

LOCUST GROVE PUBLIC SCHOOLS
Faculty Handbook
2018-2019

ADMINISTRATION

Superintendent	Dusty Torrey
Assistant Superintendent	Daniel Stokes
Principals:	
Early Learning Center	Shane Holman
Upper Elementary	Shannon Hall
Middle School	Jamie Hall
High School	Clint Hall
High School Assistant Principal	Nancy Neff
Maintenance Crew Chief	Mark Hendrickson
Grounds Crew Chief	Bobby Morrison
Technology Director	Tom Rehl
Indian Ed Coordinator	Lori Ragsdale
Transportation Coordinator	Terri Gomes
Special Services Director	Angela Livingston
Athletic Director	Justin Brown
Human Resources/Encumbrance/Payroll	Rashynda Hughes
Activities Accounts/Treasurer	Crystal Hughes
Powerschool/Enrollment	Sharon Leach
Federal Programs Coordinator/Board Clerk	Lori Ragsdale
Receptionist/Child Nutrition	Ladonna Harris
Information Systems	Tom Rehl

BOARD OF EDUCATION

Jason Bailey
Andrew Snell
Jeff Downing
Rick Pierce
Jim Ward

TABLE OF CONTENTS

Accidents at Work	5
Activity Fund Receipt Books	5
Advertising on School Property	5
Asbestos Statement	5
Attendance and Leaves	6
Bloodborne Pathogens Exposure Plan	8
Board Meetings	8
Board-Staff Communications	8
Booster Clubs/Parent Organizations	9
Confidentiality	9
Credentials and Licenses	9
Disaster Drills	9
District Owned Equipment and Books	9
Drug and Alcohol Free Work Place	10
Employee Grievances	10
Employee Selection	11
Employment Contracts	12
Equal Employment Opportunity	12
Evaluations	13
Fundraisers	13
Grades/Grading	13
Gun Free and Weapon Free School	13
Hazing and Harassment	13
Internet Acceptable Use Policy	13
Keys	19
Lesson Plans	20
Line of Authority	20
News Media Relations and Public Information	20
Payroll	20
Personal Information	21
Personnel Files	21
Oklahoma Academic Standards	21
Professional Development	21
Purchases or Authorizing Work	22
Reduction in Force	22
Reporting Student Progress to Parents	22
Reporting Students under the Influence	23
Reporting Suspected Child Abuse and/or Neglect	23
Resignation Procedures	23
Safe School Committees	23
School Cancellations	23
Search and Seizure	24
Sexual Harassment Policy	24
Teachers' Responsibilities	25

Teachers' Study	26	
Tobacco Use and Smoking	26	
Transporting Students To and From Activities	26	
Travel Expenses and Reimbursement	26	
Use of Intern Teacher Credit and Fee Waivers	26	
Use of School Property and Facilities	27	
Use of School Vehicles	27	
Vacancies	27	
Vehicles on School Property		27
Visitors on Campus	27	
Volunteers & Volunteer Programs	27	
Wellness Policy	27	
Work Day	29	
Work Year	30	
Workers Compensation	30	
Working Conditions		30
Staff Members and Social Networking Sites	31	
Standards of Performance	32	
Criteria for Evaluation	34	
Criteria for Effective Teaching	35	

The purpose of the faculty handbook is to serve as a guide to policies, practices and expectations of Locust Grove Public Schools. It is to be used in conjunction with the Student Handbook, Board Policies, and/or the Teachers' Negotiated Agreement. Teachers are asked to become thoroughly familiar with this handbook. It will help guide you in your daily roles and responsibilities. We want to take this opportunity to extend our best wishes to you for a successful, happy, and productive year.

Vision

Locust Grove Public Schools produces citizens who are responsible, independent, problem solvers.

Mission

Citizenship

- Develop a pride in school, community, state, and country.
- Productive citizens are: Informed, Service Minded, Actively Involved, Positive Role Models

Responsibility

- Be prepared to meet deadlines and achieve learning goals.
- Individual choices and actions result in rewards and/or consequences.
- Respect yourself and others.

Independent

- Solve problems independently and in a positive manner.
- Take ownership of success by knowing goals and tracking individual progress.
- Take on new challenges and make age appropriate decisions.

Problem Solvers

- Persevere in solving creative and critical thinking problems.
- Defend and support a variety of strategies to solve real world problems

BELIEFS:

We Believe that:

- Students are our first priority
- All students can learn
- High expectations are essential for all students and staff
- The school community must actively pursue excellence
- A safe and positive environment promotes learning
- A climate of mutual respect is necessary
- Schools, parent and community are partners in education
- The family is the foundation of learners
- Education is more than learning how to make a living; it's learning how to make a life
- Learning never ends

STUDENT CODE OF CONDUCT

We, the students and staff of the Locust Grove Public Schools, in order to encourage a more pro-social environment, create tolerance and acceptance, insure accommodation and fairness, respect the value of others, promote courtesy towards all, and secure an uninterrupted learning environment for ourselves, do ordain and establish these rights and responsibilities for Locust Grove Schools.

RIGHTS OF LOCUST GROVE STUDENTS AND STAFF

- I have the right to learn and teach without disruption.
- I have the right to aim for excellence and to do my personal best.
- I have the right to feel safe in my environment.
- I have the right to expect my possessions to be safe.

RESPONSIBILITIES OF LOCUST GROVE STUDENTS AND STAFF

- I will exercise self-restraint and reduce the disruption to create a positive learning environment.
- I will encourage, support, and praise others working to do their personal best.
- I will prevent physical and emotional harm to others, and I will encourage others to do the same.
- I will value the worth of others and respect their possessions.

ACCIDENTS AT WORK

If you know of or suffer personal injury, or if you damage or know of damage to equipment or property, you are required to notify your immediate supervisor at once or as soon as possible, and at the latest within twenty-four (24) hours after the occurrence. Also See Worker's Compensation.

ACTIVITY FUND RECEIPT BOOKS

Specific procedures for all activity funds are as follows:

1. All teachers and sponsors must check out a pre-numbered receipt book from Crystal Hughes each fiscal year.
2. All money received by teachers/sponsors must be receipted (class trips, fundraisers, donations, athletic gates, concessions, etc.).
3. When activity fund money is turned into the office secretary, she will issue a receipt to the activity/organization sponsor. Please note which receipt numbers from the sponsors receipt book make the whole deposit total by stapling the secretary's receipt to the sponsor's receipt book.

For example:

XYZ club issued receipts for a fundraiser, concessions, and donations. Receipt 1 for XYZ club = \$100 for fundraiser, Receipt 2 = \$100 for concessions, and Receipt 3 = \$100 for donations. The XYZ club turns in \$300 from receipts 1, 2, and 3. The building secretary issues the sponsor a receipt for \$300. That receipt must be attached to the sponsor's receipts 1, 2, and 3.

4. The books of each subaccount must reconcile with the records of the school activity fund.
5. All receipt books must be turned in at the end of the school year (regardless if all the receipts have been used) before checking out for summer.

ADVERTISING ON SCHOOL PROPERTY

With the exception of advertising in student publications that student organizations publish (example: yearbook) or advertising on school grounds that results from a fund raising activity by a school sponsored organization (example: signs at baseball field), the school district does not permit advertising on or in school buildings, on school grounds, or other school property without the approval of the Superintendent. Additionally, proprietors or agents of public exhibitions or any other exercises or entertainment desiring the attendance of students are

prohibited from publishing or causing such exhibitions, exercises, or entertainment to be published in the schools or on the school grounds without the consent of the Superintendent.

ASBESTOS STATEMENT

The Asbestos Hazard Emergency Response Act of 1986 (AHERA) requires the inspection of all buildings in the school district for asbestos. The district has complied with this act. A management plan documenting these inspections is one file for public review. Upon request, you may view the plan which is located at the Superintendent's office. Locust Grove Public Schools annually notifies all parents, teachers, and other employees by posting this notice. Additionally, information regarding any asbestos related activities planned or in progress, will be disseminated by posting a notice, or using handout bulletins, fliers, and/or using newspaper public notice statements. The asbestos identified in our management plan will be checked regularly by a licensed asbestos company and by our staff to scrutinize any changes in the material which could cause a health hazard. We will continue to monitor the asbestos as defined by EPA guidelines. If changes occur, our asbestos coordinator, Lori Helton will notify the appropriate people as prescribed by law.

ATTENDANCE AND LEAVES

You are employed for 180 days or 1080 hours, therefore; you are expected to be in attendance each day. The cost of faculty absences is two-fold: 1. Students cannot reach their maximum achievement levels if you are not present everyday, and 2. the financial expense totals over \$100,000.00 per year. Attendance data will be considered in the evaluation, promotion, or assignment of employees. Any absences from work which are not in keeping with Board policies and guidelines will be considered as a violation of contract and corrective action will be taken. Although, we know that sickness, death and personal business cannot be avoided, let's all strive to increase our attendance rate this year. The following is a list of leaves that is provided to each employee:

- Sick Leave
- Relationship to Unused Sick Leave to Retirement
- Emergency Leave
- Professional Leave
- Bereavement
- Family Emergency and Medical Leave
- Military Leave
- Jury Duty
- Community Service
- Long-Term Leaves of Absence
- Sick Leave Donation Program

Your principal or assistant principal will give directives concerning who to notify in request of leaves, filling out appropriate forms, and lesson plans for substitute teachers.

SICK LEAVE. The school district provides ten (10) days of sick leave per year to certified personnel. Sick leave is interpreted as the time when you are unable to conduct your regular daily work due to personal injury, illness or personal injury in the immediate family (spouse, child, grandchild, grandparent, mother-in-law, father-in-law, parents, siblings, siblings-in-laws, nieces and nephews. The Board of Education allows a teacher to accumulate up to a maximum of one hundred twenty (120) days of unused sick leave. State laws permit a teacher to transfer unused sick leave from one district to another. A teacher must request the sending district to transfer the unused sick leave. The Locust Grove Public School will accept transfer on only (60) days of accumulated sick leave from another district. Normally, sick leave does not have to be approved in advance, but if a teacher is aware of a planned hospital stay or medical disability, the district will expect to be notified in writing so the adequate arrangements can be made for that teacher's absence.

