

## FORWARD

The purpose of the Dickson Public School Policy Manual\* is to acquaint each individual employed by the Dickson Public Schools with the policies deemed necessary by the Board of Education and by the Administration for the successful operation of the Dickson Public Schools.

Each employee should use this book as a guide in determining a course of action in matters concerning the school.

Larry Case  
Superintendent

\*Copies of this document are available online to every employee.

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**SECTION**

**1000**

**DICKSON PUBLIC  
SCHOOL DISTRICT**

## 1010 – VISION STATEMENT

THE DICKSON BOARD OF EDUCATION AND EDUCATORS BELIEVE IN ALL STUDENTS AND BELIEVE THAT ALL STUDENTS CAN AND WILL LEARN WHILE ATTENDING DICKSON PUBLIC SCHOOLS. Dickson Public Schools will provide the students with the skills needed to process information in order to become responsible, knowledgeable citizens. This will be accomplished through a challenging curriculum provided in a safe, orderly climate by dedicated, highly-qualified educators with the direct involvement of parents and the community.



**SECTION**

**2000**

**BOARD OF EDUCATION**

2005 – DICKSON BOARD OF EDUCATION

2014-2015

Kent Donica

President

Mary White

Vice-President

Jim Johnson

Clerk

Todd Myers

Member

Kenny Phipps

Member

2010 – ORGANIZATION, POLICIES, AND REGULATIONS OF THE BOARD OF  
EDUCATION, INDEPENDENT SCHOOL DISTRICT NO. 77 OF CARTER  
COUNTY, OKLAHOMA (DICKSON PUBLIC SCHOOLS)

ORGANIZATION OF THE BOARD OF EDUCATION

The school district shall be a body corporate and shall possess the usual powers of a corporation for public purposes. The name of this school district is “Independent School District Number 77, of Carter County, Oklahoma”. The governing body of the school district shall be known as the Board of Education. The Superintendent of Schools appointed and employed by such Board of Education, shall be the executive officer of the Board and shall perform such duties as the Board directs.

MEMBERSHIP OF THE BOARD

The Board of Education shall consist of the five (5) members, each serving for a term of five (5) years. The terms of office shall commence on the first regular, special, or emergency school board meeting after the member has been certified as elected. The terms of office are staggered as follows:

Office No. 1	2001
Office No. 2	2002
Office No. 3	1998
Office No. 4	1999
Office No. 5	2000

Board members shall be elected by the voters within an election district determined by the Board of Education. Only electors within the election district shall elect Board members from that district. A board member must reside within the election district to be eligible for election. Board of Education elections shall be held on the second Tuesday in February. Run-off elections shall be held on the first Tuesday in April.

# 1. BOUNDARIES OF OFFICES:

INDEPENDENT SCHOOL DISTRICT I-77 shall be divided into five election districts. The Board of Education has attempted to make the election districts compact, contiguous, and with no more than ten percent (10%) variance in the population. The Board of Education has utilized all available data including population reports, school membership records, and the like. The new election districts within INDEPENDENT SCHOOL DISTRICT NO. 77, CARTER COUNTY, OKLAHOMA are described as follows:

Insert map

## DESCRIPTION OF SCHOOL BOARD DISTRICTS:

### District 1

A portion of Carter County within School District beginning at the intersection of Gant Road and U.S. Highway #199; thence North 2 miles; thence East 2 miles; thence South 10 miles to the South boundary of School District I-77; thence West 3 miles; thence North 8 miles; thence East 1 mile to the intersection of Gant Road and U.S. Highway #199 the point of beginning.

### District 2

A portion of Carter County within School District I-77 lying East of U.S. Highway #77 and North of the U.S. Highway #70 described as follows: Beginning at the intersection of Ross Road & Mary Niblack Road; thence North 1 mile; thence West 1 mile; thence North 1 mile; thence West 1 mile; thence South  $\frac{1}{2}$  mile; thence West  $\frac{1}{2}$  mile; thence South  $\frac{1}{2}$  mile; thence East  $1\frac{1}{2}$  miles; thence South 1 mile; thence East 1 mile to the intersection of Ross Road and Mary Niblack Road the point of beginning.

### District 3

A portion of Carter County within School District I-77 lying East of U.S. #77 and North of U.S. Highway #70 described as follows: Beginning at the intersection of U.S. Highway #199 and Cedar Road; thence North 1 mile; thence West 2 miles; South 2 miles; thence East 1 mile; thence South 2 miles; East 1 mile; thence North 3 miles to the intersection of Cedar Road and U.S. Highway #199 the point of beginning.

### District 4

A portion of Carter County within School District I-77 lying East of U.S. Highway #77 and South of U.S. Highway #199 described as follows: Beginning at the intersection of Standifer Road and U.S. Highway #199; thence South 3 miles; thence West 1 mile; thence North 2 miles; thence West 1 mile; thence South 2 miles; thence West 1 mile; thence North 1 mile; thence West 1 mile; thence South  $\frac{1}{4}$  mile; West 1 mile; thence South 1 mile; thence East 1 mile; thence South  $\frac{1}{2}$  mile; thence East  $\frac{1}{2}$  mile; thence South 2 miles; thence East 2 miles; thence South  $2\frac{1}{2}$  miles; thence North 8 miles; thence West

1 mile to the intersection of U.S. Highway #199 and Standifer Road the point of beginning.

#### District 5

A portion of Carter County within School District I-77 lying North of Springdale Road and East of U.S. Highway #77 described as follows: Beginning at the intersection of Springdale Road and Mary Niblack; thence North 3 miles; thence East 2 miles; thence South 1 mile to the intersection of Cedar Road and U.S. Highway #199; thence East 2 miles to the intersection of U.S. Highway #199 and Grant Road; thence North 2 miles; thence East 2 miles; thence South 3 miles; thence East 2 miles; thence North 3 miles; thence Northwesterly on a curve 1 mile; thence Northeasterly on a curve  $\frac{1}{2}$  mile; thence North  $6\frac{1}{2}$  miles to the North boundary of School District I-77; thence West  $5\frac{1}{2}$  miles; thence South  $\frac{1}{2}$  mile; thence East  $\frac{1}{2}$  mile; thence Southeasterly  $\frac{1}{2}$  mile; thence Northeasterly  $\frac{1}{2}$  mile; thence South  $\frac{1}{2}$  mile; thence East  $\frac{1}{2}$  mile; West  $1\frac{1}{2}$  miles; South 1 mile; thence West 2 miles to the intersection of Tommy Howard Road and Walker Road; thence South 1 mile; thence West  $\frac{1}{2}$  mile; thence South at a 45 degree angle 5 miles; thence East  $\frac{1}{2}$  mile; thence South 1 mile; thence East 1 mile; thence South 1 mile; thence East 1 mile to the intersection of Mary Niblack Road and Springdale Road the point of beginning.

#### 2. OFFICERS OF THE BOARD:

The Board of Education 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 a successor is elected and qualified. The Board shall also elect a clerk, who may be one of the members of the Board, and who shall hold office at the pleasure of the Board.

A local treasurer for the school district may be appointed by the Board, who shall serve at the pleasure of the Board for such confirmation, and who shall execute, before entering upon the duties of the office of the treasurer, a surety bond in an amount, which is estimated as the Board may determine. The treasurer, so appointed, will be on hand at any one time during the current year. The securities held as investments shall not be considered. The treasurer shall perform those duties prescribed by the statutes of the State of Oklahoma.

The Board of Education shall employ an encumbrance clerk and a minutes clerk, both functions of which may be performed by one person. The encumbrance clerk shall keep the books and documents of the school district and perform such other duties as the Board may require. The minutes clerk shall keep an accurate journal of the proceedings of the Board of Education and perform such other duties as the Board may require. The encumbrance clerk and minutes clerk shall give a bond of not less than \$1,000.00 to be approved by the Board; provided, if both functions are performed by the same person, only one bond of not less than \$1,000.00 shall be required.

It shall be the duty of the president to preside at all meetings of the Board, to appoint committees, whose appointments are not otherwise provided for, and to sign all warrants ordered by the Board to be drawn upon the treasury for school monies.

It shall be the duty of the vice-president to preside at all meetings in the absence or disability of the president.

It shall be the duty of the clerk to countersign all warrants ordered by the Board to be drawn upon the treasury for school monies.

3. MEETINGS OF THE BOARD:

A. Regular monthly meetings of the Board will be held on the second (2) Monday of each month; however, if that Monday falls on a legal holiday,

The Board will meet the following Monday or on a day as previously posted.

B. The place of the meeting shall be the Board of Education office unless otherwise announced.

C. Three members constitute a quorum, and each vote will be recorded individually.



D. All meetings of the Board of Education will comply with the Open Meeting Law as prescribed by the laws of the State of Oklahoma.

E. Special meetings and emergency meetings of the Board will be held as necessary and in accordance with the Open Meeting Laws.

#### 4. RESPONSIBILITIES OF THE BOARD:

The Board of Education has powers expressly granted by law, implied powers reasonably necessary to exercise those expressed powers, and powers essential to the purpose of a school district. The basic express powers are set out in the Oklahoma Statutes, Title 70 Sec. 5-117. Among other powers the Board of Education has the Board authority to maintain and operate a complete public school system of such character as the Board of Education shall deem best suited to the needs of the school district. In exercising the powers granted by statute, the Board of Education must conform to state and federal law, adhere to State Board of Education rules and adopt only such policies as are reasonable and relevant to the educational process.

Board members have no greater power or authority than any other citizen of the community until they are meeting together with other members of the Board in a legal meeting. Board members will always listen, but are restricted from discussing or criticizing school board policy outside Board meetings, lest they be deprived of information or objectivity necessary to make a sound decision. Therefore, in carrying out the policy for handling complaints, the Board will observe the following procedure. Neither the Board as a whole nor any individual member will consider communications or complaints from teachers, parents, or patrons, until they have first been referred to the Superintendent of Schools. Only when satisfactory resolution cannot be made by the Superintendent of Schools and his/her staff shall communications be referred to the Board. After hearing evidence submitted by the Superintendent, the Board will, if it deems advisable, grant a hearing to the parties interested. Such hearings will be held during regular sessions of the Board.

## 5. GENERAL BOARD FORMAT:

Generally the order of business shall be as follows:

- A. Call to order and roll call
- B. Approval of minutes of previous meeting
- C. Financial and budget reports
- D. Approval of bills and claims
- E. Reports from the superintendent and other officers
- F. New business
- G. Report of special committees
- H. Adjournment

Should there be any question concerning proper procedure, the Board shall refer to Robert's Rules of Order (Revised).

## 6. MISCELLANEOUS

All meetings of the Board of Education shall be open to the public, and any regular meeting may include an opportunity for the public to address the Board. (The Board may restrict time for public participation and limit repetition of statements previously made.)

As a token of appreciation for services rendered, it shall be a policy to admit ex-board members and their spouses to school events free of charge.

## 2015 – SCHOOL BOARD MEMBERS TERM OF OFFICE

### OSSBA POLICY SERVICES

BBB

#### SCHOOL BOARD MEMBERS TERM OF OFFICE

It is the policy of the ~~Dickson~~ Board of Education that as mandated by Oklahoma Statute, Title 26, Section 13A-103, an annual election, held for the purpose of electing a member or members of the board of education, shall be held on the second Tuesday in February, unless another date is established by the state legislature. Every candidate for a position on the board shall file a notification and declaration for that office with the ~~Carter~~ County election board between the hours of 8 a.m. on the first Monday in December and 5 p.m. on the following Wednesday.

To be eligible to file a notification and declaration of candidacy, the prospective candidate must have been a registered voter in the election district, or ward, and a resident residing within said election district for at least six months immediately preceding the filing period. No person is eligible to be a candidate or to be elected to a board of education unless the person has been awarded a high school diploma or certificate of high school equivalency.

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

A vacancy on the board of education will occur by law when a board member:

1. Dies;
2. Resigns;
3. Moves out of the school district;
4. Fails to timely complete required workshop hours;
5. Is convicted of any felony or any offense involving a violation of the member's official oath;
6. Pleads guilty or nolo contendere to a felony or any offense involving a violation of the member's oath;
7. Abandons the office; or,
8. Assumes the duty of a second public office when the holding of such office and being a board member violates the dual office-holding provisions of the law. This does not apply to any elected or appointed member of a local school board who is a member or an officer of a volunteer fire department; and directors or officers of a rural water district, chiefs of municipal fire departments or rural fire districts who are appointed or elected to an unsalaried office, except where the duties of the office would create a conflict of interest.
9. Ceases to be a resident of the board district or ward for which the person was elected.

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

Each board member is expected to attend all board meetings. If an emergency situation should arise which will prevent a board member from attending a scheduled meeting, the board member should notify the board president or the superintendent. 6 (number) or more consecutive unexcused absences from board meetings

Adoption Date:

1-12-15

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10/5/99, 3/13/00, 8/29/00, 9/8/03,  
10/23/03

Page 1 of 2

**OSSBA POLICY SERVICES****BBB****SCHOOL BOARD MEMBERS, TERM OF OFFICE (Cont.)**

may constitute abandonment of office and the board may declare the position vacant and fill the vacancy as prescribed by law.

REFERENCE: 26 O.S. §13A-103, §13A-110  
51 O.S. §6  
70 O.S. §5-107A  
70 O.S. §13A-105, §13A-110

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**OSSBA POLICY SERVICES REVIEW NOTES:**

The board should be aware that a decision to declare a seat vacant, based on a certain number of unexcused absences, may be contested in a court of law by the person whose seat is declared to be vacated.

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10/5/99, 3/13/00, 8/29/00, 9/8/03,  
10/23/03**Page 2 of 2**

2018 – APPLICATION FOR VACANT BOARD POSITION

<b>OSSBA POLICY SERVICES</b>	<b>BBB-E3</b>
<b>APPLICATION FOR VACANT BOARD POSITION</b>	
<p>Name: _____</p> <p>Address: _____</p> <p>Telephone: _____</p> <p>1. I received a high school diploma or G.E.D. on _____ (date) from _____ _____ (name of institution).</p> <p>2. I have resided at the above-referenced address for _____ (number years/months). (Must have been a resident of the district and of the geographical ward for the vacant position, if one exists, for six months.) If you have recently moved within the district and/or ward please explain: _____</p> <p>3. I registered to vote on _____ (date) with the county election board. (Must have been registered to vote at an address located within the district for six months.)</p> <p>4. I have not been convicted of a felony nor have I pleaded nolo contendere to a felony within the past fifteen (15) years.</p> <p>5. I am not related to any employee of the district within the second degree. (Those within the second degree include the following: spouse, child, child's spouse, parent, parent's spouse, grandchild, grandchild's spouse, grandparent, grandparent's spouse, brother, brother's spouse, sister, sister's spouse, spouse's child, spouse's parents, spouse's grandchild, spouse's grandparents, spouse's brother, spouse's sister.)</p> <p>I wish to be considered as a viable candidate for the vacant board position.</p> <p>Dated this ____ day of _____, 20____.</p> <p style="text-align: right;">_____ Signature</p> <p>Subscribed and sworn to before me this ____ day of _____, 20____.</p> <p style="text-align: right;">_____ Notary Public</p>	
<b>Adoption Date:</b> 1-12-15	<b>Revision Date(s):</b>
<b>Page 1 of 1</b>	

## 2020 – NEPOTISM LAW

No person shall be eligible to serve on the Board of Education if he or she is related within the second degree by blood or marriage to any employee of the school district or to any other member of the Board. No teacher or other employee of the school district may be employed if that teacher or employee is related to a member to the Board of Education within the second degree by blood or marriage.

The following persons are related within the second degree by blood or marriage:

### Board Member's:

Spouse

Child

Child's spouse

Parent

Parent's spouse

Grandchild

Grandchild's spouse

Grandparent

Grandparent's spouse

Brother

Brother's spouse

Sister

Sister's spouse

### Spouse's:

child

parent

grandchild

grandparent

brother

sister

If an employment relationship between a school district employee and a Board Member's relative existed as of September 1, 1992, such employment may continue, and the Board member may serve any successive terms. However, the Board member may not participate in any regular or executive session of the Board held to consider any personnel matter or litigation relating to said relative except that the Board member may vote on collective bargaining agreements for the renewal of contracts as a group, if the vote is necessary to establish a quorum. If more than one Board member is related to a teacher or employee, only the minimum number of Board members necessary to establish a quorum may vote.

#### DUEL OFFICE HOLDING

A Board member cannot hold another office created under Oklahoma law unless that position is statutorily exempted from the ban.

## 2025 – BOARD OF EDUCATION PATRON POLICY

Business presented to the Board: Board of Education policy relative to school patrons with business to transact at Board meetings.

All meetings of the Board of Education shall be open to the public, 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 or the Superintendent will ask all visitors to identify themselves and list their names. Questions and problems of consequence will be presented to the Superintendent's office in writing, at least five (5) days prior to the next regular meeting, and the administration will then study the questions or the problem and endeavor to arrive at a decision based on facts.

When problems arise involving inter-personal relations with a student and a staff member, the parents confer with the teacher, and if necessary, 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 with 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.

- Repetition statements or comments will be limited.



-Groups consisting of three (3) or more persons must designate a spokesperson who 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 nay patron prior to posting the agenda. New business is only allowed at regular meetings.

## 2030 – DIRECTOR OF STATE AND FEDERAL PUBLIC EDUCATIONAL ACTS

The Board of Education shall designate a Director of State and Federal Public Educational Acts. It shall be that individual's responsibility to assure Dickson Public School's compliance.

**Section  
3000**

**PHYSICAL  
MANAGEMENT**

## 3010 – INVENTORIES

It is very important that each teacher keep an inventory of all school equipment and supplies. Since school property is so easily lost or misplaced, it is necessary to place the responsibility for the safe keeping and proper care of this property with the teachers. Also, inventories are necessary in determining the amount of loss in each room or department in case of the loss of the building by fire. Each teacher will be provided with inventory blanks, and at the end of the school year, will be required completing and turning in an inventory of all supplies and equipment.

A copy of each building's inventory and a video tape will be kept in the vault at the Superintendent's office.

## 3020 – ACCOUNTING PROCEDURES

### Purchase Authorization

The Board of Education has adopted an accounting system that permits only approved personnel to be designated as having authority to approve purchases. The Superintendent, or his/her designee, is the only person to be designated as purchasing officer who can approve expenditure of funds. Upon favorable consideration and determination that funds are available for such purchase, the Superintendent and/or designee may approve said purchase order as evidenced by his/her signature.

### Current Expense, Building Fund, Federal Funds, and Bond Funds

All purchases shall be made on authorized purchase orders.

### Requests for Items.

When teachers are in need of teaching aids and supplies, the need should be submitted in writing for the principal's approval and forwarded to the Superintendent for final approval. The Superintendent will consider the request and, if possible, will authorize a purchase order or allocate from stock. EXPENDITURES MADE WITHOUT THE ABOVE AUTHORIZATION WILL NOT BE HONORED BY THE DICKSON PUBLIC SCHOOLS, AND PAYMENT IS THE INDIVIDUAL RESPONSIBILITY OF THE PURCHASER.

### Receiving Items.

An individual shall be designated to check receipt of items listed on approved purchase orders. The "receiving officer" shall not be the same individual authorizing the purchase. The administrative assistant shall be designated as "receiving officer" and shall verify by signature the receipt of goods or services.

### End of Year Request for supplies and Equipment

Supplies and equipment requested at the close of school, if approved, are ordered prior to the summer. If ordered items are received that were not ordered, they will be returned to the building principal as the items may be of vital importance to someone else.

### Activity Funds.

Building secretaries shall keep a receipt book with receipts issued in duplicate and in numerical order as money is received. No money is to be left in the building. It should be turned in to the fund custodian before 2:00 p.m. each day if possible.

Adequate check-and-balance procedures shall be followed to ensure accuracy of gate receipts, etc. Pre-numbered tickets will be recorded before and after events (co-counting and co-receipting of all funds).

All cash shall be deposited with the designated bonded custodial secretariat the Board of Education office. This shall include all class funds, departmental funds, monies from athletic events, sale of supplies for students, and any other funds collected by or for the school, school groups, or organizations.

Money collected from equipment or property and reimbursements for goods or services will be deposited with the secretary. This is placed in the activity or clearing account and will be deposited back to the account from which it was originally purchased.

Expenditures shall be made only by an approved claim. Checks for all claims will be issued by the activity fund custodian. All claims must be accompanied by an invoice or verification of the bill owed.

Requests should be made by class or activity sponsors. Sponsors shall also verify receipt of items/ and payment shall be made by invoice.

Purchases made without the above procedure will not be paid by the Dickson Public Schools and are the responsibility of the person making the purchase.

All school activity fund claims must be submitted at least two (2) days in advance of the request for a check.

## 3030 – ACTIVITY FUNDS

### Audit

The Board of Education shall provide for an annual audit of all activity funds. The original report of such audit shall be delivered to the Board of Education. The cost of the audit shall be paid from the general fund.

### Authority for Activity Funds

The Oklahoma State Law requires the Board of Education of each school district to adopt appropriate rules and regulations governing the handling and expenditures of student activity funds. The Board of Education shall appoint a custodian who shall make a full and true accounting of all funds which may come into that individual's possession or control and shall require such custodian to give bond in such amount as the Board may deem necessary, but not less than \$1,000.00. The premium of the surety bond shall be paid from the general fund.

### Procedures for Fund Raisers

All fund raisers must be approved by the Board of Education before they occur. The sponsors of the activities must fill out Request for Fund Raiser Forms and must submit them to the building principal or the activities director for approval. If approved they will be sent to the superintendent's office for approval. After the Board meeting, the forms will be returned to the sponsors, marked approved or disapproved. It is the responsibility of the sponsors to make sure all fund raisers are approved before they occur.

### Accounting System

A central bookkeeping system of all activity funds shall be maintained in the office of the Superintendent. Such accounting system shall show a complete record of receipts and expenditures of each activity account of the Dickson Public Schools. Such records are available at all times to building principals, sponsors, and to the public in general. NO activity fund shall be carried in the "RED".

### Sub-Coding Accounts



Accounts can be sub-coded if sponsors make requests before turning in money or claims that need to be sub-coded for specific purposes. It is important that all money and claims be clearly marked before being turned in for collection or payment. Example: Money collected for football can be coded Athletics – Football.

### Receipts

School employees who are responsible for receiving money shall have individual receipt books containing pre-numbered receipts.

At the time employees receive money, they shall issue a receipt showing date, number of receipt, name of payer, purpose for which money is being paid, and the amount. They shall sign the receipt, giving the original copy to the payer.

Collection of monies for class-wide functions may be receipted on class lists, rosters, or packets.

The employees shall take all collected money to the principal's office and/or the activity fund custodian where it will be receipted in the office receipt book. The original receipt will be given to the employees, who shall clip it to their duplicate receipt slips.

These receipts shall be kept for annual audit.

Postdated checks, cash advance slips, or IOUs shall not be accepted as receipts into activity fund accounts.

### Authority to Make Activity Fund Purchases

Before purchases are made that shall be paid from activity funds, the sponsor of said fund shall have the written approval of the building principal and the Superintendent.

### Checking Account Detail Ledger

As soon as possible after the end of the month, all sponsors will receive a detailed report of their sub-account. It is the sponsor's responsibility to check these reports carefully to make sure all deposits and checks have been credited to the correct accounts. If sponsors have made deposits that do not show on reports, or if sponsors have filled out claims for payment that do not show on the reports, the account custodian shall be contacted to see if they have been mis-posted or why they do not show on the account. If there are any checks or deposits on accounts that have not been authorized or have not been turned in for deposit, the custodian shall be consulted.

### Turning in Money to Custodian or Designated Site Person

All money collected shall be taken to the custodian or designated person. The money must be counted and placed in proper order with all bills facing the same direction and all coins being wrapped if possible. Receipt books should be submitted with money. The money submitted must equal the money receipted. The custodian or designated person will count the money and issue receipts for the money turned in for deposit. If the money is turned in to the secretaries or other designated persons, those individuals will bring the money and their receipt books to the custodian. The money will be counted by the custodian in the presence of the secretaries or designated person, and receipts will be issued.

### Deposits

The custodian shall make daily deposits of all received funds in the Dickson bank that handles the account where it shall be credited to the Dickson Public School Activity Fund. During the summer months deposits will be made when funds are on hand. All personnel who are responsible for activity accounts must make daily deposits with the activity fund custodian.

### Transfers

If money is left in a fund account after the purpose of the fund has been served, it may be transferred to some other activity fund. Such transfers shall be made only upon approval of the Board of Education and the approval of the fund sponsor from which the funds are to be transferred.

### Requesting Payment for Services

All requests for payment, including judges, referees, assembly presenters, workers, etc., must be submitted to the custodians office two (2) days prior to the requested date. If the individuals being paid do not have contracts or ways of making invoices, persons making the request should complete Non-Commercial Vendor's Claims, have them signed by the individuals being paid, and attach them to the claims.

### Payments Made to School Personnel

If expenditures do not fall under the blanket of the approved expenditures for all accounts, a request must be submitted for the expected expenditures on General Expenditure Forms. The General Expenditure Forms must be approved by the building principal and by the superintendent. After approval, the fund custodian will submit them to the Board for approval. Following the Board meeting, General Expenditure Forms will be returned to the sponsors marked approved or disapproved. No expenditures may be made from activity funds prior to Board approval. It is the sponsors' responsibility to make sure all expenditures fall under the guidelines approved by the Board.

### Procedures for Requesting of an Invoice

Activity Account Claims should be made out when orders or purchases are complete. The complete company name and address invoices are attached to the claims. After claims are completed and attached to the itemized invoices, they should be submitted to the building principal or activities director. After checking them for accuracy, the building principal or activities director will sign and forward them to the custodian. Sponsors are to make sure that all claims are submitted for payment as soon as orders or purchases are complete. If several purchases for the same vendors are made, claims may be held until the end of the month but not for a longer period of time.

### Turning in Receipt Books

All Sponsors or anyone who has collected money must turn in their receipt books to the administrative office at the end of the school year. They will be kept on file for a period of five school years.

## 3035 – BIDS AND QUOTATIONS DICKSON SCHOOL FEB

No expenditure involving an amount greater than \$500.00 shall be made except in accordance with the provisions of a written contract or purchase order, and no contract involving an expenditure of more than \$50,000 for the purpose of erecting a building or making any improvements on school buildings shall be made except upon sealed proposals and to the lowest or best responsible bidder. This does not prohibit the district from erecting a building or making improvements on a force account basis.

Public construction contracts less than \$50,000 shall be let and awarded to the lowest responsible bidder by receipt of written bids. Public construction contracts are any contract for the purpose of making any public improvements or constructing any public building or making repairs to or performing maintenance on any school-owned building. Contracts between \$25,000 and \$50,000 shall be let and awarded to the lowest responsible bidder by receipt of written bids or awarded on the basis of competitive quotes to the lowest responsible qualified contractor. If a public construction contract for minor maintenance or minor repair work is less than \$25,000, a contract may be negotiated with a qualified contractor. No work shall be commenced until a written contract is executed and proof of insurance has been provided by the contractor to the school district's business office.

The term "force account" means the purchase of necessary materials, and the employment of necessary workmen, by the school district itself, rather than entering into a contract with a building or other contractor to construct the building or other improvement. No contract involving sums in excess of \$50,000 shall be split into partial contracts involving sums below \$50,000 for the purpose of avoiding the requirements of the Public Competitive Bidding Act.

For the purposes of this policy, the term "'improvements on school buildings" shall not include any of the following:

1. Portable, or otherwise moveable, buildings and structures;
2. Prefabricated metal buildings and structures, along with necessary utility services for such buildings or structures;
3. Roofs placed over existing roof structures; and
4. Other structures that can be disassembled after installation and removed without permanent damage to existing property.

For the purposes of the Public Competitive Bidding Act, where total payments of principal and interest are anticipated to exceed \$50,000 the lease purchase of items pursuant to paragraphs numbered 2 and 3 above must be competitively bid.

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

Adoption Date:

2/8/2016

Revision Date(s):

Page I of I

3040 – DISBURSEMENTS FROM EACH FUND MUST BE MADE FOR SPECIFIC  
PURPOSE FOR WHICH FUND WAS CREDITED

General Fund Refund Sub-Account

The Board of Education may establish, by Board resolution, a general fund refund subaccount within the school activity fund. The balance in the subaccount shall be determined by need, and it shall be funded by refunds and reimbursements received, including but not limited to, rental income, reimbursement for lost and damaged textbooks, summer school and adult tuition, overpayments and tax refunds, as well as transfers, by treasurer's check, from the school district general fund. The subaccount may be expended only for the refund or revenues previously received and deposited either into the subaccount or directly into the general fund. Any remaining balance in the refund subaccount shall be transferred to the Dickson School District general fund on or before June 30 of each year.

Collection for Lost Textbooks

Fees collected for lost equipment, for breakage, or repair of equipment which has been purchased with Board of Education funds, shall be deposited to the general fund refund subaccount and then shall be transferred by check to the District Treasurer by June 30 for deposit to the general fund of the Board of Education.

## 3050 – PUBLIC RECORDS PROCEDURES

Dickson Public Schools complies with the Oklahoma's Open Records Act. Dickson Public School records are available for public inspection and copying, except for records which are confidential under state or federal law (51 OS. § 24A.5).

Dickson Public School records may not be removed or rearranged during inspection. Records that are requested must be from an onsite inspection. Records must be kept in the order in which they were provided. Use of writing instruments while viewing agency records is prohibited. The requestor must designate the records to be copied with use of paper markers, self-stick notes or other non-destructive means.

### Fee Schedule:

- a. \$0.25 per page for photocopies of records up to 8½ x 14 or smaller.
- b. Copies of other media shall be actual cost of reproduction including labor.
- c. \$1.00 per page for certified copies.
- d. All requests must be in writing and submitted certified mail.
- e. All fees must be prepaid by cashier's check or money order only.

### Search Fees:

Dickson Public Schools reserves the right to charge the actual cost of reproduction including labor if the information requested is not readily available or requires an extended amount of time to retrieve.

- a. \$25.00 per hour search fee for commercial requests or those that cause excessive disruption of office functions.
- b. \$35.00 per hour cost of labor fee when computer programming or computer processing time is required.

All fees for copies including delivery fees, must be paid by check or money order, payable to Dickson Public Schools, before the documents are provided.

# OPEN RECORDS REQUEST

Dickson Public School

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☐ Media ☐ General Public

Information Requested:

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E-MAIL ADDRESS

Purpose of Request: ☐ Personal ☐ Commercial ☐ Public Interest

NAME OF PERSON MAKING REQUEST (Please Print Name)

ADDRESS

CITY

STATE

ZIP

PHONE

FAX

SCHOOL OR COMPANY OF REQUESTOR

SIGNATURE

DATE

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Any copies will be made in accordance with the fee schedule and procedure established by the Dickson Public School Department pursuant to the Oklahoma Open Records Act, 51 O.S. § 24 A. 1 et. seq.

RETURN FORM TO: Dickson Public School Records Request  
4762 State Highway 199  
Ardmore, OK 73401

Do NOT send money prior to our notification of the exact amount due. We will  
contact you when the request is filled. Thank you.

## 3060 – CENTRAL OFFICE SUPPLIES

Building principals will be responsible for the requisitioning of all materials from the central office supplies for their buildings.



## 3070 – REIMBURSEMENT CLAIMS

The payment of expenses of personnel attending professional, out-of-state meetings must have the approval of the administration of the Board of Education for each event.

Dickson Public Schools will not pay convention expenses or substitute teacher pay for personnel holding office in state organizations that are not related to education.

The School will only reimburse expenses that have been approved prior to the date of expenses. The following procedure should be followed:

1. A reimbursement claim should be submitted to the building principal with estimated expenses.
2. After building principal approval, the claim must be submitted to the superintendent for approval and for a purchase order to be issued the money encumbered for the expenses.
3. When school personnel return from professional meetings, the actual amount of expenses incurred should be submitted.
4. All receipts must be itemized and signed by waiter and employee dated and odometer must accompany mileage request.
5. Any unforeseen professional expense may be submitted by the building principals to receive approval by the Superintendent.

**Section  
4000**

**SCHOOL FACILITIES**

## 4010 – USE OF SCHOOL EQUIPMENT

No school property will be loaned without a written request submitted to the building principal's office. A deposit may be required for certain items. Items may be loaned to nonprofit-making organizations. Any request for borrowing of equipment must be made through the superintendent's office. The borrower will be responsible for damages of school property if any occurs.

## 4020 – USE OF BUILDINGS AND FACILITIES

The buildings (auditorium, cafeteria, etc.) may be used by non-profit organizations as long as it does not interfere with the regular program. Fees shall be charged to cover custodian and utility cost which are as follows:

Auditorium - \$50.00

Cafeteria and multi-purpose building -\$40.00 flat rate plus \$10.00 per hour

Gymnasium - \$50.00

Classroom - \$25.00

Request for the use of the facilities must be made to the building principal at the building site and then submitted to the Superintendent's office for final approval.

## 4025 – VENDING MACHINES

OSSBA POLICY SERVICES	COF
<p style="text-align: center;"><b>VENDING MACHINES</b></p> <p>The <del>Dickson</del> Board of Education has determined that there shall be no installations of vending machines except as approved by the superintendent. The superintendent will have the authority to determine whether such machines may be installed, where they will be placed, what items will be dispensed, and during which hours they might be used. Vending machines are operated as a convenience for students, staff, and patrons. All revenue produced from this source shall be deposited in the designated activity fund as approved by the board of education. Revenues may be spent only on those purposes for which general revenue may be expended.</p> <p><u>All snack foods sold in school must be "whole grain rich," meaning they contain 50% whole grains or have whole grains as the first ingredient, or have as the first ingredient a fruit, a vegetable, a dairy product or a protein-rich food. Combination foods that contain at least ¼ cup fruit and/or vegetable or naturally contain 10% of the daily value (DV) of calcium, potassium, vitamin D or dietary fiber will also be accepted.</u></p> <p><del>The district will ensure that:</del></p> <ol style="list-style-type: none"><li><del>1. Students in elementary schools do not have access to foods of minimal nutritional value except on special occasions;</del></li><li><del>2. Students in middle school/junior high schools do not have access to foods of minimal nutritional value except after school, at events taking place in the evening, and on special occasions;</del></li><li><del>3. Students in high schools will be provided healthy food options in addition to any foods of minimal nutritional value to which they may have access.</del></li></ol> <p><del>"Foods of minimal nutritional value" are those foods listed in the regulations of the National School Lunch Program, which include:</del></p> <ol style="list-style-type: none"><li><del>1. In the case of artificially sweetened foods, a food which provides less than five percent of the Reference Daily Intakes (RDI) for each of eight specified nutrients per serving; and</del></li><li><del>2. In the case of all other foods, a food which provides less than five percent of the RDI for each of eight specified nutrients per 100 calories and less than five percent of the RDI for each of eight specified nutrients per serving.</del></li></ol> <p><del>The eight nutrients to be assessed for this purpose are: protein, vitamin A, vitamin C, niacin, riboflavin, thiamine, calcium, and iron. All categories of food of minimal nutritional value and petitioning requirements for changing the categories are listed in appendix B of 7 CFR 210.11.</del></p> <p><del>OPTIONAL LANGUAGE:</del></p> <p><del>Vending Machine Use</del></p> <ol style="list-style-type: none"><li><del>1. Elementary Schools: Vending machines shall not be operated in elementary schools in locations available to students.</del></li><li><del>2. Middle Schools/Junior High Schools: Vending machines may be operated in middle schools/junior high schools. All vending sales shall comply with policies regarding competitive food sales.</del></li></ol>	
Adoption Date: <i>1-12-15</i>	Revision Date(s): 8/31/99, 5/6/04, 2/16/05, 3/21/05, 6/16/05, 11/4/14

**OSSBA POLICY SERVICES****COF****VENDING MACHINES (Cont.)**

- ~~3. High Schools: Vending machines may be operated in high schools. All vending sales shall comply with policies regarding competitive food sales.~~

REFERENCE: 70 O.S. §5-129  
A. G. Opin. No. 03-21  
7 CFR 210

CROSS REFERENCE: Policy CFB, Activity Funds  
Policy CO, Child Nutrition Program  
Policy COFA, Competitive Food Sales

Adoption Date:

1-12-15

Revision Date(s): 8/31/99, 5/6/04, 2/16/05,  
3/21/05, 6/16/05, 11/4/14

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## 4030 – USE OF DISTRICT OWNED VEHICLES

Dickson Public Schools own numerous vehicles. All such vehicles are to be used only for official school business, except as otherwise enumerated in this policy.

