



**OILTON PUBLIC SCHOOL
CERTIFIED STAFF HANDBOOK
2016-17**



**OILTON PUBLIC SCHOOL
P.O. BOX 130
OILTON, OK 74052
918-862-0389**

BOE Reviewed July 11, 2016
BOE Approved August 8, 2016

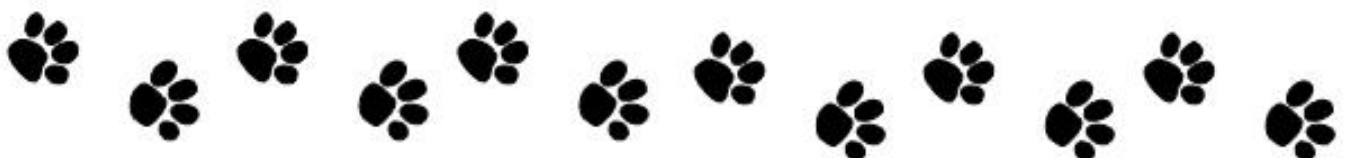


TABLE OF CONTENTS

Board of Education; Administration 5
Certified Staff..... 6
Support Staff..... 7
Purpose of Manual 8
Board of Education Policy 9
Introduction and General Provisions..... 9
Philosophy 9
Personnel Goals and Objectives 10
Non-Discrimination Statement..... 10
Constitution... .. 10
Staff Involvement 10
Grants and New Programs..... 10
Agenda Preparation and Dissemination... .. 11
Public Participation at School Board Meetings 11
Adoption and Review of Policy..... 11
Public Complaints 12
Resolving School Related Conflicts... .. 13
Services of Support Personnel..... 13
Maintenance of Facilities... .. 14
Asbestos Inspections 14
Maintenance Requests..... 14
School Safety..... 14
Vandalism..... 17
Supplies..... 17
Purchasing of Supplies, Equipment, Etc..... 18
School Visitors 18
School Visitors Grievance/Appeals Process... .. 19
Media Relations and News Releases 19
Solicitations and Advertising 20
Return Check Policy... .. 20
Recycling Program..... 20
Faculty Standards of Conduct and Performance 20
Teacher Ethics... .. 22
Faculty Selection and Assignment..... 22
Teacher Qualifications..... 23

TABLE OF CONTENTS

Credentials.....	<u>24</u>
Residency Level Teacher Assignments.....	<u>24</u>
Professional Growth.....	<u>24</u>
School Hours	<u>24</u>
Teacher Duties.....	<u>24</u>
Delegation of Authority.....	<u>24</u>
School Attire	<u>24</u>
Reporting Time.....	<u>24</u>
Leaving School Grounds	<u>24</u>
Staff Meetings.....	<u>25</u>
Announcements	<u>25</u>
Official School Calendar.....	<u>25</u>
Change of Address / Telephone.....	<u>25</u>
Telephone Usage.....	<u>25</u>
Cell Phone Use.....	<u>25</u>
Planning Periods.....	<u>25</u>
Displaying of Material on School Walls.....	<u>25</u>
Community Service.....	<u>25</u>
Salaries, Pay Dates.....	<u>26</u>
Travel and Expense Reimbursement.....	<u>26</u>
Meal Reimbursement	<u>26</u>
Fringe Benefits.....	<u>27</u>
Sick Leave	<u>27</u>
Child Care Leave	<u>27</u>
Personal Business Leave.....	<u>27</u>
Emergency Leave	<u>27</u>
Jury and Court Leave.....	<u>28</u>
Military Leave.....	<u>28</u>
Professional Leave.....	<u>28</u>
Approval of Leave	<u>28</u>
Substitute Teachers	<u>28</u>
Teacher Evaluation	<u>29</u>
Written Admonishment Teacher.....	<u>30</u>
Faculty Reduction in Force.....	<u>30</u>
Voluntary Retirement Incentive Policy	<u>34</u>
Use of Tobacco on School Grounds.....	<u>37</u>

