

Haskell Public Schools
Staff Handbook
2018/2019



NONDISCRIMINATION POLICY

“The Haskell Board of Education does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, or veteran status.”

MISSION

It is the mission of Haskell Public Schools to ensure that all students are provided opportunities in becoming, college, career and citizenship ready, while striving to set an example of excellence for those who follow them.

ADMINISTRATION

Rusty Harris, Superintendent
Haskell Public Schools
Telephone: (918) 482-5221

Julie Bills
HS Administrator
Alt Ed Director

Rodney Luellen
MS Administrator

Erica Porter
Elementary Administrator

Professional Responsibilities

Designated Work Day

The teacher contracted day is from 8:00 a.m. until 3:30 p.m.

Elementary Lunch

All students and teachers have a designated lunch period. Grade levels are assigned a lunch time. Teachers are to escort students to the cafeteria, and remain with them while eating. When students are finished eating, they will be dismissed from the cafeteria after 15 minutes and are permitted to go out on the playground. Duty teachers are responsible for supervision of students while on the playground. On inclement weather days, students will need to return to their classrooms. All teachers are to pick their students up promptly at the door when it is time for them to come in from recess.

MS/HS Lunch

All students and teachers have a designated lunch period. Middle School and High School are assigned different lunch periods. When students are finished eating, they will be dismissed from the annex and are permitted to go outside accompanied by the teacher on duty. Students are not to be outside unsupervised. On inclement weather days, students will remain in the annex.

Student Dismissal

Students are dismissed at 3:25 p.m. to bus loading zones, parent pick-up zones, and student parking areas.

Parent Open House

At the beginning of each school year parent open house will be held in the evening. This time should be utilized to orient parents to your classroom procedures, expectations, communication style, curriculum overview and all other applicable items.

Parent Conferences

Parent conference times are built into the school year. Two evenings will be used for parent conferences. Times for conferences are 3:30pm till 9:30pm. **Times for split conference days are from 4-7 PM.**

Elementary teachers are required to set up appointments with every parent or guardian.

MS/HS teachers are required to set up appointments with parents/guardians of those students who are having trouble academically or socially.

Teachers will be in their rooms during these scheduled conference times so that parents/guardians may have the opportunity to conference with their child's teacher.

IEP Meetings

Every teacher will serve students that have exceptional needs. In order to serve those students most effectively you will be expected to participate in all IEP meetings regarding your students.

IEP/Student Modifications

Teachers shall follow any and all modifications outlined in each student's individual education plan.

Attendance/Substitutes

Teachers will not be absent from their classrooms without prior notice to the building secretary and principal. When you are ill, you should call your building secretary by 7:30 a.m. (on the schools' number not secretary's personal number) to arrange for a substitute. **Please text your building administrator ASAP.** If you know in advance that you will be out, please tell the building secretary and principal as soon as possible. It is your responsibility to make arrangements to trade your duty with someone from another day when you are absent. Teachers who find that they will be late or absent because of unforeseen emergencies should notify the building secretary and principal by phone as soon as possible so that a substitute teacher may be obtained. If substitutes cannot be found other teachers will be asked to fill in by hour. All staff are responsible for completing their own leave slips and obtaining the required signatures.

Staff Dress Code

Board of Education policy directs the superintendent to provide and communicate to all certified staff in the district specific guidance pertaining to the expectations of the district for the dress and personal grooming of certified staff in the district. In general, it is the responsibility of all certified staff to dress and present oneself for work in a professional manner, a manner that adheres to the expectations of our community, and a manner that symbolizes the educational profession. The manner of dress and personal grooming of our certified staff shall set a positive example for our students.

Please note the specific guidance below.

1. General Expectations:
 - a. It is the expectation that certified staff come to work dressed professionally and appropriately.

- b. Certified staff shall have the expectation to dress for work in a manner that is commonly referred to as business dress, professional dress, and business casual dress. Casual dress for work is not acceptable.
 - c. Certified staff members are expected to dress for work in pants, dress pants, skirts, dresses, shirts, blouses, sweaters, and other tops and bottoms appropriate for the elementary and secondary school settings in which they work.
2. Dress and Clothing
- a. Shirts, Blouses, and Tops
 - i. Clothing that has low-cut neck-lines, is see-through, or exposes the midriff is prohibited. Clothing that exposes cleavage is prohibited.
 - ii. T-Shirts are prohibited (Exception is noted below).
 - b. Pants, Shorts, Skirts, Bottoms, and Jeans
 - i. Jeans of any kind or brand are prohibited. Jeans are defined as denim pants with outside stitching and/or brads (Exception is noted below).
 - ii. Shorts, skirts, and pants shall be hemmed and wear at about the knees.
3. Jewelry
- a. Jewelry that requires piercing about the face and head should be limited to the ears. Other piercing on the face and/or head or not covered by clothing is prohibited. Any jewelry that is extreme and/or constitutes a distraction or disruption of the educational process is prohibited.
4. Tattoos
- a. The following tattoos shall be covered by certified staff while on school property or at a school event: a tattoo that includes the use of profanity or vulgarity and a tattoo at or above the collarbone on the front or back of the body. Cosmetic tattoos, such as eyebrows, are permitted. Any tattoo that creates a distraction or disruption of the educational process is prohibited.
5. Exceptions
- a. Jeans & Spirit Wear: Exceptions to the prohibition of jeans and t-shirts may be made by the site principal/administrator every Friday for school spirit days and student field trips, excursions, and activities. No exceptions are permitted for jeans with rips, or holes. Acceptable spirit wear for designated spirit days shall include t-shirts and other tops with wording and/logos that promote Haskell Public Schools and/or clubs, student activity groups and organizations, and athletic programs sponsored by Haskell Public Schools.
 - b. The superintendent and/or the site principal have the authority to make exceptions to the dress code on specific days for specific certified staff for specific special circumstances and school activities.
 - c. Physical Education and Coaching Staff: The physical education and coaching staff, when teaching and/or coaching in the areas of their assignment, may wear coaching or sport attire. However, when coaches and physical education teachers are teaching in the main buildings during school hours, they must wear appropriate attire according to stated regulations.

Ethics and Responsibilities for Teachers

All school employees are expected to maintain certain standards of conduct and assume responsibility for providing professional leadership in the school and community.

1. Teachers are to maintain just and courteous professional relationships with students, parents, staff members, and others.
2. Teachers are to maintain their own efficiency and knowledge of the developments in their fields of work.
3. Teachers are to follow the chain of command when voicing concerns or grievances.
4. Teachers must establish friendly and intelligent cooperation between the community and the school system.
5. Teachers are to represent the school system on all occasions that the contributions of the school system to the community are recognized.
6. The placement and welfare of the children are the first concern of the school system, therefore appointments to positions and must be based solely on merit. It is unethical to pressure school officials for appointment or promotion.
7. Teachers are to refrain from using school contacts and privileges to promote partisan politics, sectarian religious views, or selfish propaganda of any kind.
8. Teachers are to direct any constructive criticism of other staff members or of any department of the school system toward the improvement of the school system to the particular school administrator who has the administrative responsibility for improving the situation and then to the superintendent if necessary.
9. Teachers are to properly use and protect all school properties, equipment, and materials.

Standards of Performance and 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 nurturing of democratic principles.

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

Principle I

Commitment to the Students

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, social or cultural background, or sexual orientation, unfairly
 - A. Exclude any student from participation in any program,
 - B. Deny benefits to any student,
 - 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

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 into the teaching profession any person known to be unqualified in respect to character, education, or other 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 teaching 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.
8. Shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decision or actions.

Principle III
Teacher Dismissal

Pursuant to the Teacher Due Process Act of 1990, a career teacher may be dismissed or not reemployed for: a) willful neglect of duty, b) repeated negligence in performance of duty, c) mental or physical abuse to a child, d) incompetence, e) instructional ineffectiveness, f) unsatisfactory teaching performance, g) any reason involving moral turpitude.

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

A teacher convicted of a felony shall be dismissed or not reemployed unless a presidential or gubernatorial pardon has been issued.

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

1. "Criminal sexual activity" means the commission of an act 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 (70 O.S. 6-101.22).

