

Vanoss Public School



Faculty Handbook 2022-2023

LENGTH OF WORK DAY

1. The school day begins at 8:00 am and ends at 3:00 pm
2. Report time: 7:30 am.
3. Departure Time: 3:30 pm **OR** once you have cleaned and removed trash from your assigned area, whichever is later.

PROFESSIONALISM

1. Vanoss Public School does not have a formal dress code for employees. However, all members of the staff are expected to dress professionally and appropriately for their job description. The attire worn by staff members should never violate the student dress code. Staff members should dress so that there is a definite difference between their appearance and the dress of the students. A teacher's attire creates a more professional atmosphere and raises the bar on what can legitimately be expected from our students (as far as their dress code) as well as fosters a sense of pride and professional respect within the community.
2. When dealing with students be firm and reasonable without yelling or being sarcastic. Remember-**You** are the professional. Always maintain a professional demeanor. All teachers should work with students' manners and conduct. Maintain discipline in classrooms. Develop and post clear expectations and explain consequences.
3. State Law prohibits smoking, the use of smokeless tobacco (including e-cigarettes/vapes), chewing tobacco or any form of tobacco product (including vape products) in the buildings and on the school grounds. CKDA
4. It is the responsibility of all teachers and employees to keep school equipment in good condition. Neatness of classroom, buildings and grounds is important because visitors as well as students judge a school, at least in part, by its appearance.
5. Never leave students unattended in the classroom. Keep students in the classroom and under your instruction.

EDUCATOR CODE OF CONDUCT

Teachers are charged with the education of the youth of this State. In order to perform effectively, teachers must demonstrate a belief in the worth and dignity of each human being, recognizing the supreme importance of the pursuit of truth, devotion to excellence, and the nurture of democratic principles.

In recognition of the magnitude of the responsibility inherent in the teaching process and by virtue of the desire of the respect and confidence of their colleagues, students, parents, and the community, teachers are to be guided in their conduct by their commitment to their students and their profession.

PRINCIPLE I

COMMITMENT TO THE STUDENTS

Oklahoma Administrative Code (OAC) 210:20-29-3 – Effective June 25, 1993

The teacher must strive to help each student realize his or her potential as a worthy and effective member of society. The teacher must work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the teacher:

1. Shall not unreasonably restrain the student from independent action in the pursuit of learning,
2. Shall not unreasonably deny the student access to varying points of view,
3. Shall not deliberately suppress or distort subject matter relevant to the student's progress,
4. Shall make reasonable effort to protect the student from conditions harmful to learning

- or to health and safety,
5. Shall not intentionally expose the student to embarrassment or disparagement,
 6. Shall not on the basis of race, color, creed, sex, national origin, marital status, political or religious beliefs, family, social, or cultural background, or sexual orientation, unfairly
 - a. Exclude any student from participation in any program;
 - b. Deny benefits to any students; or
 - c. Grant any advantage to any student.
 7. Shall not use professional relationships with students for private advantage,
 8. Shall not disclose information about students obtained in the course of professional service, unless disclosure serves a compelling professional purpose and is permitted by law or is required by law.

PRINCIPLE II

COMMITMENT TO THE PROFESSION

Oklahoma Administrative Code (OAC) 210:20-29-4 – Effective June 25, 1993

The teaching profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service.

In order to assure that the quality of the services of the teaching profession meets the expectations of the State and its citizens, the teacher shall exert every effort to raise professional standards, fulfill professional responsibilities with honor and integrity, promote a climate that encourages the exercise of professional judgment, achieve conditions which attract persons worthy of the trust to careers in education, and assist in preventing the practice of the profession by unqualified persons.

In fulfillment of the obligation to the profession, the educator:

1. Shall not, in an application for a professional position, deliberately make a false statement or fail to disclose a material fact related to competency and qualifications;
2. Shall not misrepresent his/her professional qualifications;
3. Shall not assist any entry into the profession of a person known to be unqualified in respect to character, education, or another relevant attribute.
4. Shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position;
5. Shall not assist an unqualified person in the unauthorized practice of the profession;
6. Shall not disclose information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law;
7. Shall not knowingly make false or malicious statements about a colleague; and
8. Shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decisions or actions.

