

HAYWOOD PUBLIC SCHOOLS

PERSONNEL HANDBOOK

2018-2019



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I. HANDBOOK OVERVIEW

This handbook is a summary of employee rights and expectations, the details of many policies are found in the Districts policy book. Employees will be provided a full copy of any policy upon request.

II. EMPLOYMENT AND PERSONNEL

BEREAVEMENT LEAVE

1. Teachers will be provided three (3) days leave for each occurrence due to a death in their immediate family without loss of salary.
2. The immediate family will include a spouse, child, child's spouse, parents, brother, sister, brother-in-law, sister-in-law, grandparents, grandchildren, aunts, uncles, nieces, nephews, and corresponding relatives of spouse.
3. Two (2) additional days without loss of salary will be provided if circumstances warrant. The teacher's principal must be notified as soon as the teacher knows the bereavement leave is to be used.

EMERGENCY LEAVE

Up to two (2) days of emergency leave may be granted without loss of salary to certified personnel in situations defined "emergency" under the following conditions:

1. Fire
2. Automobile accident
3. Natural disaster (flood or tornado)
4. Similar circumstances

EMPLOYEE PAY

Employees will be paid on the last working day of the month.

FAMILY MEDICAL, SICK OR DISABILITY LEAVE

It is the policy of the HAYWOOD School District to comply fully with the requirements of the Family and Medical Leave Act of 1993 (the "Act"). This Act requires that a covered employer provide up to twelve (12) weeks of unpaid leave to eligible employees. "Eligible employees" are those employees who: (1) have been employed for at least one year by the HAYWOOD School District; and (2) worked at least 1,250 hours during the previous twelve-month period; and (3) have requested leave for a reason covered by the Act.

Reasons for Leave

All eligible employees who meet the Act's requirements may be granted a total of twelve (12) weeks of unpaid family leave and paid sick, vacation and personal leave combined (during any year as defined below) for the following reasons:

For the birth of a child and to care for such child, or placement for adoption or foster care of a child;

To care for a spouse, child or parent with a serious health condition; or

For a serious health condition of the employee that makes the employee unable to perform his or her job functions. The term “serious health condition” means one which requires either inpatient care, or continuing treatment by a health care provider. This term is intended to cover conditions or illnesses affecting health to the extent that in-patient care is required, or absences are necessary on a recurring basis or for more than just a few days. A “serious health condition” does not cover short-term conditions for which treatment and recovery are very brief. Such conditions would normally be covered by the District’s sick leave policies.

Details of this Policy may be obtained from the Superintendents’ office.

JURY DUTY

The HAYWOOD School District shall grant an employee leave for jury service or as a witness subpoenaed in a criminal, civil, or juvenile proceeding. The district shall pay the employee’s full contract salary less the daily rate paid to the employee for serving as a juror or witness.

Leave for jury service may not be used when the employee is a plaintiff or defendant, except where special circumstances warrant such use. The employee must submit in writing a request for approval of such use of emergency leave to the Superintendent presenting any “special circumstances” which are to be considered.

PERSONAL BUSINESS LEAVE

For the 2018-2019 school year the district shall provide three (3) days of personal leave for teachers per year under the following conditions:

1. Only in situations of urgency, for personal business which cannot be transacted when school is not in session.
2. If a personal business leave day is used on the first or last day of the student or teacher school year or day preceding or following a vacation period or holiday, a reason must be given and the request must be submitted at least five (5) or more days in advance, unless emergency does not permit. Final approval will be contingent upon finding a suitable substitute.
3. Unused Personal Leave will not roll over to the next year.

SICK LEAVE

A teacher may use sick leave due to personal accidental injury, illness or pregnancy, or incidental injury, or illness in the immediate family. Immediate family for sick leave purposes shall include spouse, children, father, mother, or grandchild.

Sick leave forms may be obtained from the Building Principal and it is the teachers’ responsibility to fill out an absence form prior to using sick leave, if possible. If sick leave is used without prior notice the teacher will fill out a form on the day he/she returns to work.

At the beginning of each school year, each teacher shall be credited with ten (10) days of sick leave, the unused portion of which shall accumulate to a maximum of 120 days.

Teachers may be required to bring documentation of a medical appointment when they are absent from school for a medical appointment and claim sick leave.

If after exhausting all sick leave, a teacher is absent

SICK LEAVE SHARING

The HAYWOOD Board of Education establishes a leave sharing program for all district employees. The program shall permit district employees to donate sick leave to a fellow district employee who is pregnant or recovering from childbirth or who is suffering from or has a relative or household member suffering from an extraordinary or severe illness, injury, impairment, or physical or mental condition which has caused or will cause the employee to exhaust all accumulated sick leave earned pursuant to Title 70, Section 6-104 of the Oklahoma Statutes and that has caused or is likely to cause the employee to take leave without pay or to terminate employment.

WORKER'S COMPENSATION ACCIDENT INSURANCE

An Accident Investigation Report **must** be completed by the employee and supervisor and forwarded to the Worker's Compensation Coordinator in the Superintendents' office for processing.

When an employee is absent from work due to a job related illness and/or injury, compensation will be made to the claimant by the workers' compensation carrier.

It is further noted that neither earned vacation nor sick leave time will be used in lieu of workers' compensation benefits.

The School District may provide benefits to the employee in addition to the workers' compensation benefits or may allow any employee to use a portion of their accrued sick leave pay; provided, the employee signs a written acknowledgment and agreement of receipt of said sick leave in addition to workers' compensation benefits with waiver of future use of same said sick leave.