All school vehicles are to be stored at the school transportation facility. Requests for the use of school vehicles such as the Suburban, etc. must be made in writing and submitted to the administrative assistant three days prior to the date needed. Forms will be available in each building principal's office and at the central office.

Only school employees with a valid and appropriate Oklahoma driver's license shall be allowed to drive school vehicles. No students shall at any time be allowed to drive school vehicles other than under the direct supervision of the driver's education instructor. Bus drivers shall have an appropriate Oklahoma driver's license to drive a school bus in the State of Oklahoma. All school personnel will consent to an annual driving record check from the Department of Public Safety.

Any use of school vehicles outside the State of Oklahoma must be requested in writing from the Superintendent of Schools at least thirty (30) days in advance.

## 4035 – USE OF SCHOOL CREDIT CARDS

The Board of Education authorizes the use of a credit card for lawful and appropriate school district purposes, a subject to the following limitations and conditions:

1. A general purpose credit card such as American Express, Visa, or Mastercard will be available to the Superintendent of Schools. Only one of each of the above cards will be authorized. It will be used exclusively for travel expenses for staff and Board of Education members; PROVIDED each time the credit card is used there must be sufficient supporting documentation to insure that legal and appropriate expenditures are being made. The Board of Education will approve a budget at the beginning of each fiscal year that will include a maximum amount authorized to be charged on said credit cards.
2. Credit cards will be issued to Dickson Public Schools. The only authorized persons allowed to use the credit cards will be the Superintendent, Principals, Administrative Assistant, Business Manager, Assistant Business Manager, and School Board members. Individuals using credit cards must sign their own names to charges. All charges and reimbursements must be made on a monthly basis.



#### 4040 – ORDERS TO LEAVE SCHOOL BUILDINGS AND GROUNDS

The Superintendent, Administrative Assistant, or any principal shall have the authority to order any person out of the school buildings and off the school property when it appears that the presence of such person is a threat to the peaceful conduct of school business and school classes.

## 4045 – VANDALISM

The Dickson Board of Education will prosecute to the full extent of the law any individual who willfully destroys, mutilates, or disfigures public school property of any kind.

Oklahoma Law makes parents responsible up to \$2,500.00 for willful destruction of school property by their children.

#### 4050 – PROJECTION OF OBJECT AT PUBLIC EVENTS

It is unlawful for any person in attendance at an athletic or other public entertainment event to project in any manner an object which could inflict bodily harm to another person.

**SECTION**

**5000**

**SUPPORT**

**SERVICE/SCHOOL**

**SAFETY**

## 5010 – ADMINISTRATION OF SAFETY PROCEDURES

### Bomb Threat

In case of a bomb threat, the school buildings will be totally evacuated. The alarm will be the same as for the fire drill, a long continuous ringing of the bells. Students will then remain with their instructors and follow their directions. The civil and legal authorities will be notified and the building(s) checked by trained personnel. No one person shall re-enter the building until cleared to do so by the proper authorities. Teachers are to stay with their students and take a second head count after the building is evacuated.

### Civil Preparedness

Dickson Public Schools have appropriate safety procedures on threatening weather detailed in the student handbook for each building.

In case of a civil defense directive to evacuate the town, proper school buses and drivers will be dispatched immediately, and the instructions of the civil defense authorities will be followed.

### Responsibility of School Personnel for Pupils Enroute To and From School

All bus drivers are to be certified by the State Department of Education and will have had instruction in safe driving practices. Bus rider evacuation drills will be held at least once each semester of the school term.

### Safety Responsibilities of School Employees

1. Student Safety
  - A. Industrial Arts Shop – Students shall follow the instructor rule book and be instructed to use eye protection when operating equipment
  - B. Art Education – Students will follow rules of the instructor and wear eye protection when required by the project. Proper storage of paints and solvents are required in locked cabinets.
2. Science Education

The following is a partial list of chemicals not recommended for use in public schools:

Carbon Tetrachloride

Potassium Chlorate

Hydrogen Peroxide (full strength)

Calcium Carbonate

Calcium Oxide (to be kept in an airtight, waterproof container)

Ammonium Dichromate

Chlorine Gas

Mercuric Oxide

3. Disposal and handling of hazardous materials
  - A. Contact State Health Department
  - B. Contact Environmental Protection Agency
  - C. Teachers will instruct students in areas of safety in science labs and will require students to wear eye protection.
  - D. Science teachers will keep all chemicals in a locked cabinet when not in supervised use.

#### Elementary School Safety

Appropriate signs will be used to indicate danger areas (wet floors, etc.)

Playground equipment will be maintained and safeguards taken to provide a safe and hazard-free environment.

Safety procedures (fire, storm, use of equipment, etc.) shall be discussed with students at the beginning of each school year and reviewed periodically during the year.

Proper storage will be used.

Accidents shall be reported to the teacher and principal, and each case will be handled as needed

Regular fire drills will be held at least once each nine weeks. An evacuation plan will be posted.

Fire extinguishers will be maintained and easily accessible.

The students and teachers of the building will help the custodian maintain a clean, safe, well-cared-for building.

#### Secondary School Safety

All accidents shall be reported to the building principal by the classroom teachers.

Custodians shall make sure the walkways and school building entrances are cleared of snow and ice before students arrive during inclement weather.

‘Wet Floor’ signs will be placed on any floors being mopped by the custodians.

All hallways and exit doors will be kept clear of obstructions such as mop buckets, vacuum cleaners, etc.

Fire and tornado drills will be conducted on an irregular basis. A building evacuation plan will be posted in each classroom.

Fire extinguishers will be serviced regularly and placed near exits for easy access in case of fire.

### Physical Education

Instructors of physical education shall be certified teachers with training in first aid and cardiovascular resuscitation. Physical education classes are not to be left unattended.

Students will be instructed about the possible safety hazards of any particular sport.

### Home Economics Education

Students shall be made aware of possible hazards of cooking (hot pans, hot grease, etc.). Hazards of using microwave ovens and sewing machines will also be discussed.

Students will be taught necessary safety precautions by the instructor.

### Vocational Shops

Each instructor shall instruct students at the beginning of each term in safety procedures for the class and warn students of safety hazards of operating power equipment such as saws, sanders, routers, and grinders.

Welders will not be operated by students until they have been given proper safety instruction.



## Vocational Agriculture

Each project has its unique kind of consideration regarding safety. The handling of livestock and/or chemicals requires that the instructor warn and instruct students of possible hazards and give rules for safe handling of livestock, equipment, and/or chemicals.

## Teacher Training and Liability

It is the responsibility of staff members to:

1. Explain basic safety procedures.
2. Warn of possible dangers.
3. Anticipate unsafe events.
4. Exercise reasonable care – examples: providing labeling and not leaving classes unsupervised
5. Provide proper supervision to pupils in the selection and handling of hazardous materials.
6. See that pupil use safety equipment – examples: safety glasses, hard hats, etc.
7. Insist on the use of safety guards.
8. Use a supplemental safety textbook or rulebook

Any potential hazard to the health and safety of a student shall be explained to the student at the beginning of the term in the class having such potential. Example: Wear a hard hat while batting in baseball.

## Science Lab

Science lab chemicals may not be ordered until approved by the administration. The list of needs will be reviewed first by the best qualified chemistry teacher for the system and then presented to the administration for final approval.

If there is doubt about the stability or safety of a chemical in question, the Oklahoma State Fire Marshall's office is a local source of information for approved chemicals to be used in state institutions.

All laboratory classes shall be properly vented. No equipment shall be used that is in improper working order.

### Eye Protection

Eye protection devices shall be:

1. Adequate protection against hazards for which they are designed.
2. Comfortable, fit snugly, not unduly interfere with movement and durable.
3. Capable of being disinfected, cleaned, and in good repair.
4. Safety glasses must be worn in each vo-ag shop, industrial arts shop, welding shop, paint shop, science lab, or any class of this kind that is in session.

### Overall Policies for School Safety

1. Classroom Supervision – Teachers are not to leave students unsupervised.
2. School Grounds – Noon or lunch time supervision shall be accomplished by assigned staff or faculty to supervise students' free movement during the lunch break.
3. Bus loading and unloading supervision shall be a team effort of bus drivers, teachers, and administrators to provide for safe condition for students.
4. All accidents shall be recorded and a report given to the building principals.

### Record Keeping – School Personnel

1. Each instructor will establish a file, listing all the chemicals used in his/her particular classroom, lab or shop. This list will be kept up-to-date. The instructor will retain a copy and turn in one copy for the central office file.
2. All accidents will be recorded and a full report made to the administration of building principal.

### Training and Testing

Where classroom rules for safety are required, the instructor is responsible to train and test the students in safety procedures before operation of equipment or handling of chemicals.

### Support Personnel Responsibility

1. A list of the chemicals used will be made, one copy retained, and one copy turned in to the central office.
2. A list of the chemicals not to be used should be placed on the custodian bulletin board in the maintenance building. They are:
  - a. Flammable liquids – those with flash point below 100 degrees F.
  - b. Toxic – Corrosive chemicals
    - Carbon Tetrachloride
    - Potassium Chloride
    - Hydrogen Peroxide (Full Strength)
    - Calcium Carbonate
    - Calcium Oxide
    - Ammonium Dichromate
    - Chlorine Gas
    - Mercuric Oxide
  - c. Other important items for custodians' bulletin boards:
    - List of new chemicals being introduced
    - Copy of New Material Data Sheets (MSDS) or where emergency telephone numbers are kept – 1-800-424-9300, Washington, D.C. chemical Emergency Control (have CAS# ready on chemical when placing call) Name, address, and telephone number of chemical vendor or manufacturer General information pertaining to where certain pieces of equipment are kept.
    - Safety meetings and announcements
  - d. Keep all chemical supply rooms locked to prevent access by untrained personnel or students.
  - e. A copy of the OSHA law should be placed on custodian's bulletin board.
  - f. Report any safety violation/or accidents to the administration.
  - g. Train new employees
  - h. Keep records on chemicals used.
  - i. Read labels on containers of all products before use.

### Placards and Safety Precautions

Signs for:

1. Wet Floors and Restroom Closed for Cleaning

2. Label each doorway – examples: Restroom, Shops, Storage, Microwave in Use, etc.
3. Electrical Boxes (High Voltage)
4. Welding Shops – Welder – High Voltage
5. Chemical Storage, Electrical/Mechanical Rooms (No Admittance, Chemical/Electrical Warning)
6. Custodian Cleaning Cart (chemical labeled)
7. Storage Room (Authorized Personnel Only)
8. Baseball Field Area – lights, switch box locked, High Voltage
9. High voltage areas should be fenced off or behind a locked door.
10. Showers – Hot and cold water should be marked
11. Chemical storage rooms need definite storage instructions to indicate the way to store chemicals. Custodians or teachers: follow guidelines or list of what is to be stored and where it is to be stored.
12. Out of Order – No machine is to be used that is in improper working order.
13. Wear Eye Protection – All employees or students shall wear proper safety equipment while operating any machine. Eye protection or glasses are to be marked with the manufacturer's safety label which will be in accordance with the American National Standard and Occupational and Educational Eye and Face Protection Act.
14. Equipment operators with long hair are required to contain their hair in hats or hairnets.

### Kitchen Employees

The cooks, cooks' helpers, and dish washers are to be made aware of safety hazards in connection with their daily work schedule.

1. Be aware of the possibility of slick floors when grease or soapy water is spilled. These are to be cleaned up immediately to prevent possibilities of injury.
2. Be aware of hot grease, extremely hot or boiling water, and the dangers of handling both.
3. Take care when operating power or electrical equipment. Can't stand on a wet surface. Check all electrical cords for worn or bad insulations.
4. Be aware of hazards when working with sharp tools, knives, or electric knives.
5. Have adequate materials available to handle hot pots and pans to avoid burns.
6. First aid kit, fire extinguisher, and eye wash must be located in close reach for kitchen and cafeteria employees
7. The cafeteria manager is responsible to supervise other kitchen employees and to make sure that they follow safety rules and that the work place is in order.

### Employees' Rights to Records

1. A list of the chemicals not to be used should also be placed on the custodians' bulletin boards.

2. Employees and students have the right of access to written records. This act should be posted on the workers' bulletin boards.
3. The employer has a one-day time limit to give the employee access and must provide a copy within 15 days.

#### Files Needed to Comply with Record Keeping

1. Hazards or risks including the potential for fire, explosion, corrosion, and reactivity.
2. File made on asbestos, MSDS, injuries from chemicals, chemical exposures, training programs on safety, registering the name and social security number of persons educated, pupil safety training programs registered the same way, pupil training programs on specified equipment, and the test results of each.

#### Crowd Control for Emergency

Those persons responsible for student control or crowd control will be the building principals and/or actual emergency professionals, the above named persons or staff designated by them.

## 5015 – EMERGENCY, FIRE, AND TORNADO PROCEDURES

The principal and faculty members of each school building in Dickson School District will develop and implement fire and emergency procedures for the orderly evacuation of all building upon the sounding of a distinctive audible signal designated as the fire alarm. Directions indicating where students are to go and the route to be taken should be posted in each classroom. Teachers are to instruct students in emergency and fire drill procedures and practice those procedures with their students in each class. These procedures will be developed to ensure the complete safety of children and other school personnel.

Fire and emergency drills will be practiced at least two times each semester of the school year. The first fire drill shall be conducted within the first 15 days of each semester. The second fire drill must occur after the first 30 days of each semester. All students and teachers shall participate. The drills will not be announced in advance to any school personnel.

Lockdown drills shall be conducted at least two times per year, with no more than two occurring per semester. No lockdown drill shall be conducted at the same time of day as a previous lockdown drill within the same school year.

Each drill shall be documented in writing at each school site. The records for each fire drill shall be preserved for at least three (3) years and made available to the State Fire Marshal or his designee upon request.

Teachers are in charge of pupils assigned to them at the time the emergency arises. In the absence of specific instructions from the administration, the teacher in charge will make his/her own decision. Pupils should be released directly to parents who come for their children, but pupils should not be released to leave during the impending emergency by their request, notes from home, or telephone calls. All students must be checked out through the office.

Each building has emergency procedures posted in each classroom and office. All employees should become familiar with these directions and all emergency exits.

### Emergency Signals and Actions to Be Taken

1. Continuous ringing of the bell, unless otherwise officially notified, will be the signal for FIRE AND OTHER EMERGENCIES WHEN NECESSARY TO MOVE: Clear the building by walking to the nearest exit if no blockage is there.
2. Series of short blasts on bell, unless otherwise officially notified, will be the signal for TORNADO: Teachers should familiarize themselves with the instructions for tornado drills and direct students in their charge to the place designated.

*Note #1: State Department of Education accrediting officer may verify that fire drills are conducted as required.*

## 5020 – RECYCLERS

Chief Chemical & Supply

918-835-2384 – Haskell

Rt. 2, Box 71

Haskell, Ok. 74436

Hydrocarbon Recyclers, Inc.

918-446-7434 – Tulsa

6216 S. Lewis

Tulsa, Ok. 74126

U.S. Pollution Control, Inc.

405-528-8371 – OKC

2000 Classen Center

918-446-2788 – Tulsa

Suite 400 South

Oklahoma City, Ok. 73106

Out-of-State

800-645-8330

Facility near Waynoka



## 5025 – WASTE OIL

Hydrocarbon Recyclers, Inc.

918-446-7434 Tulsa

6216 S. Lewis

Tulsa, Ok. 74136

Waste Oil Service Company

405-232-4825 OKC

301 N. Rhode Island

Waste oil only

Oklahoma City, Ok. 73136

John Scoggins

918-775-2748

Route 4

Sallisaw

Sallisaw, Ok.

Waste oil only

Vacuum Y Pressure Tank

918-245-1664 Tulsa

Truck Service

Waste oil only

2250 E. 49<sup>th</sup> Street

Facility in Sand Springs

Tulsa, Ok. 74105

## 5026 – SCHOOL SAFETY AND HEALTH ISSUES

### Safe School/Healthy and Fit Kids Advisory Committees

Safety of its students is a primary concern of (This) Board of Education. The board is aware of the growing concerns about safety that exist throughout the education system and the school community as a whole. A Safe School Committee has been established to address this concern.

Each committee is to be composed of at least seven numbers, with an equal number of teachers, parents, and students, plus a school official who participates in the investigation of reports of harassment, intimidation, bullying and threatening behavior.

The committees shall study and make recommendations to the school principal regarding unsafe conditions, strategies for avoiding harm, victimization, crime prevention, school violence, and other issues, which prohibit maintenance of a safe school.

Additionally the committee shall study and make recommendations regarding student harassment, intimidation and bullying at school. This study and its recommendations shall include

- Professional development needs of faculty and staff to implement methods to decrease student harassment, intimidation and bullying at school
- Methods to encourage the involvement of the community and students, the development of individual relationships between students and school staff, and the use of problem-solving teams that include counselors and/or school psychologists.
- Review traditional and accepted harassment, intimidation and bullying prevention programs utilized by other states, state agencies, school districts and/or the State Department of Education.

If a school district implements a commercial bullying prevention program, it shall use a program listed by the State Department of Education.

At district discretion, this Committee shall also comprise the Healthy and Fit School Advisory Committee. Said Committee shall study and make recommendations to the school principal regarding:

- Health education;
- Physical education and physical activity;
- Nutrition and health services.

## **Safety Coordinator**

In compliance with state law, the board will also designate a safety coordinator for the district. The safety coordinator is given the responsibility to meet with a committee made up of the principal of each of the school sites and the safety committee chairman for each school site in order to review the suggestions made. The safety coordinator will then be responsible for reporting the findings and making recommendations to the superintendent and the board.

## **Safety Signs**

In further compliance with state law, the administrator of each school site shall post a sign in the school building which reads as follows: "Felony charges may be filed against any person committing an aggravated assault or battery upon any school employee."

## **Reporting Assaults**

Employees who are victims of assault and/or battery while performing school duties shall notify the superintendent, the building administrator or a member of the Safe School Committee of the incident within 30 days of the incident. The building administrator or committee member shall report such incidents to the superintendent. The superintendent shall determine the action to be taken as a result of the incident. The said victim of the assault and/or battery shall be informed of the action taken. If the employee is not satisfied with the action, he or she may ask to be heard by the board of education.

The superintendent shall notify the State Department of Education of all such incidents of the previous year on July 1 of each year. The report shall include a description of the battery or assault and the final disposition of each incident.

Nothing in this policy shall be meant to prevent the school employee himself or herself from filing criminal charges.

## **Safety Assurance**

Dickson Public Schools shall comply with the applicable state and federal regulations governing the safety of district employees and the protection of the environment. The administration will develop such specific regulations and procedures. Each site will work with the district coordinator to ensure compliance as maybe necessary for the safety and environmental hazards present in those facilities. The superintendent will establish procedures in an effort to offer reasonable protection for the

safety of students, employees, visitors, and others present on school property or at school sponsored events.

Educational programs shall address the practice of safety in pedestrian safety, driver education, fire prevention, emergency procedures, disaster preparedness, etc., shall include, but is not limited to, in-service training, accident record-keeping, plant inspection, driver and vehicle safety programs, fire prevention, and emergency procedures in traffic problems.

### **Dissemination of Policy**

A copy of this policy will be delivered to each school employee at the beginning of each year.

*Note #1: The designation of a safety coordinator is also required in current worker's compensation law.*

*Note #2: Safety signs and a policy for signs are required by HB 1765, 2001 Legislative Session*

## 5027 – STUDENT SELF-ADMINISTRATION OF INHALED ASTHMA MEDICATION AND ANAPHYLAXIS MEDICATION

Pursuant to 70 O.S. 1-116.3, The Board of Education of the Dickson School District permits students to self-administer inhaled asthma medication and anaphylaxis medication in accordance with the following conditions and guidelines:

### Definitions:

1. “Medication” means a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label; or an anaphylaxis, including but not limited to epinephrine injectors, prescribed by a physician and having an individual label.
2. “Self-administration” means a student’s use of medication pursuant to prescription or written direction from a physician.

### Requirements for Parents and Students:

1. Permission granted by this policy for self-administration of inhaled asthma medication or anaphylaxis medication is effective only for the school year in which it is granted. Permission shall be renewed each subsequent school year only upon fulfillment of the requirements of this policy.
2. The parent or legal guardian of the student must authorize in writing permission for the student’s self-administration of inhaled asthma medication or anaphylaxis medication. Such written permission shall include the following:
  - a. Permission statement authorizing the student to self-administer inhaled asthma medication or anaphylaxis medication.
  - b. A written statement from the student’s physician stating that the student has asthma or anaphylaxis and is capable of, and has been instructed in, the proper method of self-administration of the medication.
  - c. Acknowledgement from the student’s parent or legal guardian that the District and its employees and agents shall incur no liability as a result on any injury arising from the student’s self-administration of asthma medication or anaphylaxis medication and acknowledgement that the District has provided this information in writing to the parent or legal guardian.
3. Prior to the District granting permission for the student to self-administer inhaled asthma medication or anaphylaxis medication, the parent or legal guardian of the

student is required to provide the school an emergency supply of the student's medication to be administered in accordance with the provisions of District Policy 720, *Dispensing Medications*. The parent or legal guardian shall agree in writing to the conditions and regulations set forth in that Policy.

A student who has been granted permission by the District to self-administer inhaled asthma medication or anaphylaxis medication pursuant to this Policy shall be permitted to possess and use a prescribed inhaler or anaphylaxis medication, including but not limited to an epinephrine injector, at all times.

## 5030 – BLOODBORNE PATHOGENS EXPOSURE CONTROL POLICY

### ROUTINE PREOCEDURES FOR SANITATION AND HYGIENCE WHEN HANDLING BODY FLUIDS IN THE DICKSON SCHOOLS

#### Purpose

Method of compliance with Department of Labor, Occupational Safety and Health Administration, Occupational Exposure to Bloodborne Pathogens, Final Rule.

#### Those Affected

Centers for Disease Control mandated in the November 15, 1985, Volume 34/No. 45 Weekly Report that because of infections in addition to HIV can be present in blood or body fluid all schools and day care facilities should adopt routine procedures for handling blood or body fluid. Body fluids of all persons should be considered potentially infectious agents. All school staff should be alerted to dangers of infection from body fluids. Bus drivers, secretaries, custodians, teachers' aides, and coaches should be particularly alert to the proper techniques in handling the disposal of materials.

#### Definitions

1. Bloodborne Pathogens means pathogenic micro-organisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).
2. Contaminated means the presence or the reasonably anticipated presence of blood or other potentially infectious material.
3. Contaminated Laundry means laundry which has been soiled with blood or other potentially infectious material.
4. Exposure Incident means a specific eye, mouth, or other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that result from the performance of an employee's duties.
5. Methods of Compliance – General-Universal precautions shall be observed to prevent contact with blood or other potentially infectious materials. Under circumstances in which differentiation between body fluid types is difficult or impossible, all body fluids shall be considered potentially infectious materials.

6. Occupational Exposure means reasonable anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.

#### Equipment Needed

Water	Trash Cans & Plastic Liners	Disposable Gloves
Baggies	Dust Pans/Brush/Broom	Paper Towels
Hand Soap	Sanitary Napkin Container	Disposal Bags
Towelettes	Mops & Buckets	Utility Gloves

#### Disinfectant

Should use one or more of these:

- a. Sodium hypochlorite solution (household bleach) One (1) part bleach to ten (10) parts water Ex. 1 ½ cups bleach to 1 gallon of water. Needs to be prepared each time used on inanimate objects.
- b. ViroGuard-Q – Distributed from Health Services. One (1) oz. of ViroGuard to 128 ozs. Of water ViroGuard-Q is a germicidal product which is to be used on inanimate objects. ViroGuard-Q is bactericidal efficacy, and sanitizing efficacy.
- c. Hydrogen Peroxide 3% - to be used on skin surfaces.
- d. Isopropyl Alcohol – to be used on some skin surfaces and for rinsing the hands.
- e. Sanitary absorbing agent (e.g. chlora-sorb)

#### Procedure

1. General
  - a. Wear disposable gloves before making contact with the body fluids during care, treatment and all cleaning procedures.
  - b. Discard gloves after each use.
  - c. Wash hands with germicidal soap after handling fluids and contaminated articles, whether or not gloves are worn.
  - d. Discard disposal items (including tampons, used bandages and dressings in plastic lined trash containers, closed bags, and discard daily.
  - e. Do not re-use plastic trash bags.
  - f. Use disposable items to handle body fluids whenever possible.



- g. Use paper towels to pick up and discard any solid waste materials such as vomit or feces.
  - h. Use general purpose utility gloves (e.g. rubber household gloves) for housekeeping chores involving potential blood contacts and for general cleaning. Utility gloves can be cleaned and reused but should be discarded if they are peeling, cracked, or discolored, or if they have punctures, tears, or other evidence of deterioration.
2. Handwashing
- a. Use germicidal soap and running water. Soap suspends easily removable soil and micro-organisms, allowing them to be washed and rinsed away.
  - b. Rub hands together for approximately ten (10) seconds to work up a lather.
  - c. Scrub between fingers, knuckles, back of the hands and nails. Nails should be short and trimmed. Jewelry should not be worn.
  - d. Rinse hands under running water. Running water is necessary to carry away debris and dirt.
  - e. Use paper towels to thoroughly dry hands.
  - f. Use paper towels to turn water off. Discard paper towel.
3. For Washable Surfaces  
(For bottles, dishes, toys, tables, desks, etc.)
- a. Use ViroGuard-Q diluted one (1) oz. to 128 ozs. Of water or use household bleach solution diluted one (1) part bleach to ten (10) parts water. Mix fresh. Scrub as needed.
  - b. Rinse with water.
  - c. Allow to air dry.
  - d. When bleach solution is used, handle carefully.
    - 1. Gloves should be worn since the solution is irritating to the skin.
    - 2. Avoid applying on metal, since it will corrode most metals.
  - e. Toys which are placed in children's mouths should be cleaned with water, detergent, and disinfectant and rinsed before being handled by another child.
  - f. All frequently touched toys should be cleaned and disinfected daily.
  - g. The use of soft, non-washable toys in classrooms should be discouraged.
4. For Floors
- a. Use household bleach solution on one (1) part bleach to ten (10) parts water, mixed fresh or acceptable multi-purpose disinfectant.
  - b. Use the two (2) bucket system. One bucket to wash the soiled surface and one bucket to rinse as follows:
    - 1. In bucket #1 dip, wring, mop up vomit, blood.
    - 2. Dip, wring and mop once more.

3. Dip, wring out and mop in bucket #1.
4. Put mop into bucket #2 (rinse bucket) that has clean bleach solution.
5. Mop or rinse area.
6. Return mop to bucket #2 to wring out. This keeps the rinse bucket clean for second spill in the area.
7. After spills are cleaned, proceed with #3.
- c. Soak mop in the bleach solution after use.
- d. After clean-up is completed, discard bucket #1 contents.
- e. Disposable cleaning equipment and water should be placed in a toilet or plastic bag, as indicated.
- f. Rinse non-disposable cleaning equipment (dustpan, buckets) in disinfectant.
- g. Dispose disinfectant solution down the drain pipe.
- h. Remove gloves, if worn, and discard in the appropriate receptacle.
- i. Wash hands as described in #2.

#### 5. For Non-Washable Surfaces

(For rugs and upholstery, etc.)

- a. Apply sanitary absorbing agent, let dry, vacuum.
- b. If necessary, use broom and dustpan to remove soiled materials
- c. Apply rug or upholstery shampoo as directed. Re-vacuum according to directions on shampoo.
- d. Spray soiled area with ViroGuard-Q diluted one (1) oz. to 128 ozs. Of water. Air dry.
- e. Clean dustpan and broom if used. Rinse in ViroGuard-Q solution or household bleach solution.
- f. Wash hands as described in #2.

#### 6. For Soiled Washable Materials (Clothing, towels, uniforms, etc.)

- a. Rinse items under running water, using gloved hands, if appropriate.
- b. Place items in plastic bag and seal until items are washed. Plastic bags containing soiled, washable material must be clearly identified.
- c. Wash hands as described in #2.
- d. Wipe sink with paper towels, discard towels.
- e. Machine wash soiled items separately.
  1. If material is bleachable, add ½ cup non-chlorine bleach (Clorox II / Borateam) to the wash cycle.
  2. Wash in hot water 160 degree F for 25 minutes, using detergent with disinfecting agent.
  3. Discard plastic bag.
  4. Wash hands as described in #2 after handling soiled items.

#### 7. To Clean Blood or Body Fluid Spills

(Blood from nose, mouth, and skin lesions)

- a. Put on gloves.
- b. Use disposable wipes, cotton balls or gauze pads which have been immersed in 3% peroxide.
- c. Proceed to clean blood spills with the solution soaked material.
- d. Place soiled material in a plastic bag for disposal.
- e. Remove gloves, included with soiled materials and discard.
- f. Wash hands as described in #2.

#### 8. Toileting and Diapering

1. Toileting and toilet training equipment should be maintained in a sanitary condition.
2. Diaper changing surfaces should be nonporous and sanitized between uses for different children.
3. Soiled disposable diapers or soiled disposable wiping cloths should be disposed of in a secure plastic-lined container.
4. Diapers should be able to contain urine and stool and minimize fecal contamination of the children, providers and environmental surfaces and objects.
5. Diapers should have an absorbent inner lining attached to an outer covering made of waterproof material that prevents the escape of feces and urine. Outer and inner lining must be changed as a unit and not reused.
6. Fecal contents may be placed in toilet, but diapers must not be rinsed. Preferably dispose of diaper and contents as a total unit.
7. Diaper changing areas should never be located in food preparation areas and should never be used for temporary placement of food.

#### 9. Potty Chair

- a. Potty chairs must be emptied after each use into a toilet, cleaned in a utility sink and disinfected after each use.
- b. Gloves should be used if wiping a child.
- c. Staff should sanitize potty chairs, and diaper changing areas with the household bleach solution or ViroGuard-Q solution, and flush toilets.
- d. Wash hands as described in #2.

#### 10. Sleeping Equipment

- a. Each item should be used only by one child.
- b. The sleeping equipment should be cleaned and sanitized prior to use by another child.
- c. Crib mattresses should be cleaned and sanitized when soiled or wet.
- d. Sleeping mats should be stored so that contact with the surface of another mat does not occur.
- e. Bedding should be assigned to each child and cleaned when soiled or wet.

## 11. Personal Hygiene Measures

- a. Wash hands in soap and water immediately after evacuating bowels or bladder and always before handling food or eating.
- b. Keep hands and unclean articles or utensils that have been used for bodily purposes by others away from mouth, eyes, nose, ears, and wounds.
- c. Avoid using common or unclean eating utensils, drinking cups, towels, combs, handkerchiefs, or disposable tissues.
- d. Avoid exposure of other persons' spray from the nose or mouth as in coughing, sneezing, laughing, or talking.
- e. Wash hands thoroughly after handling another persons' belongings.

<u>BODY FLUID SOURCE</u>	<u>*ORGANISM OF CONCERN</u>	<u>TRANSMISSION CONCERN</u>
Blood	Hepatitis virus	Bloodstream inocu-
-cut/abrasions	AIDS virus	lation-through
-nosebleed	Cytomegalovirus	cuts & abrasions
-menses		on hands
-contaminated needle		Direct blood
		Stream inoculation
**Feces	Salmonella bacteria	Oral inoculation
-incontinence	Shigella bacteria	contaminated
	Rotavirus	hands
**Urine	Cytomegalovirus	Bloodstream, oral
-incontinence		& mucus membrane
		Inoculation from hands
**Respiratory	Mononucleosis virus	Oral inoculation
Secretions	Common cold virus	contaminated
-saliva	Influenza virus	hands
-nasal discharge		
**Vomitous	Gastrointestinal	Oral inoculation
	Viruses, e.g.,	from contaminated
	(Norwalk agent	hands
	Rotavirus)	
Semen	Hepatitis B	Sexual Contact
	AIDS virus	
	Gonorrhea	

\* - This is not an all inclusive list of organisms of concern for transmission in the school setting.

\*\* - Possible transmission of AIDS is currently thought to be of little concern from these sources.

## BODILY SECRETIONS SHOULD BE CONSIDERED INFECTIOUS AND POSSIBLE OF CONTAINING BLOODBORNE PATHOGENS

### Hepatitis A

Transmission: Hepatitis A (infectious) is caused by eating or drinking feces-contaminated food and water, or by eating in restaurants where infected food handlers have not adhered to sanitary hand washing practices. The virus is commonly spread by sharing living quarters with an infected person. Outbreaks may also occur after people have eaten seafood from polluted water. The symptoms usually develop within 28 days after exposure.

Long-Term Consequences: Hepatitis A patients generally recover fully

Prevention: A single dose of immune globulin given within one week of exposure is 80-90% effective in preventing someone from contracting hepatitis from an infected person.

Treatment: None. Once symptoms develop, patients are advised to get adequate rest and eat a nutritious diet. Drugs can be taken before meals to relieve nausea and prevent vomiting.

### Hepatitis B

Transmission: Hepatitis B (serum) is one of the most serious forms of hepatitis and the ninth leading cause of death worldwide. This virus is spread mainly by contact with infected blood from needle-sharing among IV drug abusers, or from sexual contact with an infected person. Mothers can pass along an infection to their babies at birth. The symptoms appear from 45 to 160 days after exposure for adults (infants and children develop symptoms less often, but they can be carriers).

Long-Term Consequences: As many as 10% of victims become life time carriers of the virus, and they can continue to transmit it. Chronic infection may lead to liver cancer.

Prevention: Blood banks routinely screen donated blood for this virus. A vaccine is available to prevent Hepatitis B, and vaccinations are recommended for high-risk individuals; IV-drug users, people with multiple sex partners, babies born to infected mothers, health-care workers, and people from countries such as China and Southeast Asia where the virus is common. However, most adults at high risk haven't been immunized, and about 1/3 of patients with Hepatitis B do not know how they became

infected. For this reason, babies may now receive a vaccination at the time of immunization.

Treatment: None. Only the symptoms can be relieved. Alpha-Interferon, an antiviral drug, has caused a remission of the disease in some patients.