PRINCIPLE III

Title 70, Oklahoma Statute, Section 6-101.22

Subject to the provisions of the Teacher Due Process Act of 1990, a career teacher may be dismissed or not reemployed for:

1. Willful neglect of duty;
2. Repeated negligence in performance of duty;
3. Mental or physical abuse to a child;
4. Incompetency;
5. Instructional ineffectiveness;
6. Unsatisfactory teaching performance; or
7. Commission of an act of moral turpitude.
8. Abandonment of contract.

Subject to the provisions of the Teacher Due Process Act, a probationary teacher may be dismissed or not reemployed for cause.

A teacher shall be dismissed or not reemployed unless a presidential or gubernatorial pardon has been issued, if during the term of employment the teacher is convicted in this state, the United States, or another state of:

1. Any sex offense subject to the Sex Offender Registration Act in this state or subject to another state's or the federal sex offender registration provisions; or
2. Any felony offense.

A teacher may be dismissed, refused employment or not reemployed after a finding that such person has engaged in criminal sexual activity or sexual misconduct that has impeded the effectiveness of the individual's performance of school duties. As used in this subsection:

1. "Criminal sexual activity" means the commission of an act as defined in Section 886 of Title 21 of the Oklahoma Statutes, which is the act of sodomy; and
2. "Sexual misconduct" means the soliciting or imposing of criminal sexual activity.

As used in this Section, "abandonment of contract" means the failure of a teacher to report at the beginning of the contract term or otherwise perform the duties of a contract of employment when the teacher has accepted other employment or is performing work for another employer that prevents the teacher from fulfilling the obligations of the contract of employment.

Signed into Law

TELEPHONE/TEXTING/EMAILS

1. Teachers will not be called from their classes to answer phone calls unless there is an emergency. A message will be taken and delivered to the teacher so he/she may return the call at the first available free time.
2. Personal cell phone usage/text messaging during the school day is discouraged. Cell phones may be used for classroom and work-related projects.
3. **Check your e-mail regularly.** Email is the main source of communication and important information that needs immediate response may be sent, therefore, check your email **a minimum** of once in the morning and once in the afternoon.
4. Refrain from sending/receiving e-mails that are not school related. These types of e-mails must be sent before 7:30 a.m. and after 3:30 p.m.

INTERNET AND NETWORK ACCEPTABLE USE AND SAFETY POLICY

Vanoss Public Schools provides email accounts for staff members for the purpose of communication related to the administrative and instructional endeavors of the district.

Privacy

The district reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of district email accounts and any and all information transmitted or received in connection with such usage. All such information shall be and remain the property of the school district and no user shall have any expectation of privacy regarding such materials.

While email is provided as a business tool, it's reasonable, modest, personal use is acceptable. This use must not, however, detrimentally affect employee productivity or disrupt the district's business.

Users May Not:

1. Use email for commercial solicitation.
2. Use email to distribute hoaxes, chain letters or advertisements.
3. Send or forward profane, obscene, threatening or harassing messages.
4. Distribute pornographic material.
5. Use email to send executable programs or games.
6. Knowingly propagate viruses.
7. Participate in cyberbullying.
8. Use district email address for social media contact.
9. Provide their email log-in credentials to anyone without Technology staff

authorization.

10. Access or use another individual's email account without authorization.
11. Support or opposition for ballot measures, candidates, or any other political activity.

Archiving

Certain emails may constitute a public record and be subject to the Open Records Act.

Vanoss staff members using district email accounts are responsible for the preservation of emails connected with the transaction of official business, the expenditure of public funds, or the administration of public property. Applicable emails are to be filed in an electronic 'business' folder in each user's email box. Email may be retained either in electronic form or on paper. However, if it is retained on paper it must be fully preserved and safeguarded from destruction, mutilation and alteration.

