

Faculty and Staff Handbook

Handbooks provide procedures for handling routine matters, clarify expectations of teachers, and provide a unified approach to our service to students, to the community, and to the Taloga School System. Staff members are responsible for all information in the handbook.

ABSENCES

Please notify Mrs. Cusack at least one week prior to being gone and fill out an absentee form. In an emergency, teachers should notify Mrs. Cusack between 5:45 and 6:15 a.m. Do not call any substitutes on your own. Lesson plans are to be available for the substitute. Upon return to school, absence forms are to be filled out and turned in to the office **on the day that you return.** . Please see the secretary as soon as possible so that you can sign your absentee slip. If it is necessary for you to leave school at any time during the school day, please inform the office. **Do not leave the building without letting someone in the office know. In-service days and parent-teacher conference days are regular contract days. Absences from school on these days will NOT be accepted.**

If you know in advance that you are going to be absent, make arrangements as soon as possible. If you need to take extended leave, discuss your preferences for substitutes with the principal. Current school law dictates that in certain situations, parents must be notified if a long-term substitute will be in a classroom (and their qualifications). If you need to leave early or come in late, notify the principal as soon as possible. Arrangements will be made on individual circumstances. Remember, when you are not in the classroom, your students will not learn as much with a substitute. You are the key ingredient to a productive instructional day.

ACCIDENT REPORT

When an accident occurs, teachers are to aid the victim and notify the office. Accident reports must be filed with the office. If a staff member is injured while at school or at a school-sanctioned function which they are supervising, the office must be notified immediately and workman's compensation paperwork completed within 24 hours.

AWARDS

Awards should hold academic merit. Elementary teachers (1st-6th grades) should give the following awards: Reading Achievement, Math Achievement, Science Achievement, Social Studies Achievement, and Citizenship. Our JH/HS teachers should give awards for outstanding achievement in your content area. For example, students who are not proficient readers should NOT receive an award for reading and our students who are Salutatorian and Valedictorian should have grades and abilities to reflect those honors. Do not just pass a student to pass them or "give" a grade. It dilutes the integrity of our courses and school. Grades should reflect a child's ability.

CALENDAR

Teachers should clear all speakers, trips, and meetings with the principal before scheduling. This is to avoid scheduling errors and duplication of times. Mrs. Cusack will keep the master calendar in her office. Items may be put on the calendar ONLY after administration's approval.

CLASSROOM VISITATION AND SUPERVISION

Principals visit each classroom formally and informally as part of the teacher evaluation process. The purpose of this is to improve instruction and student learning. There will be both announced and unannounced visits. The office would like to be notified of special projects or performances so that we could attend/observe.

CELL PHONES

Cell phones are not to be used during your instructional day unless it is a true emergency. You can return calls during your planning period, before school, at lunch or after school.

CHECK OUT PROCEDURES

In May teachers must check out **before** they will be given their May paycheck. May's check will be in paper form for all employees. Auto-deposit will be effective on all other payments.

CHILD ABUSE AND NEGLECT/SUICIDE CONCERN

It is your responsibility to make a report about any suspected child abuse and neglect. If you suspect a child is suicidal, please make necessary reports to the administration and counselor so that the appropriate steps may be taken to keep the student safe. See the section at the back of this handbook for forms to document these reports.

COMMITTEES

Healthy and Safe School Committee—Paula, Mrs. Wright, Mrs. Cusack, Ms. Oldham, Mrs. Krows

Gifted and Talented Committee—Mrs. Wright, Mrs. Cusack,
Title I Committee--

COMPUTER USE

Teachers are to avoid inappropriate websites, or websites that have no educational relevance or value. Under no circumstances are students to have access to a teacher's computer. Disciplinary action will be taken against the person who is **logged in** to the offending computer, not necessarily the person who is misusing the computer. It is a good idea to log out of your computer if leaving it unattended for an extended period of time. NEVER leave your gradebook open on your computer. Do not give out passwords to any of our programs or for the printer.

