

## PREFACE

The Constitution of the United States leaves to the several states the responsibility of providing public education for all children and the Constitution of the State of Oklahoma provides that "The Legislature shall establish and maintain a system of free public schools." It is therefore the function and responsibility of the local school district in strict conformity with state laws to establish its own rules and policies for the maintenance of schools within the district.

Written policies are a necessity if a board of education is to follow a clearly defined course of action, consistent through the years. These policies were written to empower and limit administrators, faculty and staff in the general cause of managing an Oklahoma public school district and to assist all interested persons in reaching a better understanding of the operation of the district.

The board recognizes that no policy book can cover every subject. The Constitution and appropriate laws of the United States, the Constitution and laws of Oklahoma and regulations of the State Board of Education govern the Ringwood Board of Education. These policies are an extension of those laws and regulations.

No policy book can match every school district. It is essential that this board of education review its own policies and that all policies be reviewed by the school district's attorney before adoption. Policies, by their very nature, will vary from school district to school district. At the very least, they should be thoroughly reviewed and coordinated with the district's own board minutes, teacher handbooks, and student handbooks. The superintendent or the board may write the regulations that define how board policies will be enforced.

This book has been created for members of Oklahoma Rural Schools Organization. The board of education adopts policies to provide guidance for the governance of the school district. The administrators write regulations on how the policies will be implemented and submit them to the board for approval.

**SECTION 100 (Adopted September 6, 2011)**  
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**ESTABLISHMENT  
OF THE SCHOOL DISTRICT**

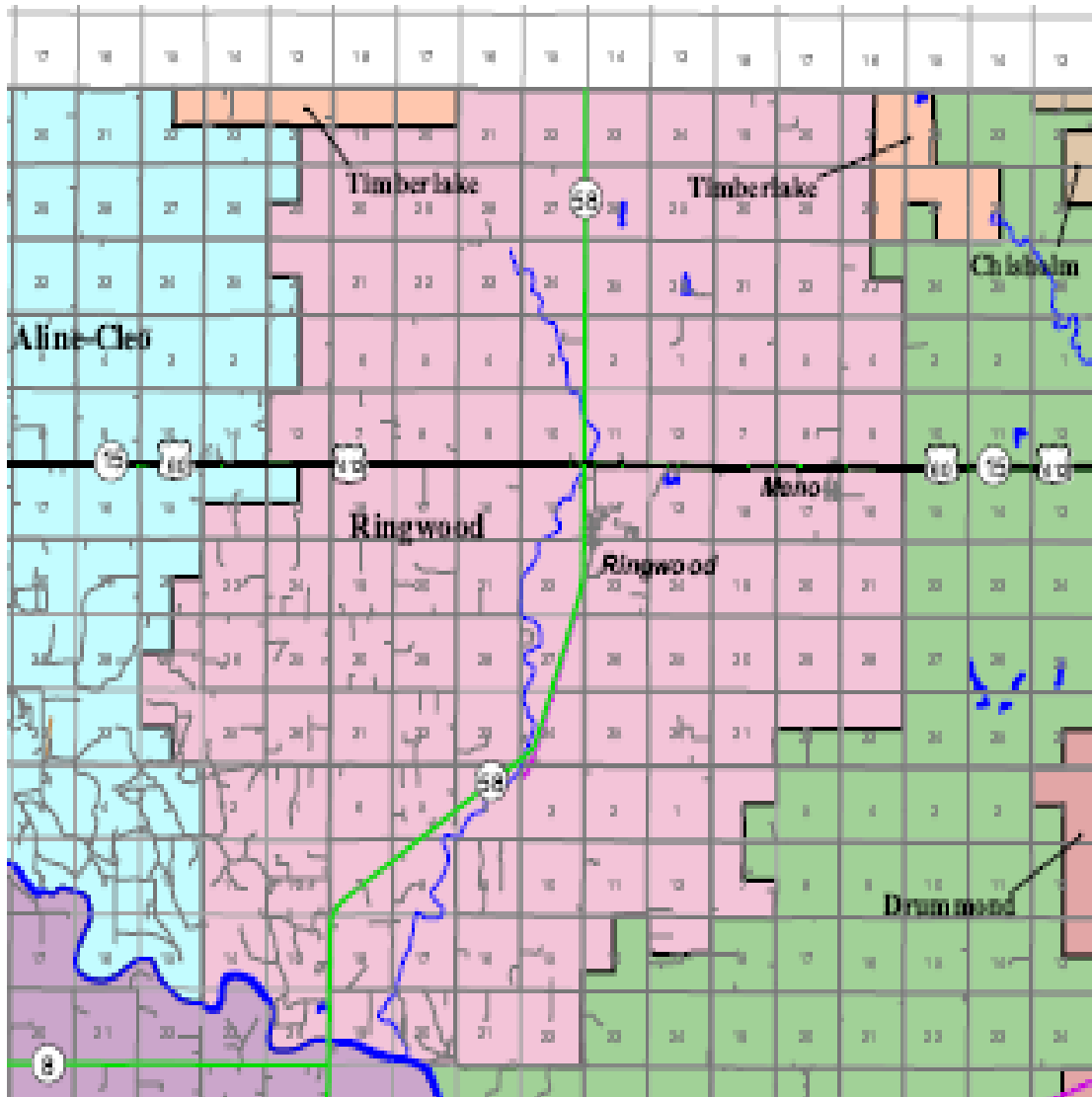
Ringwood School District, Major County, Oklahoma was established by a vote of the electorate. After certification of the vote, the State Board of Education recognized the district to begin operation under the laws of the State of Oklahoma and the supervision and administration of the State Department of Education.