Teacher Evaluations

Evaluation of professional staff is a continuous process; however, formal observations and evaluations will be administered according to the time frame within the TLE system of teacher evaluations. All evaluations will be conducted following the Tulsa Model Evaluation Framework (TLE).

The evaluation will be reviewed both by the staff member and the evaluator. Either or both may attach written and signed comments to the evaluation instrument within two weeks of the evaluation. No additional comments or statements shall be attached without the teacher's knowledge. The completed evaluation shall be retained in the teacher's personnel file and a copy of the completed evaluation will be **shared with** the teacher. The confidentiality of the evaluation shall be maintained.

Activity or Educational Trips

The district recognizes educational activity trips are an integral part of a student's school experience. Local activity trips will be made only with the prior approval of the building principal. Advance consent of the student's parent or guardian is required for any educational trip. The procedure for requesting an activity trip is:

1. Send an email to the building principal requesting the field trip. This email should include all pertinent information such as students and teachers attending, location, cost, time out of class, **Oklahoma Academic Standard** objective covered or enhanced by the excursion.
2. The building principal will then reply to give permission for the trip. Once this permission is granted the teacher will then fill out a bus request.
3. All activity trips must fit between 9:00 A.M. and 2:30 P.M. Trips outside of this time frame must be discussed with the building principal.
4. No student will be permitted to go on an activity trip without a signed permission slip from a parent or guardian. No phone permissions will be accepted.
5. **ALL** students shall ride school transportation to the trip destination. Students may only leave with **THEIR** parent/guardian from the destination after having signed student out with the teacher. Requests (in any form) granting permission for students to ride with other families will NOT be accepted.

Monetary Guidelines

Every staff member at some point will need to request that items be purchased for their classroom or extra-curricular organization or will receive money from students for various fieldtrips or activities. Below are the basic steps and guidelines in that process.

- 1) Get a purchase order (PO) number
 - a. Submit a PO request to site administrator which will then be forwarded to the appropriate encumbrance clerk
 - b. Once a PO number has been assigned the purchase order will be forwarded back to you
 - c. **ONLY THEN** are you ready to order or enter into a contract with any business or entity
- 2) Any money that you collect from students must be receipted and deposited **DAILY**
- 3) Once it is time to pay for goods or services
 - a. The business can invoice us (preferred method)
 - b. A check can be cut on the date the services are rendered with advance notice by way of an invoice being submitted noting this is the requirement
 - i. Usually done for professional development or DJ services

*All Receipts/Delivery Tickets for goods purchased must be itemized. The signed, itemized receipt or invoice must be submitted to appropriate encumbrance clerk.

*Any payment to an individual will require a completed W-9 Request for Taxpayer Information before payment can be processed.

Fundraisers

A fund raising activity request form must be submitted to the principal for review. The building principal will determine the appropriate limitation and number of fund raising activities. The fund raising

activity request forms will designate the sponsor, class or organization that is to benefit from the funds, the kind of fundraiser, the beginning and ending dates, and how the funds are to be used (C.9).

Fund raising activities will be permitted only when connected with specific school activities and prior approval by the Board of Education.

Entry Year Teacher / Student Intern Teachers

Any teacher hired by HPS that has not completed their first full year of teaching will be placed in an entry year teacher program. Mentor teachers will be assigned by the building principal.

Education students in their final semesters of study are required to participate in internships designed to give them classroom experience. Any request from a college received by the building principal to assign an intern a mentor teacher will be filled on a voluntary basis.

Meetings

Faculty meeting are held as needed. **PLC meetings will be held according to the school calendar.** It is the duty of the teachers to attend all meetings called by the superintendent, principal, supervisor, or department chairperson. No excuse, other than absence from school, shall be acceptable for absence from meetings.

Additionally, MWE teachers will meet in grade level teams, weekly on common planning times, and minutes from these meetings will be submitted to site administrator in a timely manner.

Inventories

All teachers are required to keep an up to date classroom inventory documenting all equipment, furniture, books, and supplies at the beginning and close of the school year. An electronic copy of the inventory will be given to the building principal each year. Include in this inventory each item's cost and condition. It is the teacher's responsibility to keep the classroom inventory up-to-date.

No school property or equipment may be removed from the school for non-school use without the approval of the superintendent. The borrower shall assume the full responsibility for the equipment while it is in the borrower's possession.

Facilities and Textbooks

Employees and students are responsible for the proper care of school facilities, equipment, and property in their use or under their control. Teachers shall be responsible and accountable for supplies, equipment, apparatus, and other school property within their areas of instruction or supervision. Students using school-owned textbooks or library books are responsible for them and shall reimburse the school for any lost or damaged books.

Responsibility for Lost Keys

Employees are required to acknowledge the receipt of essential keys in writing. The employee must reimburse HPS for the cost of re-keying any doors resulting from their loss of key(s).

School Computer Programs and Equipment

Each teacher is provided a desk top computer to assist in the performance of their duties. All teachers upon beginning employment at HPS will be asked to sign a technology agreement which stipulates the proper use of classroom computers, the internet, and other technology equipment.

E-mail

Each teacher has e-mail using Google. You should check your messages throughout the day. Information from the office will be sent by e-mail. If you wish to communicate with other faculty or staff, most e-mail addresses in the Haskell district use the first initial and last name of the individual [@haskellps.org](mailto:firstname.lastname@haskellps.org).

Website

Each HPS teacher will be expected to create, maintain and update a classroom webpage in order to communicate instructional objectives on a routine basis to families.

Internet and other computer networks acceptable use

The Haskell School District is pleased to make available to students and employees access to interconnected computer systems within the district and to the Internet, the worldwide network that provides various means of accessing significant educational materials and opportunities.

In order for the school district to be able to continue to make its computer network and Internet access available, all students and employees must take responsibility for appropriate and lawful use of this access. Staff and students must understand that anyone's misuse of the District network and Internet access may jeopardize the ability of all to enjoy such access. While the school's teachers, administrators, directors, and other staff will make reasonable efforts to supervise individual student and employee use of network and internet access, they must have students' and all employees' cooperation in exercising and promoting responsible use of this access, the district technology systems, and computer equipment and networks.

Below is the Acceptable Use and Internet Safety Policy ("policy") of the school district and the Data Acquisition Site that provides Internet access to the school district. Upon reviewing, signing, and returning this policy as the students have been directed, each student will be given the opportunity to enjoy Internet access at school and is agreeing to follow the policy. If a student is under 18 years of age, he or she must have his or her parents or guardians read and sign the policy. The school district cannot provide access to any student who, if 18 or older, fails to sign and submit the policy to the school as directed, or, if under 18, does not return the policy as directed with the signatures of the student and his/her parents or guardians.

Employees of Haskell Public Schools will, upon employment, complete and sign an internet and computer equipment and network agreement. Such agreement will be on file with the director of technology for the employee's term of employment with the school district.

Listed below are the provisions of the agreement regarding the district technology systems, computer equipment, and computer network and internet use. If you have any questions about these provisions, you should contact the person that your school has designated as the one to whom you can direct your questions. If any user violates this policy, the student's or employee's access will be denied, if not already provided, or withdrawn and he or she may be subject to additional disciplinary action.

Personal Responsibility

By signing the Internet Acceptable Use and Safety Agreement, you are agreeing not only to follow the rules in this policy, but are agreeing to report any misuse of the network to the person designated by the school for such reporting. Misuse means any violations of this policy or any other use that is not included in the policy, but has the effect of harming another or his or her property.

Term of the Permitted Use

Students must obtain an Internet Access Conduct Agreement and have the form signed by the student's parent, legal guardian or other legal custodian before using any district computer which has telecommunication capabilities. It is the responsibility of the classroom teacher, instructor, or the appropriate faculty member to insure that such form is on file before a student is permitted to use computer telecommunications equipment.

A student who submits to the school, as directed, a properly signed Agreement and follows the policy to which she or he has agreed will have computer network and Internet access during the course of his/her attendance at the Haskell Public School site. Students will be asked to sign a new Agreement

before they are given access to the district computer network and Internet when they are transferred or attend a different school site within the Haskell Public School District.

Acceptable Uses

Educational Purposes Only. The school district is providing access to its computer networks and the Internet for only educational purposes. If you have any doubt about whether a contemplated activity is educational, you may consult with the person(s) designated by the school to help you decide if a use is appropriate.

