

LOCUST GROVE PUBLIC SCHOOLS
Support Handbook
2018-2019

ADMINISTRATION

Superintendent
Assistant Superintendent

Dusty Torrey
Daniel Stokes

Principals:
Early Learning Center
Upper Elementary
Middle School
High School
Assistant Principal

Shane Holman
Shannon Hall
Jamie Hall
Clint Hall
Nancy Neff

Maintenance Crew Chief
Transportation Coordinator
Technology

Mark Hendrickson
Terri Gomes
Tom Rehl

BOARD OF EDUCATION

Jason Bailey
Andrew Snell
Jeff Downing
Rick Pierce
Jim Ward

The purpose of the support staff handbook is to serve as a guide to policies and practices of Locust Grove Public Schools. It is to be used in conjunction with the Student Handbook, Board Policies, and/or the Teachers' Negotiated Agreement. Employees are asked to become thoroughly familiar with this handbook. It will help guide you in your responsibilities and roles.

We want to take this opportunity to extend our best wishes to you for a successful, happy, and productive year.

NO CHILD LEFT BEHIND GOALS

1. By 2016-2017, all students will reach high standards, at a minimum attaining proficiency or better in Reading/Language Arts and Mathematics.
2. All limited proficient English students will become proficient in English and reach high standards, at a minimum attaining proficiency or better in Reading/Language Arts and Mathematics.
3. By 2007-2008, all students will be taught by highly qualified teachers.
4. All students will be educated in learning environments that are safe, drug-free, and conducive to learning.
5. All students will graduate from high school.

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, parents, and the community are partners in education

The family is the foundation of learning

Education is more than learning how to make a living; it's learning how to make a life

Learning never ends

CODE OF CONDUCT

We, the students and staff of the Locust Grove Public Schools, in order to encourage a more prosocial 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 harm to others, both physically and emotionally, and I will also encourage others to do so.

I will value the worth of others and respect their possessions.

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SUPPORT STAFF

The Board recognizes that support employees play an important role in the total education process and considers each employee an integral part of the educational team. The Board adopts the following definitions:

1. "Support Employee" shall mean an employee of the district who provides those services, not performed by professional educators or licensed teachers, which are necessary for the efficient and satisfactory functioning of the school district.
2. "Full-time Support Employee" shall mean a support employee who regularly works the standard period of labor which is generally understood to constitute full-time employment for the type of services performed by the employee and who is employed by the district for a minimum of 172 days per year.
3. "Temporary Employee" shall mean an employee of the district who is working on an hourly schedule for a definite period of time to complete or perform a specific job.

While all support staff are paid on an hourly wage schedule, according to the number of hours they work daily and annually, they are also placed on a contract, and wages are paid on a twelve or ten month basis, except temporary employees. Temporary employees are paid on a month-to-month basis according to the hours worked as reported by their director.

Job positions will be described by the various directors and approved by the Superintendent before any recommendations are made for employing new staff.

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. SEE WORKERS COMPENSATION

ADVERTISING ON SCHOOL PROPERTY

With the exception of advertising in student publications that student organizations publish (example: yearbook) or advertising on school grounds as a result 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 on or in 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 Locust Grove Middle School and Upper Elementary are free of asbestos. All non-friable asbestos has been removed. Safe operations and maintenance procedures are in place and being followed.

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 and at each campus.

The Locust Grove Public School 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, Jessie Carney, will notify the appropriate people as prescribed by law.

ATTENDANCE AND LEAVES

ATTENDANCE. All support employees are expected to arrive ready to work. An employee is required to clock in and out daily. If the time clock is not working properly, notify your immediate supervisor.

SICK LEAVE. The Board provides sick leave benefits for all support employees, except temporary employees, according to a schedule based on the length of term of employment. As a general rule, each support employee, except temporary employees, earns one (1) day of sick leave per month worked accumulative to sixty (60) days. The length of the sick day earned corresponds to the length of the employees' workday.

EMERGENCY LEAVE. Each 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 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. Employees 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.

BEREAVEMENT LEAVE. Each staff member shall be granted five (5) days of non-accumulative paid leave for bereavement in the employee'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 employee 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 employee 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 FLMA 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 employee who is a member of the Reserve Forces when ordered to active duty.