### AIDS (Acquired Immune Deficiency Syndrome)

The AIDS virus attacks the immune system and leaves the body defenseless against disease.

Transmission: The AIDS virus may be spread through sexual intercourse, sharing of a needle, transfusions of infected blood, and newborns may be born with this if the mother is infected.

Treatment: At this time there is no cure for this disease.

### Cytomegalovirus (CMV)

A herpes virus that infects man, monkeys, and rodents. The virus can be recovered from urine, semen, saliva, vaginal, and other body secretions.

The groups at high risk of developing symptomatic illness are fetus and newborn, persons on immune suppressing drugs such as steroids (athletes take note!), and AIDS patients.

The remainder develop only an increased blood antibody level.

Since CMV can be so devastating in the newborn, women who are or may soon become pregnant should take precautions to prevent exposure. The most likely incidence of this occurring in the school setting is through care of young children or handicapped children.

Prevention: Glove use and good handwashing

## 5035 – SMOKING/TOBACCO PRODUCTS

Employees, as role models for students, are expected to represent themselves in a positive manner and are not to exhibit harmful practices such as using tobacco products. Employees of Dickson Public School are not to use any tobacco products during the normal school day or at any school sponsored activity.



## 5040 – AIDS POLICY

### STUDENTS DIAGNOSED AS HAVING ACQUIRED IMMUNE DEFICIENT SYNDROME (AIDS)

The Board of Education of the Dickson School System recognizes that AIDS is an infectious disease that can be life threatening. The Board of Education further recognizes that according to various studies, including the Surgeon General's report on Acquired Immune Deficiency Syndrome, AIDS is contagious under certain conditions, but it cannot be spread in the same manner as common cold or measles or chicken pox, and no evidence exists to link casual physical contact that normally occurs in a school setting to the transmission of the AIDS virus. The present studies conclude that in a school setting, AIDS is more likely to be transmitted through the exposure of a healthy child's open skin lesions or mucus membranes to the blood or other bodily fluids of an AIDS victim. Casual social contact, such as shaking hands, hugging, social kissing, crying, coughing or sneezing will not transmit the AIDS virus. AIDS is not contracted from toilets, doorknobs, telephones, office equipment, desks, dishes, or other eating utensils.

The Board of Education further recognizes that its primary responsibility is to provide the opportunity for an education to each school age child who resides within this district and who is qualified under Oklahoma law to attend school. Finally, the Board of Education recognizes its obligation to provide a safe environment for school personnel and students in relation to a contagious disease such as AIDS.

After evaluating and weighing the various risks and obligations, 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 nature and severity of the disease, the afflicted student's needs and risks, 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, may be placed in the schools' handicapped program, provided that student otherwise meets eligibility requirements, or they may be enrolled according to procedures established by the Superintendent. In all cases, the placement of an AIDS student should involve weighing the risks and benefits to the infected child and to the other children and school personnel. The least restrictive setting for the affected student

to pursue his or her education, based on all the factors involved in each case, shall be the ultimate goal.

The Superintendent is directed to prepare regulations and/or procedures which support and implement this policy.

#### ACQUIRED IMMUNE DEFICIENCY SYNDROME

In accordance with the policy of the Board of Education, this regulation shall govern the placement of students infected with the Human Immunodeficiency Virus (HIV) which can result in Acquired Immune Deficiency Syndrome (AIDS) and its related illness.

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 advise 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 parent/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 student's parent or parents, the student's physician, a second physician, public health personnel, and school personnel. School personnel may include the Superintendent or the Superintendent's designee, the counselor, and, for elementary students, the home room 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 child being classified as a "handicapped child" in

need of special education and related services under P.L. 94-142, then the district shall convene a Special Education Placement team to devise an Individual Education 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 placed 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, with monthly evaluations to be prepared and submitted to the school Superintendent. A student with AIDS may be temporarily removed from the classroom by the school Superintendent if and when communicable disease is 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.

The Health Review Committee shall fully document its decision on the AIDS student's placement, including factors such as the health risks to the infected child, the health risks to the infected child's classmates and school personnel, the authorities relied on to evaluate these risks to the infected child's classmates and school personnel, the authorities relied on to evaluate these risks, and the feasibility means of education.

In all cases, all school personnel and members of the Health Review Committee shall maintain confidentiality of the afflicted student's identity, conditions and medical records.

## 5050 – COMMUNICABLE DISEASE PROCEDURES

School personnel need to understand their roles in communicable disease control. Effective participation in control measures depends upon knowing what to do and how to do it. Education designed for these purposes is accomplished in a variety of ways with the assistance of many individuals.

There are three general measures which the school personnel can use to prevent the spread of disease.

1. Comply with immunization regulations.
2. Encourage parents to keep sick children at home
3. Isolate pupils who appear to be ill, and make preparation to send them home.

The building principal may exclude any students suffering from or exhibiting the following symptoms:

1. Fever above 100 degrees F.
2. Sore throat or tonsillitis
3. Any eruption of the skin or rash (known allergies excepted)
4. Any nasal discharge accompanied by fever or cough
5. Severe cough
6. Any inflammation of the eye or lids (known allergies excepted)
7. Vomiting or diarrhea

Exclusion is to be accomplished by immediately contacting the parents and seeing that the students are removed from the school premises.

Further rules for exclusion from school are detailed in the Oklahoma State Health Policies Guide and are implemented as necessary. When there is reasonable doubt as to the contagiousness of any person who has been excluded from school for infectious disease, a written statement from the attending physician can be required before the pupil is permitted to re-enter school.

The Superintendent should be contacted if written notices are sent to patrons concerning the presence of communicable diseases within the student body. In

emergency situations, such as the introduction into the schools of life-threatening diseases, the Superintendent will advise building principals on specific procedures to be followed.

## 5060 – POLICY ON DISPENSING MEDICATION

1. The term “medicine” as used in this policy means “non-prescription medicine” and “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 prescriber, prescription number, and directions for the administration of the medication.
2. The person that shall be authorized to administer medicine at school are the building principal and school employees who have been designated in writing by the building principal.
3. No medicine shall be administered unless the parent or guardian of the student requiring the medication has given the school written authorization to administer medicine. The parent or guardian of any student requiring medication during school shall bring the medication to the building principal and complete and sign the “Parental Authorization” form. When a student enrolls in a particular school, the parent or guardian of the student may sign a “Clinic Card” authorizing the appropriate personnel to administer non-prescription medication to the student during an emergency when the parent or guardian cannot be reached. Each school shall keep on file the written authorization of the parents or guardians of the students to administer medicine to the students.
4. Filled prescription medicine shall be administered pursuant to the directions for the administration of the medicine listed on the label, or otherwise authorized in writing by the physician prescribing the same. Non-prescription medication may be dispensed and administered only in compliance with the written directions on the label of the medication or as otherwise authorized in writing by the student’s physician. All medicine shall be properly stored and not readily accessible to persons other than the persons who will administer the medication.
5. Each school in which any 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 the Administration of Medicine” shall be used by each school to keep record of all medicine administered during each school year.
6. The Board of Education adopts this policy pursuant to the provisions of 70 O.S. 1984, 1-116.2. Under this statute 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 county nurse, or 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.

**HB 2101 – Self-Administration of Anaphylaxis Medication:** The existing law was amended to allow school districts to keep epinephrine injection pens in stock at school sites. In the event you choose to do this, you must have a statement in policy that states parents will be informed in writing that trained personnel, with parental approval, may administer said stocked epinephrine to a child whom the school reasonably believes is having an anaphylactic reaction. The law requires the state board of education to develop a model policy for those districts who will stock epi-pens.

## 5070 – 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 “active infestation” of head lice (i.e., live lice and/or nits found within one-half inch from the scalp).
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 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:
  - Siblings
  - All other students in the infected student’s classroom
  - Best friends
  - Playmates
  - Car pool and bus partners
  - Baby-sitter and day-care center contacts
4. Re-admittance to school requires a clearance slip from the County Health Department or a physician stating, “The student has been adequately treated and appears to be free of all live lice”. A label from the shampoo that is used will be acceptable for re-entry to school. The infected student re-entering school with a shampoo label will be rechecked immediately.
5. Seven to ten calendar days after the initial exclusion from school, the parent must re-shampoo the hair of the infested student with pediculicide. (This instruction is given in the head lice letter.)
6. Seven to ten calendar days after the initial exclusion, a second check will be made at school to be sure the student is free of head lice.



## 5080 – RECOMMENDED FIRST AID PROCEDURES

### In case of serious accidents, injuries, or sudden illness:

1. First Aid
  2. Notify Parents
  3. Call family doctor if unable to locate parents.
  4. If an emergency, take at once to emergency room at the hospital.
- The Board of Education does not assume the responsibility for the payment of hospital, ambulance, or doctor fees.

### Scratches, cuts, or any minor break in the skin:

1. Wash with soap and water, thoroughly.
2. Cover with Band-Aid or dry sterile dressing.

### Puncture wounds:

Notify parents and urge them to consult family physician regarding need for Tetanus Toxoid or Antitoxin.

### Severe Bleeding:

1. Contact parents.
2. Elevate part involved.
3. Apply pressure directly over wound, using hand and sterile gauze.
4. If unable to control with direct pressure, apply pressure to pressure points.

### Dog or animal bites:

1. Contact parents.
2. First aid.
3. Report incident to city animal shelter.

Burns: Chemical or Thermal

Mild – Immerse in clean cold water if skin is unbroken. Leave blisters alone.

Severe – Call parents and send to local emergency room.

Illness: Send student home with:

1. Fever
2. Skin rash
3. Severe sore throat
4. Severe cold or cough
5. Inflammation of eyes

Fractures:

1. Keep child lying down and warm.
2. Immobilize part.
3. Call parents or family doctor.

Head injury:

Mild – Notify parents. Get medical advice or consultation.

Severe – Do not move student without medical authorization unless breathing is impeded. Notify parent or doctor. Seek medical evaluation.

Nose bleed:

1. Cold compresses, keep in sitting position.
2. Press on bridge of nose firmly.
3. Report repeated nose bleeds to the parent or guardian.

Insect stings:

1. Wash insect sting or bites.
2. Apply cold compresses.
3. Notify parents immediately if the child has a history of allergies.

Eye injuries:

1. Call parent.
2. Refer to doctor. (Chemical in the eye should be washed out immediately with large amount of clean water.)

Fainting:

1. Have patient lie flat with head lower than the rest of their body.
2. Call parent and send child home.
3. Report incident to the superintendent.

Epileptic Seizure:

1. Leave patient on the floor and turn on side.
2. Do not try to restrain movements any more than necessary.
3. Position where patient can breathe.
4. Allow patient to rest quietly after attack.
5. Call parent and send home.
6. Report this incident to the school nurse.

Poison:

1. Identify poison, if possible. Call Hospital.
2. Call parent.
3. Send to emergency room at hospital if poison has been swallowed.

Severe accidents should be reported immediately by telephone to the Superintendent of Schools.

Teeth Accidents:

1. If a portion of a front tooth is chipped off, save the fractured portion if it can be found. Oftentimes the fractured portion can be bonded back on the tooth.
2. If the front tooth is mobile from the accident, do not place and pressure on the tooth.
3. If a permanent front tooth is completely knocked out, try to find the tooth, gently rinse it off, and place the tooth under the tongue or in some milk. Immediately call the parent so the child can be taken to the dentist as quickly as possible. The sooner a dentist can see the child, the better chance of implanting the tooth back into the socket.
4. If there is continued bleeding around a traumatized tooth, place pressure on the area, and call the child's parent so a dentist can be seen.

## 5090 – CONCUSSIONS AND HEAD INJURIES

The Dickson Board of Education recognizes that concussions and head injuries are commonly reported injuries in contact sports.

On an annual basis, a concussion and head injury information sheet shall be completed and returned to the school district by the youth athlete and the youth athlete's participation in practice or competition. The athletic director shall provide written instructions to all coaches to insure that no youth athletes are allowed to participate in practice or competition prior to the receipt of a concussion and head injury information sheet. Any coach or staff allowing a youth athlete to participate in practice or competition prior to the receipt of a signed concussion and head injury information sheet shall be disciplined and may be terminated from employment in the extra duty assignment.

A youth athlete who is suspected of sustaining a concussion or head injury during a practice or game shall be removed from participation at the time. Any youth athlete removed from participation shall not be allowed to participate until the athlete is evaluated by a licensed health care provider trained in the evaluation and management of concussion and receives written clearance to return to participation from that health care provider.

## CONCUSSION/HEAD INJURY FACT SHEET STUDENT-ATHLETES

### WHAT IS A CONCUSSION?

- A concussion is a brain injury
- Is caused by a bump or blow to the head
- Can change the way your brain normally works
- Can occur during practice or games in any sport
- Can happen even if you have not been knocked out
- Can be serious even if you have just been “dinged”

### WHAT ARE THE SYMPTOMS OF A CONCUSSION?

- Headache or “pressure” in head
- Nausea or vomiting
- Balance problems or dizziness
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy or groggy
- Concentration or memory problems
- Confusion
- Does not “feel right”

### WHAT SHOULD I DO IF I THINK I HAVE A CONCUSSION?

Tell your coaches or parents. Never ignore a bump or blow to the head even if you feel fine. Also, tell your coach if one of your teammates may have a concussion.

Get a medical checkup. A doctor or health care professional can tell you if you have a concussion and when you are OK to return to play.

Give yourself time to get better. If you have had a concussion, your brain needs time to heal. While your brain is still healing, you are much more likely to have a second concussion. Additional concussions can cause damage to your brain. It is important to rest until you get approval from a doctor or health care professional to return to play.

### HOW CAN I PREVENT A CONCUSSION?

Follow your coach’s rules for safety and the rules of the sport.

Practice good sportsmanship.

Use the proper equipment, including personal protective equipment (such as helmets, padding, shin guards and eye and mouth guards----IN ORDER FOR EQUIPMENT TO PROTECT YOU, it must be the right equipment for the game, position and activity; it must be worn correctly and used every time you play.)

### FOR MORE INFORMATION VISIT:

[www.cdc.gov/TraumaticBrainInjury/](http://www.cdc.gov/TraumaticBrainInjury/)

[www.oata.net](http://www.oata.net)

[www.osaa.com](http://www.osaa.com)

[www.nfhslearn.com](http://www.nfhslearn.com)

## **CONCUSSION/HEAD INJURY FACT SHEET PARENTS/GUARDIANS**

### **WHAT IS A CONCUSSION?**

A concussion is a brain injury. Concussions are caused by a bump or blow to the head. Even a “ding”, “getting your bell rung” or what seems to be a mild bump or blow to the head can be serious. You cannot see a concussion. Signs and symptoms of a concussion can show up right after the injury or may not appear to be noticed until days or weeks after the injury. If your child reports any symptoms of a concussion or if you notice any symptoms yourself, seek medical attention right away.

### **WHAT ARE THE SYMPTOMS REPORTED BY ATHLETES?**

Headache or “pressure” in head  
Nausea or vomiting  
Balance problems or dizziness  
Sensitivity to light  
Sensitivity to noise  
Feeling sluggish, hazy, foggy or groggy  
Concentration or memory problems  
Confusion  
Does not “feel right”

### **WHAT ARE THE SIGNS OBSERVED BY PARENTS/GUARDIANS?**

Appears dazed or stunned  
Is confused about the assignment or position  
Forgets an instruction  
Is unsure of game, score, or opponent  
Moves clumsily  
Answers questions slowly  
Loses consciousness (even briefly)  
Shows behavior or personality changes  
Cannot recall events prior to hit or fall  
Cannot recall events after hit or fall

### **HOW CAN I HELP MY CHILD PREVENT A CONCUSSION?**

Ensure they follow their coach’s rules for safety and the rules of the sport.  
Make sure they use the proper equipment, including personal protective equipment (such as helmets, padding, shin guards and eye and mouth guards---IN ORDER FOR EQUIPMENT TO PROTECT YOU, it must be the right equipment for the game, position and activity; it must be worn correctly and used every time you play.)  
Learn the signs and symptoms of a concussion.

FOR MORE INFORMATION VISIT:

- [www.cdc.gov/TraumaticBraininjury/](http://www.cdc.gov/TraumaticBraininjury/)
- [www.oata.net](http://www.oata.net)
- [www.ossaa.com](http://www.ossaa.com)
- [www.nfhslearn.com](http://www.nfhslearn.com)

**IT'S BETTER TO MISS ONE GAME THAN THE WHOLE SEASON!**



## 5060 – ASTHMA

Self-administration of inhaled asthma medication by a student for treatment of asthma is permitted with written parental authorization. The parent or guardian of the student 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 have a prescribed inhaler at all times.

### **DEFINITIONS:**

1. **MEDICATION** means a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label.
2. **SELF-ADMINISTRATION** means a student's use of medication pursuant to prescription or written direction from a physician.

### **ADMINISTRATOR OR ADMINISTRATOR'S DESIGNEE, WILL:**

- A. Inform appropriate school personnel of the medication being administered
- B. Keep an accurate record of the administration of the medication
- C. Keep all medication in a locked cabinet except medication retained by a per physician's order
- D. Return unused prescription to the parent or guardian only

The parent, guardian, or person having legal custody of the student is responsible for informing the designated official of any change in the student's health or change in medication.

This policy statement will be provided to a parent or guardian upon receipt of a request for long-term administration of medication.

## 5100 – CAFETERIA

Student, teacher, and adult lunch prices shall be set by the Board of Education and shall be subject to change at any time. Free and reduced lunches shall follow current guidelines set by the State School Lunch Department. The cafeteria shall have a Class A lunch available. Free and reduced lunches are requested through the cafeteria manager. This should be done as soon after August 1 as possible.

The lunch program will meet all state and federal guidelines.

School cafeteria employees are to be employed by the Superintendent of Schools or the administrative assistant.

**SECTION**

**6000**

**PERSONNEL**

## 6010 – ADMINISTRATION

6020 – LINE OF AUTHORITY – DICKSON PUBLIC SCHOOL

## 6030 – GENERAL GUIDELINES

The following are guidelines established for all certified employees of the Dickson Public School System. Failure to adhere to these guidelines may result in disciplinary action, including dismissal.

### Employees shall:

1. Arrive and depart from work at scheduled times.
2. Work cooperatively with the administration and fellow employees.
3. Maintain a pleasant and helpful attitude toward the public at all times.
4. Set a good example for students by treating them with courtesy and respect.
5. Support school policies, functions, and philosophy.
6. Use discretion concerning the classified information on students and faculty at their disposal.
7. Maintain scheduled deadlines for both verbal and clerical requests.
8. Concentrate on fulfilling their own job description and responsibilities while allowing others the same opportunity.
9. Understand that his/her assigned post is his/her responsibility, and tardiness or absence from the assigned post may result in disciplinary action, including dismissal.

### Employee actions which may result in disciplinary action or dismissal:

1. Any employee of the Dickson Public School System observed during school hours or at school functions under the influence of any inebriating or intoxicating substance shall be subject to disciplinary action, including possible termination of employment.
2. Any employee of the Dickson Public School System showing an inappropriate physical display of affection or making sexually related statements at any time to any student during school hours or at a school function shall be subject to disciplinary action, including possible termination of employment.

3. Any employee of the Dickson Public School System expressing or using profanity during school hours or at a school function shall be subject to disciplinary action including possible termination of employment.
4. Any employee of the Dickson Public School System using tobacco products during the school day or at a school sponsored function shall be subject to disciplinary action including possible termination of employment.



## 6040 – SUPERINTENDENT

The responsibility and authority of the Superintendent of Schools shall include the following:

1. Be expected to attend meetings of the Board of Education except when own election, efficiency, or salary are being considered; serve as the chief professional adviser on all matters pertaining to schools.
2. Keep the Board of Education informed about the implementation of policies, the effectiveness of such policies, and the condition and efficient of different branches of service in the school system. In order to perform these duties, the Superintendent shall maintain a complete and accurate system of financial accounts, valid business and property records, adequate personnel, and scholastic records. Shall be prepared to report on the business under consideration and shall publish annually a report of the school system's accomplishments.
3. Be responsible for the formation and direction of the administrative organization of the school system.
4. Recommend candidates for employment. Teachers shall not be employed unless their employment has been recommended by the Superintendent to the Board of Education. The Superintendent shall also have the authority, after consultation with the principals and/or department heads, to employ non-certified personnel.
5. Be responsible for the development, maintenance, and operation of a suitable program of staff improvement through in-service training.
6. Be responsible for the development and effective operation of the curriculum, special courses, and such activities as will provide an adequate system of instruction and physical care for all pupils attending the school.
7. Have the authority to exercise control and general supervision over the policies and management of individual schools.
8. Direct the development of the annual budget preparation for the adoption by the Board of Education.
9. Administer the budget, adopted policies, schedules, procedures, administrative regulations, and any other business in accordance with legal requirements.
10. Direct the planning of new or remodeled buildings, the counsel with the Board and architects concerning all building construction, expansion, or modification.
11. Maintain a continuous study of problems confronting the schools.
12. Maintain a program of public relations to promote understanding, maintain morale within the schools, and keep the public informed of activities, needs, and success of the schools.
13. Investigate and report to the Board of Education any evidence that comes regarding the infringement of legal rights of the district or regarding the legal responsibility of the district.
14. See that all constitutional or statutory laws, all city charters or state regulations, and all rules and regulations of the Board are enforced.

15. Have the authority to make rules and give instructions to school employees necessary to make these rules and regulations fully effective in management of the schools.
16. Have the authority to make rules and give instructions to school employees necessary to make these rules and regulations fully effective in the management of the schools.
17. Perform any other duty or exercise or nay other authority as may be required by the law or by the Board of Education.

## 6050 – ADMINISTRATIVE ASSISTANT

The responsibility and authority of the administrative assistant shall include the following:

1. Be expected to attend all meetings of the Board of Education.
2. Supervise and administer school support staff.
3. Serve as the purchasing officer.
4. Supervise and administer student transportation.
5. Serve as Textbook Coordinator.
6. Manage the physical plant.
7. Supervise all construction projects.
8. Perform other duties as directed by the Superintendent.

## 6060 – PRINCIPALS

The responsibilities of the building principals include the following:

1. Are in full charge and are directly responsible for the effective and efficient administration of that school. They are directly responsible to the Superintendent for their actions, duties, and work assignments.
2. Be responsible for the general discipline of students and teachers as deemed necessary.
3. Evaluate all teachers in the light of objectives and policies of the Board of Education, and after written evaluation, recommend the employment or dismissal of all teachers.
4. Be responsible for the care of all buildings and equipment under their supervision and make periodic reports to the Superintendent, on the general maintenance of their schools.
5. Have the authority, after consultation with the Superintendent, for the assignment of all faculty and employees under their supervision.
6. Be responsible for the scheduling of classes, extracurricular activities, and the administration of all functions in their buildings.
7. Report all major accidents to the Superintendent.
8. Complete any assignment or duty requested by the Superintendent.

## 6070 – TRUANCY & ATTENDANCE OFFICER

Responsibilities as truancy and attendance officer:

1. Administers and oversees the tardy policy and discipline for excessive tardiness.
2. Helps manage the attendance policy. Helps contact parents to inform them of possible truants.
3. The handling of minor discipline problems, i.e., students not prepared for class, who are talking or disruptive in class, who have parking lot violations or engage in horseplay, etc.
4. The safe and efficient operation of the school when the principal is absent.
5. Any other duties that the principal or Superintendent deem necessary.

Terms of Employment: Concurrent with teaching contract. Extra payment to be established by the Board.

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Administrative Personnel.

## 6080 – ACTIVITIES/ATHLETIC DIRECTOR

Supervises: All extracurricular activities and sponsors

Job Goal: To maintain an effective extracurricular program and to assist the principals in their duties

Specific Performance Responsibilities:

Responsibilities as Activities Director:

1. Is responsible to the principal for athletic programs, vocal music, band, speech, cheerleaders, vocational agriculture, FHA, etc., and ensures that rules and regulations of appropriate associations are followed.
2. Supervises the personnel in these activities and evaluates staff and programs.
3. Makes assignments and delegates authority when necessary.
4. Is in charge of budget for each program with the consent of the superintendent and principal. This consists of the yearly budget, plus a five year plan for budgeting.
5. Arranges and schedules all interscholastic games and arranges for officials for home games' makes necessary arrangements for away games.
6. Ensures that all activities and bus schedules are placed on the Master calendar at least three days prior to the schedules event.
7. Fosters good school-community relations by keeping the community aware of and responsive to all extracurricular activities.
8. Hires gatekeepers, policemen, concession workers, and others necessary to provide a conducive place for efficient control of contest.
9. Arranges transportation for athletic contests, speech contests, band contests, etc.
10. Develops and places into operation appropriate rules and regulations governing the conduct of students involved in extracurricular activities.
11. Establishes the physical and academic requirements of eligibility for participation in each area, and verifies each athlete's eligibility.
12. Approves requisitions, in cooperation with the appropriate staff members and in compliance with regulations, for supplies, uniforms, and equipment for extra-duty personnel.
13. Supervises the cleaning, storage, and care of all equipment of these extra-duty leaders.

14. Supervises all ticket sales and fund-raising events connected with extracurricular programs, and assumes responsibility for proper handling and accounting of monies involved.
15. Makes all necessary arrangements for the use of non-school playing fields and facilities.
16. Arranges the practice schedules for the coaches on the fields and in the gymnasiums.
17. Provides for the physical examination of all athletes prior to the beginning of each season.
18. Administers the insurance program covering school athletes and extra-duty participants, and assumes responsibility for all processing of reports and claims.
19. Plans and supervises an annual recognition program for each of the extracurricular programs and its participants.

## 6090 – DEPARTMENT HEADS/GRADE-LEVEL HEADS

The building principals for the junior high and high school shall designate a head of the language arts, arts, math, science, social studies, athletics, music, business, and vocational education departments. It shall be that individual's responsibility to work with the Superintendent, Principals, and other department heads to outline the courses of studies in the junior high and high school.

Grade level teachers at the elementary school will select head teachers to represent their grade levels and to chair the curriculum revisions. The head teachers will be involved in the decision-making process of procedures at the elementary schools. The head teachers will serve for one school year and will rely on their grade-level teachers for assistance in decision-making input.



## 6100– TEACHERS

Teachers are to guide the learning experiences of students and prepare them for responsible citizenship.

### Attitudes

The attitude which teachers have toward their profession, work, associates, students, and patrons often determines their success or failure. No school system can succeed when the personnel is made up of individuals who are dominated in thought and action by selfish motives.

### Criticism and Discord

Teachers should be courteous to one another, refrain from unkind criticism of other teachers, avoid the circulation of remarks that would belittle or injure a fellow teacher, and avoid discord among themselves and others. Unethical teachers have no place in a school system.

### Interest in Students

Teachers should show sincere interest in students' work, personal problems, family and friends, hobbies, ambitions, likes and dislikes, and sports. Teachers should help new students to adjust socially and academically. Teachers should demonstrate caring characteristics in all relationships with students.

### Know the Parents

One way to win parents is to show them that you are interested in their children. Make an effort to meet the parents of your students. Too often parents and teachers do not become known to each other until some trouble arises and then they meet under difficult conditions.

### Reporting for Duty

Lunch periods are free periods for teachers except for those who are on duty. Teachers should be on duty at all times and should assist at all times with discipline and student control, taking command of circumstances as they arise. Teachers have the authority and responsibility to control student behavior regardless of the age or grade of students needing discipline.

### Teachers Assignments

Teachers may be reassigned to teach any grade or subject in any building or department as deemed necessary by the administration, but must be notified by the last day of school if at all possible.

### Staff Meetings

It shall be the duty of all teachers to attend any and all meetings called by the building principals or Superintendent. All meetings will be held in compliance with DEA negotiated agreement. No excuse, other than one that would justify absence from school, shall be accepted for the absence for staff meetings. Staff members who miss meetings due to school obligations or other valid reasons shall be required to meet with the building principals to maintain effective communication.

### State, Regional, and County Meetings

All teachers are required to attend all meetings when school is dismissed for that purpose since these days are included in the 180 days of class work. If all professional points are accumulated for the year the following options are allowed:

1. Working in the classroom.
2. Observing at another school. (Bring back a documented statement from school).

Any teachers not following these procedures must forfeit 1/180 of their salaries for the missed.

## 6105 – STANDARDS OF PERFORMANCE AND CONDUCT FOR TEACHERS

Teachers are charged with the education of the youth of this district. In order to perform effectively, teachers must demonstrate a belief in the worth and dignity of each human being, recognizing the 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 their commitment to their students and their profession.

### 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, notional origin, marital status, political or religious beliefs, family, social or cultural background, or sexual orientation, unfairly.
  1. Exclude any student from participation in any program
  2. Deny benefits to any students
  3. 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 by law or is required by law.

### 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 district 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 the 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 the gratuity, gift, or favor that might impair or appear to influence professional decisions or actions.

### Dismissal or non-renewal of contract

1. Pursuant to the Teacher Due Process Act of 1990, a career teacher may be dismissed or not re-employed for:
  1. Willful neglect of duty
  2. Repeated negligence in performance of duty
  3. Mental or physical abuse to a child
  4. Incompetency
  5. Instructional ineffectiveness
  6. Unsatisfactory teaching performance
  7. Any reason involving moral turpitude
2. Pursuant to the Teacher Due Process Act, a probationary teacher may be dismissed or not re-employed for cause.
3. A teacher convicted of a felony shall be dismissed or not re-employed unless a presidential or gubernatorial pardon has been issued.
4. A teacher may be dismissed, refused employment, or not re-employed after 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:
  1. "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.
  2. "Sexual misconduct" means the soliciting or imposing of criminal sexual activity.

## 6110 – PERSONNEL EMPLOYMENT POLICIES

Both the selection and promotion of employees of Dickson Public Schools is an administrative decision. The following criteria, as evidenced by the application, personal interview, references, and school or teaching experience, are used as guides for the selection or promotion of staff.

Training for the position	Character
Experience	Health (mental & physical)
Special abilities or skills	Requirements of the position available
Competencies (personal & professional)	

Assignment is made, unless specifically indicated otherwise, for one school year or the balance of the school year, subject to legal requirements.

Once each year the administrative staff will review all personnel staff assignments to ensure the most effective utilization possible of staff time and capabilities. Personnel evaluations conducted in accordance with current school laws of Oklahoma will be utilized in this assessment.

### Application

Applicants for positions in Dickson Public Schools should apply on the forms provided. Applications should include complete, accurate responses to all section of the form.

All certified application submitted for employment become the sole property of the Dickson Public Schools. The application, transcripts, and other information are confidential and will be reviewed only by authorized school supervisory personnel. An applicant's name or other information will not be given to any private business, agency, or institution.

All positions will be advertised and posted in compliance with DEA negotiated agreement.

### Certificate

Only those applicants who can furnish an appropriate Oklahoma Teacher's Certificate can be considered for employment in certified positions. Applicants who are uncertain about their eligibility can obtain this information by writing the State Certification Division:

Admn. Teacher Certification Section

Oliver Hodge Building

2500 North Lincoln, Room 232

Oklahoma City, Ok. 73105-4599

Telephone#: 521-3337

### Credentials

A. The following credentials for certified applicants must be on file prior to scheduling a personal interview:

1. A completed employment application form.
2. Official transcripts of degrees conferred, bearing the college or university seal, and the date the degree was conferred.
3. A copy of the applicant's valid Oklahoma teacher's certificate or license.

B. The following additional credentials must be on file prior to employment:

1. An official Oklahoma State Department of Education record of teaching experience.
2. An official copy of DD form 214 showing military experience.

## Nondiscrimination

It is the policy of Dickson Public Schools to provide equal opportunity employment, retention, and advancement of all people, regardless of race, color, creed, national origin, sex, age, handicapping condition, veteran's or religious status.

## Certified Teacher Contracts

Teachers will be offered either a temporary continuing, less than full time, or federally funded program contract utilizing the following guidelines:

### A. Temporary Contracts

Temporary contracts are provided for by state law and are issued for a stated period of time as distinguished from continuing employment contracts. The circumstances under which a temporary contract may be used are within the discretion of the Board of Education. Such circumstances include, but are not limited to:

1. Teachers employed for less than 180 days.
2. Teachers employed under temporary certification or temporary SDE permission to teach without complete certification.
3. Teachers employed to fill a temporary leave vacancy.
4. Teachers employed to fill temporary positions.
5. Other circumstances deemed appropriate by the Superintendent of Schools.

These contracts are written for one school year or the balance of one school year only and no expectancy of future employment is implied.

### B. Continuing Contracts

Continuing Contracts are issued to teachers employed for a complete contract year unless specified in "A" above. The contract is a continuing contract under terms provided for in Oklahoma statutes.

### C. Part-time Contracts

Part-time contracts are written for teachers employed to teach less than a full day. These contracts are temporary agreements, written for one year, and no career or expectancy of future employment is implied.



D. Federally-Funded Program Contracts

Federal contracts are issued for all federally funded programs, and do not contain continuing contract provisions. The contract is subject to the availability of funds. The employee shall receive credit toward his career status for each consecutive, completed school year taught and shall not be dismissed or suspended except as otherwise provided by Oklahoma statutes.

## 6112 – SEXUAL HARRASSMENT POLICY

### Sexual Harassment

It is the policy of the Dickson Public Schools to provide a learning and working environment for students, employees and visitors free from sexual harassment. The Board of Education will not tolerate sexual harassment by any of its employees or students.

It is a violation of this policy for any administrator, teacher, or other employee, or any student to engage in or condone sexual harassment.

It is the responsibility of every employee to recognize acts of sexual harassment and take every action necessary to ensure that the applicable policies and procedures of this school district are implemented.

Any employee or student who believes that he or she has been subjected to sexual harassment has the right to file a written complaint and to receive prompt and appropriate handling of the complaint. Further, all reasonable efforts shall be made to maintain confidentiality and protect the privacy of all parties.

Any principal or other school administrator, including the superintendent, shall be responsible for assisting employees and students seeking guidance or support in addressing matters relating to sexual harassment or inappropriate behavior of a sexual nature.

## Definitions

Sexual Harassment means unwelcome verbal or physical sexual advances requests for sexual favors, and other inappropriate or unwelcome verbal, written or physical conduct of a sexual nature that takes place under any of the following circumstances:

1. When submission to such conduct is made, explicitly or implicitly, a term or condition of employment, instruction or participation in school activities or programs;
2. When submission to or rejection of such conduct by an individual is used by the offender as the basis for making personal or academic decisions affecting the individual;
3. When such conduct has the effect of unreasonably interfering with the individual's work performance, or learning ability.
4. When such conduct has the effect of creating an intimidating, hostile or offensive work or learning environment.

Any principal or other administrator is responsible for the investigation of a complaint alleging noncompliance with this policy. The name, office address and telephone number of all school administrators shall be posted in each school building.

Sexual harassment or a sexually hostile environment may arise from:

1. Verbal abuse including demeaning and clearly exploitative or humiliating pranks or comments;
2. Comments regarding physical or personality characteristics of a sexual nature;
3. Sexually oriented "kidding", "teasing", double meanings and jokes;
4. Sexually oriented writings or graffiti;
5. Unnecessary patting, pinching or touching;
6. Unwarranted brushing against an individual's body;
7. Subtle pressure for sexual activities;
8. Demanding sexual favors by implied or over threats;
9. Demanding sexual favors accompanied by implied or overt promises of preferential treatment.