TABLE OF CONTENTS

Drug-Free Workplace.....	<u>37</u>
Use of Drugs and Controlled Substances by Employees.....	<u>38</u>
Drug-Free Schools.....	<u>39</u>
Drug Education / Prevention Program	<u>39</u>
Weapon Free Schools.....	<u>40</u>
Harassment Policy	<u>42</u>
Sexual Harassment.....	<u>43</u>
Grievance / Complaint Procedure.....	<u>43</u>
Computer Use.....	<u>45</u>
Computer Use Regulation	<u>45</u>
Internet & Other Computer Network Acceptable Use & Internet Safety Policy.....	<u>47</u>
Internet Filtering Regulation.....	<u>52</u>
Illegal Use of E-Mail Messaging	<u>54</u>
Transfer and Release of Confidential Information.....	<u>54</u>
Teacher-Student Rapport	<u>54</u>
Assemblies	<u>54</u>
Classroom Supervision	<u>54</u>
Care of Room.....	<u>54</u>
Class Interruptions	<u>55</u>
Radios and Televisions	<u>55</u>
Class Parties.....	<u>55</u>
Hall Passes.....	<u>55</u>
Hall Supervision.....	<u>55</u>
Keys.....	<u>55</u>
Textbooks	<u>55</u>
Duplicating Machines	<u>55</u>
Lesson Plans	<u>55</u>
Deficiency Slips.....	<u>55</u>
Grading and Report Cards	<u>55</u>
Homework.....	<u>55</u>
Nine Weeks/Semester Tests	<u>57</u>
Promotion and Retention.....	<u>57</u>
Tardies / Attendance.....	<u>58</u>
Student Attendance.....	<u>59</u>
Activities / Attendance Policy (Extra Curricular).....	<u>61</u>
Make-up Work.....	<u>62</u>
Release of Students.....	<u>62</u>
Student Dismissal	<u>62</u>

TABLE OF CONTENTS

Principal Notification	<u>62</u>
Student Search	<u>62</u>
Discipline	<u>62</u>
Students Released to Law Officer	<u>63</u>
Student Withdrawal.....	<u>63</u>
Wireless Telecommunication Devices and Nuisance Items.....	<u>63</u>
Reporting Child Abuse or Neglect	<u>63</u>
Reporting Students Under the Influence of Intoxicating or Dangerous Substances.....	<u>63</u>
Using Copyrighted Material	<u>64</u>
Classes, Clubs, and Organizations.....	<u>73</u>
Sponsorship, Fund Raisers, Expenditures.....	<u>73</u>
Church Activities	<u>73</u>
Field / Activity Trips.....	<u>73</u>
Parent Permission Forms.....	<u>73</u>
Overnight Trips	<u>73</u>
Activity Fund Oversight	<u>73</u>
Activity Fund	<u>74</u>
Handling Activity Fund Money	<u>74</u>
Regulation Handling School Activity Fund Money	<u>75</u>
Sanctioning of Parent Organizations and Booster Clubs.....	<u>76</u>
Transportation Requests	<u>76</u>
Use of School Bus for Non-school and Extra Curricular Activities	<u>77</u>
Bus Driver Compensation	<u>77</u>
Bloodborne Pathogens	<u>77</u>
Regulation Bloodborne Pathogens	<u>78</u>
Health Services Program	<u>79</u>
Fire Drills and Tornado Drills.....	<u>79</u>
Emergency Plans and Fire Drills	<u>79</u>
Regulation Emergency / Evacuation Plan.....	<u>79</u>
Inclement Weather Procedures.....	<u>81</u>
Emergency Plans and Bomb Threats	<u>81</u>
Regulation Bomb Threat Procedures.....	<u>81</u>
Regulation Emergency Phone Numbers.....	<u>82</u>

OILTON SCHOOL DISTRICT I-020

BOARD OF EDUCATION

PresidentRoy Cardwell
Vice President Dana Saliba
Clerk.....Jerry Rogers
Member.....Mike Greasley
Member.....Vacant

ADMINISTRATION

Superintendent...Matt Posey
Administrative Assistant.....Erna Patton
Treasurer.....Tammy Huff
Principal.....Daniel McEntire
High School SecretaryPatty Clawson
Elementary School SecretaryTeressa Humble