Those with email accounts must perform continuing maintenance on their email accounts so as to determine the proper disposition of emails. This includes logging in to the email system at least regularly and processing emails.

Emails filed in the electronic business folder will be archived for a period of 60 days. Some emails may constitute a record governed by statute which may require preservation for a longer period of time. Where applicable emails may be printed and filed accordingly. 7.13 (1)

Password Policy

Vanoss Public Schools stresses that all users must maintain secure passwords containing a minimum of eight characters and those passwords are changed routinely. Users must not use, transmit or disclose any users' username or password. If a user believes that a password has been compromised they must report it immediately to the technology department. 7.13 (1) **For complete policy see Vanoss Board Policy EFBICA on school website.**

CAFETERIA

All personnel may eat in the school cafeteria. Meals must be bought and paid for in advance. No credit is allowed. Teachers have duties at morning and noon hour so they are expected to go directly to the head of the cafeteria line so they may finish their meal quickly. **Adult meals are \$2.00 breakfast and \$4.15 lunches. Prices are not current. Waiting on SDE guidance and then will be updated.**

TEACHER ABSENCES FROM CLASS

1. Any teacher who leaves school during the day shall inform their building principal's office concerning the destination or purpose of the trip. This includes a trip home during planning period, absence to attend a professional workshop or anything else that requires leaving school.
2. Substitute teachers are to be secured by the building principal or appropriate secretary. Notify your designated administrator as soon as possible when a substitute is needed.
3. For unplanned absences, contact your building principal or appropriate secretary.

Beth Walker: (cell) 580) 421-5922
Charles Hill: (cell) 580) 272-8451

4. Teachers must fill out a form that is located in the principal's office for all absences from class.

PERSONAL LEAVE POLICY

1. Teachers and support personnel will have a maximum of six (6) days each school

- year for personal, emergency, or bereavement leave.
2. Personal leave must be taken in ½ or full day increments.
 3. The board will pay the cost of the substitute for the first 3 days of the six allotted days.
 4. The employee will be docked a day of pay for any of the additional three days allowed and this amount will be deducted from the regular monthly salary. Use caution because this can negatively impact teacher retirement.
 5. Personal leave shall be limited to personal matters that cannot be handled at any other time than during a school day.
 6. Personal leave is non-accumulative.
 7. Requests for personal leave shall be made in writing as far in advance as possible, preferably 48 hours.

SICK LEAVE POLICY

1. Teachers may be absent from duty because of personal accidental injury, illness or pregnancy, or injury, illness or death in the immediate family without loss of salary not to exceed ten (10) days during each year.
2. Certified employees who have an eleven month contract shall receive eleven (11) days per year and those on a twelve-month contract shall receive twelve (12) days.
3. Sick leave may be taken in hourly increments.

LEAVE SHARING

An employee may donate sick leave to another employee under the following conditions:

1. The receiving employee or a relative or household member of the employee must have a severe or extraordinary illness, injury, impairment, or physical or mental condition.
2. The condition must have caused, or likely to cause, the employee to take leave without pay or to terminate employment.
3. Donated sick leave will not be available until all sick leave, FMLA leave, personal leave, and vacation time that is available to the requesting employee is exhausted.
4. The amount of leave to be donated is 20 days during any academic year (July1- June 30) and no more than two times during his/her employment by the district.

SOCIAL MEDIA

Social media is defined as any form of online publication or presence that allows end users to engage in multi-directional conversations in or around the content on the website. A large percentage of Internet traffic is centered around the use of social media. Social media includes but is not limited to: Facebook, MySpace, Twitter, YouTube, blogs, wikis, social bookmarking, document sharing and email.

Best Practices:

Always a School Employee

The lines between public and private, personal and professional are blurred in the digital world. Even when you use a disclaimer or a different user name, **you will always be considered to be a district employee.** Whether it is clearly communicated or not, you will be identified as working for and sometimes representing the school in what you do and say online. Always write in the first person and make it clear that you are speaking for yourself and not on behalf of the district.

