

Board Governance

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SCHOOL BOARD POWERS AND DUTIES

The local board shall have the responsibility for the operation of the school, for maintaining harmony, and for performance of their powers and duties as specified in the following statutes:

The local board shall be responsible for developing and adopting effective policies for the operation of the school(s), which must include those policies required by statute. (A.S. 3.20-1)

The governing local board shall be responsible for the selection and evaluation of its chief executive officer who shall be superintendent or other designated head of the school system. (A.S. 3.20-2)

The working relationships between the governing board and the superintendent shall be such as to facilitate effective administration and operation of the school and the entire district. (A.S. 3.20-3)

The local board and its individual members shall refrain from involvement in or interference with the administrative functions of the school. (A.S. 3.20-4)

Individual board members shall not engage in transactions for the school or the district without prior and specific authorization of the entire board. (A.S. 3.20-5)

Local board meetings shall be announced sufficiently in advance to give proper notice to board members, staff, and community. (A.S. 3.20-6)

Prior to each local board meeting, the superintendent, in cooperation with the board, shall prepare an agenda for the meeting which is in compliance with the Oklahoma Open Meeting Act. Copies of the agenda shall be available to the public. (A.S. 3.20-7)

Local board meetings shall be open to the public, except for executive sessions which shall be limited to topics prescribed by statute. (A.S. 3.20-8)

The local board shall transact official business with professional staff members and other school employees only through the superintendent. The board shall adopt procedures which permit hearing viewpoints of the staff, students, and community during board meetings. (A.S. 3.20-9)

The local board shall not enter into any written contract with a teacher who does not hold a valid Oklahoma license/certificate. (A.S. 3.20-9a)

A local board applying for and receiving federal funds shall employ properly certified staff to administer and/or teach in the activities funded. All school equipment, books, and supplies purchased with federal funds shall be labeled or designated when delivered to the school. This labeling shall include the title of the Act and the year purchased. (A.S. 3.20-9b)

Lack of harmony in the teaching staff, board, or community, when such conditions affect the quality and effectiveness of instruction and climate of the school, shall be considered sufficient cause for not accrediting a school. Political and special interest groups or individuals shall not interfere in the operation of the schools. (A.S. 3.20-9c)

The local board of education shall adopt policies and procedures pertaining to admission placement, promotion, retention, and graduation requirements for students which shall be disseminated to students and parents/guardians. (A.S. 3.20-9d)

For any instances in which the school charges tuition, as provided by law, the school shall have a policy, approved by the local board, regarding procedures to be used in the refunding of tuition if the student withdraws from the school. (A.S. 3.20-9e).

PURPOSE

In order that the Public Schools of Altus, Oklahoma School District number 18 may function and conduct its business as smoothly and efficiently as possible, the policies and practices that have governed said schools and are presently in force are hereby set forth.

It is recognized that full and complete rules and regulations cannot be written to apply to all situations. An attempt is made to set forth policies that cover items of major importance and that occur with greatest frequency. They are to be considered as guiding principles and should serve as a guide to interested patrons.

BOARD MEMBER TRAINING REQUIREMENTS

Oklahoma law requires those who serve on a school board to complete training requirements. There are three types of training for school board members: (1) New Board Member Training; (2) Incumbent Board Member Training; and (3) Continuing Education training. It is important that all board members understand that they will need to be earning two types of credit in each term of office that they serve.

Oklahoma law requires newly elected board members to complete twelve (12) hours of instruction in the following approved subjects within fifteen months of preceding or following election. Many workshops qualify for this type of training such as, State Department of Education New School Board Member workshop, State Board of Education approved workshops and seminars, and higher education workshops/seminars/classes.

A school board member who is elected or appointed to be a member of the board of education prior to January 1, 2014 shall complete (2) hours of school finance, (2) hours of Open Meeting/Open Records Act, (1) hour of new business, (1) hour of ethics, duties and responsibilities, (2) hours of legal issues, (1) hour of school employment, (2) hours of IDEA/Special Education, and (1) hour of Educational issues for a total of twelve (12) hours of instruction within the first fifteen (15) months of election or appointment. Failure to earn these requirements in the fifteen (15) month period will result in a requirement that the board of education declare the seat vacant as per state law. The individual who failed to earn the credits in the statutory deadline is prohibited by law from serving for a full term of office.

A school board member who is elected or appointed to be a member of the board of education on or after January 1, 2014, shall be required to earn twelve (12) new board member credits within the first fifteen (15) months of office. These twelve (12) credits shall include at least one (1) hour of instruction in school finance, (1) hour of instruction in the Oklahoma Open Records Act and the Oklahoma Open Meeting Act, and one (1) hour of instruction in ethics. The remaining nine (9) hours may be in legal issues, due process, new laws, the Oklahoma Open Records Act and the Open Meeting Act, duties and responsibilities, which include but are not limited to special education and ethics of district board of education members.

An incumbent board member is required to complete six (6) hours of instruction within the first fifteen months of re-election, including one (1) hour of instruction in school finance, one (1) hour of instruction in the Open Records Act and the Open Meeting Act and one (1) hour of instruction in ethics. The remaining hours may be satisfied by attending a workshop, class, or seminar addressing educational issues set forth in state law.

Failure to meet the requirements within the allotted time, the local board shall declare the seat of such member vacant and **shall fill the vacancy according to law. (70 O.S. § 5-110)**

In addition to newly elected and incumbent credits, all board members are required to earn “continuing education” credits during any full term of office, to be completed prior to the date to file for re-election. **Many workshops qualify for this type of training such as, workshops, seminars, conferences and/or conventions conducted by the State Department of Education, Oklahoma State School Boards Association, and higher education institutions, local professional development programs of the board member’s district. All other programs must be approved by the Oklahoma State Department of Education and the Oklahoma Department of Career and Technology Education.**

- **9 hours during a full 3-year term**
- **12 hours during a full 4-year term**
- **15 hours during a full 5-year term**

Failure of a board member to satisfy the continuing education requirement shall result in the ineligibility of the member to run for reelection. (70 O.S. § 85-110.1)

Oklahoma Department of Career and Technology Education Board Member Training

The Oklahoma Department of Career and Technology Education is authorized to provide new, incumbent, and continuing education workshop and training requirements which are required for technology center school district board of education members. (70 O.S. § 14-102.1)

VERIFICATION OF ATTENDANCE

The Oklahoma State Department of Education is responsible for maintaining records for each school board member who successfully completes workshops approved for board member training.

Records of attendance are submitted to the Oklahoma State Department of Education by individuals/organizations conducting workshops approved by the State Department of Education and the Oklahoma Department of Career and Technology Education for school board member training. (70 O.S. § 5-110 and 110.2)

DUTIES OF OFFICERS OF THE ALTUS BOARD OF EDUCATION

A. Duties of the President:

It will be the duty of the President to preside at all meetings of the board, to enforce the rules, to sign all warrants drawn by the Secretary and to perform such other duties as are required by law, by the board, or as customarily devolve upon the presiding officer of a deliberative body.

B. Duties of the Vice-President:

In the absence of the President, the Vice-President will preside and will fulfill the functions of the office of the President. In the absence of both the President and Vice-President, the Secretary will call the meeting to order and a President pro-tempore will be chosen.

C. Duties of the Treasurer:

The Treasurer of the Board will be appointed annually. The treasurer will perform the duties regularly prescribed by law for such office. The treasurer will provide a complete financial report for each monthly meeting of the Board of Education.

D. Duties of the Minutes Clerk:

1. The Board of Education has established the following duties:
 - a. Attend all regular and special meetings of the board and keep an accurate journal of the proceedings thereof;
 - b. List the approved encumbrances in the minutes of the board meetings;
 - c. Furnish requesting newspapers in the county with copies of tentative minutes;
 - d. Enter the authorized amounts of appropriations in the various appropriations accounts;
 - e. Charge the appropriate appropriation accounts and credit the affected encumbrances outstanding accounts with approved encumbrances after determining that the encumbrances do not exceed the balance of the appropriation charged;
 - f. Receive certification from the proper district employee that services or merchandise billed to the district have been received, file bills and invoices in official records, debit encumbrances outstanding account and credit the accounts payable account for the amounts of the approved bills.
 - g. Pay approved bills by issuing warrants against the designated funds, charging the warrants against the appropriate accounts payable account and crediting the appropriate warrants issued account, or,

by notifying the board treasurer that the bills are approved for payment in lieu of issuing warrants so that the treasurer can record payments by check, wire transfer, direct payroll deposit or other disbursement through the Federal Reserve System.