Unacceptable Uses of Network. Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:

Uses that violate the law or encourage others to violate the law. Don't transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the school district's student discipline policy; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.

Uses that cause harm to others or damage to their property. For example, don't engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network, or the Internet; upload a worm, virus, "Trojan horse," "time bomb," or other unauthorized access to other computers, networks, or information systems.

Uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, don't disclose or share your password with others; don't impersonate another user.

Uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. You should not give others private information about you or others, including credit card numbers and social security numbers.

Netiquette. All users must abide by rules of network etiquette, which include the following:

- Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
- Avoid language and uses which may be offensive to other users. Don't use access to make, distribute, or redistribute jokes, stories, or other material which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
- Don't assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should only be done with permission or when you know that the individual would have no objection.
- Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format which the recipient can open.

Supervision and Monitoring

It shall be the responsibility of all staff of the Haskell Public Schools to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent or designated representatives. Unacceptable uses of computer and electronic communications resources includes use that jeopardizes personal safety, use that involves illegal and prohibited activities, and use that threatens the security of the District's technology resources.

Education

Students will be annually provided instruction on acceptable and safe use of the internet including appropriate behavior. Specifically, students will be educated about interacting with other individuals on social networking Web sites and in chatrooms and cyberbullying awareness and response.

Internet Safety

General Warning: Individual Responsibility of Parents and Users. All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guides to materials to shun. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to the person designated by the school.

Personal Safety: Employees and students shall not use the District's technology resources in any manner that jeopardizes or poses a threat to personal safety. The following directives are essential to ensuring personal safety:

Users shall not post personally identifiable information about themselves or others. For example, it is not permissible to put people's photographs on the web and identify them by name. Student users shall not agree to meet or meet with someone they have met online, without parental approval.

Student users shall promptly disclose to their instructor or another school employee any message the user receives that is inappropriate or makes the user feel uncomfortable.

Users shall receive or transmit communications using only District-approved and District-managed communication systems. For example, users may not use free, web-based e-mail, messaging, videoconferencing or chat services, except in special situation for educational purposes where arrangements have been made in advance and approved by the District's authorized supervisory personnel and the Director of Technology.

Users shall not attempt major repair of District-owned technology resources without the assistance of the District support mechanism. Major repair is defined as any repair or modification which has the potential to impact the District infrastructure, more than one workstation, disrupt business operations or requires the user to add or remove hardware. However, users are encouraged to perform troubleshooting and minor repairs in conjunction with the District technology support segment.

Illegal Activities: It is a violation of this policy to use the school's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited. The emerging and fast-paced developments in technology make it impossible for the District to anticipate every potential use or misuse of its technology resources. Accordingly, users are instructed that the District's technology is not to be used for illegal activities. Among other things, users are expected to abide by the following:

- Users shall not plagiarize works that are found on the Internet or any other electronic resource. Plagiarism is presenting the ideas or writings of others, as one's own.
- Users shall respect the rights of copyright owners. Copyright infringement occurs when the user inappropriately reproduces a work that is protected by a copyright. Users shall not illegally copy protected works, or make copies of such works available. Users are responsible for observing any copyright or licensing agreement that may apply when downloading materials. Users may not download any material for which a fee or license agreement is required without the approval of appropriate District supervisory personnel. Users shall not install any software (including public domain software or freeware) which is not on the District's approved software list.
- District staff will not support or maintain any computer operating system or application software that does not meet District standards.
- Illegal installation of copyrighted software is prohibited. Illegal copying of software from any District computer, network, or program diskette is prohibited. Computer software and data protected under copyright laws may not be downloaded or uploaded to a computer owned or

leased by the District without the written consent of the copyright holder. Any software or data located on a computer or file server owned or leased by the District found to be in violation of copyright laws will be removed.

- Users shall not attempt to gain unauthorized access or attempt to go beyond authorized access to District resources or to any other computer system. This includes attempting to log in through another person's account or access another person's files.
- Users shall not make deliberate attempts to disrupt the District's computer system or other portions of the technology resources or destroy data by spreading computer viruses or by any other means.
- Users shall not congest the District's technology resources or interfere with the work of others within or outside of the District when accessing the Internet, including the transmission or posting of messages that are intended or likely to result in the loss of the recipient's work or systems.
- Users shall not use the District's technology resources to engage in any activities which interfere with the operation of the District or its educational programs or compromise the safety and security of the District's technology resources.

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Inappropriate Communications: Inappropriate communications are prohibited and may result in removal of access, or other disciplinary action including suspension from school or termination of employment.

Users shall not use, view, download, copy, send, post or access obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful information, communications, language, images or video, or material that advocates illegal acts, violence, or discrimination towards others. Restrictions against inappropriate language, images or video apply to public messages, private messages, material posted on web pages, and files stored or created on the District's technology resources.

If a user mistakenly accesses inappropriate information, the user must immediately inform his/her teacher or the network supervisor of the location of that information.

Parent or guardians should instruct the student user if there is additional material that they think it would be inappropriate for their child to access. The District fully expects that student users will follow the instructions of their parents or guardians in this matter.

Users shall not post information that could cause damage or pose a danger of disruption to the operations of the technology resources or the District.

Users shall not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by another person to stop any activity which that person finds harassing, the user must stop immediately. Individuals who believe they are the victim of harassment should immediately contact their supervisor, campus administrator, or the Superintendent.

Users shall not knowingly or with reckless indifference post messages that are false or defame or libel any person or organization, or that infringe the privacy rights of others.

Confidentiality of Student Information: Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by law, for internal administrative purposes or approved educational projects and activities.

Active Restriction Measures: The school, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) Child Pornography, or (3) harmful to minors. The school will also monitor the online activities of students, through direct observation and/or technological

means, to ensure that students are not accessing such depictions or any other material which is inappropriate for minors. It is the policy of the Haskell Public Schools to comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 U.S.C. 254 (h)].

Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older.

The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254 (h) (7), as meaning any picture, image, graphic image file, or other visual depiction that taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Security of District's Technology: The District invests and spends substantial financial and personnel resources to provide students and staff with technology resources appropriate for the diverse educational and training interests associated with educational objectives in a technology rich world. Users are required to adhere to the highest standards of use to avoid compromise or destruction of the District's resources. Security with respect to the District's technology resources requires adherence to the following:

- Users shall access the Internet in a manner which does not compromise the security and integrity of the District's technology resources, such as allowing intruders or viruses into the District's technology resources. Users wishing to download any document, file or software from non-District sources must observe District policies and procedures for virus checking and system security.
- Users are responsible for their individual logon passwords and e-mail account passwords and should take all reasonable precautions to prevent others from being able to use these passwords. Users shall not share e-mail passwords, provide e-mail access to an unauthorized user, or access another user's e-mail without authorization.
- A computer logged into the District wide area network or the internet should not be left unattended. Users are responsible for all transactions made under their User ID and Password.
- Users must immediately notify the e-mail administrator if they identify a possible security problem.
- Users are responsible for the appropriate storage and backup of their data.
- Employee personal computers not owned by the school district shall not be used in school except with permission of the superintendent or the superintendent's designee. Student owned computers may be used at the discretion and permission of the classroom teacher and the principal.

The administration, faculty or staff of the District may request a system administrator to deny, revoke or suspend specific user accounts for violation of these policies or procedures.

Privacy

Network and Internet access is provided as a tool for your education. The school district reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the school district and no user shall have any expectation of privacy regarding such materials. The superintendent or designee shall have access to all materials loaded or stored on the district's computers. Accordingly, no user of the district's computers shall be deemed to have a privacy right in any programs, files or data, including contents of business or personal e-mail, loaded or stored on district computers.

Failure To Follow Policy

The user's use of the computer network and Internet is a privilege, not a right. A user who violates this policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the school district may refuse to reinstate for the remainder of the student's enrollment in the school district. A user violates this policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The school district may also take other disciplinary action up to and including termination of employment for employees and suspension from school for students. If Federal and/or State laws are violated, the offender is also subject to being reported to the proper authorities for prosecution.

