



OKLAHOMA

SCHOOL FOR THE DEAF

STAFF COMPREHENSIVE HANDBOOK

2023-2024

Our Mission *The Oklahoma School for the Deaf provides a language-rich environment where everyone is empowered, encouraged and able to grow.*

CONTACT INFORMATION

To view our staff roster with contact information, [click here](#).

IMPORTANT NUMBERS AND CONTACTS

Admissions, Enrollment, and Social Services (580) 622-4933

Athletics (580) 622-4955

Business Office (580) 622-4902

Director of Student Life (918) 991-8659 (text)

Equipment Distribution Program (580) 622-4913

Occupational Training Opportunities for the Deaf (OTOD) (580) 622-4942

School Secretary (580) 622-4929

Security (580) 618-0694

Student Health Center (580) 622-4941

Student Life Department (580) 622-4924

Student Life Supervisor (580) 618-1314

Student Records (580) 622-4929

Superintendent Secretary (580) 622-4909

Transportation (580) 619-1316 cell

To view the Handbook section on our OSD website, [click here](#).

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GENERAL INFORMATION

HISTORY

The Oklahoma School for the Deaf (OSD) was first established as part of a private school for blind children of the Five Civilized Tribes at Fort Gibson in 1897. In 1898, the Territorial School for the Deaf was founded at Guthrie. A five-year contract from the territorial authorities was made to care for deaf children under boarding school regulations. In 1907, the state school was established and moved to Sulphur. In 1908, the first classes were conducted in Sulphur.

A concurrent resolution passed by the Oklahoma Legislature in March 1982 designated the Oklahoma School for the Deaf as a statewide resource center for the needs of deaf children and school districts across the state and that “such resources shall include the testing, evaluation, academic, vocational, counseling, training, health, and communication services for all persons and school districts which may benefit.” This Senate Bill SB850 became law July 1, 2000.

SIGN COMMUNICATION PHILOSOPHY

The faculty, staff and administration of the Oklahoma School for the Deaf affirm the following statement as their philosophy of communication.

We believe that language is a fundamental student right, and as such, we will provide an academically and culturally enriched learning environment for all students so that they may develop a sense of identity within Deaf and Hearing communities.

We believe that all students have the right to a bilingual school environment. This means the earliest possible access to American Sign Language (ASL), the primary language of Deaf culture, and access to the English language via reading, writing, audition/listening, speech-reading and speech. It also means an opportunity to gain knowledge about both Deaf and Hearing cultures and equal respect for these two cultures and their primary languages, ASL and English. Within this environment, students have the opportunity to develop a foundation for language competency and effective functioning in both Deaf and Hearing communities.

We recognize that students come to school possessing a broad range of language and communication skills, potential for these skills, and preferences. We are committed to supporting our students and believe in the benefit of both ASL and English instruction by using diverse approaches to teaching and learning.

In order to support the above, we are committed to providing professional development that will enable our staff to function as a collaborative team that possesses the skills, knowledge, and attitudes necessary to implement a bilingual, multicultural enrichment program for OSD.

NONDISCRIMINATION POLICY

It is the policy of the Oklahoma School for the Deaf not to discriminate in its programs of education, employment, and all other activities on the basis of race, color, national origin, sex, gender, age or handicap. Any complaints of discrimination should be directed to the Superintendent of the Oklahoma School for the Deaf.

BAD WEATHER CLOSING/INCLEMENT WEATHER

Unless there is an extreme situation, there are no early dismissals due to weather. Parents are always welcome to keep their child at home or pick them up early, should they be concerned. Such absences will be considered excused. However, if school is in session, staff members are still expected to report to work. While we do not want staff members to put themselves in any situation for potential harm, we need to remember that when school is in session, we are still responsible for the students that are present.

Should the weather be considered severe enough to close, OSD administrators will notify the news media and the school messenger system.

STAFF BEHAVIOR

OSD staff are an extension of the institution and as such are expected to conduct themselves in ways which support and reinforce the mission of OSD.