## Complainant Procedure Filing

1. Any employee or student who believes that he or she has been subjected to sexual harassment has the right to file a complaint with any principal or other administrator. If the original complaint is oral, the complaining party shall be asked to put the complaint in writing. A written complaint shall include the following:

- A. The name of the complaining party;
  - B. The name of the offender;
  - C. The date or dates of the offense;
  - D. The location or locations of the offense;
  - E. A description in as much detail as possible of the incident or incidents including any statements made by either party;
  - F. A list of any known witnesses.
2. No person, witness or person who participates or cooperates with an investigation shall be subjected to retaliation of any kind.

### Investigation

1. Written complaints filed pursuant to this policy shall be promptly and thoroughly investigated.
2. The school administrator who first receives the complaint shall promptly interview the person making the complaint, the accused, and any witnesses who can answer who, what, where, and when questions. Every effort will be made to obtain signed statements of all parties concerning the incident or incidents. The administrator shall also consider whether there can be a separation of the parties (complaining party and accused) from the same general area pending the investigation.
3. The administrator shall make every effort to identify the issues and determine what occurred; whether the accused's actions were "unwelcomed" or "welcomed" by the accuser; and whether the action was trivial or serious, isolated or reoccurring. The administrator shall make every effort to evaluate the data and evidence found to determine what facts are more likely to have occurred than not to have occurred. All circumstances of the situation shall be considered in the investigation of possible harassment incidents. In determining whether the alleged conduct constitutes sexual harassment, consideration shall be given to the totality of the circumstances, including the context in which the alleged incident occurred.
4. Upon completion of the investigation, the administrator shall prepare a report including the following:
  - A. The date or dates of the incident or incidents;
  - B. The name of the complainant;
  - C. The name of the offender;
  - D. A summary of the factual allegations forming the basis of the sexual harassment complaint;
  - E. The names of all potential witnesses;
  - F. A summary of the steps taken to complete the investigation;
  - G. A summary of all witnesses' statements (with copies of the actual statements attached);
  - H. A listing of any physical evidence available;
  - I. A factual summary of all the evidence that either supports or refutes the allegations of sexual harassment;
  - J. Decision and appropriate action to be taken.

5. The investigation shall be completed within ten (10) days after the written complaint is filed.
6. The administrator should take the recommended action and take it promptly after the investigation is completed. The complainant should be told by the administrator that the investigation has been completed and should be informed of the action taken against the accused, if any, and the reason for such action.
7. The record of the investigation should be maintained in a confidential investigation file.

### Appeal Rights

1. A complaint review committee shall be established and shall consist of the school Superintendent, the school attorney, and one (1) faculty member to be designated by the Board of Education at the beginning of each school year.
2. If either the complainant or the accused is not satisfied with the investigation by the administrator or the action taken by the administrator, they can demand a hearing before the complaint review committee, by written notice by the school Superintendent, within ten (10) days after notice of completion of the investigation. Within fifteen (15) days after receipt of such notice, the complaint review committee shall set a hearing date. Said hearing date shall be held within thirty (30) days from receipt of the notice to the school Superintendent. The parties and may witnesses shall be promptly notified of the hearing in writing. Hearings will allow both parties to be represented by counsel or other designee, to present witnesses, to confront and cross examine the parties and any witnesses who are called, to testify and present arguments and evidence.
3. Within ten (10) days after the hearing is completed the complaint review committee shall issue a written decision that includes a finding of facts and either adopts the recommendation of the administrator or sets out other appropriate action to be taken.
4. Either party may appeal this decision to the Board of Education by giving written notice to the Board of Education within ten (10) days from the date of the complaint review committee decision. A hearing will be set by the Board of Education within thirty (30) days thereafter. After due consideration of the evidence and testimony presented at the hearing, the Board of Education shall issue a written decision.

### Sanctions

1. All students who violate this policy shall be subject to admonishment or suspension.
2. All administrators, teachers and/or the employees who violate this policy shall be subject to admonishment, reprimand, suspension or dismissal.

## General

1. All administrators, supervisors, employees and teachers shall receive a copy of the policies and procedures of the Dickson Public Schools, including a copy of this sexual harassment policy. Each student shall receive a copy of this policy at the beginning of each school year.
2. All administrators, supervisors, employees, and teachers shall receive appropriate in service training concerning sexual harassment, sexual harassment complaints and this sexual harassment policy. All persons on the complaint review committee shall likewise receive appropriate training concerning sexual harassment. All such training shall be documented and records maintained in the office of the school superintendent.
3. On an annual basis a random sampling of students and employees shall be interviewed to determine if students and employees are being properly informed of the sexual harassment policy and whether there are unreported incidents of sexual harassment.
4. As to any complaint made, the complainant will be interviewed within three (3) months after the incident is resolved to determine if improvement has occurred or if additional incidents have reoccurred, and the complainant's general satisfaction with the process involved. The report of such interview will be placed in the confidential investigation file.
5. The superintendent shall report annually to the Board of Education providing qualitative information relative to the number of complaints, number of investigations, the results of the investigations, the results of hearings, the training efforts and the policy publication efforts.
6. This harassment policy will be reviewed every two (2) years in accordance with the Board of Education policy review process.

## 6113 – CRIMINAL HISTORY RECORDS CHECK

The Board of Education will conduct an OSBI felony search on each new employee. Such a search will require that an applicant be finger-printed by the OSBI and that the applicant pay for the cost of the search. If the applicant is subsequently employed, or is employed for a temporary period pending the receipt of the search results, then the district will reimburse the applicant for the cost of the search.

**SB 244 – Criminal History Records Check:** Language was added to the existing law which allows for teachers changing districts to be able to use a previous background check at the school to which they are applying, under certain circumstances; substitutes applying for full-time teaching may also use a previous background check at the school to which they are applying, under certain circumstances.

## 6115 – HIRING PROCEDURES

1. Review personnel policies.
2. Prepare job title and qualifications for all positions.
3. Develop position announcement.
4. Develop selection criteria and interview questions.
5. Post notice of vacancy. (Internally, Locally)
6. Send out application forms as requested.
7. Collect applications, resumes, proof of certification or license, and other appropriate data.
8. Review (screen) applications and eliminate applicants who lack required qualifications.
9. Selects and contact candidates to be interviewed.
10. Interview candidates.
11. Finalists to be given to the Superintendent.
12. Verify references.
13. Make recommendation for employment to the Board of Education.
14. Notification of the selected candidate of the Board's action regarding employment will be through local news media.
15. Other finalists will be notified as well.
16. Arrange for formal written agreement (contract) with new employee.
17. Begin post-employment tasks of completion of forms for record keeping such as retirement, taxes, and insurance.
18. Arrange for employee orientation.
19. Conduct security (felony conviction) check.
20. Refer to 6110.



## 6116 – GUIDELINES FOR KEEPING PERSONNEL RECORDS

The following records will be kept for at least one (1) year:

Copies of advertisements for recruitment and recruitment notices, advertisements and notices of job promotions, and training programs.

Instructions given to employment agencies handling any personnel recruitment for the school district.

Applications and resumes received from employee candidates.

The following records will be kept for at least three (3) years:

Overtime work.

All records showing why an applicant was hired, rejected, or promoted.

Records with information relating to demotions, transfers, and other personnel actions.

Payroll records.

## 6118 – GENERAL EMPLOYEE TRANSFER PROCEDURES

### Voluntary Transfers

1. General – Voluntary transfer requests may be filed with the building principals and the Superintendent at any time during the school year.
2. Interview – Building principals who have vacancies are required to review the personnel records of those requesting voluntary transfer. Qualified teachers will be interviewed.
3. Probationary Teacher – Nontenured, probationary teachers are not eligible to file voluntary requests for transfer of assignment.
4. Transfer and Evaluation Results – Teachers, either career or probationary who receive a “needs improvement” or “unsatisfactory” rating on any area of the most recent teacher evaluation are not eligible for voluntary transfer and can only be transferred administratively.
5. Transfer for the following year – Teachers who have been satisfactorily evaluated and are otherwise eligible, may request a voluntary transfer to another assignment for the ensuing school year. For maximum consideration it is recommended that the request for transfer be made by May 1 of the current school year.
6. Any transfer of employee must be mutually agreed upon by building administrators.

### Administrative Transfers

1. General – An administrative transfer is defined as a change of assignment made necessary by events or circumstances which made the transfer a more satisfactory assignment. The Superintendent shall have the right to assign the employee to any position within the district and may from time to time assign or reassign the employees to other positions.
2. Filling Vacancies – Any certified vacancy is subject to being filled by administrative transfer. If it has been administratively determined that a transfer will not be made in filling a vacancy, interview with new applicants may be initiated.

## 6120 – REDUCTION-IN-FORCE: CERTIFIED PERSONNEL

It is the policy of the Dickson 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 means a teacher who:

a. for teachers employed by a school district prior to full implementation of the Oklahoma Teacher and Leader Effectiveness Evaluation System (TLE) as set forth in Section 6-101.10 of this title, has completed three (3) or more consecutive complete school years as a teacher in one school district under a written continuing or temporary teaching contract, or

b. for teachers employed for the first time by a school district under a written continuing or temporary teaching contract after full implementation of the Oklahoma Teacher and Leader Effectiveness Evaluation System (TLE) as set forth in 70 O.S. §7-101.10 :

(1) has completed three (3) consecutive complete school years as a teacher in one school district under a written continuing or temporary teaching contract and has achieved qualitative and quantitative a ratings of "superior" as measured pursuant to the (TLE) as set forth in 70 O.S. § 6-101.16 of this act for at least two (2) of the three (3) school years, with no rating below "effective",

(2) has completed four (4) consecutive complete school years as a teacher in one school district under a written continuing or temporary teaching contract, has averaged qualitative and quantitative ratings of at least "effective" as measured pursuant to the TLE for the four-year period, and has received a rating of at least "effective" for the last two (2) years of the four-year period, or

(3) has completed four (4) or more consecutive complete school years in one school district under a written continuing or temporary teaching contract and has not met the requirements of subparagraph a or b of this paragraph, only if the principal of the school at which the teacher is employed submits a petition to the superintendent of the school district requesting that the teacher be granted career status, the superintendent agrees with the petition, and the school district board of education approves the petition. The principal shall specify in the petition the underlying facts supporting the granting of career status to the teacher;

Probationary teacher means a teacher who:

a. for teachers employed by a school district prior to full implementation of the Oklahoma Teacher and leader Effectiveness Evaluation System (TLE) as set forth in 70 O.S. § 6-101.10 , has completed fewer than three (3) consecutive complete school years as a teacher in one school district under a written teaching contract, or

b. for teachers employed for the first time by a school district under a written teaching contract after full implementation of the Oklahoma Teacher and Leader Effectiveness Evaluation System (TLE) as set forth in 70 O.S. §has not met the requirements for career teacher as provided in paragraph 4 of this section;

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. 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 probationary teacher in an eliminated position will be terminated first.

B. 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 teacher.

C. 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.

D. 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:

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.

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.

E. If there is more than one probationary 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.

## 6125 – REDUCTION-IN-FORCE: SUPPORT PERSONNEL

The Dickson 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.

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.

## 6130 – REQUEST FOR TERMINATION OF EMPLOYMENT FOR CERTIFIED PERSONNEL

If by April 10, the Board of Education has not notified teachers (except teachers on temporary contracts) in writing by registered or certified mail that they will not be employed for the ensuing fiscal year, and if by April 25, such teachers have not notified the Board in writing by registered or certified mail that they do not desire to be re-employed in such school district for the ensuing year, such teachers shall be considered employed on continuing contracts and on the same salary schedule use for other teachers in the school district for the ensuing fiscal year. The employment and continuing contracts shall be binding on the teachers and on the school district.

1. Contracts for employment are offered to be eligible personnel during the spring or summer of the ensuing year. The period of time prior to April 25 is also the designated period for personnel serving continuing contracts to request a termination of the contract in force for the ensuing school year.
2. The contract of employment is a binding contract and may not be terminated by the employee without district approval.
3. The employees must submit a written request by certified mail to the Superintendent for the termination of a contract; however, the contract will not be terminated unless this is agreed to by the Superintendent and approved by the Board of Education.
4. Consideration for granting the request for termination will depend upon the termination date. The employees should not request a termination date prior to completing the current semester.
5. The employees must schedule a conference with the Superintendent as soon as possible when requesting termination.
6. If the Superintendent does not agree in writing to the termination of a contract, any resignation or other termination of this contract by the employees will result in the district's recommendation to the State Department of Education that the employee's certificates be suspended for the remainder of the current term.

## 6140 – SALARY SCHEDULE

### ARTICLE I – SALARY SCHEDULE

- 1.1 All teachers shall be paid according to the salary schedule attached in Appendix C. Teachers shall be placed on a schedule in accordance with the provisions in this article.
  - 1.1.1 All teachers with no previous teaching experience shall be placed on step 0.
  - 1.1.2 All teachers with teaching experience within the State of Oklahoma shall be credited with that experience and shall be placed on the appropriate step.
  - 1.1.3 All teachers with teaching experience outside the State of Oklahoma shall be credited with that experience as allowed by the state law and shall be placed on the appropriate step.
  - 1.1.4 Teachers shall receive one (1) year of teaching experience for each year of completed service in any category designated by state law and/or rules and regulations of the State Department of Education, as allowed by law.
  - 1.1.5 All teachers shall be placed on the appropriate degree classification as verified by official records, such as a college transcript. It will be up to each individual teacher to notify the Central Administration Office if said teacher qualifies for one of the interim scales. This must be done no later than August 15 of each new year.
  - 1.1.6 All teachers shall be placed at the appropriate step in accordance with these provisions at the beginning of the contract year.
- 1.2 Teachers on an eleven (11) month contract shall be compensated at the rate of one and one-tenth (1.1) of salary at the appropriate step. Teachers on a twelve (12) month contract shall be compensated at the rate of one and two-tenths (1.2) of the salary at the appropriate step. Employees working in State or Federally mandated programs shall receive additional compensation as stipulated by the governing agency.

### ARTICLE II – RETIREMENT

- 2.3 The Board will make available a 125 Cafeteria Style fringe program that will allow teachers to fringe retirement, insurance and other legal items.



#### ARTICLE IV – PAY DATE

4.1 Teachers shall be paid on or before the fifteenth (15<sup>th</sup>) of each month. If a pay date fails on or during school holidays, vacations or weekends, teachers shall receive their warrants on the last previous work day. All warrants for pay dates falling during the summer recess shall be issued to the teachers on or before June 15<sup>th</sup>. The Central Administration Office business manager will try to mail summer checks on Wednesday so checks will be received by Friday.

YEARS	BA		MA		DOCTORATE
0	\$	24,060	\$	25,166	\$ 26,272
1	\$	25,221	\$	26,327	\$ 27,433
2	\$	25,553	\$	26,659	\$ 27,765
3	\$	25,885	\$	26,991	\$ 28,097
4	\$	26,217	\$	27,323	\$ 28,429
5	\$	26,549	\$	27,655	\$ 28,761
6	\$	26,881	\$	27,987	\$ 29,093
7	\$	27,213	\$	28,319	\$ 29,425
8	\$	27,545	\$	28,651	\$ 29,757
9	\$	27,877	\$	28,983	\$ 30,089
10	\$	28,209	\$	29,315	\$ 30,421
11	\$	28,541	\$	29,647	\$ 30,753
12	\$	28,873	\$	29,979	\$ 31,085
13	\$	29,205	\$	30,311	\$ 31,417
14	\$	29,537	\$	30,643	\$ 31,749
15	\$	29,869	\$	30,975	\$ 32,081
16	\$	30,201	\$	31,307	\$ 32,413
17	\$	30,533	\$	31,639	\$ 32,745
18	\$	30,865	\$	31,971	\$ 33,077
19	\$	31,197	\$	32,303	\$ 33,409
20	\$	31,529	\$	32,635	\$ 33,741
21	\$	31,861	\$	32,967	\$ 34,073
22	\$	32,193	\$	33,299	\$ 34,405
23	\$	32,525	\$	33,631	\$ 34,737
24	\$	32,857	\$	33,963	\$ 35,069
25	\$	33,189	\$	34,295	\$ 35,401

## 6146 – SUPPORT SALARY SCHEDULE

### ARTICLE I – SALARY SCHEDULE

1.3 All teachers shall be paid according to the salary schedule attached in Appendix C. Teachers shall be placed on a schedule in accordance with the provisions in this article.

1.3.1 All teachers with no previous teaching experience shall be placed on step 0.

1.3.2 All teachers with teaching experience within the State of Oklahoma shall be credited with that experience and shall be placed on the appropriate step.

1.3.3 All teachers with teaching experience outside the State of Oklahoma shall be credited with that experience as allowed by the state law and shall be placed on the appropriate step

1.3.4 Teachers shall receive one (1) year of teaching experience for each year of completed service in any category designated by state law and/or rules and regulations of the State Department of Education, as allowed by law.

1.3.5 All teachers shall be placed on the appropriate degree classification as verified by official records, such as a college transcript. It will be up to each individual teacher to notify the Central Administration Office if said teacher qualifies for one of the interim scales. This must be done no later than August 15 of each new year.

1.3.6 All teachers shall be placed at the appropriate step in accordance with these provisions at the beginning of the contract year.

1.4 Teachers on an eleven (11) month contract shall be compensated at the rate of one and one-tenth (1.1) of salary at the appropriate step. Teachers on a twelve (12) month contract shall be compensated at the rate of one and two-tenths (1.2) of the salary at the appropriate step. Employees working in State or Federally mandated programs shall receive additional compensation as stipulated by the governing agency.

### ARTICLE II – RETIREMENT

2.4 The Board will make available a 125 Cafeteria Style fringe program that will allow teachers to fringe retirement, insurance and other legal items.

#### ARTICLE IV – PAY DATE

4.1 Teachers shall be paid on or before the fifteenth (15<sup>th</sup>) of each month. If a pay date fails on or during school holidays, vacations or weekends, teachers shall receive their warrants on the last previous work day. All warrants for pay dates falling during the summer recess shall be issued to the teachers on or before June 15<sup>th</sup>. The Central Administration Office business manager will try to mail summer checks on Wednesday so checks will be received by Friday.

## 6150 – EXTRA DUTY PAY SCHEDULE

See DEA negotiated agreement and the following page for the current year's extra duty pay schedule.

Activities/Athletic Director	\$5,000
Head Football Coach	4,000
Head High School Boys Basketball Coach	4,000
Head High School Girls Basketball Coach	4,000
Head High School Baseball Coach	3,000
Head High School Softball Coach	3,000
Head High School Fastpitch Coach	3,000
Head Track Coach (Boys)	1,500
Head Track Coach (Girls)	1,500
Head High School Cross Country Coach	3,000
Head Weightlifting (Sr. & Jr. High Combined)	2,000
Head Elementary Basketball Coach (Each)	750
Golf Coach (Boys & Girls Combined)	750
1 <sup>st</sup> Assistant Football coach	2,500
Other High School Football Assistants	1,000
Assistant High School Basketball Coach	1,500
Assistant High School Baseball Coach	1,500
Assistant High School Softball Coach	1,500
Assistant High School Fastpitch Coach	1,500
Assistant High School Cross Country Coach	1,500
Assistant High School Track Coach	1,500
Jr. High 7-8-9 Head Coach (Each Team)	750
Athletic Event Worker \$25 (3 games)	40
Special Education Director	5,000
Band Director	4,000
Vocal Music Director	2,000
Show Choir Director	1,500
Odyssey of the Mind Director	2,000
High School Cheerleading Sponsor	2,500
Jr. High Cheerleading Sponsor (per team)	750
Yearbook Sponsor	1,700
Speech/Drama Sponsor	1,500
Debate Sponsor	1,000
Early Childhood Director	1,000
Early Childhood Testing Worker (per day)	50
Drill Team Sponsor (7-8-9)	1,000
Drill Team Sponsor (10-12)	1,000
Jr. Class Sponsor (each up to 3)	500
Sr. Class Sponsor (each up to 3)	400
High School Student Council Sponsor	750

SADD Sponsor	150
Spanish Club Sponsor	250
Academic Bowl Sponsor (each)	500
Spelling Bee Coordinator	250
Staff Development Chairperson	500
FCA Sponsor (7-12)	300
Key Club Sponsor	500
Long Distance Learning	500
4-H Club Sponsor (per club)	250
Project Circle Coordinator	800
Project Circle Teach Assistants (6 <sup>th</sup> Grade) each	400
Districtwide Computer Coordinator/Trainer	500

## 6160 – SUBSTITUTE TEACHER PAY

Persons not holding a college or university degree will be paid a rate of \$36.50 per day. Persons holding a valid Oklahoma Teaching Certificate that is on file at the Superintendent's office will be paid at a rate of \$46.50 per day. Over 20 days will be considered on an individual basis and a determination will be made by the Superintendent of Schools as to the rate paid, not to exceed the daily rate of the teaching salary schedule at the entry-year level.

Effective Sept. 1, 1994, Substitute teachers without a valid teaching certificate will be allowed employment by a school district for a maximum of 70 school days during a school year with a limit of 20 days in the same assignment.

## 6170 – COMPLIMENTARY TICKETS AND PASSES

Dickson Public School, as a courtesy to its employees, extends complimentary passes to all school activities for its employees and their families.

Senior Citizen passes are available upon proof of eligibility through the high school building principal and/or activities director.

It is the Board of Education policy to allow all uniformed public officials complimentary admission to activity.

Other complimentary passes may be issued at the discretion of the Superintendent of Schools or the Board of Education.



## 6081 - WIRELESS TELECOMMUNICATIONS DEVICES

It is the policy of the Dickson 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 to 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.

School employees are prohibited from text messaging and/or using cell phones while driving a school bus or school owned driving a school bus or school owned vehicle. If an emergency situation arises, the employee shall remove the bus or vehicle from the roadway and place an emergency call to the appropriate legal authorities. Any employee found to have engaged in text messaging or the non-school emergency use of a cell phone while driving a school vehicle shall be subject to disciplinary measures which could include termination of employment.

Employees are also prohibited from text messaging and/or using cell phones during hours of instruction and/or hours of employment. Employees who are found to have engaged in text messaging and/or using cell phones during hours of instruction or hours of employment shall be subject to disciplinary measures which could include termination of employment.

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

## 6190 – PAYMENT POLICY

Salaries shall be on a twelve-month basis, payable on or before the 15<sup>th</sup> of each month from September through August.

If teachers resign prior to the end of the school term, they will receive accumulated summer salary funds. This is determined by dividing the total salary by 180 days to find the amount of salary per day the teachers earn. This amount will be multiplied by the number of day the teachers have taught. The amount paid will be deducted from the amount earned. The difference will be paid in a lump payment.

## 6195 – WORKERS' COMPENSATION

Workers' Compensation is carried on all Dickson Public School employees. Accidents or injuries must be reported to the building principal, supervisor, administrative assistant, and Superintendent at the time of injury.

## 6200 – FAMILY LEAVE

It is the policy of the Board of Education to provide up to 12 work weeks of unpaid leave to employees who have been employed at least one year in this school district, who have worked at least 1,250 hours during the previous 12-month period, and who have exhausted their sick leave, personal leave, and vacation time.

Eligible employees are those district employees who meet the above requirements and who request leave for one of the following reasons:

1. Birth, adoption, or foster placement of a child by an employee;
2. To care for a spouse, son, daughter, or parent who suffers from a severe health condition; or
3. For severe health condition the employee is experiencing.

Before an employee will be placed on unpaid family leave, the employee must first exhaust any accumulated sick leave, personal leave, and vacation time. Such sick leave, personal leave, and vacation time will be deducted from the 12 work weeks of eligibility.

If the Superintendent deems it necessary or desirable, an employee may be required to provide certification from a physician of the necessity of any leave requested. The Superintendent may require certification as to the date the medical condition began, the anticipated duration and prognosis, and medical facts about the medical condition and treatment.

If the Superintendent deems it necessary or desirable, the Superintendent may require a second opinion by a physician selected and paid for by the district. If the original opinion and the second opinion conflict, the district may require a third opinion at the district's expense. The conclusion of the third opinion will be final and binding upon the employee and the district.

If the family leave is granted for a continuing health condition, subsequent re-certification may be required at the discretion of the Superintendent.

Intermittent leave may be taken in lieu of continuous leave for the birth or adoption of a child only with the concurrence of the district. The employee must provide 30 days of advance notice or as many days of advance notice as are practical. Leave taken for serious health conditions of the employee or an eligible member of the employee's family may be taken intermittently without district concurrence. However, the employee may be transferred to another position that can better accommodate the employee's recurring absences. Such transfer will not reduce the employee's pay and benefits.

Upon completion of family leave, the employee will be entitled to return to the former position of employment with equivalent benefits and pay without loss of seniority or tenure. However, the leave time will not be counted toward tenure.

## 6210 – SICK LEAVE

- 1.1 Teachers shall be provided with sick leave in the case of personal illness, accidental injury or pregnancy; or illness or accidental injury in the immediate family (spouse, children, parents, siblings, mother-in-law, father-in-law). Sick leave may also be used for doctor's appointments.
- 1.2 Sick leave shall be granted to teachers at the beginning of each school year. Teachers on (10) month contracts shall receive ten (10) days per year; teachers on eleven (11) month contracts shall receive eleven (11) days per year; teachers on twelve (12) month contracts shall receive twelve (12) days per year.
- 1.3 Unused sick leave may be accumulated up to one hundred and twenty (120) useable days to be used as such, and/or toward an extra year of service. The Board shall advise each teacher of the number of days of sick leave he/she has accumulated at the beginning of each school year.
- 1.4 Upon returning to work after an absence for surgery or other hospitalization, the teacher may be required to bring a doctor's statement indicating that the teacher is able to return to work.
- 1.5 If, after exhausting all accumulated sick leave, a teacher is still unable to return to work, the teacher shall receive his/her salary less the amount actually or normally paid to a substitute teacher for a period of up to twenty (20) days. After the twenty (20) day period, the teacher will be placed on leave without pay.
- 1.6 As of June, 30 2000, those certified personnel having sixty (60) or more accumulated days of sick leave, will be frozen at that amount. Upon retirement from the Dickson Public School **only**, if any of those sick days are remaining, that person shall receive forty dollars (\$40) per accumulated day left. Leave transferred from another district shall not be subject to this payment or be counted in the 60 or more accumulated days frozen. Certified personnel shall not be able to accumulate any more days for retirement payout than what has been frozen in the above mentioned date. This agreement will remain in effect for one (1) year.
  - 1.6.1 Beginning with the 2000-2001 school year, each teacher will be paid \$250 per semester for sick leave incentive. The amount of fifty dollars (\$50) per full day missed and twenty-five dollars (\$25) per half day missed, will be deducted from this amount. Deductions will be for sick or personal days taken. The payment for days left per semester, if any, will be paid at semester's end.
- 1.7 Sick leave may be granted for a whole day or half day.

1.8 Sick Leave Bank – Teachers will be given the opportunity to participate in a sick leave bank with the following provisions:

1. The bank may be used for the same reasons that a teacher may legally take sick leave.
2. Membership will be voluntary. To participate each school year, a teacher must sign up by September 1.
3. There must be at least twenty (20) participants to begin the program.
4. Each teacher participating for the first time will donate three (3) days of sick leave provided that the teacher's total balance does not fall below thirty (30) days.
5. Days from the sick leave bank may not be used by an individual teacher until all of that teacher's sick leave days have been exhausted.
6. The Board Representative and the Association Representative shall determine as to whether a teacher meets the criteria above.
7. Anytime the sick leave bank falls below sixty (60) days, teachers will be asked to donate up to three (3) days.
8. If there is ever a question of abuse, a teacher requesting donated days must first provide the Board Representative and the Association Representative with a medical certificate from a licensed physician or health care provider verifying the severe or extraordinary nature and expected duration of the condition. Their decision will be final.

## 6220 – EMERGENCY LEAVE

See DEA Negotiated Agreement



## 6230 – PERSONAL BUSINESS LEAVE

- 2.1 Teachers shall be granted three (3) days of non-accumulated leave without loss of pay to conduct personal business that demands the teacher's presence at times when school is in session. If any day or days over the three (3) granted should be taken, the cost of those days will be  $\frac{1}{180^{\text{th}}}$  of that teacher's salary payable by a personal check or cashier's check to the administrative secretary on or before the next pay period.
- 2.2 Personal business leave should be requested in writing.
- 2.3 Except in emergency situations, personal business leave shall not be granted during the first two weeks or the last two weeks of school or on the day before or after a holiday or vacation unless a substitute can be found. For the purpose of this article, a week is defined as a calendar period from Monday through Friday during which students attend classes at least one (1) day.
- 2.4 Personal business leave may be granted for a whole day or half day.
- 2.5 Any unused personal business leave shall be rolled over into sick leave at the end of the school year. No payment for unused personal business leave will be made by the district.

## 6240 – PROFESSIONAL LEAVE/SCHOOL BUSINESS

3.1 Teachers may apply to the Superintendent for a leave to attend professional meetings, workshops or conferences to attend any meeting of a local, state or national education related board, committee, or commissions to which he/she has been elected or appointed. If the leave request is granted, the teacher shall not suffer a loss in pay or accumulated leave benefits for such absence.

## 6250 – MATERNITY LEAVE

See DEA Negotiated Agreement.

## 6260 – LEAVE WITHOUT PAY

Teachers who miss work for any reason other than those previously listed shall have deducted from their warrant an amount equal to  $1/180$  of their annual salary.

## 6270 – LEAVE OF ABSENCE

- 4.1 The Board may grant a career teacher an unpaid leave of absence for up to one (1) year.
- 4.2 Application for leave of absence without pay, which is to be effective at the beginning of the ensuing year, will be made on or before March 1. Applications, which are to be effective other than at the beginning of a school year, will be made at least three (3) months before the requested effective date. In the event that the above dates for application are not met, the teacher shall receive consideration for his/her application.
- 4.3 Teachers on approved leave of absence shall notify the Board of their intent to return and apply for reinstatement for the ensuing year by March 1. If application for reinstatement is not made by the above date, the teacher will be deemed to have resigned effective on the last day of the contract period for which the leave was granted.
- 4.4 A teacher returning from an approved leave of absence shall be placed on the appropriate step of the salary schedule in accordance with the provisions of this Agreement.
- 4.5 Upon returning from an approved leave of absence, the teacher will be assigned to the same position he/she held prior to the leave, if the vacancy exists. Otherwise, he/she will be assigned to another position for which he/she is qualified.
- 4.6 Upon returning from an approved leave of absence, the teacher shall have all accumulated sick leave reinstated. No additional leave shall accrue during the period of the leave of absence.
- 4.7 A teacher's service after returning from an approved leave of absence shall be considered to be continuous with his/her teaching service prior to said leave.

## 6280 – JURY DUTY

- 6.1 Teachers who are summoned to jury duty shall not suffer a loss of pay or accumulated leave as a result of such absence. Teachers shall deliver to the District all jury pay received exclusive of travel reimbursements.

## 6290 – PERSONNEL ABSENCE PROCEDURES

Records of all teacher absences, regardless of reason, shall be handled through the Superintendent's office. All records will be maintained in the Superintendent's office.

The building principal and/or designee shall be notified before 7:00 a.m. on the day teachers are to be absent so that suitable substitutes may be obtained.

Current lesson plans shall be made available for substitute teachers when they arrive for the school day.

Prior to or upon returning from an absence, it is the responsibility of employees to complete a Request for Employee Absence Form and to submit it to the building principal.

## 6300 – VACATION

The Dickson Board of Education grants two weeks paid vacation to all personnel under twelve month contracts after they have worked one year. The vacation dates for all employees shall be arranged by the Superintendent or administrative assistant. Vacation time cannot be accumulated.



## 6310 – DAILY WORK SCHEDULE

10.1 Unless assigned duties require otherwise, teachers will report for work at 7:55 a.m. and remain until 3:20p.m.

10.2 Meetings and/or conferences require by the administration may extend beyond the teacher workday. Except in the event of unforeseeable circumstances that require immediate attention, such meetings and/or conferences shall not be held more than once per week, on Fridays, the day preceding holiday or vacation periods, or before the teacher workday normally begins.

10.3 Except in the event of unforeseeable circumstances that require immediate attention, teachers shall be notified of meetings and/or conferences at least two (2) days in advance. To the extent possible, teachers will be notified of the items to be discussed at the meeting and/or conference. Teachers shall have the right to suggest items to be placed on the agenda.

## 6315 – FAIR LABOR STANDARDS ACT (FLSA) POLICY

### Statement of Policy

It is the policy of the Dickson Board of Education to comply fully with the Fair Labor Standards Act, its regulations, and relevant court decisions.

Further, it is the intent of the Dickson Board of Education to cooperate and provide all or any necessary records to stated and/or federal agencies and maintain said compliance records as required.

### FLSA Class Guide

Employees of the Dickson School System shall be designated as exempt or non-exempt as per Fair Labor Standards Act guidelines as follows:

<u>EXEMPT</u>	<u>NON-EXEMPT</u>
Certified Professionals	Support Personnel
Administrators	1. Secretaries
Teachers	2. Custodians
Counselors &	3. Bus Drivers
Special Education	4. Maintenance
Coordinators (Employees	5. School Lunch
Certified or non-certified who	
Spend at least 80% of their	
Time in supervisory or related	
Positions)	

## Overtime

By definition of the Fair Labor Standards Act, overtime must be paid for all hours over forty (40) worked by a non-exempt employee in a work week. Therefore, no non-exempt employee shall work more than forty (40) hours per work week unless prior approval is given by the Superintendent of Schools or Superintendent's designee.

All time during which an employee is required to be on the employee's premises or at a prescribed work place (except for meals, breaks, etc., when he/she is free of duty) is considered hours worked. Hours worked by an employee without the employer's permission or contrary to instruction may not be considered as hours worked.

## Work Week

The work week is a regular recurring period of 168 consecutive hours. Certain jobs may have other than normal work weeks defined at time of employment. However, a normal work week shall occur between 12:01a.m. Sunday through 12:00p.m. Saturday.

Compensatory time may be given to non-exempt employees under approved and agreed upon conditions. If release (work week adjustment) time is not given within the work week and is carried over into the next week, time-and-a-half must be allowed.

Compensatory overtime for non-exempt employees must be taken no later than the pay period immediately following the pay period in which it was earned. Overtime worked without prior authorization and/or in contradiction of instruction given by a supervisor as to hours to be worked will not be compensated in compensatory time or overtime pay. It is the decision of the school to allow overtime work.

## Procedures

As per the November 1985 Fair Labor Standards Act amendments the Dickson Board of Education adopts the following procedures regarding compensatory time.

Compensatory time may be given to non-exempt employees under approved and agreed upon conditions. Compensatory time given in lieu of overtime pay will be computed at a rate of not less than one and one-half hours for each hour of overtime worked. The maximum

compensatory time which may be accrued by an employee in any given pay period shall be 10 hours; further, no employee shall accrue more than 160 hours straight time equal to 240 hours compensatory time during one contract year. An employee who has accrued the maximum number of compensatory hours shall be paid overtime compensation in cash for any additional overtime hours of work.

An employee shall be permitted to use accrued compensatory time within a reasonable period after, if it is requested and if to do so would not unduly disrupt the operations of the employees job completion; provided, however, no employee shall be allowed to use more than 40 hours compensatory time during any given pay period. No employee shall be allowed to accrue or use compensatory time without prior approval of the Superintendent of Schools. Overtime worked without prior authorization and/or in contradiction of instruction given by a supervisor as to hours to be worked will not be compensated in compensatory time or overtime pay. It is the decision of the school to allow overtime work.