CERTIFIED STAFF

Brandy Baugh.....Special Education
Michelle Boone.....Fourth Grade
April Bridwell.....First Grade
Christina Chestnut.....Third Grade
Caitlin Cobble.....Kindergarten
Amanda Hewitt.....Second Grade
Craig Kennedy.....Secondary Math; Coach
Earl Madison.....Secondary History; Athletic Director;
Jennifer PurvisFifth Grade
Donna Roberts.....Secondary English
Joe Rouintree.....Secondary Special Education; Mathematics ;Speech
Lisa Sadler.....MS Reading; Language Arts
Jessica Schwickerath.....Pre-Kindergarten
Nicole SernerSecondary History
Brad Smith.....MS Science
Craig Swenty.....MS Mathematics; MS Social Studies; Coach
Kathy SwentyThird Grade
Shelley TravisSecondary Science
LaDonna Turner.....Librarian

SUPPORT STAFF

Tiffany Ballard.....Para-Professional
Debbie BridwellLibrary Assistant
Patty ClawsonHigh School Secretary; Bus Driver
Teresa Humble...Elementary Secretary
Erna PattonAdministrative Assistant
Sarah Rickner.....Para-Professional; Bus Driver
Connie Stokes.....Child Nutrition
Paul StokesHead Maintenance; Bus Driver
Toni StokesCustodial

PURPOSE OF THIS MANUAL

This manual has been prepared to provide some specific guidelines for all certified personnel. It will be revised and updated as time demands. It should prove to be of assistance to each certified personnel in understanding the primary objectives and expectations for each position, by establishing ways and means of providing better service, by establishing benefits, authorized leaves, vacation times, etc., by establishing a channel of communication, and by defining the state statute applying to suspension, demotion, and termination of certified personnel.

Each certified employee and each administrator should become familiar with this manual. Input on needed changes will be appreciated.

It is well that all of us remember that the specific purpose of all positions, all personnel, and the schools themselves is the educational opportunities provided young people. The enhancement will be an asset in this objective. My office, and the office of each principal, is always open for discussion with any employee. We will work with and attempt to assist you with any specific problems you may have.

Matt Posey
Superintendent of Schools
Oilton Public School

BOARD OF EDUCATION POLICY

A copy of all board policies is available in the superintendent's office, elementary and high school offices, and on the school website www.oilton.k12.ok.us. New policies or policy revisions may be adopted throughout the year and not all sources may be updated. The hard copy of the board policy book in the superintendent's office supercedes any other copies of board policy.

INTRODUCTION AND GENERAL PROVISIONS

This handbook is designed to assist all Oilton staff members in performing their duties in the most efficient manner possible to ensure smooth operation of our school system. Staff members are governed by certain Federal Regulations, Oklahoma School Law, State Department of Education regulations, Oilton School Board policies and regulations as set forth in this handbook. This handbook is an extension of these policies and regulations and should be adhered to with them in mind. School board policy statements are necessarily broad general guidelines for expected behavior regarding educational matters in our community. It is the duty and responsibility of each Morrison staff member to become knowledgeable of these laws, regulations and policies which pertain to or affect his/her as he/she performs his/her duties for the Oilton School System.

This handbook is to be returned to the superintendent's office at the conclusion of the school year for revision, additions, or deletions for the succeeding school term. The return of the handbook will become a permanent part of staff checkout requirements at the close of the school term.

Staff input for the improvement of this handbook is requested by the administration. Please make notes during the school year for submission of any suggestions that you may have for the next school term. Much effort has been made to prepare all facilities for the school year. Please apply your energy to your specific area during the few days of preschool preparation. This will pay good dividends in the weeks ahead.

PHILOSOPHY

The school in a democratic society takes its rightful place in the community when working towards the development of a curriculum, instructional program, and related special services which will assist and support each learner in the search for truth, in the maximum development of innate potential, and an understanding of self.

The school, as an education institution, must strive to help each student in gaining a better understanding of his/her relationship to the world in which he/she lives and can best do so by providing an opportunity for each student to attain the basic learning tools including an open mind, the ability to question and evaluate, and the desire to improve on that which is presently accepted.