- Staff are expected to be free from the effects of drugs, alcohol, etc. at any school function.
- Staff should use appropriate language in all manners of communication.
- Be mindful of the staff members' position in maintaining public goodwill and support for OSD.

PROFESSIONAL JUDGMENT

Inherent in any professional job, especially those dealing with children, is the primary need for discretion and sound judgment at all times. Some "tips" in discretion are helpful. However, good sense is as much an art or talent as it is a skill.

Know the facts:

- Know that judgment includes the concept of knowing limits of authority.
- Know that listening is sometimes the only way to get facts.
- Know the difference between "enough" and "too much".
- Know that a few unspoken questions from you may mean the difference.
- Know who is talking, to whom, with what purpose, with what possible result.
- Know that all of us do need advice at times.
- Know that the needs of the students always come first.

STAFF DRESS CODE

Employees are expected to dress professionally and according to their job duties, unless the days' tasks require otherwise. Employees must always present a clean, professional appearance. Everyone is expected to be well-groomed and wear clean clothing, free of holes, tears, or other signs of wear. Employees should note that their appearance matters when representing our school in front of students, parents, visitors or others. An employee's appearance can create a positive or negative impression that reflects on our school and agency. If you are ever in doubt, please consult with your supervisor.

ACCEPTABLE ATTIRE:

- Clothes that maintain a professional and appropriate professional dress/appearance.
- Clothes that are neat, clean and in good repair.

EXAMPLES OF (BUT NOT LIMITED TO) INAPPROPRIATE DRESS WHILE WORKING:

- Spaghetti straps
- Graphic shirts

APPROPRIATE PROFESSIONAL/CASUAL DRESS FOR YOUR JOB DUTIES:

- Any staff working in the classroom should wear business casual. Athletic casual while in physical education classes. Orientation and Mobility is business casual.
- Denim jeans are permitted, but limited to those without rips, tears, or holes.
- The only graphic t-shirts that are permitted are OSD t-shirts or spirit-wear.
- Support staff and administrators/supervisors is business casual.
- Maintenance, custodial and supply staff is business casual (i.e., shirts/t-shirts with khakis or jeans).
- A volunteer or professional service worker is the same as for the area in which they are working.

****FOOD SERVICE STAFF, SUPERVISORS AND MANAGERS MUST ABIDE BY THE FOLLOWING:**

APPEARANCE AND HYGIENE:

- Hair must be washed and clean.
- Employees are expected to bathe daily.

CLOTHING AND SHOES:

- All employees are expected to report to work in clean, wrinkle-free work attire.
- Employees may wear a closed-toe shoe that provides a non-slip sole. **
- Employees may wear the aprons provided by the department or may supply their own. Aprons must be clean and have a neat appearance to be considered acceptable.
- Hair Nets or hats must be worn at all times. **

NAILS:

- Artificial nails or nail polish are not allowed**
- Nails must be cut short and clean**

**Health Department Requirements

PEER SUPPORT

Staff should work in a professional manner recognizing that you are part of an educational team consisting of administration, teachers, staff, students and parents.

OFF-CAMPUS VISITATION WITH STAFF MEMBERS

It is the responsibility of OSD to provide a positive and nurturing environment for the students who attend school and reside on the OSD campus. The school recognized that positive relationships between staff and students are critical for successful communication, instruction and mentoring. The school also recognizes that all students and OSD staff exist only because the student has been placed at OSD under an IEP. In the absence of that placement no faculty or staff would have access to a student. The school also recognizes that all students must be provided equal access to social and recreational activities by OSD's programs, faculty and staff. Under these unique conditions the school may choose to exercise control over the interaction that faculty and staff have with students both inside and outside of their assigned work schedule.

All staff is prohibited from taking students to, or supervising students at, any home or residence which is not controlled by a parent or guardian, or where a parent or guardian is not present. All staff must receive prior approval from the administration before asking a parent for permission to invite a student to join them in off-campus activities, outside of their scheduled work hours and before inviting the student to do so. Parents or guardians must authorize all contact between off-duty faculty or staff and students.

