

SKIATOOK PUBLIC SCHOOLS POLICY MANUAL
TABLE OF CONTENTS

POLICY	PAGE NUMBER
---------------	------------------------

Copyright Notice	i
------------------------	---

SECTION 1 - INTRODUCTION

Introduction	1
Philosophy	2
Mission Statement	3
Privacy at School	4

SECTION 2 – SCHOOL BOARD OPERATIONS

Board of Education Legal Status	1
Board Vacancies	2
Continuing Education for School Board Members	3
School Board Internal Organization	5
Board of Education Officers - President	6
Board of Education Officers – Vice President	7
Board of Education Officers – Treasurer	8
Board of Education Officers – Clerk	9
Minute Clerk	10
Encumbrance Clerk	11
School Board Meetings	12
Board of Education Notification of Meetings	14
Quorum Board Meeting Procedure	16
Public Participation in Board Meetings	17
Board of Education Executive Officer – Superintendent	19
Board-Superintendent Relationship	21
Term of Office and Salary of Superintendent	22
Evaluation of the Superintendent	23
Charter Schools	24
Emergency Preparedness and Management	28

SECTION 3 – BUSINESS and AUXILIARY SERVICES

Management and Investment of Funds	1
Employee Fundraising	5
Public Gifts to the Schools	7
Annual Statistical/Financial Reports	8
Surety Bonds for Superintendent and Financial Officers	9
Activity Funds	10
Federal Program Complaints	11
Federal Programs	15

SKIATOOK PUBLIC SCHOOLS POLICY MANUAL
TABLE OF CONTENTS

POLICY	PAGE NUMBER
Policy on Forbidding The Supplanting of Federal Funds and Grant Monies for Local Revenue.....	23
School Raffles.....	24
Employee Travel Expense Reimbursement	26
Reimbursement for Cocurricular Activity Expenses.....	30
Student Achievement Programs and	
Parent-Teacher Associations and Organizations	33
Auditor	35
Purchasing and Distribution.....	36
Procurement	37
Selection of Construction Manager	39
Substitute Teachers.....	40
Duplicate Checks.....	41
Electronic Records, Contracting and Signatures	42
Identity Theft Prevention.....	45
Telephones	48
Transportation Management.....	49
School Bus Safety Program.....	50
Procurement Plan for Child Nutrition Program.....	51
Student Interviews and Interrogations.....	78
Child Nutrition Information for Employees.....	79
Child Nutrition Information for Families	81
Food Allergies	84
Immunizations.....	86
Communicable Diseases	87
Contagious Health Conditions	89
Wellness	90
Smoking, Vaping and the Use of Tobacco Products.....	98
Custodial and Noncustodial Parental Rights	100
School Volunteers	101
District-Wide Parental Involvement (Parents' Bill of Rights)	102
District-Wide Parental Involvement (Title I)	107
Review of Instructional Material	111
Safe School Committees and Healthy and Fit School Advisory Committees.....	112
Interference with the Peaceful Conduct of Activities and	
Protection from Workplace Harassment and Violence.....	115
Sex Offenders	118
Safety Drills	119
Distribution of Materials	121
Medical Marijuana, Hemp & Cannabidiol (CBD)	124
Service of Legal Papers on School Grounds During School Hours	129
Criminal History Affidavits for Contractors	131
Contractor's Criminal History Affidavit	133
Financial Gifts to The District Under The Oklahoma Equal Opportunity Education Scholarship Act and donor agreement	134

SKIATOOK PUBLIC SCHOOLS POLICY MANUAL
TABLE OF CONTENTS

POLICY	PAGE NUMBER
--------	----------------

SECTION 4 – INSTRUCTION

District and Tribal Community Relations	1
Length of School Year	3
Part-Time Enrollment.....	4
Attendance/Activities	5
Chronic Absenteeism	7
Internal Activity Review Committee.....	10
Academic Credit	12
Concurrent Enrollment	13
Proficiency-Based Promotion.....	17
Student Promotion and Retention and Student Pass/Fail of a Course	19
Reading Sufficiency Act Testing and Procedures	25
Testing Program	33
Report Cards	34
Media Center Selection for Library Books.....	35
Textbook Selection	38
Distribution and Care of Textbooks	39
Curriculum Development	40
Curriculum Evaluation	42
AIDS Prevention Education for Students.....	43
Constitution Day and Citizenship Day	44
Veterans Day	45
Classroom Visitation.....	46
Observation of Moment of Silence	47
United States Copyright Law	48
Virtual, Hybrid, and Distance Instruction	51
Classroom & School Building Housekeeping.....	58

SECTION 5 – SCHOOL PROPERTY

Use of School Facilities.....	1
Naming of District Facilities	8
Sale of School District Surplus Property	11
Asbestos Inspection.....	14
Buildings and Grounds Maintenance	15
Use of Buses Other Than Regular Transportation of Pupils	16
Loaning of School Equipment.....	17
Inventories.....	18
Advertising in District Media and at District Facilities	19
Implementing the “Patriotic Access to Students in Schools Act (“Pass Act)”	22
Intellectual Property	23

SKIATOOK PUBLIC SCHOOLS POLICY MANUAL
TABLE OF CONTENTS

POLICY	PAGE NUMBER
---------------	------------------------

Use of Security Cameras	26
Use of Multiple Occupancy Restrooms and Changing Areas	30