No employee of the Dickson School District may work two different non-exempt (FLSA defined) jobs for the school system unless the hours worked are not in direct conflict with each other. However, two jobs may be performed on an occasional or sporadic basis with the Superintendent's approval.

## 6320 – STAFF EVALUATION

In the Dickson Public School District, evaluation is defined as a mutual endeavor among all staff members and the Board of Education to improve the quality of the educational program. The school district and the individual educator jointly accept the responsibility for the improvement efforts to educate the students in our district. All staff members are expected to perform well in relation to their job descriptions, statements of objectives, and approved performance criteria. Evaluation is a system for documenting the criteria and the evidence of achievement by staff members.

The Board of Education hereby adopts an evaluation policy for all certified employees in compliance with 70 O.S. Sec. 101.10.

The performance of all certified staff members will be evaluated using criteria submitted by the evaluation committee and approved by the Board of Education. Each evaluation shall be based upon the evaluator's actual observation of the person being evaluated while performing the job function. The Superintendent will be evaluated by the building principal or supervisor as provided by law.

Every probationary teacher will be evaluated at least two (2) times each school year, once prior to November 15, and once prior to February 10. Every career teacher will be evaluated once every year prior to February 10. All personnel designated by the local Board to conduct personnel evaluations shall be required to participate in training conducted by the State Department of Education prior to conducting evaluations.

Evaluation reports will be completed on an approved evaluation form and be followed by a conference between evaluator and staff member. The form will be signed by both. If the evaluator indicates an area that is not satisfactory, a Professional Growth Plan will be developed by the evaluator and staff member. The plan will include a statement indicating how the district will assist with the improvement efforts. All evaluations shall be in writing. The evaluation documents and responses will be maintained in a personnel file for each evaluated person.

The Evaluation Committee (DEA), consisting of teacher and administrative representatives, will conduct yearly revisions of the evaluation policy and will be involved in the development or selection of procedures, criteria, and instruments for staff evaluation. The recommendations of the committee will be submitted for Board review and approval. Plans of improvement or Professional Growth Plans may be used at any time throughout the year. The building principal will be responsible for disseminating copies of the Evaluation Policy/Procedures, Professional Growth Plan forms, and evaluation instruments to all certified staff members.

## 6330 – TEACHER EVALUATION

OSSBA POLICY SERVICES	DNA-P	
<p style="text-align: center;"><b>TEACHER PERFORMANCE EVALUATION PROCEDURES</b></p> <p>During the <del>2013-2014</del> <u>2014-2015</u> school year, one hundred percent (100%) of the evaluation rating of teachers shall be based on the qualitative component of the TLE. As required by 70 O.S. § 6-101.10 for purposes of testing the TLE, the school district will incorporate the student academic growth and other academic measurement quantitative components of the TLE in <del>select option: (all) or (a representative sampling of school sites within the school district).</del></p> <p><u>For purposes of establishing baseline data, the school district shall incorporate the student academic growth ("SAG") and other academic measures ("OAM") quantitative components of the TLE. Each teacher for whom a Value Added Result is not available shall utilize a student learning objectives ("SLO") or student outcome objectives ("SOO"). An SLO/SOO is a measureable, long term academic goal that a teacher or teacher team sets at the beginning of the year for all students or subgroups of students.</u></p> <p><u>The SLO/SOO cycle consists of five steps: (1) development, (2) approval, (3) midcourse check-in, (4) final review of SLO/SOO attainment and scoring, and (5) discussion of summative rating and impact on practice. Initially, each administrator shall visit with teachers for whom a value added result is not available and shall require that a SLO/SOO be developed. SLOs/SOOs must demonstrate SAG impacted by the teacher in order to provide actionable feedback. The process for development of the SLO/SOO is as follows:</u></p> <ol style="list-style-type: none"><li>1. <u>Identification of core content and standards.</u></li><li>2. <u>Gather and analyze student data.</u></li><li>3. <u>Determine the focus of the SLO/SOO.</u></li><li>4. <u>Select or develop an assessment.</u></li><li>5. <u>Develop a growth target and rationale.</u></li></ol> <p><u>The SLO/SOO evaluation rating for each teacher will be based upon a scale of 1.00 to 5.00.</u></p> <p>The board of education shall annually approve a list of <del>other academic measures ("OAM")</del> from the list of options which have been approved by the State Board of Education. OAM are alternative instruments ensuring a robust teacher evaluation, capturing unique facets of effective teaching, and reflecting student academic performance impact by the teacher. Each teacher shall have at least two options that are grade level appropriate. The teacher shall be required to select an other academic measure from the list approved by the board of education that is relevant to the job duties assigned to that teacher. The other academic measure should be selected by the teacher with the understanding that the measure is to be utilized to provide actionable feedback to the teacher. If there are not at least two options of OAM listed on the approved OAM list that are relevant to the job duties of a teacher, two other relevant options will be provided by the board of education that meet the definition of other academic measure adopted by the Oklahoma State Board of Education prior to the expiration of the first nine weeks of school.</p> <p>The rating scale for each teacher shall be a 5 point scale, where 5 is Superior, 4 is Highly Effective, 3 is Effective, 2 is Needs Improvement, and 1 is Ineffective.</p> <p>The timeline for the evaluation process shall be as follows:</p> <ol style="list-style-type: none"><li>1. During the first nine weeks of school, each teacher shall do each of the following:<ol style="list-style-type: none"><li>a. Determine an academic area of focus for the teacher's students that will guide the other academic measures for the teacher.</li></ol></li></ol>		
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**TEACHER PERFORMANCE EVALUATION PROCEDURES (Cont.)**

- b. Administer a pre-assessment or locate data that can be used as a pre-assessment of the academic area of focus.
  - c. Select an other academic measure that will be used to measure the performance of the academic area of focus at the end of the school year (or after instruction for the academic area of focus is complete). Those teachers who receive an individual value added model score because they teach in a grade and subject that has state tests used for calculating individual value added model scores may substitute the value added model score (on a 5 point scale) for the other academic measure if they so choose.
  - d. Establish a SMART goal by the end of the first semester for the academic area of focus as measured by the other academic measure. SMART goals are Specific, Measureable, Attainable and Ambitious, Results-driven, and Time-bound. SMART goals should be established based on pre-assessment data. Teachers may collaboratively develop SMART goals and 5 point rating scales with peers.
  - e. Establish a 5-point rating scale, by the end of the first semester, for the SMART goal, where 5 is Superior, 4 is Highly Effective, 3 is Effective, 2 is Needs Improvement, and 1 is Ineffective.
  - f. By way of signature, receive agreement from the evaluator on the SMART goal and 5-point rating scale. If the teacher and the evaluator cannot agree on the SMART goal and 5-point rating process, the Superintendent shall provide mediation.
2. At the end of the school year (or after instruction for the academic area of focus is complete), all teachers shall consult with their respective evaluators to determine if the SMART goal was reached and what score will be assigned based on the previously agreed upon 5-point rating scale for the OAM. Documentation of student performance should be provided.
3. Because the results of many OAM are unavailable until after evaluations must be completed for re-employment decisions, other academic measure results will be calculated as 15% of teacher evaluations during the year following their attainment.
4. If a teacher encounters an extenuating circumstance including, but not limited to, extended illness, acceptance of a student teacher, natural disaster, flu epidemic, or those situations that materially impact the achievement of the teacher's students after a SMART goal has been agreed upon, the teacher shall be evaluated via the development of a high quality reflective analysis of their student performance and factors that contributed to the teacher's inability to reach expected targets.

The district shall utilize the other academic measure sample worksheet provided by the State Department of Education.

Data shall be collected by the evaluator on an ongoing basis in compliance with the system of evaluation selected by the board of education. The data shall be maintained in an evaluation file for the teacher. Final scores for the other academic measure component shall be determined by the end of the school year.

Adoption Date:

1-12-15

Revision Date(s): 9/1/13, 10/31/14

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## 6335 – ANNUAL REVIEW OF EVALUATION PROGRAM

The Evaluation Committee has reviewed the Dickson School District's Evaluation Policy/Procedures, evaluation instruments, Professional Growth Plan form, and the State Board of Education Guidelines relative to developing an evaluation procedure consistent with Oklahoma Law. The committee has also reviewed other evaluation procedures.

### COMMITTEE MEMBERS:

Teacher \_\_\_\_\_ Date \_\_\_\_\_

Teacher \_\_\_\_\_ Date \_\_\_\_\_

Teacher \_\_\_\_\_ Date \_\_\_\_\_

Teacher \_\_\_\_\_ Date \_\_\_\_\_

Teacher \_\_\_\_\_ Date \_\_\_\_\_

Teacher \_\_\_\_\_ Date \_\_\_\_\_

Teacher \_\_\_\_\_ Date \_\_\_\_\_

Principal \_\_\_\_\_ Date \_\_\_\_\_

Superintendent \_\_\_\_\_ Date \_\_\_\_\_

## 6340 – STAFF DEVELOPMENT

To comply with legislation the Staff Development Committee has outlined a program for the current school year to meet the needs assessment of the faculty. This legislation is designed so that all teachers will be better able to assist each student in receiving a better education.

The entire Staff Development Plan for the Dickson Public School district is on file in each of the buildings. All faculty members are encouraged to read the entire plan. Teachers are responsible for recording their points in their staff development file.

All points must be accumulated before June 1 of each year. The Staff Development Committee will meet during April to count the points and inform membership in writing of their accumulated points. Points earned after June 30 will be for the next school year. Teachers who have not accrued minimum required points may have a summer probationary period or 60 days to accrue the required minimum. After that time, the Board of Education may act on the matter as they feel the need.

Failure of teachers to meet the Board's staff development requirements may be grounds for non-renewal of such teachers' contracts. Such failure may be grounds for nonconsideration of salary increments affecting said teachers.

## 6345 – ASSAULT AND BATTERY

Title 70 O.S. Section 6-13, as amended effective on October 1, 1978, provides that persons who commit assault and battery upon school employees in the performance on their duties are subject to punishment by imprisonment in the county jail for a period not exceeding six months, by a fine not exceeding \$500.00, or both. Furthermore, persons who commit an aggravated assault and battery upon school employees in the performance of their duties are, upon conviction, guilty of a felony. Also, it is made clear under the amendment that school employees are not only teachers or administrators, but also “any duly appointed person employed in a school system for any purpose, including such personnel not directly related to the teaching process and school Board members during school Board meetings.”

Section 650.1, which became effective October 1, 1978, provides that persons who with intent to do bodily harm, commit an assault, battery, or assault and battery upon referees, umpires, timekeepers, coaches, players, or authority in connection with any amateur or professional athletic contest, are subject to punishment by imprisonment in the county jail not exceeding one year, by a fine not exceeding \$1,000.00, or both.

Section 21 O.S. 1978, Section 1377, provides that “it shall be unlawful for any person in attendance at an athletic or other public entertainment event, to project in any manner an object which could cause bodily harm to another person.” Persons violating this Section are subject to ejection from the event by the officials supervising the event. Also, a violation of this Section is deemed a misdemeanor punishable by a fine not exceeding \$100.00.

## 6348 – DRUG-FREE WORKPLACE

### Philosophy

The Board of Education and the administration recognizes and believes that the possession and/or use of illicit drugs and/or alcohol is unlawful, harmful to employees' health, and creates dangers in the workplace. Therefore, employees shall not expect any privacy in the school workplace, school-owned property, vehicles, or buildings.

Therefore, the following policy is enacted and the possession or use of drugs, drug paraphernalia, or alcohol will not be tolerated and will become conditions for dismissal.

### Policy Statement

All employees are absolutely prohibited from unlawfully manufacturing, distributing, dispensing, possessing, or using illicit or controlled substances or alcohol in the workplace.

Employees are hereby informed of the following:

9. Illegal drugs in the workplace are a danger to all. They impair safety and health, promote crime, lower productivity and quality, and undermine public confidence in what we do.
10. Information about alcohol and drugs may be obtained in the school library or from the local Area Prevention Resource Center (405-223-8455).
11. Drug and alcohol counseling, treatment, rehabilitation, and employee assistance may be obtained through the following:  
County Health Department, Department of Human Services, Mental Health and Substance Abuse Services of Southern Oklahoma, and other local programs.
12. Any employee using any form of mind modifying, mood modifying, controlled substances (other than personal prescriptions written by a licensed physician) shall be dismissed.
13. If conditions and circumstances justify, proper law enforcement officials will be notified and charges could be filed.

One of the following actions may be taken:

1. Appropriate personnel action up to and including dismissal.
2. Require employee to participate satisfactorily in a certified treatment/rehabilitation program.

## 6349 - STAFF MEMBERS AND SOCIAL NETWORKING SITES

The Superintendent and the School Principals will annually remind staff members and orient new staff members concerning the importance of maintaining proper decorum in the on-line, digital world as well as in person. Employees must conduct themselves in ways that do not distract from or disrupt the educational process. The orientation and reminders will give special emphasis to the following prohibited behaviors:

1. Improper fraternization with students using Facebook and similar internet sites or social networks, or via cell phone, texting or telephone.
  - a. Teachers may not list current students as “friends” on networking sties.
  - b. All e-contacts with students should be through the district’s computer and telephone system.
  - c. All contacts and messages by coaches with team members shall be sent to all team members, except messages involving medical or academic privacy matters, in which case the messages will be copied to the athletic director and the school principal.
  - d. Teachers will not give out their private cell phone or home phone numbers to students without prior written approval of the district and the parent of the minor student.
  - e. Improper private contact via e-mail or phone is prohibited.
2. Inappropriateness of posting items with sexual content
3. Inappropriateness of posting items exhibiting or advocating use of drugs and alcohol.
4. Monitoring and penalties for improper use of district computers and technology

The Superintendent or designees will periodically conduct internet searches to see if teachers have posted inappropriate materials on-line. When inappropriate use of the computers and websites is discover, the School Principals and Superintendent will download the offensive material and promptly bring that misconduct to the attention of the district’s legal counsel for review.

Employees who engage in any of the above-referenced prohibited behaviors are subject to the possibility of penalties, including dismissal from employment, for failure to exercise good judgment in on-line conduct.



## 6350 – DRESS CODE

The Board of Education expects all district employees to dress and groom themselves in a manner which inspires respect from students, parents, peers and the public. It is the responsibility of all employees to serve as role models for students and present a positive, professional image in language, behavior and dress. The mode of dress or grooming shall not be disruptive to the educational environment of the Dickson School District, as determined by the District.

### **Guide to Smart Business Casual Dressing for Work:** Overview and Introduction

This is an overview of appropriate smart business casual attire. Items that are not appropriate for the office are listed as well. Neither list is all-inclusive. The intent is to tell you what is generally acceptable as smart business casual attire and what is generally not acceptable as smart business casual attire. No dress code can cover all contingencies so employees must exert a certain amount of judgment in their choice of clothing to wear to work. If you experience uncertainty about acceptable, professional business casual attire for work, please ask **ahead of time**. A good rule of thumb is if you have to question it, it is better to err on the side of caution. Keep in mind you should always appear neat and clean. Remember we are here for student's education first and foremost.

A smart casual dress code includes a variety of options for men and women. Smart casual dress is a step up from business casual, but not as dressy as formal attire. Smart casual implies that employees have kicked their dressing up a notch from business casual in a smart and well-pulled-together look. The smart business casual look allows flexibility for personal taste in fashion and includes jackets, outfit-enhancing jewelry, dress pants, dress shirts, skirts, tailored sweaters, vests, ties, and matching accessories.

Clothing that reveals too much cleavage, leg, your waist, or undergarments are never appropriate for a place of business, even in a business casual setting.

In a business casual work environment, clothing should be pressed and never wrinkled. Torn, dirty, or frayed clothing is unacceptable. All seams must be finished. Any clothing that has words, terms, or pictures that may be offensive to other employees is unacceptable. Clothing that has the school logo is encouraged.

Dressing for success has three main effects for teachers:

1. Maintain respect
2. Establish credibility
3. Establish yourself as an authority figure

Inappropriate tattoos with explicit images or wording must be covered at all times.

**Appropriate attire for male employees:** Collared shirts; casual or dress slacks which include khakis, ties, sweaters, sport coats, polo shirts and dress or casual shoes with socks.

**Shirts:** t-shirts relative to education; blousy, dressy, fashionable, which could include collars, buttons, sweaters, cardigans, or layered look. -No graphic t-shirts (shirts with words, pictures, or logos)

**(Pre-K – 5<sup>th</sup> grade only)**

- **Shorts:** Dress shorts, trouser shorts, Bermuda shorts to the top of the knee, even dressy denim trouser shorts (to be worn in warm/hot weather 85 degrees or above)
- Pre-K - 5 have 3 outside duties and 1 lunch duty in one day!
- NO casual every day jean shorts

**Skirts:** Dressy, to the top of the knee, which could include denim with appropriate coordinating shoes

**Dresses:** To the top of the knee, including denim with appropriate coordinating shoes. Dresses that are strapless, or spaghetti straps must be worn with an undershirt with sleeves, or covered with a sweater, vest, jacket or an outer garment that covers the arm/back area

Leggings worn with dresses: dress must come to the top of the knee. If leggings are worn under a dress or skirt the hem must still fall no higher than two inches above the knee. If this is the case the leggings should be opaque and not to be confused with pantyhose.

**Wind Suits:** Wind suits are to be worn only on duty days, or bad weather days, as long as jacket and pants coordinate ( NO t-shirts with graphics, words, or logos)

**Jeans (or denim capris):** Jeans are to be worn on Friday or the last day of the week/Blue Day . They should be clean with no tears or holes and should be pressed or starched and ironed. Same for denim Capri's

**Professional Days:** Professional days are considered as collaboration days unless otherwise notified. Casual dress including sweats, wind suits, yoga pants etc. are acceptable.

Certain days will be declared dress down days, generally Fridays. On these days, jeans and other more casual clothing, although never clothing potentially offensive to others, are allowed. These days will be approved with your principal **in advance**. Examples include: science teachers in the lab, ag teacher during show time, art teachers amidst a project or prom, homecoming festivities, field trip days, etc.

**Weather accommodations:** On days that the wind chill is at or below 32 degrees farenheight and/or there is a heavy downpour of rain, jeans and wind suits are acceptable. If the weather is

frigid on your outside duty day jeans and wind suits are acceptable. Wind suits are not to be confused with sweat pants.

**Shoes:** Flip flops in warm weather, any shoes that coordinate with proper attire. Heels should be kept to a minimal small, comfortable shoe no more than three inches.

**Special occasions:** Pt conference days or when visitors are in our building – professional attire ONLY... NO wind suits, t-shirts, denim (jeans) or shorts

**Field trips:** casual wear to include jeans, shorts (must be to the knee) t-shirts (can be school spirit shirts but not limited to) tennis shoes, flip flops, sandals

**ABSOLUTE NO's (DO NOT EVER WEAR)** athletic shorts, dry fit shorts, oversized t-shirts, spaghetti straps (without cover) tank tops, sweats, any clothing that is considered revealing, or inappropriate attire to be worn in the presence of our students. No hats, caps, bandanas, or house-shoes

## **PHYSICAL EDUCATION/ATHLETIC DEPT.**

The following is the policy regarding staff and intern attire during business hours:

**Normal Business Attire:** Suit, skirt, jacket, dress, blouse, nice slacks are always appropriate and considered to be the normal work attire. They are required when representing the school at any public function or meeting with parents, vendors, and when representing our school at opposing games, etc. Collard Polo type coach's shirt and or coach's style wind suit with team color and/or mascot may be worn while coaching in games and/or scrimmages. No tee shirts, tank tops, or any other unauthorized attire will be worn. **(Tee shirts may be utilized while conducting practice only.)** Appropriate dress shoes should also be worn.

**Physical Activity Attire:** Wearing warm-up suits or collared shirts or t-shirts representative of Dickson Schools with coaching shorts or athletic shoes in the gym is appropriate immediately before or after practice or physical activity classes but should not be considered as normal classroom attire.

**Casual Days:** Every Friday or on other days designated by the athletic director or superintendent, casual attire may be worn. Casual attire is defined as jeans, dress or golf shorts of an appropriate length, shirts with collars, clean athletics shoes.

**Unacceptable Dress at any Time:** The following items are not professionally acceptable: sweatpants, gym shorts above knee level, dry fit shorts, cut-off shorts, tights (as pants), bib overalls, tank-tops. Appropriate athletic footwear must be worn at all times. "Flip Flops", sandals, and any other type of unauthorized non athletic footwear will not be allowed.

**Head Apparel:** such as visors and or ball caps are acceptable as long as said hats and or visors are color coordinated with team colors and or mascot, and are worn appropriately; sun protection hats are appropriate for coaches and physical education staff. Hats and visors must be worn facing forward at all times. Skull caps, bandannas, and any other type of unauthorized head apparel will not be allowed even if worn under an authorized coaching hat or visor.

It is our belief that appropriate coaching attire will help to create a more professional coaching environment.

### **Dress Code for Secretaries**

**Shorts:** Absolutely no shorts

**Capris:** Must be at least one inch below the knee

**Skirts:** To the knee or below, unless worn with leggings and then skirt can be worn two inches above the knee.

**Dresses:** Same as skirts as far as length and same as shirts as far as coverage on top part of dress.

**Shirts:** Need to cover the shoulders, tops will extend several inches below pants or skirt waistband, any low cut neckline shirt will be worn with an undershirt. No cleavage showing. No casual or athletic type t-shirts will be worn Monday through Thursday. Dickson t-shirts may be worn on Fridays only.

**Jeans:** No jeans except on Fridays. All jeans must be clean, with no holes, patches or frays.

**Sweat Suits:** Not permitted.

**Wind Suits:** Only on Fridays or when Mrs. Howe permits due to weather. These have to be complete wind suits. NO wind pants only are to be worn.

**Slacks:** Dress slacks are permitted.

### **Cafeteria Cooks Dress Code**

- Scrubs with no rips, holes, frays or inappropriate writing
- Scrubs are not to show any undergarments
- Jeans and a Dickson Spirit Shirt is to be worn on the last day of the week with no rips, holes, frays, or inappropriate writing.
- Good and comfortable non-skid soles with socks are acceptable
- No open toe, open heel, or flip flops are to be worn
- Hair nets are to be worn every day

- In warm weather crop pants to the knee or below with a scrub top is acceptable

If you do not comply with this dress code appropriate action will be taken.

### **Dickson Schools Custodian Dress Code**

- Jeans with no frays, rips, holes or wording, no low riders and does not show any undergarments
- Collared shirt with Dickson Schools logo at an appropriate length that does not show any undergarments
- Good working non-skid shoes with socks
- Jeans and a Dickson Spirit Shirt is to be worn on the last day of the week with no rips, holes, frays, or inappropriate writing.
- On warm days we are allowed to wear shorts that come to the knee or below and collared shirts with Dickson Schools logo. No walking shorts or tight fitting garments that are distasteful

### **Smart Business Casual Do's For Men:**

- jacket
- **blazer**
- cardigan
- dark slacks
- khaki slacks
- button up shirts
- long sleeved shirt
- tie is optional
- closed shoes
- dark socks
- polo shirts
- sweaters
- leather loafers
- boots
- belt

### **Smart Casual Do Not's For Men:**

- jeans
- denim jacket
- shorts
- flip flops or sandals
- t-shirts
- tank tops
- caps
- sports wear

### **Smart Business Casual Do's For Women:**

- knee length dress
- knee length skirt
- slacks
- blazer or cardigan
- capris
- jewelry
- accessories
- shawl
- shoes
- dressy flats
- dark wash trousers
- Layer with cardigan, blazer, jacket
- boots
- moderate heels or wedges
- scarves
- khakis
- dressy sandals

### **Smart Casual Do Not's For Women:**

- t-shirt
- slogans or logos on the top
- sportswear
- spaghetti strap tops
- tube tops
- tank tops
- short skirts
- stilettos
- distracting jewelry
- sheer clothing without camisole

## 6351 – PAYROLL DEDUCTIONS

The employees of Dickson Public Schools will be able to participate in insurance and annuity programs on a payroll deduction plan.

If teachers prefer to change or add a program, a minimum of 10 employees must desire to do so. This does not mean that programs cannot be changed; it means that they may not be payroll deductions. New plans may only begin September 1, of each school year.

Any employee must sign up to convert to Health Choice to continue their health insurance or complete a wavier form to drop their health insurance when leaving employment from Dickson Public Schools.

## 6352 – TEACHER RETIREMENT

2.3 The Board will make available a 125 Cafeteria Style fringe program that will allow teachers to fringe retirement, insurance and other legal items.



## 6354 – ADMINISTRATOR DUE PROCESS PROCEDURE

Whenever the Board of Education or the administration of the Dickson Public Schools determines it is necessary to dismiss or not reemploy a full-time certified administrator, the administrator is entitled to the following due process procedures:

1. A statement shall be submitted to the administrator in writing prior to dismissal or non-reemployment, stating the proposed action, listing the reasons for dismissal or non-reemployment, and notifying the administrator of his/her rights to a hearing before the Board of Education prior to the dismissal; or non-reemployment; and
2. A hearing before the Board of Education will be granted upon request by the administrator prior to the dismissal or non-reemployment. A request for a hearing must be submitted to the Board 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 within ten (10) days after receiving the written statement will constitute a waiver of the right to a hearing. The decision of the Dickson Board of Education concerning the dismissal or non-reemployment, following the hearing, will be final.

## 6355 – TEACHERS DUE PROCESS PROCEDURE

See DEA negotiated agreement.

## 6360 – NONCERTIFIED PERSONNEL RESPONSIBILITIES

### Custodial Staff Work Load

A frequency of operation schedule (immediately following page 2 of this policy) has been set up with the intention to imply action under normal conditions. Unusual conditions may bring about the need for more frequent operation in order to keep the building and grounds clean and orderly at all times.

### Care of Buildings

1. Opening Building – Outside doors to the building shall be opened by 7:00a.m. and locked by 5:00p.m. on all school days and at 4:00p.m. on days school is not in session, unless other times are designated.
2. Sweeping – In addition to sweeping all classrooms and offices daily, the corridors and entrances shall be swept at least twice each day.
3. Dusting – Furniture, window sills, and exposed shelves shall be dusted each week.
4. Blackboards and Cleaning – All blackboards and erasers shall be cleaned once each week or more often if in constant use.
5. Mopping and Cleaning – All corridors and stairways shall be mopped as often as is necessary to keep them clean. In some cases, it might be a daily task. All classrooms shall be scrubbed and waxed at least twice a year, usually during summer and winter vacations.
6. Windows and Shades – All windows shall be cleaned at least twice yearly. Shades shall be adjusted daily before leaving the building.
7. Restrooms – Restroom floors shall be maintained so as to meet desirable standards of cleanliness. Bowls, seats, urinals, and lavatories shall be cleaned daily. Woodwork, mirrors, etc. shall be cleaned each week. Marks on the walls shall be removed immediately.
8. Miscellaneous Cleaning – Drinking fountains shall be cleaned as often as necessary and at least twice daily. Wash bowls and sinks shall be cleaned at least daily. Ink spilled on the floor or furniture should be cleaned up at once.
9. Heating and Ventilation – The building shall be kept at a temperature of approximately 72 degrees unless otherwise directed by the superintendent of schools. Ventilation should be regulated so that sufficient fresh air is supplied. If a room becomes stuffy, it is usually best to open a number of windows for a short period of time rather than to keep a few windows open for a longer period of time.

### Care of Grounds

1. It shall be the custodian's responsibility to police the grounds and pick up rubbish and loose paper daily or as often as necessary.
2. It shall be the custodian's responsibility to remove snow from steps and building approaches.
3. The walks at the entrance shall be swept daily and kept clean and free from litter at all times. Door mats shall be taken out and cleaned frequently.
4. Lawns shall be kept trimmed and clipped at all times. Do not trim shrubbery unless directed specifically by the director of buildings and grounds.
5. Flags shall be flown on all days of the school year when the weather permits and during the summer on special days.

Frequency of Operation Schedule

Operation	Daily	Twice Daily	Weekly	Every 2 Weeks	Monthly	2 Times Per Year	Once a Year	As Often As Need Be
CLEANING								
Furn. & Woodwork								X
Windows (Outside)						X		
Windows (Inside)						X		
Inside Glass Doors			X					
Cupboard Glass			X					
Toilet Room Floors	X							
Toilet Bowls	X							
Toilet Seats	X							
Urinals	X							
Blackboards			X					
Erasers			X					
Toilet & Shower	X							
Partitions				X				
Removal of Garbage	X							
Handrails & Doorknobs				X				
Drinking Fountains		X						
Light Globes & Fixtures						X		

Cafeteria Manager Work Load

1. The cafeteria manager must be capable of performing every facet of the food service operation in the cafeteria that he/she manages.
2. The cafeteria manager must be capable of cross training all employees. This includes all current and newly hired employees.
3. All work load requirements of cooks and other food service personnel will also apply to the cafeteria manager.
4. The cafeteria manager will be responsible for directing food service employees in his/her cafeteria. This direction applies to menu guidelines and preparations, dress code requirements, labor hours and job duties, daily and misc. cleaning duties, safety procedures, and other instructions or regulations deemed necessary for implementation.
5. The cafeteria manager must follow the guidelines as set down by the USDA, the Oklahoma Department of Education, and the school’s food service authority. The school’s food service authority includes the Board of Education, Superintendent, Assistant Superintendent, and Food Service Director.
6. The cafeteria manager will also be responsible for completing all paperwork required by the school’s food service authority.

Cafeteria Cook Work Load

1. A cook must be capable of performing every facet of the food service operation in the cafeteria in which he/she works.
2. A cook must be capable of lifting heavy equipment and supplies. There will be a minimum lifting requirement of sixty pounds. Some objects may be heavier and require the assistance of another person.

3. A cook must be capable of standing in one place for a long period of time and also of bending, stooping, and pulling objects. He/she must also be capable of repetitious use of the hands, such as scooping cookie dough or pinching bread dough.
4. A cook must be capable of preparing food according to the instructions of the cafeteria manager and the school's food service authority.
5. All cooks are required to follow proper sanitary and safety procedures put in place by the school's food service authority.

## 6370 – NONCERTIFIED PERSONNEL WORK SCHEDULES

See ESPO negotiated agreement.

## 6380 – NONCERTIFIED LEAVE POLICIES

See ESPO negotiated agreement.

6390 – SUSPENSION, DEMOTION, TERMINATION OR  
NON-REEMPLOYMENT OF SUPPORT PERSONNEL

A support employee is defined as a full time employee of the school district as determined by the standard period of labor which is customarily understood to constitute a minimum of 172 days and who provides those services not performed by professional educators or licensed teachers, which are necessary for the efficient and satisfactory functioning of the school district.

A support employee who has been employed by the school district for more than one (1) year shall be subjected to suspension, demotion, termination or non-reemployment only for cause as set out herein. Regardless of cause, any support employee can be laid off for lack of funds or lack of available work.

After any suspension, or prior to any demotion, termination, or non-reemployment, a support employee shall receive notice of the right to a hearing. The hearing shall be conducted by the Board of Education. All notices shall be by certified mail with the postmark used to determine the timeliness of the notice. Failure of the employee to request a hearing within ten (10) working days of such notice shall be considered a waiver of the employee's right to a hearing.

Non-reemployment shall mean non-renewal of a support employee's contract upon expiration of the contract.

If an employee is to be suspended for a period in excess of ten (10) days, the Superintendent of the district shall initiate proceedings for termination and shall follow those procedures set out above. In any case involving a criminal charge or indictment, the suspension may be delayed until the employee's case is adjudicated at the trial.

If the employee selects a hearing before the local Board of Education, the hearing shall be conducted at the next succeeding, regularly scheduled meeting if the request for the hearing was received by the Board of Education at least ten (10) days prior to the next, or next succeeding, regularly scheduled meeting. At the request of the employee or at the discretion of the Board of Education, the Board can call a special meeting to conduct the requested hearing which shall be held no sooner than ten (10) days nor later than thirty (30) days after receipt of the employee's request.

The decision of the Board of Education at the hearing shall be final.

The following are causes for suspension, demotion, termination, or non-reemployment:

Failure to arrive at work on time.

Leaving work without permission prior to lunch periods or leaving early at the end of the work day.

Excessive absences.



Wasting time or loitering during working hours.

Falsification of any records.

Possession of weapons while at work.

Removing district property, records, or confidential information from premises without proper authority.

Willful abuse, misuse, defacing, or destruction of district property, including tools, equipment, or property of other employees.

Theft or misappropriation of property of employees, students, or the district.

Sabotage

Refusal to follow instructions of supervisors.

Refusal or failure to complete work assignments.

Unauthorized operation of machines, tools, or equipment.

Making, false, vicious, or malicious statements concerning employees, supervisors, or the district.

Creating disturbances on the premises at any time.

Creating or contributing to unsanitary conditions.

Possession, consumption, or reporting to work under the influence of alcohol, non-prescribed drugs, or controlled substances.

Disregard of known safety rules.

Unsafe operation of motor-driven vehicles.

Operating machines or equipment without safety devices provided.

Gambling, lottery, or any other game of chance on district property.

Unauthorized distribution of literature on district property.

Posting or removing notices, signs, or writing in any form that is posted on bulletin boards of district property without specific authority of the administration.

Immoral conduct or indecency, including abusive or foul language.

Personal calls during work hours except for emergencies.

Smoking in an unauthorized area at any unauthorized time.

Refusal of a job transfer within the district if the transfer does not result in a demotion.

Abuse of breaks, including lunch breaks.

Violation of any district or administrative rules or policies.

When it is in the best interest of the school district, support employees may be suspended, demoted, terminated, or non-reemployed.

Conviction of a crime involving moral turpitude.

Conviction of a felony.

Criminal sexual activity or sexual misconduct.

## 6410 – BUS DRIVERS FO ACTIVITY TRIPS

See ESPO negotiated agreement.

## 6411 - BUS DRIVERS AND USE OF TECHNOLOGY

School bus drivers are prohibited from text messaging and/or using cell phones while driving a school bus or school owned vehicle. If an emergency situation arises, the bus driver shall remove the bus from the roadway and place an emergency call to the appropriate legal authorities. Any bus driver found to have engaged in text messaging or non-school emergency use of a cell phone while driving school vehicle shall be subject to disciplinary measures which could include termination of employment.

8.2 Employees and people that live in the School District will be given first choice for activity and out of town trips. (This includes the Mannsville transportation Area)

### **ARTICLE 8.3 – ACTIVITY TRIPS**

8.3 The Board agrees to pay wages for activity trips at the rate of seven dollars and fifty cents (\$7.50) per hour. Time will begin from the time the bus leaves the school and will end when it returns to the school. The minimum wage paid for an activity trip will be fifteen dollars (\$15.00). Substitute drivers will be used for activity trips whenever possible. In the event that a substitute driver cannot be found and a regular driver must take the trip, the Board agrees to pay the cost of the substitute driver for the regular bus route. Overnight trips- \$7.50 per hour, up to 6 hours; \$3.00 per hour thereafter.

8.4 The activity trips shall be determined on a seniority basis. The drivers will be listed in order on a chalk board in the bus barn. Trips will be taken on a rotation basis.