CONFERENCES (PARENTS)

Teachers should contact parents any time there is a problem with a student whether it is academic, social, or behavioral. Parents want to know how their child is doing at

school. Frequent parent contacts strengthen the relationship between the school and home. Positive calls often make a situation much smoother if a problem arises in the future. Parents do not like surprises.....contact them before grade cards come out if there is a problem. Make it your goal to contact 100% of the parents at least twice during the year. Reminder: Document all communication with parents!

COPIER MACHINES

Because paper and toner are expensive, please consider all copying needs carefully. . A large number of copies are improperly done, and thrown away by students who are sent to make copies without being trained. Students should NOT make copies or be in the copy room. Many confidential items are printed in there.

DATES TO REMEMBER

There are countless events that happen during the course of a school year. Please refer to the school calendar for many of these dates. As with any schedule of events, unforeseen circumstances may lead to these dates and times being changed without notice: Please see school calendar as well as other important at the back of this handbook. Absences on professional days and parent-teacher conferences are the same as a regular school day. The use of sick or personal leave days will be required if you are unable to attend. Notes home and arrangements for these events should be made at a minimum of one week in advance. Notes home must be submitted to the office one week prior to the event.

DISCIPLINE

Teachers should handle the minor discipline problems in their classroom. If a problem persists (or is severe) don't hesitate to involve the principal. Before problems become serious, talk to the student and the parent about the situation. Frequent contact with parents is important in maintaining good discipline

DRESS

Teachers should dress in a manner that represents our profession. For men, this means slacks and nice button down shirts or polo shirt. Tennis shoes and t-shirts are not appropriate professional dress. Hats are NOT allowed in the building. For women, this means slacks, skirts, nice blouse, or dresses. Tennis shoes, t-shirts, yoga pants, or sweat pants are not appropriate professional dress. If you have questions about what is appropriate, don't hesitate to ask. Additionally, teacher attire should not contradict anything that is prohibited for student attire. The student dress code is published in the student planner. Fridays are Dress-Down days and an opportunity to wear jeans, spirit clothes, etc. Spirit clothes should only be Taloga attire. In case of inclement weather (temperature below freezing, snow/ice, heavy rainfall), you may wear jeans/other appropriate clothing. Someone entering the building should be able to differentiate between the faculty and students. Classroom aides/paras and secretaries should wear nice jeans and a shirt or other professional dress. Janitors and maintenance personnel can wear seasonal clothes that are not in violation of the student dress code. Anyone who wears leggings/jeggings must wear a top that is long enough to cover your rear end.

DUTY

Please remember that breakfast duty begins at 7:45. There should be two people on duty during breakfast and Elementary lunch, and one person should be on duty during JH/HS lunch. All staff on duty should be up helping our younger students during breakfast. Elementary teachers, please remember to have students out at recess on time. They are only given 20 minutes, and we need to utilize that time. Recess monitors should NOT be standing around visiting with each other or using their cell phones. You are out there to supervise our students. Use common sense when weather is an issue. If there is snow or rain, they do not need to go outside, however they do need to have some type of physical activity.

EVENTS/NOTES HOME TO PARENTS

Preparation and planning of events should take place at least one week prior to the scheduled event. **All notes home must be submitted to the office for approval one week prior to the event.** Do not wait until the last minute to make arrangements. This makes it difficult for volunteers, parents and other staff members to make arrangements. (Field trips, class parties, academic meets, FFA events, etc.)

FILMS/MOVIES

All films or movies are to be previewed by the teacher. You must fill out a Film Approval Form, if you intend to show a film longer than 15 minutes. Movies/films should reflect the curriculum of the district. After the film is approved, parents should be notified that you will be showing the movie, and the name of the movie. This notification should be done early enough so that parents have sufficient time to opt out of letting their child view the film. We are dealing with students from a wide variety of backgrounds. What you may not find objectionable, a parent might (based on the content of the film and their knowledge of their child). You must have a substitute assignment prepared for students opting out of the film.

FIRE, TORNADO, AND EMERGENCY PROCEDURES

Teachers are responsible for seeing students know what to do during emergency situations. Instructions should be posted in each room. Teachers should practice with students during the first week of school. Keep an updated record of your class roster, parent/guardian names and contact numbers.