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

COMMUNITY SERVICE. The Board recognizes the need for 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.

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

1. 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. at the Administration Building. 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 the school staff. In order to provide the best possible opportunity for the entire community, the Board and the 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 staff organizations will be submitted to the Board through the Superintendent.

CONFIDENTIALITY

According to State statutes (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 arrangements for these to be provided by a third party. Such credentials will include proof of education completed, including diplomas, transcripts, and certificates.

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 a felony records investigation. Personnel files shall be maintained in the office of the Superintendent and the office 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, when it is safe to return to class, and who is supposed to do what and when. You should have disaster drill procedures posted in a prominent place in your work area. 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, which 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 the property as surplus. At no time may you remove from school property, borrow, 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, all district employees are required to comply with 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 five (5) days after receipt of the written grievance. The principal shall transmit a written decision to the grievant within five (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 five (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 five (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 the administration may each be represented by a third 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 limits 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.

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 OF SUPPORT STAFF

Each year all supervisors of support staff shall conduct an evaluation of each support staff member under his/her direction. While the evaluation may take many forms, it shall include, at a minimum, a review of the employees specific work performance, attendance record, attitude and relationships, and general work habits.

In the event that an employee's record of performance is unsatisfactory, the supervisor may recommend waiting to reemploy, reemployment subject to further evaluation, reassignment or transfer, or termination. Nothing in this policy shall require as a condition precedent to suspension, demotion, termination, or nonreemployment of any support employee that a prior evaluation be made of the employee.

FELONY SEARCH

It is the policy of the school to obtain the results of a national felony record search of every prospective employee. For the purposes of this policy the term "national felony record search" means a search of the records of the State of Oklahoma and any state in which the applicant may have had known contacts in the past.

The school will only request a felony record search if the Superintendent recommends employment.

All applicants must permit himself/herself to be fingerprinted, if applicable, provide a social security number, and provide any other information necessary to facilitate the felony record search; and if placed on duty prior to receipt of the felony search results, the applicant will be classified as a temporary employee until the school is notified that the search is clear of any felony record.

All felony record searches will be made in compliance with the Federal Fair Credit Reporting Act.

If the felony record search reveals a prior felony offense conviction or if the applicant provides a false response to one (1) or more of the questions on the Authorization and Release, the applicant will be denied employment and, if placed on duty prior to receipt of the search results, will be deemed to have resigned from employment with the school, effective upon acceptance by the Board. The Board may accept any employee's resignation within thirty (30) days after the date the school is notified of either the unsatisfactory search results or learns of the applicant's false response, whichever is later. Under the circumstances, the employee waives any due process procedures, which might otherwise be available under federal and state law and school policies and procedures. The school will also request a national felony record search of the name, fingerprints, social security number, or other relevant information of any current school employee if the Board or Superintendent requests a search of that employee's felony record.

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 this 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, 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.