- h. Receive all warrants, certificates of indebtedness, or bonds from the treasurer after the treasurer has registered the warrants in numerical order.
- i. Perform such other duties as directed by the board of education.

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

TREASURER (REGULATIONS)

The district treasurer shall complete at least twelve (12) hours of instruction on school finance laws of this state, accounting, ethics, and the duties and responsibilities of a school district treasurer. A district treasurer must complete this training within nine (9) months after employment as a district treasurer. In addition to these requirements, the district treasurer is required to complete a minimum of twelve (12) hours of continuing education every three (3) years. **The treasurer will be bonded in the amount of \$100,000.00.**

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

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

BOARD MEETINGS

A. Time and Place of Meetings:

The regular meeting of the board will be held in the conference room of the Altus Board of Education Administrative Building, corner of Lee and Cypress Streets, on the second Monday in each calendar month or as otherwise set by the Board of Education. Special meetings may be held at any time at the call of the President or Vice-President, or upon the request of any two members of the Board. Notification of special meetings will be by telephone.

B. Order of Business:

The following order of business will be observed at all board meetings:

- 1) Roll Call _____
- 2) Communications and Petitions _____
- 3) Report of the Superintendent
- 4) Claims _____
- 5) Consent Agenda
- 6) Personnel Issues
- 7) Business known at time agenda is posted
- 8) New Business
- 9) Adjournment

After adjournment, the superintendent is authorized to give information to the press or to parties interested in specific board action in order that such information may have official standing.

ALTUS BOARD OF EDUCATION CODE OF CONDUCT

I realize that to be the most effective advocate for children, as a board, we must function as a team. To this end, I pledge to do my best to adhere to the principles listed below. Should I, for whatever reason, fail to follow these guidelines, I ask my fellow board members to call it to my attention. When that happens, I pledge to accept the feedback without anger or finger pointing, and to renew my efforts to follow this code of conduct.

- 1) I will always put the needs of children above the wants of adults.
- 2) I will know local, state, and federal laws that govern what Boards do.
- 3) I will make only positive and supportive comments about other board members and school employees, both publicly and privately.
- 4) I will come to board meetings prepared. (I will have read my packet and will have called ahead if I have a question).
- 5) I will abide by local district policy.
- 6) I will make a good faith effort to understand and to respect the views of other board members.
- 7) I will support all legal, ethical, and moral board decisions even when I'm in the minority. I reserve the right to disagree, but I will not be disagreeable.
- 8) I will only deal with issues, never in personalities.
- 9) I will only state or represent my opinion or position on any board issue.
- 10) What is said to me in confidence by a board member or the superintendent will remain in confidence.
- 11) My actions will be consistent with what I say in private and in public.
- 12) I agree to amnesty on past issues and events and will maintain a positive focus on the future for ALL Altus students.

_____	_____
_____	_____
_____	_____

ALTUS BOARD OF EDUCATION OPERATING PROCEDURES

1. DEVELOPING BOARD MEETING AGENDA

A. Items on agenda

1. Tentative agendas are created by the superintendent and presented to the officers of the board in advance of the regularly scheduled meeting.
2. In accordance with Oklahoma open meeting laws, no member can place an item on the agenda less than 24 hours in advance of a regular meeting nor less than 48 hours in advance of a special meeting.
3. The Board President alone may place an item on the agenda. Also, any two Board members may request that the president place an item on the agenda.

B. Items that cannot be on the agenda

1. All personnel issues may be conducted in executive session unless otherwise specifically required by the Oklahoma Open Meeting Law.
2. Anything that violates right to privacy, i.e. Oklahoma Open Meeting Act, Oklahoma Open Record Act, cannot be placed on the agenda.
3. The Superintendent will be responsible for the agendas to be within compliance of state and federal statutes.

C. Use of Consent Agenda

1. A consent agenda will be used for items that do not normally require board discussion. All of the items will be approved by one vote unless any Board member desires to have a separate vote on any or all of these items. The consent agenda consists of the discussion, consideration, and vote whether to approve the items and reports as presented. The Superintendent will automatically place routine items on the consent agenda such as:
 - a. Approval of new activity accounts
 - b. Approval of activity fund raisers

2. MEMBER CONDUCT DURING BOARD MEETING:

(Note: Any time three or more Board members are gathered and discuss board business, it is considered a meeting)

A. Board may observe the parliamentary procedures in Robert's Rules of Order

(A copy of Robert's Rules of Order will be provided to each Board member.)

B. Patrons addressing the Board

Meetings of the Board of Education are conducted for the purpose of carrying on the business of the school district. The meetings are not public hearings but are meetings held in the public.

Orderly conduct of a meeting does not permit spontaneous discussion from the audience. Individuals or organizations desiring to be heard by the Board shall submit their requests to the Superintendent of Schools, requesting that an item be placed on the agenda for a specific regular Board meeting.

Any request to be heard which is to be considered by the Board must be presented in writing, in detail at least ten days before the regular board meeting and will provide the name and address of the individual who will act as spokesperson at the meeting.

The Superintendent of Schools shall confer with the president of the Board of Education concerning approval to place the requested item on the agenda and to determine the appropriate meeting for such discussion.

A single spokesperson shall be selected by groups or organizations to address the board on requested agenda item. Initial presentations are limited to five minutes.

Individuals or groups desiring additional information about any item on the agenda should direct such inquiries to the Office of the Superintendent.

Persons making presentations at a Board meeting shall address remarks to the President of the Board, and may direct questions or comments to Board members or the officers of the school system only upon approval of the President. Members of the Board and the Superintendent may have the privilege of asking questions of any person who addresses the Board.

C. Hearings

The President will chair any hearing in which witnesses are presenting evidence to the Board of Education.

If hearing procedures call for a witness to take an oath to tell the truth, then the Board clerk will ask witnesses to swear or affirm to tell the truth during the witness's testimony.

A hearing is primarily a process for the Board of Education to be presented information and to make a decision based upon that information. Board members, however, may ask questions of witnesses at the conclusion of a witness's testimony in order to clarify testimony presented. Thus, the president will ask if any board members desire to ask questions of witnesses.

If an issue arises during a hearing regarding the testimony/evidence to be presented to the Board or regarding the procedures of the hearing, the president will make a ruling regarding such issue. Such a ruling will stand unless at least three other Board members desire a different ruling.

The above provisions shall not deny the president of authority to designate a hearing officer to chair the hearing, make rulings or recommended rulings regarding issues presented at the hearing, and otherwise assist the president and Board in the conduct of the hearing.

3. VOTING

- A. All members, including the Board President will vote on all action items. A member will not abstain from voting except in the case of a personal conflict of interest related to financial or family matters as recommended by legal counsel.

- B. In case of a tie vote, the item may be placed on the next agenda as an action item if so moved.

4. INDIVIDUAL BOARD MEMBER REQUEST FOR INFORMATION OR REPORT

Records, covered by the Oklahoma Open Records Act 51 Oklahoma Statute Section 24A.1, will be made available to the public upon request. The assistant superintendent of schools will handle citizens' request for inspection, copying, or reproduction of records during regular business hours.

In cases where excessive copies or labor is involved, the superintendent may set a reproduction fee to cover actual expense.

5. CITIZEN REQUEST/COMPLAINT TO INDIVIDUAL BOARD MEMBER

- A. When a Board member receives a request from a citizen the Board member should refer the person to the superintendent or the Board President.
- B. When a Board member receives a complaint from a citizen the Board member should:
 - 1. Hear the citizen complaint to fully understand persons involved, date, place and other pertinent information.
 - 2. Repeat the problem back verbatim to citizen to insure understanding.
 - 3. Review the chain of command with citizen.
 - 4. Remind the citizen of due process and that the Board member cannot investigate and must remain impartial in case situation goes before the Board.
 - 5. Refer citizen to appropriate person/chain of command. (The citizen **MUST GO THROUGH COMMAND CHAIN** before any other action can be taken.)
- C. Board member must talk to Superintendent within 24 hours to relay the conversation.
- D. The Superintendent or his/her designee will respond to citizen in a timely fashion.

6. EMPLOYEE REQUEST/COMPLAINT TO INDIVIDUAL BOARD MEMBER

- A. When a Board member receives a complaint from an employee, the Board member should:
 - 1. Hear the employee complaint to fully understand persons involved, date, place and other pertinent information.
 - 2. Repeat the problem back verbatim to employee to insure understanding.
 - 3. Review the chain of command with employee.
 - 4. Remind the employee of due process and that the Board member cannot investigate and must remain impartial in case situation goes before the Board.
 - 5. Refer employee to appropriate person/chain of command. (The employee **MUST GO THROUGH THE CHAIN OF COMMAND** before any other action can be taken.)
 - 6. Board member must talk to Superintendent within 24 hours to relay the conversation.