The administration may deny parent authorized contact between faculty/staff and students, in off-campus activities outside of their scheduled work hours when that contact may be disruptive to the residential or education programs or when the administration believes that such contact may not be in the best interest of any student.

REPORTING SUSPECTED CHILD ABUSE

OSD school employees have a legal obligation under Oklahoma law to report child abuse, neglect and exploitation to the Oklahoma Department of Human Services (DHS). OSD employees are obligated under Oklahoma law to report suspected child trafficking immediately to DHS and local law enforcement. In addition, district employees have an obligation to report suspected abuse, neglect, exploitation or trafficking affecting students to principals to other school officials to ensure the student's safety and welfare while at school or participating in school activities. Any employee who suspects that an adult student (18 and older) is a victim of abuse or neglect to report the matter immediately to local law enforcement in the county of the student's residence. The purpose of this policy is to provide directives and guidelines to assist OSD employees in fulfilling their legal responsibility and to ensure the safety of all OSD students.

Child Abuse and Neglect that must be reported as including, but not limited to:

- Child Abuse (as defined in Section 843.5 of the Oklahoma Statutes);
- Incest (as defined in Section 1-1-105 of Title 10A of the Oklahoma Statutes);
- Contributing to the delinquency of a minor (as defined in Section 856 of Title 21 of the Oklahoma Statutes);
- Trafficking in children (as defined in Section 866 of Title 21 of the Oklahoma Statutes);
- Incest (as defined in Section 885 of Title 21 of the Oklahoma Statutes);
- Forcible sodomy (as described in Section 888 of Title 21 of the Oklahoma Statutes);
- Maliciously, forcibly or fraudulently taking or enticing a child away (as described in Section 891 of Title 21 of the Oklahoma Statutes);
- Soliciting or aiding a minor child to perform or showing, exhibiting, loaning or distributing obscene material or child pornography (as described in Section 1021 of Title 21 of the Oklahoma Statutes);
- Procuring or causing the participation of a minor child in any child pornography or knowingly possessing, procuring or manufacturing child pornography (as described in Section 1021.2 of Title 21 in the Oklahoma Statutes);
- Permitting or consenting the participation of a minor child in any child pornography (as described in Section 21 1021.3 of Title 21 in the Oklahoma Statutes);
- Facilitating, encouraging, offering or soliciting sexual conduct with a minor (as described in Section 1040.13a of Title 21 of the Oklahoma Statutes);
- Offering or offering to secure a minor child for the purposes of prostitution or any other lewd or indecent act (as described in Section 1087 of Title 22 of the Oklahoma Statutes);
- Causing, inducing, persuading or encouraging a minor child to engage in prostitution (as described in Section 1088 of Title 21 of the Oklahoma Statutes);
- Rape or rape by instrumentation (as described in Sections 1111.1 and 1114 of Title 21 of the Oklahoma Statutes);
- Making any oral, written or electronically or computer generated lewd or indecent proposals to a minor child under the age of 16 (as described in Section 1123 of Title 21 of the Oklahoma Statutes)

Any OSD employee having reasonable cause to believe that a student under the age of 18 years is suffering abuse, neglect or exploitation shall immediately report this matter to DHS through the hotline designated for this purpose (1-800-522-3511). Employees must report suspected child trafficking to local law enforcement. The employee is also required to inform their supervisor of the reported issue. That supervisor shall make the Special Education Director aware of the report. Employees needing assistance making a report to DHS should contact their supervisor.

If a student is a suspected victim of abuse, the student should be referred to the OSD clinic. The Nursing Supervisor may take pictures to document any suspected abuse.

No OSD employee will discharge or in any manner discriminate or retaliate against the person who in good faith provides such reports or information, testifies, or is about to testify in any proceeding involving child abuse, neglect, exploitation, or trafficking, provided that the person did not perpetrate or inflict the abuse, neglect, exploitation or trafficking.

