

**TITLE 210. STATE DEPARTMENT OF EDUCATION
CHAPTER 35. STANDARDS FOR ACCREDITATION OF ELEMENTARY, MIDDLE
LEVEL, SECONDARY, AND CAREER AND TECHNOLOGY SCHOOLS
SUBCHAPTER 3. STANDARDS FOR ELEMENTARY, MIDDLE LEVEL,
SECONDARY, AND CAREER AND TECHNOLOGY SCHOOLS
PART 5. STANDARD III: ADMINISTRATION AND ORGANIZATION**

210:35-3-46. Administrative and supervisory services

(a) The school site shall be part of a system employing a full-time superintendent. If a vacancy occurs in the superintendency during the course of the school year, a certified replacement must be employed within forty-five (45) school days.

(b) It shall further be the responsibility of the local board, upon the recommendation of the superintendent, to employ an administrative head to be known as a principal for each of the schools within the district. Private schools shall employ a full-time principal/headmaster. ~~An elementary district shall employ a full-time elementary superintendent. With the exception of requirements for certification, the term superintendent as used in these standards shall mean an elementary school superintendent, headmaster, or superintendent.~~ Full time is defined as employed full time and therefore allows administrators to teach.

(c) Instructional leadership shall be the chief function of the school's principal. The principal shall be responsible for the improvement of instruction and be given the authority and resources needed to accomplish this goal. The principal shall help clarify the goals of the school, help obtain resources for it, coordinate its various activities, and promote its continuous evaluation to determine improvements needed.

(d) Lines of administrative and supervisory authority between the central office staff and the principal shall be defined clearly and shall give the principal responsibility for initiating appropriate changes to meet the needs of the students.

(e) The principal shall be involved in the selection, assessment, evaluation, retention, and promotion of all personnel assigned to the school.

(f) While working with faculty, staff, or students in the school, central office and other supplementary personnel shall coordinate their activities through the principal.

(g) The principal shall have the responsibility and the authority for the administration of the non-instructional programs in the school.

(h) The local board shall adopt a school calendar and school day consistent with statutory requirements in Oklahoma.

~~(1) The early childhood school day shall consist of not less than 2 1/2 hours per session. Early childhood may meet for less than 2 1/2 hours a day the first five (5) days of school.~~

~~(2) The kindergarten school day shall consist of not less than 2 1/2 hours per day. Kindergarten may meet for less than 2 1/2 hours for the first five (5) days of school.~~

~~(3) A school day for first graders shall consist of not less than three (3) hours per day during the first two (2) weeks of school if the teachers devote the afternoon to parent-teacher conferences.~~

~~(i) If, because of emergency situations, school has been missed more than fifteen (15) days, the State Board of Education will consider forgiving a portion of those days or in rare instances all days missed, on a case-by-case basis. Exceptions to the fifteen (15) day minimum will be made at the recommendation of the State Superintendent and forgiveness will be considered by the State Board of Education on a case-by-case basis. [70 O.S., Section 1-109]~~

(j)(i) If a school district on a traditional 180 day academic calendar rather than a 1,080 hour academic calendar determines that it is necessary to deviate from the required 6 hour school day because of severe weather conditions or fire, the administrator should report this, in writing, to the State Department of Education, ~~Accreditation Section~~, Office of Accreditation within seventy-two (72) hours. Any loss of school time shall require the superintendent to report the amount of time lost and the procedures to be used to make up the lost time. If a school district on a 1,080 hour academic calendar adopted pursuant to 70 O.S. § 1-109 determines that it is necessary to cancel or shorten a school day due to severe weather or other such unavoidable conditions, the district may adapt the length of subsequent school days as necessary to ensure class is in session for at least the 1,080 hours required for the school year. Any such adaptations to a school district's academic calendar that are made during the school year must be reported to the State Department of Education Office of Accreditation within seventy-two (72) hours, but pre-approval for the calendar adjustment is not required provided class time for the school year will not be reduced below 1,080 hours.

~~(k) Schools shall obtain permission from the State Board of Education before conducting Saturday classes to complete a standard school term including professional days. [70 O.S., Section 1-112]~~