7. BOARD MEMBER VISIT TO SCHOOL CAMPUS

- A. All Board members are encouraged to attend any school events as their time permits.
- B. Board members are not to go into teacher's classrooms or individual buildings for the purposes of evaluation.
- C. Board members must notify the Superintendent or Assistant Superintendent and building principal of their visits.

8. COMMUNICATIONS

- A. Superintendent will communicate information in a timely fashion to all Board members.
- B. Board will keep Superintendent informed via voice mail, telephone, fax, etc.
- C. Board will communicate with its community through public hearings, regular Board meetings, and regular publications.
- D. Individual Board members cannot speak in an official capacity outside the Boardroom.
- E. Communication with the media regarding board actions will be the responsibility of the Board President. Communications regarding school operations will be the responsibility of the Superintendent.
- F. Any Board members who receive calls from the media should direct them to the Board President and notify the Superintendent of the call.

9. EVALUATION OF SUPERINTENDENT

- A. Board President obtains input from all other members on Board approved instrument.
- B. Evaluation is conducted in executive session by consensus.
- C. Evaluation will be conducted no later than February 28th each year.

10. CRITERIA AND PROCESS FOR SELECTING BOARD OFFICERS

- A. The President will be the member starting his/her fourth (4th) year of the current term.
- B. Vice-President will be the member starting his/her third (3rd) year of the current term. Exceptions will be approved by a majority of the Board members present.
- C. Annual school board elections are held the 2nd Tuesday in February. Run-off elections, if necessary, are held the 1st Tuesday in April. The Board of Education of each school district shall elect from its membership at the first regular, special or emergency meeting following the annual school election and certification of election of new members, a president and vice president, each of whom shall serve for a term of one year and until a successor is elected and qualified.

11. ROLE AND AUTHORITY OF BOARD MEMBER AND/OR BOARD OFFICERS

- A. No Board member or officer has authority outside the Board meeting.
- B. No Board member can direct employees in regard to performance of their duties.
- C. PRESIDENT
 - 1. Shall preside at all Board meetings.
 - 2. Appoint committees.
 - 3. Shall call special meetings.
 - 4. Sign all legal documents required by law.
- D. VICE PRESIDENT
 - 1. Shall act in capacity of president in absence of president.
 - 2. In the absence of both the President and Vice President the fifth year member shall call the meeting to order and preside over the election of president Pro-Tem.

12. ROLE OF BOARD IN EXECUTIVE SESSION

- A. Board can only discuss those items listed on the executive agenda and as defined by state statutes.
- B. Board must vote in public session.
- C. Information during executive session must remain confidential.

- D. Minutes of executive session must be kept according to state statutes and will be maintained by the member designated by the Board President.

13. ANONYMOUS PHONE CALLS OR LETTERS

Anonymous calls or letters WILL NOT receive Board attention, discussion or response and will not result in directives to the administration.

14. REVIEWING BOARD OPERATING PROCEDURES AND ALTUS SCHOOLS' BOARD POLICY MANUAL

Board Operating Procedures and the Altus Schools' Board Policy Manual will be reviewed and updated as needed in a Board retreat setting.

RELATIONSHIP TO STATE EDUCATIONAL SYSTEM

Education is a function of the state. In a representative democracy, the will of the people of a state concerning education is expressed in the constitution and in the statutes enacted by the legislature. Two types of agencies have been provided to direct the local program of education. These are a lay board of education and professional administration. The members of the board of education, although elected by the local community, are state officers.

They have such powers as the legislature by statute confers upon them and those powers necessarily implied to enable them to carry out the express powers granted.

The local board of education has the responsibility for establishing the general educational policies for the community. The selection of a well-trained, professionally qualified superintendent of schools is one of the principal duties of the local school board.

The superintendent has the responsibility for making recommendations to the board on all matters of school policy and shall carry out the policies established by the board of education.

RELATIONSHIP TO EXTRA LEGAL ORGANIZATIONS

A. STATE SCHOOL BOARDS ASSOCIATION.

The Board of Education shall have membership in the State School Boards Association as a means of promoting the cause of public education in Oklahoma.

B. PARENT-TEACHER ORGANIZATION.

Parent-teacher organizations shall be encouraged as a means of developing understanding between the home and the school.

C. CITIZENS' ADVISORY GROUPS.

The Board of Education may appoint an official citizens' group in an advisory capacity to the Altus Public Schools. After the group has fulfilled its specific responsibility to the Board of Education, it shall be dismissed in any orderly manner. Their purposes shall be:

1. To study and express to the Board of Education opinions on any questions concerning the Altus Public School system submitted to it by the Board of Education.
2. To endeavor at all times to express to the Board of Education the attitude of public opinion in the community on questions pertaining to the public school system of Altus.
3. To assist the Board of Education in explaining the issues and problems to the community as they arise.
4. To initiate and point out to the Board of Education any matter which the group believes would bring about an improvement in the schools of Altus.

NAMING OF SCHOOL PROPERTY

It is the policy of the Altus Board of Education that new or existing buildings, structures, or projects may be named after individuals, families, groups, businesses, organizations, or institutions that have made important or noteworthy contributions of service to the country, state, community or school district; or

Individuals, families, groups, businesses, organizations, or institutions requesting naming/advertising rights based upon a monetary contribution to support the Altus Public School system.

The decision as to whether or not to approve the naming of a building, structure, or project is within the sole discretion of the Altus Board of Education.

To be considered for naming/advertising rights based on a monetary contribution, a minimum amount/percent of the total cost of the project under consideration must meet the following:

<u>Amount of Project</u>	<u>Minimum Amount/% Required</u>
Below \$50,000	Total cost of Project
\$50,000 to \$100,000	\$50,000 + 50% of cost of project above \$50,000
Over \$100,000	\$75,000 + 25% of cost of project above \$100,000

The Altus Board of Education shall have the option to split a project into smaller naming opportunities to maximize the potential sources of funding.

The Altus Board of Education shall be responsible for signage of named building, structures, or projects.

If a project has an expected usage life of 20 years or less, the individual, family, group, business, organization, or institution having naming rights for the project shall have the first opportunity, based on the above minimum amount/percent criteria, to retain naming rights when the project is replaced, remodeled, or rebuilt.

NEPOTISM

This school district will not consider for employment any relative of a board member who is related within the second degree by affinity or consanguinity to the board member. Such relatives include the following persons:

Board Member's:

Spouse
 Child
 Child's spouse (son-in-law, daughter-in-law)
 Parent
 Parent's spouse (stepmother, stepfather)
 Grandchild
 Grandchild's spouse (grandson-in-law, granddaughter-in-law)
 Grandparent
 Grandparent's spouse (step-grandmother, step-grandfather)
 Brother (half-brother)
 Brother's spouse/half-brother's spouse (sister-in-law)
 Sister (half-sister)
 Sister's spouse/half-sister's spouse (brother-in-law)

Spouse's:

Child (adopted)
 Parents (mother-in-law, father-in-law)
 Grandchild (step-grandson, step-granddaughter)
 Grandparents (grandmother-in-law, grandfather-in-law)
 Brother/step-brother (brother-in-law)
 Sister/step-sister (sister-in-law)

If the relationship is based on affinity (marriage), then those members of the board who are serving on September 1, 1995, may complete the term for which they were elected and any successive terms for which they may be elected unless it is the member's spouse who is a member of the board of education or an employee of the school district. In which case, the prohibition against employment or serving as a school board member will apply.

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 board members necessary to establish a quorum may vote. Length of service on the board of education shall be used in order to determine which of these board members shall be allowed to vote when necessary to establish a quorum.

The following relatives of a board member may be employed by the school district:

Aunt/Uncle (third degree)
 Niece/Nephew (third degree)
 Great-grandparent (third degree)
 Great-grandchild (third degree)
 Cousin (fourth degree)

The prohibitions in this policy shall not apply to the employment of substitute teachers or to the employment of temporary substitute support employees.

REFERENCE: 70 O.S. 5113, 5-113.1

CHANGE IN BOARD MEMBERSHIP

The superintendent shall be responsible for notifying the State Department of Education of any change in membership of the Altus Board of Education.

