA-E1
Healthcare Provider Certification.....DECA-E7
Medical Certification DECA-E3
Statement, Employee's Own Serious
Illness.....DECA-E5
Statement, Illness of Employee's
Family Member DECA-E4
Notice of Intention to Return From Leave DECA-E8
Family Support Checklist CKCD-E12
Federal and State Aid Eligibility Determination..... CBA
Federal Funds and Grant Monies,
Supplanting ..... CBB
Federal Programs Director..... DPAO
Fee(s)
Fines and Charges, Student .....FP
Regulation .....FP-R
School Activities Participation.....FPA
Regulations.....FPA-R
Request for Waiver..... FPA-E
School Bus Licensing.....DEEB
Services, Business and Industry .....FDBB
Testing, for Paraprofessionals.....DEED
Tuition.....FDBA
Waivers, College Course Work..... DMC
Regulations..... DMC-R
Felony Records Search Procedures.....DABB-P

Field Trips and Excursions ..... EFD
Regulations.....EFD-R1
Student-Parent Form EFD-E1
Teacher-Sponsor Request Form EFD-E2
Files, Personnel
Certified Staff.....DNB
Support Employees .....DNC
Filing and Resolving Discrimination
Complaints, Procedures.....FBB-P
Filling Board Vacancies.....BBB-P
Film, Video and Television Log ..... EFACB-E
Filtering, Internet, Regulations EFBCA-R2
Finance, School..... CFA
Budget Director, Duties.....BRD
Financial Aid ..... FFE
Financial Records CHA-P2
Financial/Business Secretary, Duties .....DPAKC
Financial/Statistical Reports, Annual..... CEB
Fines, Charges and Student Fees.....FP
Regulation .....FP-R
Fingerprinting Students.....FLC, FLC-R
Consent Form .....FLC-E
Fire Drills, Rules and Procedures CKC-R1
Evaluation Checklist .....CKC-E
Fire Safety Program.....CKAA
First Aid, Basic .....FFAC-P
First Aid, Students ..... FFAC
Regulation FFAC-R1
Fiscal Management Goals..... CD
Flags .....EMDB
Flow Chart for Employee Evaluation .....DNA-E
Flower and Balloon Delivery.....CPABA
Food Allergy Guidelines, Regulation.....CO-R2
Food Procurement.....COB
Regulation .....COB-R
Food Safety Program .....CODA
Checklist.....CODA-E2
Sample Process Forms CODA-E1
Standard Operating Procedures ..... CODA-P
Food Sales, Competitive ..... COFA
Regulation ..... COFA-R
Food Service Employees.....DPAL
Regulation .....DPAL-R
Food Service Personnel Evaluation DNAB-R2
Food Services Director, Duties .....DPAI
Foreign Citizenship, Enrollment of Students .....FDAE
Foreign Exchange Students, Graduation.....EIEDD
Formal Request for Exemption from
Absence Policy.....FDC-E1
FORMS
Absence Policy, Request for Exemption FDC-E1
Absentee Report.....FDC-E2
Accident Report Form, Employees CRE-E1
Accident Report Form, Supervisor.....CRE-E4
Activity Dismissal, Student.....FMA-E2
Activity/Event Money Log.....CFB-E
Activity Participation Approval FMA-E1
Activity Travel, Release Authorization.....CNA-E
Administering Medication to Students,
Authorization.....FFACA-E1
for Designated Employee.....FFACA-E5
Emergency, Nonprescription
Medication FFACA-E3
Administrator Evaluation.....DNAA-R
Administrator's Crisis Intervention Checklist. CKCD-E1
Affidavit, Non-collusion ..... CHC-E
Affidavit (Purchasing).....CHA-E
Agreement to use School Facility/Banquet
Services GK-E6
Alcoholic Beverages and Controlled
Substances
Probation Plan .....FNCFA-E
Americans With Disabilities Act Grievance DAA-E3
Application for Approval of Proposed
Playground Equipment Installation..... CDCA-E
Application for Criminal History Records DABB-E2
Application for Gifted Program EHBB-E3
Application for Sanctioning ..... CFBB-E
Application for Transfer Within the
School District.....FEA-E
Application to Demonstrate Proficiency ..... EIAE-E
Arresting Officer, Signature.....GKA-E
Assertive Discipline Schedule and
Report Form FO-E2
Assessment/Counseling/Treatment Agreement.DCCC-E
Assignment to Detention or to the Student
Adjustment Center.....FODA-E2
Athletic Letter Contract .....FGBA-E
Athletic Programs
Discipline
Incident Report FMF-E2
Parent Agreement FMF-E1
Student Interest Survey.....FMFD-E
Attendance Committee Report.....FDC-E4
Attendance Notice.....FDC-E5
Attendance Referral Report.....FDC-E3
Authorization and Release DABB-E4
Authorization for Emergency Care FFAC-E4
Authorization for Overtime.....CVFA-E2
Board Vacancies, Special Election Resolution...BBB-E1
Bond, for Lost or Destroyed Warrant or
Voucher .....CFA-E
Cafeteria Use Agreement.....GK-E5
Calendar Requisition Form FMA-E3
Campus Security Report Form.....CLBB-E
Chapter I .....EHBD-E
Classroom Management, Handout for
Teachers CKCD-E6
Complaint Form
Public..... GF-E
Supervisory By-pass.....DAA-E2
Consent to Perform Urinalysis for Drug
Testing.....FNCFB-E1
Consent/Release, Drug and Alcohol Program... DCC-E2

Voluntary Testing Program DCC-E3
Consultation With Employee DOCCA-E2
Continuing Education, Preapproval.....DEABA-E
Contract for Rental, School Community Center GK-E4
Corporal Punishment
Consent.....FOB-E1
Report.....FOB-E2
Corrective Counseling Record DOAC-E1
Crisis Intervention
Report Guidelines CKCD-E11
Team Meeting..... CKCD-E4
Team Members..... CKCD-E3
Critical Incident Fact Sheet CKCD-E2
Detention List/Record FOC-E2
Detention Obligation.....FOC-E1
Directory Information Release .....FLD-E
Discrimination Complaint DAA-E1
Donations to Schools, Organizational .....CDC-E
Drug and Alcohol Testing Program, Bus Drivers. DCCB
Acknowledgment Form DCCB-E2
Certification of Previous Employers Requiring a Commercial Driver's License.....DCCB-E5
Consent for Release of Information.....DCCB-E3
Notice to Employees.....DCCB-E1
Pre-employment Drug Test Acknowledgment Form.....DCCB-E7
Post-Accident Drug and Alcohol Testing, Instructions for Drivers DCCB-E10
Program Notification Form.....DCCB-E4
Program Worksheet .....DCCB-A
Random Testing Driver Change List DCCB-E8
Reasonable Suspicion Observation.....DCCB-E6
Referral to Substance Abuse Professional Acknowledgment Form.....DCCB-E9
Elementary School Suspension Notice..... FOD-E3
In-School FOD-ISS-E2
Emergency Treatment Consent FFAC-E1
Parental Consent (long form)..... FFAC-E2
Employee Accident Report Form.....CRE-E1
Equipment Loan ..... CMAA-E
Evaluation
Assistant Coach DNA-R6
Certified Teaching Personnel..... DNA-R1
Counselor..... DNA-R3
Custodian.....DNAB-R3
Head Coach DNA-R5
Library Media Specialist..... DNA-R2
of the Superintendent..... BJCD-R
Secretary.....DNAB-R4
Substitute Teacher DNA-R7
Exit Interview.....DOE-E
Expense Reimbursement Report DEE-E2
Extended School Year
Eligibility Checklist.....EHBCA-E3
Record of Multidisciplinary Team Action EHBCA-E2
Screening Form EHBCA-E1
Faculty End-of-Year Check-out List.....CLB-E
Faculty/Staff Meeting CKCD-E8
Family Education Rights and Privacy Act FL-E1--FL-E19
Family Leave
Application for DECA-E2
Intermittent Leave.....DECA-E6
Employer Response to Request DECA-E1
Healthcare Provider Certification.....DECA-E7
Medical Certification.....DECA-E3
Statement, Employee's Own Serious Illness DECA-E5
Statement, Illness of Employee's Family Member.....DECA-E4
Notice of Intention to Return From Leave...DECA-E8
Family Support Checklist..... CKCD-E12
Field Trips, Excursions, and Contests
Student-Parent Form.....EFD-E1
Teacher-Sponsor Request Form EFD-E2
Fire Drills Evaluation Checklist..... CKC-E
Food Safety Program
Checklist..... DOCA-E2
Sample Process..... DOCA-E1
Formal Request for Exemption from Absence Policy FDC-E1
Fund-Raiser Request, Report .....FJ-E
Gender Discrimination/Harassment Grievance ..... DAAB-E
Gifted and Enrichment Committee, Identification and Ranking EHBB-E10
Gifted and Enrichment Program Nomination Forms.....EHBB-E11
Grievance Report, Parent-Teacher .....GFB-E
Grievance Report, Support Employee..... DGBC-E
Harassment/Bullying Incident Report Form.....FNCD-E
Hatch Act Amendment Request Letter ..... EK-E
Head Lice Treatment Verification FFA-E3
Health Information.....FFAC-E4
HIPAA-Compliant Authorization for Release of Health Information..... DNBB-E
HIV/AIDS Medical Information Release Consent Form .....FFAAB-E
Homeschooling Withdrawal Form FEC-E1
Hygiene and Sanitation
Communicable Disease Risk Exposure Report DIAF-E1
Exposure Incident Assessment DIAF-E3
Hepatitis B Vaccine Consent/Refusal..... DIAF-E2
OSHA Information and Training Attendance Record for Employees..... DIAF-E5
Post-Exposure Evaluation Form DIAF-E4
Interactive Educational Television Classes, Student Form .....EHDE-E
Internet Access Conduct Agreement.....EFBCA-E
Leave Request

Emergency DEC-E5
Personal DEC-E4
Professional DED-E3
School Business DEE-E3
Support Personnel DEC-E3
Teacher DEC-E1
Leave Sharing Bank DEFA-E2
Letter to the Board of Education DOCA-E3
Library Donation Agreement EFA-E6
Limited English Proficient Programs, Parent Notification ..... EHBE-E
Live Work Release Agreement ..... EHAGA-E
Media Coverage and Audio/Videotaping Parental Release ..... GBE-E
Medication Review Request FFACA-E6
Middle School/High School Suspension Notice FOD-E4
In-School FOD-ISS-E3
Monthly Report of Use of School Facility ..... GKD-E
Naming New Facilities, Proposal ..... CW-E
New Board Member Orientation Checklist ..... BBD-E
Non-collusion Affidavit ..... CHC-E
Notice of Assignment, Support Staff ..... DPACA-E
Notice of Hearing on a Suspension FOD-E5
Notice of Hearing, Reduction-in-Force DOCA-E1
Notice of Nonreemployment, Reduction-in-Force DOCA-E2
Notice of Out-of-School Suspension Hearing Before the Board of Education FOD-E15
Notice of Preliminary Informal Conference on a Proposed Suspension FOD-E7
Notice of Review Committee Meeting EFA-E4
Notice of Superintendent's Action Pursuant to Appeal to Superintendent FOD-E14
Notice of Superintendent's Conference FOD-E11
Notice of Suspension Review Committee Meeting FOD-E10
Notice to Record Requesters GBAA-E1
Notification to Parents, Release of Certain Information ..... GJBA-E
Oklahoma Minor Identification Act, Consent ..... FLC-E
Order to Leave School Premises ..... GJ-E
Organizational Donations to Schools ..... CDC-E
Overtime Authorization CVFA-E2
Parent Notification, Limited English Proficient Programs ..... EHBE-E
Parent Notification of Nonplacement EHBB-E8
Parent Notification of Selection EHBB-E7
Parent-Teacher Conference Report ..... EIAD-E
Parental Consent, Vocational Agriculture Programs ..... FMH-E
Parental Material Restriction Request EFA-E5
Parental Release Form, Media Coverage and Audio/Videotaping ..... GBE-E
Participation Fees for School Activities Request for Waiver ..... FPA-E
Permission for the Transfer and/or Release of Confidential Information
Employee ..... DNB-E
Student FLE-E1
Placement Letter, Parental Permission Form EHBB-E9
Plan for Improvement DNA-R4
Policy Development Worksheet ..... BFAB-E
Press Release Format CKCD-E7
Primary School Student Adjustment Center Assignment Sheet FODA-E1
Private Schooling Withdrawal Form FEC-E2
Proficiency Based Testing, Registration EIAE-E2
Property Damage Report ..... CL-E
Proposal, Naming New Facilities ..... CW-E
Public Record Access Request ..... GBA-E
Record Copy Request Denial GBAA-E5
Record Inspection and/or Copy Delay Notice GBAA-E2
Record Inspection Request Denial GBAA-E4
Record of Corrective Counseling DOAC-E1
Recycling Program Report ..... CHG-E
Referral CKCD-E9
Release Authorization, Student Activity Travel ..... CNA-E
Rental of Auditorium, Report on Ticket Sales GK-E3
Report
of Identification Team Placement, Gifted Program EHBB-E5
of Individual Illegally Passing School Bus ..... CN-E
to Parents FO-E3
Request for Accommodation EHBC-E2
Request for Change in Placement EHBB-E13
Request for Consideration of Library Materials EFA-E3
Request for School Record Inspection GBAA-E3
Request for Travel Advance, Activity Funds CFB-E3
Request for Waiver, School Activities Participation Fees ..... FPA-E
Request to Leave Building During School Time DE-E4
Review of Gifted Placement EHBB-E6
Safety Concern DIA-E2
Sample Agenda for Board Meeting, Reduction-in-Force DOCA-E4
School Bus Incident Report ..... FFFF-E
School Business Leave DEE-E3
School Health Guide ..... FFAA-E
Screening for High Risk/At Risk CKCD-E10
Sex Offenders Registration Act ..... CKGA-E
Sexual Harassment Report ..... DA-E
Staff Development Program DMB-E2
Staff Development Alternative Activity Request/Report DMB-E1
Student Activity Dismissal FMA-E2
Student Announcement, Sample CKCD-E5

