

TishomingoPublic Schools

Staff Handbook

2021-2022

Administration Office
Bobby Waitman, Superintendent
Kim Morse, Director of Special Services
Charmel Winkler, Secretary
Tonya Bryant, Secretary
1300 E. Main
Tishomingo, OK 73460
580-371-9190 Phone
580-371-0290 Fax

High School Office
Chase Todd, Principal
Tara O'Hara, Counselor
Sheila Hunsaker, Secretary
1300 E. Main
Tishomingo, OK 73460
580-371-2333 Phone
580-371-0294 Fax

Elementary School Office
Brandon Moreland, Principal
Syrena Moreland, Counselor
Gayla Cellum, Secretary
605 N. Broadway (physical)
1300 E. Main (mailing)
Tishomingo, OK 73460
580-371-2548 office
580-371-3332 fax

Middle School Office
Charles Hook, Principal
Syrena Moreland Counselor
Sarah Smith , Secretary
306 E. Neil Armstrong (physical)
1300 E. Main (mailing)
Tishomingo, OK 73460
580-371-3602 office
580-371-3039 fax

Please note, in the event that discrepancies are found between the Handbook and Board Policy; Board Policy will prevail.

ACCEPTABLE USAGE POLICY (INTERNET USAGE POLICY)

All employees will be required to sign a form stating that they have received, read, and understand the AUP.

ACCIDENTS

All accidents (both staff and student accidents) occurring during the school/work day or during school sponsored activities must be reported to administration as soon as possible after the accident occurs and an accident form must be completed.

ACTIVITY FUNDS (Policy CFB)

All school money collected must be deposited when a minimum of \$100 has been collected or at least weekly with the activity fund custodian, who will give a receipt and credit the amount to the proper fund. Do not leave a deposit with the main office, on the activity fund custodian's desk, etc. You must deposit the money with the activity fund custodian in person and you must receive a receipt for the deposit. Never leave money on or in your desk or room. Instruct students never to leave money in desks or lockers. Issue individual receipts for any and all monies collected. Teachers will be held responsible for money left in the classroom. Each deposit with the activity fund custodian must be accompanied by a deposit sheet showing the name of the teacher, account to be credited, and an itemized listing of all monies collected. Checks and currency should be separated. No teacher, employee, or organization is to make purchases without authorization by the Superintendent. Collections among the students or by outside organizations for flowers, charities, etc., must be approved by the Superintendent.

ALCOHOL AND DRUG FREE WORKPLACE AND DRUG TESTING (Policy DCC)

Alcohol and Drug Free Workplace: Employees under the influence of alcohol, drugs, or controlled substances are a serious risk to themselves and to other employees. The Board hereby commits itself to a continuing good faith effort to maintain an alcohol and drug-free workplace. The Administration shall provide a copy of this policy to all present and future employees, and each employee of this District is hereby notified that, as a condition of employment, the employee must abide by the terms of this policy. While on District property or engaged in District activities, employees of the District shall not manufacture, use, possess, sell, distribute, or be under the influence of drugs, controlled dangerous substances, or alcohol (including low-alcohol beer). Any person who has reasonable cause to suspect that an employee on District property or engaged in District activities may be under the influence of or in possession of controlled dangerous substances or alcohol shall report the suspicion to the employee's supervisor or the Superintendent. Any employee who violates this policy may be subject to disciplinary action which may include suspension, demotion, dismissal, non-reemployment, or termination. Each employee shall notify the Superintendent, or the Superintendent's designee, immediately of any criminal drug statute conviction for a violation occurring in or on the premises of this District or while engaged in regular employment.

ASBESTOS

Tishomingo Public Schools has prepared an Asbestos Inspection and Management Plan. The plan is designed to identify any presence of ACM and to provide a program to control those materials and prevent any risk to building occupants. ACM were found to be present in some locations at the grade school site and at the middle school site. The inspection results and the plan are on file for public review and may be examined by contacting the Superintendent at 580-371-9190 or by visiting the office (administration building) during the hours of 9:00 am to 3:00 pm, Monday through Friday.

ASSEMBLIES

Teachers and paraprofessionals are expected to attend all assemblies, including programs and plays, and stay with their class until completion of the assembly, even if it falls during the teachers planning period.

ATTENDANCE (Policy DEC)

All certified personnel are required to attend professional development days, Parent/Teacher Conferences, Staff Meetings, and School Assemblies. In addition, certified personnel will be expected to attend other school activities and events outside of the school as requested by administration. Staff should schedule appointments or other avoidable activities that conflict with contractual duties and responsibilities. However, when it is unavoidable, employees must submit a leave form for approval prior to all absences. In the case of illness or emergency, employees must notify administration or designee as soon in advance as possible. A leave form must be completed and signed immediately upon return to work. Tishomingo Public Schools does not practice "flex time" or "comp time" therefore all time absent during a regular work day will count against leave and must have a leave form submitted. Personal leave is limited to business matters that cannot be conducted before school, after school or on weekends. Personal leave days that are unused during the school year may be rolled into your sick leave cumulative account.

Certified teachers receive three (3) personal leave days and 10 sick days each year

Support personnel receive three (3) personal leave days and 10 sick days

11 month employees receive three (3) personal leave days and 11 sick days each year, and summer vacation days according to policy

12 month employees receive three (3) personal leave days, 12 sick days, and summer vacation days according to policy

"In compliance with 70 O.S. 6-104, Tishomingo School District shall provide for all employees three noncumulative days for personal business leave, upon the request of the employee. Such leave must be approved by the principal and will be granted only if a 48-hour notice is given to the principal and a qualified substitute teacher is available. Personal business leave will not be granted on the first five days of the school year, the last five days of the school year, the day before a holiday or the day after a holiday. A full day's salary will be charged for each day taken in excess of the allowed three days or for days taken without prior approval. A full day's salary shall be determined by dividing the employee's annual salary by the employee's number of contract days."