FILLING BOARD VACANCIES

The board may fill a vacancy on the board by appointment or by special election. The Attorney General has ruled that a school board may interview candidates for appointment in executive session (AG Op. No. 92-23). The following suggested agenda language does not represent approval or disapproval of any action that may be taken by the board of education:

Proposed executive session to interview candidates and to discuss appointment of a volunteer to the Altus Board of Education. 25 O.S. §307(B)(1) and 70 O.S. §5-118.

Vote to convene or not to convene in executive session.

Vote to return to open session.

Executive session minutes compliance announcement.

Vote to appoint or not to appoint a volunteer to the position of board member of the Altus Board of Education.

If the filing period has closed for an open position on the school board and no candidate has filed resulting in a vacancy, the board may appoint to fill the vacancy. In this very limited circumstance, the board may determine that the person appointed does not have to reside in the board election ward. The person appointed would have to fulfill all other requirements as set forth in law for school board candidates. Any person appointed who does not reside in the board election ward may only serve the appointed term of office and would not be eligible to re-file for that board seat.

If the board cannot reach a decision with regard to appointing an individual to fill the position within 60 days, the board is required to call a special election. (See BBB-E1 for a sample resolution calling for a special election.) The resolution calling for a special election must be delivered to the secretary of the county election board no fewer than 60 days preceding the election. However, the board is not required to wait until the next date the county is holding an election. It is at the discretion of the board as to when the election will be held, as long as the resolution is provided to the secretary of the county election board no fewer than 60 days prior to the date requested for the election. Individuals elected to fill a vacancy serve for the remainder of the unexpired term.

If an individual is appointed to the seat, 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.

REFERENCE 26 O.S. §13A-110

EX-OFFICIO BOARD MEMBER

The Altus Public Schools seek to work cooperatively with Altus Air Force Base on matters affecting the educational interest of the Air Base and the Altus Schools.

The following procedures are intended to enhance and ensure that matters of concern to the Air Base community are clearly articulated and given the attention necessary to resolution.

Delegate to Represent Altus Air Force Base

The Altus Board of Education invites the Wing Commander at Altus Air Force Base to serve as the Altus Board of Education Ex-Officio Board Member to represent the Base Community in any and all district matters which impact students, parents, or others within the military community.

If the Wing Commander is unable to serve as the Ex-Officio Board Member, he/she shall nominate the name of an active duty field grade officer as his/her replacement to serve as the Ex-Officio Board Member. This nomination shall be in writing, to the Altus Board of Education, through the Superintendent of Schools. The Altus Board of Education, at a regularly scheduled Board Meeting, shall rule on the nomination. If the nominee is confirmed, he/she shall be seated at the next regular, special, or emergency meeting of the Board. A nominee from the Wing Commander shall be available to serve as the Ex-Officio Member for not less than six months to be considered for appointment.

Meetings of the Board of Education

- a) Agenda and Information for Meetings:
The District agrees to furnish the Ex-Officio with the meeting agenda and agenda-related material in the same manner as information is furnished to elected members of the Board of Education.
- b) Seating at Board Meetings:
The Ex-Officio will be provided designated seating in such a manner that interaction among board members and the delegate will be facilitated.
- c) Limitation in Voting:
Restriction in Oklahoma school law, only allow elected members of the Board of Education to vote and take action on District matters.
- d) Limitations on attending executive sessions:
Because of restrictions in Oklahoma school law, only Altus Board members, the Superintendent of Schools and those invited by the Board to discuss a particular issue are to attend executive sessions of the Board. By vote of the Altus Board of Education in open meeting, the Ex-Officio member can be specifically named to routinely attend executive session. When a due process hearing for a student or staff member is being held, the individual's consent (or in the case of a student, the parent's consent) is required before the Ex-Officio member can attend that portion of the executive session.
- e) Altus Air Force Base concerns as Agenda Item:
Items designed to address issues or concerns directly related to the military community can be placed on any agenda as provided by Board Policy and shall be presented by the Ex-Officio member.

SUPERINTENDENT OF SCHOOLS

A. **Term of Office**

The Superintendent of schools will be elected for a term not to exceed three years. The Superintendent will be employed on a twelve months basis with vacation time as agreed upon by the board.

B. **Qualifications**

The Superintendent will have completed the Master's Degree in Educational Administration from a recognized institution of higher learning and will have had at least three years of previous administrative and/or supervisory experience and hold a Standard Administrative Certificate.

C. **Duties**

The administration of the district in all its aspects shall be delegated to the Superintendent, who shall carry out the administrative functions in accord with the policies adopted by the Board. The execution of all decisions made by the Board concerning the internal operation of the school system shall be delegated to the Superintendent.

The Superintendent of Schools is the chief executive officer of the Board of Education and has charge of the administration of the schools under the direction of the Board. The Superintendent has the authority to waive Board policy when deemed necessary. The Superintendent has the authority to issue purchase orders, emergency payments, and sign contracts without prior Board approval. Under the authority of the Superintendent, personnel may begin duties prior to official Board approval if deemed necessary to maintain smooth operation of the district. The Superintendent may immediately accept written resignations on behalf of the Board. Such actions shall be presented to the Board for final approval at the next scheduled meeting.

The job of the Superintendent is a group of related tasks, each of which requires special knowledge, information, concepts, abilities and skills. The Superintendent is a generalist whose responsibilities apply in all areas of operation. The educational program must be viewed in its entirety. All tasks must be accomplished so the whole school system functions with balance and precision. For the Superintendent, there is no order of priority of responsibilities.

In discharging responsibilities, the Superintendent works through a problem-solving process. Since time is a component of any process, the Superintendent works through time or sequence. In the solution of any problem, the Superintendent is conscious of the past, the transition period and the future.

The Superintendent's duties may include, but are not limited to, the following:

- A. Exercising general supervision over the operation of all schools in the district.
- B. Supervising the administration of all school policies.
- C. Attending regular and special meetings of the Board and participating in the deliberations without the privileges of presenting or seconding motions or voting.
- D. Preparing, under the direction of the Board, the agenda for all Board meetings.

- E. Reporting regularly to the Board on instruction, budget, staff, student population, school plant and other district problems so members of the Board may remain informed about school operation and problems.
- F. Recommending for Board consideration new policies or revisions of previously adopted policies.
- G. Evaluating the effectiveness of general or specific areas of the school program.
- H. Developing new and dynamic plans for the operation of the schools.
- I. Recommending to the Board the hiring of personnel, reemployment, non-reemployment or termination.
- J. Assigning personnel to specific positions and reassigning them as conditions warrant the change. Reassignment involving change in salary status shall subsequently be submitted to the Board for approval of the salary change.
- K. Delegating the responsibility for and giving supervision to the organization and operation of an in-service education program for school personnel where it is deemed advisable.
- L. Supervising the preparation of and administering the general budget for the operation of the schools and presenting it to the Board for approval as a financial plan of operation in accordance with the statutes of the state.
- M. Recommending improvement and expansion in school plant facilities as needs become evident.
- N. Informing the patrons and taxpayers of the district about the programs of the schools.
- O. Attending meetings of the Board and meetings of Board committees, except when his/her own employment, efficiency or salary are being considered, he/she shall serve as the chief professional advisor on all matters pertaining to the schools.
- P. Performing such other duties and exercising such other authority as may be required of or conferred upon him/her by the law or by the Board.

CENTRAL ADMINISTRATIVE STAFF

Upon recommendation of the superintendent, the Board of Education shall approve various positions as needed for proper supervision and service that will enhance the educational program. These administrative positions will be directly responsible to the superintendent or his/her designee and work in cooperation with the principals of the district. The job description for each of these positions shall be prepared by the superintendent and submitted to the Board of Education for approval prior to such a position being created.

CENTRAL ADMINISTRATIVE OFFICE HOURS

Administrative office hours for all central office administrators during the regular school term as well as summer schedules, and other vacation schedules, shall be set by the superintendent.

ENCUMBRANCE CLERK (REGULATIONS)

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

1. Pay approved bills by issuing warrants against the designated funds, charging the warrants against the appropriate accounts payable and crediting to the appropriate warrants issued account, (or by notifying the board clerk that the bills are approved for payment in lieu of issuing warrants so that the clerk can record payments by check, wire transfer, direct payroll deposit or other disbursement through the Federal Reserve System).
2. Perform such other duties as directed by the board of education.

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

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

REFERENCE: 70 O.S. §5-119, §5-190

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

SCHOOL CONTROL AND MANAGEMENT

- A. It is recognized that the board should formulate policies for the general management of the schools of the district.
- B. It is recognized that the board should hold the superintendent responsible for furnishing complete information necessary for the board's final evaluation of the school's program.
- C. It is recognized that the board should act as a unit and can transact business or make commitments only when in a regular business session.