RELATION OF UNUSED SICK LEAVE TO RETIREMENT. A retiring employee may request that credit for one (1) additional year of experience be awarded for 120 days of accumulated sick leave. Therefore,

professional staff is encouraged to accumulate and to protect their sick leave credit in order to receive this benefit.

EMERGENCY LEAVE. Each professional staff member is granted up to three (3) days of emergency leave each year without loss of pay. Emergency leave can be used only to cover absences of an imperative nature. Emergency leave shall not be granted at the whim of the employee, but must be approved by the building principal, assistant principal, and/or Superintendent before the absence is covered for full reimbursement. At the discretion of the Superintendent, proof of the emergency may be required before approval is granted. Emergency leave is in addition to all benefits covered by sick leave, and it may not be substituted for sick leave days. Emergency leave will only be granted when in the opinion of the principal, assistant principal, and/or Superintendent a need is evident and must be addressed during the school day. Emergency leave, including leave for a funeral or death in the family, which extends beyond the three (3) day limit will be regarded as days off contract and substitute pay will be deducted up to a total of twenty (20) days. After that, the further missed time will be considered as days off contract and a full day(s) pay will be deducted.

PERSONAL OR BUSINESS LEAVE. A professional staff member may request up to three (3) days of leave for personal reasons. Such leave must be requested and approved at least 48 hours before the leave is taken or the leave will be regarded as a violation of contractual obligations. It should be understood that personal leave is not covered by full salary and that deduction for substitute pay will be made from the teacher's salary to cover the days missed. If the personal leave extends beyond three (3) days or is taken without approval, such days will be considered as days off contract and no compensation for such days will be made to the teacher. Further, if personal leave is requested during a testing period or a critical education period (grading period, parent/teacher conference, and closing of semester or school year) such a request will not be approved or will be treated as a day(s) off contract. Teachers should keep this regulation in mind especially at the end of school because sometimes loss of days for inclement weather requires that the school year be extended. This regulation will still be enforced even if the school year is extended.

PROFESSIONAL LEAVE. There are no professional leave options covered by the Board of Education salary reimbursement policy unless the administration directs or requires an employee to be absent from work to attend a professional meeting or workshop. Requests for professional leave will be considered on an individual basis and must be regarded as beneficial to the school district.

BEREAVEMENT LEAVE. Each teacher shall be granted five (5) days of non-accumulative paid leave for bereavement in the teacher's immediate family for each:

1. Child (stepchild)
2. Spouse
3. Grandchild
4. Parent
5. Sibling
6. Grandparent
7. Mother-in-law
8. Father-in-law
9. Son-in-law
10. Daughter-in-law

Each teacher shall be granted a total of five (5) days of non-accumulative paid leave, which may be used in a minimum of ½ day increments, for bereavement in the teacher's family for:

1. Grandparents of spouse
2. Siblings of spouse
3. Spouse of siblings
4. Aunt/Uncle
5. Spouse's Aunt/Uncle
6. Niece/Nephew

7. Spouse's Niece/Nephew
8. Cousin

Each teacher shall be granted one (1) day non-accumulative paid leave, which may be used in a minimum of ½ day increments, for bereavement of a close personal friend.

FAMILY AND MEDICAL LEAVE. It is the policy of the Locust Grove School District to comply fully with the requirements of the Family and Medical Leave Act of 1993. This Act requires that a covered employer provide up to twelve (12) weeks of unpaid leave to eligible employees. Eligibility refers to an employee who has been employed for at least one (1) year with the district, who worked at least 1,250 hours during the previous twelve-month period, and has requested leave for a reason covered by FMLA. All eligible employees who meet FMLA requirements may be granted a total of twelve (12) weeks of unpaid family leave. An employee may be paid sick, vacation, and personal leave combined during any year for the following reasons:

1. Birth of a child and to care for such child, or placement for adoption or foster care of a child;
2. To care for a spouse, child, or parent with a serious health condition; or
3. For a serious health condition of the employee that makes the employee unable to perform his/her job function.

MILITARY LEAVE. The Board of Education will approve military leave with full salary for thirty (30) working days for any teacher who is a member of the Reserve Forces when ordered to active duty.

JURY DUTY LEAVE. Each teacher shall be granted paid leave for jury service and shall be allowed to keep all jury compensation. When subpoenaed to appear in court on a matter directly related to performance of his/her duties as an employee of the district, a teacher shall suffer no loss of pay.

COMMUNITY SERVICE. The Board recognizes the need for professional staff to serve in and be a part of various community activities. When necessary, the Board will allow an employee to participate in such activities as a representative of the school without loss of pay. Such considerations will not be extended to those activities of a private, personal, or religious nature. A community service leave must have the approval of their supervisor in advance of the absence and will be treated as school business on the payroll records.

LONG TERM LEAVE OF ABSENCE. The Locust Grove Board of Education makes no allowance for a long-term or extended leave of absence other than as specified by law or the Negotiated Agreement, which includes:

SABBATICAL LEAVE. An employee who has worked for the school system for three (3) consecutive years may be granted a leave of absence by the Board of Education without pay. Leave of absence may be granted for one (1) year for further study at an accredited school or an institution for accreditation by the State Department of Education. Teachers returning from the leave of absence shall return with any tenure and seniority that has been accrued prior to the commencement of the leave of absence. The time during the leave of absence shall not count toward tenure or seniority.

SICK LEAVE DONATION PROGRAM. Sick leave days may be donated from one district employee to another within the following guidelines:

Permission to receive donations will be granted only for a district employee who is pregnant or recovering from childbirth or who is suffering from or who has a relative or household member suffering from an extraordinary or severe illness, injury, impairment, or physical or mental condition that has caused or will cause the employee to exhaust all accumulated sick leave earned pursuant to Title 70, Section 6-104 of the Oklahoma Statutes and that has caused or is likely to cause the employee to take leave without pay or to terminate employment as determined by the Board of Education. See Teachers' Negotiated Agreement for detailed information.

BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN

The purpose of the Bloodborne Pathogens Exposure Control Plan is to eliminate or minimize employee exposure to surfaces, equipment, and body fluids that are potentially contaminated with bloodborne pathogens. The Locust Grove Public Schools' Plan is designed to comply with 29 CFR 1910.1030. The complete plan is available for public inspection in the office of the Superintendent. With respect to procedures, requirements, and

training, all members of the following job classifications will be treated as if they are subject to occupational exposure:

1. Administrators
2. Bus Drivers
3. Custodians
4. Designated First Aid Responders (Coaches)
5. Special Education Personnel

BOARD MEETINGS

The Locust Grove Board of Education meets on the second Monday night of each month at 6:30 P. M. in the Board Room. Your attendance is not required, but your presence is welcomed.

BOARD – STAFF COMMUNICATIONS

The success of any school system requires effective communication between the Board and school staff. In order to provide the best possible opportunity for the entire community, the Board and staff must develop a climate of mutual trust and respect. In accordance with good personnel practices, staff participation in the development of education and personnel policies will be encouraged and solicited. However, all communications or reports to the Board from staff members and organizations will be submitted to the Board through the Superintendent.

BOOSTER CLUBS AND PARENT ORGANIZATIONS Parent organizations and booster clubs promote positive relationships between the school and the community. The Superintendent recommends these organizations for board approval (sanctioning). Building principals and/or assistant principals are responsible for maintaining close communication with the organizations to ensure that their goals align with the school district's policies.

CONFIDENTIALITY

According to State statues (70 O.S. 6-115), it is a misdemeanor for school employees to reveal any information concerning a child obtained in the capacity as employee except as may be required in the performance of contractual duties and in accordance with state and federal laws. This information may be furnished to the parent or guardian of their child upon request.

CREDENTIALS, LICENSES AND OTHER REQUIRED DOCUMENTS

You are required to provide the school district with certain work credentials. It is your responsibility to do so or to make arrangement for these to be provided by a third party. Such credentials will include proof of education completed, including diplomas, transcripts, and certificates. It is the employee's responsibility to provide the district with accumulated sick leave days and earned professional development points. The school district complies with state and federal regulations that govern fair labor standards and prohibits discrimination as defined by the law. Every person who seeks employment with the school district must complete and sign an application for the position being sought, answer all questions honestly, and shall provide any information necessary for felon records investigation. All certified employees are required by law to sign a Loyalty Oath at the beginning of their employment. Each year, certified employees are required by law to receive a copy of STANDARDS OF PERFORMANCE and CONDUCT FOR TEACHERS, which is included in this handbook. Personnel files shall be maintained in the office of the Superintendent and the offices of the principal or assistant principal as mandated by law. The files are considered confidential information and will be available only to the extent permitted by law.

DISASTER DRILLS

All students, teachers, and building staff members are required to participate in disaster drills. It is your responsibility to know how to identify the different alarm signals, where to take your students, how to get there, and when it is safe to return to class. You should have disaster drill procedures posted in a prominent place in your classroom. Your principal or assistant principal will provide these procedures to you.

DISTRICT OWNED EQUIPMENT, BOOKS AND MATERIALS

The school district requires you to account for equipment and certain materials provided to you by the school district and have developed record-keeping forms that you should request from your principal or assistant principal. You are to keep records of equipment and materials located in your classroom, office, work location, storage room, locker room, equipment room, or other location where school property may be held and for which you are responsible. By June 1 of each year, it is your responsibility to submit a complete and accurate original inventory record to your immediate supervisor. You should retain a copy for yourself. All district owned equipment, books/textbooks, and materials should be labeled with the school's name and the date of purchase. Occasionally, you will have equipment that may no longer be of service to you. When this occurs, contact your immediate supervisor and make a notation on your inventory record copy. Only the Board and Superintendent are authorized to dispose of such equipment, and then only after having declared it as surplus. At no time may you remove from the school's property, borrow from, or loan any district owned equipment or materials without prior approval of the Superintendent.