STAFF LEAVE

ABSENCES:

It is strongly recommended that staff contact their supervisor as soon as possible when he/she realizes that an absence is necessary.

Staff should request personal leave days in writing at least 72 hours prior to the date of the leave. A [DRS leave request](#) should be completed as soon as possible. No other leave request is necessary.

SAFETY

GATE POLICY: All who enter campus are required to follow the procedures introduced in the policy provided in the link attached. It is recommended that staff and parents/guardians become familiar with the policy.

To view the Gate Policy and post orders, [click here](#).

RAVE APP: The Rave Panic Button is an interactive, live, up to the minute communication tool used in case of an emergency on campus. Staff are encouraged to download the app on their mobile smart phone so that they receive live updates during an emergency event. All staff members will have access and will be put into the Rave Panic Button database. For more information on the app please visit: <https://www.ravemobilesafety.com/rave-panic-button>

Emergency Preparedness Plan: The plan is put in place to protect students, staff and visitors while on campus. In case of an emergency this plan will be activated and followed. It is highly recommended that each staff member become familiar with this plan.

To view the Emergency Preparedness Plan, [click here](#).

BACKGROUND CHECKS FOR NON-PARENT VOLUNTEERS AND UNIVERSITY STUDENTS:

Non-parent volunteers on campus will be required to obtain a background check. A form for background checks can be obtained from OSD's HR Specialist. Background checks will need to be paid for by the volunteer with cash, cashier's check/money order or a credit card. A university program's background check will suffice for interns, practicum students, and student teachers. If it is not required by the university program, they will be required to obtain a background check before their practicum, internship, etc. begins on campus.

COVID SAFETY FOR STAFF:

Recommendations are as follows:

- If you are not fully vaccinated and aged 2 or older, you should wear a mask in indoor public places.
- If you are fully vaccinated, to maximize protection from the Delta variant and prevent possibly spreading it to others, wear a mask indoors in public if you are in an area [of substantial or high transmission](#).
- Put 6 feet of distance between yourself and people who don't live in your household.

STAFF PARKING RULES AND EXPECTATIONS

The Department of Rehabilitation Services and/or OSD assume no responsibility for any damage to vehicles parked on school property or to the loss of any articles contained therein.

POLITICAL ACTIVITIES OF EMPLOYEES

OSD shall be kept out of partisan politics. The school does not, however, presume to control or limit the personal activities of its employees. They may exercise their responsibilities and privilege as citizens according to their personal convictions. The use of school facilities, materials, and equipment or official capacities should not be used to promote the candidacy of any individual or group.

PERSONAL BELONGINGS

We want OSD to have a comfortable atmosphere, and as such, employees will want to bring personal items to make their space more familiar or special. Please note that while it is permissible to bring any item (within legal regulations) desired to OSD, the school is not responsible for its security. Please remember to respect others' property and wishes regarding their property. This also contains computers. Please refrain from downloading and installing personal information that is not used for instruction on school computers. Personal data and pictures take up an unnecessary amount of space on the school server. OSD administration reserves the right to examine any of the contents on its equipment and/or servers.

THEFT AND VANDALISM

Should there be any theft or vandalism of any equipment, supplies, or areas which are assigned to you, notify the administration immediately.

PUBLIC RELATIONS

Good public relations are the job of the entire staff. Every employee should feel a keen personal responsibility for the development of good relations with the public. Each contact made with the school, whether in person, by telephone or letter, should always receive a warm, courteous and personal reception. Remember that even when it is your "off time", people are still watching your actions and listening to your words.

ASBESTOS HAZARD ACT

In 1988 the Asbestos Hazard Emergency Response Act (AHERA) was signed into law. As you may be aware under this Act, the federal government required all school districts throughout the United States, to identify all asbestos containing building materials within their facilities and implement a management plan to eliminate the potential for exposure to both staff and students.

These actions include inspections by Environmental Protection Agency (EPA) accredited inspectors, the assessment of condition, potential exposure of asbestos materials, and the posting of warning labels.