Lockdown: The district-wide phrase for a lockdown will begin with the words “**Our school is in lockdown**”. This will be repeated 3 times. When notified to lock down, all teachers should know that the threat is outside the building at that time. Please follow these steps during a lockdown:

- Go immediately to the door of the classroom
- Lock your door(s)
- Check to make sure it's locked
- Look up and down the hallway for students, making sure to pull any/all non-threatening students you see into your room
- Place the students in an area of the room that cannot be seen from the outside.
- You may continue to have modified class. Please limit restroom breaks to emergencies and only in small groups. Please utilize your class phones to work with other teachers on this matter.

Intruder on Campus: The district-wide phrase for an Intruder on Campus will be the words, “**Code Blue.**” **This phrase will be repeated 3 times.** . When notified of an Intruder on Campus, all teachers should:

- Go immediately to the door of the classroom and lock your door(s).
- If you have students on the playground, have them walk to the courthouse.
- All employees should go to the inner most point in their area and remain there with the door locked until law enforcement opens the area for you.
- Look up and down the hallway for students, making sure to pull any/all non-
 - threatening students you see into your room
- Pull the door shut.
- Place the students in an area of the room that cannot be seen from the doorway
- Make sure there is NO talking or noises in your room (Make sure cell phones are on silent and vibrate is turned off.)
- Students should have their phones silenced and not use them as well.
- **Do not open your door for any reason**
- Law enforcement will enter your room and clear it when it is safe to do so.

Tornado: When tornado bell rings, take your students into the basement. Direct them to line up in the sitting position with their backs against the wall, head ducked between knees and covered with hands or a textbook. Keep students as far away from windows as possible. 3 year olds through Kindergarten will go to the 3 year old classroom. First and Second grades will go to the Second grade classroom. Third and Fifth grades will go to the Third grade classroom. Fourth and Sixth grade students will go to the Fourth grade classroom. Students in grades 7 -12 will go the hallway of the basement.

Earthquake: If an earthquake or after shock occurs during class, have students get under his/her desk, put his/her head between his/her knees and hands above his/her head.

Fire: Bring grade book with you as you direct students to the nearest fire exit. Have your class line up outside, a safe distance away from the building, and take roll.

FUNDRAISING

Please clear your fundraising projects with the office before the September board meeting so that they can be approved. All fundraisers must be board approved. This is to prevent simultaneous fundraisers (which diminishes their effectiveness). Make sure you complete any necessary Requisition forms prior to your fundraiser and that you check with the vendor to ensure that they accept Purchase Orders prior to starting the fundraiser.

GRADE BOOK

Your grading system should be explained to students and justified when necessary to students and parents. It is important to remember from this point forward, student grades can be accessed by parents via the internet. **Please make sure that your grades are updated as much as possible.** Don't wait until the week before report cards come out to grade five – eight – eleven assignments and enter them in the gradebook!!

All teachers in grades 1st – 12th are required to have a minimum of 2 grades a week. Grades must be up-to-date in the online gradebook every week. Eligibility will be ran Thursday morning and sent out to parents that day. All grades are to be up-to-date by the end of the school day on Wednesday. See Awards.

HOMEWORK

Teachers should decide on a reasonable amount of homework to assign pupils. Studies have concluded a good rule of thumb is ten minutes per grade level. Using this, we can calculate 7th Graders can reasonably handle 70 minutes of homework per night (and 8th Graders 80 minutes per night). Avoid assigning “busy work”. Homework should enhance the lessons in the classroom, and be given for a specific reason. Make-up work will generally be assigned after the student has missed two days of school. When a homework sheet is being generated for a student, please be sure to bring assignments for the student before 3:00. It is embarrassing for the office staff when a parent requests homework, drives to school, and finds their students’ teachers didn’t take the time to drop off homework. Students will have one day for each day of absence to complete the work, unless there are extenuating circumstances. It is the administration’s belief homework not be assigned for completion during school holidays and/or long weekends as this is family time.

HOURS AND TIMES

Teachers are to arrive at 7:45 a.m. and may leave at 3:30 p.m. If you arrive late or need to leave early, notify the office. Extra effort should be made to ensure you arrive on time each day. Janitor and Maintenance are to arrive at 7:00 a.m. and leave at 4:00 p.m. with a 15 minute break in the morning and afternoon and a 30 minute lunch break. Other support staff members are to arrive by 7:40 and may leave at 3:30. Cooks are to arrive at 6:00 a.m. and leave at 2:00 p.m.