DRUG AND ALCOHOL FREE WORK PLACE

In order to maintain a healthy educational and working environment in the district, all district employees must comply with the requirements of the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989 for the purposes of receiving federal assistance.

EMPLOYEE GRIEVANCES

The purpose of this procedure is to secure at the lowest possible level equitable solutions to a claim of contract violation by a grievant. A grievance shall mean a claim by a grievant that a dispute or disagreement exists involving a violation of the application of the terms of the negotiated agreement and affects all teachers.

PROCEDURES: Level I: A grievant shall first discuss the grievance individually with their immediate supervisor within ten (10) days of the alleged incident or violation with the objective of resolving the grievance informally. The grievant shall have the right to a representative of his/her choice at this informal meeting and at any subsequent level of this procedure.

Level II: If the grievant is not satisfied with the disposition of his/her grievance at Level I, he/she may file the grievance in writing within five (5) days of the Level I response with the immediate supervisor or his/her designee. By mutual agreement of the administration and the grievant at Level I and Level II, the grievance may be directly filed with the Board of Education. The principal shall schedule and hold a formal meeting with the grievant within 5 days after receipt of the written grievance. The principal shall transmit a written decision to the grievant within 5 days of the meeting.

Level III: If the grievant is not satisfied with the disposition of his/her grievance in Level II, he/she may file the grievance in writing within five (5) days of the Level II response with the Superintendent. The Superintendent shall schedule and hold a meeting with the grievant within 5 days after written receipt of the appeal and shall transmit a written decision to the grievant within five 5 days of the meeting.

Level IV: If the grievant is not satisfied with the disposition of his/her grievance in Level III, he/she may file the grievance in writing within five (5) days of the Level III response to the Board of Education. The Board shall hear the grievance at its next regularly scheduled meeting or special meeting, which has been called for that purpose. The Board shall transmit its written decision to the grievant within 5 days of the meeting. The grievance may be heard in the open by mutual agreement. The Minutes Clerk of the Board and the Association shall prepare written minutes. Should the hearing be in executive meeting, the Clerk of the Board shall keep minutes as well as the association representatives. These minutes will be placed in a sealed envelope and made a part of the permanent Board records.

RIGHT OF REPRESENTATION: the grievant and administration may be represented by a 3rd party of his/her choosing at Levels II, III, and IV.

GENERAL PROVISIONS: Decisions rendered at Levels II, III, and IV will be in writing, setting forth the decisions and the reasons therefore and will be transmitted promptly to all parties of interest and to the Association. The grievant shall have sole responsibility for pursuing the grievance through all levels and within the time limit specified in these procedures. The Association and the Board shall mutually agree upon the necessary forms for the filing of grievances. Copies of the official grievance, all documentation, communication, and records will be filed in a grievance file separate from the personnel files. No reprisals shall be taken against the grievant, any witnesses, or other participants in the grievance. Failure in any step of this procedure to appeal to the next level within the specified time limits shall be deemed to be acceptance of the decision at that level. All meetings and hearings, with the exception at Level IV, shall not be conducted in public and shall include only parties of interest and their selected representative. Time limits at any level may be extended by mutual agreement, and such agreement shall be made in writing and placed in the record for that procedure. A grievance may be filed by the association if it affects all teachers or the individual teacher may file a grievance, but not by both. Grievance Forms are available at each Principal's Office and at the Superintendent's Office.

EMPLOYEE SELECTION

The Locust Grove Board of Education shall employ teachers on a professional basis without regard to age, race, color, sex, or national origin. Every teacher employed in this school system must possess a valid license or certificate and shall execute a written contract with the Board of Education. Teacher contracts shall be considered for renewal on or before the first Monday in June of each year. Applications shall be considered by the principals, assistant principals, and the superintendent. Selected applicants shall be interviewed by the administration and a recommendation shall be made to the Board of Education who shall make the final employment determination.

School districts receiving Title I funds must ensure that teachers hired in a program supported by such funds are "highly qualified." By the end of the 2005-2006 school year, all teachers within this school district are required to be "high qualified." The No Child Left Behind Act defines "highly qualified" as an elementary or secondary school teacher who has obtained full state certification and has not had certification requirements waived on an emergency, temporary, or provisional basis. **Elementary teachers who are new to the profession must hold at least a bachelor's degree and have demonstrated, by passing a rigorous state test, subject knowledge and teaching skills in reading, writing, mathematics, and other areas of the basic elementary curriculum. Middle and secondary school teachers, new to the profession, will be deemed to be highly qualified if the individual teacher holds at least a bachelor's degree and has demonstrated a high level of competency in each of the academic subjects in which the individual teaches by passing a rigorous state academic subject test in each such academic subject or has successfully completed a grade degree with coursework that is equivalent to an undergraduate

major, or advanced certification or credentialing for each academic subject that the individual teaches.**Veteran regular teachers currently employed by the district will be identified as highly qualified if they: 1. hold at least a bachelor's degree; and 2. have met the applicable standard for a teacher who is new to the profession, which includes an option for a test; or 3. demonstrate competence in all the academic subjects in which the teachers teach, based upon a high objective uniform state standard of evaluation.**Special education teachers currently employed by the district will be identified as highly qualified if they: 1. have obtained full state certification as a special education teacher or passed a state special education teacher licensing examination; or 2. hold a license to teach special education and have not had certification or licensure requirements waived on an emergency, provisional, or temporary basis; 3. have earned a least a bachelor's degree; and 4. meet NCLB requirements regarding subject matter competence.

Additional qualifications and terms of employment for teachers may be found in the standard teacher contract. Specific duties may be found in the teacher job description found elsewhere in this manual. Nothing in this policy manual shall be considered as limiting or expanding the terms of the employment contract. The building principal and assistant principal will interview candidates for employment. The Superintendent makes the final recommendation for all employee positions to the Board of Education. The Board then votes to enter into a contract. The Superintendent has statutory and Board authority to layoff, suspend, demote, terminate, or nonrenew employment of any person.

EMPLOYMENT CONTRACTS

Every employee of the school district must enter into a written contract with the Board of Education. You will receive credit for all approved previous Oklahoma experience and for up to five (5) years of out-of-state teaching experience and eligible military service. Your contract is binding on you and the school district until you have been legally discharged from your position or released from your contract by the Board. Until that time, you do not have the authority to enter into a contract with any other Board of Education in Oklahoma for the same time period. The Board will annually adopt a salary schedule for its regular teaching personnel. Every teacher will be paid from the salary schedule commensurate with the qualifications he/she has on record in the personnel office. The schedule adopted by the Board will remain in effect until changed by the Board or altered by state legislative enactments. A supplementary salary schedule shall also be adopted annually by the Board, which provides for additional pay for additional days and extra duties to be performed by the employees. Extra pay for extra duties shall apply for each duty performed and shall cease when or if an employee resigns from or fails to perform such duties.

EQUAL EMPLOYMENT OPPORTUNITY

All personnel policies and practices of the Board will comply with fair employment practices as outlined by state and federal compliance legislation. No individual shall be discriminated against because of race, color, sex, religion, age, national origin, disability or veteran status. This includes, but is not limited to, recruiting, hiring, training, and promotion of all persons in any classification. An employee who believes his/her rights have been violated under the provision of Section 504, Title IX or Title VII of the Civil Rights Act, should contact David Cash for grievance procedures.

EVALUATIONS

The Locust Grove Board of Education believes that personnel evaluation is a mutual endeavor among all staff members and the board to improve the quality of the overall educational program. The improvement of the district's educational efforts must be a joint responsibility of the school district and the individual educator.

All certified staff members shall be evaluated using a written and standardized evaluation instrument developed for the board. The completed evaluation shall be retained in the personnel file of the person being evaluated. The evaluation instrument is a confidential document and shall be protected accordingly.

Probationary teachers shall be evaluated at least twice each year. Career teachers shall be evaluated at least once each year. Evaluations of teachers shall be made by the appropriate certified principal, or other designated certified and qualified administrative person.

The evaluation shall be reviewed 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, provided that no additional statements or comments shall be attached without the teacher's knowledge. The teacher's signature on the evaluation instrument shall serve only to reflect the teacher's acknowledgment that an evaluation was conducted. A copy of the completed evaluation instrument will be provided to the teacher.

Except by order of a court of competent jurisdiction, evaluation documents and the responses thereto shall be made available only to the evaluated person, the board of education, the administrative staff making the evaluation, the board and administrative staff of any school to which the evaluated person applies for employment, and such other persons given consent by the teacher in writing, and shall be subject to disclosure at a hearing or trial de novo.

If the evaluation discloses any area(s) in which improvement can be reasonably expected and desired, the principal shall discuss such area(s) with the teacher and offer suggestions and recommendations as to how improvement may be achieved. Such recommendations shall be recorded on the evaluation instrument.

When the evaluating administrator identifies poor performance or conduct that the administrator believes may lead to a recommendation for the career teacher's dismissal or nonreemployment, the administrator will admonish the teacher in writing and make reasonable effort to assist the teacher in correcting the poor performance or conduct; and establish a reasonable time for improvement, not to exceed two months.

If the career teacher does not correct the poor performance or conduct cited in the admonition within the time specified, the administrator shall make a recommendation to the superintendent for the dismissal or nonreemployment of the teacher. A probationary teacher will receive a plan of improvement if inadequate teaching performance exists.