BULLYING, HARASSMENT, INTIMIDATION (Policy FNCD)

It is the policy of this school district that bullying of students by other students, personnel, or the public will not be tolerated. Students are expected to be civil, polite, and fully engaged in the learning process. Students who act inappropriately are not fully engaged in the learning process. This policy is in effect while the students are on school grounds, in school vehicles, at designated bus stops, at school-sponsored activities, or at school-sanctioned events, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district. As used in the School Bullying Prevention Act, "harassment, intimidation, and bullying" means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Harassment, intimidation, and bullying include, but are not limited to, a gesture or written, verbal, or physical act. Such behavior is specifically prohibited.

Bullying of students by electronic communication is prohibited whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school.

Harassment is intimidation by threats of or actual physical violence; the creation by whatever means of a climate of hostility or intimidation; or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual. Harassment includes but is not limited to harassment on the basis of race, sex, creed, color, national origin, religion, marital status, or disability. Harassment set forth above may include, but is not limited to, the following: Verbal, physical, or written harassment or abuse; Repeated remarks of a demeaning nature; Implied or explicit threats concerning one's grades, achievements, etc.; Demeaning jokes, stories, or activities directed at the student; Unwelcome physical contact.

The superintendent shall develop procedures providing for: Prompt investigation of allegations of harassment; The expeditious correction of the conditions causing such harassment; Establishment of adequate measures to provide confidentiality in the complaint process; Initiation of appropriate corrective actions; Identification and enactment of methods to prevent reoccurrence of the harassment; and a process where the provisions of this policy are disseminated in writing annually to all staff and students.

CANDLES/HOT WAX

Candles, anything with a fire, and anything with hot wax is not allowed, per the fire marshal, at school. These are items that increase the chance of fire and injury to students.

CELL PHONE/PHONE USAGE

Cell phone usage for personal reasons, including texting and messaging, shall be limited and will only occur while teachers are not supervising students (supervising students includes: class time, recess, lunchroom, assemblies, walking students to lunch or another class, etc.) and are not in the presence of students. Exceptions apply when contacting the office or principal. All cell phones shall be silenced while on campus. Teachers will not be called from class to answer the telephone unless it is absolutely necessary.

CHILD ABUSE/NEGLECT (Policy FFG)

In accordance with Oklahoma law, every person is required to, IMMEDIATELY, report suspected cases of physical abuse or neglect involving students to the county office of the Department of Human Services. The board of education fully supports that requirement, and has established this policy to facilitate such reporting. Every teacher, support person, or other employee of this school district shall report any suspected physical, mental, or sexual abuse or neglect (defined by law as: child abuse; sexual abuse/exploitation; contributing to the delinquency of a minor; participation or distribution of child pornography; facilitating, encouraging, offering or trafficking; incest; forcible sodomy; taking or enticing a child away; involving a minor in soliciting sexual conduct with a minor; causing, inducing, persuading or encouraging a minor to engage in or securing a minor for prostitution or any other lewd or indecent act; rape; making any oral, written or electronically or computer-generated lewd/indecent proposals to a minor under the age of 16) of any school student to the Department of Human Services in the county in which such suspected abuse occurred by telephone or in person followed by a written report. The employee may also inform the administration that the report was made. The reporting obligations under this section are individual, and no employer, supervisor or administrator of a person required to provide information pursuant to this section shall discharge, or in any manner discriminate or retaliate against, any such person who in good faith provides such child abuse reports or information, testifies, or is about to testify in any proceeding involving child abuse or neglect; provided, that such person did not perpetrate or inflict such abuse or neglect. Any such employer, supervisor, or administrator who discharges, discriminates, or retaliates against such person shall be liable for damages, costs, and attorney fees. Any person who knowingly and willfully fails to promptly report any incident of child abuse may be reported to local law enforcement for criminal investigation and, upon conviction thereof, shall be guilty of a misdemeanor. Any person who knowingly and willfully makes a false report, or makes a report that the person knows lacks factual foundation may be reported by the Department of Human Services to local law enforcement for criminal investigation and, upon conviction thereof, shall be guilty of a misdemeanor. Any person participating in good faith and exercising due care in the making of a report or any person who, in good faith and exercising due care, allows access to a child by persons authorized to investigate a report concerning the child shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed. Any such participant shall have the same immunity from any liability with respect to participation in any judicial proceeding resulting from such a report. **Oklahoma DHS Hotline:**

1-800-522-3511

COMPUTER LAB/ONLINE APPLICATIONS

Computer assisted instruction will be used to enhance and reinforce skills and material learned in the regular classroom. This information will be documented in teacher lesson plans. No Grades will be taken on supplemental work or test prep in labs such as Study Island, Buckle Down, etc. only bonus points if you want to award the student for work completed.

COMMUNICATION

All communications being sent home must be approved by the principal prior to distribution. Check your box at least once per day and check your email twice per day. Each Friday a bulletin with the events for the next week will be published on the website, social media and sent to each teacher via email. Good communication with parents/guardians is essential. Teachers are encouraged to use the REMIND application, school phone, school email, the school website, school social media and/or to send home timely newsletters and notes about events and curriculum (approved by administration). Do NOT use personal cell phones to call or text parents or students. Copies of all notes should be kept on file by the teacher for the entire school year. Conferences or telephone calls may be a more effective way of communicating with parents/guardians. Documentation of all conversations is HIGHLY recommended.

CONFIDENTIALITY (Policy FL-R)

It is our intention to respect the privacy of children and their parents. Staff will not discuss student issues, student records/files, or student personal information with anyone outside of the district and will only discuss this information with other members of the staff where it affects planning for the child's needs and this will be on a "need-to-know" basis. Personal information about children, families and staff will be kept in secure locations.

CONFISCATED PROPERTY

Confiscated property should be turned into administration.

COPYRIGHT (Policy EFEA)

It is the intent of TPS to adhere to the provisions of the copyright law (Title 17 of the U.S. Code) as they affect the district and its employees. While the law identifies some "fair use" provisions, it also defines specific restrictions on the reproductions of copyrighted materials. A copyright is a property right; willful infringement of a copyright can result in criminal prosecution. Copyright materials, whether print or non-print, will not be duplicated unless such reproduction meets "fair use" standards or unless written permission from the copyright holder has been received. Illegal copies of copyright materials may not be made or used on district equipment.