Warranties/Identification

The school district makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. It shall not be responsible for any claims, losses, damages, or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this policy. By signing this policy, users are taking full responsibility for his or her use, and the user who is 18 or older, or in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the school, the school district, the Data Acquisition Site that provides the computer and Internet access opportunity to the school district and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the school in the event of the school's initiating an investigation of a user's use of his or her access to its computer network and the internet, whether that use is on a school computer or on another computer outside the school district's network.

Updates

Users, and if appropriate, the user's parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new policy, for example, to reflect developments in the law or technology. Such information must be provided by the user (or his/her parent or guardian) or such new policy must be signed if the user wishes to continue to receive service. If after you have provided your account information, some or all of the information changes, you must notify the person designated by the school to receive such information.

Use of personal cell phones

Staff should restrict the use of their personal cell phones to before/after school, lunch and planning time. During instructional time a staff member's cell phone is to be on silent so as to not interrupt the educational environment. School personal shall only use their wireless communication device during planning or non-student time, with the exception of school business.

Special Duties or Assignments and Student Supervision

In order for our buildings to run smoothly and to assure the safety of our students, teachers are required to perform some supervision duty. Teachers should check the duty schedule for the weeks/days they are required to perform such duty. **It is the teacher's responsibility to ensure that their duty is covered in an absence.** It is important that you attend to your duties promptly.

School Visitors

All visitors to buildings must sign in and obtain a visitor's badge at the site office. Siblings or other children are not to visit students during the school day. Staff members are expected to not have personal visitors during the school day. All visitors must sign out at the site office at the conclusion of their visit. Unauthorized visitors will be escorted off the premises.

Guest Speakers

Resource or guest speakers will not be scheduled without approval of the building principal. Email a request for guest speaker to building administrator and must be submitted for approval at least five days prior to the date requested.

School Closure or Weather Dismissal

It is the policy of the Board to dismiss school if weather conditions deteriorate to the extent that the safety of students may be jeopardized. On days when school is cancelled due to weather or for other emergencies, the office of the superintendent will notify local TV and radio stations and a message will be sent out **via school messenger, social media and the SchoolWay app**. All days missed for weather related or emergency closings will be made up on designated "snow days" or at the end of the school year if needed.

Professional Development

Teachers shall be required to attend any and all staff development during the school year. Staff development points may also be earned for outside workshops, conventions, and college classes.

Teachers in the state of Oklahoma are required to accrue 75 staff development points over a period of 5 years. Haskell Public Schools requires that teachers receive a minimum of 5 staff development points each year. Failure to meet this minimum can be grounds for dismissal.

Teachers are required to obtain and keep track of the documentation from their attendance at staff development opportunities. It is the duty of the teacher to keep records and documentation of all professional development, including time spent in Professional Learning Communities. This information will not be kept by the central office.

Professional Learning Communities

Haskell Public Schools is a learning organization. We are educators focused on learning. Simply put, learning, both quantitatively and qualitatively, is our business. The purpose of the PLC structure is to intentionally place groups of people in a collaborative environment with specific charges to move the actions and results of the district toward the vision of the highest level of learning possible for every student, every faculty member, every day. To that end, all certified staff members must attend regularly scheduled professional learning committee meetings. The improvement of teaching and learning in our district is the responsibility of all staff.

Benchmark Testing Protocols

- Purpose
 - Benchmark exams will be given in order to monitor student learning, to change/adjust teaching for student learning. Benchmarking Exams will be given after 6 weeks of instruction, during the 7th week.

- **Benchmarks will be graded and posted in WenGage, and will count toward the final grade.**
- Delivery of exams—consistency in presentation from teacher to teacher
 - Testing accommodations (read aloud, calculator, limited distracters) should be used per IEP Testing Accommodations’ page.
 - Notify Special Education teachers at least one week in advance of the benchmark so that preparations may be made for accommodations and testing.
 - Spiral Reviews may be utilized for each six-week period; however, no study guides or reviews will be used before the benchmark exam
 - The benchmark should not be used as a pretest. Unit tests, which are more timely and detailed, may be used for pretesting purposes.
 - Benchmarks are to be given to all students (except OAAP students) in spite of absences or content missed. Benchmarks may be given to students who are absent the day of benchmark testing.
 - Students with excessive absences may have their test scores excluded from the overall data used by teachers to determine test question validity.
 - Students may write on the paper/pencil benchmark exams.
 - No cues or prompts should be given to students during the benchmark exam.
- Security
 - Paper/Pencil benchmarks should not be sent home.

Instructional Responsibilities

Substitute Folder

It is required that teachers keep emergency substitute lesson plans for a minimum of **five** days in a folder on your desk to guide a substitute. A copy of emergency protocols, seating charts, and class rolls should be included in the folder.

Lesson Plans

Teachers are required to make daily lesson plans on a weekly basis. Lesson plans must be on the teacher’s website within the Haskell Public Schools website. Teachers are expected to plan for each class period, each content area taught. These lesson plans are to be posted on the teacher’s website for the upcoming week. Lesson plans must indicate these four components: **the learning target/skill/standard** (what I want students to know), **the learning process** (what I want the students to do), **the learning context** (text/materials being used) and the **assignment given in the format requested by the building administrator**.

Regular classroom teachers with special education students are requested to communicate their lesson plans with the special education teachers so they can determine how to best help the students assigned to them.

Videos

Quality video material for instructional purposes is available from a variety of sources. While the selection of video material for classroom presentation is primarily the responsibility of the teacher and the site principal, the Board recognizes that some video material may not be appropriate for some students. Accordingly, the following policy requirements shall apply to the classroom use of video material:

- 1.Video material must be directly related to the curriculum. The content of the program must be integrated with curriculum objectives and be appropriate for the maturity level of the students viewing the material.**
- 2.Within the context of paragraphs 1, any video material from the school district's media resource depository may be used. **All video material not in the school district’s catalogue or media resource depository must be approved for use by the site principal.**
- 3.Movies with a Motion Picture Association of America rating of NC-17, R or X **may not** be used in the classroom.
- 4.G-rated movies may be used at any educational level provided that the movie complies with paragraph 1 above. Movies with a Motion Picture Association of America rating of PG may be used with grades 4 -6 with the prior approval of the site principal and with prior parent notification.
- 5.If the material has a Motion Picture Association of America rating, the teacher is responsible for ascertaining the rating and that the material is appropriate for student viewing within this policy prior to presenting the material.
- 6.The use of video material which is taped or recorded from television broadcasts may be used in individual classrooms for a period of **45** days following the broadcast of such material. Requests for these recordings or the recording must be made by individual teachers. Such “off air” material is available for use and may be contained in the site media center for a period of **45** days following the broadcast. After the **45** days has elapsed, the material must be deleted from the holdings of the media center and cannot be used in the classroom or for school instructional purposes.
- 7.Any employee violating this policy is subject to disciplinary action which may include dismissal or nonrenewal.

Planning Periods

A preparation period is provided daily for Haskell Public School teachers. The preparation period shall be used for the following duties: personal instructional preparation; planning, selecting, and preparing materials for instruction; conferring with parents, staff, and administrators; keeping school records; supervising aides if assigned; grading student papers and recording student grades; and study of current literature to keep abreast of developments within the subject matter taught by the teacher.

Teachers are to use their planning period in the building of major assignment and for the purposes indicated. **Teachers shall leave the school premises only to carry out functions relating to the above duties when permission to do so has been obtained from the building principal.**

Student Grades and Testing

The Haskell School Board has adopted the following scale:

- A=100%-90%
- B=89%-80%
- C=79%-70%
- D=69%-60%
- F=59%-0%

Teachers are expected to update their grades **weekly in WenGage with a minimum of 2 grades given per week.** There will be no pluses or minuses recorded. Progress reports and semester grades will be given to all students. Dates for progress reports and semester grades will be designated at the beginning of each school year. A grade mark of “I” is an incomplete and will be changed when the work is completed within the time limit set by the teacher.

- Work not turned in on a timely should be recorded as a zero – not left blank after the specified amount of time has passed – this is to accurately reflect student progress.
- Reduction of grade marks will not be used as a form of discipline under any circumstances.