FUNDRAISERS

The law establishes specific requirements to oversee school district fundraisers, including requiring the Board of Education and administration to approve all fundraisers in advance. All fundraisers shall be considered by the board of education at the September board meeting. Money raising proposals must be submitted to your building principal or assistant principal who, after review, will recommend to the Superintendent that the project be approved for a specific purpose. It is your responsibility to comply with all regulations and procedures for purchasing and the deposit of moneys received as a result of a fund raiser. See Activity Fund

GRADES, GRADING, AND GRADING RECORDS

The following scale is used for grades 3-12:

100-90 =A

89-80 =B

79-70 = C

69-60 =D

59 & below = F

At all grade levels, semester grades are the grades recorded on permanent records. The district issues report cards at the end of each nine (9) weeks. The District schedules two (2) Parent/Teacher Conferences mid-way of each quarter of school. You are required to be in attendance at conferences. Progress reports are issued at this time.

GUN FREE AND WEAPON FREE SCHOOL

A condition of your employment is that you comply with the federal Gun-Free Schools Act and state laws regarding guns and weapons on school property. If you are found to be in violation of any part of the Act or any

state law, you are subject to appropriate disciplinary action, which may include probation, suspension, and/or employment termination.

HAZING AND HARASSMENT

The school district forbids hazing or harassment or any other form of persecution of any student or employee, or participation by employees or students in any secret organization, fraternity, or sorority that is in any way or degree related to the school or to a school activity. This may include rough practical jokes or causing the person to perform meaningless, difficult, humiliating, or unsafe tasks or acts. Violation can result in disciplinary action, which may include expulsion for students and employment termination for employees.

NETWORK/INTERNET ACCEPTABLE USE POLICY

A. **Purpose Statement.** Independent School District No. 17 of Mayes County, Oklahoma (the "District") provides its students and employees with access to the District's computer network system, including Internet access, in an effort to expand the informational and communication resources in furtherance of the District's goal of promoting educational excellence. It is hoped that the expanded use of these resources will enhance students' research capabilities, increase faculty and staff productivity and result in better communication between the District and its patrons.

The Internet has often been described as the information super-highway. The Internet consists of a network of servers connecting thousands of computers worldwide, permitting access and communication with millions of individual users. Through the Internet the District will provide students, faculty and staff access to:

- information and news, including the opportunity to correspond with scientists at research institutions in the public and private sector, including NASA;
- public domain software and shareware of all types;
- news groups, or discussion groups, covering a wide range of topics appropriate to the educational purposes of the District;
- access to university libraries, the Library of Congress and other repositories of information;
- World Wide Web access to information containing text, graphics and photographs, as well as sound on literally millions of topics
- electronic mail (for use by the faculty and staff) providing communication with people throughout the world

With access to such vast storehouses of information and instant communication with millions of people from all over the world, material will be available that may not be considered to be of educational value by the District or which is inappropriate for distribution to children. The District has taken available precautions, including but not limited to enforcing the use of filters that block access to obscenity, child pornography and other materials harmful to minors. However, on a global network, it is impossible to control all material and an industrious user may obtain access to inappropriate information or material. The District firmly believes that the value of the information and interaction available on the Internet far outweighs the possibility that students and employees may procure material which is not consistent with our educational goals.

Internet access is coordinated through a complex association of government agencies, regional and state networks. The smooth operation of these networks relies upon the proper conduct of the end users and the users' adherence to generally accepted guidelines. The guidelines provided in this policy are designed to promote the efficient, ethical and legal utilization of network resources. If a District user violates any of these provisions, his or her account will be terminated and future access could be denied. The user's signature on the Network/Internet Access Agreement is a legally binding obligation, affirming that the user has read the terms and conditions of the Network/Internet Acceptable Use Policy, understands the policies and agrees to abide by all terms and conditions described in the policy or subsequently implemented by the District's Director of Technical Services. A student's use of the District's system will also be governed by a student code of conduct.

A. Server and Local Computer Use – Terms and Conditions.

1. Students are provided with access to classroom and media center computers. The computers are to be used for legitimate school activities.

Before being given access to local computers and/or the server, students need to understand and accept proper usage of this technology.

Examples of acceptable uses of a **local computer and/or the server** are as follows, but not limited to:

- **Use of school purchased and installed software**
- **Creation/storage of documents and/or presentations related to the school subject matter**
- **Storage of digital camera images and/or scanned images pertaining to school subject matter**
- **Access of the student's own folder on the server using their own password**

Examples of non-acceptable uses of a **local computer and/or the server** are as follows, but not limited to:

- **Willful and/or malicious disrupting of computer operation**
- **Purposefully installing viruses on a local computer and/or the server**
- **Intentionally accessing or attempting to access areas that are restricted from student use on the server and/or a local computer**
- **Copying software from home onto a school computer**
- **Intentionally deleting or damaging documents other than those created by the individual student on the server and/or a local computer**
- **Giving another student your server password so he/she may access your folder on the server**
- **Accessing non-educational games or electronic mail via the internet**
- **Bringing diskettes or other external saving devices from home and accessing them without district permission.**
- **Copying or saving personal files, i.e. music, movie, sound, or picture files, on a local computer and/or the server.**
- **Accessing someone else's folder on the server and/or a local computer**

Copyright violations include installing/copying software onto a computer that has not been purchased specifically for that computer. When purchasing one copy of a software program, it may be installed on only ONE computer. Copying, installing software onto more than one computer without proper licensing is not only a violation of Locust Grove Public Schools Policy, it is also ILLEGAL!!!!

2. Minimum consequences for violation of this policy are listed. Administration may apply additional consequences if deemed appropriate at any time.

1st offense – computer privileges suspended for a temporary number of weeks during the school year

2nd offense – computer privileges suspended for the rest of the school year

B. Internet Access - Terms and Conditions.

1. **Acceptable Use. THE USE OF THE DISTRICT SYSTEM, WHETHER BY STUDENTS, FACULTY OR STAFF, MUST BE IN SUPPORT OF EDUCATION AND CONSISTENT WITH THE EDUCATIONAL OBJECTIVES OF THE DISTRICT.** The use of any other organizations' network or computing resources must comply with the rules and regulations appropriate for that network. **THE TRANSMISSION OR RECEIPT OF ANY MATERIAL IN VIOLATION OF ANY UNITED STATES OR STATE LAW OR REGULATION AND THE TRANSMISSION OR RECEIPT OF ANY MATERIAL INCONSISTENT WITH THE EDUCATIONAL OBJECTIVES OF THE DISTRICT IS PROHIBITED.** This includes, but is not limited to: copyrighted material, threatening, indecent, lewd or obscene material, or material protected by trade secret. Use of the District system for commercial activities is not acceptable. Use for product advertisement or political lobbying is also prohibited.

2. **Parental Consent.** In order for a student to gain access to the District system, the student's parent or guardian must be provided a copy of the Network/Internet Acceptable Use Policy and sign the Network/Internet Access Agreement requesting that their child be given Network/Internet access under the terms and conditions described in this policy. Parents may withdraw their consent at any time.

THERE IS, HOWEVER, A WIDE RANGE OF INFORMATION AVAILABLE THROUGH THE INTERNET WHICH EITHER IS NOT APPROPRIATE FOR ACCESS BY MINORS, HAS NO EDUCATIONAL VALUE OR DOES NOT MEET WITH THE PARTICULAR VALUES OF THE FAMILIES OF THE STUDENT. THE DISTRICT NETWORK SYSTEM AND INTERNET ACCEPTABLE USE POLICY CONTAIN DEVICES AND RESTRICTIONS ON USE INTENDED TO PREVENT ACCESS TO INAPPROPRIATE MATERIAL OR INFORMATION. IT IS IMPOSSIBLE FOR THE DISTRICT TO GUARANTEE THAT STUDENTS WILL NOT BE EXPOSED TO INAPPROPRIATE MATERIAL THROUGH THEIR USE OF THE INTERNET. THE DISTRICT BELIEVES THAT PARENTS BEAR PRIMARY RESPONSIBILITY FOR COMMUNICATING ACCEPTABLE BEHAVIOR AND FAMILY VALUES TO THEIR CHILDREN. THE DISTRICT ENCOURAGES PARENTS TO DISCUSS WITH THEIR CHILDREN WHAT

MATERIAL IS AND IS NOT ACCEPTABLE FOR THEIR CHILDREN TO ACCESS THROUGH THE DISTRICT SYSTEM.

3. **Privilege of Use.** The District network system and its Internet access is a privilege afforded to students, staff and employees of the District. Use of these resources is not a right and inappropriate use will result in a cancellation of those privileges. Inappropriate use is any use prohibited by the terms of this policy or use determined by the District's system administrators to be inappropriate under particular facts and circumstances. Prior to receiving Network/Internet access, all users will be required to successfully complete an Internet training program administered by the District.

4. **Inappropriate Use.** Each system user is expected to comply with all District policies governing Network/Internet access and to abide by generally-accepted rules of network etiquette. These general rules include, but are not limited to, the following:

(a) **Appropriate language** - Do not use abusive language in messages to others. Be polite. Do not use obscene, indecent, lewd or profane language, vulgarities, rude or disrespectful language. Do not engage in personal attacks example :(Cyberbullying) or activities intended to distress, harass or annoy another user.

(b) **Safety** - Do not reveal personal contact information about yourself or any other person. This information includes but not limited to telephone numbers and addresses. Do not use the Internet access to arrange meetings with persons you have met on line. Users will promptly disclose to the teacher, District system administrator or to some other member of the faculty or staff any message they consider to be inappropriate or which makes them feel uncomfortable.

(c) **Electronic mail** – (Limited to Staff and Faculty) Users should be aware that electronic mail (E-Mail) may not be assumed to be a private communication. The District and system administrators do have access to E-Mail. Messages relating to or in support of illegal activities will be reported to the authorities. System users should not post any message which is intended to be private.

(d) **Network resources** - System users should not use the network in a way that will disrupt the use of the network by other users. **THE NETWORK SHOULD BE USED FOR EDUCATIONAL, PROFESSIONAL AND CAREER DEVELOPMENT ACTIVITIES ONLY.** System users should refrain from downloading large files unless absolutely necessary, and then only when the system is not being heavily used. Such files should be removed from the system computer to the user's personal computer as soon as possible.