DAILY SCHEDULE

Providing that assigned duties and professional responsibilities related to the proper functioning of the school do not require otherwise (duty, etc.), teachers shall report to work before the student day begins and shall remain at work after the day ends. For the 2021-2022 school year, certified employees shall report to work by 7:30 a.m. and shall remain at work until 3:30 p.m. Teachers who have "morning

duty” shall report to work by 7:30 a.m. **Teachers are responsible for being on time each day.** Teachers are encouraged and will be required at times to attend school functions outside of the school day.

DAILY PROCEDURES

Teachers should be prepared each day to promote pupil interest, start class on time, and cause students to expect to have an organized class every day. Teachers should make every effort to be available to students before and after school and are encouraged to attend school functions outside of the school day such as school plays, concerts, games, etc. Lesson plans must be kept up to date with at least one week's preparation in advance and posted on the website. Planning period hours are to be used to prepare for class presentations, grade papers, make lesson plans, confer with parents/guardians, and to take care of extracurricular activities and other school business. Teachers are to promote a safe environment and are to supervise the area outside their doors during passing times. **DO NOT LEAVE STUDENTS UNATTENDED AT ANY TIME.** If a staff member notices that a teacher does not show up for a class, he/she should notify the office immediately. Teachers are also responsible for general classroom housekeeping. Rooms should be kept free of litter and trash. Students' desks should be clean and orderly as well as bookshelves, storage areas, and project tables. Before dismissing a class, students should pick up loose papers, pencils, and books. Thermostats should be set daily per administrative guidance for the season to conserve energy.

DIRECTORY INFORMATION (Policy FL-R)

The District designates the following personally identifiable information contained in a student's education record as "directory information": student's name, address, and telephone number; names of the student's parents; student's date and place of birth; student's major field of study and class designation (i.e., first grade, tenth grade, etc.); student's extracurricular participation; student's achievement awards or honors; student's statements/quotes photographs and audio/video files, student's weight and height if a member of an athletic team; student's electronic mail address; students dates of attendance; and the most recent educational institution the student attended prior to the student enrolling in this school district.

Within the first three weeks of each school year, the school district will publish the above list, or a revised list, of items of directory information it proposes to designate as directory information. For students enrolling after the notice is published, the list will be given to the student's parent or the eligible student at the time and place of enrollment. After the parent or eligible student has been notified, he or she will have two weeks to advise the school district not to disclose their student's directory information or the information will be deemed publishable. Notice not to disclose a student's directory information shall be in writing in a letter sent to the superintendent's office.

DISCIPLINE (Policy FO)

One of the most important lessons of education is discipline. While it does not appear as a subject, it is the foundation for the entire educational structure. It is the training that develops self-control, character, efficiency, and good citizenship. It is a key to good conduct and proper consideration of other people. With an understanding of the purposes of discipline in the school, a student will form a proper attitude, and not only help to make the school an effective place of learning, but also will develop the habit of self-restraint which will make the student a better person. Classroom teachers are expected to:

- Take care of all minor discipline problems. If possible, consult the principal regarding any discipline problem with which you are unable to cope. Perhaps some method of handling the situation without bringing the student to the office can be suggested;
- Frequent dismissals from a class weakens the teacher's control. Always keep in mind that the principal welcomes the opportunity to assist a teacher at any time regarding a problem. All major cases should be reported to the office by the teacher using a discipline form or other properly documented paperwork.
- Foster a policy of fairness, firmness and consistency in all matters of discipline. Be firm but fair. Nothing can be accomplished within the classroom without order and discipline. Every student wants to know what is expected.
- Be ready to differentiate between the student and student reactions. Teachers have the responsibility to correct acts, actions, or behavior by the individual which do not facilitate group morale and individual growth.
- Discipline and regulate conduct of students in assemblies, halls, school functions, and on the grounds as a part of the teacher's duty.
- Use common sense as it is an important factor in dealing with students and their problems. The teacher should be willing and able to work with students on a teacher's level, not reverting to a student's level of thinking and acting.
- Do not place the student in the position in which he may feel that he must defend himself before his peer group.
- Be aware that students with disabilities can have specific disciplinary actions written into the IEP or accommodation plan, including exclusionary time-out. The special education director/teachers shall be consulted prior to disciplining a student with an IEP or 504.

DRESS CODE – Certified, Paraprofessionals, Administration, Office Staff

Teachers/staff are expected to maintain a professional image in personal appearance and attire. One of the best means of teaching is to set a good example for students to observe. Appropriate attire and acceptable appearance correlate with your success as a professional educator. Be neat and conservative in your manner and dress.

DRESS CODE – Maintenance/Custodial and Cafeteria Staff

Staff are to dress professionally and lead by example. All clothing should be clean, pressed, and without holes. Closed-Toe shoes (no flip flops or sandals) are required.

DRESS: The following has been deemed inappropriate FOR ALL EMPLOYEES:

- Clothing with rips, holes, or tears
- Tank tops, muscle shirts, oversized t-shirts, mesh shirts
- Clothing which bares the back, midribs, shoulders, chest
- Spaghetti straps on dresses or tops
- Mini dresses (shorter than 4 inches above the knee)
- Jogging suits (except for PE assignments, on Friday, or approved by administration)
- Clothing which resembles lingerie
- Pants worn below the waist
- Facial jewelry except for in the ear
- Leggings without a mid-thigh top
- Clothing representing illegal activities, drugs, alcohol, gangs, violence
- Clothing with profane language, obscenities, or ethnic language
- Long belts or chains and bandanas
- Hats and sunglasses are not to be worn in the building
- House shoes and beach style flip flop

DUTY

If you have duty and have to be gone it is your responsibility to trade with someone.

ELIGIBILITY

Tishomingo Public Schools' scholastic eligibility standards coincide with those of the Oklahoma Secondary School Activities Association and are used for all OSSAA events.