In no case shall the combined payments to the claimant be in excess of regular contractual salary for full-time employment.

COMMUNICATIONS RE: COMPLAINTS AGAINST TEACHERS

A teacher shall be notified of a complaint filed against him/her and given an opportunity to respond to the complaint.

CONTRACTS

Contracts for the teachers of the HAYWOOD Public Schools will specify the annual salary to be paid. The salary will be paid in twelve monthly payments, each being on the last working day of the month, beginning in August and ending in July.

DISMISSAL OF TEACHERS

Procedures for dismissal of a teacher will be in accordance with Oklahoma School Law.

EMPLOYEE RECORDS INVESTIGATION

In compliance with Oklahoma law all employees must have a criminal background check upon their initial hiring.

LEAVE WITHOUT PAY

A day's pay may be deducted for all leave which does not meet board approved guidelines. All such leave must be approved in advance by the Principal and Superintendent.

LOYALTY OATH

Every employee who is employed for a continuous period of thirty (30) days or more, in order to qualify and enter upon the duties of his/her employment or to receive compensation therefore, shall first take and subscribe to a loyalty oath as required by Section 403 of the School Code of Oklahoma.

PERSONNEL FILES

The teacher's official file shall be maintained in the office of the superintendent. Unofficial working files may be maintained in the office of each administrator.

Material that may adversely affect a teacher's employment status may not be placed in the teacher's official file until the teacher has had the opportunity to read the material and to sign and date the actual copy to be filed. The teacher shall receive a copy of said material, at no cost to the teacher, at the time of filing. The teacher shall have the right, within ten (10) working days, to affix a written response to said material. Documentation must be made a part of the official file in order for it to be used in an action that adversely affects a teacher's employment status.

A teacher may review the contents of his/her official file during normal business hours, but not during the duty time of the teacher. The teacher is entitled to receive a copy of any documents contained therein with the teacher paying the cost of reproduction.

After 24 months following the placement of the material in the teacher's file, the Superintendent and teacher may mutually agree that material that could adversely affect a teacher's employment status may be removed from the teacher's official file.

STAFF EVALUATION

The development of strong, competent certified and support staff of employees, and the maintenance of high morale among said staff are major objectives of the Board of Education. The Board of Education believes that a program of continuous evaluation is necessary to meet its requirements.

The Board of Education will be responsible for the dissemination of a copy of the evaluation policy, and any and all changes, additions, or deletions subsequently made therein, to all personnel within the school system. Any legislative act, State Department of Education ruling, or court decision which makes any part of this policy unlawful will in no way make inactive the remaining portion of this policy.

TEACHER POSITION DESCRIPTION

Some of the major responsibilities from this detailed job description are:

- a. Be directly responsible to the principal of the building and his/her designated assistant for assignment and direct supervision in the total program of that building.
- b. Organize and manage all classroom procedures and activities within the framework of the philosophy and curriculum of the school system.
- c. Promote and require good discipline for a good learning atmosphere in his or her classroom or assigned area and for his or her cooperative help in the corridors and on all of the school's premises.
- d. Plan and implement a teacher program for the progress of each individual pupil with whom he or she works.
- e. Assume a leadership role in the school activities which are a part of the total school program.
- f. Maintain a good public relations program through all contacts with pupils, parents, and other citizens of the community.
- g. Be well prepared with educational background and knowledge of assigned subject areas and develop written plans and activities for effective teaching.
- h. Assist in the development of good public relations between the school and teacher and the patrons of the community.
- i. Motivate and encourage pupils to learn and work to their optimum learning capacity for reaching the highest level of achievement of which they are capable.

III. GENERAL POLICIES

ASSAULT AND BATTERY ON SCHOOL EMPLOYEES

The HAYWOOD Board of Education is committed to providing a safe working environment for the employees of the District. Any school employee, upon whom an assault, battery, assault and battery, or aggravated battery or aggravated assault and battery is committed while in the performance of any duties as a school employee shall notify either the superintendent or principal.

BLOODBORNE PATHOGENS POLICY

It is the philosophy of the HAYWOOD Public Schools to provide a safe work place for our employees. Safe work practices are promoted to minimize the incidence of illness and injury to our employees. In keeping with this philosophy, and in meeting the requirements of OSHA Blood borne Pathogens Standard (29 CFR 1910.1030) as adopted by the State of Oklahoma, the following BLOODBORNE PATHOGENS CONTROL PLAN is implemented in our school system.

CHILD ABUSE, NEGLECT AND EXPLOITATION – GUIDELINES FOR REPORTING AND INVESTIGATING

Employees of HAYWOOD Public Schools have a legal obligation to report child abuse, neglect and exploitation to the Oklahoma Department of Human Services. These guidelines are provided to assist District employees in fulfilling their legal responsibility and to facilitate compliance with Title 10, Sections 7103 and 7105 of the Oklahoma Statutes.

Reporting Suspected Child Abuse, Neglect or Exploitation Any District employee having reasonable cause to believe that a student under the age of 18 years is suffering from abuse, neglect or exploitation shall immediately report this matter to the principal of the student's school.

Immunity from Liability

Oklahoma law provides that any school employee who in good faith and exercising due care makes a report to DHS or another appropriate law enforcement office, allows access to a child by persons authorized to investigate a report concerning the child or participates in any judicial proceeding resulting from a report, shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed.