(e) **Intellectual property** - Do not plagiarize works obtained from the Internet. Users must respect the rights of copyright owners and comply with all limitations imposed upon use of copyrighted material.

5. **Cyber Bullying.** Cyber Bullying is when one or more people intentionally harm, harass, intimidate, or reject another person using technology. This includes but is not limited to the following:

- Sending mean or threatening messages via email, IM (instant Messaging), or text messages.
- Spreading rumors about others through email, IM, or text Messages.
- Creating a Web site, MySpace or Facebook (or other social-networking) account that targets another student or other person(s).
- Sharing fake or embarrassing photos or videos of someone with others via a cell phone or the Web.
- Stealing another person's login and password to send mean or embarrassing messages from his or her account

It shall be the policy of Locust Grove Public Schools that cyber bullying will not be tolerated under any circumstances. A student caught violating this policy will lose computer privileges and these actions may result in further disciplinary action including suspension or expulsion from school of the student(s) involved. In addition, violators and their parents/guardians may be subject to civil and/or criminal penalties as specified by Oklahoma and/or federal law. It is all staff members' responsibility to educate students about appropriate online behavior, including interactions with other individuals on social networking sites/chat rooms, and cyber bullying awareness and response.

6. **Limitation of Liability**. The District makes no warranties of any kind, whether express or implied, for the services provided and will not be responsible for any damages which you may suffer through use of the District Network system or the Internet, including, but not limited to, the loss of information or files or the interruption of service. The District is not responsible for the accuracy or quality of information obtained through use of the District Network system or the Internet. The District is not responsible for any financial obligations which may be incurred through use of the District system.

7. **Security**. Security on any computer system is a high priority, especially when the system involves multiple users. Users are responsible for their individual account and should take precautions to prevent others from accessing that account. Under no conditions should a user provide their personal password to another person. If you identify a potential security problem on the District Network system or the Internet, you must notify the system administrator immediately. You should not demonstrate the problem to others, nor should you intentionally attempt to identify potential security problems. In either instance, your actions may be misinterpreted as an illegal attempt to gain unauthorized access. Any attempt to log on to the Network/Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with the District Network system or any other computer system may be denied further access.

8. **Vandalism**. Vandalism of District hardware, software or the system itself will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy the property or data of the District, of another user or of any other network connected to the Internet or all or any portion of the District's computer network system or any other network or system connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses or any actions that disrupt, "crash" or "bomb" all or any portion of the District's computer system. All system

users shall avoid the accidental spread of computer viruses by strict adherence to District policies governing the downloading of software. No system user may use the system to "hack" or attempt to gain unauthorized access to any other computer system, network or site or any unauthorized portion of the District's system.

9. **Inappropriate Material.** Access to information shall not be restricted or denied solely because of the political, religious or philosophical content of the material. However, system users must realize that rights go hand-in-hand with responsibilities and agree not to use the District system to access information or to distribute information or material which is:

(a) **Obscene to minors,** meaning (i) material which, taken as a whole, lacks serious literary, artistic, political or scientific value for minors and, (ii) when an average person, applying contemporary community standards, would find that the written, audio, or visual material, taken as a whole, appeals to an obsessive interest in sex by minors.

(b) **Libelous,** meaning a false and unprivileged statement about a specific individual which tends to harm the individual's reputation.

(c) **Vulgar, lewd or indecent,** meaning material which, taken as a whole, an average person would deem improper for access by or distribution to minors because of sexual connotations or profane language.

(d) **Display or promotion of unlawful products or services,** meaning material which advertises or advocates the use of products or services prohibited by law from being sold or provided to minors.

(e) **Group defamation or hate literature,** meaning material which disparages a group or a member of a group on the basis of race, religious affiliation, ethnic or national origin, gender identity or preference, or handicapped condition or advocates illegal conduct or violence or discrimination toward any particular group of people. This includes racial and religious epithets, "slurs", insults and abuse.

(f) **Disruptive to school operations,** meaning material which, on the basis of past experience or based upon specific instances of actual or threatened disruptions relating to the information or material in question, is likely to cause a material and substantial disruption of the proper and orderly operation of school activities or school discipline.

10. **Employee Access.** In order for any employee of the District to gain access to the District system, the employee must sign the Employee Network/Internet Access Agreement.

11. **Application and Enforceability.** The terms and conditions set forth in this policy shall be deemed to be incorporated in their entirety in the Network/Internet Access Agreement executed by each system user.

BY EXECUTING THE INTERNET ACCESS AGREEMENT, THE SYSTEM USER AGREES TO ABIDE BY THE TERMS AND CONDITIONS CONTAINED IN THIS ACCEPTABLE USE POLICY. THE SYSTEM USER ACKNOWLEDGES THAT ANY VIOLATION OF THIS ACCEPTABLE USE POLICY MAY RESULT IN ACCESS PRIVILEGES BEING REVOKED, DISCIPLINARY ACTION BEING TAKEN, INCLUDING, AS TO STUDENTS, DISCIPLINARY ACTION UNDER THE DISTRICT'S STUDENT DISCIPLINE POLICY AND, AS TO EMPLOYEES, AND SUCH DISCIPLINE AS MAY BE ALLOWED BY LAW, INCLUDING TERMINATION OF EMPLOYMENT.

KEYS

The school district will provide you with the keys you will need to conduct your duties. You are not to loan the keys to anyone-not a student, teacher, staff member, board member, or persons from the community. You are not to make copies of any keys. You are to keep your classroom locked except when a supervising person is present. You are welcome to work at school during non-school hours, but it will be your responsibility to lock the doors when you leave. At the end of each school year, you will check in all of your keys, and they will be reissued to you when you return to work in August. In the event you misplace or lose any key or keys, or if any key or keys are stolen or missing, notify your building principal immediately so the school district's property may be secured and protected.

LESSON PLANS

The school district expects you to make and maintain daily lesson plans for each of your class periods for an advance period of not less than one (1) week. Lesson plans are to be turned in each week to your principal or assistant principal. Your principal or assistant principal will review your plans weekly in a manner that he/she determines. You are to keep your plans in the book provided to you by the school district or electronic version can be saved to your computer and emailed to your principal and shall include sufficient information for your principal, assistant principal, and/or a teaching substitute to clearly discern objectives, activities, and materials location. You will identify to appropriate PASS curriculum requirements and common core state standards. Your principal or assistant principal may, at his/her discretion, require you to comply with other specific requirements. Lesson plans and the plan book(s) in which they are kept remain the property of the school district at all times and at the end of each school year, will be turned in to your principal or assistant principal. Your grade books also remain the property of the school district at all times, and shall be turned in to your principal or assistant principal at the close of each school year.

LINE OF AUTHORITY

While it is always easier to have only one (1) immediate supervisor, some of us work in positions that encompass more than one (1) level of instruction or support activity and, as a result, may be directed by several people. To ensure quality relationships, the Board of Education has established the following chain of command:

NEWS MEDIA RELATIONS AND PUBLIC INFORMATION

Part of the school district's responsibility to the community is ensuring that prompt, reliable, and accurate information is provided. Matters that pertain to students shall first be reviewed and approved by the principal or assistant principal prior to release. This includes all written notices, bulletins, press releases, web site information, and newsletters. Matters that pertain to the district in general shall first be reviewed and approved by the Superintendent prior to release.

PAYROLL

Payroll warrants are prepared for direct deposit on the sixth (6th) of each month. If the 6th falls on a weekend or Monday, the direct deposit will be uploaded for deposit on the Friday before. Salary is apportioned on the basis of twelve (12) monthly payments. Except for deductions for absences not covered by sick leave or approved by the Board policy leaves, the employee must authorize all deductions by completing an authorized document. Oral agreements for deductions will not be accepted. The following deductions are approved by the Board of Education, state, or federal law:

- Membership dues in recognized professional associations
- Deductions for personal contributions to a district-approved insurance program
- Shares in or payment to the Tulsa Teachers Credit Union
- Donations to the United Way Fund
- Any type of tax sheltered annuity or pension plan

The district makes a Cafeteria 125 plan available to all employees. It is your responsibility to notify the district by the required annual deadline of the benefits you want included.

PERSONAL INFORMATION

If any personal information has changed, a new personal information sheet will need to be filled out. The school district does not divulge personal information to others without your approval.

PERSONNEL FILES

Personnel files shall be maintained in the office of the Superintendent and the office of the principal or assistant principal. Negative material may not be placed in a teacher's file until the teacher has had the opportunity to read the material and to sign and date the actual copy to be filed. The teacher shall receive a copy of said material, at no cost, at the time of filing. The teacher shall have the right, within ten days, to affix a written response to said material. Should the teacher refuse to sign the copy, a notation of that will be made on the filed copy. A teacher, or upon written authorization, the teacher's designee may review the contents of the teacher's files during normal business hours, but not during the duty time of the teacher's designee. The teacher is entitled to receive a copy of any documents contained therein with the teacher paying ten cents per page for the cost of reproduction.

Access to a teacher's files will be limited to:

- The teacher or teacher's designee
- District employees who have a need to review the file in order to complete a job responsibility
- Members of the Board of Education
- Public agencies upon official request
- As required by law

Upon mutual agreement of the teacher and the administration, any reprimands or other disciplinary actions may be removed from the files at the end of the school year.

Upon mutual agreement of the teacher and the administration, items requested by the teacher shall be put in files.

OKLAHOMA ACADEMIC STANDARDS

By law, all teachers should receive a copy of the Oklahoma Academic Standards.. To obtain a copy, visit the OSDE website at www.sde.state.ok.us and click on the OAS link and download all relevant information.