SECTION 6 – EMPLOYEES – GENERAL

HazCom Program	1
Bloodborne Pathogen Exposure Control Plan	2
Drug and Alcohol-Free Workplace	9
Testing Employees and Applicants (Other Than Bus Drivers) with Regard to the Use of Alcohol and Illegal Chemical Substances	11
Abuse, Neglect, Exploitation, and Trafficking	21
Employee Safety Assurance Program (ESAP)	30
Workers' Compensation	33
Criminal Record Searches	34
Assault and Battery Involving School District Employees	42
Family and Medical Leave	44
Fair Labor Standards Act Compliance	50
Professional Conduct by Staff.....	53
Campaign Activities During Regular School Day	56
Employment of Family Members	58
Employment References – Release of Information Regarding Employees	59
Professional Organizations – Payroll Deductions.....	60
Compliance With State and Federal Laws Regarding Employee Leave and Payroll Procedures	61
Reporting Threatening Behavior	62
Telework During Extended School Closure or For Intermittent Use	63
Lactation Policy.....	67
Foster Care Plan	68
Twelve-Month Employee Paid Vacation.....	72
Longevity Retirement Incentive Program.....	73

SECTION 7 – CERTIFIED EMPLOYEES

Reporting Student Substance Abuse	1
Staff Development.....	2
Certified Employee Leave	3
Suspension, Dismissal and Nonreemployment of Teachers.....	6
Reduction in Force of Certified Teaching Personnel	13
Resignation of Certified Personnel.....	17
Standards of Performance and Conduct for Teachers.....	18
Evaluation of Professional Staff	21
Dyslexia/Dysgraphia Awareness Program.....	23

SKIATOOK PUBLIC SCHOOLS POLICY MANUAL
TABLE OF CONTENTS

POLICY	PAGE NUMBER
---------------	------------------------

SECTION 8 – SUPPORT EMPLOYEES

Support Personnel Leave	1
Suspension, Demotion, Termination or Nonreemployment of Support Employees.....	5
Support Employee Rules for Conduct	10
Resignation of Support Employees.....	14
Evaluation of Support Personnel	15
Alcohol and Drug Testing for Bus Drivers	16
Compliance With Regulations Regarding The FMCSA Clearinghouse	32

SECTION 9 – RECORDS

Student Records.....	1
Notification of Rights Under FERPA	14
Directory Information Notice	16
Document Retention	17
Transfer and Release of Confidential Information.....	20
Open Records.....	22
Open Records Act Schedule of Fees.....	25

SECTION 10 – STUDENTS

Student Enrollment	1
Student Residency	2
Student Transfers	12
Transfers Pursuant to the Deployed Parents School Act of 2013	20
Application Form	21
Student Behavior.....	22
Student Suspension	28
Gun-Free Schools Student Suspension	35
Student Bullying	37
Hazing	42
Student Possession of Dangerous Weapons	43
Students, Drugs, and Alcohol	46
Student Search and Seizure.....	48
Locker Search and Seizure.....	50
Administration of Medicine to Students.....	51
Gifted Student Program	58
Student Attendance.....	61
Withdrawal from School.....	65
Testing Students with Regard to the Use of	
Alcohol and Illegal Chemical Substances	66
Extracurricular Activities Student Alcohol And Drug Testing	72

SKIATOOK PUBLIC SCHOOLS POLICY MANUAL
TABLE OF CONTENTS

POLICY	PAGE NUMBER
--------	-------------

Protection of Pupil Rights Amendment	82
Student Organizations Sponsorship & Closed Student Forums	85
Title IX and School Sponsored Sports	88
Health for Student Athletes.....	89
Emergency Medical Services at District Athletic Events and Activities	90
Athletic Events Broadcasting and Streaming Rights	91
Conduct at Student Performances	92
Student Diabetes Care and Management	93
Suicide Awareness, Training, and Prevention	96
ASVAB Testing and Student Access to Military Recruiters	98
Transgender and Nonbinary Student Records.....	99
Student Mental Health Crisis Protocol	103
Mental Health Accommodations.....	105
Resource Information on Student Identification Cards.....	107
Save Women's Sports and declaration form	108
Graduation Attire	110

SECTION 11 – DISCRIMINATION

Nondiscrimination	1
Discrimination, Harassment, and Retaliation	3
Grievance Procedure for Filing, Processing and Resolving Discrimination Complaints Alleging Discrimination, Harassment & Retaliation	7
Disability Accommodations	13
Service Animals	15
Prohibition on Race and Sex Discrimination In Curriculum and Instructions.....	21

SECTION 12 – TECHNOLOGY

Internet and Technology Safety and Provider Verification form	1
Acceptable Use of Internet and Electronic and Digital Communications Devices.....	4
Cyber Bullying and Internet Safety Fact Sheet	9
Prohibited Use of District Issued Technology Equipment	10
Personal Wireless Devices and Electronic Accounts.....	11
Virtual Online School (FERPA)	14
Acceptable Use of File Sharing Technology	17
Social Media and Social Networking	18
Cybersecurity.....	24

SECTION 13 – SPECIAL EDUCATION

Child Find	1
Including Students with Disabilities in Districtwide Assessments	3

SKIATOOK PUBLIC SCHOOLS POLICY MANUAL
TABLE OF CONTENTS

POLICY	PAGE NUMBER
Educational Services for Students Under § 504 and Title II of the ADA.....	5
Disciplinary Removal of Children with Disabilities	11
Extended School Year Services	16
Parent Revocation of Consent for Services	19
Physical Restraint of Students with Disabilities.....	20
Seclusion of Students with Disabilities.....	21
Disproportionality	23
Direct Threat	24