Rule 1 – Any student who reaches his/her nineteenth birthday before September 1 will not be eligible for athletic competition.

Non-athletes: any student who reaches their twenty-first birthday before September 1 will not be eligible. Any student who reaches his/her fifteenth birthday before September 1 will not be eligible for the eighth grade or below. Any student who reaches his/her fourteenth birthday before September 1 will not be eligible for the seventh grade or below. * No student will be eligible to represent his/her school in athletics until there is on file a physical examination, parental consent certificate and concussion form. The form used shall contain the information on the standard OSSAA form.

Rule 2 – Daily attendance for each class period during the school day as well as the cumulative record of attendance for a semester shall be in accordance with local school district policy.

Rule 3 – *A student must be passing in all subjects he/she is enrolled in during a semester. If a student is not passing all subjects on the day of the grade check, he/she will be placed on probation for the next one week period. If a student is still failing one or more classes during the next week on the grade check day, he/she will be ineligible. Ineligibility periods will begin on Monday and end on Sunday. A student who has lost eligibility under this provision must be passing all subjects in order to regain eligibility. *A senior student maintains eligibility by passing the classes required for graduation. The number of classes which a student is enrolled in can be no less than four.

*Semester Grades: A student must have received a passing grade in any five subjects to be counted for graduation that he/she was enrolled in during the last semester he/she attended fifteen or more days. If a student does not meet the minimum scholastic standard, he/she will not be eligible to participate during the first six weeks of the next 18-week grading period they attend and may regain his/her eligibility by achieving passing grades in all subjects he/she is enrolled in at the end of a six-week period.

Rule 5 – Scholastic eligibility for students will be checked after three weeks (during the fourth week) of a semester and each succeeding week thereafter and be in effect from Monday-Sunday. These guidelines apply not only to athletics but to all extra-curricular activities.

EMERGENCY CONTACTS

Bobby Waitman, Superintendent – 580-281-0296 cell

Chase Todd, HS Principal – 580-618-0068 cell

Charles Hook, MS Principal – 580-371-8389 cell

Brandon Moreland, ES Principal – 580-310-2675 cell

EMERGENCY/DISASTER DRILLS (Policy CKC)

Emergency drills will be held in accordance with policy and state regulations. See the Emergency handbook for more information.

TORNADO, FIRE, INTRUDER ON CAMPUS, LOCK DOWN/ EMERGENCY DRILL, EARTHQUAKE, DISASTER,

EVALUATION – Administration (Policy DNAA)

The McRel Principal Evaluation System will be used for all administrators.

EVALUATION – Certified (Policy DNA)

The TLE model will be used for certified staff evaluations. Career teachers will be observed at least two times per year and evaluated at least once per year, prior to March 15. Probationary teachers will be observed at least four times per year and evaluated at least two times per year, the first prior to December 15 and the second prior to March 15. Career teachers have taught in the same district four complete years. Probationary teachers have taught in the same district for less than four years. The Tulsa Model has been adopted by the Board of Education and will be used for all evaluations.

EVALUATION – Support Staff (Paraprofessionals, Maintenance/Custodial, Cafeteria, Office Staff)

A support employee who has been employed by the District for less than one complete year of service or who is employed on a part-time and/or temporary basis may be suspended, demoted, terminated, or non-reemployed with or without cause. A support employee who has been employed by the District for more than one complete year of service may be suspended, demoted, terminated, or non-reemployed for cause as allowed by law. The District has adopted the following causes for suspension, demotion, termination, or non-reemployment: Leaving workstation without authorization prior to lunch periods or end of workday, Excessive unexcused absenteeism, Chronic absenteeism for any reason, Excessive tardiness, Persistently wasting time or distracting others during working hours, Leaving work area during working

hours without proper notification and permission, Falsification of personnel or other records (personal or another employee's records), Possession of weapons on the premises at any time, Removing district property, records, or confidential information from premises without proper authority, Willful abuse, misuse, defacing, or destruction of district property, including tools, equipment, or other property of other employees, Theft or misappropriation of property of employees, students, or of this district, Sabotage, Refusal to follow instructions of supervisor, Refusal or failure to do work assignment, Unauthorized operation of vehicles, machines, tools, or equipment, Threatening, intimidating, coercing, or interfering with employees, supervisors, or students at any time, The making or publishing of false, vicious, or malicious statements concerning any employee, supervisor, students, or the district, Creating or contributing to unsanitary conditions, Practical jokes injurious to employee's or district property, Possession, consumption, or reporting to work under the influence of alcohol, non-prescribed drugs, or controlled substances, Creating disturbances on the premises at any time, Disregard of known safety rules or common safety practices, Unsafe operation of motor driven vehicles, Operating machines or equipment without safety devices provided, Participating in or witnessing gambling, lottery, or any other game of chance on district property, Unauthorized distribution of literature, written, or printed matter of any description on district property, Posting or removing notices, signs, or writing in any form on bulletin boards of district property at any time without specific authority of the administration, Poor workmanship, Immoral conduct or indecency including abusive and/or foul language, Making or receiving personal telephone calls or texting, posting to Facebook, or use of other social media during working hours, Walking off the job, Continued poor or negative attitude while on the job, including poor relationship with other staff or students, Smoking in unauthorized area or at unauthorized time, Failure to dress appropriately for work assignment, Refusal of job transfer within the district when transfer does not result in demotion, Abuse of rest periods or meal period policies, Inappropriate and/or unauthorized use of the school district's computer network or Internet connections, Insubordination of any kind, Racial discrimination, including racial slurs or other demeaning remarks concerning another person's race, ancestry, or country of origin and directed toward another employee, a student or a visitor, Violation of any district rule or policy, Lack of work, Violation of any administrative rule or order, If it is in the best interest of the school district, any support person may be suspended, demoted, or terminated.

