

**TITLE 210. STATE DEPARTMENT OF EDUCATION**

**CHAPTER 35. STANDARDS FOR ACCREDITATION OF ELEMENTARY, MIDDLE LEVEL, SECONDARY, AND CAREER AND TECHNICAL SCHOOLS**

**SUBCHAPTER 3. STANDARDS FOR ELEMENTARY, MIDDLE LEVEL, SECONDARY, AND CAREER AND TECHNOLOGY SCHOOLS**

**PART 5. STANDARD III: ADMINISTRATION AND ORGANIZATION**

**210:35-3-48. Local board responsibilities/staff relationships [AMENDED]**

(a) The local board shall have the responsibility for the operation of the school, and for performance of their powers and duties as specified in statute. [Reference: 70:5-117; SL Section 65 Powers and Duties]

(1) 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. The staff, students, and community shall be involved in the development of the policies which relate to them. The local board's policies shall be prepared in printed form and shall be made available to staff, students, and community.

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

~~(3) The local board and its individual members shall refrain from involvement in or interference with the administrative functions of the school.~~

(3) Individual board members shall not engage in transactions for the school or the district without prior and specific authorization of the entire board.

(4) Local board meetings shall be announced sufficiently in advance to give proper notice to board members, staff, and community.

(5) 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.

(6) Local board meetings shall be open to the public, except for executive sessions which shall be limited to topics prescribed by statute.

(7) 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) 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.

(B) 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.

(C) 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.

(D) 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.

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(b) The Elementary superintendent will be responsible in an Elementary school district.

(1) The chief executive officer of an independent school district or Elementary superintendent of an Elementary school district shall be expected to attend all meetings of the board of education. The superintendent may be excused from a board meeting during the time his or her employment or salary is under consideration.

(2) The superintendent shall be responsible for developing and administering rules and procedures in accord with local board policies for proper operation of the schools. The staff, students, and community shall be involved, when appropriate, in the development of the rules and procedures which relate to them. The superintendent shall keep the local board informed of the status of all aspects of the school's operation.

(3) The superintendent shall be responsible for the selection, assignment, and evaluation of school employees, the management of the buildings and equipment, and the administration and supervision of the educational and communications program. The chief executive officer shall prepare, or have prepared, and submit annually for the board's consideration a budget of anticipated income and expenditures.

(c) The working relationships among the principal and the staff shall be such as to facilitate the effective administration and operation of the educational program.