PROFESSIONAL DEVELOPMENT

It is your responsibility to earn your required professional development points. The school district provides opportunities each year for you to participate in workshops and seminars to enhance your professional growth and at the same time allows you to earn required points. During your five (5) year cycle, you must earn a minimum of 75 professional development points, and it is the expectation of this school district for you to earn a minimum of 15 points yearly. You are required to attend the workshops on all 5 days that are designated as Professional Development during the school year. The school district encourages you to attend workshops during the summer and on weekends. Requests for Professional Development leave during the school year will need to be submitted to the site administrator. The request must be made one (1) week in advance. Professional Development leave forms are located in the principal or assistant principal's office. The principal or assistant principal will determine whether the leave is granted. You may be required to prepare a written report or a presentation regarding the workshop. This will allow you to share the new information with other staff members. The site administrator and the superintendent determine the approval of your acceptability of points you submit for credit. Any normal school hours for professional meetings or staff development will be required meetings for all certified personnel.

PURCHASES OR AUTHORIZING WORK

Purchases for or on behalf of the school district require prior written authorization from your building principal or assistant principal and the Superintendent or his designee (s). **Purchase orders must be approved by the Superintendent before an order can be made.** Purchase order forms and activity account forms are located in the principal or assistant principal's office. **If you make a purchase without having received appropriate prior approval, you will bear financial responsibility for the purchase.** Work performed by an outside person or agency is considered a "purchase" and you may not authorize any outside person or agency to do any work for the school district without prior proper authorization from the Superintendent or his designee.

REDUCTION IN FORCE

When it becomes necessary for the Board of Education to reduce the total number of certified and/or licensed employees in this school system, the students' and program needs of the district will be the primary criteria in establishing priorities for those to be dismissed or nonreemployed.

- Position(s) to be eliminated will be determined by the Board and the following procedures will determine the teacher(s) to be dismissed or non-renewed.
- The Board will notify the teachers in writing of the position(s) to be eliminated. The notification shall list the positions to be eliminated, the proposed time schedule, and the reason(s) for the reduction.
- Teachers initially employed specifically for and assigned to positions fully funded by federal or private categorical grants shall be exempt from the reduction procedures.
- Seniority or "Bumping" rights shall apply to all career teachers. Probationary teachers have no "Bumping" rights, regardless of the source of funding for their salary.

NONRENEWAL SEQUENCE

- Qualifications of teachers in the positions to be eliminated will be considered and shall include in descending order: 1. Area(s) of Certification. 2. Experience in the district in certified area(s). 3. Administrative evaluations. 4. Training and/or specials skills.
- If all of the above factors are equal, teachers will be nonrenewed in the following sequence: 1. Temporary teachers occupying the position to be eliminated first. 2. Licensed teachers occupying the position to be eliminated with the last hired in the district to be released first. 3. Probationary teachers occupying the position to be eliminated with the last hired in the district to be released first. 4. Career teachers occupying the position to be eliminated with the last hired in the district to be released first.
- "BUMPING" Career teachers occupying a position to be eliminated will be reassigned to any position held by a licensed or probationary teacher for which they hold a valid current teaching certificate and one (1) year teaching experience in the district in the subject area needed.

REPORTING STUDENT PROGRESS TO PARENTS

As teachers and administrators, we have a duty and responsibility to use every available tool that will give students the opportunity for success. One such tool is parental involvement and it very often has to be initiated and continued by your efforts. It is highly encouraged that you initiate a positive contact, through a phone call or a card, with every parent at the beginning of school and periodically throughout the school year. Parents like to hear that their child is doing well and is a pleasure to have in class. The point in time that you need to contact parents/guardians to notify them of a student's performance or participation decline will be different with each student. Establish that line of communication when you first become aware-DO NOT wait for mid-term progress reports to be distributed. You shall use various means of communication with parents/guardians, including phone calls, personal written notes, written progress reports, informal and formal conferences, and home visits. Keeping parents involved and informed is more than just caring – it is policy.

REPORTING STUDENTS UNDER THE INFLUENCE

If as an administrator, teacher, or counselor you have reasonable cause to suspect that a student may be under the influence of or has in his or her possession alcoholic beverages or a controlled dangerous substance as defined by law, you must immediately notify the student's principal or assistant principal for direction in this matter.

REPORTING SUSPECTED CHILD ABUSE AND/OR NEGLECT

As a teacher, you are required by law to report suspected cases of physical abuse or neglect of students to the county office of the Department of Human Services.

RESIGNATION PROCEDURES

ADMINISTRATORS. If you plan to resign/retire, you must indicate your plans in writing to the Board of Education.

TEACHERS. If you plan to resign or retire, you must indicate your plans in writing to the Board of Education by the first Monday in June or earlier in the school year as your plans become firm and your decision to leave the school district is made. Your resignation letter must be mailed by registered or certified mail. After the first Monday in June, you are considered employed on a continuing contract basis and both your employment and continuing contract are binding on you and on the school district. If you submit a resignation request after the first Monday in June, it is considered a request for release from your contract. You must make the request in writing by registered or certified mail. The Board considers such requests on a case-by-case basis and your release request may or may not be granted. If you request a contract release after July 1, you may be held responsible for the expenses the school district incurs in finding a replacement, which may include, but is not limited to, advertising costs.

SAFE/HEALTHY & FIT SCHOOL COMMITTEES

Each school site shall establish a Safe School Committee, composed of at least six (6) members, with an equal number of teachers, parents, and students. The committees will implement the legislative mandates for the establishment and operation of maintaining a safe and orderly school.

SCHOOL CANCELLATIONS

When inclement weather or an emergency causes the cancellation of school, your building principal, assistant principal, or someone from a phone tree will make every effort to notify you at home to let you know of the cancellation as early as possible. Messages from the superintendent or designee to school cell phones will notify of closures. We will also notify

Tulsa television stations ABC (channel 8), CBS (channel 6), NBC (channel 2), FOX (channel 23), locustgrovepirates.org, and Locust Grove Public Schools on Facebook.

SCHOOL IDENTIFICATION

You will be issued a school ID at the beginning of the year. The ID must be worn and visible at all times to identify you as authorized school personnel to ensure compliance with the District Safety Plan.

SEARCH AND SEIZURE

As an employee of the school district, you have the authority, upon reasonable suspicion, to detain any student and you may be authorized to search or authorize the search of any student or property in the student's possession when the student is on school premises, while the student is in transit under the authority of the school, or while the student is attending any function sponsored or authorized by the school. Contact your principal, assistant principal, or the Superintendent for direction in this manner.

SEXUAL HARASSMENT POLICY

EMPLOYEES. School district employees have a right to be free from sexual harassment and a hostile work environment. An employee who believes that he or she is subjected to such harassment, including a hostile environment, or who has knowledge of such harassment shall report it directly to the Superintendent of Schools. Sexual harassment can exist in overt sexual advances or in allusion through words, gestures, body positions, body proximity, writings, electronic mail or other means of communication. Conduct of a sexual nature may include verbal or physical sexual advances, including subtle pressure for sexual activity: touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually-oriented "kidding, teasing," jokes or comments that have double meanings.

Verbal or physical conduct of a sexual nature may constitute sexual harassment when the allegedly harassed employee has indicated by his or her conduct that it is unwelcome. When an employee who initially welcomed such conduct by active participation decides that such conduct is no longer welcome, the employee must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any subsequent conduct to be deemed unwelcome.

A hostile work environment is defined as an environment that limits or precludes a reasonable employee from working to his or her maximum potential. The existence of a hostile work environment shall be decided only after a full review of all relevant circumstances; however, it shall be a hostile work environment if any employee complains about behavior in writing and such behavior continues or is allowed to continue.

It is the expressed policy of the Board of Education to encourage victims of sexual harassment to come forward with such claims. Employees are urged to report any unwelcome conduct of a sexual nature made by supervisors or fellow employees if such conduct interferes with the individual's work performance or creates a working environment considered hostile or offensive.

The district will to the extent that is possible protect the confidentiality of the informant and will not allow reprisals or retaliation to occur as a result of good-faith reporting. The Superintendent of Schools shall investigate complaints. An employee found to have engaged in sexual harassment shall be subject to sanctions including, but not limited to, warning, suspension, or termination subject to applicable procedural and due process requirements.

STUDENTS. The school district also forbids discrimination against, or harassment of any student on the basis of sex by other students, by any of its employees, or by any non-employee volunteers whose work is subject to the control of school personnel.

Sexual harassment includes verbal or physical sexual advances, including subtle pressure for sexual activity: touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually-oriented "kidding, teasing," jokes or comments that have double meanings.

Sexual harassment also may include making demeaning comments about a girl's ability to excel in a class historically considered a "boy's" subject, privately talking to a student about sexual matters, or hugging or touching a student inappropriately. Graffiti that names or otherwise identifies a student is potentially slanderous and constitutes sexual harassment. Graffiti of any kind will not be tolerated on school property. With regard to administrators, supervisors, teachers, and support personnel, specific prohibitions include:

- Using his or her authority to solicit sexual favors or attention from students;
- Engaging in sexual harassment of students or tolerating such conduct by other employees;
- Engaging in "off-duty" conduct that has or will have a negative impact on the educational process of the school. Any romantic or sexual affiliation during school hours between school personnel and students, including students who have reached the age of majority (18 years), will have a negative impact on the educational process and shall constitute a violation. Such violations may result in suspension of the student and suspension or termination of the employee. Any sexual affiliation between adults and students under the age of 18 years may constitute a crime under state and federal law.

It is the expressed policy of the school district to encourage student victims of sexual harassment to come forward with such claims by reporting the incident immediately to the principal or assistant principal.

A student who believes that an administrator, supervisor, support employee, teacher, or other student is subjecting him or her to sexual harassment should report the condition to the principal or assistant principal immediately. If the student's principal or assistant principal is the alleged offending person, the student shall make the report to the Superintendent, Assistant Superintendent, or to any responsible adult person.

The school district will maintain confidentiality and will not allow reprisals or retaliation to occur as a result of good-faith reporting of charges of sexual harassment.