In-Service Days

All certified and support staff members are required to attend these days. In-service days and parent-teacher conference days are regular contract days. Absences from school on these days will NOT be accepted. **Absences on these days are the same as a regular school day. The use of sick or personal leave days will be required if you are unable to attend.** If we have outside guests presenting on in-service days, please dress professionally.

INVENTORY

Teachers should maintain an up-to-date and accurate inventory of materials and equipment. Texts should be marked with the school name and date of purchase/adoption. Equipment and materials should be permanently marked with the school name. Inventories are completed each May.

JANITORIAL

Your classroom should be cleaned, vacuumed and trash dumped daily. If you have a custodial issue with your room, please contact Mrs. Cusack.

KEYS

If you have reason to be in the building before or after regular hours maintained by custodians, you have a building key. However, with that privilege comes the responsibility of assuring when you leave the building it is secure, lights are off, etc. Do not make duplicates of any key without office permission.

LESSON PLANS

Lesson plans and assignments are to be posted to online gradebook on the Thursday prior to them being taught. All assignments should include corresponding PASS/OAS. Daily plans should include main ideas/activities for the lesson, books/page numbers, etc.

MAINTENANCE REQUESTS

If you have a maintenance requests for your room, please fill out a maintenance request and return it to the office for approval. Your maintenance request will not be performed without following the proper channels.

MONEY

All money received by clubs, classes, or any organization under the direction of the school is classified as school money according to law and must be accounted for within the school bookkeeping system. Money is not to be left in your room during the day or night, but instead turned in to the office as soon as possible. All money is to be receipted and deposited daily. Do NOT wait until 2:30 to turn in money to the office. It should be turned in no later than noon so that it can be receipted and deposited at the bank.

NOTES HOME TO PARENTS

See Events.

OVERNIGHT TRIPS

All overnight trips must be adequately chaperoned. Male and female sponsors for trips must be approved by the administration a week prior to the trip.

PARENT CONTACT

Teachers are to make contact with parents every three weeks, be able to show documentation to the office. The two methods of contact are: 1. A copy of the student's signed grade check/report card, or 2. A list of parents called who did not turn in a signed grade check/report card. This documentation is needed to avoid dealing with a parent who tells us in April that they did not know their student was failing, and that no one from the school had contacted them about their student's failing grade(s).

Parent-Teacher Conference Dates--Absences on these days are the same as a regular school day. The use of sick or personal leave days will be required if you are unable to attend.

PARENT CONTACT (PART II)

Please encourage parents to maintain communication with the school through the following avenues:

- Webpage – www.taloga.k12.ok.us
- Subscribe to our all call system
- Subscribe to Online Gradebook to access student grades and attendance, from any computer – Forms are available in the front office
- Follow us on Facebook

PAY VOUCHERS

All district employees should receive their check on the 15th of each month. If the 15th falls on a holiday or weekend, checks are distributed the afternoon of the last work day before the 15th. Please see the attached pay schedule. The following information must be on file in the Superintendent's office before school starts:

- Transcripts from colleges you attended (both undergraduate and graduate**)
- Oklahoma teacher certificate
- Verification from other schools as to full years taught
- Verification of planned masters' program after 15 hours by the graduate Dean
- Background Check
- HS diploma for paraprofessionals

PRINTERS

The district will provide ink for the elementary and high school computer labs, science fair, special education and interventionist due to the confidentiality of the files printed. If a color copy is needed, feel free to email it to the superintendent or principal. Ink for other printers is to be purchased by the teacher unless a special circumstance occurs and permission is given for it.