Student Directory Information Release ..... FLD-E
Student Discipline Reports FO-E1
Student Interest Survey of Interscholastic Athletic Programs ..... FMFD-E
Student Interview Form (DHS/LEA) ..... FFGB-E
Student/Parent Contract, Distance Learning ..... EHDF-E
Student Retention Letter, Parent Notification EIA-E2
Student Retention Placement Committee ..... EIA-E
Superintendent Evaluation ..... BJCD-R
Superintendent's Memorandum, Appeal Conference FOD-E13
Supervisory By-pass Complaint Form DAA-E2
Support Employee of the Year
Application/Nomination Form DNFB-E1
Awards Committee Evaluation Form DNFB-E2
Support Personnel Counseling Report ..... DOCCB-E
Suspected Child Abuse Report ..... FFG-E
Suspension
In-School, Student FOD-ISS-E4
Notices
Elementary School FOD-E3
In-School
Elementary School FOD-ISS-E2
Middle School/High School FOD-ISS-E2
Middle School/High School FOD-E4
Out-of-School Suspension Hearing Before the Board of Education FOD-E15
Review Committee Meeting FOD-E10
Superintendent's Action Pursuant to Appeal to Superintendent FOD-E14
Superintendent's Conference FOD-E11
Review Committee's Memorandum, Appeal Conference FOD-E12
Waiver of Review of the Out-of-School Suspension Decision FOD-E16
Teacher Inventory for Gifted Program EHBB-E4
Teacher of the Year
Application/Nomination Form DNFA-E1
Awards Committee Evaluation Form DNFA-E2
Teacher's Guide for the Substitute ..... DPBB-E
Timekeeping, Non-exempt Employees CVFA-E1
Title I Parental Assessment Instrument ..... EHBDB-E
Transfer of Sick Leave and Staff Development Points DEC-E2
Travel Advance, Activity Funds CFB-E2
Travel Request DEE-E1
Truancy Referral FOE-E2
Parent Notification FOE-E1
Unexpected/Early Dismissal From School ..... CKBB-E
U.A. Drug Test Form (Confidential) FNCFB-E2
Video, Film and Television Log ..... EFACB-E
Volunteer Information Sheet EEI-E2
Volunteer Needs Assessment EEI-E3
Waiver of Review of the Out-of-School Suspension Decision FOD-E16
Weapons-Free Schools Incident Report ..... FNCGA-E
Work Experience Program Contract ..... FI-E
Workers' Compensation Benefits Election of Option ..... CFEC-E
Workers' Compensation Fraud Unit Complaint Form CRE-E3
Workers' Compensation/Sick Leave Election Form CRE-E2
Written Admonishment to Employee DOCCA-E1
Forum, Closed ..... GAD
Four-H Program ..... FMI
Freedom of Speech and Assembly, Student Rights and Responsibilities ..... FNA
Fringe Benefits, Taxable, on Employer-Provided Vehicles ..... DEAC
Fund Raising Activities, Students
Procedures ..... FJ-E
Request and Report Forms ..... FJ-P
Fund Raising by In-School Organizations ..... FJ
Funding Proposals and Applications ..... CBC
Funds
Activity ..... CFB
Regulation CFB-R1
Receipts CFB-R2
Expenditures CFB-R3
Request for Travel Advance CFB-E3
School Support Groups and Clubs ..... CFBA
Sub-accounts CFB-E2
District Accounts ..... CAB
District, Expenditure of ..... CA
Regulation ..... CA-R
Federal, and Grant Monies, Supplanting ..... CBB
General, Balance ..... CDAC
Management and Investment of ..... CDA
School, Use of ..... CDAB

-- G --

Game Scheduling ..... FRA
Gang Activity ..... FMCAA
Regulations ..... FMCAA-R
Gate Duties, Activity ..... DLAB
Gate Passes, Athletics ..... FMFP
Gate Receipts and Admissions ..... CDG
GED Testing ..... EKD
Gender Discrimination, Grievance Procedures ..... DAAB
Grievance Form ..... DAAB-E
Nondiscrimination Regulation ..... DAAB-R
Procedures ..... DAAB-P
General Fund Balance ..... CDAC
General Objectives ..... AFB
Gifted Child Educational Programs ..... EHBB
Application for EHBB-E3
Identification Ranking Form EHBB-E10
Nomination Forms EHBB-E11

Parent Notification of Nonplacement EHBB-E8
Parent Notification of Selection EHBB-E7
Placement
Responsibilities for EHBB-E2
Review of EHBB-E6
Regulation ..... EHBB-R
Report of Identification Team Placement EHBB-E5
Teacher Inventory for EHBB-E4
Gifts to Staff Members ..... DHC
Gifts/Donations to the School, Public ..... CDC
Donations of Material/Equipment CDC-R2
Regulations CDC-R1
Gifts, Vendor ..... CDCB
Goals
and Objectives, Administration ..... BI
Community Relations ..... GA
Education Agencies ..... GV
Educational ..... AF
Facilities Development ..... CS
Fiscal Management ..... CD
for the Superintendent of Schools ..... BIB
Instructional ..... EA
Operational, Board ..... BAD
Personnel Policies ..... DAB
Student Policies ..... FA
Support Services ..... AFC
Gold Card ..... EIDC
Government, Student ..... FMCBB
Grade Change Procedures ..... EIA-P
on Transcripts EIA-P2
Grade Level Chairpersons Duties ..... DPAG
Grading EIA-R1
Grading Codes K-6 ..... EIA-R2
Guidelines for K-4 ..... EIA-R3
Graduation of Foreign Exchange Students ..... EIEDD
Graduation Policy ..... EMC
Early ..... EIEDC
Graduation Requirements ..... EIED
Honors Program ..... EIEDB
Special Education Students ..... EIEDA
Grant Monies and Federal Funds,
Supplanting ..... CBB
Grievance Committee Members DGBA-E2
Grievance Procedures
Americans with Disabilities Act DAA-P2
Grievance Form DAA-E3
Employee ..... DGBA
Support ..... DGBC
Gender Discrimination ..... DAAB
Form ..... DAAB-E
Nondiscrimination Regulation ..... DAAB-R
Procedures ..... DAAB-P
Indian Tribal ..... GGFB
Parent-Teacher ..... GFB
Grievance Report form ..... GFB-E
Report DGBA-E1
Support Employee ..... DGBC-E
Sex Discrimination/Harassment ..... FBA
Regulation ..... FBA-R
Student ..... FBB-P
Grooming and Personal Dress
Support Employees ..... DJA
Teachers ..... DJ
Grounds
Buildings and
Equipment CL
Maintenance ..... CLBA
Security ..... CLBC
School, Leaving, Closed Campus ..... FDF
Grouping for Instruction ..... EDA
Growth, Professional ..... DMB
Regulation DMB-R11
Guidance and Psychological Services ..... EJA
Guidance Counselor Duties DPAD-R4
Guidance Services Director, Duties DPAD-R1
Guide for the Substitute, Teacher's form ..... DPBB-E
Guidelines
Administrative, for Raffles ..... FJ-R
Crisis Intervention Report CKCD-E11
Energy Conservation ..... CLE-P
Interviewing Children at School ..... FFGB
Student Interview Form ..... FFGB-E
OBE EKC
Web Pages ..... EFBCC-R

-- H --

Handbooks
Administrative ..... BPCAB
Teacher, Disclaimer ..... BPCB
Handicap Policies, Employment Practices ..... DAC
Handling Body Fluids, Procedures ..... DIAF-P
Harassment ..... FNCD
and Gender Discrimination Grievance Form .... DAAB-E
Incident Report Form ..... FNCD-E
Investigation procedures ..... FNCD-P
Prohibiting, Regulation ..... FNCD-R
Harassment, Racial ..... DAA-R
Harassment, Sexual ..... DA
Grievance Procedure ..... FBA
Regulation ..... FBA-R
of Students ..... FB
Report Form ..... DA-E
Hatch Act Amendment Request Letter,
Testing Program ..... EK-E
Hazard Communication ..... CKEA
Regulations ..... CKEA-R
Hazardous Materials ..... CKE
Regulation ..... CKE-R
Hazing ..... FNCC
Head Coach
Duties ..... DPAH
Evaluation DNA-R5
Head Lice, Regulations ..... FFA-R
Health
Education ..... EHAJ
Guide ..... FFAA-E
Information and Authorization for
Emergency Care FFAC-E4
Insurance ..... CRD
Medical Records, Employee ..... DNBB
Release form ..... DNBB-E
Nurse, School ..... DPAS
Personnel ..... DI
Tuberculosis Regulation DI-R1
Program for Disabled Students ..... FFAG
Students ..... FFA
Services ..... FF
and Requirements, Regulation ..... FF-R
Healthy and Fit School Advisory Committee ..... BDFB
and Safe School Committee ..... BDFD
Hearing Notice, Reduction-in-Force DOCA-E1
Hearing on a Suspension, Notice FOD-E5
Hepatitis B Vaccine Consent/Refusal Form DIAF-E2
High Risk/At Risk, Screening for CKCD-E10
High School
After School Detention ..... FOC-R
Credit ..... EIEDE
Closed Campus ..... FDF-R
Counselor Duties DPAD-R2
Course Titles ..... EGD-R
Coursework, Middle School Student ..... EHDC
Regulation ..... EHDC-R
Suspension Notice FOD-E4
In-School FOD-ISS-E3
Highly Qualified Teacher
Tuition Reimbursements ..... DEEE
HIPAA-Compliant Authorization for Release
of Health Information ..... DNBB-E
Hiring Personnel ..... DCBE
Holidays, Personnel ..... DEB
Homebound Instruction ..... EHBF
Regulations ..... EHBF-R
Homebound Teacher Pay DE-R4
Homeland Security, Regulations
(Emergency Plans) CKAC-R2
Homeroom Assignments ..... EEA
Homeschool Program, Placement of
Students From ..... FDAD
Homeschooling Withdrawal Form FEC-E2
Homework ..... EIB
Regulation ..... EIB-R
Honors Graduate Program ..... EIEDB
Honors Program
Medals and Certificates ..... EIDA
National Honor Society ..... EICB
Societies, Middle School ..... EICA
Regulation ..... EICA-R
Valedictorian, Salutatorian, Honor
Students ..... EIC
Regulation EIC-R1
Honors, Retiree ..... DFA
Hostage Situation ..... CKAG
Housekeeping, Classroom ..... CLAB
Housing Regulations ..... CDD-R
Hygiene and Sanitation ..... DIAF
Forms ..... DIAF-E1 through 5
Procedures for Handling Body Fluids ..... DIAF-P
Regulation ..... DIAF-R

-- I --

Identification Badges, Employee ..... CLCA
Identification Cards, Student Safety ..... FFF
Identification Ranking Form, Gifted
Program EHBB-E10
Identification Team Placement Report,
Gifted Program EHBB-E5
Illegally Passing School Bus, Report of
Individual ..... CN-E
Immunizations, Students ..... FFAB
Exemptions
Certificate of FFAB-E2
Regulation ..... FFAB-R
Verification of Record FFAB-E1

Implementation of Budget, Regulations..... CE-R2
Implementation of Policy..... BFC
Implementing Agenda, Procedures..... BEA-P
Improvement, Plan for..... DNA-R4
Incident Report Form, School Bus..... FFFF-E
Incident Report Form, Weapons-Free Schools .. FNCGA-E
Inclement Weather
Student Safety..... FFFB
Warning Systems..... CKBB
Inclusion, Least Restrictive Environment..... EHBCF
Income, Change Funds, and Deposits, Procedures... CFA-P
Indian Education Program Coordinator,
Duties..... DPAFE
Indian Students Parents Committee..... GGFC
Indian Tribal Councils, Relations with..... GGF
Indian Tribal Grievance..... GGFB
Indian Tribal Involvement..... GGFA
Individual Board Members, Status..... BAC
Individual Illegally Passing School Bus, Report..... CN-E
Influence, Reporting Students Under,
or Possessing Alcoholic Beverages or
Controlled Substances..... FNCE
Procedure for..... FNCE-P
Information and Materials, Distribution
on School Premises..... GIA
Information, Confidential, Transfer
and Release..... FLE
Consent forms
Employee..... DNB-E
Student..... FLE-E1
Information Coordinator..... FLF
Information Media, School-Sponsored..... GBB
Information Program, Public..... GB
Information Release Form
Drug and Alcohol Testing Program..... DCCB-E3
Student Directory..... FLD-E
Information Request, School Records..... GBAA
Information Sheet, Volunteer..... EEI-E2
In-House Suspension..... FOD-ISS-E1
Regulations..... FOD-ISS-R
Initiation of New Programs..... EGC
Injured/Ill Persons, Transporting..... FFAC-R2
In-School Organizations, Fund Raising by..... FJ
In-School Suspension
Notice
Elementary School..... FOD-ISS-E2
Middle School/High School..... FOD-ISS-E3
Student Form..... FOD-ISS-E4
In-service Development..... DMA
Inspection and Acceptance of New Facilities..... CVJ
Inspection/Copy Delay Notice, Record..... GBAA-E2
Inspection of School Property..... CLF
Inspection Request, School Record..... GBAA-E3
Denial..... GBAA-E4
Inspections, Safety, School Bus..... CNBA
Instruction
End of, Testing Program..... EKA
for Substitute..... DPBB
Grouping for..... EDA
Homebound..... EHBF
Regulations..... EHBF-R
Internet-based..... EHDF
Student/Parent Contract, Distance Learning.. EHDF-E
Limited English Proficiency..... EHBE
Parent Notification Forms..... EHBE-E
Methods of..... EGF
Organization of..... ED
Remedial..... EHBD
Forms..... EHBD-E
Regulations..... EHBD-R
Instructional
Goals..... EA
Materials..... CMAC
Public Complaints, Procedure..... EFA-P
Program
Basic..... EHA
Regulations..... EHA-R
Evaluation of..... EAA
Television/Video Materials..... EFACB
Instructions for Parents (Head Lice)..... FFA-P
Head Lice Letter..... FFA-E2
Head Lice Treatment..... FFA-E1
Verification form..... FFA-E3
Instructions to Driver, Post-accident Drug and
Alcohol Testing..... DCCB-E10
Insurance
Accident, Students..... FFD
Board Member..... BHE
Contractor..... CRBA
Health..... CRD
Management..... CR
Program, Transportation..... CRH
Workers' Compensation..... CRE
Interactive Television..... EHDE
Student Form..... EHDE-E
Interest, Conflicts of..... DBD
Board Member..... BBFB
Interlocal Purchasing Cooperatives..... CHAG
Internal Organization, School Board..... BD
Internet Acceptable Use Policy..... EFBCA
Code of Conduct..... EFBCA-R1
Conduct Agreement..... EFBCA-E
Internet-based Instruction..... EHDF
Student/Parent Contract, Distance Learning..... EHDF-E
Internet Filtering, Regulation..... EFBCA-R2
Interruptions, Class..... EMH
Interscholastic Athletics..... FMFD
Student Interest Survey..... FMFD-E
Interview, Exit, Employment Termination..... DOE
Form..... DOE-E
Interviewing Children at Schools..... FFGB
Student Interview Form..... FFGB-E