FACILITY USAGE BY OUTSIDE ORGANIZATIONS (Policy GK)

Usage of facilities by outside organizations must be approved by the superintendent at least one week prior to usage. Appropriate fees will apply. Information and forms are available in the administrative office. School use of facilities will always have priority whether scheduled or a last-minute adjustment. Staff should not open doors for organizations to use buildings without checking on approval first.

FERPA (Family Educational Rights and Privacy Act) (Policy FL-R)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies. Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, when meeting certain conditions (34 CFR § 99.31). See building administrator prior to providing any student records.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

FIELD TRIPS

Field trips may be used for educational opportunities that extend classroom learning. Teachers are encouraged to find relevant and worthwhile places to take their classes to support concepts taught in the classroom. All field trips must have prior approval. Activity trips such as skating, movies, and bowling are not considered educational field trips and will not be allowed during a school day. All field trip plans must be submitted at least two weeks in advance for approval (exceptions may apply if there was no way of knowing about an event or opportunity two weeks prior). Do not collect money for admission, etc. from students until the field trip is approved. Permission forms and emergency medical forms should be taken on the trip. Classroom teachers must ride the bus with their class and must chaperone their own students on the bus. This responsibility will not be delegated to an assistant, guardian or other teacher without prior approval from administration. Students must ride the bus to the field trip destination but may leave with a parent/guardian upon check out with the teacher.

Student organization sponsors must submit all field trip plans to administration at least two weeks in advance for approval (exceptions may apply if there was no way of knowing about an event or opportunity two weeks prior). Before planning a field trip please check the master calendar to see if other events/activities are already planned for that date. Do not collect money for admission, etc. from students until the field trip is approved. Student organization sponsors must ride the bus with the students and must chaperone the students during the trip. (All chaperones must be employees and there must be at least one certified employee serving as a chaperone.) This responsibility will not be delegated to an assistant, guardian, parent, or other teacher. Students must ride the bus to the field trip destination but may leave with a parent/guardian upon check out with the sponsor.

All out of state travel requires the Superintendent's approval and then the Board's approval at least thirty days in advance of the initial day of travel. There may be situations which will necessitate a last-minute cancellation of a trip, EVEN IF THE SUPERINTENDENT AND BOARD HAS PREVIOUSLY APPROVED SUCH TRAVEL. This could result in parents and students losing deposits, airfare costs, and other expenditures made prior to travel. If a decision is made which results in money being lost, the school district will not be responsible for reimbursing students and/or parents. Funds which have been deposited for a trip in a school activity account, but have not been spent or committed, may be refunded. If a child loses his/her eligibility for a field trip (because of grades, discipline, merits, etc.) the student may be responsible to reimburse the school for the expenses related to the trip to date. No field trip will be approved where students are transported in private automobiles. (Commercial, insured buses will be allowed.)

FUNDRAISERS

Two fund-raisers per year are allowed by each class/organization/group/team. Requests for fund-raisers must have PRIOR approval by the Board of Education. Fund-raiser requests must state how the money is to be raised and how the money will be spent (classroom fund-raised money should be spent on items that will enhance education and should be spent on the students who raised it). Fund-raisers must have a specified start and end date. The dates that are submitted are the dates the fund-raisers must take place. The Superintendent must approve all expenditures from activity fund accounts in advance and will refer to the fundraising request forms during the approval process. Student organizations shall have minutes from meetings in which the students involved in the fund-raising approved the expenditures based on the purpose of the organization. Fund-Raisers include all activities that are conducted in the name of the school or school organizations and that bring something of value into the school. This includes sales of items and the donation of items that may come from online applications such as Donors Choose. All items purchased or donated shall remain the property of Tishomingo Public Schools.

Outside organizations may not raise money in the name of the school, advertise an event in the name of the school, etc. Booster Clubs must be sanctioned by the Board of Education before beginning any support activities for the school or school organization.

GUIDELINES FOR SCHOOL ACTIVITY AND ATHLETIC UNIFORMS, COSTUMES, AND PERFORMANCES

All uniforms, costumes, attire and performances should promote the core values of the school district and the community. It is the responsibility of the head coach/sponsor/director of the group to obtain the appropriate approval from the athletic director before the uniforms, costumes, and attire are purchased or prior to the performance. It is recognized that there are differences in the variety of groups for whom these guidelines apply. What is appropriate for one group may not be appropriate for another group. Modesty and good taste should be the priority. Dance movements must be carefully choreographed to prevent any movements which will be interpreted to be of a provocative nature.

GRADES

Grades from the previous week should be recorded in Wengage by each Friday at 7:00 a.m. Eligibility will be generated first thing on Friday mornings. For MS and HS at least three (3) grades per week should be recorded unless exempted by the principal.

GRADING SYSTEM

Our grading scale is:

90-100% A

80-89% B

70-79% C

60-69% D

59-below F

Concurrent college classes will be weighted as a 5.0 class for the purposes of GPA calculation.

HEAD LICE (Policy FFA)

Tishomingo Public Schools adheres to the Oklahoma State Department of Health's guidelines for control of active infestation of head lice that require effective treatment of live lice. Students will be sent home and will not be allowed to return until the live lice are removed. The student will not be allowed to ride the bus to school or be readmitted to school until school staff confirm the live lice are gone. If the student is free and clear of lice, the student may return to class. The school has the right to contact the Department of Human Services, if needed.

INVENTORY (Policy CBBB)

Teachers are required to turn in a completed inventory of all classroom equipment, textbooks, and any unused materials at the end of each school year. Information to be maintained includes: description of item, date of purchase, purchase order number, cost of item (if known or best estimate), serial number and/or model number and location of the item. Add new purchases on the date items are received. When the equipment has been declared surplus by the Board of Education and sold or scrapped, the disposition of the item should be recorded in the fiscal year in which it was disposed of. The subsequent fiscal year would no longer carry the disposed equipment. All inventory should be labeled per administrative direction.

LESSON PLANS

Lesson plans must be posted on the school website by Monday morning (prior to the start of class) each week. Lesson plans will be viewed by an administrator weekly and should always be available in the event the teacher is absent unexpectedly. In addition, a sub folder with emergency lesson plans, class schedules, class rosters, special programs, and student notes should be available in the event a substitute teacher is needed. Lesson plans must include OK Academic Standards and other significant topics being taught each period.