COMPUTER, NETWORK, AND INTERNET POLICY

Employees are to utilize District computers, networks and Internet services for school-related purposes and performance of job duties. Incidental personal use of school computers is permitted as long as such use does not interfere with the employee's job duties and performance, with system operations or other system users. "Incidental personal use" is defined as use by an individual employee for occasional personal communications. Employees are reminded that such personal use must comply with this policy and all other applicable policies, procedures and rules.

No Expectation of Privacy

HAYWOOD Public School District retains control, custody and supervision of all computers, networks and Internet services owned or leased by the District. HAYWOOD Public School District reserves the right to monitor all computer and Internet activity by employees and other system users. Employees have no expectation of privacy regarding their use of school computer, including e-mail messages, web pages and stored files.

Teachers, staff members and volunteers who utilize school computers for instructional purposes with students have the responsibility to monitor and supervise such use.

FAIR LABOR STANDARDS ACT POLICY STATEMENT

Statement of Policy

It is the intent of HAYWOOD Public Schools, Pittsburg County, Oklahoma (District) to comply fully with the Fair Labor Standards Act, its regulations and relevant court decisions. The District shall inform its employees of the Act through proper posting of information as disseminated by the U.S. Department of Labor. The District shall cooperate with all State agencies and maintain compliance.

NON-DISCRIMINATION, SEXUAL HARASSMENT, DISABILITY ACCOMMODATIONS, AND GRIEVANCE PROCEDURES

It is the policy of the Board of Education of the HAYWOOD Public Schools, that no otherwise qualified person shall, solely by reason of his/her disability, race, religion, color, sex, national origin or ancestry, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity sponsored by this Board.

It is also the policy of the Board that sexual harassment by any individual under its jurisdiction is expressly prohibited.

Grievance Procedures

In accordance with the policy of the Board of Education against discrimination or sexual harassment, the following regulation governs the processing of related complaints in this school district:

Any member of this school district who wishes to file a grievance against another member of the district may file a complaint with the immediate supervisor, or if the alleged incident is directed to the immediate supervisor, to the Superintendent. The grievance shall be in writing, shall set forth the circumstances of the incident and the identity of the member involved. Such complaint should be submitted within ten (10) days of the alleged incident, if possible.

The immediate supervisor or Superintendent shall initiate an investigation of the incident and shall protect the confidentiality of the grievant.

No retaliation will be permitted against a grievant who files a complaint with the district.

If the grievant's complaint is based on contract termination, the grievant shall pursue the complaint in accordance with the termination procedures of this district. Such termination procedures may be obtained from the office of the Superintendent.

SCHOOL-COMMUNITY RELATIONS

It is the policy of the Board of Education of the HAYWOOD Public Schools to have an open and honest relationship with the press, parents, students, employees, and community. We want to keep the community informed of the progress and problems of our schools through open informative communication with the public. At the same time, input from parents and community is appreciated and solicited.

Good public relations are the responsibility of the entire certified and non-certified staff. Every employee is expected to feel a responsibility for the development of good relations with the public. Public confidence and good will can be gained when employees are considerate, courteous, friendly, and understanding.

The Board and staff of the HAYWOOD Public Schools believe that parent/community interest and input are necessary for optimal functioning of the schools. It is our conviction that students learn best when their parents are involved in their education. Businesses are encouraged to release employees for parent/teacher conferences.

IV. DRUG AND ALCOHOL TESTING

HAYWOOD Public School District recognizes that the use and abuse of controlled substances and alcohol in today's society is a very serious problem which has also found its way into the work place. HAYWOOD Public School District also recognizes the significant threat that a controlled substance-impaired employee working in the transportation industry can pose to the safety of the worker, co-workers and the general public. In order to address the safety threat presented by the problem of controlled substance and alcohol abuse in the transportation industry, the Department of Transportation, and the Federal Highway Administration have established extensive regulations requiring controlled substance and alcohol testing under certain circumstances. In light of the

above, HAYWOOD Public School District has adopted this Anti-Drug Plan to specify the circumstances under which controlled substance and alcohol testing may be required, the procedures for conducting such testing and the methods and procedures for complying with the requirements of the regulations.

DRUG-FREE AND SAFE SCHOOLS AND COMMUNITIES

In compliance with the Safe and Drug-Free Schools and Communities Act all employees are notified that the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any school activity is prohibited. Any such action can lead to disciplinary sanctions up to and including termination of employment and referral for prosecution. Completion of an appropriate rehabilitation program may also be required.

Compliance with these standards is mandatory. If employees need information regarding drug and alcohol counseling and rehabilitation and re-entry programs, please contact the Deputy Superintendent or the immediate supervisor.

DRUG-FREE WORKPLACE STATEMENT

The district will maintain a drug-free workplace utilizing the guidelines established by the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Community Act Amendment of 1989.

The Drug-Free Workplace Act of 1988 requires that recipients of federal grants certify that they will maintain a drug-free workplace. In accordance with this act, the district hereby makes the following statement of notification to its employees:

1. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the school's workplaces.
2. An employee must notify the district of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
3. The district will notify the appropriate federal agencies within ten (10) days after receiving notice from an employee or otherwise receiving actual notice of such conviction.

Within thirty (30) days of receiving notice from employee with respect to any such conviction, the district will:

- a. Take appropriate personnel action against such an employee, up to and including termination; or
- b. Require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by Federal, State, or local health, law enforcement, or other appropriate agency.

The district provides a drug-free awareness program to inform employees about:

- a. The dangers of drug abuse in the workplace.
- b. The availability of drug counseling, rehabilitation, and employee assistance programs.
- c. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
- d. The district's policy of maintaining a drug-free workplace.

- e. It is required that all employees engaged in the performance of a federal grant be given a copy of the drug-free workplace statement.