Parental Contact

Parental contact is an important facet of a teacher’s duty. It will therefore be required that at the end of each week a teacher shall contact either by phone or email every parent whose child is failing that class. These contacts must be documented either on a log or in a file and will become a part of the evaluation of each teacher. **Advocacy parents will be contacted at least once per 9 weeks. (email, call, note, card)**

Report Cards/Progress Reports

Report cards are prepared at the end of each semester. Progress reports will be sent home with every student at the 6 week and 12-week mark of each semester. Final report cards will be made available no later than two weeks after the end of the second semester.

Retention

Teachers shall report to the counselor any student whose progress or advancement warrants reclassification, and any student who, for any cause, fails to properly complete assigned classroom work. Teachers shall assign, grade and return to the student any required make-up work for excused absences.

Students at the MS/HS grade level must achieve a grade average of 60% or better in at least three major courses of study to be promoted to the next higher grade. The major courses of study are math, language arts, science, reading, and social studies. Factors to be considered are scholastic achievement, ability, chronological age, and number of years retained in the present grade.

If a teacher recommends that a student needs to be considered for retention at the present grade level, the site committee on retention shall meet to make a determination. The committee will be composed of the classroom teacher, counselor, principal and additional personnel who may be assigned when appropriate. Informal notes and personal conferences are necessary to help the teacher and the parents understand the child’s development and progress. The parents shall be informed, and a conference scheduled, when it becomes apparent that a child may need to remain at a grade level.

After receiving a decision to retain a student, a parent may request reconsideration of a retention decision or a decision to not pass a student in a course by following the appeal process that is outlined in Haskell Board of Education policy.

As provided for in the school district’s Reading Sufficiency Testing Policy, reading sufficiency testing will be conducted in the school district to ensure that each student has attained the necessary reading skills upon completion of the third grade.

Student Attendance and Absences

Teachers are to take attendance in WenGage each morning.

Secondary teachers must submit attendance within the first 10 minutes of each period. Each semester, upon a student’s second tardy and each tardy thereafter, the teacher must submit discipline referral to the principal.

Elementary teachers should submit attendance no later than 9:00 am each morning. Students entering the classroom after that time should have a tardy slip from the office.

Student Attendance Policy

The Haskell Board of Education believes that in order for students to realize their fullest potential from educational efforts, they should attend all classes to the extent possible. Realizing that some absences may be beyond a student's control, the Board has adopted a policy requiring students to be in attendance a minimum of 90% each semester to earn credit for any course in which the student is enrolled.

Non-Attendance Procedure

For students in all grades, an Attendance Reminder Letter will be sent from the site principal after a student's fifth absence without a valid excuse, along with the Notice of Non-Attending Student form.

- If within five days after receipt of this notice the parent/guardian does not comply with compulsory attendance laws, additional absences will be recorded on the bottom of the Notice of Non-Attending Student form and the form, a copy of the notice sent to parents, and attendance records are forwarded to the Superintendent, who must sign the bottom of the form. Current discipline records should also be forwarded.
- Once a student has missed school for ten days within eighteen weeks, without a valid excuse, the Principal's office files with the district attorney's office.

Make-up Work

The general rule is that a student is allowed two days to make up assignments per day missed. Students who return to school and receive make-up work and then are absent again are expected to submit all previous work upon return to school. Assignments not submitted will be entered as missing which will calculate as a zero until the assignment has been submitted and graded. Long-term assignments/projects are due on the announced due date. If students are going to miss more than three days of school, please contact the building secretary to request assignments. If students are given assignments in advance, the assignments are due upon returning to school. Remember there is a direct correlation between good student attendance and academic success.

Assignments or projects that have been assigned in advance are due on the previously designated date unless arrangements with the teacher are made in advance.

Withdrawal of Students from School

When students are being withdrawn from Haskell Public Schools, the office will prepare a checkout sheet. This sheet will be sent to the classroom teacher, the media specialist, and the cafeteria. Teachers are to check that all textbooks are turned in. The media specialist will determine that all library books are turned in. The cafeteria will make sure the student's lunch account is free of charges.

Employee Leave, Salary Information and Drug Free Workplace

Sick Leave

At the beginning of each school year each teacher shall be credited with ten (10) days of leave at full salary for personal, accidental injury, illness or pregnancy, or accidental injury or illness in the immediate family. Unused sick leave shall be accumulative from year to year as long as the employee remains continuously in the system provided the maximum sick leave credit shall be reduced by one (1) day for every day that the employee is absent for reasons covered by the sick leave policy. Maximum sick leave credit at all times shall not exceed one hundred twenty (120) days. Annually, up to ten (10) sick leave days may be used for illness of a parent.

Misuses of Sick Leave Benefits: In order that maximum benefits may be provided to all employees in time of valid need it is imperative that controls be exercised to avoid misuse of sick leave. An employee who attempts to take unfair advantage of sick leave benefits shall be subject to dismissal or other disciplinary action. Employees may be required to submit appropriate evidence concerning the cause of absence. Appropriate evidence may include the following:

1. A physician's statement endorsed by the employee.
2. The employee's statement endorsed by the principal or supervisor.
3. Copies of claims submitted for insurance benefits.

Personal Business Leave

A teacher may be absent for reasons of personal leave without loss of salary. Personal leave as the name implies, shall pertain to conducting pressing personal business of a personal nature relating to personal, legal, business, household, or family needs which cannot be met other than during school hours. Leave for such personal matters will not exceed three (3) days per school year, one (1) of which shall be without deduction; the second and third days shall be with a deduction equal to the amount normally paid for a certified substitute teacher. Requests for personal leave will be made in writing three days in advance of time needed to the Principal. Personal leave may not be used, unless unavoidable, the first ten (10) days or the last ten (10) days of the school year or on the days scheduled for parent-teacher conferences. Additionally, personal leave days cannot be used the day before, or the day after a major school break. Personal day leave forms will be routed to the Superintendent who will approve/disapprove the personal leave request. Such notice will include a signed statement that the personal leave was not for:

1. Seeking other employment.
2. Participating in political or social activities.
3. Performing service for compensation.
4. Entertainment, recreation, or vacation.
5. Inclement weather.

Maternity Leave

It is the policy of the Haskell Board of Education to consider disability because of pregnancy or childbirth in the same manner as any other disability is considered. Therefore, if a pregnant teacher desires maternity leave, she shall so advise the superintendent in writing of her intentions, the date she wishes her leave to commence, whether she desires long-term or short-term leave, and the date of return.

Long-term leave is an extended leave of absence without pay which does not include or affect regular sick leave.

Short-term leave involves the use of regular sick pay and is leave with pay up to the exhaustion of sick leave.

1. Employees are requested to notify the school by the end of the fourth month of pregnancy.
2. Requests for maternity leave must be submitted in writing.
3. During the last month of pregnancy, employees are required to furnish a doctor's statement as to their physical well-being and ability to continue employment prior to delivery.
4. Employees are required to furnish a doctor's statement as to their physical well-being and ability to return to employment following delivery.
5. Employees may be requested to provide an "intent" statement as to whether or not they intend to return to employment following delivery.

Bereavement Leave

The district provides for all certified district employees up to five (5) days per year funeral leave for immediate family members without loss of pay. Immediate family members are defined as follows: husband or wife, son or daughter, father or mother, brother or sister, father-in-law or mother-in-law, son-in-law, or daughter-in-law, brother-in-law or daughter-in-law, grandparent or grandchild. Substitute teachers for certified personnel will be paid by the employee for funeral leave for immediate family members exceeding five (5) days.

Family and Medical Leave

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

Drug Free Workplace and Employee Drug Testing

The Haskell Board of Education, with the intent that all employees have notice and knowledge of the ramifications concerning alcohol and illegal substance use, possession, purchase, sale or distribution when the employee is on duty or on school property, does hereby adopt the following Policy on Testing Employees and Applicants for Employment (Other than Bus Drivers) With Regard to the Use of Alcohol and Illegal Chemical Substances.