MAIL

All envelopes/packages sent in the school's name should be typewritten or printed neatly. All outgoing mail should have the name of the person sending printed near the school's return address in the upper left hand corner.

MASTER CALENDAR

A master calendar for the District and for each Site will be kept through Google Calendar with details of school events, activities, meetings, field trips, fund-raisers, etc. Activities can be sent to the principal, secretary, and designees assigned by the principal to be added to the calendar. This calendar should be checked prior to planning any activity or event.

MEALS

All faculty and staff must purchase breakfast (\$1.25) and lunch (\$2.25), per regulations from the Federal Child Nutrition Office. Staff and students should prepay for meals. The meal balance remaining at the end of the school year for staff and their children will be deducted from the May payroll check. Meals shall not be eaten in the classroom during class time (lunch detention or similar is acceptable). Any time students will be gone on field trips, etc., teachers must report the number of students who will be gone on the trip to the cafeteria manager at least a week prior so that cafeteria meal preparation can be adjusted and so that lunches can be prepared if needed.

MEDICATION/SUNSCREEN (Policy FFACA)

Prescribed medication will be administered by the principal or designee. Non-prescription and over the counter medication will not be administered by staff. Parents are welcome to come to the school and administer themselves. The danger of a student receiving an incorrect medication puts the student's health at risk and places the school and employees in legal jeopardy. Sunscreen can be carried by the student and can be applied by the student. Sunscreen is treated like a non-prescription medication and cannot be applied by staff.

MOMENT OF SILENCE (Policy EMI)

All students and staff shall observe a moment of silence each day.

NON-DISCRIMINATION STATEMENT (Policy EHBA)

The Board of Education is committed to a policy of non-discrimination in relation to race, religion, sex, sexual orientation, gender identity, age, national origin, veteran status, part- or full-time status, and disability. This policy will prevail in all matters concerning staff, students, events, the public, employment, educational programs and services and individuals, companies, and firms with whom the Board of Education does business. The BOE appoints the superintendent of schools to be the Section 504 Coordinator and the Title IX Coordinator who may be contacted at Tishomingo Public Schools, 1300 E. Main, Tishomingo, OK 73460, telephone number (580) 371-9190.

OUTSIDE GUEST SPEAKERS

Only guests approved by administration may visit classrooms. Guests shall wear a guest ID at all times.

PARENT-TEACHER CONFERENCES

Parent-teacher conference dates will be scheduled once each semester. Teachers are required to attend conferences. Conferences are also held when the teacher and/or parent/guardian feel they are necessary or when required by the principal. It is very important that a teacher grant a request for a conference made by a parent/guardian. Conferences are usually very valuable to the classroom teacher, plus they are an excellent public relations tool for the school. If you feel that you cannot grant a conference request, then you should discuss the situation with the principal.

PARTIES

Party dates/times for PK-4 will be set by administration for various holidays throughout the school year. All parties shall be held in the afternoon after students have eaten lunch. The cafeteria will not furnish any supplies, paper products, or food for parties. Our child nutrition program is valuable to our students and the number of students who eat each day is the driving force for a successful child nutrition program. Do not plan "pizza parties" in place of lunch without prior approval.

PAY PERIODS

Pay day will be on the 28th or last working day of each month. Timesheets are due by 10:00 a.m. on the following dates for the 21-22 school year: September 17, October 22, November 12, December 10, January 21, February 18, March 10, April 21, May 13.

PERMANENT RECORDS (Policy FL)

A permanent record for each student is kept on file in the school office. All permanent records must be kept in a locked file. Parents/guardians are permitted access to the records kept on their children according to policy. Information kept in these records must be the type which would be beneficial in planning an educational program for the student. All permanent records must be filled out in blue or black ink. To be kept in permanent records (1) Test results: Use labels if available (2) Copy of birth certificate or birth record. (3) Copy of residence verification. (4) Social Security Card Copy (5) Tribal Membership Card Copy (6) Grades (7) Shot Records (8) Relevant directives from parents/ guardians (whom to release child to, etc.) (9) Records from previously attended schools (10) Other as directed by administration. Not to be kept in permanent records (1) Personal notations or opinions concerning a student. (2) Children's work samples (except when the teacher deems essential). (3) Entire test booklets (i.e., reading tests). (4) Confidential testing data related to special education or any information regarding special education.

PRINTING AND COPYING

Printing and copying should be limited to what is truly necessary. Printing should only occur after the document has been proofed. Re-printing because of errors that should have been caught through proofing can get costly for the District. Printing and copying of personal items will not be allowed. Printing and copying must adhere to the copyright policy. Do not send students to make copies.

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)– Political affiliations or beliefs of the student or student’s parent; Mental or psychological problems of the student or student’s family; Sex behavior/attitudes; Illegal, anti-social, self-incriminating, or demeaning behavior; Critical appraisals of others with whom respondents have close family relationships; Legally recognized privileged relationships, such as with lawyers, doctors, or ministers; Religious practices, affiliations, or beliefs of the student or parents; or Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of – Any other protected information survey, regardless of funding; Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use – Protected information surveys of students; Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and Instructional material used as part of the educational curriculum.

PURCHASES

ALL purchases (including activity fund purchases) must be initiated by a purchase requisition. The purchase requisition will include the name, address, phone number, and fax number for the vendor, the description of each item, price per unit, extended price, shipping charges, and total price for order. The purchase requisition must also include the name of the employee requesting a purchase. Purchase requisitions must be submitted to the Principal or Athletic Director for approval first and will then be sent to the Superintendent for final approval. If a purchase is made without approval the employee will be responsible for the purchase and the cost associated with it. Once approved, a purchase order number will be assigned. Once the order arrives, the person receiving the order must check each item included against the packing slip. If the order is complete, the packing slip must be signed by the person who checked the items and delivered to the administrative office. Invoices will not be paid until a signed packing slip has been turned in. If the order is not complete, please contact the administrative office for further instruction. All non-consumable items must be labeled with permanent ink or with inventory labels and added to inventory. If students are to pay for part of a purchase, all money from the students must be collected prior to the order being placed. Open purchases at local vendors will now be controlled through purchase requests.