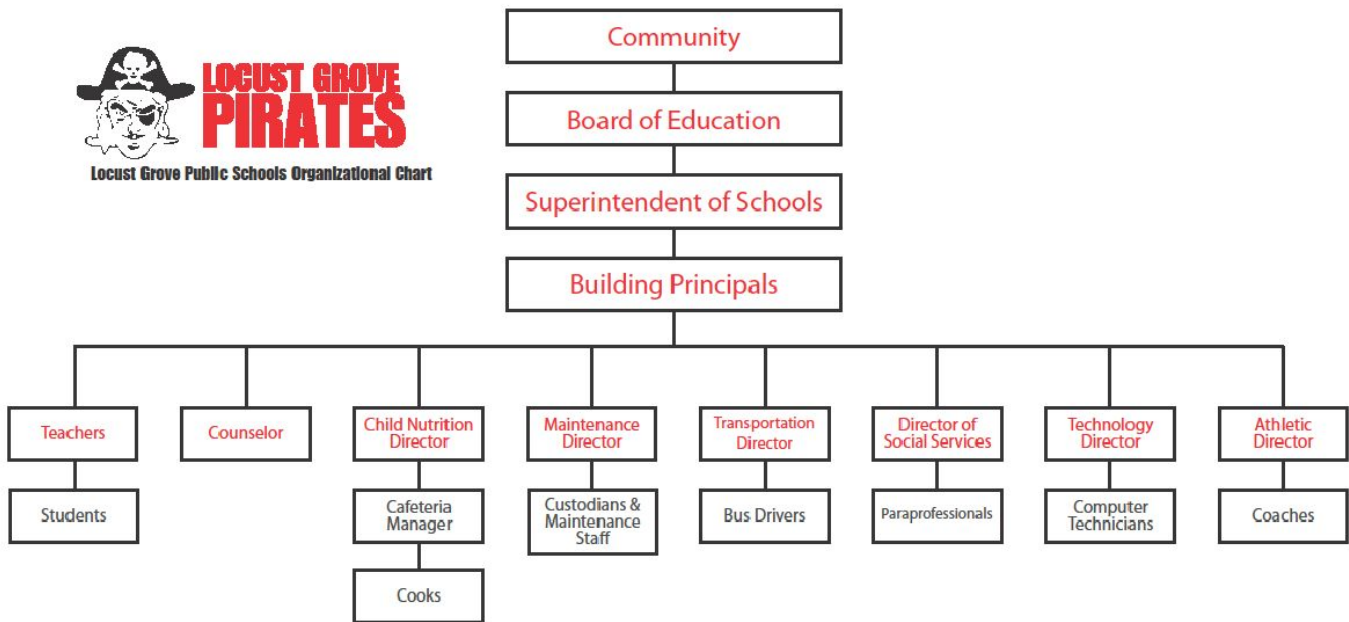
BY EXECUTING THE INTERNET ACCESS AGREEMENT, THE SYSTEM USER AGREES TO ABIDE BY THE TERMS AND CONDITIONS CONTAINED IN THIS ACCEPTABLE USE POLICY. THE SYSTEM USER ACKNOWLEDGES THAT ANY VIOLATION OF THIS ACCEPTABLE USE POLICY MAY RESULT IN ACCESS PRIVILEGES BEING REVOKED, DISCIPLINARY ACTION BEING TAKEN, 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. 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 or assistant principal immediately so the school district’s property may be secured and protected.

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:



OKLAHOMA TEACHERS RETIREMENT BENEFITS

It is the policy of the Locust Grove Board of Education to make all payments required by law and approved by the Board to the Oklahoma Teachers Retirement System. All employees who receive benefit contributions from the school must review their annual statement and notify the district within the fiscal year of any errors made during that fiscal year with regard to contributions or computation of benefits.

If an employee notifies the district prior to the close of the fiscal year in which the notice is received that the year's contribution is incorrect, in any way, the district will conduct an immediate review of the employee's benefits and make any necessary adjustments. Failure to give notice of a discrepancy within the fiscal year that the error occurs will result in denial of the request to conduct a review and will require the employee to obtain a judgment against the school for payment of any amount determined by a court of competent jurisdiction to be due.

PAY DAY

Payroll warrants are prepared for distribution on the 6th day of the month. If the 6th falls on a weekend or Monday, then payday will be 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.

PERSONAL INFORMATION

At the beginning of each school year you will be required to fill out a new personal information sheet to keep current a mailing address, telephone number(s), and other pertinent information on file in the Superintendent's office and with your immediate supervisor. The school district does not divulge personal information about you to others without your approval.

PURCHASES OR AUTHORIZING WORK

Purchases for or on behalf of the school district require prior written authorization from the Superintendent. **Nothing will be purchased without a signed purchase order by the Superintendent.** 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. Authorization to work additional hours must be received prior to the additional hours being worked.

RESIGNATION PROCEDURES

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

RULES AND REGULATIONS FOR SUPPORT EMPLOYEES

A support employee may be suspended, demoted, terminated, or nonreemployed for the violation of ANY of the following rules and regulations:

1. Falsification of personnel or other records.
2. Unexcused failure to be at workstation at starting time.
3. Leaving workstation without authorization prior to lunch periods or end of the work day.
4. Excessive unexcused absenteeism.
5. Chronic absenteeism for any reasons.
6. Chronic tardiness.
7. Wasting time or loitering during working hours.
8. Leaving work area during work hours, without permission, for any reason.
9. Possession of weapons on school premises, in school vehicles, or while on duty.
10. Removing school property or records from school's premises without proper authority.