Interviews ..... DCBD
Intimidation, Prohibiting, Regulation..... FNCD-R
Intoxicating and Nonintoxicating
Beverages, etc. ..... FNCE-R
Intruders on School Premises..... CKAB
Inventories, Regulation ..... CLB-R
Inventory for Gifted Program, Teacher..... EHBB-E4
Investigation, Teacher Records..... DABB
Certificate..... DABB-E1
Procedures..... DABB-P
Investment and Management of Funds ..... CDA
Procedures..... CDA-P
Investment Programs, Secured
Bids and Quotations for..... CDA-R
Invoice Procedures..... CHA-P5
Involvement
Community, in Decision-Making..... GC
Family ..... EHAA
Regulations ..... EHAA-R
Indian Tribal..... GGFA
Parental, Title I..... EHBDB
Regulations ..... EHBDB-R
Staff, in Decision-Making ..... DGB
Student, in Decision-Making..... FNB

-- J --

Job Classifications, Support Personnel ..... DCDA
Job Placement ..... FIC
Junior High School Counselor Duties DPAD-R2
Junior-Senior Banquet and Prom,
Regulation ..... FMD-R
Jury Duty Service and Witness Leave DEC-R5

-- K --

Key Control ..... CLAC

-- L --

Laboratory Safety, Science ..... CKEB
Language Development ..... EHBDA
Latex Glove Use, Regulation CO-R3
Lease-Purchase Agreements
Rental of Real or Personal Property or
Equipment..... CHAF
Termination..... CHAE
Leases, Revenue from School-owned
Real Estate ..... CBD
Least Restrictive Environment-Inclusion..... EHBCF
LEAVE
Absence..... DED-R1
Contract DED-E1
Religious..... DED-R8
Alternative Program ..... DED
Association..... DED-R6
Bereavement DED-R2
Certified Personnel
Professional DED-R5
Sick..... DEC-R1
Emergency DEC-R4
Request Form DEC-E5
Family ..... DECA
Application for DECA-E2
Intermittent Leave..... DECA-E6
Employer Response to Request DECA-E1
Healthcare Provider Certification DECA-E7
Medical Certification..... DECA-E3
Statement, Employee's Own Serious
Illness DECA-E5
Statement, Illness of Employee's
Family Member..... DECA-E4
Notice of Intention to Return From Leave... DECA-E8
Forms
Emergency Leave DEC-E5
Personal Leave DEC-E4
Professional Leave..... DED-E3
School Business..... DEE-E3
Support Personnel..... DEC-E3
Teacher..... DEC-E1
Transfer of Sick Leave and Staff
Development Points..... DEC-E2
Jury Duty Service and Witness Leave DEC-R5
Military DEC-R6
Parental (maternity) DED-R3
Contract DED-E2
Personal Business..... DEC-R3
Request Form DEC-E4
Personnel Program ..... DEC
Professional..... DED-R5
Request Form DED-E3
Public Service DED-R7
Religious Absences DED-R8
Sabbatical..... DED-R11
Sharing Bank, Regulation DEFA-R2
Forms..... DEFA-E2
Sharing Plan..... DEFA
Agreement form DEFA-E1
Regulation DEFA-R1
Sick
Certified Personnel DEC-R1
Retirement Program ..... DEF
Support Personnel..... DEC-R2
Workday, Certified Personnel DED-R9
Leaving School Grounds, Closed Campus..... FDF

High School....FDF-R
Leeway in Purchasing, Administrative Procedures....CHA-P1
Legal Description, School District....AAB
Legal Status, Board of Education....BA
Legal Status, School District....AA
Legislative Representatives Relations....GLC
Lending Agreement....GK-E2
Lending, Equipment Accountability....CMA
Lesson Plans....EEP
Letter to the Board of Education, Reduction-in-Force....DOCA-E3
Letter to Volunteers....EEI-E1
Lettering
Academic Award....FGBC
Contract....FGBA-E
Qualifications....FGBA
Regulation....FGBA-R
Regulation, Awards and Scholarships....FG-R
Scholastic Team....FGBB
Letters of Resignation, Acceptance....DDCA
Liability of School Board Members....BAB
Librarian Duties....DPAE
Library
Curriculum, Public Complaints, Procedure....EFA-P
Donation Agreement....EFA-E6
Materials Selection....EFA-R1
Request for Consideration....EFA-E3
Request for Reconsideration....EFA-E1
Media Center....EFA
Use of, Regulation....EFA-R2
Library Assistant Duties....DPAEB
Library Media Specialist Evaluation....DNA-R2
Lice, Instructions for Parents....FFA-P
Letter to Parents....FFA-E2
Treatment....FFA-E1
Verification form....FFA-E3
Licensing Fee, School Bus....DEEB
Life, Origin of, Policy....EFAD
Life Threatening and Contagious Diseases....FFAA
Regulations....FFAA-R
Limitation, Taxing and Borrowing....CC
Limited English Proficiency Instruction....EHBE
Parent Notification Forms....EHBE-E
Line in Staff Relations....BK
List/Record, Detention....FOC-E2
Live Project Work Repair....EHAGA
Release Agreement....EHAGA-E
Loan, Equipment (Form)....CMAA-E
Lockers
Responsibility for School Property....FNFA
Regulations....FNFA-R
Student, Acknowledgment Concerning Use of....FNFA-E
Log of the Administration of Medicine....FFACA-E2
Lost, Stolen, and Misused Meal Tickets....COC
Lost Time, Compensation for....DEAA
Lunch Duty....DLAA
Lunch Tickets, Procedure for Selling....CO-P

-- M --

Machines, Vending....COF
Mail and Delivery Service....CPAB
Mail, Electronic....EFBCB
Mail Handling Safety Procedures....CKEC
Maintenance and Custodial Staff, Duties....DPANA
Maintenance, Building and Grounds....CLBA
Maintenance Director, Duties....DPAN
Maintenance, School Transportation....CNBB
Management and Investment of Funds....CDA
Management
Classroom, Handout for Teachers....CKCD-E6
Crisis....EJC
Data....CQ
Fiscal, Goals....CD
Insurance....CR
Office Services....CP
Participatory, Philosophy of....AG
Transportation....CNAB
Manager, Business....COA
Regulation....COA-R
Superintendent as, Duties....BJAA
Manager, Cafeteria....DPAIA
Married Students....FND
Materials
Copyrighted
Checklist....EFEA-E1
Permission Release....EFEA-E2
Using....EFEA
In Publications....EFEB
Regulation....EFEB-R
Regulation....EFEA-R
Distribution on School Premises....GIA
Educational, Request for Reconsideration....EFA-E1
Hazardous....CKE
Regulation....CKE-R
Instructional....CMAC
Public Complaints, Procedure....EFA-P
Library Selection, Regulation....EFA-R1
Ownership....EFE
Regulation....EFE-R
Restriction Request....EFA-E5
Selection Policies....EFA-R1
Special Interest....EFAB
Video, Instructional Television....EFACB
Maternity (parental) Leave....DED-R3
Contract....DED-E2
Meal Tickets, Lost, Stolen, Misused....COC

Mechanical Repairs, School Transportation ..... CNBC
Mechanics, Bus, Assignments and
Responsibilities .....DPABA
Medals and Certificates, Honors Program ..... EIDA
Media
Center, School Library ..... EFA
Use of, Regulation EFA-R2
Coverage and Audio/Videotaping ..... GBE
Parental Release Form ..... GBE-E
News
Coverage..... BEE
Relations.....GBC
School-Sponsored Information.....GBB
Media Specialist Evaluation DNA-R2
Medical Examinations DC-R3
Medical Leave Request, Employer
Response to DECA-E1
Medical/Health Records, Employee .....DNBB
Release Form..... DNBB-E
Medical Treatment Consent..... FFAC-E1
Parental Consent..... FFAC-E2
Medication, Administering to Students..... FFACA
at School, Regulation ..... FFACA-R
Authorization..... FFACA-E1, FFACA-E2
Emergency, Nonprescription
Medication FFACA-E3
for Designated Employee FFACA-E5
Log FFACA-E2
Medication, Asthma
Self-administration.....FFACA, FFACB
Medication Request Review Form.....FFACA-E6
Meetings, Board of Education.....BE
Action Items Procedures ..... BEAB
Agenda Preparation and Dissemination.....BEA
News Media Coverage ..... BEE
Notification of .....BE
Order of Business, Regulations .....BEA-R
Public Participation .....BED
Regulation.....BED-R
Quorum, Procedure ..... BEB
Sample Agenda ..... BEA-E
Videoconference Regulations.....BE-R
Meeting, Crisis Intervention Team CKCD-E4
Meetings, Faculty .....DLC
Crisis Management..... CKCD-E8
Members, Board of Education
Code of Ethics.....BBF
Conflict of Interest .....BBFB
Continuing Education.....BBH-R2
Development Opportunities.....BBH
Election of .....BBB
Ethics, Code of.....BBF
Insurance .....BHE
Liability.....BAB
New .....BBD
Orientation Checklist.....BBD-E
Workshop BBH-R1
Opportunities, Development .....BBH
Status as Individuals.....BAC
Members, Crisis Intervention Team CKCD-E3
Members, Grievance Committee DGBA-E2
Membership Qualifications, Board of
Education .....BBA
Metal Detectors, Use of .....CKAF
Procedures.....CKAF-P
Methods of Instruction.....EGF
Middle School/High School Suspension
Notice..... FOD-E4
In-School..... FOD-ISS-E3
Middle School Honor Society.....EICA
Regulation .....EICA-R
Middle School Student, High School Coursework... EHDC
Regulation ..... EHDC-R
Mileage, Contract and Agreement for .....EHBC-E
Military Children, Enrollment of……..FDAH
Military Leave DEC-R6
Military Recognition..... EMDA
Minutes, Board of Education .....BEF
Clerk, Duties BD-R2
and Encumbrance Clerk, Duties BD-R4
Procedures..... BEF-P
Mission Statement .....AEA
Misused, Lost, Stolen Meal Tickets.....COC
Moment of Silence.....EMI
Money Log, Activity/Event .....CFB-E
Monthly Report of Use of School Facility.....GKD-E
Mood or Physical Altering Substances,
Drugs FNCF-R1
Moral and Ethical Education .....EHAF
Multidisciplinary Team Action Record
Extended School Year.....EHBCA-E2
Multiple Siblings, Placement.....FDAC

-- N --

Name of the School District .....AB
Naming New Facilities .....CW
Proposal Form.....CW-E
National Honor Society .....EICB
Necessity or Emergency Expenditures .....CHAC
Needs Assessment, Volunteer..... EEI-E3
Needs Estimate, Preliminary ..... CEA
Negotiations..... DDF
Nepotism .....BAAB
New Facilities, Inspection and Acceptance .....CVJ
New Members, Board of Education.....BBD
Orientation Checklist .....BBD-E
Workshop BBH-R1
New Programs, Initiation of ..... EGC
New Teachers.....DCA
Residency Committee .....DCAB

Regulation.....DCAB-R
News
Media
Coverage..... BEE
Relations.....GBC
Releases.....GBCA
Newspaper, Student Publications, Regulation.....FME-R2
Ninth Grade Participation in High School
Athletics, Regulations FMF-R2
Non-collusion Affidavit.....CHC-E
Noncustodial Parental Rights.....FFGA
Regulations.....FFGA-R
Nondiscrimination ..... DAA
Regulations (Gender Discrimination).....DAAB-R
Non-exempt Employees, Timekeeping.....CVFA-E2
Nonintoxicating and Intoxicating
Beverages, etc. .....FNCE-R
Nonprescription Medication, Emergency
Authorization to Administer.....FFACA-E3
Nonreemployment, Notice of, Reduction-
in-Force.....DOCA-E2
NOTICE(S)
Attendance FDC-E5
of Assignment, Support Staff .....DPACA-E
of Delay, Record Inspection/Copy GBAA-E2
of Hearing, Reduction-in-Force.....DOCA-E1
of Intent to Qualify for Salary
Schedule Advancement DE-E3
of Nonreemployment, Reduction-in-Force.....DOCA-E2
of Out-of-School Suspension Hearing
Before the Board of Education FOD-E15
of Preliminary Informal Conference on a
Proposed Suspension FOD-E7
of Review Committee Meeting EFA-E4
of Superintendent's Action Pursuant to
Appeal to Superintendent..... FOD-E14
of Superintendent's Conference FOD-E11
of Suspension
Elementary School..... FOD-E3
For Under 10 School Days..... FOD-E1
In-School
Elementary School FOD-ISS-E2
Middle School/High School FOD-ISS-E3
Student Form..... FOD-ISS-E4
Middle School/High School..... FOD-E4
Proposed, For More Than 10 School
Days FOD-E2
to Employees
Drug and Alcohol Testing Program DCCB-E1
Drug-free Workplace..... DCC-E1
to Parents
Child Identification, Location, Screening,
and Evaluation.....EHBC-R3
Teacher ..... EL
to Record Requesters.....GBAA-E1
Notification Forms
Gifted Program
Nonplacement.....EHBB-E8
Selection EHBB-E7
Student Retention Letter EIA-E2
Truancy FOE-E1
Notification of Meetings, Board of
Education .....BE
Nurse, School .....DPAS
Nursing Services.....FFC
Regulations .....FFC-R
Nutrition Programs, Child.....CO
Regulations .....CO-R
Food Allergy Guidelines.....CO-R2
Latex Glove Use.....CO-R3

-- O --

Oaths of Office BBB-E2
OBE Guidelines..... EKC
Objectives, Administration Goals and ..... BI
Objectives, General ..... AFB
Obligation Form, Detention.....FOC-E1
Observances, Religious.....EMIA
ODCTE August Conference, Professional
Development..... DMBA
Office
Oaths of.....BBB-E2
Services Management ..... CP
Term of, and Salary, Superintendent..... BJCA
Terms of, Board Officers ..... BDAAB
Officer, Attendance .....FDCA
Duties and Responsibilities .....DPAR
Officers, Board of Education
Clerk, Regulation BD-R1
Duties
Encumbrance Clerk BD-R3
Minutes Clerk.....BD-R2
Minutes/Encumbrance Clerk BD-R4
Treasurer, Regulation ..... BDAE-R
Executive, Superintendent, Regulation .....BJ
President.....BD
Terms of Office..... BDAAB
Treasurer ..... BDAE
Vice-President.....BD
Offices and School Honors, Regulation.....EIC-R3
Official Name of the School District .....AB
Officials, Athletic Contest, Pay DE-R5
Oklahoma Middle School Honor Society .....EICA
Regulation.....EICA-R
Oklahoma Minor Identification Act
(Fingerprinting Students) .....FLC, FLC-R
Consent Form..... FLC-E
Oklahoma National Guard and Reserve