The legal basis for education in Ringwood School District is vested in the will of the people, as expressed in the State of Oklahoma Constitution, the statutes pertaining to education and court interpretation of these laws.

The district will abide by the laws of the United States of America and the State of Oklahoma. The Ringwood Board of Education will perform all functions necessary to the administration of the school district as specified in the Oklahoma School Code and may exercise those powers necessarily implied, but not delegated by law to any other agency or official.

REGULATION

DISTRICT BOUNDARIES



**Chain-of-Command/Hierarchy**

Board of Education

Superintendent

Site Principal

Assistant Principal/Director/Counselor/Coordinator

**MISSION OF  
Ringwood School District**

The Goal of the Ringwood School District is to educate, to lead, and to produce tomorrow's successful citizens.

The Ringwood Board of Education employs administrators, educators, and support personnel to educate, lead, and mold students into productive members of society. We expect great things from our staff, including professionalism and excellence in every aspect of school and community life. Effective and inspirational leaders continually better themselves in order to most efficiently lead. We desire the staff of Ringwood Schools to set the highest example of merit for our students to follow; we want these students to be encouraged to make good decisions, to work toward the greater good of society, and to pursue a passion for life-long learning, all of which they ascertain, in large part, from your influence and example. You have an important responsibility and the distinct honor of teaching impressionable young people; your positive attitudes and loyalty to our school system are essential to the success of our students and community. Thank you for your commitment to excellence, education, and professionalism.

References: Standard 1, Standards for Accreditation of Oklahoma Schools, State Department of Education, 2002

*Note: State Department of Education requires a mission statement policy.*

## PHILOSOPHY OF EDUCATION

The education of its students is the primary objective of this district. Education is both a right and a privilege, and all students attending this school are entitled to grow intellectually, morally, and physically.

We believe that all students can make a beneficial contribution to the democratic society in which we live. Although the abilities and learning requirements of each student may be different, all students can succeed if provided equitable opportunities to develop competencies in basic academic skills and higher-order thinking skills.

References: Standards for Accreditation of Oklahoma Schools, State Department of Education, 2002

*Note: State Department of Education requires a philosophy statement policy.*

### **Educational Goals**

1. To develop the intellectual, physical, and emotional abilities of all students by offering a full range of educational opportunities.
2. To provide the appropriate curricula with emphasis on reading, writing, problem solving, and life skills.
3. To assist students in discovering and developing interests and aptitudes through the use of a guidance program.
4. To create the proper desire in the students to maintain the basic principles of our democratic form of government, particularly in the development of citizenship.
5. To create a safe and pleasant environment so that optimum learning conditions may be obtained.
6. To create an atmosphere of mutual helpfulness among the community, the administration, the teachers, the support staff, the students, and the parents through parent-teacher conferences, sponsorship of worthwhile extra-curricular activities and student service projects.