School Values

Represent the district values. Express ideas and opinions in a respectful manner. All communications should be done in good taste. Build trust and responsibility in your relationships. Do not denigrate or insult others including students, staff, administrators, parents, or other districts. Don't use ethnic slurs, innuendos, obscenity or any other inappropriate content. Even though you are of legal age, consider are fully what you post through comments and photos. There are school districts who have taken disciplinary action on staff that made posts relative to alcohol and sexual activities.

Build Community/Positively Represent School

Represent the district and the students and parents you serve in the best light. Respect the privacy and the feelings of others. Under no circumstance should offensive comments be made about students or colleagues (including administrators) nor the district in general. Negative comments about people may amount to cyber - bullying and could be deemed a disciplinary offence. Your posts and comments should help build and support the school community. Do not comment on nor forward unsupported information, e.g. rumors. **You are responsible for what you post**, be certain it is accurate and supports your organization. If you are about to publish something that makes you hesitate, wait a day, review the guidelines and talk to a colleague or supervisor. Once posted you can't take it back.

Responding to Negative Comments and Criticism

How you respond to a negative comments or criticism will say more about you and your character than what you post. If you delete a negative post, it discourages open communications. When publicly criticized or receiving a negative comment, first, stay cool and don't reply in haste. Express your view in a clear, logical way. Don't get personal and if you made a mistake, admit it and move ahead. It is not uncommon for a negative response to be answered by some other person, who supports your view. When in doubt, it's best to ignore a comment and not give it credibility by acknowledging it with a response publicly; perhaps a face - to - face meeting would be more appropriate.

Student Relations

Employees are prohibited from establishing personal relationships with students that are **unprofessional** and thereby inappropriate. Examples of unprofessional relationships include, but are not limited to: employees fraternizing or communicating with students as if employees and students were peers such as writing **personal** letters or e-mails; "texting" students; calling students on cell phones or allowing students to make personal calls to them unrelated to homework or class work; sending inappropriate pictures to students; discussing or revealing to students personal matters about their private lives or inviting students to do the same (other than professional counseling by a school counselor); and engaging in sexualized dialogue, whether in person, by phone, via the Internet, or in writing. Employees who post information on Facebook, MySpace or similar web sites that include inappropriate personal information such as, but not limited to: provocative photographs, sexually explicit messages, use of alcohol, drugs or anything students are prohibited from doing must understand that if students, parents or other employees obtain access to such information, their case will be investigated by school and district officials and if warranted will be disciplined up to and including termination, depending upon the severity of the offense. Additionally, certified personnel, depending upon the severity of the offense, may have their case forwarded to the appropriate state department for review and possible further sanctions. The Superintendent or designees reserve the right to periodically conduct Internet searches to determine if employees have posted inappropriate materials on - line. If inappropriate use of computers and web sites is discovered, the Superintendent's designees will download the offensive material and promptly bring that misconduct to the attention of the Superintendent.

Email

School district requires through acceptable use policies, that all electronic or any other communications by employees to students or parents at any time, from any email system shall be expected to be professional, acceptable in content to any reasonable person, and limited to information that is school - related or is acceptable to both student and parent. Email between employees and students and parents shall be done through the school provided email application. Email must conform to school email policies.