FEDERAL AID

Federal aid received by Altus Public Schools to off set the cost of educating students whose parent/s live or work on federally owned property shall be deposited into the General Fund and/or the Building Fund. Not less than thirty three per cent of these funds shall be deposited into the Building Fund annually, unless otherwise directed by the superintendent.

Upon the recommendation of the superintendent, the percentage of federal funds to be deposited into the Building Fund, may be increased. The amount of funds deposited into the Building Fund annually, shall be held intact and cannot be obligated for capital expenditures until after May first of each year. If by May first the district does not require the funds for non-capital expenditures, the funds may be encumbered for capital expenses.

STAFF EVALUATION POLICY

All staff members are expected to perform well in relation to their responsibilities and job description. Within the Altus Schools, the school district and the individual educator jointly accept the responsibility for the improvement efforts to educate the students in our district.

The Board of Education of the Altus School District No. I-018 Altus, Oklahoma, hereby adopts an evaluation policy for all certified employees in compliance with 70 O. S. 6-103, Supp. 1977, H.B. 1466 and H.B. 1017.

The procedure and process of evaluation will be subject to continual review and appraisal by the Board of Education. As policies are approved, copies of all amendments and changes will be provided to staff members. Any legislative act, State Department ruling or court decision which makes any part of this policy unlawful will in no way invalidate the rest of this policy.

EVALUATION POLICY STATEMENT

The evaluation policies and procedures have been formulated from School-Laws-of-Oklahoma (1990).

The true purpose of evaluation is the improvement of instruction; therefore, the Altus School System has developed a process for the certified and licensed teaching staff to facilitate this desired improvement.

Whenever any evaluation is made of a teacher or administrator, a true copy of the evaluation shall be presented to the person evaluated, who shall acknowledge the written evaluation by signing the original. Within two (2) weeks after the evaluation, the person evaluated may respond and said response shall be made part of the record. Except by order of a court of competent jurisdiction, evaluation documents and the responses thereto shall be available only to the evaluated person, the administrative staff making the evaluation, the board and administrative staff of any school to which such evaluated person applies for employment and such persons as are specified by the teacher in writing and shall be subject to disclosure at a hearing or trial de novo. (70-6-101.11)*

* Renumbered from Sec. 98 (70-6-102.3), by H.B. 1017 of the 1989 Special Session.

NOTE: Amended by HB 1017, Sec. 72 of the 1989 Special Session

REQUESTS OF PATRONS OR EMPLOYEES

Regular and special meetings of the Board of Education will be open to the public. The meeting date and place will be announced in accordance with the Open Meeting Law.

Meetings of the Board of Education are conducted for the purpose of carrying on the business of the school district. The meetings are not public hearings but are meetings held in the public.

Except when the Board enters into an executive session in accordance with Oklahoma Statutes, all meetings shall be open to the public. Minutes shall record the action taken at each meeting and will show how each member voted on each item presented for action.

Orderly conduct of a meeting does not permit spontaneous discussion from the audience. Individuals or organizations desiring to be heard by the Board shall submit their requests to the Superintendent of Schools, requesting that an item be placed on the agenda for a specific regular Board meeting.

Any request which is to be considered by the Board must be presented in writing, in detail at least ten days before the regular board meeting and will provide the name and address of the individual who will act as spokesperson at the meeting.

In accordance with provisions of the Open Meeting Law, unless an item has been posted as an official agenda item, discussion and action may be considered inappropriate.

The Superintendent of Schools shall confer with the president of the Board of Education concerning approval to place the requested item on the agenda and to determine the appropriate meeting for such discussion. Presenters may be scheduled by the Superintendent of Schools to address subjects already included on the agenda.

A single spokesperson shall be selected by groups or organizations to address the board on requested agenda item. Initial presentations are limited to five minutes, although the Board of Education may wish to extend the time through question-answer time or through discussion.

Individuals or groups making a request to address the board will be advised by the superintendent that they are scheduled on the agenda, or that the item and/or discussion will be delayed until another meeting.

Individuals or groups desiring additional information about any item on the agenda should direct such inquiries to the Office of the Superintendent.

Persons making presentations at a board meeting shall address remarks to the President of the Board, and may direct questions or comments to board members or the officers of the school system only upon approval of the President. Members of the board and the superintendent may have the privilege of asking questions of any person who addresses the Board.

The intent of this policy is to allow a fair and adequate opportunity to be heard, to allow the superintendent to take direct action when policies have already been established by the board to obtain necessary information concerning the subject, and to see that the time so

devoted the discussion does not interfere with the fulfillment of the scheduled agenda of the board.

COMMENTS FROM THE PUBLIC

Request to Address the Board of Education

This completed form must be presented to the Superintendent of Schools at least seventy-two hours, excluding holidays and weekends, in advance of the next regularly scheduled board meeting.

Name: _____

Address: _____ Telephone: _____

Organization or individual represented, if any:

Resident of School District? Yes No

Employee of School District? Yes No

Topic Desired to be Addressed: (brief description of the topic)

The undersigned understands that the meeting is held in accordance with provisions of the Oklahoma Open Meeting Law, that presentations are limited to a maximum of three minutes, that expressions of personal complaints against school personnel shall not be permitted, and that no response of any kind will be made by any member of the Board of Education or the administration either during or at the conclusion of the speakers' remarks.

Date: _____ Signature: _____

COMMENTS FROM THE PUBLIC

The agenda for each regular meeting of the Board of Education shall include a topic, "Comments from the Public." The purpose of the business item is to permit members of the public to speak, within time limitations, on non-personnel matters of immediate concern within the jurisdiction of the Board.

Citizens desiring to address the Board on the "Comments from the Public" agenda topic shall advise the Superintendent of Schools at least seventy-two hours, excluding holidays and weekends, in advance of the next regularly scheduled board meeting. This will permit orderly scheduling of public remarks on the meeting agenda. The request shall be made in writing on a form provided by the School District and shall include the name of the speaker, the address, telephone number, name of organization represented (if any), and a brief description of the topic to be addressed, as well as whether speaking in support of or in opposition to the topic to be addressed.

A time allocation, not to exceed 20 minutes at a meeting, shall be provided for the "Comments from the Public" agenda item. The President of the Board shall advise the audience at the beginning of the "Comments from the Public" agenda item of the policy concerning the procedure to be observed.

Speakers shall be advised that their comments are limited to three minutes speaking time. Speakers shall not be permitted to participate in gossip, make defamatory comments, use abusive or vulgar language. Speakers shall be advised that comments must be limited to items which directly relate to the Altus School District. The President of the Board will maintain the prerogative to discontinue any presentation which violates any of the public participation guidelines.

A single spokesperson will be selected by groups or organizations desiring to address the Board under the "Comments from the Public" agenda topic in order to avoid hearing repetitious information.

School Board policies, state law, and federal law have established separate and distinct procedures and forums for the resolution of employee grievances, employee complaints, employee suspensions and terminations, and complaints against individual employees, pupil suspensions and appeals, and litigation. To avoid circumvention of those separate proceedings and ensure fairness to all parties concerned, no person will be allowed to speak regarding the following:

An issue in a pending lawsuit, complaint, or investigation filed with an outside agency wherein the school district, employee(s) or the School Board is a party;

- a) a pending grievance;
- b) a pending employee complaint filed with the school district or an outside agency;
- c) complaint against individual employee(s);
- d) employee disciplinary action, suspension, or termination; or
- e) a pending pupil suspension or appeal which may reach the Board of Education.

As a general rule, there will be no "Comments from the Public" at special or emergency meetings of the Board.

In accordance with provisions of the Oklahoma Open Meeting Act, discussion or action by the Board on an item presented under the "Comments from the Public" agenda topic is not permitted. The President shall advise speakers that no response of any kind will be made by any member of the Board of Education or administration either during or at the conclusion of the speakers' remarks.

NON DISCRIMINATION POLICY

The Altus School System shall be a unitary educational system which shall be operated without regard to age, sex, race, disability, religion, veteran status, or national origin. The policy applies to all grade levels K-12, Adult Education and to all faculties and is in compliance with Title VI of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972. Nondiscrimination is practiced both in employment and in admission of students to school programs.

AMENDMENTS AND REVISIONS OF POLICY

These board policies may be altered or amended at any regular meeting, or special meeting called for that purpose, of the Board of Education by majority vote of the board.

These policies shall be reviewed annually for the purpose of recommendation of addition or deletion.

The annual review shall be made and recommendations presented to the board prior to the opening of school for the Fall term.