Tuition Waiver Program....FDBC
Oklahoma National Guard Recognition.... EMDA
On-The-Job Training ....FIA
Open Enrollment.... FEA
Regulation ....FEA-R
Open Records Act....GBA
Public Record Access Request ....GBA-E
Regulation ....GBA-R, GBAA-R
Opening Bids ....CHCA
Operation, Control, and Use of School
Auditorium GK-R2
Operational Goals, Board....BAD
Operational Procedures, Board of
Education, Evaluation BG-E2
Operations, School Board, Evaluation of.... BG
Opportunities
Development, Board Members....BBH
Development, Superintendent ....BJCB
Education
Equal .... EHBA
Support Personnel....DMAS
Order of Business, School Board Meetings .... BEA-R
Order, Rules of ....BEEA
Order to Leave School Premises....GJ-E
Grievance/Appeals Process .... GJ-P
Organization
Internal, School Board .... BD
of Instruction....ED
Plan, School District....BKA
Sponsors....FMC
Organizational Chart....BK-E
Organizational Donations to Schools.... CDC-E
Organizations
and Clubs, Establishing, Regulations ....FMC-R
Sanctioning....CFBB
Application Forms.... CFBB-E
Procedures.... CFBB-P
Community.... GGA
Employee ....DGAB
In-School, Fund Raising by.... FJ
Parent-Teacher ....GGAB
Professional....DMD
School-Connected ....GGAA
Social ....FMCA
Student, Equal Access....GAB
Orientation, Support Staff.... DPAC
Origin of Life Policy....EFAD
Out-of-School Actions, Student Discipline.... FODD
Out-of-School Suspension Education Plan FOD-E6
Out-of-State Student Transfers ....FEB
Out-of-State Trips, Student....EFD-R2
Outstanding Performance, Recognition of ....DNF
Overtime and Compensation Time .... DLE
Overtime Authorization Form....CVFA-E2
Ownership of Materials .... EFE
Regulation .... EFE-R
Ownership of School Property....CLF

-- P --

Paging Devices .... FNG
Pandemic……FFAAC
Procedures for parents……FFAAC-P
Sample letters……..FFAAC-E
Paraprofessionals, Title I ....DBAA
Testing Fees ....DEED
Parent(s)
Application for Transfer of Students....FE-E
Authorization to Administer Medicine....FFACA-E2
Consent for Emergency Medical
Treatment FFAC-E2
Committee, Indian Students ....GGFC
Instructions for (Head Lice) .... FFA-P
Letter to Parents.... FFA-E2
Treatment FFA-E1
Verification form FFA-E3
Material Restriction Request....EFA-E5
Notification Forms
Gifted Program
Nonplacement....EHBB-E8
Selection EHBB-E7
Limited English Proficient Programs .... EHBE-E
Student Retention Letter....EIA-E2
Truancy....FOE-E1
Organizations, Sanctioning .... CFBB
Application Forms .... CFBB-E
Procedures ....CFBB-P
Permission Form, Placement Letter EHBB-E9
Report to FO-E3
Rights, Custodial and Noncustodial ....FFGA
Regulations....FFGA-R
Teacher Notices to .... EL
Title I, Involvement....EHBDB
Parental Assessment Instrument ....EHBDB-E
Regulations....EHBDB-R
Verification, PEAK Program EHBB-E1
Volunteer Program, Regulations EEI-R1
Letter to Volunteers.... EEI-E1
Parenting Program .... EHE
Parent-Teacher
Conferences....EIAD
Report Form ....EIAD-E
Grievance Procedure .... GFB
Report form ....GFB-E
Organizations ....GGAB
Sanctioning....CFBB
Application Forms .... CFBB-E
Procedures....CFBB-P

Parking Areas, Student .....FFFD-E
Parking, Vehicle Use and, Students .....FFFD
Participation
Approval, Activities FMA-E1
Extracurricular Activities .....FMAA
by Disabled Students .....EHBCG
Fees for School Activities .....FPA
Regulation.....FPA-R
Request for Waiver.....FPA-E
in Community Activities .....DGAA
in High School Athletics
Ninth Grade, Regulation.....FMF-R2
in Political Activities, Staff ..... DGA
Public, Board of Education Meeting .....BED
Regulation.....BED-R
Participatory Management, Philosophy of ..... AG
Part-time Personnel, Employment Procedures.....DC-P4
Patron Requests for School District Information ....GBA-P
Pay
Athletic Contest Officials.....DE-R5
Extra, For Teacher Sponsors DE-R3
Homebound Teacher DE-R4
Payroll Procedures, Workers' Compensation ..... CFEC
Election of Option Form ..... CFEC-E
PEAK (Providing Enrichment for
Accelerated Kids).....EHBB-R2
PEAK Program, Parent Verification.....EHBB-E1
People and Their School District ..... AD
Performance Audits .....BGA
Performance Rating Report, Support Staff DNAB-R1
Performance Recognition.....DNF
Performance Standards, Teacher Conduct .....DBCA
Performances by Students, Public.....FMB
Periods, Planning .....DLD
Permanency of Employment.....DC-R2
Permanent Record Cards .....FLB
Permission Form, Placement Letter.....EHBB-E9
Permission Release for Copyrighted
Materials EFEA-E2
Personal Business Leave.....DEC-R3
Personal Grooming and Dress
Support Personnel .....DJA
Teachers .....DJ
Personal Leave Request Form DEC-E4
Personal Property, Rental
Lease-Purchase Agreements ..... CHAF
Personal Services Contracts..... BDEA
Regulations..... BDEA-R
PERSONNEL
Administrative
Absences.....DEG
Evaluation of .....DNAA
Athletic, Employment and Compensation.....DCE
Certified
Academic Freedom (Teaching Techniques) .....DGC
Employment Procedures.....DC-P1
Extra Duties.....DLA
Files.....DNB
Leave
Association.....DED-R6
Professional DED-R5
Sick DEC-R1
Workday DED-R9
Reduction-In-Force.....DOCA
Resignations .....DDC
Rules of Conduct for.....DBG-R1
Suspension of.....DOBD
Teaching, Evaluation Summary.....DNA-R1
Work Day, Regulation.....DL-R1
Work Schedules.....DL
Employment Procedures, Part-time..... DC-P4
Evaluations
Food Service.....DNAB-R2
Health.....DI
Hiring.....DCBE
Holidays ..... DEB
Leave Program ..... DEC
Emergency DEC-R4
Jury Duty Service and Witness Leave DEC-R5
Military DEC-R6
Policies, Goals.....DAB
Support
Admonishment of .....DOCCB
Counseling Report.....DOCCB-E
Corrective Counseling Record..... DOAC-E1
Demotion.....DOAC
Dress and Personal Grooming .....DJA
Duties ..... DLB
Regulation..... DLB-R
Educational Opportunities .....DMAS
Employment .....DCD
Procedure DC-P2
Files.....DNC
Grievance Procedures..... DGBC
Report Form..... DGBC-E
Job Classifications .....DCDA
Reduction-In-Force..... DOCB
Schedules, Regulation DLB-R2
Sick Leave DEC-R2
Suspension.....DOAC
Termination .....DOAC
Vacations ..... DEBA
Petitions, Circulation of
by Staff.....DGD
by Students..... FMEA
Petty Cash Accounts..... CHB
Philosophy of Education.....AE
Philosophy of Participatory Management..... AG
Physical Altering Substances, Drugs FNCF-R1
Physical Education..... EHAK
Placement, Gifted
Identification Team Report EHBB-E5
Parental Permission Form EHBB-E9

Request for Change Forms EHBB-E13
Responsibilities for EHBB-E2
Placement, Job ..... FIC
Placement of Multiple Siblings ..... FDAC
Placement of Students Suspended or Removed From School ..... FDAB
Placement of Students Who Have Been in a Homeschool Program ..... FDAD
Plan
Affirmative Action DC-P3
Alternative Education ..... EHBH-R
Cafeteria ..... DEAB
Disaster ..... CKCD
Procedures ..... CKCD-R
for Improvement DNA-R4
Leave Sharing ..... DEFA
Agreement form DEFA-E1
Organization, School District ..... BKA
Out-of-School Suspension Education FOD-E6
Season Tickets ..... CDGA
Planning Authorities, Relations With ..... GLA
Planning, Facilities ..... CSA
Planning Periods ..... DLD
Plans, Emergency ..... CKAC
Regulations CKAC-R1
Homeland Security CKAC-R2
Plans, Lesson ..... EEP
Playground Equipment, Donations of ..... CDCA
Application for Approval of ..... CDCA-E
Police, Releasing Students to ..... GKA
Policies
Administrative, for Substitute Teachers DE-R2
All State ..... FGB
and Regulations, Board ..... BFB
Board ..... BFA
Enrollment ..... FDAA
Handicap, Employment Practices ..... DAC
Library Selection EFA-R1
Personnel, Goals ..... DAB
Preliminary Development of ..... BFAB
Worksheet ..... BFAB-E
Policy
Absence, Request for Exemption from FDC-E1
Administration in Absence of ..... BF
Adoption of ..... BFAC
Attention Deficit Disorder ..... EHBCD
Assessment ..... EKE
Comparability ..... GTA
Control and Discipline FO-R1
Development Procedures ..... BFAB-P
Development System ..... BFAA
Distribution ..... BFAE
Faculty Extracurricular Activities ..... EBMA
Forbidding the Supplanting of Federal Funds ..... CBB
Goals, Student ..... FA
Implementation of ..... BFC
Origin of Life ..... EFAD
Relativism and Value Clarification ..... EHAFA
Review and Evaluation ..... BFAF
Suspension of ..... BFAG
Textbook Selection ..... EFAA
Political Activities, Staff Participation in ..... DGA
Positions, Professional Staff ..... GCA
Possessing or Under the Influence of Alcoholic Beverages or Controlled Substances
Reporting Students ..... FNCE
Procedure for ..... FNCE-P
Student Discipline, Regulation FO-R3
Possession and Use of Signature Stamps ..... CAC
Post-accident Drug and Alcohol Testing
Instructions to Drivers DCCB-E10
Posting and Advertising Vacancies ..... DCBB
Powers and Duties, Board of Education ..... BAA
Practice Times, Scheduling ..... FRA
Practices, Employment ..... DC
Handicap Policies ..... DAC
Regulation DC-R1
Preapproval Form, Continuing Education ..... DEABA-E
Pre-employment Drug Test Acknowledgment DCCB-E7
Preliminary Development of Policies ..... BFAB
Preliminary Estimate of Needs ..... CEA
Preparation and Dissemination, Agenda, School Board Meetings ..... BEA
Preschool Children, Transportation Regulations CNAB-R2
President, Board of Education Officers ..... BD
Presidential Classroom for Young Americans ..... FGA
Criteria for Selection FGA-R1
Selection Process FGA-R2
Press Release Format CKCD-E7
Prevention of AIDS and Communicable Diseases ..... FFAAA
Education for Students ..... EHAI
Attendance Waiver EHAI-E1
Prevention, Suicide ..... EJB
Primary School Student Adjustment Center
Assignment Sheet FODA-E1
Assignment to FODA-E2
Program ..... FODA
Rules and Instructions ..... FODA-P
Principals
Assistant Elementary, Duties ..... DPAAB
Assistant Secondary, Duties ..... DPAAA
Qualification ..... DPAA
School ..... DPAA-R
Printing and Duplicating Services ..... CPAA
Privacy Act of 1974
Forms A-O FL-E1--FL-E15
Other Forms ..... FL-E16—FL-E19
Regulation ..... FL-R
Private Schooling Withdrawal Form FEC-E2
Private Vehicles, Use of for School

Business ..... CNE
Probation Plan, Alcoholic Beverages and
Controlled Substances ..... FNCFA
Contract ..... FNCFA-E
Probationary Teacher
Employment Discharge Report ..... DO-E
PROCEDURES
Agenda Implementation ..... BEA-P
Alteration of School Property ..... CY
Americans With Disabilities Act Grievance DAA-P2
Attention Deficit Disorder ..... EHBCD
Board of Education Minutes ..... BEF-P
Board Meeting, Quorum ..... BEB
Board Meetings, Action Items ..... BEAB
Bomb Threat ..... CKCB-P
Exhibit ..... CKCB-E
Changing Grades on Transcripts EIA-P2
Complaint, Special Education ..... EHBC-P
Compliance, Fair Labor Standards Act ..... CVFB
Crowd Control, Athletic Events ..... GKB-R
Curriculum Adoption ..... EGB-P
Disability Accommodations ..... CVCD-P
Disaster Plan ..... CKCD-P
Disciplinary
Students, Records of FO-R2
Discrimination Complaints ..... DAA-P
Student ..... FBB-P
Employment DC-P1
Affirmative Action Plan DC-P3
Part-time DC-P4
Support Personnel DC-P2
Enrollment of Adult Students with
Disabilities EHBC-P3
Fair Labor Standards Act ..... CVFA-P
Felony Records Search ..... DABB-P
Filling Board Vacancies ..... BBB-P
Food Safety, Standard Operating ..... CODA-P
Gender Discrimination, Grievance ..... DAAB
Procedures ..... DAAB-P
Grade Change ..... EIA-P
Grievance
Employee ..... DGBA-R
Gender Discrimination ..... DAAB
Procedures ..... DAAB-P
Parent-Teacher ..... GFB
Grievance Report form ..... GFB-E
Sex Discrimination/Harassment ..... FBA
Regulation ..... FBA-R
Support Employees ..... DGBC
Handling Body Fluids ..... DIAF-P
Income, Change Funds, and Deposits ..... CFA-P
Investment ..... CDA-P
Invoice CHA-P5
Mail Handling Safety ..... CKEC
Metal Detectors, Use of ..... CKAF-P
Notification of Meetings, Board of
Education ..... BE
Operational, Evaluation of BG-E2
Patron Requests for School District
Information ..... GBA-P
Payroll, Worker's Compensation ..... CFEC
Policy Development ..... BFAB-P
Public Complaints About Library
Curriculum and Instructional Materials ..... EFA-P
Purchasing, Administrative Leeway CHA-P1
Purchasing Guide CHA-P3
Recruitment ..... DCBA
Reimbursement ..... DEE-P
Reporting Vandalism ..... CLD-P
Requisitions CHA-P4
Rules and, Fire Drills, ... CKC-R1
Rules and, Tornado Drills CKC-R2
Sanctioning of Organizations ..... CFBB-P
Section 504 Eligibility, Special Education
Services EHBC-P2
Selling Lunch Tickets ..... CO-P
Staff Safety, Workplace ..... DIA-P
Student Fund Raising Activities ..... FJ-P
Student Residency Dispute ..... FD-P
Teacher Termination ..... DO-R
Testing, Proficiency Based Promotion ..... EIAE-P
Transportation ..... CNAB-R
Vehicle Check-out DEE-P2
Procurement, Food ..... COB
Regulation ..... COB-R
Professional
Ethics, Code ..... DBC-E
Development, ODCTE August Conference ..... DMBA
Growth ..... DMB
Regulation DMB-R1
Leave, Certified Personnel DED-R5
Organizations ..... DMD
Staff
Consulting Activities ..... DBFB
Positions ..... GCA
Promotions ..... DND
Proficiency, Application to Demonstrate ..... EIAE-E
Proficiency Based Promotion ..... EIAE
Testing Procedures ..... EIAE-P
Testing, Registration Form EIAE-E2
PROGRAM
Advanced Placement ..... EHBBA
Alternative Leave ..... DED
Athletics
Code of Conduct, Spectators ..... FMFE
Code of Ethics ..... FMFB
Basic Instructional ..... EHA
Regulations ..... EHA-R
Child Nutrition ..... CO
Regulation ..... CO-R
Coordinator, Indian Education, Duties ..... DPAFE
Director, Federal ..... DPAO
Drug and Alcohol
Consent/Release form DCC-E2