Personal Use of Social Media

- Vanoss School District employees are **personally** responsible for the content they publish online. Be mindful that what you publish will be public for a long time.
- Your online behavior should reflect the same standards of honesty, respect, and consideration that you use face-to-face.
- The lines between public and private, personal and professional are blurred in the digital world. By virtue of identifying yourself as an Vanoss School District employee online, you are now connected to colleagues, students, parents and the school community. You should ensure that content associated with you is consistent with your work at Vanoss School District.
- When posting to your blog be sure you say that the information is representative of your views and opinions and not necessarily the views and opinions of Vanoss School District.
- By Posting your comments having online conversations etc. on social media sites you are broadcasting to the world, be aware that even with the strictest privacy settings what you 'say' online should be within the bounds of professional discretion. Comments expressed via social networking pages under the impression of a 'private conversation' may still end up being shared into a more public domain, even with privacy settings on maximum.
- Comments related to the school should always meet the highest standards of professional discretion. When posting, even on the strictest settings, staff should act on the assumption that all postings are in the public domain.
- Before posting photographs and videos, permission should be sought from the subject where possible. This is especially the case where photographs of professional colleagues are concerned.
- Before posting personal photographs, thought should be given as to whether the images reflect on your professionalism.
- Photographs relating to alcohol or tobacco use may be deemed inappropriate. Remember, your social networking site is an extension of your personality, and by that token an extension of your professional life and your classroom. If it would seem inappropriate to put a certain photograph on the wall - is it really correct to put it online?
- Microblogging (Twitter etc.) Comments made using such media are not protected by privacy settings. Employees should be aware of the public and widespread nature of such media and again refrain from any comment that could be deemed unprofessional.
- Remember that blogs, wikis and podcasts are an extension of your classroom. What is inappropriate in your classroom should be deemed inappropriate online.
- When contributing online do not post confidential student information.
- Remember your association and responsibility with the Vanoss School District in online social environments. If you identify yourself as a Vanoss District employee, ensure your profile and related content is consistent with how you wish to present yourself with colleagues, parents, and

students. How you represent yourself online should be comparable to how you represent yourself in person.

- No last names, school names, addresses or phone numbers should appear on blogs or wikis.
- Be cautious how you setup your profile, bio, avatar, etc.
- When uploading digital pictures or avatars that represent yourself make sure you select a school appropriate image.

Social Bookmarking

- Be aware that others can view the sites that you bookmark.
- Be aware of words used to *tag* or describe the bookmark.
- Be aware of URL shortening services. Verify the landing [site](#) to which they point before submitting a link as a bookmark. It would be best to utilize the original URL if not constrained by the number of characters as in microblogs -- i.e. Twitter.
- Attempt to link directly to a page or resource if possible as you do not control what appears on landing pages in the future.

Disciplinary action may be taken in regards to employees who fail to follow Vanoss Public Schools social media guidelines.

REPAIRS

Teachers are asked to email repair requests to physical maintenance (found on your school contact list in Outlook). A carbon copy should also be sent to your building principal. If repair has not been completed within a week re-notify your building principal.

ENERGY GUIDELINES

All staff members are “energy savers” as well as “energy consumers.” We must all work together to implement the energy conservation guidelines.

1. Classroom doors should remain **closed** as much as possible when HVAC or Mini-splits are operating.
2. Vestibule doors should remain **closed**.
3. All exhaust fans should be turned **off** at the end of each day and during unoccupied hours.
4. All office machines (copiers, laminating equipment, etc. should be switched off each night at during unoccupied hours. Fax machines should remain on.
5. All computers, monitors, printers and speakers should be turned **off** each night.
6. Network equipment is excluded.
7. Air Conditioning Equipment – Thermostats should be set no lower than **74 degrees**.
8. During unoccupied times (nights, weekends, breaks) air conditioning equipment should be turned off.
9. Heating Equipment – Thermostats should be set no higher than **72 degrees**. During unoccupied times (nights, weekends, breaks) heat should be turned off in all classrooms that do not have adjoining restrooms. Rooms with adjacent plumbing should be set to 50 degrees. When there is no threat of freezing, heating equipment will be turned off each night in these areas as well.
10. Lighting – All unnecessary lighting in unoccupied areas will be turned off. Lights should be turned off in classrooms when leaving the classroom empty for more than five minutes. Gym lights should be turned off when not in use. All lights should be turned off at the end of the day when students leave the building. Only necessary lighting for security will be left on.

LESSON PLANS

1. Teachers will be expected to turn in a copy of your **weekly** lesson plans no later than 3:00 on Thursday or the last school day of the week for the upcoming week. **Grade level/subject objectives should be documented within the plan.**
2. **A 3-day emergency lesson plan should be on file in the office (or where your teaching partner can find them) in case weekly lesson plans are not appropriate for a substitute to follow.**
3. **DO NOT LEAVE YOUR GRADE BOOK AVAILABLE FOR THE SUBSTITUTE.**
Leave a copy of the student roster, a class schedule, duty if applicable, location, where evacuation plans are posted, special accommodations or procedures for certain students, and lesson plans for the day.