11. Willful abuse, misuse, defacing, or destruction of school property including tools, equipment, or property of other employees.
12. Theft or misappropriation of property of employees, students, or of the school.
13. Sabotage.
14. Distracting the attention of others.
15. Refusal or failure to do work assignment.
16. Refusal to follow instructions of supervisor.
17. Unauthorized operation of machines, tools, or equipment.
18. Threatening, intimidating, coercing, or interfering with employees or supervisors.
19. The making or publishing of false, vicious, or malicious statements concerning any employee or supervisor.
20. Creating a disturbance on school premises including, but not limited to, engaging in quarrelsome behavior and fighting.
21. Creating or contributing to unsanitary conditions.
22. Practical jokes injurious to other employees or school property.
23. Possession, consumption, or reporting to work under the influence of beer, alcoholic beverages (including wine), non-prescribed drugs, or controlled dangerous substances.
24. Disregard to known safety rules or common safety practices.
25. Unsafe operation of motor vehicles.
26. Operating machines or equipment without using the safety devices provided.
27. Gambling, lottery, or any other game of chance on school property.
28. Unauthorized distribution of literature, written or printed, of any description on school district property.
29. Posting or removing notices, signs, or writing in any form on bulletin boards on school property at any time without specific authority of the administration.
30. Poor workmanship.
31. Immoral conduct or indecency including abusive and/or foul language.
32. Excessive personal calls during working hours, except for emergencies. This includes in-coming and out-going calls.
33. Walking off the job.
34. Clocking in or out another employee's time card.
35. Smoking in an unauthorized area.
36. Refusal of job transfer, if the transfer does not result in a demotion.
37. Abuse of "breaks" (rest periods) or meal period policies.
38. Insubordination of any kind.
39. Sexual harassment of an employee, a student, or a third party such as a patron.
40. Misuse or abuse of any school leave policy or guidelines.
41. When in the best interest of the school, any support personnel may be suspended, demoted, terminated or nonreemployed.
42. Because of the difficulty of retaining competent support employees on a temporary basis over an extended period of time, a support employee shall be subject to termination or nonreemployment for physical inability to perform the essential job requirements if the employee is unable due to illness or accidental injury to return to work for his/her regularly scheduled hours and to perform all of the essential duties of the position within twelve (12) work weeks or the number of work days equal to the employee's total accumulated sick leave days, whichever is longer, measured from the date of the first absence due to the illness or injury.
43. **Assignments:** Work assignments will be made by your immediate supervisor.

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 personally at home to let you know of the cancellation as early as possible. If district phone is available, messages will be sent from the superintendent or designee. We will also notify Tulsa radio station KRMG (740 AM), and Tulsa television stations ABC (channel 8), CBS (channel 6), and NBC (channel 2).

SEARCH AND SEIZURE

If you are 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 such 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 is not limited to warnings, 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 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. 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, 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 other students shall be subject to sanctions including, but is not limited to, warnings, suspension, or other appropriate punishment subject to applicable procedural and due process requirements.

The Superintendent shall investigate and resolve complaints of sexual harassment.

SUPPORT STAFF CONTRACTS

The Superintendent of Schools and the Board will approve annually a compensation rate and a salary schedule for each classification of support staff. In determining the compensation plan, the Board will take into consideration the responsibilities of the position, the qualifications needed, past experience of the individual, and years of service to the district. It will also consider prevailing wage schedules for similar positions in other districts. In developing a schedule, the Superintendent will be guided by the principles of equity and comparable responsibilities.

Every effort will be made to keep additional work requirements to a minimum, but support employees will occasionally be required to work overtime to complete a specific project. Consistent refusal or unwillingness to perform this type of extra work will result in disciplinary action or dismissal.

SUPPORT STAFF FRINGE BENEFITS

The Board extends to all support employees, except temporary employees, the same benefits provided the professional staff. This includes health insurance, workers compensation, life insurance, flexible fringe benefits and membership in the Teachers Retirement System.