With this prelude Oilton School will work to provide an ever-broadening program of general education based upon the characteristics, needs, and future plans of the students being served. The school, with the help of the community, which it serves, will constantly strive to reassure the effectiveness of its programs and services in accomplishing this stated philosophy.

PERSONNEL GOALS AND OBJECTIVES

The Board of Education recognizes that a dynamic and efficient staff, dedicated to education, is necessary to maintain a constantly improving educational program. The Board is committed to providing a coordinated staff of specially trained personnel to the end that each discipline or area of responsibility be properly designed with a procedure for assessment so that each may have proper emphasis in the total curriculum and school system organization.

Additionally, the Board's specific goals are:

- to conduct an employee evaluation program that will contribute to the continuous improvement of staff performance.
- to provide, when feasible, in-service programs that promise to improve rates of performance, retention, and promotion.
- to recruit, select, and employ the best-qualified personnel to staff the school system.
- to develop the quality of human relationships necessary to obtain maximum staff performance and satisfaction.
- to deploy the available personnel and ensure that they are utilized as effectively as possible within budgetary constraints.

NON-DISCRIMINATION STATEMENT

The Oilton Public School does not discriminate on the basis of race, color, national origin, sex, age, qualified handicap or veteran.

CONSTITUTION

It is the policy of the Oilton Board of Education that the school district will comply with a federal requirement to teach students about the United States Constitution on September 17 (Constitution Day) of each year. The school district shall utilize rules of the United States Department of Education to ensure that this education is provided.

STAFF INVOLVEMENT

The staff is encouraged to participate in the formulation of recommendations for the improvement of the district's operations. The superintendent is authorized to establish such committees as are feasible and necessary to recommend rules and regulations for the proper functioning of the district.

GRANTS AND NEW PROGRAMS

The Oilton Public School District wishes to acquire new funds for their school system through approved sources. The district further agrees that it takes extra time, effort, and expertise to be successful. Previously it has been in the best interest of the district to employ grant writers to gain additional funding. It is the hope that staff will desire to procure new funds for the district. Much personal time and effort will be involved. Staff will not do any grant writing or research during school hours. The district agrees to pay the staff member a fee equal to 5% up to 15,000 and 2.5% thereafter of amount of new funding procured through the individual efforts. The Superintendent/School Board, prior to the award, must approve all funding sources or a stipend will not be paid. The stipend will be paid with the staff members June check, but only after all funding has been received by the district for that year.

Grants and existing grants currently received by the district from Career Tech are not subject to this program.

AGENDA PREPARATION AND DISSEMINATION

The superintendent, in cooperation with the board president, will prepare the agenda for a meeting of the board of education. Patrons or staff members wishing to have an item placed on the agenda must contact the superintendent or the board president in writing no later than 24 hours before the board agenda must be posted.

The board agenda will be prepared according to state law and posted on the front door of the administration building at least 24 hours before the meeting. The posted agenda shall be visible outside during closed hours.

Written notice of the date, time, and place of the meeting will be mailed or delivered to each member of the board and to any newspaper or other media representative that has filed a written request for such notice. In addition, the agenda for each meeting will be posted on the school district's website in accordance with the provisions of 74 O.S. § 3106.2, S.L.O. § 533.1.

A schedule and information about the regularly scheduled meetings of the board shall be posted on the website. Also, names of members of the board will be posted on the website. When reasonably possible, information about special or emergency meetings shall be posted on the website.

PUBLIC PARTICIPATION AT SCHOOL BOARD MEETINGS

All regular, special and emergency meetings of the board of education shall be open to the public. The board, in its efforts to learn the viewpoints and concerns of the patrons of the district, will provide opportunities for the patrons to give input to the board. A procedure developed to allow optimum efficiency of the school board meeting as well as extensive opportunity for patron input shall be in place at all times.

A public participation time will be available at all regular meetings, and at special and emergency meetings at the discretion of the board president. The president of the board shall recognize speakers, maintain proper order, and establish and comply with time limits, if needed. Board members and administrative staff are not required to respond to questions from the public, since doing so could be in violation of the Open Meeting Act. The board will not vote on items discussed on the public participation section unless the item is already on the agenda or the item meets the legal requirement of new business.