Over the past years, the Oklahoma School for the Deaf has maintained an active program to eliminate all asbestos from this campus. Final notification was received June 4, 2009, stating that "all the asbestos containing materials identified in the original AHERA management plan has been removed from this facility."

ALCOHOL, DRUGS, AND CHEMICAL ABUSE

Alcohol and/or drug abuse is defined as sale or distribution, possession, use and/or being under the influence, while under the supervision of school or in attendance of any school function. These include any compound, liquid, chemical narcotic, drug, vegetable, fruit, or other substance which:

- Contains ketene, aldehyde, organize acetones, ether, chlorinated hydrocarbons, (e.g. gasoline, glue, fingernail polish, white-out, etc.) or some other solvent releasing toxic vapors.

- Causes or can cause conditions of intoxication, inebriation, excitement, elation, stupefaction, paralysis, irrationality, dulling of the brain or nervous system, or otherwise change, distorts or disturbs the eyesight, thinking process, judgment, balance or coordination of an individual.

Alcohol, drugs and chemical abuse by any staff member (or adult visitor) will not be tolerated on the OSD premises.

MEDICAL MARIJUANA POLICY

Regardless of a student, employee, parent or any individual's status as a medical marijuana license holder, marijuana is not allowed on OSD campus, school vehicle or any vehicle transporting a student under any circumstances. While the use of medical marijuana in conjunction with the possession of a medical marijuana license is legal in the State of Oklahoma, marijuana is a prohibited controlled substance under federal law regardless of the use being for medical purposes. Accordingly, possession of marijuana by a student, employee, parent or any individual, notwithstanding the possession of a medical marijuana license, is strictly prohibited while on the premises of the district and in school vehicles; going to and from district sponsored functions, events, and/or athletic activities which occur in a location other than the premises of the district; utilizing district equipment or transportation; and in any other instance in connection with the district where the district reasonably deems the possession of marijuana to be illegal.

In the event that a student, employee, parent or any individual is found to possess or to have possessed marijuana in any of the instances stated above, the district will proceed with all actions and consequences that are afforded under any state or federal law, employment contract, district policy, student handbook provisions, or any other authority applicable to or adopted by the district.

DEFINITIONS:

The terms "marijuana" and "possession of marijuana" will be interpreted by the district in accordance with state and federal law. The term "marijuana" includes, but is not limited to, any forms of marijuana; all parts of the plant *Cannabis sativa* L., whether growing or not; marijuana seeds; marijuana oil, extract, resin, or residue; cannabidiol in any form; and marijuana edibles. Any conflict between state and federal law as to the definition of "marijuana" or "possession of marijuana" will be interpreted in favor of federal law.

NONDISCRIMINATION:

There will be no discrimination in the district because of an individual's status as a medical marijuana license holder.

OVERLAP WITH OTHER DISTRICT POLICIES:

The district recognizes that the legal aspects and consequences of medical marijuana are new and possibly subject to change. These legal aspects and consequences of medical marijuana affect many areas of the district's current policies regarding employees, students, parents and individuals on district premises or attending district events. The district will continue to enforce its current adopted policies. As the need arises with changes in state and/or federal law, the district will consider and/or examine district policies in order to assess whether revisions, if any, may be needed to a district policy in order to comply with state and federal law.

EMPLOYEES:

Employees of the district are expected to comply with state and federal law at all times as a term of their continued employment with the district. In that regard, employees are hereby notified that any person who uses or is addicted to marijuana, regardless of whether his or her state has passed legislation authorizing marijuana use for medicinal or recreational purposes, is an unlawful user of or addicted to a controlled substance and is prohibited by federal law from possessing firearms or ammunition. *To see the* Bureau of Alcohol, Tobacco, Firearms and Explosives ("ATF") open letter to all federal firearms licensees, [click here](#). Employees are expected to adhere to any and all open letters, formal opinions, directives, or any other instruction provided by federal or state agencies regarding state and/or federal law.