Voluntary DCC-E3
Drug and Alcohol Testing, Bus Drivers ..... DCCB
Regulation..... DCCB-R
Worksheet..... DCCB-A
Drug Testing, Students
Extracurricular Activities..... FNCFD
Contract..... FNCFD-E
Early Childhood Education ..... EHBG
Early Retirement ..... DFB
Employee Assistance..... DCCC
Agreement Form..... DCCC-E
Regulation..... DCCC-R
End of Instruction Testing..... EKA
Extended School Year
Eligibility Standards, Regulations..... EHBCA-R
Fire Safety..... CKAA
Food Safety ..... CODA
Checklist..... CODA-E1
Sample Process Forms..... CODA-E2
Standard Operating Procedures..... CODA-P
Four-H..... FMI
Gifted Child ..... EHBB
Application for..... EHBB-E3
Nomination Forms..... EHBB-E11
Parent Notification
Nonplacement EHBB-E8
Selection..... EHBB-E7
Regulation..... EHBB-R
Report of Identification Team
Placement..... EHBB-E5
Teacher Inventory for EHBB-E4
Health
for Disabled Students..... FFAG
Homeschool, Placement from ..... FDAD
Honors Graduate ..... EIEDB
Honors, Valedictorian, Salutatorian,
Honor Students ..... EIC
Regulation..... EIC-R1
Instructional, Evaluation of ..... EAA
Leave Sharing, Regulation DEFA-R1
Limited English Proficiency..... EHBE
Parent Notification Forms..... EHBE-E
New, Initiation of ..... EGC
Parent Volunteer..... EEI-R1
Parenting ..... EHE
PEAK, Parent Verification..... EHBB-E1
Personnel Leave ..... DEC
Public Information ..... GB
Recycling ..... CHG
Report Form..... CHG-E
Respirator..... DIAG
Safety ..... CK
Regulation..... CK-R
School Bus ..... FFFF
Regulation..... FFFF-R1
Safety..... FFFFG
Secured Investments, Bids and Quotations..... CDA-R
Sponsorship..... CWA
Staff Development
Committees and Responsibilities..... DMB-R2
Forms..... DMB-E2
Schedule DMB-R3
Student Adjustment Center
Primary School..... FODA
Student Assistance ..... EJD
Student Volunteer EEI-R2
Summer Activities ..... FMG
Testing ..... EK
Hatch Act Amendment Request Letter..... EK-E
Remediation Regulations..... EK-R2
Student Surveys Regulation..... EK-R1
Transportation Insurance..... CRH
Travel Study..... EHDB
Regulation ..... EHDB-R
Tuition Waiver, Oklahoma National Guard ..... FDBC
Vocational ..... EHAG
Agriculture ..... FMH
Parental Consent Forms ..... FMH-E
Regulation ..... EHAG-R
Programs Director, Chapter I..... DPAFG
Programs Director, Special Programs..... DPAFD
Programs and Services, Special ..... EHB
Energy Management/Education, Administration ..... CLE
Progress Report, Student..... EIAB-E1
Progress, Satisfactory ..... EIE
Prohibiting Harassment, Intimidation and
Bullying, Regulation ..... FNCD-R
Project Work Repair ..... EHAGA
Release Agreement ..... EHAGA-E
Prom and Banquet, Junior-Senior,
Regulation..... FMD-R
Promotion and Retention ..... EIA
Promotion of Students, Double..... EIEA
Promotion, Proficiency Based ..... EIAE
Testing Procedures..... EIAE-P
Promotions, Professional Staff ..... DND
Property, Real, Disposal of ..... CIA
Property, Real or Personal, Rental of
Lease-Purchase Agreements ..... CHAF
Property, School
Advertising on..... GI
Alteration of, Procedures ..... CY
Damage Report ..... CL-E
Disposal of CI
Intruders on ..... CKAB
Order to Leave ..... GJ-E
Grievance/Appeals Process ..... GJ-P
Ownership and Inspection..... CLF
Public Conduct on..... GJC
Public Sales on..... GKC
Responsibility For ..... FNCB
Lockers..... FNFA
Regulations ..... FNFA-R
Revenues from ..... CBD

Use of ..... GK
by District Employees ..... CMAA
Regulation GK-R1
Request for GK-E1
Proposals and Applications, Funding ..... CBC
Providing Enrichment for Accelerated Kids (PEAK) EHBB-R2
Provision of Sustenance, Workshops ..... CHFA
Psychological and Guidance Services ..... EJA
Public
Activity, Students Involved In ..... GBBA
Complaints ..... GF
About Library Curriculum and Instructional Materials, Procedure ..... EFA-P
Complaint Form ..... GF-E
Conduct on School Property ..... GJC
Gifts/Donations to the Schools ..... CDC
Donations of Materials/Equipment CDC-R2
Regulations CDC-R1
Information Program ..... GB
Use of Students in ..... GBF
Participation, Board of Education Meeting ..... BED
Regulation ..... BED-R
Performances by Students ..... FMB
Records Access request ..... GBA-E
Relations ..... GG
Regulation ..... GG-R
Right to Know ..... GBAB
Sales on School Property ..... GKC
Schooling, Alternative to ..... FEC
Public Information Program, Use of Students in ..... GBF
Public Relations Director, Duties ..... DPAP
Public Service Leave DED-R7
Publications
Distribution of, by Students ..... FMEA
Student ..... FME
Regulations FME-R1
Newspaper FME-R2
Yearbook FME-R3
Appendix ..... FME-RA
Using Copyrighted Materials in ..... EFEB
Regulation ..... EFEB-R
Punishment, Corporal ..... FOB
Consent Form FOB-E1
Regulation FOB-R2
Report Form FOB-E2
Purchases, District Employee ..... CHAA
Purchasing and Procedures Guide CHA-P3
Purchasing and Distribution ..... CHA
Regulation ..... CHA-R
Purchasing Cooperatives, Interlocal ..... CHAG
Purchasing Department ..... CHAB
Staff Relationships, Regulation ..... CHAB-R
Purchasing Procedures, Administrative Leeway CHA-P1

-- Q --

Qualifications
Athletics
Lettering ..... FGBA
Regulation ..... FGBA-R
Board of Education Membership ..... BBA
Principals ..... DPAA
School Counselor ..... DPAD
Teachers ..... DPA
Questioning of Students, Staff ..... FNFB
Quorum, Board Meetings Procedure ..... BEB
Quotations, Bids and ..... CHC
Regulations ..... CHC-R
Secured Investment Programs ..... CDA-R

-- R --

Racial Harassment ..... DAA-R
Raffles, Administrative Guidelines for ..... FJ-R
Railroad or Roadway Disaster, Emergency Evacuation of the School ..... CKCC
Raising Funds by In-School Organizations ..... FJ
Random Testing Driver Change List DCCB-E8
Ranking Form, Gifted Program EHBB-E10
Reading Proficiency, Criterion-Referenced Testing ..... EKBB
Reading Sufficiency Testing ..... EKBA
Real Property
Disposal of ..... CIA
Revenues from ..... CBD
Reasonable Suspicion Observation Form DCCB-E6
Receipt Settlements, Evaluated ..... CHAD
Receipts, Activity Fund Accounts CFB-R2
Receipts, Gate and Admissions ..... CDG
Receptionist, Duties ..... DPAKD
Recognition of Outstanding Performance ..... DNF
Recommendations for Transportation of Disabled Children, SDE CN-R2
Reconsideration of Educational Materials, Request for EFA-E1
Reconsideration, Report of EFA-E2
Record Cards, Permanent ..... FLB
Record of Corrective Counseling DOAC-E1
Record of Multidisciplinary Action Team Extended School Year EHBCA-E2
Recording Equipment ..... CPAD
Records Act, Open ..... GBA
Public Record Access Request ..... GBA-E
Regulation ..... GBA-R, GBAA-R
Records

Cumulative ..... FLA
Detention List FOC-E2
Educational
Expenditures and Financial CHA-P2
Health/Medical, Employee ..... DNBB
Release form ..... DNBB-E
Information Request, School ..... GBAA
Copy Request Denial GBAA-E5
Inspection/Copy Delay Notice GBAA-E2
Notice to Requesters GBAA-E1
Request for Inspection GBAA-E3
Denial GBAA-E4
Investigation, Teacher ..... DABB
Application for Criminal History Records DABB-E2
Certificate DABB-E1
Procedure ..... DABB-P
Public, Access Request ..... GBA-E
Student ..... FL
Disciplinary Actions and Procedures FO-R2
Teacher ..... DNBA
Recruitment of Superintendent ..... BJB
Recruitment Procedures ..... DCBA
Recycling Program ..... CHG
Report Form ..... CHG-E
Reduction-In-Force
Certified Personnel ..... DOCA
Letter to the Board of Education DOCA-E3
Notice of Hearing DOCA-E1
Notice of Nonreemployment DOCA-E2
Sample Agenda for Board Meeting DOCA-E4
Support Personnel ..... DOCB
Referral CKCD-E9
Referral Report, Attendance FDC-E3
Referral to Substance Abuse Professional Acknowledgment Form DCCB-E9
Registrar, Duties ..... DPAKB
Registration for Students, Voter ..... FS
Registration Form, Proficiency Based Testing EIAE-E2
Registration, Sex Offenders ..... CKGA
Form ..... CKGA-E
Regulations, Board Review of ..... BFBA
Regulations, Housing ..... CDD-R
Rehabilitation Act, Regulations ..... EHBA-R
Reimbursement, Expense ..... DEE
Procedures ..... DEE-P
Report Form DEE-E2
Student Activities ..... DEEC
Tuition, Highly Qualified Teacher ..... DEEE
Relations
Board-Superintendent ..... BJA
Community, Goals ..... GA
Education Agency Goals ..... GV
Research ..... GVA
Proposals, Procedures and Guidelines ..... GVA-P
Study Request ..... GVA-E
Indian Tribal Councils ..... GGF
Legislative Representatives ..... GLC
Line in Staff ..... BK
News Media ..... GBC
Planning Authorities ..... GLA
Public ..... GG
Director of ..... DPAP
Regulation ..... GG-R
Staff-Student ..... DHA
With Churches ..... GGI
Relationships, Board ..... ADA
Relativism and Value Clarification Policy ..... EHAFA
Release, Authorization and DABB-E4
Release and Transfer of Confidential Information ..... FLE
Consent forms
Drug and Alcohol Testing Program DCCB-E3
Employee ..... DNB-E
Student FLE-E1
Release Authorization Form, Student Activity Travel ..... CNA-E
Release Form, Permission for Copy-righted Materials EFEA-E2
Release From Contract ..... DDB
Release of Health Information ..... DNBB-E
Releases, News ..... GBCA
Press, Format CKCD-E7
Releasing Students to Police ..... GKA
Religious Leaves and Absences DED-R8
Religious Observances and Displays ..... EMIA
Remedial Instruction ..... EHBD
Chapter I Forms ..... EHBD-E
Regulations ..... EHBD-R
Remediation, Testing Program EK-R2
Renovations and Repairs ..... CY
Rental of Real or Personal Property or Equipment, Lease-Purchase Agreements ..... CHAF
Rental of School Auditorium, Report on Ticket Sales GK-E3
Rental of School Community Center GK-E4
Rental, Teacherage ..... CDD
Repair, Live Project Work ..... EHAGA
Release Agreement ..... EHAGA-E
Repairs, Renovations, Alteration of School Property, Procedures ..... CY
Report(s)
Absentee FDC-E2
Administrative ..... BT
Annual Statistical/Financial ..... CEB
Attendance Committee FDC-E4
Attendance Referral FDC-E3
Cards ..... EIAB
Regulation ..... EIAB-R
Deficiency EIAB-E2

Forms
Accident, Employee....CRE-E1
Accident, Supervisor....CRE-E4
and Assertive Discipline Schedule....FO-E2
Campus Security....CLBB-E
Communicable Disease Risk Exposure....DIAF-E1
Corporal Punishment....FOB-E2
Expense Reimbursement....DEE-E2
Fund-Raiser Request....FJ-E
Grievance, Support Employees....DGBC-E
Guidelines, Crisis Intervention....CKCD-E11
Identification Team Placement, Gifted Program....EHBB-E5
Individual Illegally Passing School Bus....CN-E
Parent-Teacher Conference....EIAD-E
Recycling Program....CHG-E
Rental of Auditorium, Ticket Sales....GK-E3
School Bus Incident....FFFF-E
Sexual Harassment....DA-E
Staff Development Alternative Activity....DMB-E1
Student Discipline Forms....FO-E1
Suspected Child Abuse....FFG-E
to Parents....FO-E3
Grievance....DGBA-E1
of Absence....DE-E1
of Individual Illegally Passing School Bus....CN-E
of Reconsideration....EFA-E2
on Use of School Building....GKD
Monthly Report Form....GKD-E
Property Damage....CL-E
Student Progress....EIAB-E1
Reporting Students Under the Influence of or Possessing Alcoholic Beverages or Controlled Substances....FNCE
Procedures for....FNCE-P
Reporting Suspected Child Abuse and/or Neglect....FFG
Reporting Vandalism, Procedures....CLD-P
Representatives Relations, Legislative....GLC
Reprimand, Student....FO-E4
System Procedures....FO-P
Request
for Accommodation....EHBC-E2
for Change in Placement Forms....EHBB-E13
for Consideration of Library Materials....EFA-E3
for Consideration of Transfer, Employee....DKA-E
for Exemption from Absence Policy....FDC-E1
for Family or Medical Leave, Employer Response to....DECA-E1
for Reconsideration of Educational Materials....EFA-E1
for School District Information, Patron....GBA-P
for Transportation....CNAB-E
for Travel Advance, Activity Funds....CFB-E3
for Use of School Property....GK-E1
for Waiver of School Activities Participation Fee....FPA-E
Form
Emergency Leave....DEC-E5
Materials Restriction....EFA-E5
Personal Leave....DEC-E4
Professional Leave....DED-E3
Fund-Raiser, form....FJ-E
Public Record Access....GBA-E
Record Copy, Denial....GBAA-E5
Review Form, Medication....FFACA-E6
School Record Inspection....GBAA-E3
Denial....GBAA-E4
School Records Information....GBAA
Notice to Records Requesters....GBAA-E1
Staff Development Alternative Activity....DMB-E1
to Address Board of Education....BED-E
to Leave Building During School Time....DE-E4
Requirements
Drug-Free Workplace, Certification....DCC-C
Enrollment, Student....FDA
Graduation....EIED
Special Education Students....EIEDA
Student Health Services and....FF-R
Requisition Form, Calendar....FMA-E3
Requisition Procedures....CHA-P4
Research Agencies, Relations with....GVA
Proposals, Procedures, and Guidelines....GVA-P
Study Request....GVA-E
Residency Committee, New Teacher....DCAB
Regulation....DCAB-R
Residency, Student....FD
Affidavits....FD-E
Dispute Procedures....FD-P
Resignations, Employee....DDC
Accepting Letters of....DDCA
Resolution, Complaint, Title I....DAAC
Resource Persons....EFC
Respirator Program....DIAG
Response to Request for Family or Medical Leave, Employer....DECA-E1
Responsibilities
and Assignments, Bus Mechanics....DPABA
and Duties
Attendance Officer....DPAR
Teachers....DB
Regulation....DB-R
Transportation....CNAD
and Rights, Student....FN
Freedom of Speech and Assembly....FNA
for Gifted Placement....EHBB-E2
Staff Development Program Committees....DMB-R2
Responsibility for School Property....FNCB
Lockers....FNFA
Regulations....FNFA-R
Restriction Request, Materials....EFA-E5
Restrictions on Dual Employment....DBDA

