

## BOARD OF EDUCATION MEETINGS AND NOTIFICATION PROCEDURES

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

Regular Meeting – the usual, official legal action meeting held regularly.

The regular meeting of the Ada Board of Education shall be the second Monday of each month at 5:30 p.m. in the conference room of the board of education offices.

Special Meeting – an official legal action meeting called between scheduled regular meetings to consider specific topics as listed on the agenda.

Special meetings of the board may be called by the president of the board or by joint action of any two members at any time.

Emergency Meeting – an official legal action meeting held only for dealing with situations involving either injury to persons or damage to public or personal property or an immediate financial loss so severe that the 48-hour notice period of a special meeting would be impractical and increase the likelihood of injury or damage or immediate financial loss.

### Notification of Meetings

Notice of all meetings of the board of education shall be made in accordance with the Oklahoma Open Meeting Law except that federal confidentiality laws take precedence and except that a board of education is not considered a public body and is not subject to the Oklahoma Open Meeting Law when the board meets for the sole purpose of considering recommendations of a multidisciplinary team and deciding the placement of any child who is the subject of such recommendations. Otherwise, a written notice of the date, time and place of the meeting will be mailed and delivered to each person, newspaper, wire service, radio station, and television station that has filed a written request for such notice. Procedures for insuring proper notice, preparing agendas, etc., are as follows:

1. Prior to December 15 each year, the board of education shall provide the county clerk a listing of the time, date, and place of all regular meetings for the coming calendar year.
2. Any change in the date, time, or place of a regular meeting shall be provided in writing to the county clerk at least 10 days prior to implementing the change.
3. At least 24 hours prior to a regular meeting, a paper copy of an agenda shall be posted which shall include the date, time, and place of the meeting and the business to be undertaken at the meeting.
4. Notice of the time, date, and place of a special meeting shall be provided to the county clerk in person, in writing, or by telephone at least 48 hours, excluding weekends and state holidays, prior to the meeting.

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5. Emergency meetings may be held without the required public notice if it is reasonably believed that delay would increase the likelihood of personal injury, property damage, or immediate financial loss to the district. The person calling an emergency meeting shall give as much advance notice as it is possible in person or by telephone.
6. Any person, newspaper, wire service, radio station, and/or television station may file a written request with the board clerk to receive written notice of meeting of the board of education. Such requests must be renewed annually. Persons or entities requesting written notification will not be charged a notification fee.

**REFERENCE:** 70 O.S. §5-1118  
25 O.S. §302, §303, §304, §307.1 §311

**CROSS-REFERENCE:** Policy BEC, Executive Sessions  
Policy BED, Board of Education Meeting, Public Participation  
Policy BED-R, Board of Education Meetings, Public Participation, Regulation

**CONTROL AND STUDENT DISCIPLINE POLICY**

The board of education believes that the school's primary goal is to educate, not discipline. However, when the behavior of an individual student interferes with the rights of others, corrective action may be necessary for the benefit of the individual as well as the school. A student who has been suspended for a violent offense directed towards a teacher shall not be allowed to return to that teacher's classroom without the approval of that teacher.

Oklahoma Law, Title 70, Section 6-114, provides teachers with the same rights as parents to control and discipline school children in accordance with local school policies. The following schedule of infractions is provided as an aid to teachers in exercising control and discipline of students. The schedule is not intended to include all possible infractions. Therefore, behavior that is not included in the following schedule may warrant appropriate disciplinary measures. The following schedule shall not be used in determining discipline for any child on an IEP or Section 504 plan until such time as the student's IEP team has determined that the infraction is in no way a manifestation of that student's disability.

<u>Infractions</u>	<u>Minimum Action &lt;</u>	<u>&gt; Maximum Action</u>
1. Unexcused tardiness	---- Refer to Attendance Policy ----	
2. Disruption of class or assembly	School Conference	Parent Conference Suspension
3. Lunchroom misconduct	School Conference	Parent Conference Suspension
4. Bus/playground misconduct	---- Refer to Bus Conduct Policy ----	
5. Negligence in completing classwork	School Conference	Parent Conference Suspension
6. Cutting class	---- Refer to Attendance Policy ----	
7. Leaving school without permission	---- Refer to Leaving School Grounds (Closed Campus) Policy ----	
8. Truancy	---- Refer to Attendance Policy ----	
9. Tobacco on school grounds	School Conference	Parent Conference Suspension <sup>1</sup>
10. Drugs or Alcohol possession	Parent Conference	Suspension <sup>1,2</sup>
11. Gambling	School Conference	Parent Conference Suspension
12. Theft	Parent Conference	Suspension <sup>1,2</sup>
13. Assault-physical or verbal	Parent Conference	Suspension <sup>1,2</sup>
14. Fighting	Parent Conference	Suspension
15. Destruction of property, vandalism	Parent Conference	Suspension <sup>1,2</sup>
16. Threats/Harassment	School Conference	Parent Conference Suspension <sup>2</sup>
17. Extortion	School Conference	Suspension <sup>1,2</sup>
18. Refusal to obey school officials	School Conference	Parent Conference Suspension
19. Possession of weapons or other items with the potential to cause harm		Suspension <sup>2</sup>

<sup>1</sup>. May require counseling and rehabilitative efforts before reinstated in school programs

<sup>2</sup>. May require notification of legal authorities

Other possible corrective actions include warning students that continued infraction may result in more severe consequences, removing students from class, before or after school detention, alternative placements, financial restitution, if necessary, and referral to social agencies, if appropriate. The administration may impose punishment that would prevent a student from participation in and attendance at extracurricular activities. In addition, student discipline consequences may included an inability to participate in the graduation ceremony, prom, prom activities, school dances, and/or a class trip.

Suspension alternatives may include in-house suspension or out-of-school suspension. Refer to the Suspension Policy (see policy FOD) for requirements for short-term suspensions (1-10 days) and long term suspensions (11 or more days).