Statement of Purpose and Intent

1. The safety of students and employees of the School District is of paramount concern to the School Board.
2. Employees who are under the influence of alcohol or an illegal chemical substance when the employee is on duty or on school property pose serious safety risks to students and other employees.
3. The use of alcohol and illegal chemical substances has a direct and adverse effect on the safety, personal health, attendance, productivity and quality of work of all employees and the safety of all students.
4. Recent scientific studies demonstrate that the use of alcohol and illegal chemical substances reduces an employee's ability to perform his job beyond the time period of immediate consumption or use.
5. The Board recognizes that all employees have certain personal rights guaranteed by the Constitutions of the United States of America and the State of Oklahoma as well as by the Oklahoma Standards for Workplace Drug and Alcohol Testing Act, OKLA. STAT. Tit. 40, §§ 551 et seq. This Policy will not infringe on those rights.
6. As part of this Policy, the Board hereby adopts an Employee Assistance Program in which employees may be referred to third-party providers who will provide the employee, at the employee's expense, a confidential drug and alcohol dependency evaluation and referral service for substance abuse counseling, treatment or rehabilitation. The Board encourages employees who have chemical dependency problems to seek professional assistance.
7. Due to the devastating impact that the use of alcohol and illegal chemical substances can have on the safety of students and employees and their adverse effect on an employee's ability to perform the employee's job, the Board will not tolerate employees who use, possess, distribute, purchase, sell or are under the influence (as defined in the Policy) of alcohol or illegal chemical substances when on duty or while on school property.
8. This Policy will apply to all employees of the School District regardless of position, title or

- seniority except bus drivers.
9. Violations of this policy will subject the employee to disciplinary action, including termination.

Employee and Student Safety

Hygiene and Sanitation

The Haskell Board of Education recognizes that bodily fluids of any person may contain infectious or contagious bacteria or viruses, and that such bacterium or viruses may be spread from one person to another by accidental or careless handling of body fluids during sanitation or custodial work or the administration of emergency first aid. To be proactive in the prevention of such infection, each staff member will participate in blood borne pathogens training annually and the district will make personal protective equipment available to employees for use in handling and disposing of bodily fluids.

Sexual Harassment

Haskell Public Schools forbids discrimination against or harassment of any staff member on the basis of sex. Any staff member who is or has been subjected to sexual harassment or knows of any staff member who is or has been subjected to sexual harassment shall report all such incidents to the superintendent, assistant superintendent, principal, assistant principal, any board member, or the School District. It is preferred that all reports be made in person or in writing by the reporting party. However, in order to encourage full and complete reporting of such prohibited activities, any person may report such incidents in writing and anonymously by mailing such reports to the personal attention of any of the above-designated persons. The report should state the name of the staff member involved, the nature, context and extent of the prohibited activity, the dates of the prohibited activity and any other information necessary to a full report and investigation of the matter. Any employee of the district who witnesses, overhears, suspects, or receives a report of harassment shall immediately report the incident to either the Superintendent or any Board Member of the district. If the report of the incident occurs after normal school hours, an employee should contact the Superintendent or any school board member at home. (11.2)

Safety Procedure Postings

Each classroom shall have posted a copy of rules, evacuation signals, evacuation routes, and procedures for fire, tornado, general security, and lockdown emergencies.

Rules for evacuation should be posted next to the door. They should indicate the primary and alternate exits and the evacuation area to which the student should proceed upon leaving the building. These posted rules will be discussed with each class using the room during the first 5 days of the school year. Building administrators will schedule and conduct all necessary disaster drills. Teachers should be familiar with and refer to their Haskell Public Schools Emergency Handbook.

Student Discipline and Supervision

Discipline: Teacher Expectations

Teachers shall be responsible for the discipline of their respective classrooms. Students shall not be excluded from classes without good cause. The aid and counsel of the principal shall be sought on questions of discipline and special misconduct cases shall be referred to the principal.

The teacher in a public school has the same rights as a parent or guardian to control and discipline a child while the child is in attendance, in transit to or from school, or participating in any authorized school function. Disciplinary matters involving children of school employees will be handled by the building principal.

The following behaviors generally require corrective or remedial action: unexcused lateness to school, cutting class, leaving school without permission, truancy, stealing, forgery, physical or verbal assault, fighting, possession of weapons, distributing obscene literature, destroying or defacing school property, racial discrimination, and sexual harassment.

In considering alternatives of corrective action for MS/HS, the administration will follow the Behavior Management Plan outlined in the student handbook. In considering alternatives of corrective action for MWE, the administration will consider the following: conference with student, conference with parent, in-school suspension, detention, referral to counselor, behavioral contract, changing a seating or class assignment, requiring financial restitution for damaged property, requiring student to clean or straighten items or facilities damaged, restriction of privileges, involvement of local authorities, referral of student to appropriate social agency, and suspension.

Student Possession of Drugs

Any administrator, teacher, or counselor who has reasonable cause to suspect that a student may be under the influence of, or that said student has in his or her possession, alcoholic beverages - including the beverage commonly referred to as 3.2 beer (low-point beer) - or a controlled dangerous substance as defined by law shall immediately notify the principal of such suspicions. The principal shall immediately notify the superintendent of schools and a parent or legal guardian of said student, if possible.

Any search, seizure, or subsequent disciplinary action shall be subject to any applicable school policy, regulation, state law, or student handbook rule.

Every administrator, teacher, or counselor employed by the Board of Education who has reasonable cause to suspect that a student is under the influence of, or has possession of, alcoholic beverages (including 3.2 beer) or a controlled dangerous substance and who reports such information to appropriate school officials shall not be subject to civil liability.

Search of Students

Administrators shall have access to school lockers, desks, and other school property at the administrator's discretion and no reason shall be necessary for such search. Student property may be searched with reasonable suspicion.

Weapons-Free Schools

In order to provide a safe environment for the students and staff, the possession and/or use of dangerous weapons, replicas or facsimiles of dangerous weapons and items or instrumentalities which are used to threaten harm or are used to harm any person are prohibited.

Dangerous weapons, including but not limited to firearms, are a threat to the safety of the students and staff of the School District. In addition, possession of dangerous weapons, or replicas or facsimiles of dangerous weapons, disrupts the educational process and interferes with the normal operation of the School District.

"Possession of a dangerous weapon" includes, **BUT IS NOT LIMITED TO**, any person having a dangerous weapon: (1) on his person; (2) in his locker; (3) in his vehicle; (4) held by another person for his benefit; or (5) at any place on school property, a school bus or vehicle, or at a school activity.

A dangerous weapon includes, **BUT IS NOT LIMITED TO**, a pistol, revolver, rifle, shotgun, air gun or spring gun, B-B gun, stun gun, hand grenades, fireworks, slingshot, bludgeon, blackjack, brass knuckles or artificial knuckles of any kind, nun-chucks, dagger, bowie knife, dirk knife, butterfly knife, any knife, regardless of the length or sharpness of the blade, any knife the blade of which can be opened

by a flick of a button or pressure on the handle, any pocketknife, regardless of the length or sharpness of the blade, any pen knife, "credit card" knife, razor, dart, ice pick, explosive smoke bomb, incendiary device, sword cane, hand chains, firearm shells or bullets, garrotes, choking devices, mace, pepper spray, and any item whose principal purpose is for use as a weapon, whether offensive or defensive, and any replica or facsimiles of any of the foregoing items, or any item or instrumentality which is used to threaten harm or is used to harm any person or any chemical, material or substance which can cause an irritation to or reacts with human tissue, or any chemical, material or substance used, given, applied to or administered to another person without that person's consent. THE FOREGOING LIST OF "DANGEROUS WEAPONS" IS DESCRIPTIVE AND BY WAY OF EXAMPLE ONLY AND IS NOT TO BE CONSIDERED AN EXCLUSIVE OR LIMITING LIST OF DANGEROUS WEAPONS. IT WILL NOT BE A DEFENSE TO ANY DISCIPLINARY ACTION UNDER THIS POLICY THAT THE STUDENT POSSESSING THE DANGEROUS WEAPON DID NOT KNOW THAT IT IS A DANGEROUS WEAPON, BUT SUCH CLAIM OF A LACK OF KNOWLEDGE MAY BE CONSIDERED IN MITIGATION OF ANY DISCIPLINARY PENALTY.

If a teacher or other school employee has a reasonable suspicion to believe that a student is in possession of a dangerous weapon, or a replica or facsimile of a dangerous weapon, the teacher or employee shall immediately investigate the matter and shall confiscate any such weapon found if this can be accomplished without placing any students or staff in jeopardy, and shall immediately notify the principal or the principal's designee. If the teacher or employee does not believe that the weapon can be confiscated safely, the teacher or employee shall immediately notify the principal or the principal's designee of the situation.