As a condition of employment, an employee must abide by the terms of this agreement.

The district will make a good faith effort to continue to maintain a drug-free workplace through implementation of the above statements.

V. DISCIPLINE AND CONTROL OF STUDENTS

All members of the HAYWOOD Public Schools can expect to be treated with respect and dignity. Students are expected to behave in a manner which fosters and deserves mutual respect and dignity. Behavior which may be detrimental or injurious to self or others cannot be tolerated. Although the State Law of Oklahoma places the school in “loco parentis” (in place of the parent), we believe that a well-disciplined school is the result of the cooperation between school and home. Parents, teacher, and principals must make a concerted effort to foster the development of manners, self-control, and respect for authority in the children entrusted to our care. We encourage parents to become actively involved in the discipline of their children. “Loco parentis” means that any student enrolled in the school comes under the protection and guidance of the school administration and teachers. Students, therefore, may look to the school personnel for help and protection. Students should be aware that supervision of conduct is a responsibility of the teaching staff. Failure on the part of the student to follow instructions of any member of the staff may result in disciplinary action. Teachers have authority over HAYWOOD students at all times during the school day and at all school sponsored activities.

BULLYING

In an effort to establish a common understanding by all students of what is meant by the term “bullying,” and to promote greater respect for each individual student, a common definition has been established and will be emphasized in the school system: A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons. Other characteristics of bullying have been identified:

it is aggressive or malicious, it is repeated and goes on for some time, and it occurs in an interpersonal relationship that is characterized by an imbalance in strength or power. Classroom and school-wide rules have been established to address the issue of bullying and students are expected to comply with these standards of behavior at all times.

CONDUCT IN THE HALLS

Students must never run in the halls and must pass through the corridors quietly at all times. For obvious reasons students are not to sit on the floor in the hallways.

DISCIPLINE POLICY

All students enrolled in the HAYWOOD Public Schools will be expected to abide by the rules and regulations set forth by the administration, teachers, and Board of Education while in attendance at school, school sponsored activities, or being transported to or from school or school sponsored activities. Any student who is found to be disobeying the rules, showing disrespect for any teacher or other school personnel, or damaging any school property will be subject to disciplinary action.

The disciplinary action to be taken will depend upon the severity of the violation and/or the number of times the student has broken the regulations. Further, students may be subject to disciplinary action for conduct occurring away from school which is determined to be detrimental to the welfare of the students or the good order and efficiency of such student's school. Any demonstrated continuing course of conduct or singular offense committed by a student, whether or not the same would constitute a crime if committed by an adult, may qualify for disciplinary action if determined to have the required detrimental effect. Students who are considered to be a danger to others will be removed from the school setting.

METHODS OF DISCIPLINE

Disciplinary methods may include, but not be limited to the following:

Corporal Punishment

Detention – Before and After School

Conference with the parent

Conference with the principal

Contact with the parent

Out-of-school suspension

Removal from class

Temporary removal from class

Withholding of privileges, including withdrawal from athletic and non-athletic extracurricular activities

Exclusion from any after-school event

Removal or temporary suspension from the bus

Saturday School

Financial restitution

Misconduct

ABUSIVE OR VILE LANGUAGE

The use of profane, abusive or vile language will not be permitted. Disrespect or insubordination toward teachers, staff, or administrators will not be tolerated. Principals shall determine punishment for violations. Such punishment will be in accordance with the established discipline policy.

CHEATING

Cheating is defined as dishonestly giving or receiving aid or information on any test or assignment. If a student is caught cheating on tests or other classroom work, "zeros" will be given to the student(s) involved. No provisions are made to make up or otherwise receive credit for work or tests in question. The teacher will notify the parent of the incident.

DANGEROUS WEAPONS

It shall be unlawful for any student to handle, to transmit, or to carry upon his/her person, or in his/her portfolio or purse, any pistol, revolver, dagger, bowie knife, spring-type knife, sword cane, knife with a blade which opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, blackjack, loaded cane, billy, hand chain, metal knuckles, glass container, or any other offensive weapon. Weapons also include any item which may be used to

destroy property, threaten, harm, intimidate individuals, and replicas of weapons that can be mistaken as authentic.

DESTRUCTION OF SCHOOL PROPERTY

The cost of repairing or replacing school property damage as a result of neglect or misuse will be charged to the student and his parents. Vandalism or destruction of electronic equipment, including hardware, software, or data is a serious offense and will be dealt with accordingly. Willful damage or destruction of school property will bring disciplinary action from the administration. The student will also be charged for the damage.

DISPLAY OF AFFECTION

No public display of affection, such as arms around each other and kissing, will be allowed at school, the school will insist that all couples conduct themselves at all times at school in such a manner that attention of others is not attracted to their behavior. Offending students will have their attention called to the matter, and appropriate disciplinary action will be taken.

DISRESPECT FROM STUDENTS

Students must remember that all school personnel have authority over them at all times during the school day and at school activities. At no time are students to be disrespectful to school personnel. Students must follow and abide by reasonable requests made by school personnel.

DRUGS AND ALCOHOL

In recognition of the school's obligation to our students and community, we stand ready to assist in dealing with drug and alcohol related problems. The faculty is obligated to inform the principal when it is suspected that a student is either under the influence of drugs or alcohol, or in possession of drugs or alcohol. When this is reported to the principal, both the superintendent and the parents will be notified of this report. When this report is made, the principal will search the student, his locker, and personal property. Any student found possessing, using, or under the influence of drugs or alcohol, or possessing drug paraphernalia may be suspended for the current semester and possibly the next semester. The door of the principal and counselor is open to anyone wishing to seek help and every effort will be made to keep this information confidential.