Retention, Promotion and ..... EIA
Parent Notification Letter.....EIA-E2
Placement Committee Forms .....EIA-E
Regulation EIA-R4
Retiree Honors ..... DFA
Retirement Program..... DF
Early..... DFB
Unused Sick Leave..... DEF
Revenues from School-owned Real Estate .....CBD
Review and Evaluation, Policy ..... BFAF
Review Committee Meeting, Notice.....EFA-E4
Review Form, Medication Request.....FFACA-E6
Review of Gifted Placement EHBB-E6
Review of Regulations, Board .....BFBA
Right to Know, Public's ..... GBAB
Rights and Responsibilities, Student ..... FN
Freedom of Speech and Assembly ..... FNA
Rights, Custodial and Noncustodial
Parental ..... FFGA
Regulations ..... FFGA-R
Risk Exposure Report, Communicable
Disease DIAF-E1
Roadway or Railroad Disaster, Emer-
gency Evacuation of the School ..... CKCC
Routes, School Bus ..... CNAC
Routine Procedures for Sanitation and
Hygiene When Handling Body Fluids..... DIAF-P
Rules and Instructions, Primary School
Student Adjustment Center .....FODA-P
Rules and Procedures
Fire Drills CKC-R1
Tornado Drills CKC-R2
Rules, General Safety ..... DIA-E
Rules of Conduct for Certified Personnel DBG-R1
Rules of Conduct for Support Personnel.....DBG-R2
Rules of Order .....BEEA

-- S --

Sabbatical Leave.....DED-R11
Safe School Committee .....BDFC
and Healthy and Fit School Advisory
Committee ..... BDFD
Safety, Animal..... CKFA
Safety Concern Form..... DIA-E2
Safety Inspections, School Bus..... CNBA
Safety Procedures, Mail Handling ..... CKEC
Safety Program ..... CK
Fire.....CKAA
Food .....CODA
Checklist.....CODA-E2
Sample Process Forms.....CODA-E1
Standard Operating Procedures..... CODA-P
Regulation .....CK-R
School Bus ..... FFFFG
Science Laboratory .....CKEB
Supervision of Students.....FFFA
Safety, Staff .....DIA
Assaults..... DIAA
General Rules..... DIA-E
Intruders on School Premises..... CKAB
Training..... DIA-R
Workplace Procedures .....DIA-P
Safety, Students
Identification Cards.....FFF
Inclement Weather .....FFFB
Salaries and Expenses.....DE
Salary
Administrative Index.....DE-R6
and Term of Office, Superintendent..... BJCA
and Working Conditions
Support Employees..... DEAD
Deductions .....CFEA
Schedule.....DE
Advancement, Notice of Intent..... DE-E3
Teacher.....DE-R1
Sales, Competitive Foods .....COFA
Regulation.....COFA-R
Sales, Public, on School Property.....GKC
Sales, Ticket, Report on,.....GK-E3
Salutatorian, Valedictorian, Honor
Students, Honors Program.....EIC
Regulation.....EIC-R1, EIC-R2
Sample Agenda, Board of Education
Meeting..... BEA-E
Reduction-in-Force DOCA-E4
Sample Student Announcement..... CKCD-E5
Sanctioning of Organizations and Clubs..... CFBB
Application Forms..... CFBB-E
Procedures.....CFBB-P
Sanitation and Hygiene.....DIAF
Procedures for Handling Body Fluids ..... DIAF-P
Regulation.....DIAF-R
Satisfactory Progress .....EIE
Saturday School.....FOF
Schedule(s)
and Deadlines, Annual Budget,
Regulation CE-R1
Assertive Discipline, and Report Form FO-E2
Class, Students .....EEC
Salary .....DE
Advancement, Notice of Intent..... DE-E3
Teacher.....DE-R1
Staff Development Program..... DMB-R3
Work
Administrator, Regulation DL-R2
Certified Personnel .....DL
Scheduling Games and Practice Times..... FRA
Scholarships and Awards.....FG
Regulation (Lettering).....FG-R
Scholastic Team.....FMAB

Lettering and Awards....FGBB
SCHOOL
Activities, Children/Student Spectators at....FNCJ
Activities Participation Fee....FPA
Regulations....FPA-R
Request for Waiver....FPA-E
Advisory Committee, Healthy and Fit....BDFB
and Safe School Committee....BDFD
After School Detention....FOC-R
Alternative....EHBHA
Attendance Regulation....EHBHA-R
Animals at....EMG
Assemblies....EME
Attendance Zones....FC
Auditorium
Control, Use, and Operation of....GK-R2
Rental of, Report on Ticket Sales....GK-E3
Bond Election Dates....CCA-E1
Flowchart....CCA-E2
Building Administration....BN
Bulling Prevention Act
Harassment....FNCD
Incident Report Form....FNCD-E
School Safety Committee....CK
Student Discipline....FO-R4
Bus
Cameras....FFFFA
Drivers....DPAB
Regulation....DPAB-R
Traffic Offense....CN-A3
Extracurricular Use of....CNA
Illegally Passing, Report on....CN-E
Incident Report Form....FFFF-E
Licensing Fee....DEEB
Program....FFFF
Regulations....FFFF-R1
Safety....FFFFG
Routes....CNAC
Safety Inspections....CNBA
Business Leave form....DEE-E3
Business, Use of Private Vehicles For....CNE
Cafeteria, Use of, Regulation....GK-R4
Calendar....EB
Regulation....EB-R
Charter
Application Process....EHBJ
Regulation....EHBJ-R
Closings, Emergency....CKCA
Committees
Healthy and Fit School Advisory....BDFB
and Safe School....BDFD
Safe School....BDFC
Community Center, Contract for Rental....GK-E4
Counselor....EJ
Duties
Elementary School....DPAD-R3
Junior and Senior High Schools....DPAD-R2
Qualifications....DPAD
Credit Cards, Administrative Regulations....CHD-R
Day....EC
Regulation....EC-R
Dismissal From, Unexpected/Early....CKBB-E
District
Dependent, Student Transfers From....FEE
Fund Accounts....CAB
Information, Requests for....GBA-P
Legal Description....AAB
Legal Status....AA
Official Name....AB
Organization Plan....BKA
The People and....AD
Drug-Free....FNCF
Student Drug Abuse, Regulation....FNCF-R2
Effective....AFA
Emergency Evacuation....CKCC
Employees
Action Days, Teacher Strikes....DGBB
Assaults Upon....CKHA
Regulation....CKHA-R
Facility, Monthly Report on Use of....GKD-E
Finance....CFA
Budget Director....BRD
Fund Accounts....CAB
Funds, Use of....CDAB
Grounds, Leaving, Closed Campus....FDF
High School....FDF-R
Health Guide....FFAA-E
Health Nurse....DPAS
Honors and Offices, Regulation....EIC-R3
Librarian Duties....DPAE
Library Media Center....EFA
Selection of Materials....EFA-R1
Use of, Regulation....EFA-R2
Principals....DPAA-R
Assistant Elementary, Duties....DPAAB
Assistant Secondary, Duties....DPAAA
Property
Advertising on....GI
Disposal of....CI
Distribution of Materials on....GIA
Intruders on, Staff Safety....CKAB
Order to Leave....GJ-E
Grievance/Appeals Process....GJ-P
Ownership and Inspection....CLF
Public Conduct on....GJC
Public Sales on....GKC
Responsibility For....FNCB
Lockers....FNFA
Regulations....FNFA-R
Revenues from....CBD
Use of....GK
by District Employees....CMAA
Regulation....GK-R1
Request for....GK-E1

Public Gifts/Donations to ..... CDC
Donation of Material/Equipment CDC-R2
Regulations CDC-R1
Record Inspection Request GBAA-E3
Records Information Request ..... GBAA
Saturday ..... FOF
Secretary ..... DPAK
Security
Crime Awareness and ..... CLBB
Regulation ..... CLBB-R
Drills ..... CKAD
Sponsored Activities Transportation ..... CNC
Sponsored Information Media ..... GBB
Standard ..... AEB
Superintendent of ..... BJ
Support Groups and Clubs
Activity Funds ..... CFBA
Transportation ..... CN
Maintenance ..... CNBB
Mechanical Repairs and Equipment Purchases. CNBC
Regulations CN-R1
Service Stations ..... CNF
Unexpected/Early Dismissal From ..... CKBB-E
Uniforms ..... FNCAA
Vehicles
Use of ..... CNG
Use of Seat Belts ..... CNH
Visitors ..... GJ
Regulations ..... GJ-R
Volunteers ..... EEI
Regulation EEI-R1
Withdrawal From ..... FEXX
Year, Extended Services ..... EHBCA
Eligibility Checklist EHBCA-E3
Eligibility Standards ..... EHBCA-R
Record of Multidisciplinary Team
Action EHBCA-E2
Screening Form EHBCA-E1
School-Connected Organizations ..... GGAA
Schooling, Alternative to Public ..... FEC
Home, Withdrawal Form FEC-E1
Private, Withdrawal Form FEC-E2
Science Laboratory Safety ..... CKEB
Screening for High Risk/At Risk CKCD-E10
Screening of Students, Vision ..... FFAF
Search of Students ..... FNF
Checklist ..... FNF-E
Regulation ..... FNF-R
Search Procedures, Felony Records ..... DABB-P
Searches, Drugs, Alcohol and Contraband ..... CKAE
Regulation ..... CKAE-R
Season Tickets Plan ..... CDGA
Secretary
Business/Financial, Duties ..... DPAKD
Evaluation Instrument DNAB-R4
School ..... DPAK
Section 504 Eligibility Procedures, Special
Education Services EHBC-P2
Section 504: The Rehabilitation Act,
Regulations ..... EHBA-R
Secured Investment Programs, Bids and
Quotations ..... CDA-R
Security Drills, School ..... CKAD
Security
Buildings and Grounds ..... CLBC
Report Form, Campus ..... CLBB-E
School ..... CLBB
Regulations ..... CLBB-R
Selection
Criteria for, Presidential Classroom for
Young Americans FGA-R1
Library Materials, Regulation ..... EFA-R
Parent Notification of EHBB-E7
Process, Presidential Classroom for
Young Americans FGA-R2
Textbook, Policy ..... EFAA
Committee, Regulation ..... EFAA-R
Self-administration of Inhaled
Asthma Medication ..... FFACA, FFACB
Self-defense Chemicals ..... FNI
Selling Lunch Tickets, Procedures ..... CO-P
Semester Examination Exemptions ..... EIAC
Regulation ..... EIAC-R
Senior High School Program (Presidential
Classroom for Young Americans) ..... FGA
Criteria for Selection FGA-R1
Selection Process FGA-R2
Senior Trips ..... EFDA
Seniority, Support Staff ..... DPACB
Separation/Recruitment of Superintendent ..... BJB
Service Fees, Business and Industry ..... FDBB
Service, Mail and Delivery ..... CPAB
Service Stations, School Transportation ..... CNF
Services
Community, Student ..... FHA
Extended School Year ..... EHBCA
Guidance and Psychological ..... EJA
Nursing ..... FFC
Regulations ..... FFC-R
Personal, Contracts ..... BDEA
Regulations ..... BDEA-R
Printing and Duplicating ..... CPAA
Special ..... EHB
Student Health ..... FF
and Requirements, Regulations ..... FF-R
Support, Goals ..... AFC
Sessions, Executive, Board of Education ..... BED
Settlements, Evaluated Receipt ..... CHAD
Sex Discrimination/Harassment, Grievance
Procedures ..... FBA
Regulation ..... FBA-R
Sex Education ..... EHAH
Sex Offenders Registration Act ..... CKGA
Form ..... CKGA-E