SMOKE FREE AND TOBACCO FREE CAMPUS

By state law, OSD is a smoke free, tobacco product free campus. Use of ALL tobacco products, including vaping devices, is prohibited on campus.

BULLYING AND HARASSMENT

The School Bullying Act and the Oklahoma School for the Deaf prohibit student harassment, intimidation, bullying and threatening behavior. The policy is in effect while students are on campus, in school vehicles, attending school sponsored activities and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school.

For this policy the term “harassment, intimidation and bullying” includes but is not limited to any gesture, written or verbal expression, electronic communication or physical act directed toward a student or group of students that results in or is reasonably perceived as being done with intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the student’s educational mission or the education of any student.

The term “threatening behavior” means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.

“Electronic communication” means the communication of any written, verbal or pictorial information or video content by means of an electronic device including, but not limited to, a telephone, cell phone or other wireless telecommunication device or computer.

The Oklahoma School for the Deaf has adopted this policy prohibiting harassment, intimidation, bullying and threatening behavior. This policy will be provided to the parents in the enrollment packets and is also noted in the [Student and Family Comprehensive Handbook](#).

Students should immediately report acts of harassment, intimidation, bullying and threatening behavior to the school administration and fill out the [Bullying/Harassment](#) form on the Shared Drive.

It is the responsibility of the Director of Instruction to enforce this policy and to investigate the reported incidents of bullying and to maintain a central repository for these incidents.

This policy is not intended to deprive school authorities from taking necessary and appropriate disciplinary action toward any student. Students should adhere to the School Rules Governing Conduct in the Student Code of Conduct section of the [Student and Family Comprehensive Handbook](#).

SEXUAL HARASSMENT BETWEEN STAFF

OSD follows the DRS policy (see [DRS:3-3-101](#) in the DRS Compass).

GENERAL POLICIES

- The Superintendent of OSD is the only person authorized to enter into any business transactions or agreements that involve school activities.
- Abide by OSD policies. Check your policy manual. Be acquainted with all policies set forth by the state, school and DRS.

MILEAGE REIMBURSEMENT GUIDELINES

OMES FORM 19 - MILEAGE REIMBURSEMENT:

Please keep in mind, use of a state vehicle is the preferred method of travel when available.

Only use the OMES Form 19 dated 12/16 at the top left corner, as OMES rejects the older forms.

The OMES Form 19 has comment boxes on the form. The comment boxes are identified by a red dot on the box.

To view the comment, hover over the boxes on each section of the form.

Only complete the white boxes on the form.

Click on the three green hyperlink boxes in the middle of the form for **Mileage** (Map Quest), **Number of** (Calculates your trip time) and **Per Diem** (GPS - Per Diem Rates).

Do not sign or date in the Assignment area.

OSD - OFFICIAL DUTY STATION:

If your office is located at OSD, OSD is considered your Official Duty Station. There is no mileage reimbursement to or from home.

Mileage to other official business locations like schools, family, conferences, etc. will be calculated from OSD to the location and back to OSD.

If you are leaving from or returning to your home on official business and the location is closer from home, use your home mileage to calculate the mileage to and from the location. Only the route with the least mileage can be claimed for business miles. Add a notation on the travel form "Home is closer".

HOME BASED - NO OFFICE AT OSD:

If your Home is your Official Duty Station, travel will start to and from your home to each location and end back at your home. OSD will not be used as your Official Duty Station. Mileage will be figured from home to each location and back to home. This will include reimbursement when you are coming to OSD Campus for a required business meeting set by your Supervisor.

If you are working on OSD Campus and go to other locations while at OSD, a separate travel claim will need to be completed. Only one Official Duty Station location can be entered on a travel claim.

CHICKASHA OFFICE - HOME BASE:

If your office is located at Chickasha, the Chickasha Office is your Official Duty Station. There is no mileage reimbursement to or from home.

Mileage to other schools (OSD), Conferences, etc. will be calculated to and from the Chickasha Office address, unless the location is closer to drive from your home. Only the route with the least mileage can be claimed for business miles. Add a notation on the travel form "Home is closer".