FIGHTING

Fighting is an action that will not be tolerated in a school society. Both participants in a fight will be punished with appropriate severity. Disagreements between students can never be solved by violence. Students who believe another student is angry with them in a way that could lead to violence should contact a counselor or school administrator.

FIREARMS OR DESTRUCTIVE DEVICES

Under Federal law, any student who brings a firearm to school will be suspended for at least a calendar year, except the superintendent and/or the school board may modify the length of the suspension on a case-by-case basis. A firearm is defined as follows:

1. Any weapon (including a starter gun) which will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosion
2. The frame or receiver of any such weapon
3. Any firearm muffler or firearm silencer

Any such destructive device

A destructive device is defined as follows:

1. Any explosive, incendiary, or poison gas, including a bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device.
2. Any weapon, other than a shotgun or shotgun shell particularly suitable for sporting purposes, by whatever name known which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter, or any combination of parts either designed or intended for use in converting any device into any destructive device described in the two above statements and from which a destructive device may be readily assembled.

GENERAL REASONS FOR DISCIPLINARY ACTIONS

Reasons for disciplinary actions shall include, but not be limited to the following:

Stealing

Forging

Dangerous weapons

Disrespect for authority

Skipping class

Refusal to give one's name to a staff member

Leaving the school grounds without permission from the office

Misconduct on a school bus

Immorality or profanity

Assault and battery

Falsely identifying one's self

Possession of stolen property

Conduct which disrupts the normal educational process

Violation of school rules, regulations, or policies

Arson

Extortion, blackmail or coercion

Gambling

Malicious mischief

Robbery

Trespass

Unlawful interference with school employees

Disruptive conduct

Defacing or destroying private property

Threats to school

Vandalism – electronic

Failure to report to the office as instructed

Any demonstrated continuing course of conduct or singular offense committed by a student at or away from school, whether or not the same would constitute a crime if committed by an adult, if determined to be detrimental to the welfare of fellow students or the good order and efficiency of the school

HAZARDOUS ITEMS

Hazardous items including, but not limited to, ammunition, matches, lighters, knives, laser pointers, or fireworks are not permitted. School officials shall have the authority to detain and authorize the search of any pupil on any school premises or activity or while in transit. Such items will be confiscated and disposed of appropriately. Disciplinary measures will be taken as necessary.

PROJECTILES

Throwing or shooting with rubber bands or other instruments, snowballs, rock, or other projectiles on school property is expressly forbidden.

SKATEBOARDS, TOYS, AND ELECTRONIC EQUIPMENT

In order to maintain an educationally sound environment, students are not to bring any items that can cause a distraction from the learning environment. Specifically, cameras, portable DVD players, skateboards, any kind of trading cards, and toys of any kind are not to be brought to school. Items of this nature will be confiscated and kept in the office and might not be returned until the end of the school year, depending upon the situation.

SEXUAL HARASSMENT

All students have the right to attend the HAYWOOD Public Schools without the fear of being sexually harassed by other students. Example of sexual harassment can include, but are not limited to: remarks, touching, written statements (notes), and physical gestures. Students can report any incidence of sexual harassment in confidentiality to a counselor or principal. In addition, incidences of student to staff harassment are to be reported and will be dealt with accordingly.

SEARCHES

School officials have the authority to detain and authorize a proper search of any pupil for reasonable suspicion. Student lockers are considered the property of the school and can be searched at any time with reasonable suspicion. School personnel shall have access to school lockers, desks, and other school property in order to supervise the welfare of the students. The lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for the search. Vehicles parked on school property are subject to search. In conducting searches, the District may utilize trained dogs to detect prohibited items. If a dog alerts to a student's locker or vehicle or to a classroom or common area, the area may be searched. If a dog alerts to a locked student's vehicle, the student shall be requested to unlock the vehicle's doors and trunk. If the student refuses, the student's parent or guardian shall be notified and requested to unlock the vehicle. If the student's parent or guardian refuses to unlock the vehicles, the District will contact appropriate law enforcement personnel to respond to the issue. At this point, the student has forfeited the privilege of driving/parking on any school property at any time for the remainder of the school year.

STANDARDS OF CONDUCT

All students enrolled in the HAYWOOD Public Schools will be expected to abide by the rules and regulations set forth by the administration, teachers, and Board of Education, while in attendance at school, school sponsored activities, or being transported to or from school or school sponsored

events. Parents and students are expected to familiarize themselves with discipline policies in the student handbook. It is recommended that students and parents go over the entire handbook together.

VI. POLICIES RELATING TO WORKING CONDITIONS

FACULTY MEETINGS

Mandatory meeting before or after school will be conducted on an as-needed basis and are essential for the school to function.

CELL PHONE USE POLICY

Personal cell phones are to be turned off during instructional time and while supervising students at the school site during the school day. Cell phones may be used during planning periods and employee lunch time in an area away from students.

DUTY SCHEDULE

With input from the teachers, duty will be assigned by the administration. Assigned duty will be made in an equitable manner.

The administration will strive to ensure timely notice of duties to teachers.

GRADE BOOKS AND OTHER RECORDS

Students work shall be graded in a timely manner and reviewed with the student: an essential element of the learning process. Grades are kept online and parents are encouraged to monitor their child's progress. Teachers are to post grades by ID # weekly in their rooms and are to encourage students to keep up with their progress.