If the principal or his designee learns that a student is believed to be in possession of a dangerous weapon or replica or facsimile thereof, the principal or designee shall observe the following procedure:

- a. Immediately investigate the matter and contact the police or campus security, if appropriate.
- b. If not already confiscated by an employee of the School District and if it can be accomplished without risk of injury, the principal or designee should take possession of the dangerous weapon or replica or facsimile.
- c. Notify the superintendent of schools or designee.
- d. Notify the student's parents.
- e. Cooperate fully with the police.
- f. Transfer confiscated weapon to the police department, if feasible.

Student Dress Code

Students are expected to be well groomed and neatly dressed at all times. Any form of dress or hairstyle that is contrary to good hygiene or which is distracting or disruptive or detrimental to the purpose or conduct of the school will not be permitted. All final decisions on dress will be at the discretion of the administration.

Clothing Articles NOT Allowed:

TOPS

1. Thin, revealing, or see through tops
2. any top exposing the shoulder, back or midriff area—tops must be at least four inches at the shoulder
3. shirts that have had the sleeves cut off

Bottoms

1. Pants may not "sag".
2. All bottom attire must be at a length that comes to mid-thigh (as determined by administrator) – no sport shorts with sliders –
3. No boxer shorts showing.
4. Holes above the mid-thigh (as determined by administrator) must not show any skin.

5. Leggings/Tights/Yoga Pants can be worn under shorts/skirt/dress as long as the shorts/skirt/dress that comes to mid- thighs.

Shoes

Most types of street shoes are acceptable, except those with wheels. House shoes are not acceptable

Accessories

1. Hats and caps must not be worn inside any building.
2. Blankets are not considered an article of clothing and they will not be allowed in the building.

General

1. Only bottled drinks (**excluding two liter bottles**) with screw on caps allowed in the building. – No cups with lids allowed (**Including yeti cups**).
2. Visibly offensive or distracting tattoos must be covered.
3. No attire will be permitted that shows disrespect to the American flag or that can be construed as gang related. Clothing or accessories that display symbols, pictures, lettering or numbering that is profane, vulgar repulsive or obscene or that advertises or promotes dangerous weapons, tobacco, alcoholic beverages illegal chemical substances, drug related items, or other items or activities that are illegal for the general population of minors are not allowed

Health Services for Students and Employees

School Nurse

If a student reports to you that they are sick or feeling ill, please send MWE students to the nurse's office with the appropriate nurse's pass. MS/HS students will be sent to the office.

Medication at School

Under Oklahoma law, a school nurse, an administrator or a designated school employee may administer prescription and nonprescription medications to students. Only designated employees who have successfully completed specific training in the administration of nonprescription and prescription medications may administer medication to students with legitimate health needs.

Except as provided in this Policy and in the District's Student Diabetes Care and Management policy, students may not retain possession of or self-administer any medicine. Violation of this rule will be reported to the student's parent and may result in discipline, including out-of-school suspension.

- The parent must deliver the student's medicine to the school nurse or school administrator in its **original container** with the parent's written authorization for administration of the medicine.
- The parent must complete a new authorization form annually and for each change of medication.
- A parent who chooses to do so may come to the school and personally dispense medication to the student.

Students who are able to self-administer specific medications, such as inhaled asthma medication or anaphylaxis medication, or use specialized equipment, such as an inhaler or Epinephrine injector, may do so provided such medication and specialized equipment are transported and maintained under the students' control in compliance with the following rules:

- A licensed physician or dentist must provide a written order that the student has a particular medical condition (asthma, anaphylaxis, etc.), is capable of and has been instructed in the proper method of self-administration of medication. It is the parent's responsibility to contact the physician and have the physician complete and return the required order.

- The parent must provide a written authorization for self- administration of medication.
- Students who self- medicate are prohibited from sharing or playing with their medication or special equipment. If a student engages in these activities the parent will be contacted and a conference will be scheduled with the parent, student, nurse and other appropriate persons.
- Students will not be allowed to self- administer:
 - Narcotics;
 - Prescription pain killers;
 - Ritalin; and
 - Other medication hereafter designated in writing by the District.
- Except as otherwise provided by an individual student’s school health plan, students may self-administer non-diabetes and non-anaphylaxis-related injectables only in the school office in the presence of authorized school personnel. Diabetes-related injectables will be administered in accordance with the District’s Management of Students with Diabetes Policy.
- Nonprescription medication. School staff will only administer nonprescription medication with the parent’s written authorization and according to label directions or written instructions from the student’s physician. The medication must be in the original container that indicates:
 - Student name (affixed to the container);
 - Ingredients;
 - Expiration date;
 - Dosage and frequency;
 - Administration route, i.e., oral, drops, etc.; and
 - Other directions as appropriate.
- Prescription medication. School staff will only administer prescription medication with written authorization and instructions. Prescription medication must be in the original container that indicates:
 - Student name;
 - Name and strength of medication and expiration date;
 - Dosage and directions for administration;
 - Name of the licensed physician or dentist;
 - Date, name, address and phone number of the pharmacy.

Food Allergies

Any student who has a specific food allergy should report such allergy to the school nurse or principal immediately so that appropriate steps can be taken to ensure that student’s safety.

Illness at School

If a student is ill at school, any staff member may send that student to the office to see the school nurse. The school nurse or designee will determine if reasonable steps can be taken to ease the student’s medical condition while remaining at school or if it will be necessary for the student to return home. The school nurse or designee will contact the parent or guardian if the student is to receive medication or needs to return home.

Head Lice

If you suspect that a student has head lice, please notify the nurse or the building administrator immediately so that proper examinations and precautions can take place. Students having head lice by district policy must remain away from school until the problem is cleared and the student is rechecked by the school nurse or designee.

Special Education and Specialized Student Services

Haskell Public Schools provides special classes and/or trained specialists for many students. These classes include gifted and talented, speech, learning disabled, **mild/moderate, severe/profound**, ESL. Students who are eligible for these various programs may be served through a consultative and collaborative model or through pullout programs.

These teachers are serving large numbers of students in many different classrooms. It is important that teachers make sure that students arrive promptly for their scheduled classes.

Least Restrictive Environment-Inclusion

Individuals with Disabilities Education Act (IDEA) stipulates that children with disabilities must be provided a free appropriate public education in the least restrictive environment (LRE), meaning that “to the maximum extent appropriate, children with disabilities, . . . are educated with nondisabled children.”

The amount of time to be spent in the regular education classroom will be determined by the IEP team for each individual student. Haskell Public Schools supports responsible placement of students in the least restrictive environment, which includes the following:

- * placing students with disabilities in regular education settings in the least restrictive environment in accordance with individual needs;
- * placing students with disabilities in regular education in numbers that do not reduce the natural proportions of regular classrooms;
- * providing educational and social opportunities for students with disabilities equal to those of their peers;
- * teaching students with and without disabilities how to appreciate similarities and differences among individuals;
- * providing supplementary aids and services in the regular educational environment;
- * sharing resources, skills, and time;
- * sharing educational responsibilities for students with disabilities;
- * providing a positive climate in which positive attitudes prevail;
- * realizing that the student with disabilities belongs within the regular environment and should receive appropriate support services within school and community settings;
- * realizing that students with disabilities may be included in a classroom for either or both academic and social needs; and
- * supporting a district commitment to provide professional development in the areas of inclusion and collaboration.

Inclusion is not:

- * arbitrarily requiring all students with disabilities be served full-time in the regular classroom;
- * serving the students with disabilities in regular environments without a planned support system in place, perhaps including a student specific Inclusion Plan;
- * presenting content area instruction to students with disabilities without necessary modifications; and
- * evaluating individual student progress without allowing for necessary modification of evaluation procedures.

Referral to Special Services

If any staff member feels that a student would benefit from specialized services, they should immediately notify the special education director. From there the director will begin our district’s process of “response to intervention.”