PAY SCHEDULE

Teachers will be paid in 12 installments and the 8th of each month. Direct deposit is required for all new employees.

ACADEMICS

1. Strive to raise class expectations by regularly realigning curriculum to mandated objectives and thoroughly analyzing performance on assessments (benchmark and state testing).
2. Vary your teaching methods to give students the greatest opportunities possible.
3. Make every attempt to enhance communications with students and parents.
4. Grades must be posted in the online grading system in a reasonable time frame.
5. Maintain open communication with parents in regard to academic and behavioral concerns.

PURCHASES- All purchases MUST be approved and all paperwork turned in before purchase.
Requisitions:

Purchase made using General Funds

- Purchase order presented to and approved and signed by building administrator.
- Approved by and Superintendent signature.
- Purchase item(s).

Purchase Orders:

Purchase made using Activity Funds such as elementary, senior class, FFA, cheer....
MUST have completed purchase order procedures before purchase.

1. Sponsor submits a request – online (Wengage) or paper (paper when possible).
2. Building Administrator or Athletic Director (when applicable) verifies purchase is within approved expenditures and funds are available. If not, request is returned to sponsor.
3. If approved, Activity Custodian (Beth Walker) verifies purchase is within approved expenditures and funds are available. If not, request is returned to sponsor.
4. If approved, purchase order is generated and order is placed.
5. Vendor delivers goods and submits invoice for payment.
6. Receiving agent (sponsor) must sign and confirm receipt and/or invoice and confirm receipt of goods.
7. All documentation signed by sponsor and is submitted to Activity Account/Payroll Clerk (Tarah Cantwell).
8. Activity/Payroll Clerk (Tarah Cantwell) matches PO to invoice. Issues check.
9. Payment is mailed to vendor.

The school will not be responsible for purchases without a requisition/purchase order and approval prior to purchase.

FUNDRAISERS

1. Fundraisers are approved yearly during the summer board meetings.
2. Any emergency fundraisers must be submitted in writing (forms online), approved by the building principal, superintendent, and Vanoss Board of Education before the fundraiser takes place or items are ordered.
3. Any fundraiser not in compliance with Health and Wellness guidelines (Smart Snacks) must have all required forms (Smart Snack Exemption and nutrition labels) attached to fundraiser request when submitted to building principal (Mrs. Walker has the required Smart Snack forms).

COLLECTING MONEY

1. Receipts must accompany money turned in to the secretary. If money is turned in after 1:00 then the date on the receipt must be for the following **school** day.
2. Receipts must be done in triplicate. (1 copy to the person paying the money, 1 copy to the secretary, and 1 copy to be kept by the teacher.)
3. Money should be turned in daily to the secretary as it is received.
4. Money should never be left unattended.

SAFE SCHOOLS

1. Do not allow students to bully other students in any form, for example physically, verbally, or electronically. Any bullying you witness or are told about must be reported immediately.
2. Do not allow any type of sexual harassment. This must be reported immediately.
3. Supervise students at all times.
4. Be in your classroom during class time. Use the intercom/cell phone to notify the office of an emergency or concern.
5. Be in the hallway between classes.
6. Be at your duty place on time and be observant to student activity.

Mr. Johnson is our Safe School Committee Leader. Any concerns regarding the safety of students or staff can be emailed to him. Immediate safety concerns should be reported to the building administrator.

BULLYING

Employees are responsible for reporting any suspected incidents of bullying to their building principal. All incidents must be documented in writing. The documentation will be signed by the appropriate administrator. The principal will keep the original and provide a copy for the reporting employee. The principal will then become responsible for investigation of the incident.

SAFETY PROCEDURES

The first week of school, familiarize your student with all safety procedures for your classroom.