8.5 Full time employees of the school, with working hours during the day from 8:00-5:00, will not be paid for the first eight (8) hours on activity trips, but anything over their regular work hours, will be paid at the rate of \$7.50 per hour. Full time employees will not be paid for driving routes that are driven during their regular work time.

### **ARTICLE 8.6- CUSTODIAN/MAINTENANCE WORKERS DRIVING A REGULAR BUS ROUTE**

8.6 Maintenance and/or custodial workers will be allowed to drive a regular bus route providing it does not interfere with their regular job and their work is completed to their supervisor's satisfaction.

8.7 Bus drivers will follow the guidelines set forth by the State Department of Transportation Manual, Section III enclosed.

8.8 All route drivers will be responsible for their route first. If activity trips interfere with regular working routes, a substitute driver will take the activity trip. In special cases the Superintendent could make an exception.

## **SECTION VIII- EMPLOYMEN OF SUPPORT PERSONNEL**

9.1 Applicants that live in the school district will be given priority for positions in which they are qualified, both on a full time and substitute bases. (This should include the Mannsville Transportation area)

9.2 Support employees who are presently employed by Dickson School will have priority for job vacancies because of retirement or an employee resigning, if the employee applying is qualified for the position, with the proper experience and training. This will be determined by the Superintendent of Schools.

## 6420 – TRAVEL CLAIM POLICY

### STAFF AND BOARD MEMBERS

Purchase orders for travel are automatically issued at the beginning of the year for individuals who have frequent traveling expenses. For all other claimant, it is the responsibility of each claimant to make sure that they have a purchase order in for reimbursement prior to attending the activity.

Daily travel claims should be turned in at the beginning of “each” month for the preceding month. Receipts must be signed, dated and itemized by the individual and attached to the travel claim. They must be approved and dated by your supervisor. There must be a receipt for each expenditure, except mileage. All restaurant tickets must be initialed by the waitress or waiter and must have a heading on the ticket indicating the name and location of the restaurant.

Overnight trip reimbursements are the same as above. Hotel check outs must be itemized.

(i.e. your room number, taxes, phone calls). If there is a workshop in Ardmore or a surrounding town, the claimant may be reimbursed for actual expenses.

Cellular phones are available for check out on an as needed basis.

Travel claims are available for travel expenses only i.e.: lodging, mileage, tolls, parking

#### **Room Service:**

Room service charge is not reimbursable

Itemized receipts of meals must be provided for reimbursement

#### **Credit Card Slips:**

Slips that have itemized detail of food and/or beverage items are the only ones acceptable. The receipt authorizing the card credit will not be acceptable. An itemized receipt must be attached.

#### **Expenditures not reimbursed:**

Valet Parking

Movies

Laundry

Tip for bellhop and handling luggage

Bar Tabs

#### **Registration:**

Attach a copy of registration from the conference details and a copy of canceled check.

**Vehicles:**

Use a school vehicle if available or appropriate

Car rentals – only on pre-approved basis from a member of administration

Taxi cabs – reimbursed only if you can get a receipt

**Telephone charges on hotel bill**

Business phone call only – indicate who and purpose

Overnight trips – each individual claimant is entitled to one personal call home daily to check on personal business. Calls must be as brief as possible.

If the hotel charges for local calls, a limit of no more than two per day will be reimbursed.

**Any claim that does not follow any or all of this policy will not be reimbursed.**

# **Section 7000**

## **Instruction**

## 7005 – OKLAHOMA SCHOOL TESTING PROGRAM ACT

The Board of Education has on file information concerning the proper meaning and use of tests administered pursuant to the Oklahoma School Testing Program Act. These materials have been developed by the Oklahoma Department of Education. All such information will be made available to all students, parents of students and the public at large during each school semester.



7007 – PROFICIENCY BASED PROMOTION

OSSBA POLICY SERVICES		EIAE
<p style="text-align: center;"><b>PROFICIENCY BASED PROMOTION</b></p> <p>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.</p> <p>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.</p> <p>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:</p> <ol style="list-style-type: none"><li>1. Social Studies</li><li>2. Language Arts</li><li>3. The Arts</li><li>4. Languages</li><li>5. Mathematics</li><li>6. Science</li></ol> <p>C. <del>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.</del> Students may obtain credit by examination in lieu of Carnegie Units for courses, but subject to compliance with the Oklahoma School Testing Program.</p> <ol style="list-style-type: none"><li>1. <u>Courses not tested under the Oklahoma School Testing Program.</u></li></ol> <p><u>The school district will make available assessment tools to determine proficiency for credit by examination for courses without corresponding Oklahoma School Testing Program assessments. The assessment tools will be aligned to the school district's curriculum and will accurately measure the student's demonstration of sets of competencies in standards adopted by the State Board of Education.</u></p> <ol style="list-style-type: none"><li>2. <u>Courses tested under the Oklahoma School Testing Program.</u></li></ol> <p><u>If a student seeks to "test out" of a course under the Oklahoma School Testing Program, a student must obtain a score of at least "Proficient" on the Oklahoma School Testing Program assessment corresponding to the course.</u></p> <p>D. Qualifying students are those who are legally enrolled in the local school district.</p> <p>E. The district will not require registration for the proficiency assessment more than one month in advance of the assessment date.</p>		
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**PROFICIENCY BASED PROMOTION (Cont.)**

- 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. Failure to demonstrate proficiency will NOT be noted on the student transcript.
  - 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, emotional, and intellectual needs of the student will be used in the consideration of the promotion/acceleration decision 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.
  - 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;

**PROFICIENCY BASED PROMOTION (Cont.)**

- 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

**Adoption Date:**

1-12-15

**Revision Date(s):** 10/29/14

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OSSBA POLICY SERVICES		EIAE-P																																				
<p style="text-align: center;"><b>PROFICIENCY BASED PROMOTION TESTING PROCEDURES</b></p> <p>The test adopted by the Board of Education is the Oklahoma Proficiency Test by Riverside Publishing Company through the Oklahoma Test Proficiency Coop. Test packets include teachers' directions for the various grade levels, scoring guides, outcome statements, and technical reports. Tests and answer sheets cover the following subject matter:</p> <table><tr><td><u>Grades 1-7</u></td><td><u>Grades 9-12</u></td></tr><tr><td>Reading</td><td>Oklahoma History</td></tr><tr><td>Mathematics</td><td>U. S. History</td></tr><tr><td>Science</td><td>World History</td></tr><tr><td>Language Arts</td><td>Government</td></tr><tr><td>Social Studies</td><td>World Geography</td></tr><tr><td></td><td>English I, II, III, IV</td></tr><tr><td><u>Grade 8</u></td><td>General Mathematics</td></tr><tr><td>Reading</td><td>Pre-Algebra</td></tr><tr><td>Mathematics</td><td>Algebra I, II</td></tr><tr><td>Science</td><td>Geometry</td></tr><tr><td>Language Arts</td><td>Spanish I</td></tr><tr><td>Civics</td><td>French I</td></tr><tr><td></td><td>Physical Science</td></tr><tr><td></td><td>Earth Science</td></tr><tr><td></td><td>Biology I</td></tr><tr><td></td><td>Chemistry I</td></tr><tr><td></td><td>Physics</td></tr></table> <p><u>All new or currently enrolled students have an opportunity to request a proficiency assessment for the purpose of evaluating appropriate grade or course placement. New students will have thirty (30) days from the enrollment date to request a proficiency assessment. A request may be initiated by a new student or the student's teacher, parent, or legal guardian.</u></p> <p><u>All students shall be provided with at least two (2) opportunities per school year to obtain course credit through examination in each required curriculum area. A request may be initiated by a student or the student's teacher, parent, or legal guardian.</u></p> <p>The following are the steps to be taken when a proficiency assessment is requested:</p> <ol style="list-style-type: none"><li>1. Within five days of receipt of a request to demonstrate proficiency, the principal will coordinate a meeting with all parties concerned: the principal, parents, counselor, teacher(s), and possibly the student. The meeting will be to determine the best possible means of assessing the student's proficiency in the selected area(s), when the assessment will start, where the assessment will take place, and to obtain the parent's or guardian's consent to give the proficiency assessment.</li><li>2. The principal will request a proficiency assessment from <u>Test Coordinator</u>, giving them the date and areas that are to be tested. <u>test Coordinator</u> will advise the principal when the assessment may be obtained.</li></ol>			<u>Grades 1-7</u>	<u>Grades 9-12</u>	Reading	Oklahoma History	Mathematics	U. S. History	Science	World History	Language Arts	Government	Social Studies	World Geography		English I, II, III, IV	<u>Grade 8</u>	General Mathematics	Reading	Pre-Algebra	Mathematics	Algebra I, II	Science	Geometry	Language Arts	Spanish I	Civics	French I		Physical Science		Earth Science		Biology I		Chemistry I		Physics
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	Chemistry I																																					
	Physics																																					
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## PROFICIENCY BASED PROMOTION, TESTING PROCEDURES (Cont.)

3. The principal will go to the <sup>test coordinators</sup>   A   office and pick up the assessment the day before testing. The person actually giving the assessment will receive the test and make all necessary preparations for the assessment. No person other than the principal, the test administrator, and the student may see the assessment either before or after the assessment is given.
4. The assessment will be given following the directions of the publisher.
5. After the assessment is completed, it will be scored by the tester and taken to the principal. The principal will then coordinate a meeting with all parties concerned: the principal, parents, counselor, teacher(s), and possibly the student. The purpose of the meeting will be to discuss the results of the assessment. After the meeting the score sheet and the test will be destroyed.
6. If the score is        % or better, the appropriate grade will be posted to the student's permanent record and credit given towards graduation. The student will be allowed to enroll in the next higher level in that particular subject area. If the score is below        %, all records of the test shall be destroyed and the records treated as if no assessment was ever requested or given. Failure to demonstrate proficiency in an assessment shall not be noted on a student's transcript. Decisions regarding promotion of students who demonstrate proficiency in a required curriculum area shall be determined as follows:
- The school will confer with the parent or legal guardian in making decisions regarding student placement or promotion. Such factors as social, emotional, and intellectual needs of the student will be considered.
  - 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 be included in the permanent record of the student.
  - If a student is being assessed in a set of competencies that is part of a curriculum sequence, the student may demonstrate proficiency in any sequence recommended by the school district.
  - Options for accommodating a student's needs for advancement after a student has demonstrated proficiency may include, but are not limited to, the following:
    - Individualized instruction
    - Correspondence courses
    - Independent student
    - Concurrent enrollment
    - Cross-grade grouping
    - Cluster grouping
    - Grade/course skipping
    - Individualized education programs
    - Supplemental online courses

## 7010 – PROMOTION AND RETENTION OF STUDENTS

In general, students will be placed at the grade level to which they are best adjusted academically, socially, and emotionally. As a usual practice, students will spend one year in each grade. A small number of students, however, may benefit from staying another year in the same grade. Such retention may be considered when:

1. The student is in grades K-3 or, on very rare occasions, when the student is in grades 4-8.
2. The student is achieving significantly below ability and grade level.
3. Retention would not cause an undue social or emotional adjustment.
4. Retention would have a reasonable chance of benefiting the student totally.

The following will be the procedure for deciding retention or promotion:

1. The student's parent or teacher may request that the student be retained.
2. A committee consisting of the student's teacher, a counselor, an administrator, and the student's parents will review the student's progress and will consider the request.
3. The approval committee will be guided by the following factors:
  - a. Chronological age
  - b. Social maturity
  - c. Emotional maturity
  - d. Physical development
  - e. Work and study habits
  - f. Attendance record
4. The approval committee will recommend retention or promotion and specify the factors relating to the decision. The recommendations will be submitted to the building principal for final decision. That decision will be forwarded to the Superintendent for his or her information and review.
5. Only in unusual circumstances should a student be retained more than once.
6. Appeals to the decision of the building principal may be brought to the Board through the Superintendent.

# 7012 – GRADUATION REQUIREMENTS

OSSBA POLICY SERVICES	EIED
<p style="text-align: center;"><b>GRADUATION REQUIREMENTS</b></p> <p>The <u>Dickson</u> 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 <u>24</u> units of credit be earned in the subject areas listed below to be eligible for graduation. All 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:</p> <ul style="list-style-type: none"> <li>4 units of English to include Grammar, Composition, Literature, or any English course approved for college admission requirements;</li> <li>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;</li> <li>3 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;</li> <li>3 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;</li> <li>2 units of the same foreign or non-English language or two units of computer technology approved for college admission requirements, whether taught at a high school or technology center school, including computer programming, hardware, and business computer applications, such as word processing, databases, spreadsheets, and graphics, excluding keyboarding or typing courses;</li> <li>1 additional unit selected from the above categories or career and technology education courses approved for college admission requirements; and</li> <li>1 unit or set of competencies of fine arts, such as music, art, or drama, or 1 unit or set of competencies of speech.</li> </ul> <p>In order to graduate from the district with a standard diploma, students shall complete the following core curriculum units at the secondary level:</p>	
Adoption Date: 1-12-15	<div>Revision Date(s): 9/23/98, 7/27/99, 7/26/00, 5/16/02, 7/22/02, 10/3/03, 9/22/04, 6/16/05, 12/15/05, 11/1/06, 9/1/07, 6/7/11, 10/18/13, 5/28/14, 10/23/14</div> <div>Page 1 of 5</div>

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<sup>1</sup> and
- 2 units which may include:
  - Algebra II
  - Geometry<sup>1</sup>
  - 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
- A science, technology, engineering and math (STEM) block course.

Science

- 3 units or sets of competencies
  - 1 unit of Biology I<sup>1</sup> 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
- A science, technology, engineering and math (STEM) block course.

<sup>1</sup> 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

 $\frac{1}{2}$  to 1 unit of United States Government $\frac{1}{2}$  unit of Oklahoma History $\frac{1}{2}$  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

**Adoption Date:**

1-12-15

**Revision Date(s):** 9/23/98, 7/27/99,  
7/26/00, 5/16/02, 7/22/02, 10/3/03,  
9/22/04, 6/16/05, 12/15/05, 11/1/06,  
9/1/07, 6/7/11, 10/18/13, 5/28/14,  
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OSSBA POLICY SERVICES		EIED
<p><b>GRADUATION REQUIREMENTS (Cont.)</b></p> <p>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.</p> <p><i>(OPTIONAL LANGUAGE)</i></p> <p><i>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.</i></p> <p>Every student shall demonstrate mastery of the state academic content standards in the following subject areas in order to graduate from a public high school with a standard diploma.</p> <ul style="list-style-type: none"><li>a. Algebra I;</li><li>b. English II; and</li><li>c. Two of the following five:<ul style="list-style-type: none"><li>1. Algebra II,</li><li>2. Biology I,</li><li>3. English III,</li><li>4. Geometry, and</li><li>5. United State History.</li></ul></li></ul> <p>To demonstrate mastery, the student shall attain at least a satisfactory/proficient score on the end-of-instruction criterion-referenced tests administered for these courses. The State Board of Education has approved a process for alternative tests and an alternative method for students to demonstrate mastery, including exceptions and exemptions to these requirements for unusual circumstances, as required by law.</p> <p>Students with disabilities whose individualized education program indicates that they are to be assessed with alternative achievement standards through the Oklahoma Alternative Assessment Program may be eligible to graduate from a public high school with a standard diploma after failing to meet the end-of-instruction requirements of state law, if a determination is made by the local school district that the student:</p> <ul style="list-style-type: none"><li>1. Obtains a written recommendation from the student's teacher of record in consultation with the teacher in each subject in which the student failed to meet the requirements of the end-of-instruction examination. The recommendation must be supported by the principal by documentation demonstrating the acquired knowledge of the student by alternative measures as required by the individualized education program.</li><li>2. Completes remediation opportunities to the extent required by the individualized education program.</li><li>3. Retakes the exam in each subject in which the student failed to meet the end-of-instruction requirement if the individualized education program requires retake opportunities.</li><li>4. Maintains at least a C average or the equivalent in each subject in which the student failed to pass the end-of-instruction examination.</li><li>5. Meets all other district graduation requirements.</li></ul>		
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OSSBA POLICY SERVICES		EIED
<p><b>GRADUATION REQUIREMENTS (Cont.)</b></p> <p>End-of-instruction testing shall not be required for those students who qualify as follows:</p> <ol style="list-style-type: none"><li>1. Students who score ten percent (10%) above the cut scores approved by the State Board of Education for the American College Testing Program (ACT), the Scholastic Aptitude Test (SAT), ACT plan or Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test (PSAT/NMSQT) alternative tests shall be deemed to have satisfactorily demonstrated mastery of state academic content standard in the subject areas for which alternative tests have been approved and shall be exempt from taking the end-of instruction criterion-referenced tests in the subject areas of Algebra II, English III, Geometry, or United States History.</li><li>2. Students who have a score that is equal to or above the cut scores approved by the State Board of Education for the Advanced Level Examination Program (CLEP) or International Baccalaureate (IB) alternative tests shall be deemed to have satisfactorily demonstrated mastery of state academic content standards in the subject areas for which alternative tests have been approved and shall be exempt from taking the end-of-instruction criterion-referenced tests in the subject areas of Algebra II, English III, Geometry, or United States History.</li><li>3. Students who have a score that is equal to or above the cut scores approved by the State Board of Education for the Advanced Placement course exams, ACT, Workkey's job skills assessment, College-Level Examination Program (CLEP) or International Baccalaureate (IB) alternative tests shall be deemed to have satisfactorily demonstrated mastery of state academic content standards in the subject areas for which alternative tests have been approved and shall be exempt from taking the end-of-instruction criterion-referenced tests in the subject areas of Algebra II, English III, Geometry, or United States History.</li></ol> <p><u>All course credit earned through examination by students in required curriculum areas shall be appropriately noted on the student's transcript and/or student record. Completion may be recorded with a letter grade or pass notation, credits earned by a student through examination in accordance with the provisions of 210:35-27-2 shall be transferrable to or from any other school district within the State of Oklahoma in which the student was enrolled, is currently enrolled, or may be enrolled. Credit for units of secondary coursework in curriculum areas required for graduation count toward meeting the requirements for the high school diploma.</u></p> <p>Beginning with the 2015-2016 school year, all students shall be required to receive instruction in cardiopulmonary resuscitation (CPR) and the awareness of the purpose of an automated external defibrillator at least once between ninth grade and high school graduation. A school administrator may waive this requirement for an eligible student who has a disability. A student may also be excused from this requirement if a parent or guardian of the student objects in writing.</p> <p><b>REFERENCE:</b> 70 O.S. § 11-103.2c 70 O.S. § 11-103.6 70 O.S. § 1210.199 70 O.S. § 1210.508 70 O.S. § 1210.523</p>		
<b>Adoption Date:</b> 1-12-15	<b>Revision Date(s):</b> 9/23/98, 7/27/99, 7/26/00, 5/16/02, 7/22/02, 10/3/03, 9/22/04, 6/16/05, 12/15/05, 11/1/06, 9/1/07, 6/7/11, 10/18/13, 5/28/14, 10/23/14	<b>Page 5 of 5</b>

## 7015 – RECOGNITION OF HONOR STUDENTS

During the commencement exercises, students graduating with a 4.0 or higher grade point average (GPA) will be recognized. These students will receive medals and will be designated with the title of “Honor Graduates”.

## 7020 – CLOSING OF SCHOOL DUE TO INCLEMENT WEATHER

When extreme weather conditions exist, the Superintendent of Schools may cancel school. A decision to close school will be made by 6:45a.m. and will be broadcast on all local television and radio stations. School will not be dismissed early in the school day unless absolutely necessary because of working parents.

## 7030 – SCHOOL CALENDAR

### **August**

11-12 Professional Days  
13 First Day of Classes

### **September**

1 Labor Day (No School)  
15 Professional Collaboration Day

### **October**

10 End of Quarter 1  
(41-3)  
  
13 Begin Quarter 2  
15 Parent/Teacher Conferences  
16-17 Fall Break

### **November**

24-28 Thanksgiving Break

### **December**

17 End of 2nd Quarter  
(41-0) (82-3)  
  
18-Jan 2 Winter Break

### **January**

5 Back to School  
Beginning of 3rd Quarter  
19 Martin Luther King Day (No School)

### **February**

16 Professional Collaboration Day

### **March**

6 Parent/Teacher Conferences  
End of Quarter 3  
(43-1)  
  
9 Beginning of 4th Quarter  
16-20 Spring Break

### **April**

3 Snow Day (Good Friday)  
10 Snow Day

### **May**

12 Last Day For Students  
13 Professional Day  
End of Quarter 4 and Semester 2  
(40-1) (83-2) (165-5)

## 7035 – CAPITAL IMPROVEMENT PLAN

The Board of Education has developed and adopted a capital improvement plan for the Dickson School System. This plan is reviewed and updated annually by the Board of Education. The plan is submitted every four (4) years to the State Board of Education. The plan is on file at the administration office.



## 8050 – POLICY AND PROCEDURES FAMILY EDUCATIONAL RIGHTS AND PRIVACY REGULATIONS (FERPA)

Within the first three weeks of each school year, the Dickson School District will publish in the Daily Ardmoreite a notice to parents and eligible students of their rights under the FERPA and this policy. This 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 of an eligible student when the student enrolls during the school year.

The notice will include the following:

1. The right of all students' parents and eligible students to inspect and review the student's education records.
2. The intent of the Dickson School District 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 of 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 record 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 of the eligible student's request.
4. The right of any person to file a complaint with the U.S. Department of Education, if the Dickson School District violates the FERPA.
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.

This district will arrange to provide translations of this notice to non-English speaking parents in their native tongue.

### Statement of Rights

Parents and eligible students have the following rights under the Family Educational Rights and Privacy Act and this policy.

1. The right to inspect and review the student's education record.
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 U.S. Department of Education.
5. The right to be informed about FERPA rights and obtain a copy of the policy.

All rights and protections given under the FERPA and this policy transfer to the student when he or she reaches age 18 or enrolls in a post-secondary school. The student then becomes an "eligible student".

## 8050 – FERPA POLICY

### Procedures to Inspect Education Records

Parents of students and eligible students may inspect and review the student's education records upon request. In some circumstances, it may be mutually more convenient for the record custodian to provide copies of records. 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 parents and eligible students wish to inspect records where they are maintained, school principals will make every effort to accommodate their wishes.

Parents of eligible students should submit to the student's school principal a written request which identifies as precisely as possible the record or records he or she wishes to inspect.

The principal (or other 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).

If for any valid reason, such as working hours, distance between records location sites, or health of a parent or eligible student who cannot personally inspect and review a student's education records, the Dickson School District will arrange for the parent or eligible student to obtain copies of the records. 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 Dickson School District will not deny parents or eligible students any rights to copies of records because of the following published fees. Where the fees represent an unusual hardship, it may be waived in part or entirely be right to make a charge for copies such as transcripts it forwards to potential employers or to colleges and universities for employment or admissions purposes. No records will be faxed.

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.
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. This fee will be from no cost to ten cents per page. (Actual copying costless hardship factor.)

Unless the fee prevents a parent from exercising the right to inspect and review the student's educational record, the agency may charge a fee for a copy of an educational record which is made for the parent or eligible student.

### Directory Information

The Dickson School District purposes to designate the following personally identifiable information contained in a student's education record as "directory information," and it will disclose that information without prior written consent.

1. The student's name.
2. The name of the student's parents.
3. The student's date of birth.
4. The student's 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 as a member of an athletic team.
8. The student's photograph.
9. The school or school district the student attended before he or she enrolled in the Dickson School District.

Within the first three weeks of each school year, the Dickson School District will publish in the Daily Ardmoreite the above list, or a revised list, of the 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 parents or eligible students have been notified, they 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 that student.

At the end of the two week period, each student's records will be appropriately marked by the records custodian indicating 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 Dickson School District will use the following criteria to determine who are school/agency/institution 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 employed 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.
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, an auditor for the period of his or her performance as an employee or contractor.
6. A person employed by any other educational agency/institution in which the student is enrolled or plans to enroll or is placed.

School/agency/institution 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/agency/institution employee's position description approved for the student's education.
2. Perform a supervisory or instructional task directly related to the student's education.
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 Dickson School District will only release information from or permit access to a student's education record with a parent or eligible student's prior written consent except 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, agency, institution or a post-secondary school, the district will not further notify parents or eligible student prior to such a transfer of records. Parents and students have the right to obtain copies of records transferred under this supervision.
2. When a 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 in order 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.
- d. Enforce the agreement between the provider and the receiver of financial aid.
- 4. If the state law adopted before November 19, 1974 required certain specific items or information to be disclosed in personally identifiable form from student records to state or local officials.
- 5. When the Dickson 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.
- 6. To accrediting organizations to carry out their accrediting functions.
- 7. To parents of eligible students if the parents claim the student as a dependent as defined by the Internal Revenue Code of 1954.
- 8. To comply with a judicial order or lawfully issued subpoena. The district will make a reasonable effort to notify the student's parents or the eligible student before making a disclosure under this provision.
- 9. 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 that student.

The Dickson 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 or 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.
- 4. Time is an important and limiting factor in dealing with the emergency.

Dickson School District officials may release information from a student's record if the student's parent or the eligible student gives his/her 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 or the organization of the class of persons or organizations to whom the disclosure is to be made.
- 4. The parent's or the student's signature.
- 5. The date of the consent and, if appropriate. A date when the consent is to be terminated.

The student's parent or the student may obtain a copy of any records disclosed under this provision.

The Dickson 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 assure the school that the information will be disclosed in accordance with 99.31.

#### Records of Requests for Access and Disclosures Made from Education Records.

The Dickson School District will maintain an accurate record of all requests 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, each 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, or 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.
- 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.

The record will not include requests for access or access granted to parents of the student or to an eligible student, requests for access or access granted to officials of the Dickson School District or other agencies/institutions who have legitimate educational interest in the student, 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 the disclosure of, directory information designated for that student.

#### Procedures to Seek to Correct Education Records

Parents of students and eligible students have a right to seek to change any part of the student's record they believe is inaccurate, misleading, or in violation of student rights. (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. 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 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 which he or she believes is inaccurate, misleading or in violation of students 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. If the record is changed at this level, the method and result must satisfy the requester.

If the custodian cannot change the record to the requester's satisfaction or the record does not appear to be obviously incorrect, he/she 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 identify the item and state whether the requester believes the item:

1. Is inaccurate and why.
2. Is misleading and why.
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/she will affect 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 custodian decides the record is correct, he/she will make a written summary of any discussions with other officials and of his/her findings in the matter. He/she 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). He/she will then make a decision concerning the request and complete the steps at this decision level. Ordinarily, this level of the procedure should be completed within two weeks. If it will take longer, the Superintendent will notify the requester in writing of the reasons for the delay and a date when the decision will be made.

If the Superintendent decides the record is incorrect and should be changed, he/she will advise the record custodian to make the changes. The record custodian will advise the requester of the change as he/she would if the change had been made at the second level.

If the Superintendent decides the record is correct, he/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 the 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/she designates, to discuss acceptable hearing officers, convenient times, and a satisfactory site for the hearing. (The district will not be bound by the positions on these items but will, so far as possible, arrange the hearing as the requester wishes.)
4. Advise that the requester may be represented or assisted in the hearing by other parties, including an attorney, at the requester's expense.

### Fourth Level Decision

After the requester has submitted (orally or in writing) his 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 one 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, the record should be changed or remain unchanged.

The school superintendent will prepare the district's decision within two weeks of the hearing. That decision will be based on the summary of the evidence presented at the hearing and the hearing officer's recommendation. The district's decision will be based solely on the evidence presented at the hearing. However, the Superintendent may overrule the hearing officer if he/she 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.
2. If the decision is that the district will not change the record, the superintendent will notify the requester that the record is correct and will not be changed. He/she will also:
  - a. Send a copy of a summary of the evidence presented at the hearing and written statement of the reasons for the district's decision.
  - b. Advise the requester that he/she may place in the student's education record an explanatory statement which states the reasons he/she disagrees with the school district's decision and/or the reasons he/she believes the record is incorrect.

### Final Administration Step in the Procedure

When the Dickson School District receives an explanatory statement from a requester after a hearing, it will maintain the statement as part of the student's education record as long as it maintains the questioned part of the record. The statement will be attached to the questioned part

of the record and whenever the questioned part of the record is disclosed, the explanatory statement will also be disclosed.

Copies of the policy will be available for parent and eligible student review in the principal's office of each school building and at the Superintendent's office.

## 7040 – CURRICULUM PROCEDURES

It is the policy of the Dickson Public Schools to use consistent plan for teaching in all schools. The K-12 curriculum guides include all courses offered and are written in a specific format developed by the district, and are aligned with Priority Academic Student skills established by the State of Oklahoma. Each guide represents a cooperative effort by teachers to identify scope and sequence, expected student outcomes, and course content in order to improve student learning in every subject area. Teachers will annually review and revise all curriculum guides.



## 7045 – CURRIUCLUM REVIEW

The Board of Education each year reviews the courses of instruction. The purpose of the review is to determine whether each child is receiving adequate instruction in the basic skills of reading, writing, English, the use of numbers, science, and citizenship. The Board of Education desires that all students of Dickson Public Schools attain competency in a variety of areas to include language, social studies, and communication. The annual review of the Board of Education shall be presented to the State Board of Education.

## 7046 – EDUCATIONAL DEVELOPMENT AND IMPROVEMENT

The Board of Education has adopted a plan of educational development and improvement which is on file at the administration office. The plan has been submitted to the State Board of Education and shows that the Dickson School District can meet all of the provisions of state statutes regarding educational development and improvement. The Board of Education has established an advisory planning committee which includes teachers and parents, each committee will hold at least one (1) public hearing, and adopt a four (4) year school improvement plan for the school district. Each plan will include stated goals that clearly delineate educational expectations, and shall be updated on an annual basis. The plan shall also include a specific program of improvements through academic skill reinforcement and/or remediation pursuant to the provisions of the instructional program in the basic skills area as defined under the curriculum review policy. The school improvement plan shall be submitted to the State Board of Education.

## 7050 – LIBRARY MEDIA CENTER COLLECTION/MATERIAL SELECTION POLICY

### Introduction

The Dickson Public School Board of Education hereby declares it is the policy of Dickson Public Schools to provide a wide range of instructional materials on difficulty levels suitable for students of grades PreK-12 with diversity of appeal and different points of view.

Instruction in the use of library media centers should begin during childhood years and continue as a goal of the formal education process in order to prepare individuals for the independent information retrieval essential to sustain lifelong professional and personal growth.

### Statement of Mission

The mission of the Dickson Public School Library Media Program is to assist students in the development of the skills necessary for independent lifelong learning. Emphasis is placed on the appreciation of enjoyment of literature and the motivation of reading for pleasure as well as for information.

To accomplish this mission, library media specialists and teachers work cooperatively to plan and provide units of study which integrate information skills with classroom content. Through these instructional experiences, students learn and apply skills which enable them to locate, select, evaluate, interpret, organize, and communicate information.

A partnership is essential to the success of this mission. It requires the support of the administration, the active involvement of teachers and the instructional/organizational skills of the library media specialist.

### Statement of Philosophy

Since the task of American education is to blend the individual good and common good, Dickson Schools seek, fundamentally, to prepare the pupil for a life of personal satisfaction and social usefulness. The school strives at the same time to aid the student to see the need for balance between individual desires and the general welfare.

Much personal freedom is granted to Dickson students, and they are treated like adults so long as they make wise use of that freedom.

Specifically, the Dickson Schools seek to confirm and strengthen the following educational philosophy:

1. That each student be encouraged to master the laws of learning by studying to know and retain rather than to recite.
2. That each student be helped to discover and develop his/her potential and self-confidence.
3. That each student be stimulated to develop skills, initiative, independence, respect for the ability of others, respect for constituted authority, and acceptance of responsibility.
4. That each student gain a true understanding of his/her American heritage, love of freedom, reliance upon moral and spiritual forces, and a deep conviction that the American way of life yields the greatest of human values.
5. That each student be inspired to formulate a personal philosophy by which they can live, so as to become broadminded, emotionally mature, friendly, courageous, and exemplary in conduct.

The Board of Education and media staff of the Dickson Public Schools subscribe in principle to the statement of policy expressed by the American Library Association's Library Bill of Rights (Exhibit A).

### Responsibility for Selection of Materials

The Board of Education, the governing body of the school district, is legally responsible for the selection of instructional materials. This authority is delegated to the professional personnel of the district for the selection of these materials.

Materials for the library media center are selected by the library media specialist with the cooperation of the faculty, the administration, and, when appropriate, students and parents.

### Criteria for Selection of Materials

The criteria for selection of materials will include the following:

1. Material will be selected which will supplement the curriculum, support the educational, civic, and cultural activities of groups and organizations, and encourage constructive use of leisure time. Materials are not excluded because of race, nationality, religion, or political views 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 library media center shelves because of partisan or doctrinal disapproval.

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. Nonfiction and fiction, where applicable, 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, recognized reviewing tools such as the following are used: Booklist, Senior High School Library Catalog, Junior High School Library Catalog, School Library Journal, Horn Book, The Elementary School Library Collection: A Guide to Books and Other Media Bulletin of the Center for Children's Books, VOYA, SDE Book List, et.al.
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 or producer.
  - c. Timeliness or permanence of the materials.
  - d. Importance of subject matter to the collection.
  - e. Authoritativeness.
  - f. Reputation and standards of the publisher or producer.
  - g. Price.
  - h. Readability and popular appeal.
  - i. Quality of writing and illustrations.
  - j. Appearance of the title in material selection aids.

### Gift Books and Materials

Gift books and materials are judged by basic selection standards and are accepted with the understanding that they meet the same selection criteria as materials purchased.

The practice of a donor's purchasing new books or materials as library media center gifts is discouraged, it is preferable that donors make nonmonetary gifts for purchase of books and materials, because the school district receives a discount and can purchase more books for the same amount of money.

Gift books and other materials, once accepted by the Dickson public Schools, become the property of the Dickson Schools.

#### De-Selection of Materials

Regular inventory of library media center materials will provide valuable information for the selection and de-selection (weeding) process. Materials shall be removed from the collection with following criteria in mind:

1. Physical deterioration, obsolescence, and appropriateness for the current needs of the school community.
2. Materials in which any significant portion of the information is outdated.
3. Duplicate copies, materials no longer used or of slight utility, almanacs, yearbooks, and encyclopedias that have been superseded by newer editions.
4. Outmoded, unused, or irreparable equipment.

#### Guidelines for Reconsideration of Materials

In order to maintain the school's responsibility to provide information and enlightenment, censorship of materials shall be challenged. The Board of Education has adopted the following policy for dealing with the censorship of media center materials:

1. It is recommended that a student or his/her parent should have the right to reject the use of library media center materials which seem incompatible with his/her values and beliefs.
2. It is further recommended that classroom assignments involving library media materials provide for alternative choices.
3. However, no parent has the right to determine the reading matter for students other than his/her own children.
4. Any parent or guardian who wishes to request reconsideration of any media center materials must follow the procedures below:
  - a. An objection in writing must be filed with the building principal, specifying the request on the "Request for Reconsideration of Educational Materials". The request must be signed and identified so that a reply may be given.
  - b. If the principal is unable to satisfy the complaint during an informal conference held within ten days of receipt of formal request, he/she should refer the matter to the Staff Review Committee composed of: a library media specialist, principal, two teachers in the subject matter field of the challenged material, and one parent.
  - c. No administrator, media specialist, or teacher should agree to withdraw an item without referring it to the Review Committee which determines whether the material should be withdrawn from any or all schools.
  - d. The committee shall review the material and judge whether it conforms to the above stated principles and to those principles stated in the American Library Association's Library Bill of Rights. The committee shall read and examine challenged media by using the following suggested procedure:
    - 1) Read or view entire media selection.
    - 2) Check general acceptance of materials by reading professional reviews.
    - 3) Meet to discuss the media and prepare a report on the decision of the committee. This decision will result in reinstatement, restriction, or removal of the material.
    - 4) The decision of the committee is submitted to complainant within thirty days, and a file of the objection and decision will be kept by the library media specialist, school office, and the administrative office.
  - e. In the event that the complainant does not accept the decision of the Review Committee, he/she may appeal to the Board of Education through the Superintendent. The final decision then rests with the Board of Education.