PETITIONS

The petition of any cause may not be circulated in a school building without the approval of the superintendent.

USE OF PUBLIC FUNDS, PROPERTY, TIME, AND PERSONNEL TO INFLUENCE ELECTIONS

An employee of Altus Public Schools shall not use or authorize the use of public funds, property, or time, to participate or assist in the organization of or preparation for a fundraiser for a campaign or in any solicitation of funds for or against a candidate for state office or a ballot measure.

Further, an employee of Altus Public Schools shall not use or authorize the use of public funds, property, or time to produce, print, publish, broadcast, or otherwise disseminate material designed or timed to influence the results of an election for state office or a ballot measure, except political activities or statements inherent to or part of the function of a candidate or an elective officer or in the performance of a state officer's or state employee's duties or as allowed by law, regardless of the lack of specific reference to the election.

FLAG OF THE UNITED STATES AND STATE OF OKLAHOMA

The flag of the United States and the State of Oklahoma will be displayed in each classroom and from the flag pole at each school during suitable weather and at all times when schools are in session.

BOARD POLICIES FACULTY HANDBOOK, & STUDENT HANDBOOK

The current Board Policies shall be posted on the district website prior to the beginning of each school year.

The principal of each school within the district will devise a faculty handbook for approval by the superintendent and will provide a copy for all staff at the beginning of each school year.

The principal of each school within the district will devise a student handbook for approval by the superintendent and will provide a copy for all staff and students at the beginning of each school year.

OPERATION AND MAINTENANCE PLAN FOR CONTROLLED EXPOSURE TO ASBESTOS

Assistant Superintendent/The Director of Related Services in charge of building maintenance will present to the Board for adoption an Operation and Maintenance Plan for controlling exposure to asbestos in the Altus School District. This plan is to be updated as needed by presenting suggested revisions to the Board of Education.

It is the intent of the Board of Education that all staff members of the Altus School District adhere strictly to the responsibilities and procedures outlined in this document with respect to working with and around asbestos.

ALTUS PUBLIC SCHOOLS ENERGY MANAGEMENT CONSERVATION

As the school board of the Altus Public Schools, We believe it to be our responsibility to insure that every effort is made to conserve energy and natural resources while exercising sound financial management.

The implementation of this policy is the joint responsibility of the board members, administrators, teachers, students, and support personnel. The success of this program is based on cooperation at all levels.

The district will maintain accurate record of energy consumption and cost of energy and will provide information to the district personnel on the goals and progress of the Energy Conservation Program.

The energy manager will be accountable for energy management on all school campuses with energy audits being conducted and conservation outlines being updated. Judicious use of the various energy systems of each campus will be the joint responsibility of the energy manager and site principal to ensure an efficient energy posture is maintained on a daily basis.

SPECIFIC AREAS OF EMPHASIS INCLUDE:

1. Every student and employee will be expected to contribute to energy efficiency in our district. Every person will be expected to be an “energy saver” as well as an “energy user”.
2. Effective immediately, all unnecessary lighting and electrical equipment in unoccupied areas will be turned off when students and teachers leave school or classrooms. Custodians will turn on lights and electrical equipment only in the areas in which they are working.
3. Energy management on his/her campus will be made a part of the principal’s annual performance evaluation.
4. Within sixty (60) days, administrative guidelines will be adopted in implementing our energy program.

**ADMISSION OF SCHOOL BOARD MEMBERS AND ADMINISTRATORS
OF SCHOOL DISTRICTS TO ATHLETIC EVENTS**

Upon proper identification, any visiting school board member or administrator may be admitted to all Altus Schools athletic events at no charge.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) NOTICE FOR DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Altus Public Schools, with certain exceptions, obtain parental written consent prior to the disclosure of personally identifiable information from a child's education records. However, Altus Public Schools may disclose appropriately designated "directory information" without written consent, unless the parent has advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Altus Public School District to include this type of information from a child's education records in certain school publications. Examples include:

- A playbill, showing a student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity programs, such as for football, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local education agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses, and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

Classroom lists of students, grade level lists of students, and school-wide lists of students will be released to organizations or individuals representing organizations that have a direct affiliation with one or more District schools and/or programs. Examples of such organizations include the PTO or Booster Clubs. Lists of students shall not be released to vendors or others soliciting students for contributions or sales.

Parents wishing to **prevent** release of directory information about their child(ren) (or the student if age 18 or older) must return a completed privacy form (available in each school office) to the principal of the school within 10 days of the start of each school year.

The Altus Public School District designates the following items as directory information:

- Student Name
- Address
- Telephone Number
- Electronic Mail Address
- Photograph Not Used in A Disciplinary Manner
- Videotape Not Used in a Disciplinary Manner
- Date of Birth
- Major Field of Study
- Dates of Attendance ("from" and "to" dates of enrollment)
- Grade Level
- Participation in Officially Recognized Activities and Sports
- Height and Weight of Members of Athletic Teams

- Degrees, Honors, and Awards Received
- The Most Recent Educational Agency or Institution Attended
- Student Work for Display at the Discretion of the Teacher (no grade displayed)
- Classroom Lists of Students
- Grade Level Lists of Students
- School-Wide Lists of Students

Laws referenced are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the *No Child Left Behind Act of 2001* (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the *National Defense Authorization Act for Fiscal Year 2002* (P.L. 107-107), the legislation that provides funding for the Nation's armed forces, and section 553 B of the Oklahoma Open Records Act.

Dear Parent (Student):

Certain directory information may be released to media, colleges, civic or school-related organizations, and state or governmental agencies, as well as published in programs for the athletic, music, and theater presentations of this school district.

Directory information includes the following kinds of information:

- Student Name
- Address
- Telephone Number
- Electronic Mail Address
- Photograph Not Used in A Disciplinary Manner
- Videotape Not Used in a Disciplinary Manner
- Date of Birth
- Major Field of Study
- Dates of Attendance (“from” and “to” dates of enrollment)
- Grade Level
- Participation in Officially Recognized Activities and Sports
- Height and Weight of Members of Athletic Teams
- Degrees, Honors, and Awards Received
- The Most Recent Educational Agency or Institution Attended
- Student Work for Display at the Discretion of the Teacher (no grade displayed)
- Classroom Lists of Students
- Grade Level Lists of Students
- School-Wide Lists of Students

Please complete the form below if you **do not** wish the above listed directory information to be released without your specific written permission. Be aware, however, that by completing this request, your child’s name (and other directory information) will not be released for honor rolls, graduation lists, athletic team lists, media stories, etc. or upon request to any agency or individual.

_____ The release of **all** directory information is denied.

This form must be completed and returned to the school principal within 10 days of the start of the school year.

Name of Student	School	Grade
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Parent’s Signature	Date
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FAMILY EDUCATION RIGHTS AND PRIVACY ACT

Introduction:

This policy, and procedures included with it, are designed to meet the provisions of the Family Educational Rights and Privacy Act (FERPA) and the Altus School District is committed to implement the policy and follow the procedures.

In case a parent of a student, an eligible student, or a citizen of the Altus School District believes that the district is violating the Department of Health Education and Welfare. The address is:

Family Policy Compliance Office
U.S. Dept. of Education
600 Independence Ave., SW
Washington, D.C. 20202-4605
(202) 260-3887

The Altus Public Schools shall annually notify parents of students currently in attendance and eligible students of their rights under the FERPA and this district's policy through the public news media and upon enrollment of all students.

The notification shall be published within the first month of each school year in the local newspaper.

Additionally, a bulletin containing the notification will be given to parents and eligible students with enrollment packets during enrollment.

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.

NOTIFICATION OF RIGHTS UNDER FERPA FOR ALTUS PUBLIC SCHOOLS

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission for the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific state law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833.

Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

PROCEDURE 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.

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 or 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).

The principal (or other custodian) will make the needed arrangements as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected. This procedure must be completed in 45 days or less from the receipt of the request for access.

If for any valid reason such as working hours, distance between record location sites, or health, a parent or eligible student cannot personally inspect and review a student's education record, the Altus School District will arrange for the parent or eligible student to obtain copies of the record.

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.

RECORDS OF REQUESTS FOR ACCESS AND DISCLOSURES MADE FROM EDUCATION RECORDS

The Altus School District will maintain an accurate record of all requests for it to disclose information from or to permit access to a student's education records and of information it discloses and access it permits with some exceptions listed below. This record will be kept with, but will not be a part of, 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 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, request for access or access granted to officials of the Altus School District who have a legitimate educational interest in the student, requests for a disclosure 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 is authorized by such prior consent, or for requests for, or disclosure of directory information designated for that student.