- **TORNADOS** – Signal/announcement will be through the intercom system. Sound is high pitched, intermittent and similar to a police siren. Get the students out of the rooms and into the cellar as soon as possible (stay with your students in the cellar). Always have your grade book or attendance with you. If there is not enough time to get to the cellar, have students to get in the hallway as quickly as possible away from entry doors. It is up to each teacher to instruct their students as to the correct route out of the classroom and to the hallway or cellar.
- **FIRE** – Signal/announcement will be through the intercom system or fire alarm. Sound is similar to a laser zone video arcade. It is the teacher's responsibility that their students know the correct route when exiting the building. Exit routes are posted in each classroom. After exiting the building, take roll as soon as possible. Stay with your students and instruct them to remain together as a group.

- **SECURITY –(LOCKOUT/INTRUDER)** – Signal/announcement will be through the intercom system. **Lockout:** Classroom is locked down; class continues as normal but no one in or out of the room. **Intruder:** Classroom is locked down; students are quiet and away from doors and windows. No one leaves or enters the room.
- **BOMB THREAT** – Signal/announcement will be through the intercom system. Follow the same instructions for a fire.
- **RAVE PANIC BUTTON** – Every employee will download the RAVE app on their electronic device. This emergency app will link the employee directly to the appropriate agency in the event of an emergency. GPS technology using a geo-fence around the Vanoss campus will provide the emergency personnel with the specific location of the emergency.

FELONY SEARCH

The school board's approval of employment for all certified and non-certified employees will be contingent upon the successful completion of a felony search.

SCHOOL ACCIDENTS

1. All accidents must have a written report submitted.
2. Teachers keep one copy of the report.
3. Submit one copy to the principal's office.

ABSENCES AND TARDIES

1. Student absences **must** be recorded using the Wengage online system.
2. Tardies--follow the rules each time--be consistent. Tardies should be recorded in class roll. Students arriving at class after you have already marked roll should be emailed to your building principal's secretary.

All courses MUST have daily attendance recorded.

ACADEMIC ELIGIBILITY

1. Grades will be produced on Wednesday for the following week's eligibility.
2. Students can be placed on academic probation the first full week of school.
3. Even though ineligibility does not begin until the 5th week of school, a failing list will be ran by the office beginning the 3rd full week of school.
4. Eligibility will run from **Monday through the following Sunday**.
5. Students who fail 2 or more classes in a semester may be ineligible for the first 6 weeks of the following semester.

SEMESTER TESTS

1. Comprehensive Semester Examinations will be given in all subject areas and will count no more than 20% of the semester grade.
2. A copy of tests should be turned into the principal's office by the last day of each semester.
3. Students may be exempt from a different test each semester if they have:
 - a. C and no more than one (1) excused absence
 - b. B. and no more than two (2) excused absences
 - c. A and no more than three (3) excused absences

**Students will not be exempt from semester exams if they have any monetary obligations. (Library, Lunch, Uniforms, Fundraisers. Etc.).*

TEACHING CERTIFICATE

It is the obligation of each teacher to see that his/her teaching certificate is updated online through the

state department of education and on file in the superintendent's office.

Applicants for teaching positions in vocational-technical areas must meet the certification requirements set forth in the state plan for vocational education as well as other educational requirements prescribed for teaching in the Vanoss Public Schools.

TEACHER NOTIFICATION

Effective November 1, 2009, School Boards must notify a teacher prior to the first Monday in June if a recommendation has been made not to reemploy the teacher for the ensuing year. A teacher must notify the school board of the desire not to be reemployed within fifteen days after the first Monday in June.

ASSIGNMENT OF TEACHERS

The building principal will make changes in grade assignments within an elementary school and in subject assignment in the secondary school.

FORMS

A template for many regularly used forms (school letterhead, fax cover sheets, activity purchase order, etc.) can be found online. From your desktop click on my computer choose v: apps on 'vsapp' (G:); templates; forms and the appropriate form you need. **When saving the form make certain to change the location to your home directory.**