REFERRAL FOR SPECIAL SERVICES

Contact Mrs. Kim Morse for information.

RESIDENCY PROGRAM FOR TEACHERS

All new teachers, counselors, librarians, school nurses, etc. regardless of certification path will participate in the residency program. The Board of Education will appoint a residency committee based on recommendations from the superintendent. The committee will meet throughout the year to provide guidance, support, coaching, and assistance to the resident teacher.

SCHOOL EQUIPMENT AND SUPPLIES

School equipment/supplies are to be used for school related activities not personal activities.

SECURITY OF CLASSROOMS

Classroom doors should be locked at all times. Teachers are responsible for their own classroom.

SOCIAL MEDIA/DIGITAL COMMUNICATIONS

Texting/Messaging - With few exceptions, texts and messages sent by teachers, coaches and other staff shall be sent to an entire class, team, club or organization **using Remind**, not to individual students. Exceptions may include situations involving confidential medical issues, emergencies, or times when students in crisis reach out for support. Administrators should be notified immediately about any individual messages to/from students that are personal or confidential. Digital Communication Guidelines and Restrictions - All digital communications between employees and students, whether via school social media posts, Enotes or other means, should be about legitimate school business. Digital communication is an extension of the physical classroom. What is inappropriate in the classroom is inappropriate in digital communications. District digital communications, content posted by district employees and comments posted by participants in District-sponsored social media sites should not contain: profane language, language that is harassing, hazing, accusatory, intimidating, demeaning, defamatory, maligning, inflammatory or verbally abusing toward any person or entity, language that threatens personal safety or may tend to compromise personal safety or security, language that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation, language that incites or encourages attempts to interfere with or disrupt the normal educational process, language that encourages illegal activity, language or images of a sexual or flirtatious nature or links to sexual content, support or oppose district bond proposals or candidates for office, solicitations of commerce for personal gain, and/or content that violates a legal ownership interest of any other party. Use of photos of students in digital communication and social media sites must be in accordance with FERPA requirements, signed media releases and existing district guidelines.

Privacy – Staff shall have no expectation of privacy when using district technology, the district network and or district-sponsored social media.

Staff Personal Social Media, Pages or Platforms – Staff shall not post student information, student photos or videos or the District Logo on personal pages. Staff may share posts on their personal page from the District pages. Employees are expected to maintain a professional

and appropriate relationship with students. The District strongly recommends that employees not communicate via personal social media with students who are currently enrolled in District schools, with the exception of communication about non-school issues with students who are relatives. The District recommends employees consider politely discontinuing existing, personal social media profile interaction with current students. In regard to digital communication and social media use, unprofessional relationships include writing personal letters, email or text messages; calling students on cell phones or allowing students to make personal calls to you unrelated to class work or school activities; sending inappropriate pictures to students; discussing or revealing personal matters about your private life or inviting students to do the same; engaging in sexualized dialogue in any form. Any inappropriate contact or remarks via digital communication or social media from a student to an employee should be reported by the employee to his or her supervisor as soon as possible. Inappropriate or offensive content sent as digital communication or posted to social networks by employees may be investigated by school and district officials and, if warranted, may result in discipline, dismissal from employment, notification to the State Department of Education or criminal investigation. District employees who have personal social media accounts are encouraged to use appropriate privacy settings. At the same time, employees should also understand that privacy settings are no guarantee of privacy, and that in various manners any post in a personal digital communication or social media account could become public. A good rule of thumb is that if a staff member does not want to see something on the front page of the paper, they should not text it or post it.

STAFF MEETINGS

Meetings will be held on an as-needed basis. Attendance at teacher staff meetings and IEP meetings is required. If a conflict exists, contact the administration.

STANDARDS OF PERFORMANCE AND CONDUCT FOR TEACHERS

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

Oklahoma Administrative Code (OAC) 210:20-29-3

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

- (1) Shall not unreasonably restrain the student from independent action in the pursuit of learning,
- (2) Shall not unreasonably deny the student access to varying points of view,
- (3) Shall not deliberately suppress or distort subject matter relevant to the student's progress,
- (4) Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety,
- (5) Shall not intentionally expose the student to embarrassment or disparagement,
- (6) Shall not on the basis of race, color, creed, sex, national origin, marital status, political or religious beliefs, family, social, or cultural background, or sexual orientation, unfairly
 - (A) Exclude any student from participation in any program;
 - (B) Deny benefits to any students; or
 - (C) Grant any advantage to any student.
- (7) Shall not use professional relationships with students for private advantage,
- (8) Shall not disclose information about students obtained in the course of professional service, unless disclosure serves a compelling professional purpose and is permitted by law or is required by law.

PRINCIPLE II COMMITMENT TO THE PROFESSION

Oklahoma Administrative Code (OAC) 210:20-29-4

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

Title 70, Oklahoma Statute, Section 6-101.22

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

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

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

A teacher shall be dismissed or not reemployed unless a presidential or gubernatorial pardon has been issued, if during the term of employment, the teacher is convicted in this state, the United States, or another state of: (1) Any sex offense subject to the Sex Offender Registration Act in this state or subject to another state's or the federal sex offender registration provisions; or (2) Any felony offense.

A teacher may be dismissed, refused employment or not reemployed after a finding that such a person has engaged in criminal sexual activity or sexual misconduct that has impeded the effectiveness of the individual's performance of school duties. As used in this subsection: (1) "Criminal sexual activity" means the commission of an act as defined in Section 886 of Title 21 of the Oklahoma Statutes, which is the act of sodomy; and (2) "Sexual misconduct" means the soliciting or imposing of criminal sexual activity.

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

STUDENT HANDBOOK

Teachers are expected to read and retain a copy of the student handbook for reference.