PROFESSIONALISM

We are all professionals and should conduct daily interactions in a professional manner. This includes but is not limited to dress, being prepared for class, limiting disruptions to other classes, being on time, and being respectful to others. If you have a sick child or a child that is home on a regular work day, you will need to make arrangements for that child. You should not bring them to school with you. Remember conversations about students or other staff members should not take place in the cafeteria or other public areas. Conversations about students must be limited to their academic success. If it does not pertain to you, do not engage in the conversation or talk to others about it. If you don't want someone to talk about you, don't talk about them. It is disrespectful and hurtful. If you have a question or concern about a situation, talk directly with that person. Model the behaviors you wish to see. If you don't have anything nice to say, don't say anything at all 😊

PURCHASE ORDERS

All purchase orders must be approved by Mrs. Stephenson prior to any item(s) being purchased. Ellen and Jennifer will not give PO numbers for anything that has not been approved. Make sure you turn in receipts to Ellen and Jennifer. The PO must be dated on or before the date on the invoice. Do not purchase items without prior approval or you will pay for it out of your own pocket.

RECORDS

We are constantly being asked to be accountable for grades and performance by students in the classroom. You must be able to justify your record-keeping and grading procedures. Additionally, student records are confidential information and should not be shared indiscriminately. For further information on who shall have access to student records and what is considered directory information, see the Family Education Rights and Privacy Act (FERPA) in the student handbook, or on the district's website.

REIMBURSEMENT

You will not be reimbursed for any item that has not been pre-approved by the superintendent. Plan ahead and get Purchase Orders for any needed items. Do not purchase an item and expect to be reimbursed because you failed to prepare in advance. Verbal orders, telephone orders, or any purchases made outside the district guidelines will be the sole responsibility of the individual and not the responsibility of the district. Proper documentation and procedures must be followed prior to reimbursement of expenses. **The district will pay up to \$30 per day for meals when attending an approved school activity with appropriate documentation.** You must have followed the proper procedure to receive this reimbursement. Personnel will not be reimbursed for movie rentals, alcoholic beverages, individual professional dues, and school materials ordered without permission, etc.

RESPECT

Do not allow students to belittle, make fun of, or make sarcastic remarks about each other, staff, teachers, or other people. We should be striving to make them more culturally competent individuals. All adults in the building should be addressed as Miss, Mrs., Ms., or Mr. by students or in the presence of students. We also have the rule of no hats in the building. Please be a good example and remove your hat when entering.

RULES, REGULATIONS, & POLICY COMPLIANCE

Teachers are expected to do their best work possible, and to comply with all policies. Teachers who are out of compliance will be notified either verbally or in writing as to the improvements necessary to be in compliance. The "Board Policy Manual" is a great resource to refer to, and it can be found in the library, the front office, or the district's website.

SCHOOL SPONSORED EVENTS

If there is an event that your child is involved in, we will do our best to accommodate your request and you can help sponsor the event in order to allow you to attend. However, there are times that this cannot be done and leave will be granted on a first come-first served basis. If you are not a sponsor of an event, but would like to attend, you may request the use of a personal day.

SEXUAL HARASSMENT

Teacher-student sexual relationships and student-student sexual harassment are prohibited under Title IX. The Office of Civil Rights is becoming more involved in these cases, and this area is constantly being defined by the courts. To prevent legal liability, please be aware of the legal ramifications of these issues.

SICK LEAVE, PERSONAL DAYS, VACATION

Ten sick days and three personal day will be granted each year for ten month employees and twelve sick leave days and three personal days for twelve month. When exceeding days for sick leave or personal days, you will be docked 1/166th of your yearly pay for 10 month employees and 1/236th for 12 month employees. Inform the office as far ahead as possible for a personal day. No personal days will be granted before or after a holiday, or the first or last week of school. 12 month employees will be granted 10 days of vacation leave.

SOCIAL NETWORKING SITES

Use caution using personal page on Facebook or other social networking site. Teachers in other districts have experienced problems with inappropriate communications with students, and inappropriate content being posted on their page by themselves or their "friends". In some cases, teachers have been dismissed due to inappropriate content on their personal webpages. Do not post pictures of students in class and/or at school on your personal page. If you have great pictures of your class, please let us share it on our school Facebook page. Teachers are also advised not to use class time to engage in communications with others of a personal nature. Do NOT post on Facebook during school hours. **See attached Staff-Student Communication Policy.**

STAFF-STUDENT RELATIONSHIPS/COMMUNICATION

See attached Staff-Student Communication Policy and Parent/Guardian Notification and Permission Form.