However, questions may be referred to the superintendent for a later report to the board. The board may also choose to place such items on the agenda of a later meeting.

The board will not hear personnel complaints unless proper legal and administrative procedures concerning complaints have been followed. No speeches for or against candidates for political office will be permitted.

ADOPTION AND REVIEW OF POLICY

The policies of the board of education will be reviewed annually. Changes, additions, or deletions may be made subsequent to this annual review. However, requests for the board to consider changes in policies may be made at any time. Suggestions should be submitted in writing to the superintendent or the president of the board.

The board believes that the two most important ingredients of a legitimate suggestion for policy change are the need (or problem) is well documented with numbers, dates, and figures and the solution suggested is feasible for the school district.

Policy changes may appear on any board agenda. However, final adoption of any policy change must be postponed for 30 days after original consideration, unless the board votes to declare an emergency for the policy change.

The board of education is aware that board action, in and of itself, may be interpreted as establishment of policy.

PUBLIC COMPLAINTS

The Oilton Board of Education welcomes comments and suggestions for improvement from the patrons whom it serves. Constructive criticism of the schools is welcome whenever it is motivated by a sincere desire to improve the quality of the educational program or to allow the schools to do their tasks more effectively. However, the board has confidence in its professional staff and desires to support their actions in order that they are free from unnecessary, spiteful, or negative criticism and complaint. Therefore, whenever a complaint is made directly to the board as a whole or to a board member as an individual, it will promptly be referred to the school administration for study and possible solution.

Since individual board members have no authority to resolve complaints, other than by formal board action, administrators are expected to follow up on all complaint referrals and to advise the board members of the nature of the complaint and the action(s) taken. The board expects that the administration will develop a procedure for receiving complaints courteously and that it will take steps to make a proper reply to the complainant. Follow-up shall be in the form of a written memorandum to the board members.

Anonymous complaints provide no avenue for response or redress of the complaint. Therefore, it will be the policy of the board that anonymous complaints shall not be pursued. An unsigned complaint will not be read or acted upon at any meeting of the board and anonymous telephone complaints will not be brought to the board by any individual board member, administrator, or other district employee. Further, the administration will not act on any anonymous complaint.

Complaints for which specific resolution procedures are provided shall be directed through those channels. This includes complaints about personnel, complaints about instructional materials, etc.

Complaints should be resolved at the lowest possible level of authority. If the complaint cannot be resolved at the building level, either party is encouraged to bring the matter to the attention of the superintendent of schools.

If all other remedies have been exhausted and a complaint cannot be satisfactorily resolved, the complaint may be appealed to the board of education. The board will hear no appeal and no charges or accusations against an employee will be investigated or acted upon unless the accusations are reduced to writing, signed by the party making the complaint, and presented to the board through the superintendent.

In addition to the above, the board will request written reports be provided to the board prior to the meeting from the following:

- The person against whom the complaint is made,
- The principal of the school involved,
- The superintendent, and
- The complainant.

Generally, all parties involved will be asked to attend the board meeting for the purposes of presenting any additional facts, making further explanations, and clarifying the issues.

The board will not consider or act upon complaints that have not been explored at the appropriate administrative level or complaints for which specific resolution procedures have been established that do not include board review. If the board decides to hear the complaint, the board shall make a decision, which shall be sent to all interested parties. The board's decision is final.

RESOLVING SCHOOL-RELATED CONFLICTS

The board of education believes that the school district can operate most efficiently and can deal most effectively with problems that arise in personnel matters if the problems are resolved at the lowest level of administration possible.

Therefore, the board requests that problems, which parents or students have with an individual teacher or classroom situation, be taken to the individual teacher for resolution. If that resolution is not satisfactory, the parent or guardian of the student should contact the school principal for resolution. If the results of a meeting with the principal are not satisfactory, the problem should be taken to the superintendent. If all of these avenues of conflict resolution have failed to provide a satisfactory resolution of the issue, the parent or guardian should request to be heard by the board of education at a board meeting.

The school counselor may be involved at any level of the problem resolution process if circumstances dictate.