### Reproduction of Copyrighted Materials

It is the intent of the Board of Education to delineate, enforce and abide by the provisions of current copyright laws as they affect the school and its employees.

Copyrighted materials, whether they are print or non-print, will not be duplicated unless such reproduction meets “fair use” standards or unless written permission from the copyright holder has been received.

Details about “fair use” (that copying which is allowed by federal law) will be made available to all teachers. A summary of these standards will be posted or otherwise made easily available at each machine used for making copies.

The Board of Education does not sanction illegal duplication in any form. Employees who willfully disregard the district’s copyright position are in violation of Board of Education policy and do so at their own risk while assuming all liability responsibility.

### 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 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 and 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 facilities available on an equitable basis, regardless of beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948. Amended February 2, 1981, June 27, 1967, and January 23, 1980, by the ALA Council.

**Section**

**8000**

**Students**

## 8001 – STUDENT RESIDENCY

It is the policy of the Dickson Board of Education that the residence of any child for school purposes shall be the legal residence of the parents, guardian, or person having legal custody who holds legal residence within the district as defined in 70 O.S. §1-113 (C). ~~Provided that such parent, legal guardian, person, or institution having legal custody contributes in a major degree to the support of such child. Provided, further, that any~~ A child residing in the district who is entirely self-supporting shall be considered a resident of the school district if the child works and attends school in the school district. Questions concerning legal residence of children shall be determined pursuant to procedures utilized by the State Department of Education in accordance with 70 O.S. §1-113.

### **(This paragraph is optional)**

An adult who does not fall within the categories listed above, who holds legal residence in the district, and who has assumed permanent care and custody of the child may file an affidavit with the school district attesting that custody has been assumed. The affidavit must include the reasons for assuming custody. The residency officer shall consider the facts of each case and shall approve residency only if it is demonstrated that the custody arrangement is permanent and the adult contributes in a major degree to the support of the child.

The superintendent or designee may require the submission of evidence of residency in order to determine whether the student is eligible to attend the public schools or programs without payment of nonresident tuition. Such evidence may include, but is not necessarily limited to, the following:

1. Proof of payment of local personal income tax or ad valorem taxes;
2. Title to residential property in the district, or a valid unexpired lease agreement, or receipts for payment of rent on a district residence in which the applicant actually resides;
3. Proof of provisions of utilities;
4. A valid, unexpired motor vehicle operator's permit or motor vehicle registration;
5. Maintenance of voter registration;
6. Notarized affidavit verifying residency and that the affiant has assumed the permanent care and custody of the student. (The filing of a false affidavit shall be subject to punishment in accordance with 70 O.S. §1-113(A)(1).)

### **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



## **STUDENT RESIDENCY (Cont.)**

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
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
7. Transportation services.

Residency

Officer

The school district designates Building Principals as residency officers.

The residency officer may be contacted by calling the school district at 580 223-9557 or by writing to the residency officer at the following address, or by personally visiting the residency officer at 4762 State Hwy 199, Ardmore, OK 73401

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.

**STUDENT RESIDENCY (Cont.)**

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.*

**Adoption Date: 9/8/14**

**Revision Date(s): 9/21/92,11/20/92,  
3/11/94, 7/5/94, 9/2/94,10/21/94,  
7/25/96, 8/29/96, 7/21/97, 2/3/98, 9/8/98,  
7/16/02, 7/8/14** \_\_\_\_\_

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8003 – POWER OF ATTORNEY

1. "I certify that I am the parent or legal custodian of:

\_\_\_\_\_  
(Full name of minor child)

\_\_\_\_\_  
(Date of birth)

\_\_\_\_\_  
(Full name of minor child)

\_\_\_\_\_  
(Date of birth)

\_\_\_\_\_  
(Full name of minor child)

\_\_\_\_\_  
(Date of birth)

**(minor child(ren))."**

2. "I designate \_\_\_\_\_  
(Full name of Attorney-in-fact)

\_\_\_\_\_  
(Street address, city, state and zip code of Attorney-in-fact)

\_\_\_\_\_  
(Home phone of Attorney-in-fact)

\_\_\_\_\_  
(Work phone of Attorney-in-fact)

as the attorney-in-fact of each minor child named above."

3. "I delegate to the attorney-in-fact all of my power and authority regarding the care, custody and property of each minor child named above, including but not limited to the right to enroll the child in school, inspect and obtain copies of education records and other records concerning the child, the right to attend school activities and other functions concerning the child, and the right to give or withhold any consent or waiver with respect to school activities, medical and dental treatment, and any other activity, function or treatment that may concern the child. This delegation shall not include the power or authority to consent to marriage or adoption of the child, the performance or inducement of an abortion on or for the child, or the termination of parental rights to the child." or
4. I delegate to the attorney-in-fact the following specific powers and responsibilities (write in):

\_\_\_\_\_  
This delegation shall not include the power or authority to consent to marriage or adoption of the child, the performance or inducement of an abortion on or for the child, or the termination of parental rights to the child."

**Power of Attorney (Con't)**

5. "This power of attorney is effective for a period not to exceed one year, beginning \_\_\_\_\_, 20\_\_\_\_, and ending \_\_\_\_\_, 20\_\_\_\_. I reserve the right to revoke this authority at any time."

By: \_\_\_\_\_ (Parent/Legal Custodian signature)

6. "I hereby accept my designation as attorney-in-fact for

\_\_\_\_\_  
(Minor child(ren)) as specified in this power of attorney."

\_\_\_\_\_  
(Attorney-in-fact signature)

State of \_\_\_\_\_

County of \_\_\_\_\_

**ACKNOWLEDGEMENT**

Before me, the undersigned, a Notary Public, in and for said County and State on this \_\_\_\_\_ day of, \_\_\_\_\_, 20\_\_\_\_, , personally appeared \_\_\_\_\_ (Name of Parent/Legal Custodian) and \_\_\_\_\_ (Name of Attorney-in-fact), to me known to be the identical persons who executed this instrument and acknowledged to me that each executed the same as his or her free and voluntary act and deed for the uses and purposes set forth in the instrument. Witness my hand and official seal the day and year above written.

\_\_\_\_\_  
(Signature of notarial officer) (Seal, if any)

\_\_\_\_\_  
(Title and Rank)

My commission expires: \_\_\_\_\_

**REFERENCE: 10 O.S. § 701**

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**Adoption Date: 2014 Legislative Session**

## 8005 – SEPERATION OF MULTIPLES/TWINS/TRIPLETS/ OR OTHER SIBLINGS

Dickson Public Schools will consider each set of multiples on a case-by-case basis when placing students. The decision to separate multiple siblings will take into consideration the preference of parents and the best interest of the children.

## 8010 – REPORTING POSSIBLE CHILD ABUSE OR NEGLECT

Because of their sustained contact with children, school employees are in a position to identify abused children and refer them to the appropriate agency for treatment of injuries and for protection from further abuse.

Therefore, in order to comply with State Law, it is the policy of the Dickson Public Schools that any employee having reason to believe that a child under the age of 18 has had physical injury or injuries inflicted upon him or her by other than accidental means where the injury appears to have been caused as a result of physical abuse, sexual abuse, or neglect, shall report the matter promptly to the counselor, principal or to the Department of Human Services. Documentation of such reporting is kept in the counselor's confidential file.

State Law provides that it shall be a misdemeanor for any person to knowingly and willfully fail to promptly report any incident described above. Further, school district disciplinary action may be brought against the school employee who fails to report suspected child maltreatment.

## 8020 – INFORMATION CONCERNING STUDENTS

Oklahoma School Law states that it shall be unlawful and a misdemeanor for teachers to reveal any information concerning students which is obtained in their capacity as teachers except as may be required in the performance of contractual duties.



## 8021 – STUDENT DIRECTORY INFORMATION POLICY

Dickson School District will maintain and release “directory information” without the parent’s prior written consent, unless the parent – or student if over 18 – informs the district that any or all of the following information should not be released without prior consent:

- Student’s name, address, telephone listing, and date/place of birth.
- Parent or lawful custodian’s name, address, and telephone listing.
- Major field of study and grade level classification (examples: elementary, 7<sup>th</sup> grade, sophomore).
- Student’s participation in officially recognized activities and sports.
- Weight and height of the members of athletic teams.
- Dates of attendance, dates of enrollment, withdrawal, and re-entry.
- Diplomas, certificates, awards, and honors received.
- Most recent previous educational agency or institution attended by the student.

Each year the Dickson Public School District will give public notice of the categories of information which it considers directory information regarding students in the district. The school will allow ten days from date of such public notice for parents to inform the Superintendent in writing of specific directory information pertaining to such student that should not be released without prior consent of the parent, legal custodian, or the student if over the age of eighteen. If no objection is received within ten days of the official notification, the information will be classified as directory information until the beginning of the next school year.

## 8022 – INTERNET AND OTHER COMPUTER NETWORKS ACCEPTABLE USE AND INTERNET SAFETY POLICY

The Dickson 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

2. **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.

Unacceptable Uses of Network. Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:

1. 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 and 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.

2. 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.
3. 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.
4. 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.

Netiquette. All users must abide by rules of network etiquette, which include the following:

1. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
2. 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.
3. 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.
4. 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.

**Cyber Bullying** – Cyber bullying is when one or more people intentionally harm, harass, intimidate, or reject another person using technology. This included but is not limited to the following:

- Sending mean or threatening messages via email, IM (instant messaging), or text messages
- Spreading rumors about others through email, IM, or text messages.
- Creating a Web site or MySpace (or other social-networking) account that targets another student or other person(s).
- Sharing fake or embarrassing photos or videos of someone with others via a cell phone or the Web.
- Stealing another person's login and password to send mean or embarrassing messages from his or her account.

It shall be the policy of Dickson Public Schools that cyber bullying will not be tolerated under any circumstances. A student caught violating this policy will lose computer privileges and these actions may result in further disciplinary action including suspension or expulsion from school of the student(s) involved. In addition, violators and their parents/guardians may be subject to civil and/or criminal penalties as specified by Oklahoma and/or federal law.

## 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. We are using our technology protection measures (internet filtering software) 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.

The term "harmful to minors" is defined as 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.

6. All students will be educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.

## 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.

## 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.

**THIS POLICY IS REQUIRED BY LAW.**

## **CODE OF CONDUCT FOR INTERNET AND OTHER COMPUTER NETWORK ACCESS**

The purpose of providing Internet and other computer network access in this district is to promote the exchange of information and ideas with the global community. The following represents a guide to the acceptable use of the technology provided by this district. All network use must be consistent with the policies and goals of this school district. Inappropriate use of district technology will result in the loss of technology use, disciplinary action, and/or referral to legal authorities. The district may monitor use of district technology at any time. All internet and computer network users are hereby informed that there shall be no expectations of privacy in that school officials may monitor users at any time.

All Internet and other computer network users will be expected to abide by the generally accepted rules of network etiquette.

1. Be polite. Messages should not be abusive to others.
2. Take pride in communication. Check spelling and grammar.
3. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language, symbols, or pictures.
4. Protect password confidentiality. Passwords are not to be shared with others. Using another user's account or password or allowing such access by another may be permitted only with the approval of the supervising teacher or system administrator.
5. Do not reveal your personal address or telephone number or those of other persons. No student information protected by FERPA should be electronically transmitted or otherwise disseminated through the network.
6. Do not disguise the point of origin or transmission of electronic mail.
7. Do not send messages that contain false, malicious, or misleading information that may be injurious to a person or a person's property.
8. Illegal activities are strictly prohibited: transferring offensive or harassing messages; offering for sale or use any substance with the possession or use of which is prohibited by the school district's staff and student policies; viewing, transmitting, or downloading pornographic materials or materials that encourage others to violate the law; intruding into the networks or computers of others; and downloading or transmitting confidential, trade secret information, or copyrighted materials.
9. The district technology is not to be used for playing multi-user or other network intensive games, commercial ventures, Internet relay chat lines, or downloading excessively large files.
10. No charges for services, products, or information are to be incurred without appropriate permission.
11. Do not use the network in such a way that you would disrupt the use of the network by other users.
12. Users shall respect the privacy of others and not read the mail or files of others without their permission. Copyright and licensing laws will not be intentionally violated.
13. Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, Internet, or any other agencies or other networks that may be accessed. This includes, but is not limited to, the uploading or creation of computer viruses.
14. Report security problems to the supervising teacher or system administrator.

15. Violators of this policy shall hold the district, including its employees and agents, harmless against any and all causes of action, damages, or other liability resulting from the willful or negligent violation of this policy.

## **INTERNET FILTERING (REGULATION)**

The Internet changes rapidly, making it impossible to filter all objectionable sites. Therefore, the staff role in supervising and monitoring student access to the Internet is critical. Additionally, staff members have the responsibility to monitor their own navigation on the Internet to avoid undesirable sites.

Filtering should be viewed as only one of a number of techniques used to manage student access to the Internet and encourage acceptable usage. Filtering should not be viewed as a foolproof approach to preventing access to inappropriate material and should be used in conjunction with:

Educating students to be “net-smart;”

Using recognized Internet gateways as a searching tool and/or homepage for students, in order to facilitate access to appropriate material;

Using “Acceptable Use Agreements;”

Using behavior management practices for which Internet access privileges can be earned or lost; and

Appropriate supervision, either in person and/or electronically.

The placement of filters on district computers/computer systems is viewed as an exercise of the board’s ability to determine educational suitability of all material used in the schools.

Filters may be utilized with district schools to (1) block pre-selected sites, (2) block by word, (3) block entire categories like chat and newsgroups, and (4) through a pre-selected list of approved sites.

### Criteria for Filtering of Objectionable Sites

Anything that falls under at least one of the following categories shall be blocked. This list may be update/modified as required.

#### \_\_\_ Nudity/Pornography

- \_\_\_ Prevailing U.S. standards for nudity (e.g., genitalia, female breasts)
- \_\_\_ Provocative semi-nudity (e.g., lingerie models)
- \_\_\_ Sites that contain pornography or links to pornographic sites
- \_\_\_ **Exceptions:** Classical nudity (e.g., Michelangelo), swimsuit models

#### \_\_\_ Sexuality

- \_\_\_ Sites that contain material of a mature level (elementary/middle school levels)
- \_\_\_ Images or descriptions of sexual aids
- \_\_\_ Descriptions of sexual acts or techniques
- \_\_\_ Sites that contain inappropriate personal ads

#### \_\_\_ Violence

- \_\_\_ Sites that promote violence
- \_\_\_ Images or a description of graphically violent acts (rape, dismemberment, torture, etc.)
- \_\_\_ Graphic autopsy or crime-scene images



\_\_\_ **Crime**

- \_\_\_ Information on performing criminal acts (e.g., drug or bomb making, computer “hacking”)
- \_\_\_ Illegal file archives (e.g., software piracy)

\_\_\_ **Drug Use**

- \_\_\_ Sites that promote the use of illegal drugs
- \_\_\_ Material advocating the use of illegal drugs (e.g. marijuana, LSD) or abuse of any drug (e.g., drinking-game rules)
- \_\_\_ **Exceptions:** Material valid educational use (e.g., drug-use statistics)

\_\_\_ **Tastelessness**

- \_\_\_ Images or descriptions of excretory acts (e.g., vomiting, urinating)
- \_\_\_ Graphic medical images outside of a medical context
- \_\_\_ **Exceptions:** Graphic medical images within a medical context

\_\_\_ **Language/Profanity**

- \_\_\_ Passages/words too coarse to be softened by the word filter
- \_\_\_ Profanity within images/sounds/multimedia files
- \_\_\_ Sexually or racially tinged language

NOTE: The focus is on American English, but profanity in other languages or dialects will be blocked if brought to our attention.

\_\_\_ **Discrimination/Intolerance**

- \_\_\_ Material advocating discrimination (e.g., racial or religious intolerance)
- \_\_\_ Sites that promote intolerance, hate, or discrimination

\_\_\_ **Interactive Mail/Chat**

- \_\_\_ Sites that contain or allow inappropriate e-mail correspondence
- \_\_\_ Sites that contain or allow inappropriate chat areas

\_\_\_ **Inappropriate Banner Acts**

\_\_\_ Advertisements containing inappropriate images

\_\_\_ **Gambling**

\_\_\_ Sites that allow or promote online gambling

\_\_\_ **Weapons**

\_\_\_ Sites that promote illegal weapons

\_\_\_ Sites that promote the use of illegal weapons

\_\_\_ **Other Inappropriate Material**

\_\_\_ Body modification: tattooing, branding, cutting, etc.

\_\_\_ **Judgment Calls**

\_\_\_ Whether a page is likely to have more questionable material in the future (e.g., sites under construction whose names indicate questionable material)

Procedure for Suggesting Sites to be Blocked

If a district staff member observes a site that they believe to contain inappropriate material according to the above criteria, they may request that the site (URL) be blocked. Education Technology staff will review the site for inappropriateness. If the site meets the criteria for filtering, steps will be taken to block the site.

## 8025 – GUN FREE POLICY

It shall be the policy of the Dickson Public School that no one, student, teacher or any other person, except law enforcement officers in the exercise of their duties, shall bring onto the school grounds or be in possession of any type of firearm, dangerous object or weapon on any school property or while in any school bus or vehicle used by the Dickson Public School for transportation of students or teachers. It is the desire of the Board of Education to comply fully with federal gun free schools requirements.

Any student who violates this policy shall be subject to discipline, which may include suspension from school for one (1) school year, i.e. the current school semester and the succeeding school semester, as determined on a case by case basis by the Superintendent or the Superintendent's designee. The Dickson Public Schools shall report any discipline imposed under this policy as required by the state and federal governments.

As used in this policy, a firearm is defined according to Title 18, United States Code, Section 921 as:

1. 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 any explosive;
2. The frame or receiver of any such weapon;
3. Any firearm muffler or firearm silencer;
4. 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.

As used in this policy a weapon includes a firearm as well as 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 dangerous or offensive object that could cause harm or injury to another.

8031 – BEHAVIOR CONSIDERED TO BE OUTSIDE THE REALM OF ACCEPTABLE STUDENT CONDUCT SHALL INCLUDE, BUT SHALL NOT BE LIMITED TO, THE FOLLOWING:

1. Disruptive actions or conduct during class, between classes, or at any time during school while on the school grounds or at any school activity.
2. Inciting, encouraging, promoting, or participating in attempts to interfere with the normal education process.
3. Vandalism, damage, or destruction of property.
4. Physical violence, harassment of any kind, or anti-social behavior.
5. Bringing onto the school grounds or possession of any type of dangerous item, objects, or weapon.
6. Bringing onto the school grounds, use of, or possession of tobacco products.
7. Bringing onto the school grounds, use of, or possession of drugs, alcohol, beer, wine, narcotics, or drug paraphernalia.
8. Breach of the rules or misconduct on school buses, in the school cafeteria, or on the school grounds.
9. The use of abusive, vulgar, or profane language, including obscene gestures.
10. Insubordination to, disobeying, or defying any teacher, student teacher, substitute teacher, teacher's assistant, principal, or other authorized school personnel.
11. Showing disrespect to any member of the Dickson Public School staff or to a fellow student.
12. Taking without consent or theft of any property either public or private.
13. Repeated truancy and tardiness.

8033 – STUDENT SUSPENSIONS

See student handbook.

## 8034 – STUDENT LONG TERM SUSPENSION

See student handbook.

## 8035 – IN-SCHOOL-SUSPENSION PROGRAM

Students may be assigned to the In-School-Suspension Program for violating school rules. This program will be used as an alternative to out-of-school suspension and is structured for behavior therapy depending on the student's needs. The In-School-Suspension Program is designed to structure the student's time, provide counseling, maintain and improve class work, and discipline students through the limited withdrawal or privileges to participate in school activities.

Admission to in-school suspension must be a recommendation of the building principal following due process procedures and being within the following criteria:

- Excessive disruptive behaviors.
- Chronic school problems.
- Truancy/Tardiness
- Negative attitudes displayed toward authority.
- Alcohol or drug-related incidents.
- Actions that routinely lead to out-of-school suspension.

Students will be assigned to the In-School-Suspension Program for 10 days or less for a first assignment. Future assignments may be for longer periods of time. Principals will attempt to notify the parent prior to assignment. The length of in-school suspension will be determined by the building principals.

### Program Goals:

1. To provide students suspended from the regular learning program with a means of remaining in a structured academic environment so that they will receive an effective learning experience, yet be isolated from the mainstream of the student body.
2. To modify anti-social behavioral patterns so that the students can be assimilated back into the regular school environment where they will no longer disrupt the class and where they will better attend to their own educational needs.

### Program Objectives

The students will:

1. Complete all of their classroom assignments, quizzes, tests, etc.
2. Show respect for their classmates.
3. Show respect for authority in the In-School-Suspension program and in their schools.
4. Use their time efficiently.
5. Obey class rules.

### Program Activities

1. This student will receive counseling upon entering the program which will emphasize problem solving, establishing priorities, focusing on desirable changes, exploring behavior, feelings, and attitudes toward authority and family problems.
2. The ISS teacher will give the students work areas and assignments.
3. The ISS teacher will tutor the students according to his/her needs.
4. The ISS teacher will monitor student attitudes and behavior and report them on an evaluation form to the appropriate counselor and administrator at the end of the suspension session.
5. At the end of the ISS session, the appropriate counselor and administrator will evaluate the student's progress before recommending that he/she return to the regular classroom.

## 8040 – STUDENT HANBOOK/ACTIVITY HANDBOOK

The student handbooks, which explain administrative procedures, rules, and regulations, will be given to each student at the beginning of each school year. This handbook will be approved by the Board of Education and will be a part of the Dickson Public Schools policies. The handbook is located in the school agenda.

A copy of an activity handbook describing school rules and procedures for clubs and organizations is on file in each principal's office.



## 8045 – PROHIBITION OF GANGS AND GANG-RELATED BEHAVIOR OR INCIDENTS

### Purpose

The Dickson Board of Education recognizes that the possibility of the presence of the emerging gang-related behavior and gang-related incidents in our schools can create an atmosphere of intimidation and harm. The mere presence of such condition can be disruptive and potentially dangerous.

It is therefore, the policy of the Dickson Board of Education that gangs and gang-related behavior or incidents are prohibited in the Dickson Public Schools.

### Definitions and Descriptions of What is Prohibited:

1. Gangs: Any assembly of three or more individuals, who gather together on a continuing basis whose purpose, the district reasonably believes, is to commit antisocial behavior or to violate school district policy.
2. Gang-Related Behavior or Incidents: Any behavior or event, including but not limited to the following items, which has the effect of disrupting school activities or which fosters, enhances or encourages gang activity in the Dickson Public Schools:
  - a. Profession of, wearing, use, distribution, or display of any sign, symbol, badge, color, or other item that is evidence of affiliation with, or membership in, a gang. Students will not be permitted to wear pants below the waistline (Sagging and dragging) or wear caps, bandannas, handkerchiefs, shoestrings or any other item associated with gang-related behavior.
  - b. Participation in any act, wither verbal or non-verbal, to include gestures, expressions, handshakes, etc. that may indicate in affiliation with, or membership in a gang.
  - c. Participation in any act that may further the interest in gang affiliation or gang membership.
  - d. Participation in any act that may be evidence of intimidation threats, “pay for protection”, or any other behavior of potential violence.
  - e. Participation in the writing, painting or inscribing of gang-related graffiti to include messages, symbols, or signs on school property.
  - f. To assemble or congregate as a gang or members of a gang for any purpose.

### Violation of Policy:

Students who violate this policy shall be subject to disciplinary action or may be subject to the filing of criminal charges depending upon the severity of the infraction.

Students who violate this policy may be suspended.

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## **BULLYING HARASSMENT**

It is the policy of this school district that bullying of students by other students, personnel, or the public will not be tolerated. Students are expected to be civil, polite, and fully engaged in the learning process. Students who act inappropriately are not fully engaged in the learning process. This policy is in effect while the students are on school grounds, in school vehicles, at designated bus stops, at school-sponsored activities, or at school-sanctioned events, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district. Bullying of students by electronic communication is prohibited whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school.

As used in the School Safety and Bullying Prevention Act, "bullying" means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the is specifically prohibited. education of any student. Such behavior

In administering discipline, consideration will be given to alternative methods of punishment to ensure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure.

In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance:

1. Conference with student
2. Conference with parents
3. In-school suspension
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for property damaged
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency or to a delinquency prevention and diversion program administrated by the Office of Juvenile Affairs
13. Suspension
14. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

**HARASSMENT  
(Cont.)**

Harassment set forth above may include, but is not limited to, the following

1. Verbal, physical, or written harassment or abuse;
2. Repeated remarks of a demeaning nature;
3. Implied or explicit threats concerning one's grades, achievements, etc.;
4. Demeaning jokes, stories, or activities directed at the student;
5. Unwelcome physical contact.

The superintendent shall develop procedures providing for:

1. Prompt investigation of allegations of harassment;
2. The expeditious correction of the conditions causing such harassment
3. Establishment of adequate measures to provide confidentiality in the complaint process;
4. Initiation of appropriate corrective actions;
5. Identification and enactment of methods to prevent reoccurrence of the harassment; and
6. A process where the provisions of this policy are disseminated and in writing annually to all staff and students.

**A copy of this policy will be furnished to each student and teacher in this school district**

**REFERENCE: 21 O.S. §850.0  
70 O.S. §24-100.2**

***THIS POLICY REQUIRED BY LAW.***

***Adoption Date: 9/8/14***

***Revision Date(s): 5/16/02, 7/03/08,  
5/18/12, 7/29/13, 7/8/14***

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## OSSBA POLICY SERVICES

### PROHIBITING HARASSMENT, INTIMIDATION AND BULLYING (INVESTIGATION PROCEDURES)

The following procedures will be used by any person for the filing, processing, and resolution of a reported incident of harassment, intimidation, bullying, or threatening behavior. The procedures are to be followed by the administration of the school district in an effort to determine the severity of the incident and the potential to result in future violence.

#### Definitions

1. "Bullying" means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

"Electronic communication" means the communication of any written, verbal, e<sup>l</sup>pictorial information or video content by means of an electronic device, including, but not limited to, a telephone, a mobile or cellular telephone or other wireless communication device, or a computer.

"Threatening behavior" means any pattern of behavior or isolated action, whether or not it is directed at indicates potential for future harm to students, another person, that a reasonable person would believe school personnel, or school property.

#### Procedures

The procedure for investigating reported incidents of harassment, intimidation, and bullying or threatening behavior, is as follows:

1. The matter should immediately be reported to the building principal. If the bullying involved an electronic communication, a printed copy of the communication as well as any identifying information such as email address or web address shall be provided to the building principal. As much detailed information as possible should be provided to the building principal in written form to allow for a thorough investigation of the matter.
2. Upon receipt of a written report, the building principal shall contact the superintendent and begin an investigation to determine the severity of the incident and the potential for future violence.
3. If, during the course of the investigation, it appears that a crime may have been committed, the building principal and/or superintendent shall notify local law enforcement and request that the alleged victim also contact law enforcement to report the matter for potential criminal investigation.
4. If it is determined that the school district's discipline code has been violated, the building principal shall follow district policies regarding the discipline of the student. The building principal shall make a determination as to whether the conduct is actually occurring. ! If it is determined that an act of bullying has occurred, a referral will be made to a delinquency prevention and diversion program administered by the **Office of Juvenile Affairs**.

INVESTIGATION PROCEDURES (Con't)

5. Upon completion of the investigation, the principal or superintendent may recommend that available community mental health care substance abuse or other counseling options be provided to the student, if appropriate. This may include information about the types of support services available to the student bully, victim, and any other students affected by the prohibited behavior. If such a recommendation is made, the administration shall request disclosure of any information that indicates an explicit threat to the safety of students or school personnel provided the disclosure of information does not violate the provisions or requirements of the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act *pf* 1996, Section 2503 of Title 12 of the Oklahoma Statutes, Section 1376 of Title 59 of Oklahoma Statutes, or any other state or federal laws relating to the disclosure of confidential information.
6. Upon completion of an investigation, timely notification shall be provided to the parents or guardians of a victim of documented and verified bullying. This information should be provided within days of the conclusion of the investigation.
7. Upon completion of an investigation, timely notification shall be provided to the perpetrator of the documented and verified bullying. This information should be provided within days of the conclusion of the investigation.

Reports may be made anonymously. However, no formal disciplinary action shall be taken solely on the basis of an anonymous report. Reports shall be made immediately to the building principal by any school employee that has reliable information that would lead a reasonable person to suspect that a person is a target of bullying.

The Superintendent shall be responsible for enforcing this policy. The building principal should notify the superintendent within twenty-four (24) hours of any report of bullying. Upon completion of an investigation, the building principal should notify the superintendent of the findings of the investigation. Documentation should also be provided to the superintendent to establish that timely notification was provided to the parents of the victim and the parents of the perpetrator.

## 8055 – ATTENDANCE

A student may not miss more than six (6) days per nine week period and still receive passing grades for the nine week period. Students missing more than six (6) days during a nine week period will fail the class with the grade they have or 59%, whichever is the lower grade. All absences will count against the six-day attendance requirement except the following:

1. Illness substantiated by a doctor or public health worker.
2. School activities.
3. Religious holidays, if the parent or guardian submits a written request for the absence. (This includes days required to travel to and from the site where the religious holidays are observed.)
4. Any absence of an emergency nature deemed unavoidable or necessary by the school principal. When such a situation occurs, the student or parent must contact the building principal upon the student's return to school.

All substantiations of absences must clear the building principal's office by the end of each nine week period.

Student absences for school sponsored activities may be denied if the student reaches the six day limit. The principal will render a decision in these cases based on academic performance, number of days missed and why, and disciplinary status of the student.

All work missed during a period of absence may be made up, with the exception of unexcused absences. Work may be picked up while a student is absent by calling the principal's office. It is the student's responsibility to obtain the missed work and the teacher's responsibility to assist the student. Students will have one day per absence to make up assignments. If assignments are not completed within this time, no credit will be given. Upon returning to school, the student agenda must be presented to obtain an excused absence, and the student agenda will be used to record make-up work. Any examination or test announced during the student's presence in class or which is regularly scheduled (e.g. 9 weeks or semester tests) which is missed by the student due to any type of excused absence shall be made up.

Sponsors of all activities are requested to use caution in scheduling activities that require students to miss classes.

One of the important factors contributing to success or failure in school is attendance. Regular attendance is a must if the student expects to succeed in his/her classwork.

Truancy from one or more classes will be punished. A student is truant if he/she misses class without permission from parents or school officials. A student is truant if he/she leaves school without checking out through the office or if parents fail to notify the principal's office of their child's absence. Repeated truancy may result in suspension from school. To be re-admitted to school after suspension, the student must be accompanied by one or both parents.

## 8056 – TARDY POLICY

See Student Handbook

## 8060 – AGE OF STUDENTS FOR LEGAL ATTENDANCE

All students who reside in the Dickson School District and who are between the ages of 4-21 years are entitled to attend Dickson Schools. Students must be 4 on or before September 1. Special consideration will be granted to students with severe illness on a case-by-case decision. Special education students will be given a minimum of 12 years.



## 8065 – HIGH SCHOOL SENIOR WORK POLICY

Under the following conditions, seniors may leave after lunch to work:

1. Dickson High School policy form is completed and turned in to the principal.
2. All necessary credits are completed and/or the student is currently enrolled in proper classes.
3. Parents sign off for the student.
4. Principal or counselor signs off for the student.
5. All work permits (State Law) are completed by employer, school, and parents.

## 8080 – BIRTH CERTIFICATES AND IMMUNIZATION

It is encouraged that proof of age and social security cards be presented when kindergarten students are enrolled. Immunization records which comply with existing state law must also be presented when a student enrolls.

## 8090 – TRANSFER POLICY

Dickson Public Schools reserves the right to approve to disapprove transfers. The Board of Education has directed the Superintendent of Schools to determine transfer request and comply with appropriate statutes.

Applications, rules, regulations, procedures, and other information are available in the Superintendent's office. The building principal must approve the transfer.

Pursuant to H.B. 1744 passed in the first session of the 44<sup>th</sup> Legislature, receiving school districts will process both regular and emergency student transfers.

**HB 2131: SB 759 – Open Transfers:** In HB 2131, the existing law was amended to reflect changes to certain notification dates. The application deadline for parents has been changed from April 1 to the first Monday in June of each year. The same deadline applies to the receiving district's requirement to notify the sending district that an application has been filed. The receiving district has thirty days from the date of receipt to approve or deny a transfer application. Parents have ten days to notify the receiving district that their child will attend, once the board accepts the transfer.

SB 759 amends existing law to require school districts to allow dependent children of active-duty military personnel to transfer into the district under certain conditions when one of their parents is deployed and they are staying with a relative living in the district during the deployment.

## 8100 – ABSENCE FOR PRIVATE INSTRUCTION

Students will not be released from regular classes to take private lessons during the school hours. The Superintendent may grant permission for lessons to be given in school facilities at other times.

## 8110 – TRANSPORTATION

**Transportation has been contracted by Crabtree-Harmon Corporation.**

**Bus related questions or problems may be relayed to the Transportation Director of Crabtree-Harmon Corporation.**

**See the Student Handbook for transportation passenger rules and procedures and for the Crabtree-Harmon school bus discipline policy.**

### Auxiliary or Activity Transportation Policies

1. Any person operating a school bus for auxiliary transportation purposes shall adhere to all school transportation policies regarding driver qualifications and operating procedures.
2. No school buses will be utilized for any activity trip prohibited by Oklahoma State Board of Education regulations.
3. It is the responsibility of the parents or legal guardians of all children riding activity buses to have their children at the designated site for departure and arrival of all activity trips.
4. All adults transported in connection to activity trips must be designated sponsors.
5. Adult groups wishing to utilize school buses must be approved by the Board of Education of the school district. Reimbursement to the school shall be at the reasonable cost factor as determined by the Oklahoma State Department of Education.
6. All requests for auxiliary transportation must be filed in writing with the supervisor of transportation one week prior to the trip. Any person failing to make such a request may be denied transportation services.
7. See ESPO agreement.

### Extracurricular trips

1. The rules and regulations in the handbook apply to all trips under school sponsorship.
2. Sponsors will be determined by the school officials.

### Activity Even Bus Regulations

Participating students must ride the provided school bus to all athletic and activity events unless exception is granted by the sponsor.

Students who wish to ride home from athletic and activity events with their parents may do so by having their parents make a personal request to the responsible sponsor.

In case of an emergency, decisions regarding exceptions to this regulation will be left to the discretion of the responsible sponsor.

## 8115 – STUDENT VEHICLES

Students will be permitted to drive to and from school. Students will park only in designated student parking areas. Students will not be allowed to drive on campus without valid drivers' licenses.