Certain fringe benefits are established for some positions beyond those available to all and include payment for use of employee’s vehicles, travel compensation, or payment for use of employee’s personal tools.

SUPPORT STAFF RECRUITING AND HIRING

The Board shall establish and budget for support staff positions on the basis of need. All applications for support staff positions shall be filed with the Superintendent.

All job openings will be posted in the Central Office and in the various school buildings for ten (10) days before a job assignment is made unless the need to act on filling a vacancy is deemed an emergency by the director. In order to declare

an emergency and make a permanent assignment, a director, building principal, or assistant principal must have the approval of the Superintendent.

The Board will officially appoint all employees upon the Superintendent's recommendation; however, tentative appointments may be made subject to Board approval during an interim period between Board of Education meetings. All bus drivers, custodians, cafeteria workers, and maintenance employees will be required to take a physical examination as a condition of employment at the Board of Education's expense.

SUPPORT STAFF TRANSFERS

A director, assistant superintendent, building principal, assistant principal, or supervisor shall, after consulting the Superintendent, have the authority to transfer or reassign any employee. Any employee who is being considered for a transfer or reassignment must be advised of the proposed change before the transfer is made. A transfer or reassignment that constitutes a demotion is subject to the school district's policy for suspension, demotion, termination or nonreemployment of support employees.

SUPPORT STAFF VACATIONS

Support staff who is employed on a twelve-month basis shall be entitled to two (2) weeks of vacation after the first year of employment. During the first year, an employee will be allowed only one (1) week of vacation, provided the employee has worked more than nine (9) months of the contract year. Vacations must be approved by the superintendent in advance.

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 in the public buildings 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, auditoriums, 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 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, and school sponsored activities. If a student wants to travel to and /or from an activity by means other than school provided transportation, it is your responsibility to ensure that:

- The student is traveling to and from the activity with his or her parent, and you are notified ahead of time and give your approval; and
- 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 Superintendent or Assistant Superintendent prior to incurring the expense.

USE OF SCHOOL PROPERTY AND FACILITIES

The school district has established policies and procedures for those who wish to use school property and facilities. Contact the Superintendent's office for details.

The principals, assistant principals, Assistant Superintendent, or Superintendent or his designee(s) has the authority to order any person out of the 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 or assistant principal and central office before a vehicle is checked out to you. There is no drinking, eating, or tobacco use in the vehicles.

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 and passengers shall use the appropriate and required safety equipment or restraints required by law.
- Drivers shall obey all laws and rules including those set by the Department of Safety and this school district.
- Maximum speed limit is 25 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.
- Owners and operators assume full liability for any damage to property or injury to persons occurring because the vehicle owned or operated was brought onto district owned 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, for any reason, 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.

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 also 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 Locust Grove School District shall possess the knowledge and skills necessary to make nutritious food choices and enjoyable physical activity choices for a lifetime. All staff in Locust Grove School District is encouraged to model healthful eating and physical activity as a valuable part of daily life.

To meet this goal, the Locust Grove School District adopts this school wellness policy with the following commitments to nutrition, nutrition education, physical activity, and other school-based activities that support student and 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 $\frac{1}{3}$ 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

Your supervisor will determine the beginning and ending time for your workday.

WORK YEAR

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

Support staff members employed on a twelve-month basis shall be entitled to two weeks of vacation after the first year of employment. During the first year, an employee will be allowed only one (1) week of vacation, provided the employee has worked more than nine (9) months of the contract year. Paid holidays shall also be established on the calendar and made a part of the employee’s contract. Vacation days must be used during the fiscal year in which they are earned. Employees with a long tenure of employment may earn additional vacation time as follows:

10 years through 19 years	3 weeks
20 years or more	4 weeks

Scheduling of vacations shall take into consideration the service requirements of the district. Employees will take vacations at a time approved by the supervisor or director of the program. However, an employee may not take more than two (2) weeks of consecutive vacation days at any one time unless the supervisor or director approves the exception.

WORKERS COMPENSATION

If an employee is accidentally injured or is affected by an occupational disease arising out of and in the course of employment, the employee must 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.

STAFF MEMBERS AND SOCIAL NETWORKING SITES

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

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

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

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