Any employee found to have engaged in sexual harassment of students shall be subject to sanctions including, but is not limited to, warning, suspension, or other appropriate punishment subject to applicable procedural and due process requirements. The Superintendent or Assistant Superintendent shall investigate and resolve complaints of sexual harassment.

TEACHERS' RESPONSIBILITIES

Teachers have many varied duties and responsibilities. A selected grouping is printed here since they are standards in which the Board of Education so strongly believes they have been made a part of the official policy manual of this school district. Remember this list is not all-inclusive. It is your duty and responsibility:

- Not to leave the classroom when students are present or when class is in session.
- To be accountable for discipline in the classroom. You shall follow the district's regulations and the principal or assistant principal's directives regarding discipline.
- To monitor students on or in any school-owned property, during school related activities, or at any other time students are under the jurisdiction of the school district. You shall take corrective action and promptly report serious infractions to your principal or assistant principal
- To ensure that children on the playgrounds, in the cafeterias, in the hallways, or other locations are at all times properly supervised by a legally certified teacher.
- Not to dismiss students before the period's ending bell unless you have received prior authorization. You shall not, without administrative authorization, excuse a student from class session to another class or activity. The school district expects a student to be where the schedule says he/she is during a class period.
- Not to allow a student to leave class without a signed hall pass that includes the time the student left, exact location(s) where the student may go, and when the student is expected to return.
- Not to allow a student to leave the building or school grounds during school hours without prior authorization from the administrator.

- To dress professionally. You are a professional and your dress reflects your work habits. PE/Athletics personnel may wear clothing appropriate for your duties, yet professional. Jeans are discouraged. Visible tattoos must be covered at all times.
- To dress professionally at all school events including evening and weekend events.
- To follow the school district's established grading policies and procedures.
- To complete and record weekly required eligibility information and complete and send quarterly progress reports. If a student's work does not improve or further declines, you shall notify the parents/guardians and/or the counselor and/or the principal or assistant principal in an effort to prevent the student's failure.
- To become familiar with operating policies, regulations, and procedures established by the Locust Grove Board of Education, administration, and other agencies.

TEACHERS' STUDY

Each building has a designated teachers' study room. Teachers will be allowed to have food and drink in their room during lunch and preparation time. A telephone is provided in the teacher's study room. Mailboxes are located in the principal or assistant principal's office. No regular scheduled classes will be held in the teacher's study room. Study rooms will be available at 7:45 a.m. and closed at the end of the teachers' workday or at 3:30 p.m. No machines or materials may be removed from the study room without the written permission of the principal, assistant principal, or his/her designee.

TOBACCO USE & SMOKING

As a requirement for compliance with the Pro Children Act of 1994, and because the district receives federal aid, we prohibit smoking or the use of tobacco products or substitutes, including vapor products, in the public building or in conveyances owned by and/or under the jurisdiction of the school district. Facilities include school buildings where instruction occurs, hallways, restrooms, other rooms and offices within those buildings, libraries, athletic facilities, cafeterias, press boxes, concession areas, or other enclosed, indoor areas used by the public. This prohibition is in effect at all times- during the school or work day, at activities, at meetings, or when traveling in any district-owned vehicle.

Students are prohibited from smoking and tobacco usage, including vapor products, at all times on school property, while on or in facilities or conveyances, at meetings or activities, when traveling under the jurisdiction of the school district, or when representing a school or the school district in any official manner.

TRANSPORTING STUDENTS TO AND FROM ACTIVITIES

Students are to be transported in school owned and operated vehicles to and from field trips, extra-curricular activities or school sponsored activities. If a student wants to travel to and /or from an activity by means other than school provided transportation, it is the sponsor's responsibility to ensure that:

- The student is traveling to and from the activity with his or her parent, you are notified ahead of time, and give your approval;
- You are releasing the student from district oversight directly to his or her custodial parent(s); or
- The activity is one in which students and sponsors travel in their own vehicles, such as the junior-senior prom.

The use of a private vehicle for school purposes will be allowed only with the consent of the Superintendent.

TRAVEL EXPENSES AND REIMBURSEMENT

Subject to the availability of funds, you may be eligible to receive full or partial reimbursement for itemized and necessary expenses you incur as a result of authorized travel, or for amounts set for necessary expenses you incur while transacting school district business for which you have been authorized. Travel Expense and

Reimbursement forms are located in the principal or assistant principal's office and must be signed by your principal or assistant principal and the Superintendent or Assistant Superintendent prior to incurring the expense.

USE OF INTERN TEACHER CREDIT AND FEE WAIVERS

Each building principal/assistant principal shall be responsible for intern teacher assignments. No teacher shall be required to accept a student teacher unless he/she is willing to work with the intern & the college. The OSDE no longer pays a stipend to the supervising teacher; therefore, the pay is a token of a teachers' dedication to the profession. Contact your principal/assistant principal for information regarding fee waivers.

USE OF SCHOOL PROPERTY AND FACILITIES

The district has established policies & procedures for those who wish to use school property and facilities. Contact the Superintendent's office for details. The principals, asst. principals, asst. superintendent, or Superintendent or his designee has the authority to order any person out of school buildings and off school property.

USE OF SCHOOL VEHICLES

District owned vehicles are to be used for school business. A transportation form will need to be filled out and approved by your principal/assistant principal and Central Office before a vehicle is checked out to you. Central Office also requires a copy of your driver's license. There is no drinking, eating, texting or tobacco use in the vehicles.

VACANCIES

Notice of vacancies of positions for certified teaching personnel shall be posted in each school two (2) weeks prior to advertising the opening, except in case of an emergency. Any qualified teacher currently employed by the district shall be given first consideration for each opening for which he/she applies. During June, July, and August vacancies will be posted in the Superintendent's office.

VEHICLES ON SCHOOL PROPERTY

- All drivers must be properly licensed for the vehicle being operated on school property.
- Vehicles must have current tags.
- All drivers & passengers shall use the appropriate & required safety equipment or restraints required by law.
- Drivers shall obey all laws & rules including those set by the Dept. of Safety and this school district.
- Maximum speed limit is 15 miles per hour.
- Drivers shall at no time operate vehicles in a reckless or careless manner.
- Drivers shall park vehicles only in areas designated for vehicle parking.
- Drivers shall not park vehicles at residences nor shall drivers park vehicles in such a manner as to block the resident's ability to access their property.
- The owner, driver, and/or passenger remains liable at all times for injury, damage, or destruction resulting from private vehicle use on district owned property.
- The Superintendent or designee is authorized to establish additional vehicle/operator safety regulations as necessary.
- Any person who violates regulations may lose the privilege to drive any vehicle on campus or to operate any vehicle on school owned property.

VISITORS ON CAMPUS

As part of its responsibility for ensuring a safe campus, the school district requires that:

- All visitors to the school shall first check in at the principal or assistant principal's office. A visitor is defined as any person who is not employed by the school district or who is not currently a student in the school district.
- Visitors must first receive the principal or assistant principal's permission before visiting a classroom or any other location and may not go to a location for which permission has not been given.
- Students are not allowed to bring other children to school as visitors.

VOLUNTEERS & VOLUNTEER PROGRAMS

The Board of Education encourages the use of volunteers. The principal, assistant principal, and/or the Superintendent must first approve volunteers and volunteer programs. All volunteers and volunteer programs must operate in compliance with applicable policies, regulations, and statutes. L.G.P.S requires a background check on all volunteers and covers the cost associated with the check.

WELLNESS POLICY

Purpose: The link between nutrition, physical activity, and learning is well documented. Healthy eating and activity patterns are essential for students to achieve their full academic potential, full physical and mental growth, and lifelong health and well-being. Healthy eating and physical activity, essential for a healthy weight, are linked to reduced risk for many chronic diseases. Schools have a responsibility to help students learn, establish, and maintain lifelong healthy eating and activity patterns. Well-planned and effectively implemented school nutrition and fitness programs have been shown to enhance students' overall health, as well as their behavior and academic achievement in school. Staff wellness also is an integral part of a healthy school environment since school staff can be daily role models for healthy behaviors. Goal: All students in L.G.P.S. shall possess the knowledge and skills necessary to make nutritious food choices and enjoyable physical activity choices for a lifetime. All staff in L.G.P.S. is encouraged to model healthful eating and physical activity as a valuable part of daily life. To meet this goal, the District adopts this school wellness policy with the following commitments to nutrition, nutrition education, physical activity, and other school-based activities that support student & staff wellness.

NUTRITION GUIDELINES/STANDARDS: SCHOOL MEALS

- Per USDA Regulations §210.10 and §220.8, school lunches and breakfasts will meet menu-planning system guidelines as required by USDA.
- Per USDA Regulation §210.10, school lunches will provide $\frac{1}{3}$ of the recommended dietary allowance (RDA) for calories, protein, calcium, iron, vitamin A, and vitamin C as required by USDA.
- Per USDA Regulation §220.8, school breakfasts will provide $\frac{1}{4}$ of the RDA for calories, protein, calcium, iron, vitamin A, and vitamin C as required by USDA.
- Per USDA Regulations §210.10 and §220.8, the total calories from fat in school meals will be limited to 30 percent when averaged over one week.
- Per USDA Regulations §210.10 and §220.8, the total calories from saturated fat in school meals will be limited to 10 percent when averaged over one week.
- Per USDA Regulations §210.10 and §220.8, school meals will meet the Dietary Guidelines for Americans.
- Qualifying after-school programs will participate in USDA's After-School Snack Program.
- Healthy food preparation techniques will be implemented. Food items will not be fried.
- Fruits and/or vegetables will be offered daily at all points of service. Fruits and vegetables should be fresh whenever possible. Frozen and canned fruits should be packed in natural juice, water, or light syrup.
- Students will be offered a variety of skim and low fat milk, meat and beans, fruits and vegetables, and whole grains on a daily basis.

- School sites will be encouraged to participate in Farm-to-School by purchasing fresh fruits and vegetables from local farmers when available.