STUDENT ATTENDANCE

All teachers must keep a record of student attendance; daily if self-contained, hourly if not.

MID-QUARTER PROGRESS REPORTS

Progress reports will be sent to the parents of each student during the fifth week of the Quarter. The reports will be taken home by the student, signed by the parent, and returned to the teacher. Parents will be informed through the media and school announcements about the progress reports and the date they will be sent home.

OPEN COMMUNICATIONS POLICY

It is the belief of the certified staff of the HAYWOOD Public Schools that open and clear communications are essential for the optimum performance of the organization. As a result, each certified staff member is encouraged to communicate concerns over policy management to that individual's first level supervisor. If the situation is not reconciled, then the individual should communicate that concern to the next level supervisor, following the hierarchical structure.

PARENT-TEACHER CONFERENCE DAYS

The parent-teacher conference day shall not exceed eight (8) working hours.

PLANNING PERIOD

For the 2018-2019 school year, the administration will provide within the students' day for each full-time classroom teacher an average of at least 175 minutes of planning time in each normal five-day week. Full-time teachers who teach in a setting where the student day is shorter than the normal student day (Alternative School, for example) will not necessarily have planning time during the student day.

Planning time should be used for grading papers, preparing for class, conferences, and other instructionally related activities.

Sometimes school related activities (such as achievement testing, assemblies, special programs, guest speakers, etc.) scheduled during teacher's plan time will require teachers to miss that day's planning time. The building administrator will strive to ensure that the teachers affected by these activities do not miss planning time more than necessary.

PLAYGROUND SUPERVISION

This is required on all school grounds. The principal in each building will set up a schedule to assign such duties as fairly as is possible. All teachers are expected to accept these assignments

PRINCIPAL'S SUPPORT OF HIS/HER TEACHERS

The building level administrator is expected, unless extenuating circumstances exist, to communicate within a reasonable period of time the nature of any parental contacts to the principal concerning the teacher's performance.

RELEASE OF PUBLIC INFORMATION

The Superintendent, as a representative of the district, is given the responsibility of informing the public as to the purpose, goals, methods, progress and needs of the schools, the instructional program and financial status of the district. Accuracy, reliability and leadership in this area will develop confidence and understanding, thereby creating better relationships between the school district and the community. All school personnel are responsible for good public relations.

Therefore, all written notices, reports, bulletins, newsletters, and matters, whether verbal or written, intended for public information, pertaining to students are to be submitted to the building principal prior to release. Any information, in whatever form, pertaining to the district, including matters pertaining to its personnel, operation, facilities or status, will be submitted to the Superintendent of Schools prior to release. Care will be exercised by those district personnel hereby authorized to release information to insure that those requirements established by law or board policy pertaining to the Family Education Rights and Privacy Act and the Oklahoma Open Records Act are followed.

Non-school originated material of commercial, political or religious nature shall not be disseminated. Notices from community organizations, such as Girl Scouts, Boy Scouts, PTA, etc., that directly affect the children of the district may, in the discretion of the building principal, be forwarded to parents via the students.

This policy is not intended to interfere with the responsibility of district personnel to communicate directly with the parents or legal guardian of a particular student on matters pertaining to such

student. It is intended to insure that prompt, reliable and accurate information is provided to parents and patrons of this district as well as the general public.

SEARCHING STUDENTS

Teachers are allowed to search property in the possession of the student for dangerous weapons, controlled dangerous substances, intoxicating and non-intoxicating beverages or missing or stolen property upon reasonable suspicion. The extent of the search must not be excessively intrusive, and in no case is a strip search allowed. The principal shall be notified if any search is conducted.

STUDENT INJURY/ILLNESS

Teachers will send sick or injured students to the office and allow the office to contact parents.

STUDENT INELLIGABLE LIST

Teachers are to turn in to the office a list of all students failing (grades 3-8) before they leave each week.

SUBSTITUTE TEACHERS

The approved list of substitute teachers for HAYWOOD Public Schools is made in the office of the Superintendent. It is then duplicated and copies given to all principals so that they will have copies in their homes and offices. The principal calls and arranges for a substitute teacher when one of his/her teachers needs to be absent. Plans and assignments in the best possible form should be provided for the substitute teacher.

The substitute is paid by the District if it is within allowable sick or personal leave, bereavement leave or approved attendance at a professional meeting; otherwise, it will be deducted from the teacher's salary. Delegates of organizations other than school organizations will have to look to such other organizations to pay the deductions for their substitute teachers. The school budget will not permit payment of substitute pay when a teacher is absent representing a non-school organization, except that negotiated for Association leave.

SUBSTITUTE TEACHER PAY

The HAYWOOD Board of Education has approved the following pay schedule for substitute teachers:

\$50.00 Non-Certified

\$90.00 Certified

A substitute should not be called for less than one-half day.

TEACHER DRESS

Teachers are considered professional people and should dress accordingly. Shorts are proper attire only when coaches are performing their coaching duties at the athletic field or in the gym.

TEACHER LANGUAGE

When supervising students in or out of the classroom, teachers must remember to use only proper and acceptable language. Teachers should never use curse words. The right of students not to be

subjected to language of this type in school supersedes the right of teachers to use this type of language.

TEACHER LESSON PLANS

Lesson plans are to be done online on the teacher's page of the school website weekly.

TEACHER PLAN TIME

Plan time is intended for grading papers, preparing for class, conferences and other instructional activities. Teachers are considered "on-duty" for the entire work day and must be at their assigned area. Teachers may leave their building during the day only with the permission of their principal.