**STATEMENT OF EQUAL  
EDUCATIONAL AND EMPLOYMENT OPPORTUNITY**

Ringwood School District, District I-2, does not discriminate on the basis of race, color, national origin, gender, age, qualified handicap, religion, socio-economic status or veteran status in its admission to educational programs, services or activities, in access to them, in treatment of individuals or in any aspect of their operations. Ringwood School District does not discriminate in its hiring or employment practices.

This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints or requests for additional information regarding these laws may be forwarded to the superintendent of schools and/or coordinator of Title IX and Section 504 responsibilities, Ringwood Public Schools. The superintendent has been designated by the board to coordinate the school district's efforts to comply with this assurance.

Notification of this policy shall be made to students, parents, employees and the general public prior to the beginning of each school year.

References: Title VI of the Civil Rights Act of 1964  
Section 504 of the Rehabilitation Act of 1973  
Americans with Disabilities Act of 1990  
Title IX , Education Amendments, 1972  
Age Discrimination Act, 1975

REGULATION

**ASSURANCE AND NOTIFICATION  
OF EQUAL OPPORTUNITIES**

**Local Assurances**

Generally, a grievance is defined as any allegation of non-compliance with the law. The initial approach to solving a grievance should be to talk with the building principal. In most cases, concerns can be resolved at this level. However, if further assistance is needed, the following steps are to be used in any complaint or grievance.

Step 1: The complainant must present, in written form, the complaint to the office of the superintendent within ten (10) working days of the alleged incident. Use Grievant Report 105..R.2.

Step 2: The superintendent shall have five (5) working days to investigate and respond to the complainant. Use Grievance Report 105..R.2.

Step 3: If not satisfied, the complainant may appeal within ten (10) working days to the local board of education, which will hear the complaint at the next regular public meeting or within thirty (30) calendar days. Use Appeal 105..R.3.

The local board hearing shall be conducted so as to accord due process to all parties involved in the complaint with written notice of hearing dates, right to council, right to present witnesses, right to cross examine, and the present written statements. The decision of the board shall be by a majority of the members in attendance.

Step 4: The local board of education shall respond to the complainant within thirty (30) calendar days. Use Appeal 105..R.3.

Step 5: If the complainant is not satisfied with the local board of education's decision, an appeal may be made to the State Board of Education.

**Assurance Forms**

- The Office of Civil Rights, US Department of Education, requires assurance forms to be filed before an application for federal assistance can be approved.
- The forms are kept on file and are in force as long as the recipient continues to receive federal financial assistance.
- Recipients are prohibited from subcontracting with another entity that discriminates against protected class members.

- The recipient must also assure that it does not engage in discriminatory practices indirectly by hiring another entity to do what it could do directly if that hiring of another entity would result in discrimination.
- The recipient is prohibited from participating in a contractual or other arrangement or relationship that has the effect of subjecting the covered entity's own qualified applicant or employee with a disability to discriminate.
- These assurances will be mailed to Office of Civil Rights, US Department of Education, 1200 Main Tower Building, Suite 2260, Dallas, Texas 75202-9998.
- A file copy shall be maintained in the district assurance files.

### Notification

- Prior to the beginning of each school year, the district shall provide students, parents, employees and the general public with a notice that the district does not discriminate.
- A shorter version of the policy notification shall be included on bulletins, course announcements, catalogs, application forms, enrollment forms, brochures and recruitment or promotional materials.

Reference: Title VI, Office of Civil Rights Act, 1964  
Title IX, Education Amendments, 1972  
Section 504, Rehabilitation Act, 1973  
Americans with Disabilities Act, 1990

REGULATION

**GRIEVANCE REPORT**

Ringwood Public Schools

**Grievance Report**

**Name of Complainant:**

\_\_\_\_\_

Date of Complaint: \_\_\_\_\_

Statement of complaint (Attach additional sheets as necessary.)

\_\_\_\_\_  
Signature of Complainant

Date received by Superintendent \_\_\_\_\_

Recommendation:

Date response given: \_\_\_\_\_

\_\_\_\_\_

Signature of Superintendent

105..R.3

REGULATION

**APPEAL FORM**

**Ringwood Public Schools  
Appeal Form**

Name of Complainant: \_\_\_\_\_

**Date of Appeal:**

\_\_\_\_\_

Reason for Appeal:

\_\_\_\_\_  
Signature of Complainant

Date received by the clerk of the board: \_\_\_\_\_

Recommendations of the board of education:

Date recommendations given: \_\_\_\_\_

\_\_\_\_\_  
Signature of Board President