Students driving a vehicle during school hours without special permission from the administration will be subject to disciplinary action which may include the loss of all driving privileges or suspension from school.

## 8120 – FUND RAISERS

No money will be collected in the schools from students for the purpose of raising funds for non-school projects.

Projects other than fund drives, such as the collection of clothing and canned goods, may be conducted by individual schools with the Board of Education's approval.

Each building principal will send a form to the Superintendent at least 30 days prior to the fund-raising drive, stating the type of fund-raiser and the dates for beginning and ending. Fund-raising drives must be approved by the building principal, the Superintendent, and the Board of Education.

8125 – EXEMPT FOOD FUNDRAISERS

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<p style="text-align: center;"><b>EXEMPT FOOD FUNDRAISERS</b></p> <p>During the school day and while the school district's food program is offering meals, there shall be no sales of competitive foods at school. The board of education may approve up to thirty (30) exempt food fundraisers for each school site, each semester that may sell foods that do not meet the guidelines of the <i>Healthy Hunger-Free Kids Act of 2010</i>. These fundraisers cannot be held during school hours or during the time that the school district's food program is offering meals. Each fundraiser cannot last more than fourteen (14) days.</p> <p>Those groups wishing to have an exempt food fundraiser approved should submit a written request to the superintendent. The superintendent will make a determination as to whether the request will be recommended for approval at an upcoming board meeting under an appropriately worded agenda item.</p>		
Adoption Date: 1-12-15	Revision Date(s):	Page 1 of 1



## 8130 – CLOSED CAMPUS AND RELEASE OF STUDENTS

Students in grades K-12 will not be permitted to leave the campus during school hours without permission of the building principal.

Teachers or administrators shall not release students in grades K12 from school during school hours to anyone except a parent or guardian without a complete investigation of such release.

## 8140 – ACTIVITY TRIPS

Sponsors of students on activity trips are not responsible for any students not associated with the school activity. They are further instructed not to transport students not involved with the school activity and/or allow such students to stay in overnight accommodations made by the school.

## 8150 – ACTIVITY ABSENCES

The Dickson Board of Education subscribes the philosophy that curricular and extra-curricular activities should be mutually complimentary and enhance each other. Teachers should encourage students to participate in extra-curricular programs and should plan scheduled major assignments in order to permit students to take part in such activities without jeopardizing their grades or achievement potential. At the same time, it is important that activities be scheduled so that they do not disrupt the instructional process when such can be avoided. While the following policy will furnish some measure of direction and control to participation in extra-curricular activities, it is still important that additional efforts be exerted to create and attitude of concern within the school to minimize conflicts between time allocated to instruction and that approve for extra-curricular events.

Extra-curricular activities for grades K-12 are those activities that do not relate directly to the academic curriculum.

Students shall not be permitted to miss any one class period more than ten (10) times per school year due to participation in extra-curricular activities. Any exception to this number, not covered by this policy, must be submitted in writing to the Superintendent. The Superintendent, along with the Board, will make the decision to permit or refuse the request.

Activities covered under this policy include:

Vocational Agriculture	Basketball
Softball	Speech
FHA	Vocal Music
Band	4/H
Class activities	Yearbook
Football	Baseball
Track	Wrestling
Basketball	All clubs and organizations

Student functions excluded from the 10-class period absence policy:

1. Assemblies
2. College visits when, approved by the building principal
3. Serving as a page in the legislature
4. Travel time to contests
5. State and national levels of school sponsored contests, specified by the Secondary School Association. Sponsors of these contests must submit in writing the criteria for earning the right to represent the school at these activities or contests. This criteria should be presented at the beginning of the school year and give the approximate dates of the events. These activities or contests must be approved by the Board of Education for them to be considered as an exception. (One local, district, county, and state livestock show will be exempt from the 10-day rule.)
6. School pictures
7. Standardized test
8. Vo-tech school functions
9. Field trips, when properly planned, which are a part of the academic curriculum
10. Time spent with counselors or administrators
11. Elementary plays and music practice when reasonable
12. Scholastic meets

## 8160 – DRESS

Students are expected to be neat, clean, and orderly in their dress and appearance. Student dress should in no way interfere with the process of learning. The student dress code is set out in the student handbooks.

## 8170 – TOBACCO POLICY

Students of Dickson Public Schools are expected to comply with the state statute dealing with possession of tobacco products. Students will not be allowed to be in possession of or use tobacco products at school activities.

## 8180 – PAGING DEVICES POLICY

It is the policy of the Board of Education that no student shall possess or use an electronic device while on the school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school except that a student may possess and use an electronics paging device upon prior written consent of the student's parent or guardian, the Superintendent or the Superintendent's designee. Such consent will be granted only upon a showing of medical necessity or other compelling reason determined by the Superintendent or the Superintendent's designee. Pagers confiscated will become the property of Dickson School.

## 8185 – HAZING POLICY

No extra-curricular club, activity, or organization will have initiation rites which may embarrass, humiliate, and/or injure students. Hazing could lead to suspension of students and/or sanctions against organizations.

## 8190 – PLAYING-UP POLICY FOR ATHLETICS

Student athletes in grades 7-12 may play-up but must participate in the grade level activity scheduled for their grade during school hours. To participate with a higher grade level, approval must come from the high school coach, the junior high coach, the building principal, or the athletic director and the parent or guardian of the student/athlete. A student must maintain a 2.5 GPA in order to play-up.



## 8200 – DURG-FREE/SEARCH AND SEIZURE POLICY

### Philosophy Statement

The Board of Education and the Administration recognize and believe that the possession and/or use of illicit drugs and/or alcohol are unlawful and harmful to the health of students. Therefore, the following policy is enacted and possession/use of drugs, drug paraphernalia, or alcohol will not be tolerated.

### Student Drug Policy

The Board and Administration prohibit students from knowingly possessing, using, transmitting, or being under the influence of any prohibited or controlled substance. This policy is in effect by law within one thousand feet of school property, on school property, and on any school bus during the normal course of the school day or in attendance at a school sponsored activity, on or off campus.

Students who violate this policy shall be subject to discipline deemed appropriate in view of all the facts and circumstances, including the following possibilities:

1. In-house suspension
2. Out-of-school suspension
3. Alternative education placement
4. Expulsion
5. Referral to appropriate law officials

Students who are found to have sold any prohibited or controlled substance to another person on school grounds or at a school activity, function, or event shall be expelled and criminal charges will be filed.

It is the intention of the Board of Education to provide a safe, orderly climate. School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of students. 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. Outside law enforcement officials and drug dogs will be utilized if and when needed.

In addition, State law provides that any teacher or administrator, upon reasonable suspicion shall have the authority to detain and search or authorize the search of any pupil or property in the possession of a pupil while on any school premises, while in transit under the authority of the school, or while attending any function sponsored or authorized by the school, for dangerous weapons, controlled dangerous substances, as defined by statute, intoxicating beverages, nonintoxicating beverages, as defined by statute, or for missing or stolen property, if said property is 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.

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The extent of any such search shall be reasonable 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 a student be allowed. No student's clothes, except cold weather outerwear, shall be removed prior to or during the conduct of any warrantless search. Any administrator or teacher searching or authorizing the search shall have the authority to detain the pupil to be searched and to preserve any dangerous weapons, controlled dangerous substances, intoxicating beverages, nonintoxicating beverages, or missing or stolen property that might be in the pupil's possession, including the authority to authorize any other person they deem necessary to search for substances, intoxicating beverages, nonintoxicating beverages, or missing or stolen property.

Any pupil found to be in possession of any of the above items 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 by any student suspended under this section.

8220 – REPORTING STUDENTS UNDER THE INFLUENCE OR POSSESSION OF NON-INTOXICATING BEVERAGES, ALCOHOLIC BEVERAGES, OR CONTROLLED DANGEROUS SUBSTANCES

It shall be the policy of the Dickson Public School District Board of Education that teachers who have reasonable cause to suspect that students may be under the influence of or have in their possession:

1. Non-intoxicating beverages
2. Alcoholic beverages
3. A controlled dangerous substance

Shall immediately notify the principal or designee of such suspicions. The principal shall immediately notify the Superintendent of Schools and parents or legal guardians of said students of the matter.

Any suspension and/or search of said student shall be subject to any applicable school policy, state law, or student handbook regulation.

Teachers employed by the Dickson Public Schools who have reasonable cause to suspect that students are under the influence of or have in their possession non-intoxicating beverages, alcoholic beverages, or a controlled dangerous substance and who report such information to the appropriate school official, shall be immune from all civil liability.



## 8230 – DICKSON SCHOOL DRUG-FREE PREVENTION PROGRAM

The Dickson Public Schools has adopted and implemented the following drug prevention program for students with the intention of maintaining a drug-free environment.

1. The Dickson Public Schools has implemented drug, alcohol, and illegal substance education and prevention programs for students in K-12 grades. It is the intent of the school district to address the legal, social, and health problems caused by the involvement of drugs, alcohol, and illegal substances use with emphasis on effective measures for resisting peer pressure use of illegal drugs, alcohol, and substances.
2. Students are to be made aware of state and federal laws that impose severe penalties for the use, possession, or sale of illicit drugs, alcohol, and substances and their harmful effects.
3. There will be no possession, use, or distribution of illicit drugs, alcohol, and substances by students on school grounds or at any school sponsored activities.
4. Students who possess, use, or distribute illicit drugs, including anabolic steroids, alcohol, and illegal substances shall be subject to disciplinary action. Such action may include long term suspension. In addition to suspension, students are subject to referral for prosecution under applicable laws.
5. Students may receive information concerning drug, alcohol, and substance counseling, rehabilitation, and re-entry programs from the counselor's office.
6. Copies of this policy concerning the standards of conduct and disciplinary sanctions will be made available to students and parents.
7. Parents and students are to be notified that compliance with the standards of the Dickson School Drug-Free Prevention Program is mandatory.
8. A biennial review of the drug-free program shall not be conducted to:
  - a. Determine the effectiveness of the program and to implement needed changes.
  - b. Insure that disciplinary sanctions are consistently enforced.

8240 – CUMULATIVE RECORDS

The Dickson Public Schools have active records for students from entry until departure from the district. These records are cumulative and give information concerning date and place of birth, teachers, attendance, absences, and grades. The records also include achievement test scores.

## 8241 – GIFTED EDUCATIONAL POLICY

An important goal of the Dickson Public Schools is to identify and provide appropriate educational experiences for those students who give evidence of high performance capability in areas such as **intellectual, creative, artistic, or leadership capacity, or in specific academic areas**, and who require learning opportunities or experiences not ordinarily provided by the school in order to fully develop such capabilities.

Initiatives to provide those appropriate educational experiences will include:

1. Assessing the instructional level of identified students and considering the unique learning characteristics of each child.
2. Expanding curriculum opportunities to allow gifted students to move through the core curriculum at the appropriate flexible pace.
3. Providing differentiated curriculum to meet unique needs
4. Appropriately matching the programs and support services to the individual
5. Structuring learning environments that address the unique needs of gifted students and accommodate a variety of learning rates and styles.

### Identification of Students for Gifted Educational Programming

Site committee for gifted educational programming

1. The committee at each school site may include the site coordinator for gifted programming, the site principal or designee, teachers, counselor, library/media specialist, and others as appropriate.
2. The committee coordinates and uniformly implements the process for identification and communicates these procedures to the entire school staff consistent with this Gifted Educational Plan, State Board of Education regulations, and state statutes.

Process for identifying students

1. Procedures used in the identification process will be non-discriminatory with respect to race, economic background, national origin, or handicapping condition.
2. Nominations will be sought from a wide variety of sources including:
  - a. Professional educators
  - b. Parents
  - c. Community members
  - d. Peers
  - e. Self
  - f. Others as appropriate

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3. Data will be collected on nominated students
  - a. Testing methods
    - 1) Standardized ability tests
    - 2) Standardized achievement test
    - 3) Creativity tests
    - 4) Student achievement within the curriculum
    - 5) Others as appropriate
  - b. Non-testing methods
    - 1) Checklists (e.g. Renzulli-Hartman Scales for Rating the Behavioral Characteristics of Superior Students)
    - 2) Student work portfolios
    - 3) Student achievement outside the school's curriculum

- 4) Others as appropriate
4. Site committee will analyze data and make placement decisions.
  - a. A score in the top 3% on a nationally standardized test of Oklahoma results in automatic placement into appropriated gifted programming options with parental approval.
  - b. Student placement decisions in the capability areas will be based on multiple criteria. No single criterion or cut-off score will be used to exclude a student from needed educational programming.
  - c. Uniform identification procedures will be used to identify students for specific gifted educational programming options.
  - d. To allow for the unbiased assessment of all cultural and economic backgrounds, a committee decision for placement may be made based on referral, student product or performance, appropriate checklists, and other relevant information. The site committee on a gifted education may authorize the use of alternative assessment procedures when appropriate for a student.
  - e. Placement will be made in programming options appropriate to the student's educational needs, interests and/or abilities with parental approval.
  - f. Instructionally useful information about individual students obtained during the identification process will be communicated to the appropriate members of the instructional staff regardless of final placement.
5. Identification of gifted students is an ongoing process extending from the first grade through grade twelve. Opportunities will be provided for students to be considered for placement in gifted programs throughout their school experience.
  - a. Programming Options
    - 1) Programming options will be coordinated by the site gifted education coordinator and committee to guide the development of gifted students from the time they are identified through graduation from high school.
    - 2) Students will be placed in programming options based on their abilities, needs, and interests.
    - 3) Gifted child educational programming is ongoing and a part of the school schedule. Students will be provided an appropriate differentiated education within three weeks of the beginning of the school term.
  - b. Curriculum
    - 1) Curriculum for the gifted extends or replaces the regular curriculum.
    - 2) Curriculum is differentiated in content, process and/ or product.
    - 3) Curriculum is planned to assure continuity.
6. Appropriate learning opportunities will be provided for identified gifted students at each school site through the total school program.
  - a. Every school site will complete a site gifted plan for the following year by April 15 each year.
  - b. Each site will plan curriculum opportunities to allow students to move through the curriculum at the appropriate flexible pace, provide differentiated curriculum to meet unique needs, and facilitate academic/social support.
  - c. When appropriate, differentiation will occur in content, process, product, and learning environment.



Site plans will address appropriate flexible pacing, enrichment, academic/social support, and staff development. The following are some of the components that might be incorporated into the site-based plan.

1. Elementary Gifted Plan

1. Appropriate Flexible Pacing

- 1) Individualization of Instruction (Instruction of an individual student focused on the specific educational needs of that student.)
- 2) Proficiency Based Promotion (Students advancing one or more levels in a curriculum area by demonstrating proficiency at the 90% level on designated assessments.)
- 3) Early admission (Underage children admitted to a kindergarten in district in which he/she resides based on certain criteria.)
- 4) Differentiated or Enriched Classes, including differentiated curriculum and accelerated content designed for able students, These classes need not be limited to identified gifted students.
- 5) Independent Study (Individually contracted in-depth study of a topic; also a course or unit of study taken through an individual arrangement.)
- 6) Continuous Progress (The content and pacing of curriculum and instruction are matched to students' abilities and needs. Students move ahead on the basis of mastery.)
- 7) Cluster Groups (Any classroom with a group of identified able learners purposely organized to provide planned differentiated instruction most of the time.)
- 8) Instructional Groups (Any group of identified able learners organized to provide planned differentiated instruction in a curriculum area.)
- 9) Cross Grade Groups (Opportunity for a student to work in an advance grade-level setting with one or more students sharing a similar readiness for the learning task and performance expectations.)
- 10) Curriculum Compacting (A system designed to adapt the regular curriculum to meet the needs of above average students by either eliminating previously mastered work or streamlining work that may be mastered at a faster pace. The time gained may be used to provide students with appropriate enrichment and/or acceleration experiences.)
- 11) Acceleration-Administration practices designed to allow students to progress through the curriculum and/or grade levels at a rate faster than the average.
- 12) Dual Enrollment (Qualified students taking middle level or high school courses while at the elementary level)

2. Enrichment

- 1) Enrichment of content in the regular classroom (Experiences provided in regular classrooms that are supplemental to the established curriculum and which are purposefully planned with the needs, interests, and capabilities of particular students in mind.)
  - A. Learning centers
  - B. Guest speakers
  - C. Independent study
  - D. Other
- 2) Mentorships ( a program which pairs individual students with someone who has advanced skills and experiences in a particular discipline and can serve as a guide, advisor, counselor, and role model.)

- 3) Seminars (Special short-term sessions where students focus on one area of study.
  - 4) Resource Room (A class for students released from their regular classroom on a scheduled basis to work with a teacher trained in the education of the gifted.)
  - 5) Creative and Academic Competitions (Organized opportunities for students to enter local, regional, state, or national contests in a variety of areas.) These may include:
    - A. Science Fairs
    - B. Invention Conventions
    - C. Academic Meets
    - D. Others
  - 6) Interest Groups (Any group organized from one or more classrooms on the basis of interest in a topic; usually short term in duration.
  - 7) Other
3. Academic/Social Support
- 1) Guidance and Counseling (Planned activities, sessions, and policies that assist gifted and talented students in planning their academic career in school and after high school, and that also addresses the specific social-emotional needs of the gifted, including underachievement)
  - 2) Other
4. Staff Development related to:
- 1) Implementation of Dickson School District Gifted Program
  - 2) Components of Appropriate Flexible Pacing
  - 3) Integrated Curriculum/Thematic Units
  - 4) Learning Styles
  - 5) Higher Level Thinking Skills
  - 6) Problem Finding and Problem Solving

## 2. Middle Level Gifted Plan

1. Appropriate Flexible Pacing
  - 1) Individualization of Instruction (Instruction of an individual student focused on the specific educational needs of that student.)
  - 2) Proficiency Based Promotion (Students advancing one or more levels in a curriculum area by demonstrating proficiency at the 90% level on designated assessments.)
  - 3) Differentiated or Enriched Classes (Differentiated curriculum and accelerated content designed for able students. These classes need not be limited to identified gifted students.)
  - 4) Independent Study (Individually contracted in-depth study of a topic; also a course or unit of study taken through an individual arrangement.)
  - 5) Continuous Progress (The content and pacing of curriculum and instruction are matched to students' abilities and needs. Students move ahead on the basis of mastery.)
  - 6) Cluster Groups (Any classroom with a group of identified able learners purposely organized to provide planned differentiated instruction most of the time.)
  - 7) Instructional Groups (Any group of identified able learners organized to provide planned differentiated instruction in a curriculum area.)

- 8) Cross Grade Groups (Opportunity for a student to work in an advanced grade-level setting with one or more students sharing a similar readiness for the learning task and performance expectations.)
- 9) Acceleration –Administration practices designed to allow students to progress through the curriculum and/or grade levels at a rate faster than the average.
- 10) Dual Enrollment (Qualified students taking high school courses while at the middle level.)
- 11) Other

## 2. Enrichment

- 1) Enrichment of content in the regular classroom (Experiences provided in regular classrooms that are supplemental to the established curriculum and which are purposefully planned with the needs, interests, and capabilities of particular students in mind.) Appropriate enrichment experiences are not a repetition of material. Examples of appropriate enrichment experiences include:
  - A. Learning centers
  - B. Guest speakers
  - C. Independent study
  - D. Other
- 2) Mentorships (a program which pairs individual students with someone who has advanced skills and experiences in a particular discipline and can serve as a guide, advisor, counselor, and role model.)
- 3) Seminars (Special short-term sessions where students focus on one area of study.)
- 4) Resource Room (A class for students released from their regular classroom on a scheduled basis to work with a teacher trained in the education of the gifted.)
- 5) Creative and Academic Competitions (Organized opportunities for students to enter local, regional, state, or national contests in a variety of areas.) These may include:
  - A. Science Fairs
  - B. Invention Conventions
  - C. National History Day
  - D. Academic Meets
  - E. Others
- 6) Interest Groups (Any group organized from one or more classrooms on the basis of the interest in a topic; usually short term in duration.)
- 7) Other

## 3. Academic/Social Support

- 1) Duke Talent Search, conducted by Duke University to identify academically talented youth and inform them about their abilities and academic options.
- 2) Guidance and Counseling (Planned activities, sessions, and policies that assist gifted and talented students in planning their academic career in school and after high school, and that also address the specific social-emotional needs of the gifted, including underachievement)
- 3) Other

## 4. Staff Development related to:

- 1) Implementation of Dickson School District Gifted Program
- 2) Components of Appropriate Flexible Pacing
- 3) Integrated Curriculum/Thematic Units
- 4) Learning Styles

- 5) Higher Level Thinking Skills
- 6) Problem Finding and Problem Solving
- 7) Other

### 3. High School Gifted Plan

#### 1. Appropriate Flexible Pacing

- 1) Individualization of Instruction (Instruction of an individual student focused on the specific educational needs of that student)
- 2) Proficiency Based Promotion (students advancing one or more levels in a curriculum area by demonstrating proficiency at 90% level on designated assessment)
- 3) Honors, Differentiated, or Enriched Classes (Differentiated curriculum and accelerated content designed for able students. These classes need not be limited to identified gifted students)
- 4) Independent Study (Individually contracted in-depth study of a topic; also a course or unit of study taken through an individual arrangement)
- 5) Continuous Progress (The content and pacing of the curriculum and instruction are matched to the students' abilities and needs. Students move ahead on the basis of mastery.)
- 6) Cluster Groups (Any group of identified able learners purposefully organized to provide planned differentiated instruction most of the time.)
- 7) Instructional Groups (Any group of identified able learners organized to provide planned differentiated instruction in a curriculum area)
- 8) Cross Grade Groups (Opportunities for a student to work in an advanced grade-level setting with one or more students sharing a similar readiness for the learning task and performance expectations.)
- 9) Curriculum Compacting (A system designed to adapt the regular curriculum to meet the needs of above average students by either eliminating previously mastered work or streamlining work that may be mastered at a faster pace. The time gained may be used to provide students with appropriate enrichment and/or acceleration experiences.)
- 10) Acceleration-Administrative practices designed to allow students to progress through the curriculum at a faster rate than the average.
- 11) Correspondence Courses (High school courses taken by correspondence through an approved university)
- 12) Concurrent Enrollment (Qualified students taking college courses concurrently while in high school)
- 13) Advanced Placement Courses (College-level courses provided at the secondary level for which students may receive college credit by examination as administered by the Advanced Placement Program of the College Board)
- 14) Other

#### 2. Enrichment

- 1) Enrichment of content in the Regular Classroom (Experiences provided in regular classrooms that are supplemental to the established curriculum and which are purposefully planned with the needs, interests, and capabilities of particular students in mind. Appropriate enrichment experiences are not a repetition of material.

Examples include:

- A. Learning Centers
- B. Guest Speakers
- C. Independent Study
- D. Other

- 2) Mentorships (A program which pairs individual students with someone who has advanced skills and experiences in a particular discipline and can serve as a guide, advisor, counselor, and role-model.
- 3) Seminars (Special short-term sessions where students focus on one area of study) Examples include:
  - A. Current Economic Trends
  - B. Environmental Issues
  - C. Political Trends
  - D. PSAT/SAT Workshops
  - E. PACT/ACT Workshops
  - F. Other Topics of Interest
- 4) Resource Room (A class for students released from their regular classroom on a scheduled basis to work with a teacher trained in the education of the gifted.)
- 5) Creative and Academic Competitions (Organized opportunities for students to enter local, regional, state, or national contests in a variety of areas) Examples may include:
  - A. Science Fairs
  - B. Invention Conventions
  - C. Engineering Fairs
  - D. Mock United Nations
  - E. National History Day
  - F. Academic Bowl
  - G. Other

### 3. Academic/Social Support

- 1) Guidance and Counseling (Planned activities that assist gifted and talented students in planning their academic career in school and after high school and that also address the specific social/emotional needs of the gifted, including underachievement.
- 2) Other

### 4. Staff Development related to:

- 1) Implementation of Dickson School District Gifted Program
- 2) District Gifted Program
- 3) Integrated Curriculum/Thematic Units
- 4) Learning Styles
- 5) Higher Level Thinking Skills
- 6) Problem Finding and Problem Solving
- 7) Other

## Evaluation

1. A systematic plan for on-going evaluation is part of program planning implementation. An on-going evaluation process will be established by the Local Advisory Committee on Gifted Education. Each site plan will provide an evaluation process. Previous evaluations will be the basis for site planning.

2. Students, teachers, parents, and administrators will annually evaluate gifted educational programming at each school site. Evaluation results will be communicated in a timely and meaningful way to program decision makers at the site level, the district level, and as appropriate, to students, parents, and the public.

3. The evaluation process assesses each component of gifted educational programming. These include:

1. Identification
2. Instructional program
3. Professional development

4. Teacher selection
  5. Community involvement
  6. Program management
  7. The evaluation process
4. The evaluation process will focus upon the appropriateness of educational programming provided for gifted students.
  5. A plan for evaluation will be developed at the time the programming option is planned, specifying data to be collected and personnel responsible for analysis of the data.
  6. Data for evaluation will be obtained from a variety of instruments, procedures, and information sources.
  7. Student progress will be assessed, with attention to mastery of content, higher level thinking skills, and reactivity.
  8. Advanced content courses will be noted on student transcripts.

#### Local Advisory Committee

1. The Local Advisory Committee members will be appointed by the Board of Education upon the recommendation of the Superintendent. The committee will consist of at least three (3) but not more than eleven (11) members, at least one-third (1/3) of whom shall be selected from a list of nominations submitted by associations whose purpose is advocacy for gifted and talented children.
2. The Local Advisory Committee will be demographically representative of the community.
3. The Local Advisory Committee will be appointed no later than September 15 of each school year for two-year terms and will consist of parents of children identified as gifted and talented and community members who may, but are not required to be, parents of students within the district.
4. The first meeting will be called by the Superintendent no later than October 1 of each year. At this meeting, the committee will elect a chairperson and a vice chairperson.
5. The advisory committee will meet at other times during the year as necessary in a meeting space furnished by the district. All meetings of the committee will be subject to the provisions of the Oklahoma Open Meeting Act.
6. The school district will furnish staff who have training in gifted education for the advisory committee.
7. The Local Advisory Committee will assist in the formulation of district goals for gifted education, assist in development of the district plan for gifted child educational programming, assist in programming, and perform other advisory duties as requested by the Board of Education.

#### Qualifications and Responsibilities of Gifted Child Educational Program Staff

1. Qualifications for Staff:
  1. Teachers shall hold a valid Oklahoma teaching certificate appropriate to the grade level(s) included in the program.
  2. Gifted educational program coordinators shall hold a valid Oklahoma Teaching certificate.
  3. Teachers whose duties include direct involvement with gifted and talented students shall participate each year in inservice training or college training designed to educate and assist them in the area of gifted education.
  4. Gifted educational program coordinators shall participate each year in inservice training or college designed to educate and assist them in the area of gifted education.
  5. Administrators responsible for gifted educational programming will attend professional development related to the educational needs of gifted students each year.
2. Responsibilities of gifted educational program staff

1. The Superintendent or the district coordinator for gifted educational programming will be responsible for working with the local advisory committee, overseeing the site coordinators and site plans, and filing such reports and information as are required by the State Department of Education relative to gifted education programming.
2. The Principal or site coordinator for gifted educational programming will be responsible for working with the site committee, coordinating gifted educational programming related to the site gifted plan, and completing such reports and information as required by the district coordinator for gifted education programming.
3. The site committee on gifted educational programming will work with the site coordinator to develop the site gifted plan each year. The site gifted education specialist or designee is responsible for coordinating the site programming options.
4. Under the direction of the district coordinator for gifted education programming, an organizational document will be developed at each site which clearly delineates roles, responsibilities, and coordination procedures in regard to gifted educational programming options.
5. Delivery is addressed by both the regular classroom teachers and to the gifted education specialist. They work closely together to implement appropriate flexible pacing, plan enrichment, coordinate resources, and facilitate academic/social support when needed.
  - 1) The gifted education specialist provides professional support through modeling, consultation, co-teaching, collaborative problem solving, and inservice training and assists classroom teachers in finding the securing resource material and/or resource persons.
  - 2) The gifted education specialist is responsible for coordinating gifted student progress and record maintenance.
  - 3) Classroom teachers will have documentation demonstrating that curriculum has been and continues to be modified in pace, breadth, and depth.

#### Budget

1. Each site coordinator for gifted educational programming, in conjunction with the site committee and administration, will prepare a budget for gifted educational programming as a part of the site gifted plan.
2. The district coordinator will compile the site budgets and will prepare, in conjunction with the Superintendent and local advisory committee, a district budget for gifted education programming.
3. The district budget for gifted educational programming will be prepared on forms required by the State Department of Education and submitted as required.
4. The budget for gifted educational programming will be approved by the Board of Education before filing with the State Department of Education.

#### Expenditures Report

1. An expenditures report for the previous school year will be submitted by the Superintendent to the State Department of Education by July 15 of each year.
2. The report will outline the expenditures made by the district that year for gifted child educational programming.
3. The report will identify expenditures by major object codes and program classifications pursuant to the Oklahoma Cost Accounting System.

## 8242 – ANIMALS IN SCHOOL

It is the policy of the Dickson Board of Education that students will not bring animals onto school premises except in connection with an organized and approved school activity, or as otherwise authorized by the appropriate building principal before animals are brought to school or to any school activity.

Authorized animals must be adequately housed and cared for while on school grounds. Only the teacher, or students designated by the teacher, is to handle the animals. If dogs are allowed to be on school grounds by the principal, the dogs must be leashed at all times and not permitted to run at large.

If animals are to be kept on school grounds on days when classes are not in session, arrangements must be made for their care.

If a staff member or student has been bitten by an animal and the skin has been pierced, the incident must be reported immediately to the school office by the student or the supervising adult. The principal will notify public health authorities and cause the animal to be impounded for observation. Public health authorities will determine the appropriate term of confinement of the animal and method of observation.

~~Seeing Eye dogs are authorized to be utilized on school grounds as a guide dogs for any person requiring the use of such a dog for vision assistance.~~

Service animals perform some of the functions and tasks that individuals with disabilities cannot perform themselves. Service animals are not pets. There are several kinds of service animals that assist individuals with disabilities. Examples include, but are not limited to, animals that:

1. Assist individuals who are blind or have severe sight impairments.
2. Alert individuals with hearing impairments to sounds.
3. Pull wheelchairs or carry and pick-up items for individuals with mobility impairments, and
4. Assist individuals with mobility impairments with balance.

The district shall not assume or take custody or control of, or responsibility for, any service animal or the care or feeding thereof. The owner or person having custody and control of the service animal shall be liable for any damages to persons, premises, property, or facilities caused by the service animal, including, but not limited to, clean up, stain removal, etc. If a service animal is not “house broken” the service animal will be denied access to school district property. If, in the opinion of the Superintendent or designee any service animal is out of control in the school setting or during District transportation, the matter shall be immediately reported to local law enforcement. The parent or guardian of the student having custody control of the service animal will be required to remove the service animal from District premises immediately.



**9000**

# **Community Relations**

## 9020 – SOLICITING ORGANIZATIONS

All soliciting organizations must meet with the Superintendent and/or building principals to present their product before they will be allowed to present their product to any other school employee.

## 9030 – PARENT PARTICIPATION

The board of education, in consultation with parents, teachers, and administrators, has developed and adopted this policy to promote and encourage the involvement of parents and guardians of children within the school district.

1. Parent participation in the schools is encouraged to improve parent and teacher cooperation in such areas as homework, attendance and discipline. At the beginning of each school year each teacher shall provide parents with contact information so that a parent has the opportunity to contact the teacher or administration to address concerns related to homework, attendance and discipline.
2. Parents may request additional information from the administration to learn about the course of study for their children and review learning materials, including the source of any supplemental educational materials.
3. Parents who object to any learning material or activity on the basis that it is harmful may withdraw their children from the activity or from the class or program in which the material is used. Objection to a learning material or activity on the basis that it is harmful includes objection to a material or activity because it questions beliefs or practices in sex, morality or religion. Parents are hereby informed that the withdrawal of a child from any state mandated courses could prevent their child from being eligible to receive a high school diploma.
4. If the school district offers any sex education curricula pursuant to Section 11-105.1 of Title 70 of the Oklahoma Statutes or pursuant to any rules adopted by the State Board of Education, parents may opt their child out of sex education instruction if the child's parent provides written objection to the child's participation in the sex education curricula.
5. Parents are hereby notified and given the opportunity to withdraw their children from any instruction or presentations regarding sexuality in courses other than formal sex education curricula pursuant to Section 11-105.1 of Title 70 of the Oklahoma Statutes.
6. Parents may learn about the nature and purpose of clubs and activities that are part of the school curriculum, as well as extracurricular clubs and activities that have been approved by the school. A list of school clubs that have been approved by the board of education is available from the administration upon request.
7. Specific parent rights and responsibilities provided under the laws of this state, include the following:
  - a. the right to opt out of a sex education curriculum if one is provided by the school district.
  - b. open enrollment rights.
  - c. the right to opt out of assignments.
  - d. the right to be exempt from the immunization laws of the state pursuant to Section 1210.192 of Title 70 of the Oklahoma Statutes,
  - e. the promotion requirements prescribed in Section 1210.508E of Title 70 of the Oklahoma Statutes,
  - f. the minimum course of study and competency requirements for graduation from high school prescribed in Section 11-103.6 of Title 70 of the Oklahoma Statutes,
  - g. the right to *opt out of* instruction on the acquired immune deficiency syndrome pursuant to Section 11-103.3 of Title 70 of the Oklahoma Statutes,
  - h. the right to review test results,

i.the right to participate in gifted programs pursuant to Sections 1210.301 through 1210.308 of Title 70 of the Oklahoma Statutes,

j.the right to inspect instructional materials used in connection with any research or experimentation program or project pursuant to Section 11-106 of Title 70 of the Oklahoma Statutes,

k.the right to receive a school report card,

l. the attendance requirements prescribed in Section 10-106 of *Title* 70 of the Oklahoma Statutes,

m. the right to public review of courses of study and textbooks,

n. the right to be excused from school attendance for religious purposes,

o.policies related to parental involvement pursuant to this section,

p.the right to participate in parent-teacher associations and organizations that are sanctioned by the board of education of a school district, and

q. the right to opt out of any data collection instrument at the district level that would capture data for inclusion in the state longitudinal student data system except what is necessary and essential for establishing a student's public school record.

Parents may submit a written request for information during regular business hours to either the school principal at the school site or the superintendent at the office of the school district. Within^ ten (10) days of receiving the request for information, the school principal or superintendent, shall deliver the requested information to the parent or provide a written explanation of the reasons for the denial of the requested information. If the request is denied or the parent does not receive the requested information within fifteen (15) days after submitting the request, the parent may submit a written request for the information to the board of education. The board of education shall formally consider the request at the next scheduled public meeting if the request can be properly noticed on the agenda. If the request cannot be properly noticed *on* the agenda, the board of education shall formally consider the request at the next subsequent meeting of the board of education.

#### **Legal References:**

**70 O.S. § 10-106**  
**70 O.S. § 11-103.3**  
**70 O.S. § 11-103.6**  
**70 O.S. § 11-105.1**  
**70 O.S. § 11-106**  
**70 O.S. § 1210.192**  
**70 O.S. § 1210.301 through § 1210.308**  
**70 O.S. § 1210.508E**

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