OMES requires the GPS pages with address to address information (Do not print Maps) to be included for each daily trip(s). This will show the starting location, each location stopped at for official business and back to your Official Duty Station.

Use the miles at the top of the GPS sheet to add to your travel claim, using two decimal points. Do not round daily mileage amounts. The form will round the mileage in the total box. Add the mileage rate to calculate the mileage amount at the bottom. Hover over the mileage rate box with the red dot to view the comments and the mileage rates for each period. Only one mileage rate can be used on the OMES Form 19.

The OMES Form 19 will calculate for you. Please enter your legal name, PeopleSoft Vendor ID#, answer the questions on the left side, fill in the license plate number or if using a state car add "State Car". If using a state car and personal vehicle, in the License Plate box add your personal tag/State Car. Then on the days that a state car is used, add a comment "State Car Used" and do not claim mileage on that trip.

Add the calendar year on the form.

The Official Duty Station will be your official base location.

Your name should populate in the lower left corner if you are using a current form. The OMES Form 19 is usually updated in January for mileage rates updates and October for per diem updates. Please split your claims into January through June and July through December per OMES requirement. If you have many entries for each month, please submit the claim monthly. This is easier when reimbursements from SDE are filed in the business office.

Please print the form in black and white and not in color. When the form prints, it should produce a black and white document that can be easily scanned into PeopleSoft.

Scan the OMES Form 19 to Lynn Hickman with your driving directions on a separate tab.

Lynn will send this back to you, your Supervisor and Superintendent through Adobe Sign for signatures. This gives her a clean copy with a record of when all required signatures have been completed.

If traveling to a conference and meals, per diem, taxi, Uber, train, rental car, etc. are involved, you are welcome to make an appointment with Ruth Ann. Ruth Ann will help walk you through the process of getting those reimbursements which involves a lot of time and paperwork. Please only submit clear clean copies of your receipts, so they can be easily scanned into PeopleSoft. All hotel receipts and charges over \$25.00 required to be attached to the OMES Form 19.

RECEIPT BOOK AND MONEY

REQUISITION FORMS:

Purchase requisitions should be filled out on iDRS. Before any orders can be placed, a requisition form must be completed. Once you have completed the requisition request form (be sure to fill out the justification for the request), the form will be submitted to the department supervisor for approval. Upon approval, it will be sent to the Business Office who will then send the form to the Superintendent for final approval. Once the final approval is given, the form will be sent back to the Business Office and then the items will be ordered or you can get cash. If you do not follow these procedures, you will not be reimbursed for any purchases you make without prior approval.

To fill out a requisition for purchase on iDRS, [click here](#).

FUNDRAISING:

No fundraising may be undertaken by any class or school organization without prior written approval from the Superintendent. When approval is given, it is limited to the specific project for the school session. Approval for raising money never carries over from one year to another except the OSD Yearbook Staff may begin selling ads for the next year at any time they deem advisable.

No class, school organization, teacher, or out-of-school organization may undertake or arrange for the sale of any article, commodity, or service without written approval of the Principal. Only certified personnel and club sponsors may undertake fundraising. Only sponsors may accept money and disperse products; they are accountable for turning money into the business office. Fundraising of other schools or other organizations is not allowed at OSD.

CONFIDENTIAL INFORMATION

School records are considered confidential and contents are not divulged except for purposes directly related to the program for the particular child. Information to be safeguarded includes, but is not limited to, transcripts; reports of medical examinations; psychological reports; progress reports; correspondence; and other records covering the condition or circumstances of any person from whom, or about whom, information is obtained. Also to be safeguarded are records of any evaluations by department staff members.

Information of an intimate and personal nature about the child or the child's parents is not to be discussed except in furtherance of the student's program, and then only to personnel who have responsibility for carrying out that program. The same principle applies to information disclosed or opinions expressed at conferences. School records are made available at conferences for reference purposes.