SUPERVISION

Supervision of students is your job any time you are on the premises. When correction is needed, do not hesitate. Be polite and treat the student as you wish to be treated. If they fail to respond, act with authority and use the firmness it takes to do the job. Teachers should be aware of the volume, tone, and attitude of their voice.

Teachers and students are not equal. You command respect of students by being a competent, friendly, fair, consistent, firm professional. Enjoy your students, but keep it on a professional basis. Teachers are to maintain control both in and out of the classroom. This includes the halls, cafeteria, other classrooms, and grounds. Always remember you are liable for the students, whether they be in the classrooms, the halls, or in the restrooms. **Visibility is the key to supervision.** Teachers should be at their door, in a position to monitor students both in the classroom and in the hall during transition times.

SUPPLIES AND PURCHASE ORDERS

Items to be purchased must be specifically itemized and fully described on the purchase order. The quantity, description, catalog number, unit price, and total must be listed on the P.O. before it will be signed. All purchase orders must be assigned a number and approved by the principal and Superintendent. **DO NOT MAKE PURCHASES WITHOUT A SIGNED PURCHASE ORDER.** If you make unapproved purchases, you may be held financially responsible. When order items are delivered, please check and make sure all items are received. "O.K." the invoice, and turn it in to Karri. If you are purchasing items from Wal-Mart, be sure to sign out the school's charge card (and tax-exempt card) from the office, and return the card with the receipt.

SUPPORT STAFF

Janitor and Maintenance are to arrive at 7:00 a.m. and leave at 4:00 p.m. with a 15 minute break in the morning and afternoon and a 30 minute lunch break. Other support staff members are to arrive by 7:40 and may leave at 3:30. Cooks are to arrive at 6:00 a.m. and leave at 2:00 p.m. Support staff should wear jeans or shorts and a school appropriate shirt that do not violate student dress code.

TARDIES

The procedure for counting tardies is as follows:

When the tardy bell rings, teachers are to lock and close their doors.

Jennifer will try to catch students who arrive late and direct those students to the office, where they are written a "tardy slip".

Teachers are asked not to accept any student into their classroom without a tardy slip.

Teachers need to note students as either AE or TU in the attendance portion of the Gradebook. If you mark a student absent, and they are actually tardy, please notify Karri so that she can change their status.

Tardies for all classes are combined together to determine consequences, not separated by class periods.

TEACHERS' PROFESSIONAL MEETINGS

Request to attend professional meetings are to be discussed with the principal well in advance.

TELEPHONES, CELL PHONES, IPODS, MP3 PLAYERS, & VIDEO GAMES

You have a phone in your room! Remember not to make long distance calls at the school's expense unless it is school-related. Allow students to use the phone in your room – under your supervision. Be sure you are in the room whenever a student uses your phone. Teachers should also keep their cell phones off (or on “vibrate”) during instructional time. If students have cell phones, iPods, MP3 players, and video games, they should be kept in their backpack or pocket and kept out of sight during the class period. These are disruptive to the instructional climate. Teachers who confiscate iPods, MP3 players, video games, or cell phones need to label them with the student's name, teacher name, and date....then turn the device in to Mrs. Cusack.

TECHNOLOGY REQUESTS/REPAIRS

This year we have a contract with Ionix. Each employee will be able to call and/or chat with technicians 24/7 and get needs addressed. Your cell phone number and email address is linked to our school so they can address your needs remotely. If it is a more serious problem that cannot be addressed remotely, please let Mrs. Stephenson or Mrs. Cusack know so we can take the appropriate action and get someone from Ionix to come on site.

USE OF THE FACILITIES

No one, including employees, is to use the building/equipment after regular hours without prior approval from the administration.

VISITORS

All visitors should sign-in at the office and obtain a visitor's pass. Students from other schools should not be “visiting” other students/teachers during the school day.

VOLUNTEERS

Volunteers are a wonderful resource for our school. Please carefully screen and check each volunteer. Submit your volunteer's name, address, etc. for further checks by the administration.

BUT WHAT ABOUT.....?

This is a living document. Any other issues, omissions, or inaccuracies you feel should be addressed in this handbook should be emailed to Mrs. Cusack or Mrs. Stephenson at your earliest convenience so that they can appear (or be corrected) in next year's handbook.