Sexual Harassment ..... DA
of Students ..... FB
Report Form ..... DA-E
Short-term Evening Classes ..... ECB
Shows, Fairs and Contests, Regulations ..... FMH-R
Siblings, Multiple ..... FDAC
Sick Leave
Certified Personnel DEC-R1
Form, Transfer of Leave and Staff Development Points DEC-E2
Leave Sharing Plan ..... DEFA
Agreement form DEFA-E1
Regulation DEFA-R1
Support Personnel DEC-R2
Unused, Retirement Program ..... DEF
Signature Form, Arresting Officer ..... GKA-E
Signature Stamps, Possession and Use ..... CAC
Signatures, Authorized ..... CAA
Silence, Moment of ..... EMI
Size, Class ..... EEB
Snow/Ice Days, Employee Absences ..... DEHA
Social Affairs, Student Activities ..... FMD
Social Organizations ..... FMCA
Society, Honor ..... EICA
Regulation ..... EICA-R
Speakers, Controversial ..... EMBA
Special Education ..... EHBC
Attention Deficit Disorder ..... EHBCD
Child Identification, Location, Screening, and Evaluation EHBC-R3
Classroom Visitation ..... EHBCE
Complaint Procedures ..... EHBC-P
Criteria for Eligibility EHBC-R1
Graduation Requirements ..... EIEDA
Participation in Extracurricular and Non-academic Activities ..... EHBCG
Regulation EHBC-R2
Section 504 Eligibility Procedures EHBC-P2
Special Education Director, Duties ..... DPAFF
Special Election Resolution, Board Vacancies BBB-E1
Special Interest Materials ..... EFAB
Special Programs Administration: Energy Management/Education ..... CLE
Energy Conservation Guidelines ..... CLE-P
Special Programs Director ..... DPAFD
Special Services and Programs ..... EHB
Special Services Director, Duties ..... DPAFA
Specific Drugs and Their Effects ..... FFB-E
Spectator Code of Conduct, Athletics Program ..... FMFE
Speech and Assembly, Freedom of, Student Rights and Responsibilities ..... FNA
Spirit Groups and Cheerleaders ..... FMAC
Sponsors, Organization ..... FMC
Sponsors, Teacher, Extra Pay for DE-R3
Sponsorship Program ..... CWA
Sport, Dropping Out of ..... FMFC
Sports and Special Events Coverage ..... GBCE
Standard, School ..... AEB
Staff
Board-Staff Communications ..... BKBA
Clerical
Employment Procedures DC-P1
Code of Ethics ..... BJD
Conduct ..... DBG
Rules for Certified Staff DBG-R1
Rules for Support Personnel DBG-R2
Custodial, Duties ..... DPANA
Gifts to ..... DHC
Involvement, Decision-Making ..... DGB
Maintenance, Duties ..... DPANA
Meeting CKCD-E8
Participation in Political Activities ..... DGA
Professional
Consulting Activities ..... DBFB
Development ..... DMB
Alternative Activity Request/Report DMB-E1
Program
Committees and Responsibilities DMB-R2
Forms DMB-E2
Schedule DMB-R3
Regulation DMB-R1
Transfer of Points and Sick Leave, Form DEC-E2
Positions ..... GCA
Promotions ..... DND
Questioning of Students ..... FNFB
Relations
Line in ..... BK
Student ..... DHA
Resignations ..... DDC
Safety ..... DIA
Assaults ..... DIAA
Intruders on School Premises ..... CKAB
Supervision of ..... DN
Support
Assignments and Transfers, Regulation ..... DPACA-R
Notice of Assignment ..... DPACA-E
Seniority ..... DPACB
Stamps, Signature ..... CAC
Standard, Hazard Communication ..... CKEA
Regulation ..... CKEA-R
Standards, Fair Labor Act ..... CVFA
Compliance Procedures ..... CVFB
Procedures ..... CVFA-P
Regulation ..... CVFA-R
Standards of Eligibility, Extended School Year Program ..... EHBCA-R
Standards of Performance and Teacher Conduct ..... DBCA
State and Federal Aid Eligibility Determination ..... CBA
State Certification ..... BTA
State Department of Education Recommendations for Transportation of Disabled Children CN-R2
State School Board Association ..... GR

Statement, Mission ..... AEA
Statistical/Financial Reports, Annual ..... CEB
Status of School Board Members as Individuals ..... BAC
Stolen, Lost, Misused Meal Tickets ..... COC
Strikes and Demonstrations, Student ..... FNCI
STUDENT
Accident Insurance ..... FFD
Acknowledgment Concerning Use of Lockers ..... FNFA-E
Activities
Expense Reimbursement ..... DEEC
Fund Raising Procedures ..... FJ-P
Scholastic Eligibility ..... FM
Regulation ..... FM-R
Social Affairs ..... FMD
Summer Program ..... FMG
Transportation, Regulations ..... CNA-R
Activity Dismissal Form FMA-E2
Activity Travel, Release Authorization Form ..... CNA-E
Adjustment Center
Assignment to FODA-E2
Primary School
Assignment Sheet FODA-E1
Program ..... FODA
Rules and Instructions ..... FODA-P
Administering Medication to ..... FFACA
at School, Regulation ..... FFACA-R
Authorization FFACA-E1
for Designated Employee FFACA-E5
Advisory Board Member ..... FNBA
AIDS Prevention Education for ..... EHAI
Attendance Waiver EHAI-E1
Announcement, Sample CKCD-E5
Assignment to Classes ..... FDAG
Assistance Program ..... EJD
as Teacher Assistants ..... FKA
Attendance ..... FDC
Regulation ..... FDC-R
Automobile Use, Regulation ..... FFFD-R
Charges, Fees and Fines ..... FP
Regulation ..... FP-R
Circulation of Petitions ..... FMEA
Class Schedules ..... EEC
Classification ..... EIF
Regulation ..... EIF-R
Community Service ..... FHA
Complaints and Grievances ..... FBB
Procedures ..... FBB-P
Conduct ..... FNC
Dress Code ..... FNCA
Regulation ..... FNCA-R
on Buses CN-A2
Regulation ..... FNC-R
Contact of ..... GJB
Contests for, Community Sponsored Activities ..... GAE
Contract, Distance Learning Classes ..... EHDF-E
Council ..... FMCB
Regulation ..... FMCB-R
Course Work ..... EHDD
Regulation ..... EHDD-R
Decision-Making, Involvement in ..... FNB
Demonstrations and Strikes ..... FNCI
Directory ..... FLD
Information Release Form ..... FLD-E
Disciplinary Actions and Procedures
Records FO-R2
Discipline ..... FO
Checklist/Timeline form FOD-E9
Out-of-School Actions ..... FODD
Possession of Alcoholic Beverages or Controlled Dangerous Substances FO-R3
Procedures for Disabled Students ..... FODEA
Regulations ..... FODEA-R
Report Forms FO-E1
Reprimand FO-E4
System Procedures ..... FO-P
Threatening Behavior FO-R4
Dismissal Precautions ..... FFGA-R
Distribution of Petitions ..... FMEA
Double Promotion of ..... EIEA
Drug Abuse, Regulation FNCF-R2
Drug Testing Programs
Athletes ..... FNCFB
Extracurricular Activities ..... FNCFD
Contract ..... FNCFD-E
Enrollment Requirements ..... FDA
From Homeschool Program ..... FDAD
Suspended or Removed From School ..... FDAB
With Foreign Citizenship ..... FDAE
Exchange Students, Enrollment of ..... FDAF
Fees, Fines and Charges ..... FP
Regulation ..... FP-R
Fingerprinting ..... FLC, FLC-R
Consent Form ..... FLC-E
First Aid ..... FFAC
Regulation FFAC-R1
Foreign Exchange, Graduation of ..... EIEDD
Fund Raising Activities Procedures ..... FJ-P
Gifted, Program ..... EHBB
Regulation ..... EHBB-R
Government ..... FMCBB
Health ..... FFA
Program for Disabled ..... FFAG
Services ..... FF
and Requirements, Regulation ..... FF-R
Identification Cards ..... FFF

Immunizations ..... FFAB
Exemptions
Certificate of FFAB-E2
Regulation ..... FFAB-R
Verification of Record FFAB-E1
Indian, Parents Committee ..... GGFC
In-School Suspension Form FOD-ISS-E4
Interest Survey of Interscholastic
Athletic Programs ..... FMFD-E
Interview Form (DHS, LEA) ..... FFGB-E
Involved in Public Activity ..... GBBA
Involvement in Decision-Making ..... FNB
Lockers
Acknowledgment Concerning Use of ..... FNFA-E
Married ..... FND
Oklahoma Minor Identification Act ..... FLC
Consent Form ..... FLC-E
Out-of-State Trips EFD-R2
Organizations, Equal Access ..... GAB
Parking Areas, Acknowledgment ..... FFFD-E
Performances, Public ..... FMB
Petitions, Circulation of ..... FMEA
Placement, from Homeschool Program ..... FDAD
Policies Goals ..... FA
Progress Report EIAB-E1
Promotion of, Double ..... EIEA
Public Activity, Involvement ..... GBBA
Publications ..... FME
Distribution of ..... FMEA
Regulations FME-R1
Appendix ..... FME-RA
Newspaper FME-R2
Yearbook FME-R3
Questioning of, by Staff ..... FNFB
Records ..... FL
Recruitment, Access to Students and Directory
Information ..... GJBA
Notification to Parents ..... GJBA-E
Registration, Voter ..... FS
Release Authorization Form, Activity
Travel ..... CNA-E
Releasing to Police ..... GKA
Reporting, Under Influence ..... FNCE
Procedures for ..... FNCE-P
Requirements, Enrollment ..... FDA
Residency ..... FD
Affidavits ..... FD-E
Dispute Procedures ..... FD-P
Retention ..... EIA
Parent Notification Letter EIA-E2
Placement Committee Forms ..... EIA-E
Regulation EIA-E4
Rights and Responsibilities ..... FN
Freedom of Speech and Assembly ..... FNA
Safety
Identification Cards ..... FFF
Inclement Weather ..... FFFB
Supervision of Students ..... FFFA
Schedules, Class ..... EEC
Search of ..... FNF
Checklist ..... FNF-E
Regulation ..... FNF-R
Sexual Harassment of ..... FB
Social Affairs, Activities ..... FMD
Special Education
Graduation Requirements ..... EIEDA
Spectators at School Activities ..... FNCJ
Staff Relations ..... DHA
Strikes and Demonstrations ..... FNCI
Supervision of, Student Safety ..... FFFA
Surveys, Testing Program Regulations EK-R1
Suspension of ..... FOD
Checklist/Timeline form FOD-E9
Disabled Students ..... FODEB
In-School, form FOD-ISS-E4
Regulation ..... FOD-R
Teachers ..... GPAA
Regulation ..... GPAA-R
Transfer ..... FE
Application for
By Parent (inter-district) ..... FE-E
Within the School District ..... FEA-E
Children of School District Employees ..... FEF
Emergency FE-R2
From Dependent School Districts ..... FEE
Out-of-State ..... FEB
Suspended or Removed From School ..... FDAB
Regulations FE-R1
Use of ..... GBBA
in Public Information Program ..... GBF
Vehicle Use and Parking ..... FFFD
Vision Screening ..... FFAF
Voter Registration ..... FS
Volunteer Program EEI-R2
Study, Effective ..... FNS
Study Program, Travel ..... EHDB
Regulation ..... EHDB-R
Sub-accounts, Activity Fund CFB-E2
Substance Abuse Professional, Referral to DCCB-E9
Substances, Controlled,
Dangerous Weapons, etc. ..... FNCE-R
Drugs, Mood or Physical Altering FNCF-R1
Probation Plan ..... FNCFA
Contract ..... FNCFA-E
Reporting Students Under the Influence
of or Possessing Alcoholic Beverages ..... FNCE
Procedures for ..... FNCE-P
Student Discipline, Regulation FO-R3
Substitute Teacher
Code of Ethics for ..... DPBC
Evaluation DNA-R7

Teacher Instructions for ..... DPBB
Substitute Teaching ..... DPB
Administrative Policies For DE-R2
Contract DE-E2
Duties ..... DPBA
Regulation ..... DPB-R
Teacher's Guide for the Substitute ..... DPBB-E
Suicide Prevention ..... EJB
Summary, Evaluation, Certified Teaching Personnel DNA-R1
Summer Activities Program ..... FMG
Superintendent
Administrative Assistant to, Duties ..... DPAJ
As Business Manager, Duties ..... BJAA
Assistant ..... BR
Building Administrator ..... BRC
Superintendent Relations ..... BRCA
of Business Management and Support Services ..... BRF
of Elementary Personnel and Curriculum ..... BRB
of Secondary Personnel and Curriculum ..... BRA
Board Relationship ..... BJA
Code of Ethics ..... BJD
Consulting Activities ..... BJCC
Deputy, Duties ..... BRD
Development Opportunities ..... BJCB
Evaluation ..... BJCD
Form ..... BJCD-R
Executive Officer, Regulation, Board of Education ..... BJ
Goals for ..... BIB
Separation/Recruitment ..... BJB
Term of Office and Salary ..... BJCA
Travel ..... DEEA
Supervision of Certified Staff ..... DN
Supervision of Students, Student Safety ..... FFFA
Supervisory By-pass Complaint Form DAA-E2
Supplanting Federal Funds and Grant Monies ..... CBB
Support Groups and Clubs, Activity Funds ..... CFBA
Support, Family, Checklist CKCD-E12
SUPPORT PERSONNEL
Admonishment of ..... DOCCB
Counseling Report ..... DOCCB-E
Assignments and Transfers ..... DPACA
Regulations ..... DPACA-R
Compensatory Time ..... CVFC
Corrective Counseling Record DOAC-E1
Demotion ..... DOAC
Dress and Personal Grooming ..... DJA
Duties ..... DLB
Regulation ..... DLB-R
Educational Opportunities ..... DMAS
Employee of the Year ..... DNFB
Application/Nomination Form DNFB-E1
Awards Committee Evaluation Form DNFB-E2
Employment of ..... DCD
Procedure DC-P2
Evaluation ..... DNAB
Performance Rating Report DNAB-R1
Grievance Procedures ..... DGBC
Report Form ..... DGBC-E
Job Classifications ..... DCDA
Leave Request Form DEC-E3
Notice of Assignment ..... DPACA-E
Orientation ..... DPAC
Personnel Files ..... DNC
Reduction-In-Force ..... DOCB
Resignations ..... DDC
Rules of Conduct for DBG-R2
Salary and Working Conditions ..... DEAD
Schedules, Regulation DLB-R2
Seniority ..... DPACB
Sick Leave DEC-R2
Suspension ..... DOAC
Termination ..... DOAC
Transfers and Assignments ..... DPACA-R
Support Services
Assistant Superintendent ..... BRF
Goals ..... AFC
Suspected Child Abuse and/or Neglect, Reporting ..... FFG
Report Form ..... FFG-E
SUSPENSION
Demotion or Termination Support Personnel ..... DOAC
In-House FOD-ISS-E1
Regulation ..... FOD-ISS-R
In-School
Notice
Elementary School FOD-ISS-E2
Middle School/High School FOD-ISS-E3
Student Form FOD-ISS-E4
of Certified Personnel ..... DOBD
of Policy ..... BFAG
of Students ..... FOD
Checklist/Timeline form FOD-E9
Disabled ..... FODEB
Enrollment, Transfer and Placement ..... FDAB
Notice of
Elementary School FOD-E3
For Under 10 School Days FOD-E1
Hearing FOD-E5
Middle School/High School FOD-E4
Out-of-School Suspension Hearing Before the Board of Education FOD-E15
Preliminary Informal Conference FOD-E7
Proposed, For More Than 10 School Days FOD-E2
Review Committee Meeting FOD-E10
Superintendent's Action Pursuant to Appeal to Superintendent FOD-E14

Superintendent's Conference FOD-E11
Out-of-School Education Plan FOD-E6
Regulation..... FOD-R
Review Committee's Memorandum, Appeal Conference..... FOD-E12
Superintendent's Memorandum, Appeal Conference FOD-E13
Waiver of Review of the Out-of-School Suspension Decision FOD-E16
Sustenance Provision, Workshops ..... CHFA
Swimming Facilities, Use of..... GK-R5
System, Policy Development..... BFAA
Systems, Warning, Inclement Weather..... CKBB