TELEPHONE USE

School telephones are to be used for school business. Please show professional judgment in your telephone usage.

TOBACCO USE POLICY

Haywood is tobacco free 24/7.

TEMPERATURES IN THE CLASSROOMS

In order to provide optimal learning conditions, classrooms should be kept comfortable for students. Fans and heaters will be made available for use in classrooms when conditions warrant their use.

UNATTENDED CLASSROOMS

Teachers are to be with their students at all times and not leave their class unattended. While students are on our grounds, they must always have an assigned supervisor. Teachers are required not to leave an assigned duty area (bus, cafeteria, hall, etc) unattended. Failure to be at an assigned area and leaving students unattended could result in student injury.

WORK SCHEDULES

Teachers must be on duty by 7:45 a.m. and remain on duty until at least 3:15 p.m. Teachers are expected to remain in their rooms during the time after school in order to be accessible to students and parents and remain longer than 15 minutes, if necessary

IV. INSTRUCTIONAL POLICIES AND INFORMATION

MAINSTREAMING (INCLUSION)

Increasing efforts are being made to meet the educational needs of all students. All certified personnel will support the implementation of programs to meet the needs of special students as indicated on students' IEPs.

The progress report will include:

1. Skills checklist (K-1) or percentage grade (2-12)

2. Class behavior
 3. Use of class time
 4. Completion of homework assignments
- Recommendations will be made as needed regarding:

1. More effort at home
2. After-school help
3. Tutoring
4. Conference with the teacher
5. Other suggestions

In addition to these mid-quarter progress reports, teachers will inform parents at any time a student is failing or if a significant decline in the student's grade occurs.

RETENTION AND PROMOTION OF STUDENTS

Decisions regarding retention and promotion of students are the responsibility of the school and parent. When considering retention of a student, the school will involve the parent(s), teacher(s), counselor(s) and administrator(s).

Whenever a teacher or teachers recommend that a student be retained at the present grade level or not passed in a course, the parent or guardian, if dissatisfied with the recommendation, may appeal the decision by complying with the district's appeal process.

The appeal process will begin with a written appeal to the principal of the school which the student is attending. The principal will convene a committee consisting of at least one teacher of the student, the counselor, and the principal. This committee will consider grades, attendance, achievement, maturity, parental input, and other factors relevant to the decision. The principal will provide a written response indicating the committee's decision to the parent.

If the parent does not agree with the decision at the building level, the parent can file a written appeal with the Superintendent who will convene a committee of the Superintendent or designee, the building principal, and a building principal from another building. This committee will review information from the previous decision plus additional input from the parent and teacher. The committee will provide a written response indicating its decision.

If the parent disagrees with this committee recommendation, the parent can appeal directly to the Board of Education who will hear the appeal at its next regularly scheduled meeting or at a special meeting if the Board so desires.

The decision of the Board of Education shall be final. The parent may prepare a written statement to be placed in and become a part of the permanent record of the student stating the reason(s) for disagreeing with the decision of the Board.

PROFICIENCY BASED PROMOTION

Pursuant to Section 6 of HB 1017, students will be provided the opportunity, upon request, to demonstrate proficiency in one or more of the core curriculum areas of social studies, language arts, languages, mathematics, and the sciences. The student who can demonstrate proficiency in the

absence of instruction may be able to advance a grade level in grades one through eight, accelerate in a subject area in grades one through eight, or earn high school credit for courses in grades nine through twelve.

A student will be given the opportunity to demonstrate proficiency in content by demonstrating ninety percent (90%) proficiency on the appropriate district proficiency examination(s). In the event of demonstrated proficiency above the eighty percent (80%) level, but below the ninety percent (90%) level, upon parent request and administrative approval, a student may attempt to demonstrate ninety percent (90%) proficiency on the district criterion reference test(s). If a student in grades one through eight demonstrates such ninety percent (90%) proficiency on either examination in all four (4) basic skills areas, that student will be considered for promotion/acceleration after a conference with parents in which factors such as social and mental growth are considered. If a student in grades one through eight demonstrates proficiency in any basic skills area(s), that student will be considered for acceleration in the basic skills area(s) after a conference with parents in which factors such as social and mental growth are considered. A student in grades nine through twelve will be considered for course credit in tested areas after a conference with parents in whom factors such as social and mental growth are considered. In the area of laboratory sciences students will also have to satisfactorily perform relevant laboratory techniques. In the area of arts and foreign language an interview and a portfolio with project or performance demonstrations will be required and evaluated by the district for proficiency. Exceptions to standard assessment may be approved for students with disabling conditions.

The parent of any student enrolled in the HAYWOOD Public School System may request proficiency-based promotion by completing the appropriate application and submitting the request to the building principal during either one of two application periods. The first period shall be no earlier than one month after the ending of the school year or no later than one week prior to the beginning of the school year. The second period shall be no earlier than one week prior to the end of the first semester or no later than one week into the second semester. Assessment will be conducted during these periods.

If the parent or guardian requests promotion/acceleration contrary to the recommendation of school personnel, the parent or guardian shall sign a written statement to that effect, and the statement will be included in the permanent file of the student.

SCHOLASTIC ELIGIBILITY POLICY

Extra-curricular activities are designed to develop students' special interests or abilities. They include athletics, fine arts, student government, clubs, and all activities outside the regular classroom. Although we recognize the importance of these activities in the lives of our students, performance in the academic curriculum must be given top priority. Therefore, the following standards are required for students participating in extracurricular activities:

A student may not receive a failing grade in more than one subject counted for graduation in which the student was enrolled during the last semester of attendance in order to be eligible.