All rights and protections given parents 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."

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 "requester" will be used to describe the parent of a student or the eligible student who is asking the school district to correct a record.

To establish an orderly process to review and correct an education record for a requester, the district may make a decision to comply with the request for change at several levels in the procedure.

First level decision - When a parent of a student or an eligible student finds an item in the student's education record which he or she believes is inaccurate, misleading, or in violation of student rights, he or she should immediately ask the record custodian to correct it. If the record is incorrect because of an obvious error and it is simply a matter to make the record change at this level, the custodian will make the correction. However, if the record is changed at this level, the method and result must satisfy the requester.

If the custodian cannot change the record to meet the requester's satisfaction or the record does not appear to be obviously incorrect, he will;

1. Provide the requester a copy of the questioned record at cost.
2. Ask the requester to initiate a written request for the change, and
3. Follow the procedure for a second level decision.

Second level decision - The written request to correct a student's education record through the procedure at this level should specify the correction the requester wishes the district to make. It should at least identify the item the requester believes is incorrect and state whether he or she believes the item:

1. Is inaccurate and why,
2. Is misleading and why, or
3. Violates student rights and why

The request will be dated and signed by the requester.

Within two weeks after the record custodian receives a written request, he or she will; study the request, discuss it with other school officials (the person who made the record or those who may have a professional concern about the district's response to the request), make a decision to comply or decline to comply with the request, and complete the appropriate steps to notify the requester or move the request to the next level for a decision.

If, as a result of this review and discussion, the record custodian decides the record should be corrected, he will effect the change and notify the requester in writing that he has made the change. Each such notice will include an invitation for the requester to inspect and review the student's education record to make certain the record is in order and the correction is satisfactory.

If the custodian decides the record is correct, he will make a written summary of any discussions with other officials and of his findings in the matter. He 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 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 will advise the record custodian to make the changes. The record custodian will advise the requester of the change as he would if the change had been made at the second level.

If the superintendent decides the record is correct, he will prepare a letter to the requester which will include:

1. The school district's decision, that the record is correct and the basis for the decision.
2. A notice to the requester that he or she has a right to ask for a hearing to present evidence that the record is incorrect and that the district will grant such a hearing.
3. Instructions for the requester to contact the superintendent, or an official he designates, to discuss acceptable hearing officers, convenient times, and a satisfactory site for the hearing. (The district will not be bound by the requester's positions on these items but will, so far as possible, arrange the hearing as the requester wishes.)
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, that 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. However, the district's decision will be based solely on the evidence presented at the hearing. Therefore, the superintendent may over-rule the hearing officer if he 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 and notify the requester as at the second level decision.
2. If the decision is that the district will not change the record, superintendent will prepare a written notice to the requester which will include:
 - a. The school district's decision that the record is correct and will not be changed.
 - b. A copy of a summary of the evidence presented at the hearing and a written statement of the reasons for the district's decision.
 - c. Advice to the requester that he or she may place in the student's education record an explanatory statement which states the reasons he or she disagrees with the school district's decision and/or the reasons he or she believes the record is incorrect.

Final administration step in the procedure- When the Altus School District receives an explanatory statement from a requester after a hearing, it will maintain that statement as part of the student's education record as long as it maintains the questioned part of the record. The Statement will be attached to the questioned part of the record and whenever the questioned part of the record is disclosed, the explanatory statement will also be disclosed.

INSTRUCTION - GENERAL CURRICULUM

The curriculum for the Altus Public Schools shall be in the process of continuous development to adapt the school program to the changing society; but when significant changes are contemplated, input based on effective schools research shall be obtained from the building faculty and administration and shall be approved in advance by the Board of Education.

OPEN RECORDS ACT (REGULATION)

In accordance with the policy of the board of education to recognize and facilitate the public's right of access to and review of the district's public records, the following regulations shall apply:

Public access to district records shall be provided in accordance with applicable federal and state laws and regulation. The district shall implement the following procedures to provide prompt and reasonable access to its records in a manner that protects the integrity and organization of its records and prevents excessive disruptions of its essential functions.

1. Records specifically exempted by law from public inspection and copying are also exempted from this policy, including but not limited to:
 - A. Records which relate to internal personnel investigations including examination and selection material for employment, hiring, appointment, promotion, discipline, or resignation.
 - B. Records where disclosure would constitute a clearly unwarranted invasion of personal privacy such as employee evaluations, payroll deductions, employment applications submitted by persons not hired by the public body, and transcripts from institution of higher education maintained in the personnel files of certified public employees (may disclose degree obtained and curriculum on the transcripts of certified public employees).
 - C. Records of what transpired during meetings of the district's board of education lawfully closed to the public, such as executive sessions authorized under the Oklahoma Open Meeting Act. The following information may be kept confidential:
 1. Investigative evidence of a plan or scheme to commit an act of terrorism;
 2. Assessments of the vulnerability of government facilities or public improvements to an act of terrorism and work papers directly related to preparing the assessment of vulnerability;
 3. Plans for deterrence or prevention of or protection from an act of terrorism;
 4. Plans for response or remediation after an act of terrorism;
 5. Information technology of a public body or public official but only if the information specifically identifies:
 - a. Design or functional schematics that demonstrate the relationship or connections between devices or systems;
 - b. System configuration information;
 - c. Security monitoring and response equipment placement and configuration;
 - d. Specific location or placement of systems, components, or devices;
 - e. System identification numbers, names, or connecting circuits;

- f. Business continuity and disaster planning, or response plans; or
 - g. Investigation information directly related to security penetrations or denial of services; or
6. Investigation evidence of an act of terrorism that has already been committed.

The term "terrorism" means any act encompassed by the definition set forth in Section 1268.1 of Title 21 of the Oklahoma Statutes.

- D. The home address or social security number of any employee or former employee.
2. Requests for the inspection and copying of district records will be accommodated by district personnel designated to release district records for inspection and copying as soon as it is determined the requested records are not exempt from inspection and copying. Such determination may require the consideration of the superintendent and/or the district's attorney. Records shall only be available during the regular business hours of the district's administration building.
3. **ALTUS PUBLIC SCHOOLS SHALL HAVE THE FOLLOWING POLICY FOR COPYING PUBLIC RECORDS:**

A charge of twenty-five cents {\$0.25} per page for documents having the dimensions of eight and one-half {8.5} by fourteen {14} inches or smaller, or a maximum of One Dollar {\$1.00} per copied page for a certified copy shall be made.

A search fee shall be assessed for archived records or a records request requiring an employee to expend more than 15 minutes to accumulate records for reproduction. The fee shall be based on the employee's regular hourly rate if the search and reproduction will require one hour or less to complete. If more than an hour is required to complete a search and reproduction of records, a fee of one and one-half times the regular hourly rate of the employee conducting the search will be assessed. All searches requiring more than one hour to complete shall be conducted after regular business hours. Searches requiring more than one hour to complete shall be conducted by an employee assigned by the Business Manager.

All search fees shall be assessed on a minimum of one quarter hour, with additional search time assessed in fifteen minute intervals. Fees shall be payable in advance, based on an estimate of the time required to conduct the search as established by the Altus School's Business Manager.

Regular hourly rates shall be a minimum rate of \$9.42 and a maximum rate of \$20.24.

The referenced fees shall be posted at the principal office of the school district and with the county clerk.

4. The following records shall be kept confidential by the district:
- A. Individual student records;
 - B. Teacher lesson plans, tests, and other teaching materials; and
 - C. Personal communications concerning individual students;

- D. Personnel records which relate to internal personnel investigations including examination and selection material for employment, hiring, appointment, promotion, demotion, discipline, or resignation; or
 - E. Personnel records whose disclosure would constitute a clearly unwarranted invasion of personal privacy such as employee evaluations, payroll deductions, or employment applications submitted by persons not hired by the public body.
5. An employee of the district shall have a right of access to the employee's own personnel file.

MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS

The Board of Education feels genuine professional growth can be obtained by membership in the various professional organizations, but that membership should be on a voluntary basis and not compulsory.

FAIR LABOR STANDARDS ACT POLICY

Altus Public Schools will fully comply with the Fair Labor Standards Act, its regulations, and relevant court decisions. We will inform employees of the Act through proper posting of information as disseminated by the U.S. Department of Labor. We will cooperate with all state agencies and maintain compliance.