OTHER FOOD ITEMS SOLD ON SCHOOL CAMPUSES

- Per USDA Regulation §210, Appendix B, foods of minimal nutritional value (FMNV) are prohibited from being sold or served during student meal services in the food service area where USDA reimbursable meals are served or eaten.
- Per the Child Nutrition and WIC Reauthorization Act of 2004, beverage contracts will not restrict the sale of fluid milk products at any time during the school day or at any place on the school premises.
- Per Oklahoma Senate Bill 265 (effective school year 2007-2008), students in elementary schools will not have access to FMNV except on special occasions.
- Per Oklahoma Senate Bill 265 (effective school year 2007-2008), diet soda, and FMNV, will be available for sale at the junior high only in vending areas outside the cafeteria.
- Per Oklahoma Senate Bill 265 (effective school year 2007-2008), healthy food options will be provided at the high school and priced lower the FMNV in order to encourage students and staff to make healthier food choices.

NUTRITION EDUCATION

- Per USDA Regulations §210.12 and §227, nutrition education is offered in the school cafeteria as well as the classroom.
- Per Oklahoma Senate Bill 1627, the Healthy and Fit School Advisory Committee at each school site will study and make recommendations regarding health education, nutrition, and health services.
- MyPyramid nutrition education resources will be used in the cafeteria.
- Nutrition education is provided by counselors and physical education teachers in grades PK- 12.
- Family/parent nutrition education opportunities will be provided.

PHYSICAL ACTIVITY

- Per Oklahoma Senate Bill 1627, the Healthy and Fit School Advisory Committee at each school site will study and make recommendations regarding physical education and physical activity.
- Per Oklahoma Senate Bill 312 (effective school year 2006-2007), students in Grades K through 5 will participate in 60 minutes of physical activity each week.
- Students in grades K-5 will participate in an annual health-related fitness test (President's Challenge to Physical Fitness).
- School District will establish or enhance physical activity opportunities for students, staff, and parents (fitness challenges, family fitness nights, fun walks and runs, bike events).
- Elementary school sites will provide 20 minutes of daily recess that promotes physical activity beyond what is provided through physical education classes.
- All playgrounds will meet the recommended safety standards for design, installation, and maintenance.
- School sites will provide adequate equipment (e.g., balls, rackets, and other manipulatives) for every student to be active.

SCHOOL-BASED ACTIVITIES

- Per Oklahoma Senate Bill 1627, each school site will establish a Healthy and Fit School Advisory Committee that meets and makes recommendations to the school principal. The school principal shall give consideration to recommendations made by the Healthy and Fit School Advisory Committee.
- Per school district's Child Nutrition Programs Agreement, school meals may not be used as a reward or punishment.

- Per USDA Regulations §210.12 and §227, students and parents will be involved in the NSLP. Parent and student involvement will include menu-planning suggestions, cafeteria enhancement, program promotion, and other related student-community support activities.
- Students will be provided with a clean, safe, enjoyable meal environment.
- Students will be provided with an adequate amount of time to eat breakfast and lunch. A minimum of 15 minutes will be provided at breakfast and 20 minutes at lunch (after students receive their trays).
- The sale of candy as a fundraiser will be discouraged.
- Healthy fundraising ideas will be distributed to faculty and student organizations.

WORK DAY

Unless assigned duties require otherwise, teachers shall report for duty thirty (30) minutes before the last bell rings for students, and may leave fifteen (15) minutes after the students' day ends. If you will be late for school, you must call your principal or assistant principal by 7:30 A.M. A teacher, who arrives late without calling in, will receive a written admonishment and be charged ½ of a certified substitute's pay. Your workday will be extended for activities that take place outside of the school day when those activities are in support of or directly related to your subject area, for general school activities that support the educational program, or for faculty and department meetings, professional development meetings, parent/teacher conferences, and other activities that arise. The administration will appoint sponsorships in a manner meant to not overload any one person.

WORK YEAR

The school calendar will be developed for the subsequent school year with input from the Association and the administration.

WORKERS COMPENSATION

If accidentally injured or affected by an occupational disease arising out of and in the course of employment, the employee should notify the employer immediately. If medical attention away from the work site is needed, the office will issue an authorization for treatment to be taken to the first response medical facility chosen by the employer.

WORKING CONDITIONS

All teachers shall be provided a daily preparation period as provided by state laws and regulations. The preparation period shall be used by teaching personnel for the primary purpose of performing tasks related to employment. With the permission from the principal, assistant principal, or his/her designee, a teacher may leave campus during the preparation period.

- In the absence of the teacher and if a substitute teacher is not hired, a teacher will be paid eight dollars (\$8.00) to cover a class period during his/her preparation period.
- Teachers may be required to attend school activities, administer or monitor state mandated test, or cover emergencies during preparation time without compensation.
- Teachers will supervise such testing as the district and state may require. Each building principal or assistant principal will consult the LEAP building representative regarding the tentative schedule.
- NCA chairpersons will be allowed sufficient time for preparation and the Board will provide substitutes for that purpose.
- Teachers may not use preparation time to conduct Association business. Official LEAP building representatives may conduct Association business during non-teaching time with the approval of the principal, assistant principal, or his/her designee.
- Materials that do not originate in the schools shall first be approved by the principal or assistant principal before posting or dissemination, with the exceptions that notices from community

organizations that directly affect the children of the district may, at the discretion of the principal or assistant principal, be forwarded to parents via the students.

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.

Inappropriateness of posting items with sexual content.

Inappropriateness of posting items exhibiting or advocating use of drugs and alcohol

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.

Standards of Performance and Conduct for Teachers

Approved by the State Board of Education, March 1992
(70 O. S. Supp. 1990 Supp. 6-101.21 and 101.22)

Professional Services Division

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

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

Principle I - Commitment to the Students

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 efforts to protect the student from conditions harmful to learning or to health and safety;
5. Shall not intentionally expose the student to embarrassment or disparagement;
6. Shall not on the basis of race, color, creed, sex, national origin, marital status, political or religious beliefs, family, social, or cultural background, or sexual orientation, unfairly
 - a. exclude any student from participation in any program,
 - b. deny benefits to any student, or
 - c. grant any advantage to any student;
7. Shall not use professional relationships with students for private advantage; and
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 any entry into the profession of a 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 profession;
6. Shall not disclose information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law;
7. Shall not knowingly make false or malicious statements about a colleague; and
8. Shall not accept any gratuity, gift or favor that might impair or appear to influence professional decisions or actions.

Principle III

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

1. Willful neglect of duty;
2. Repeated negligence in performance of duty;
3. Mental or physical abuse to a child;
4. Incompetency;
5. Instructional ineffectiveness;
6. Unsatisfactory teaching performance, or
7. Any reason involving moral turpitude.

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

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

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

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

CRITERIA FOR EVALUATION OF EFFECTIVE TEACHING AND ADMINISTRATIVE PERFORMANCE

Resident Teacher/Professional Development Requirements for Criteria Training

All personnel designated by the local board to conduct the personnel evaluations of teachers and administrators shall be required to participate in training conducted by the State Department of Education prior to conducting such evaluation. The local district is responsible to register new administrators for the Criteria Training by contacting the State Department of Education. Refusal by a local school district to comply with the provisions of this section shall be grounds for withholding State Aid funds until such compliance occurs.

Requirements for Evaluation of Certified Personnel

Every board of education shall have established a written policy of evaluation which shall be based upon a set of criteria developed by the State Board of Education.

Except for superintendents, who shall be evaluated by the local school board, all certificated personnel, including administrators, shall be evaluated by certificated administrative personnel designated by the local school board.

Every probationary teacher shall be evaluated at least two (2) times.

Every career teacher shall be evaluated once every year. A "Career teacher" is a teacher who has completed three (3) or more consecutive complete school years in such capacity in one school district under a written teaching contract.

OKLAHOMA CRITERIA FOR EFFECTIVE TEACHING AND ADMINISTRATIVE PERFORMANCE

(70 O.S. § 6-101.10 and 6-101.11)

I. PRACTICE

A. Teacher Management Indicators

1. Preparation: The teacher plans for delivery of the lesson relative to short-term and long-term objectives.
2. Routine: Teacher uses minimum class time for non-instructional routines thus maximizing time on task.
3. Discipline: The teacher clearly defines expected behavior (encourages positive behavior and controls negative behavior).
4. Learning Environment: The teacher establishes rapport with students and provides a pleasant, safe and orderly climate conducive to learning.

B. Teacher Instructional Indicators

1. Establishes Objectives: The teacher communicates the instructional objectives to students.
2. Stresses Sequence: The teacher shows how the present topic is related to those topics that have been taught or that will be taught.
3. Relates Objectives: The teacher relates subject topics to existing student experiences.
4. Involves All Learners: The teacher uses signaled responses, questioning techniques and/or guided practices to involve all students.
5. Explains Content: The teacher teaches the objectives through a variety of methods.
6. Explains Directions: The teacher gives directions that are clearly stated and related to the learning objectives.
7. Models: The teacher demonstrates the desired skills.
8. Monitors: The teacher checks to determine if students are progressing toward stated objectives.
9. Adjusts Based on Monitoring: The teacher changes instruction based on the results of monitoring.
10. Guides Practice: The teacher requires all students to practice newly learned skills while under the direct supervision of the teacher.
11. Provides for Independent Practice: The teacher requires students to practice newly learned skills without the direct supervision of the teacher.
12. Establishes Closure: The teacher summarizes and fits into context what has been taught.

II. Products

A. Teacher Product Indicators

1. Lesson Plan: The teacher writes daily lesson plans designed to achieve the identified objectives.
2. Student Files: The teacher maintains a written record of student progress.

3. Grading Patterns: The teacher utilizes grading patterns that are fairly administered and based on *identified criteria*.

B. Student Achievement Indicators

Students demonstrate mastery of the objectives through projects, daily assignments, performance test scores.

When the term “Objective” is used it refers to the mandated Oklahoma Academic Content Standards.