SUBSTITUTE TEACHERS FOLDER

Each teacher will make a substitute teacher's folder for the convenience of the substitute teacher. This folder should contain a roll sheet or seating chart, the teacher's schedule, an alternative lesson plan, title of texts and/or workbooks, discipline plan, the name of a dependable student in each class, and any information pertinent to the classes.

SURVEILLANCE VIDEOS

The District utilizes video cameras to enhance its security operations. Video cameras may be placed in buses, hallways, parking lots, common areas, cafeterias, stadiums, auditoriums, and any other areas except locker rooms and bathrooms. These video cameras are monitored and are under the control of school administration. Surveillance videos are NOT considered to be educational records of students unless used for disciplinary action on a student, which are protected by FERPA and not subject to the Open Records Act, but are considered to be records of a law enforcement unit. As records of a law enforcement unit such records are not subject to the right of inspection by subject to disclosure under the Oklahoma Open Records Act. Surveillance videos may be used in disciplinary actions against students and employees and may be publicly disclosed during such disciplinary proceedings.

TEXTBOOKS

Textbooks should be checked out by number to each student. Each book should be numbered by the teacher with heavy ink or magic marker on the inside of the cover and each student's name should be initialed by the teacher. A record should be kept showing the student's name, title, book number, teacher's name, and condition of the book. If a student loses a book, a replacement book will be issued upon proof of payment for the lost book. Teachers are responsible for issuing and collecting all textbooks.

TOBACCO-FREE ENVIRONMENT

Use of tobacco, tobacco products and vapor products will not be permitted in school buildings or school facilities at any time 24 hours per day/7 days per week. That includes classrooms, corridors, restrooms, locker rooms, work areas, cafeterias, offices, faculty lounges, gymnasiums, stadiums, parking lots, cars parked in school parking lots, and all vehicles owned, leased, or operated by the district. District employees and students will not be permitted to use tobacco or tobacco products while they are participants in any class or school sponsored activity in which they represent the District. This policy also affects employees of agencies working with students and/or employees of the district, spectators at contests, activities, sports events, and games, and all others authorized to be in the District's facilities.

TRAVEL

Any reimbursement for travel expenses must be approved in advance through a purchase requisition. Meals are only reimbursable if an overnight stay is required and at a maximum of \$55 per day except for the first and last day which is calculated at 75% or \$41.25. School vehicles shall be used for all school related travel. The Superintendent must approve any exceptions. Do not put students in your personal vehicles. School fuel cards and charge accounts may only be used for school owned vehicles.

UNIVERSAL PRECAUTIONS

Universal precautions are a method of infection control. They are used to protect individuals from exposure to diseases such as HIV and HBV or other blood borne pathogens. It requires that individuals protect themselves from other individuals' body fluids. Protection should be for the following body fluids: Blood, Semen, Vaginal secretions, Saliva. All body fluids should be considered dangerous, as it is sometimes difficult to identify the fluid. Hand washing is one of the most effective work practice controls. Hands should be washed with soap and water immediately following any contact with body fluids and immediately following removal of protective gloves.

VIDEO USE GUIDELINES

All videos must be directly related to instruction.

Fair use interpretations give requirements for legal use of videos. Videos, including those labeled "For Home Use Only," may be shown if they are district-owned, rented, or legally acquired by a family or staff member. Videos rated "G" may be shown without approval. Videos rated "PG" must be approved by the ES and MS principal and video rated PG-13 must be approved by HS principal and have prior approval by the parents (passive permission is acceptable). Videos rated "R", "X", or any other rating, or unrated shall not be shown. Videos

recorded from broadcast programming (off-air recording) may be shown if they are taped from regular broadcast television i.e., those stations received without cable and/or satellite transmission, particular program specifies education rights for taping, the taping is the first and only recording of a program by the same teacher.

VISITORS (Policy GJ)

All visitors must check in at the main office upon arrival on campus. Family and friends are not allowed to sit in on classes during the school day and visits should be limited. Special occasions (class parties or other special activities: example Grandparents Day) are allowed with prior approval of the building principal.

WEAPON FREE SCHOOL (Policy FNCGA)

It is the policy of this school district to comply fully with the Gun-Free Schools Act. Any student in this school district who uses or possesses a firearm at school, at any school-sponsored event, or in or upon any school property including school transportation or school-sponsored transportation may be removed from school for one full calendar year or longer.

Firearms are defined in Title 18 of the United States Code, Section 921, as (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device including any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or any device similar to the above. Such firearms or weapons will be confiscated and released only to a law enforcement authority. Oklahoma Statutes, Title 21, Section 1280.1 prohibits any person to have in such person's possession on any public or private school property or while in any school bus or vehicle used by any school for transportation of students or teachers any firearm or weapon as defined in Title 21, Section 1272: "...any pistol, revolver, shotgun or rifle whether loaded or unloaded, or any dagger, bowie knife, dirk knife, switchblade knife, spring-type knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, blackjack, loaded cane, billy, hand chain, metal knuckles, or any other offensive weapon, whether such weapon is concealed or unconcealed."

Students with disabilities are subject to this policy and will be disciplined in accordance with the Individuals with Disabilities Act and Section 504 of the Rehabilitation Act. If the violation is found by the student's IEP team to be unrelated to the student's disability, the student may be suspended for up to 45-calendar days at the discretion of the superintendent. If the student's IEP team determines that the violation is related to the student's disability, the student may be suspended for up to ten days and placed up to 45 days in an alternative educational setting. The school district must take immediate steps to remedy any deficiencies found in the child's IEP or placement, or the implementation of the IEP. The child must be placed in an appropriate setting determined by the IEP team and continue to receive special education and related services.

WEATHER DISMISSAL NOTIFICATION

It may become necessary to dismiss school early if there is a possibility the roads will freeze and become a hazard to the children returning home in the evening. It may also be possible for inclement weather to occur during the evening or early morning hours resulting in school being cancelled for the day. If either of these situations occur, a public announcement will be sent out through the automated communication system (E-Notes), posted on the website and social media and will be announced on local television stations.