Extended School Year

Extended school year ("ESY") services are special education and related services provided to a child with a disability (ages 3 through 21) beyond the District's normal school year in accordance with the child's IEP that are necessary for the child to receive a free appropriate public education in accordance with state standards and the Individuals with Disabilities Education Act, as amended ("IDEA"). The IEP team for each child with a disability will determine his or her need for ESY services. The IEP team will consider each child's ESY need at the child's annual review meeting, and any IEP team member may also raise the issue at any other time.

Gifted Education

Children in this district shall be considered for placement in the gifted and talented program in accordance with scores on standardized achievement and intelligence tests, records, and recommendations of teachers and parents.

Children identified as gifted and talented will be offered gifted and talented enrichment classes that focus on developing critical thinking and application of knowledge skills.

Title 3 – ELL

The purpose of Title III is to ensure that limited English proficient students meet the same challenging state academic content and student academic achievement standards as all other students. Instructional opportunities for English Language Learners (ELL) are provided with focus on developing literacy in English. Please direct any questions to the school counselor.

Counseling Services

School Counseling Program

A variety of guidance and counseling programs are offered at Haskell. Counselors provide classroom guidance lessons, group and individual counseling, and needed parental support in order for the school to develop a positive learning environment for all students. The counseling program is designed to help the student transition into a secondary school level by focusing on academics as well as responsibility, productivity, respect, and citizenship skills. Counseling program goals are:

- To help each student develop a positive self-concept and an appreciation of others
- To assist each student in strengthening interpersonal skills
- To provide a supportive environment for learning to manage personal concerns and for making positive decisions and choices
- To help each student improve individual study skills
- To provide information and assist in orientation of students new to Haskell
- To provide opportunities for career exploration
- To provide parents with information to better assist their children in educational and personal achievement
- To provide consultation regarding referred children with teachers, administrators, community agencies, and other professional resource people
- To provide assessment services for students

Individual and Small Group Counseling

The school counselor is available to meet with individual students and small groups. Group counseling must have parent permission due to confidential issues that might be discussed in the presence of other

students. Students needing counseling may be identified by teachers, parents, or the students themselves. Topics/issues may include but are not limited to self-esteem, handling emotions, bullying, adjusting to a new school, organizational and time management skills, and parental divorce.

Developmental Guidance Lessons

Subjects of classroom guidance lessons will be determined by the counselor and planned at all grade levels. Classroom guidance activities may include but are not limited to: problem-solving, bullying/harassment, decision-making skills, conflict resolution, career awareness-development skills, friendship skills, diversity and tolerance, drug and alcohol awareness, anti-smoking curriculum, and other character education topics.

Consultation

The counselor will work as a resource consultant for parents, teachers, administrators, and community members to provide the following services:

- Provide information, materials, bibliotherapy, and referral assistance to outside agencies
- Refer students to the district wide counselor for individual counseling
- Consult and coordinate with Special Services and be available for outside agencies that enter the school in need of a contact person (examples: Department of Human Services, Associated Centers for Therapy, Office of Juvenile Affairs, etc.)

Child Abuse

School District employees have a legal obligation under Oklahoma law to report child abuse, neglect and exploitation to the Oklahoma Department of Human Services. Any School District employee having reasonable cause to believe that a student under the age of 18 years is suffering from abuse, neglect or exploitation shall immediately report this matter to the principal of the student's school.

The principal, the reporting employee, and other employees whom the principal believes may have had opportunity to observe the student shall review the available information and indications of abuse, neglect or exploitation. The principal of the school or his/her designee shall report the suspected abuse, neglect or exploitation to the county office of the Department of Human Services ("DHS") for the county where the student resides if the principal determines that there is reason to believe the student has been abused, neglected or exploited.

If any employee involved in the review believes a report should have been made to DHS when it was not or at any point believes that the student is in imminent physical danger, the employee should report the situation to the appropriate office of DHS, with or without the concurrence of the other employees involved. The employee making the report shall notify the principal. Neither the Board of Education nor any School District 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 or exploitation, provided that the person did not perpetrate or inflict the abuse, neglect or exploitation.

If the DHS or other law enforcement office is notified of suspected abuse, neglect or exploitation by telephone, the oral report shall be followed by a written report from the principal or other employee making the telephone report containing the date and time of the telephone contact, the name of the person to whom the School District employee made the oral report, the names and addresses of the child, the parents, and any other responsible persons, the child's age, the nature and extent of injuries, and previous incidents, and any other helpful information. The School District will keep a copy of any written report forwarded to DHS or another law enforcement office.

Investigating Child Abuse, Neglect or Exploitation

At the request of appropriately identified investigators of DHS or the School District attorney's office, the principal shall permit the investigators access to a student about whom DHS has

received a child abuse or neglect report. The principal will arrange the interview in a manner that minimizes embarrassment to the child. The principal will not contact the parent, guardian or other person responsible for the child's welfare prior to the interview. A School District employee will be present during the interview as support for the child and as an observer of the interview.

Miscellaneous

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

Other Information

Lost Books

Each semester, students must clear their library records of overdue or lost books. If a book cannot be found at this time, the student must pay for the book. If these books are not cleared, the student report card is held until such time as the book is found or money is received to replace the book. If a book is found for which the library has already been paid, the student will receive a refund.

Library Computers

The library has Internet connected computers. Students must have a signed Internet agreement in order to use these computers. Students will be required to sign a logbook when using these computers

Supervision of Classroom Para Professionals

Classroom para professionals will be under the supervision of the building principal and under the direct supervision of their cooperating teacher. Specific guidelines regarding job duties, expectations, and all other pertinent information should be given to all para professionals at the beginning of each school year. Para professionals shall be evaluated annually unless circumstances warrant further evaluations.

Teacher Checkout Procedures

All teachers must go through the process of checkout at the end of each year. This process includes inventorying all textbooks and supplemental materials, furniture, classroom technology, and other items specified by the Principal.

STAFF MEMBERS AND SOCIAL NETWORKING SITES

The Superintendent and the School Principals will annually remind staff members and orient new staff members concerning the importance of maintaining proper decorum in the on-line, digital world as well as in person. Employees must conduct themselves in ways that do not distract from or disrupt the educational process. The orientation and reminders will give special emphasis to the following prohibited behaviors:

- 1) Improper fraternization with students using Facebook and similar internet sites or social networks, or via cell phone, texting or telephone.
 - a. Teachers may not list current students as "friends" on networking sites.
 - b. All e-contacts with students should be through the district's computer and telephone system.
 - c. All contacts and messages by coaches with team members shall be sent to all team members, except messages involving medical or academic privacy matters, in which case the messages will be copied to the athletic director and the school principal.
 - d. Teachers will not give out their private cell phone or home phone numbers to students without prior written approval of the district and the parent of the minor student.
 - e. Improper private contact via e-mail or phone is prohibited.
- 2) Inappropriateness of posting items with sexual content
- 3) Inappropriateness of posting items exhibiting or advocating use of drugs and alcohol
- 4) Monitoring and penalties for improper use of district computers and technology

The Superintendent or designees will periodically conduct internet searches to see if teachers have posted inappropriate materials on-line. When inappropriate use of computers and websites is discovered, the School Principals and Superintendent will download the offensive material and promptly bring that misconduct to the attention of the school district's legal counsel for review.

Employees who engage in any of the above-referenced prohibited behaviors are subject to the possibility of penalties, including dismissal from employment, for failure to exercise good judgment in on-line conduct.



Haskell Public Schools Staff Internet Agreement Form

As staff members are connected to the Internet, their use of new tools and systems brings new responsibilities as well as opportunities. Haskell Public Schools expects that all employees will learn to use these tools and apply them daily in appropriate ways to the performance of tasks associated with their positions and assignments.

Individual users of the district computer networks are responsible for their behavior and communications over those networks. All use of the Internet should be in support of education and research and consistent with the purposes of Haskell Public Schools. Staff members should guide students toward appropriate materials and make every reasonable effort to monitor their access to the Internet. In general, employees are expected to communicate in a professional manner consistent with school district policies, state laws governing the behavior of school employees and with federal laws governing copyrights.

I, _____, have read and agree to comply with the Haskell Public Schools Internet Acceptable Use Policy. I understand and will abide by the district's terms and conditions for Internet access. I further understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation my access privileges may be revoked, disciplinary action including termination may be recommended, and/or appropriate legal action may be taken?

Signature _____

Date _____