ATTENDANCE AND PUNCTUALITY

A good record of attendance and punctuality is an essential component of good work performance. You are expected to be at your workstation, dressed and equipped appropriately and ready to work, by your scheduled start time. If, for

any reason, you are unable to report for work on time, or unable to remain at work until the end of your shift or normal work day, you must notify your supervisor directly.

CONDUCT OF CLASSIFIED EMPLOYEES

Every classified employee shall fulfill to the best of his or her ability the duties of the office or position conferred upon the employee and shall behave at all times in a manner befitting the office or position the employee holds. In performing official activities the classified employee shall pursue the common good, and, not only be impartial, but act so that there can be no question of impartiality.

A classified employee shall not engage in any employment, activity or enterprise which has been determined to be inconsistent, incompatible or in conflict with his or her duties as a classified employee or with the duties, functions or responsibilities of the Appointing Authority by which the person is employed. For secondary employment you will need to complete the DRS-A-105 form. You can access the form on iDRS by [clicking here](#).

WORK HOURS AND OVERTIME (NON-CONTRACT)

NON-EXEMPT EMPLOYEES:

The normal work day is ten (10) hours, and forty (40) hours represent a normal work week, beginning at 12:01 AM Sunday and ending at midnight on the following Saturday. For nonexempt employees, overtime is only performed when approved in advance by your supervisor. You are expected to work necessary overtime when requested to do so, and you will receive time and one-half compensatory time for time worked exceeding forty (40) hours in any given work week.

When computing total hours worked in a week for purposes of calculating overtime, only hours actually worked are counted. Time off from work, such as holidays or jury duty pay are not counted as hours worked even when paid for such time off.

EXEMPT EMPLOYEES:

The normal work week is forty (40) hours and commences at 12:01 AM Sunday and ending on midnight the following Saturday. While you are generally expected to work the number of hours stated above, you are not guaranteed that you will actually be able to perform all of your work duties in this amount of time. You are expected to put in the amount of time over 40 hours per week necessary to complete your job duties and occasionally, substantial extra work may be required. If you are overburdened with work and unable to complete your assignments with a moderate amount of additional work each week, please speak to your supervisor, however, an increased workload is often part of having more responsibility at work and receiving increased pay.

Exempt employees are not paid overtime for hours worked above 40 hours per week; some amount of expected work over 40 hours per week is built into your compensation package as a salaried employee.

TRANSPORTATION

Staff involved in transporting students will be required to attend a quarterly Transportation Department meeting.

The driver of the vehicle must report all vehicle accidents to the Transportation Supervisor and to the Operations Manager. The accident should be documented with a completed accident report and photos and will be turned in to OSD Human Resources.

When a staff member does not conduct himself or herself properly on the school bus, such instances are to be brought to the attention of the Transportation Supervisor or the Operations Manager by the bus driver or bus chaperone for appropriate disciplinary action.

EMERGENCY PREPAREDNESS PLAN

To view the Emergency Preparedness Plan, [click here](#).

DEPARTMENT HANDBOOKS

To view department handbooks, click below.

[ATHLETIC/ACADEMIC COACH POLICY AND PROCEDURES](#)

[INSTRUCTIONAL STAFF HANDBOOK](#)

[MAINTENANCE, OPERATIONS, AND MOTOR POOL SERVICE MANUAL](#)

[MAINTENANCE, OPERATIONS, AND MOTOR POOL SERVICE MANUAL FLOWCHART](#)

[NETWORK AND INSTRUCTIONAL TECHNOLOGY POLICIES AND PROCEDURES](#)

[STUDENT LIFE STAFF HANDBOOK](#)

[OSD GATE POLICY/POST ORDERS](#)

CORRECTIONS, ADDITIVES AND AMENDMENTS

We reserve the right to take any appropriate action on events which may or may not directly appear within the guidelines of the handbook in order to provide a safe and secure environment for OSD. All efforts have been made to provide a comprehensive guide of our school rules and policies, but unforeseen circumstances will be dealt with in accordance with administrative interpretation.