Altus Public Schools list the following as exempt and non-exempt job classes of employment:

EXEMPT:

Superintendent
 Ass't Superintendent
 Principals
 Ass't Principals
 Counselors
 Teachers
 Coaches
 Vocational Teachers
 Special Ed. Teachers
 All Other Certified Personnel
 All Volunteers
 Drivers of Activity Busses
 Maintenance Supervisors
 Supervisor of Custodians

NON-EXEMPT:

Custodians
 Maintenance
 Cafeteria Workers
 Bus Drivers
 Repair Crews
 Secretaries
 Lab Assistants
 Classroom Assistants
 Substitute Teachers
 Crossing Guards

Altus Public Schools' workweek shall be 12:00 a.m. Sunday through 11:59 p.m. Saturday for the Non-Exempt employees. Overtime must be paid for all hours over forty (40) worked by a non-exempt employee under certain conditions. The district will pay all nonexempt employees at least the federal minimum wage and time and a half for all hours worked which exceed 40 hours per week. If an employee normally works 8 to 5 Monday through Friday (with one hour for lunch), he/she may be given time off during that work week. This is referred to as a work week adjustment. If time is not adjusted within the workweek and is carried over into the next week (must be within same pay period), time and a half must be paid, or release time at time and a half must be allowed (six hours release time for each four hours worked.) Provided, however that for any overtime hours to be credited for overtime pay such overtime hours must be approved in advance by that employees designated superior. Failure to get approval for overtime may result in disciplinary action being taken, which may include termination of employment. Any authorized overtime worked shall be properly compensated as required by law.

FAIR LABOR STANDARDS ACT POLICY

Employee Name: _____

DAY	DATE	TIME IN	TIME OUT	TOTAL HOURS

Total Regular Hours: _____

Total Overtime Hours: _____

Total Workweek Hours: _____

Employee Verification Signature: _____

Supervisor Verification Signature: _____

FAIR LABOR STANDARDS ACT POLICY

OVERTIME AUTHORIZATION FORM

Name _____ Date _____

Job to be Done _____

Reason for Overtime _____

Form Returned: Date _____

Signature of Worker

Signature of Superintendent

Rate of Pay: (Reg.) _____ (OT) _____

ANNUAL BUDGET

The Altus Public Schools Board of Education shall prepare a budget that shall represent a complete plan for the school district and shall present information necessary and proper to disclose the financial position and condition of the school district. It shall contain a budget summary in tabular form for each fund:

1. Actual revenues and expenditures for the immediate prior fiscal year;
2. Revenues and expenditures for the current fiscal year as shown by the budget for the current year as adopted or amended;
3. Estimates of revenues and expenditures for the budget year.

The board will schedule a public hearing at least 45 days prior to the beginning of the budget year. Notice of the date, time and place of the hearing, together with the proposed budget summary, shall be published in a newspaper of general circulation in the school district not less than five (5) days before the date of the hearing. Any person present at the public hearing may present comments, recommendations, or information on the proposed budget to the board.

On or before October 1, each year, the board of education shall prepare a statement of actual income and expenditures of the district for the fiscal year that ended on the preceding June 30 after the financial activity has been recorded, the annual Foundation and Salary Incentive Aid Allocations have been released, and the property tax valuation has been certified. The amended budget shall contain all of the following information if applicable:

1. Valuation of the school district by county and classification, excluding homestead exemptions;
2. Bonded debt and judgements outstanding, including interest rates by maturity;
3. Mature debt and judgements;
4. Sinking fund balance, including cash and investments;
5. Sinking fund levy calculations, including surplus/deficit, principal accrual, annual interest, judgement installment and interest, total net levy and delinquency;
6. Levies in millage for general fund, building fund and sinking fund;
7. Millage adjustment factor, if applicable;
8. Previous year sinking fund collections, including total proceeds as certified, additions or deductions, reserve for delinquent tax, reserve for protest pending, tax apportioned, net balance in process of collection, and excess collections; and
9. Surplus analysis, including itemized sources of excess and deductions.

The board will post a copy of the statement in the administrative office of the board in an area accessible to the public and in at least one public library within the district within five (5) days after the statement is prepared.

No later than September 1, each year, the district shall transmit a copy of the required income and expenditures data to the State Department of Education for posting on the Department's Internet web site in a form that is accessible to the public.

No later than 15 days prior to adoption of a final budget for the district, the board shall conduct a public hearing for the purpose of taking public comment on financial matters, including past and future expenditures, of the district at a regularly scheduled board meeting or at a special board meeting called for that purpose.

Prior to October 1, each year, the board shall submit the statement of income and expenditures to the county excise board and shall file the itemized expenditure budget and request for state appropriated funds for the ensuing fiscal year, and an estimate of revenues to be received by the district with the State Board of Education.

Not later than 45 days after the estimate of needs is approved by the county excise board, the board of education shall adopt a final budget for the current fiscal year.

ANNUAL STATISTICAL/FINANCIAL REPORTS

The Altus Board of Education shall make annual statistical and financial reports to the State board of Education in a timely manner. The statistical report shall be made as of June 30. Each of such reports shall be filed with the State Board of Education as soon as information is available following the effective date of such reports.

No later than July 31, each year, the district shall transmit a copy of the income and expenditures data to the State Department of Education. The department shall post the data on the Department's Internet web site in a form that is accessible to the public.

EXECUTIVE SESSIONS

The Altus Board of Education may, at its discretion, enter into executive session after the executive session is authorized by a vote in open session only if a proposed executive session is listed on the agenda and the specific section of law authorizing an executive session is also listed on the agenda. If new business arises within the statutory time limitations and otherwise qualifies for an executive session, it may be taken up in executive session.

The board may enter into executive session for any of the following reasons:

1. To discuss the employment, hiring, appointment, promotion, disciplining, or resignation of any or all of the employees or volunteers of the school district. Including the appointment of an individual to fill a board vacancy.
2. To discuss negotiations concerning employees and representatives of employee groups.
3. To discuss the purchase or appraisal of real property.
4. To have confidential communications with its attorney concerning a pending investigation, claim, or action if the school district, with the advice of its attorney, determines that disclosure will seriously impair the ability of the district to process the claim or conduct a pending investigation, litigation, or proceeding in the public interest.
5. To hear evidence and discuss the expulsion or suspension of a student when so requested by the student, the parent, an attorney, or the legal guardian.
6. To discuss matters involving a specific handicapped child.
7. To discuss any other matter where disclosure of information would violate confidentiality requirements of state or federal laws.
8. To engage in deliberations or to render a final or intermediate decision in an individual proceeding pursuant to Article II of the Administrative Procedures.
9. To discuss the following:
 - A. The investigation of a plan or scheme to commit an act of terrorism;
 - B. Assessments of the vulnerability of government facilities or public improvements to an act of terrorism;
 - C. Plans for deterrence or prevention of or protection from an act of terrorism;
 - D. Plans for response or remediation after an act of terrorism;
 - E. Information technology of the public body but only if the discussion specifically identifies:
 1. design or functional schematics that demonstrate the relationship or connections between devices or systems;
 2. system configuration information;
 3. security monitoring and response equipment placement and configuration;
 4. specific location or placement of systems, components, or devices;
 5. system identification numbers, names, or connecting circuits;
 6. business continuity and disaster planning, or response plans; or
 7. investigation information directly related to security penetrations or denial of services; or
 - F. The investigation of an act of terrorism that has already been committed.

The term "terrorism" means an act of violence resulting in damage to property or personal injury perpetrated to coerce a civilian population or government into grating illegal political

or economic demands; or conduct intended to incite violence in order to create apprehension of bodily injury or damage to property in order to coerce a civilian population or government into granting illegal political or economic demands. Peaceful picketing or boycotts and other nonviolent action shall not be considered terrorism.

No action, decision, or vote shall be taken while the board is in executive session. The board shall reconvene the open meeting after an executive session prior to adjourning the meeting.

An executive session for the purpose of discussing the purchase or appraisal of real property shall be limited to members of the public body, the attorney for the public body, and the immediate staff of the public body. No landowner, real estate salesperson, broker, developer, or any other person who may profit directly or indirectly by a proposed transaction concerning real property which is under consideration may be present or participate in the executive session, unless they are operating under an existing agreement to represent the public body.

In the interest of maintaining confidentiality of the information discussed during executive sessions, under no circumstances will audio/video recording or camera photos of executive sessions be permitted. Board members and those persons requested to enter an executive session are required to turn off all cellular telephones prior to the start of the session, unless there is a legitimate reason of personal health or safety involved.

REFERENCE: 25 O.S. 307
70 O.S. 5-118
Atty. Gen. Op. 82-114 (April 12, 1982)

CROSS-REFERENCE: Policy BEF, Board of Education Minutes
Policy GBA, Open Records Act