-- T --

Tape Recording Equipment ..... CPAD
Tardiness..... FDD
Taxable Fringe Benefit on Employer-Provided Vehicles ..... DEAC
Taxing and Borrowing Authority/Limitation..... CC
TEACHER
Action Days, Strikes..... DGBB
Adjunct..... DPD
Admonishment ..... DOCCA
Advisory Committees..... BDFA
Assignment of ..... DK
Regulation..... DK-R
Assistants ..... DBA
Students as ..... FKA
Conduct ..... DBCA
Conferences, Parents ..... EIAD
Consultants..... DBF
Regulation..... DBF-R
Dress and Personal Grooming..... DJ
Duties and Responsibilities ..... DB
Regulation..... DB-R
Election of ..... DP
Employment Discharge Report ..... DO-E
Ethics ..... DBC
Code..... DBC-E
Evaluation ..... DNA
Handbook Disclaimer..... BPCB
Handout for, Classroom Management..... CKCD-E6
Highly Qualified, Tuition Reimbursements ..... DEEE
Instructions for a Substitute..... DPBB
Inventory for Gifted Program..... EHBB-E4
Leave Request Form DEC-E1
New ..... DCA
Residency Committee..... DCAB
Regulation..... DCAB-R
Notices to Parents..... EL
of the Year..... DNFA
Application/Nomination Form..... DNFA-E1
Awards Committee Evaluation Form DNFA-E2
Parent Conferences ..... EIAD
Report Form ..... EIAD-E
Parent, Grievance Procedure..... GFB
Grievance Report form ..... GFB-E
Parent Organizations ..... GGAB
Performance Standards ..... DBCA
Personal Grooming and Dress..... DJ
Probationary
Employment Discharge Report..... DO-E
Qualifications..... DPA
Records ..... DNBA
Records Investigation..... DABB
Certificate..... DABB-E1
Procedures ..... DABB-P
Responsibilities and Duties ..... DB
Regulation ..... DB-R
Salary Schedule..... DE-R1
Homebound Pay DE-R4
Sponsors, Extra Pay for..... DE-R3
Standards of Performance ..... DBCA
Strikes, Action Days ..... DGBB
Student ..... GPAA
Regulation ..... GPAA-R
Substitute
Administrative Policies for..... DE-R2
Code of Ethics for..... DPBC
Contract DE-E2
Duties ..... DPBA
Evaluation..... DNA-R7
Regulation ..... DPB-R
Teacher's Guide for ..... DPBB-E
Termination of Employment..... DO
Procedures ..... DO-R
Transfers ..... DKA
Travel Advance Request, Activity Funds CFB-E3
Teacherage Rental ..... CDD
Teaching
About Controversial Issues ..... EMB
About Drugs, Alcohol, and Tobacco..... FFB
Personnel, Certified, Evaluation Summary DNA-R1
Substitute..... DPB
Techniques ..... DGC
Team Action Record Form, Extended School Year..... EHBCA-E2
Team Leaders Duties..... DPAG
Team Meeting, Crisis Intervention CKCD-E4
Team Members, Crisis Intervention CKCD-E3
Team, Scholastic..... FMAB
Lettering and Awards..... FGBB
Telecommunications Devices..... FNG
and Cellular Telephones..... CPACA
District-owned..... CPACA-R
Rules ..... FNG-R

Telephones....CPAC
Cellular....CPACA
Regulation....CPACA-R
Regulation....CPAC-R
Television, Instructional, and Video
Materials....EFACB
Video, Film and Television Log....EFACB-E
Television, Interactive....EHDE
Student Form....EHDE-E
Term of Office and Salary, Superintendent....BJCA
Term of Office, School Board Members....BBB
Termination, Employment
Agreement....DOD
Exit Interview....DOE
Form....DOE-E
Teachers....DO
Procedures....DO-R
Termination of Lease-Purchase Agreements....CHAE
Termination, Suspension or Demotion
Support Personnel....DOAC
Terms of Office, Board Officers....BDAAB
Testing, Drug
Appendix 1 (School Transportation)....CN-A1
Bus Driver....DCCB
Forms....DCCB-E1-E10
Regulation....DCCB-R
Worksheet....DCCB-A
Students
Athletes....FNCFB
Extracurricular Activities....FNCFD
Contract....FNCFD-E
Workplace....DCC-R
Testing Fees for Paraprofessionals....DEED
Testing, GED....EKD
Testing Program....EK
Criterion-referenced, Reading Proficiency....EKBB
End of Instruction....EKA
Hatch Act Amendment Request Letter....EK-E
Reading Sufficiency....EKBA
Remediation Regulation....EK-R2
Student Surveys Regulation....EK-R1
Testing, Proficiency Based Promotion
Procedures....EIAE-P
Registration Form....EIAE-E2
Textbooks
Distribution and Care of....CMAB
Selection Policy....EFAA
Committee, Regulation....EFAA-R
Threatening Behavior, Student Discipline....FO-R4
Threats, Bomb....CKCB
Procedures....CKCB-P
Exhibit....CKCB-E
Ticket Sales, Report on....GK-E3
Tickets, Lunch, Procedure for Selling....CO-P
Tickets, Meal, Lost, Stolen and Misused....COC
Tickets, Season....CDGA
Time, Lost, Compensation for....DEAA
Timekeeping, Non-exempt Employees....CVFA-E1
Title I, ESEA Complaint Resolution....DAAC
Title I Paraprofessionals....DBAA
Title I Parent Involvement....EHBDB
Assessment Instrument....EHBDB-E
Regulations....EHBDB-R
Title IX Coordinator....DAA
Title VI Coordinator....DAA
Titles, High School Course....EGD-R
Tobacco
Teaching About....FFB
Use Prohibited....CKDA
Tornado Drills Rules and Procedures....CKC-R2
Towing Vehicles Left on Campus....CKI
Traffic Offense, School Bus Driver....CN-A3
Training, On-The-Job....FIA
Transcripts, Change Grades on, Procedures....EIA-P2
Transfer and Release of Confidential
Information....FLE
Consent forms
Employee....DNB-E
Student....FLE-E1
Transfer, Application (student)....FEA-E
Transfer of Credit, Advanced Standing....EIAF
Transfers
and Assignments....FE
Emergency, Regulations....FE-R2
Employee Request for Consideration of....DKA-E
Out-of-State Students....FEB
Parent's Application for....FE-E
Regulations....FE-R1
Support Staff....DPACA
Regulation....DPACA-R
Students
From Dependent School Districts....FEE
Suspended or Removed From School....FDAB
Teachers....DKA
Transitional Primary Grades, Assignment of
Students to Classes....FDAG
Transportation
Director, Duties....DPAM
Insurance Program....CRH
Management....CNAB
of Disabled Children, SDE
Recommendations for....CN-R2
of Preschool Children, Regulations....CNAB-R2
Procedures....CNAB-R
Request for....CNAB-E
Responsibilities and Duties....CNAD
School....CN
Appendix 1, Drug Testing....CN-A1
Appendix 2, Student Conduct on Buses....CN-A2
Appendix 3, School Bus Driver Traffic
Offense....CN-A3
Maintenance....CNBB
Mechanical Repairs and Equipment Purchases CNBC
Regulations....CN-R1

Service Stations ..... CNF
School-Sponsored Activities ..... CNC
Student Activities, Regulations ..... CNA-R
Transporting Injured/Ill Persons FFAC-R2
Travel
and Expenses ..... DEE-R
Request Form DEE-E1
Student Activity, Release Authorization
Form ..... CNA-E
Study Program ..... EHDB
Regulation ..... EHDB-R
Superintendent ..... DEEA
Treasurer, Board of Education Officers ..... BDAE
Regulation ..... BDAE-R
Treatment, Emergency Medical, Consent FFAC-E1
Parental Consent for FFAC-E2
Tribal Councils, Relations with ..... GGF
Tribal Grievance, Indian ..... GGFB
Tribal Involvement, Indian ..... GGFA
Trips and Excursions, Field ..... EFD
Out-of-State EFD-R2
Regulations EFD-R1
Trips, Senior ..... EFDA
Truancy ..... FOE
Parent Notification Form FOE-E1
Referral Form FOE-E2
Regulation ..... FOE-R
Tuberculosis Regulations, Employee
Health DI-R1
Tuition ..... FDB
Fees ..... FDBA
Reimbursements, Highly Qualified Teacher ..... DEEE
Waiver Program, Oklahoma National Guard ..... FDBC
"Turning Out," Athletics ..... FMFA
Tutoring ..... DBFA
Twirlers ..... FMAE
Regulations ..... FMAE-R

-- U --

U.A. Drug Test Form (Confidential) FNCFB-E2
Unexpected/Early Dismissal From School ..... CKBB-E
Uniforms, School ..... FNCAA
Unused Sick Leave ..... DEF
Urinalysis for Drug Testing, Consent to
Perform FNCFB-E1
Use, Acceptable, Internet and Other
Computer Networks ..... EFBCA
Use, Computer ..... EFBC
Regulation ..... EFBC-R
Use, Control, and Operation of School
Auditorium GK-R2
Use of Activity Bus, Guidelines FFFF-R2
Use of Athletic Facilities, Regulation GK-R3
Use of Automatic External Defibrillator ..... CKAH
Use of Building, Report on ..... GKD
Use of Classrooms ..... CLA
Use of Concessions Building GK-R6
Use of High School/Middle School
Cafeteria, Regulation GK-R4
Use of Metal Detectors ..... CKAF
Procedures ..... CKAF-P
Use of Private Vehicles for School
Business ..... CNE
Use of School Auditorium GK-R2
Use of School Bus, Extracurricular ..... CNA
Use of School Facility, Monthly Report
form ..... GKD-E
Use of School Owned Vehicles ..... CNG
Use of School Property ..... GK
by District Employees ..... CMAA
Equipment Loan Form ..... CMAA-E
Regulation GK-R1
Request for GK-E1
Use of School Facility/Banquet Services GK-E6
Use of School Funds ..... CDAB
Use of Seat Belts, School-Owned Vehicles ..... CNH
Use of Signature Stamps ..... CAC
Use of Students in the Public Information Program ... GBF
Use of Students, Public Activity ..... GBBA
Use of Swimming Facilities, Regulation GK-R5
Use of Tobacco Prohibited ..... CKDA
Using Copyrighted Materials ..... EFEA
In Publications ..... EFEB
Regulation ..... EFEB-R
Regulation ..... EFEA-R

-- V --

Vacancies, Board of Education ..... BBB
Application Form BBB-E3
Filling ..... BBB-P
Special Election Resolution BBB-E1
Vacancies, Employment ..... DCB
Advertising and Posting ..... DCBB
Vacations, Personnel ..... DEBA
Valedictorian, Salutatorian, Honor Students,
Honors Program ..... EIC
Regulation EIC-R1, EIC-R2
Value Clarification and Relativism Policy ..... EHAFA
Vandalism ..... CLD
Reporting Procedures ..... CLD-P
Vehicle(s)
Check-out Procedure DEE-P2
Employer-Provided, Taxable Fringe
Benefit on ..... DEAC
Left on Campus, Towing ..... CKI
School Owned

Use of ..... CNG
Use of Seat Belts ..... CNH
Use and Parking, Students ..... FFFD
Use for School Business ..... CNE
Vending Machines ..... COF
Vendors ..... CHE
Gifts ..... CDCB
Verification, Parent, PEAK Program EHBB-E1
Veterans Day ..... EMDA
Veterans Diploma ..... EHACA
Vice-President, Board of Education
Officers ..... BD
Video Materials/Instructional Television ..... EFACB
Video, Film and Television Log ..... EFACB-E
Video/Audio Taping and Media Coverage ..... GBE
Parental Release Form ..... GBE-E
Videoconference Regulations, Board of
Education Meetings ..... BE-R
Vision Screening of Students ..... FFAF
Visitation, Classroom ..... GJA
Special Education and Related Programs ..... EHBCE
Visitors, School ..... GJ
Regulations ..... GJ-R
Vocational Programs ..... EHAG
Agriculture ..... FMH
Parental Consent Forms ..... FMH-E
Regulation ..... EHAG-R
Voluntary Testing Program DCC-E3
Volunteers, School ..... EEI
Information Sheet EEI-E1
Letter to EEI-E1
Needs Assessment EEI-E3
Regulation EEI-R1
Students EEI-R2
Voter Registration for Students ..... FS
Voting, Board ..... BEBA
Voucher, Bond Form for ..... CFA-E

-- W --

Waivers, Fee, College Course Work ..... DMC
Regulation ..... DMC-R
Warning Systems, Inclement Weather ..... CKBB
Warrant, Bond Form for ..... CFA-E
Weapons ..... FNCG
Intoxicating Beverages, Controlled
Substances Drugs, etc. ..... FNCE-R
Weapons-Free Schools ..... FNCGA
Incident Report Form ..... FNCGA-E
Weather, Inclement
Student Safety ..... FFFB
Warning Systems ..... CKBB
Web Pages ..... EFBCC
Guidelines ..... EFBCC-R
Wireless Telecommunications Devices ..... FNG
and Cellular Telephones ..... CPACA
Regulations ..... CPACA-R
Rules ..... FNG-R
Withdrawal From School ..... FEXX
Homeschooling Withdrawal Form FEC-E1
Private Schooling Withdrawal Form FEC-E2
Witness Leave, Jury Duty Service and DEC-R5
Work Day, Certified Personnel, Regulation DL-R1
Work Repair, Live Project ..... EHAGA
Release Agreement ..... EHAGA-E
Work Schedule, Administrator, Regulation DL-R2
Work Schedules, Certified Personnel ..... DL
Work-Study Employment ..... FI
Program Contract ..... FI-E
Regulation ..... FI-R
Workday Leave, Certified Personnel DED-R9
Workers' Compensation
Fraud Unit Complaint Form CRE-E3
Insurance ..... CRE
Employee Accident Report Form CRE-E1
Payroll Procedures ..... CFEC
Election of Option Form ..... CFEC-E
Sick Leave Election Form CRE-E2
Supervisor's Accident Report Form CRE-E4
Working Conditions and Salary
Support Employees ..... DEAD
Workplace, Drug-free
Certification Regarding Requirements ..... DCC-C
Consent/Release Form DCC-E2
Drug and Alcohol Testing ..... DCC
Consent Form/Voluntary Program DCC-E3
Regulation ..... DCC-R
Notice to Employees DCC-E1
Workplace Safety Procedures ..... DIA-P
Worksheet, Policy Development ..... BFAB-E
Workshop, New Board Member BBH-R1
Workshops, Provision of Sustenance ..... CHFA

-- X --

-- Y --

Yearbook, Student Publications, Regulations FME-R3
Young Americans, Presidential Class-
room for ..... FGA
Criteria for Selection FGA-R1
Selection Process FGA-R2

-- Z --

Zones, Attendance ..... FC
Zones, Election ..... BBBA