If a student does not meet the minimum scholastic standard, that student will not be eligible to participate during the first six (6) weeks of the next semester of attendance.

A student who does not meet the above minimum scholastic standard may regain eligibility by achieving passing grades in all subjects for which the student is enrolled at the end of a six-week period.

Scholastic eligibility for all students will be checked at the end of the third week of a semester and each succeeding week thereafter.

A student must be passing in all enrolled subjects during a semester. If a student is not passing all subjects enrolled in at the end of a week, that student will be placed on probation for the next one-week period. If a student is still failing one or more classes at the end of the probationary one-week period, that student will be ineligible to participate during the next one-week period. The ineligibility periods will begin on Monday and end on Sunday.

A student who has lost eligibility under this provision must regain passing grades in all enrolled classes in order to regain eligibility.

Incomplete grades will be considered to be the same as failing grades in determining scholastic eligibility. School administrators are authorized to make an exception to this provision if the incomplete grade was caused by an unavoidable hardship. (Examples of such hardships would be illness, injury, death in family, and natural disaster).

Special students who are enrolled in special education classes, have an Individual Education Plan, and have been certified by the Principal as doing a quality of work may be accepted as eligible under this rule.

An ineligible student will not be permitted to participate in any activity that would result in an absence from an academic class and/or participate in any out-of-town school trip.

OSSAA Rules Governing Interscholastic Activities state that “a student who has not attended classes ninety (90) percent of the time for the semester becomes ineligible. Exceptions may be made by the principal due to illness, injury, death in the immediate family, or valid reasons for late enrollment.” Students who violate the nine (9) day absence rule stated on page 6 will become ineligible to participate in extra-curricular activities.

STUDENT FEES

The State Attorney General has ruled that no fees can be charged to students! Consumable materials to be used by the students in your classroom should be purchased individually by the students.

SUNDAY AND WEDNESDAY NIGHT ACTIVITIES

It has been a long-standing policy of the HAYWOOD Board of Education not to schedule school activities or any kind of school programs on Sunday nights or on Wednesday nights. These are generally used by the majority of our churches in this community.

TEXTBOOKS AND STUDENT SUPPLIES

Every teacher should understand thoroughly about textbooks and supplies in order that a full explanation may be given to the students on the first day of school. Your building principal can give you this information.

USE OF LIBRARY MATERIALS

Library media materials and equipment (excluding computers) shall be available to the faculty on a check-out basis during the regular school day.

UNIFORM GRADING SCALE

A system-wide grading scale has been approved for the HAYWOOD Public School System. Each teacher will devise a procedure to inform parents how grades will be determined. The grading scale is:

EARLY CHILDHOOD

Pre-K – Kindergarten

S- Satisfactory

N – Needs Improvement

U - Unsatisfactory

ELEMENTARY

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F Below 60

Nine Weeks Test will count for no more than 20% of the Nine Weeks average.

Semester grades are determined by averaging each nine (9) weeks' average, 50% and 50%.

Elementary Grade Reports (Students will receive a grade in every subject each nine weeks.)

Letter grades are given in the subjects listed below:

Reading, Science, Spelling, Social Studies, English, Math, P.E.

VETERANS DAY RECOGNITION AND TRIBUTE TO VETERANS OF THE ARMED FORCES

In honor of the sacrifices for their country made by veterans of the armed forces, each school site shall conduct an appropriate program of at least one period remembering and honoring American veterans. Such remembrances shall be held on November 11 unless November 11 is a Saturday or

Sunday, in such instance the remembrance shall be held the previous school day. Also, each student site is authorized to hold a one-minute moment of silence beginning at 11:00 a.m. on November 11.

Instruction in the history and etiquette relating to the United States flag shall be provided at each school site. Also, the pledge of allegiance to the flag of the United States shall be recited at each site. A sign will be posted in each site informing students not wishing to participate in the pledge that they shall not be required to do so.

In addition, in order to recognize and pay tribute to veterans who left high school prior to graduation to serve in World War II or the Korean War, the HAYWOOD Board of Education is authorized to grant a diploma of graduation to any veteran who meets the following conditions:

1. have been honorably discharged from the Armed Forces of the United States of America;
2. have served on active duty or have been discharged with a service-connected disability between the dates of September 16, 1940, and December 31, 1946, or between the dates of June 27, 1950, and January 31, 1955; and
3. be a resident of the State of Oklahoma

In order to obtain a diploma a copy of the veteran's discharge papers must be presented to the Superintendent's office. After the veteran's eligibility has been verified, the Board of Education shall grant to the veteran a HAYWOOD High School diploma.

VII. STUDENT ACTIVITIES

ACTIVITY TRIP POLICY

DEFINITION: Any time a student is away from the school campus on a school-sponsored trip, either during or outside of school hours.

All activity trips must be approved in writing prior to the trip by the principal of any school involved.

There must be a certified faculty member in charge of each activity trip. The faculty member will be responsible for providing adequate supervision. The age of the students, the size of the group, and the nature of the trip will determine what adequate supervision is. The sponsor is to provide to the principal, in writing, these details, and the principal must approve all arrangements.

The faculty member is responsible for the care and control of the students. The sponsor will be responsible for the accountability of all students who go on the activity trip. All students must be accounted for by name each time students are returned to the bus. All students on activity trips will ride the bus provided by the school unless otherwise approved by the sponsor prior to the activity trip.

ACTIVITY TRIP - TRANSPORTATION POLICY

All activity trips are to be approved by the building principal and superintendent.