SERVICES OF SUPPORT PERSONNEL

The services of many people performing different assignments and different primary responsibilities are required for a school district's operation. Each position is important and each individual receiving district salary for serving in their respective position are expected to maintain a positive, cooperative attitude and perform their assignments at a level that meets or exceeds expectations. All of us are expected to cooperate in providing the best possible operation and educational opportunities for boys and girls.

Support personnel provide important and necessary services to the district's operations. Their duties and responsibilities, properly performed, provide some needed assistance to teachers by making it possible for the teacher to spend more of their time in planning, preparing, and instructing.

Teachers can be of great assistance to the support personnel by understanding their respective duties, assignments, or roles in the operations and doing whatever is practical to assist them. Following the established procedure for having some specific tasks performed will assist everyone concerned. The primary duties and responsibilities of those support personnel that work around or directly with teachers are briefly outlined.

A. Teacher Assistants

Teacher assistants are employed to assist the teacher by performing a number of non-instructional tasks, such as hall duty, playground duty, bus duty, lunchroom duty, and extracurricular activities. Other duties or assigned activities, which teacher assistants may perform, must be under the direct supervision of a licensed/certified teacher. Examples of other duties include: Prepare art supplies, bulletin boards, supplemental materials, transparencies, reports, dittos, maps, etc., file materials and compute statistical information (General Regulations-VI, Regulation C., page 28-Regulation E' of this publication stipulates

that "Teacher Assistants" shall not be given responsibility of instructing children, keeping study hall, or presenting new instructional materials to students. Teacher assistants should not be considered "paper graders" and assigned to grade a majority of student papers. The teacher should grade most papers to be fully aware of the student's strengths and weaknesses. Teacher assistants must possess a high school diploma or GED certificate.

B. Maintenance/Custodial

The primary duty and responsibility of the maintenance/custodial staff is to keep the building, grounds and equipment in the best state of cleanliness and repair. We can best assist these personnel by assuring that papers, pencils, books, equipment, etc., are picked up off the floors. Requests for specific repairs and/or maintenance, custodial services should be submitted to the superintendent's office on the Maintenance Request Form.

MAINTENANCE OF FACILITIES

The board of education believes that a well-maintained facility is more conducive to learning and that budgeting can be more structured and predictable with a maintenance schedule. Preventive maintenance can also save money on postponed repairs.

Preventive and corrective maintenance procedures shall be developed and implemented to ensure that each site and building will be clean, in good repair and maintained with consideration for function and aesthetic value.

ASBESTOS INSPECTIONS

The Asbestos Hazard Emergency Response Act of 1986 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 on file for public review. You may examine the plan, located in the Superintendent's office and at each campus, upon request. The Oilton Public School annually notifies all parents, teachers, and other employees by appropriate handbooks. Additionally, information regarding any asbestos related activities planned or in progress, will be disseminated by flyers, handouts, etc., when they arise. The asbestos identified in our management plan will be checked regularly by an asbestos company and our staff to scrutinize any changes in the material that could cause a health hazard. We will continue to monitor the asbestos as defined by EPA guidelines. If changes occur, our asbestos coordinator will notify the appropriate people as prescribed by law.

MAINTENANCE REQUESTS

It will be the duty of the teachers to take care that pupils under their supervision do not damage the school building, furniture, apparatus or other school property. If maintenance is required, teachers will complete a Maintenance Request form and submit it to the superintendent's office.

Do not ask our custodians or maintenance personnel to perform repairs. Maintenance Request forms will be available in the building principal s offices.

SCHOOL SAFETY

Safety Program: It is the policy of the Oilton Board of Education to develop rules and procedures which will promote safety in the workplace and which will establish and maintain conditions of work that are reasonably safe and healthful for district employees. Therefore, the superintendent is directed to develop such rules and procedures in accordance with Oklahoma law and the rules of the Oklahoma Department of Labor. The superintendent will designate himself/herself or other person as a district safety coordinator. The rules and procedures developed by the superintendent and approved by this board shall be incorporated into this policy and become a part hereof.

The superintendent will establish procedures in an effort to offer reasonable protection for the safety of students, employees, visitors, and others present on school property or at school sponsored events.

The practice of safety shall be taught in educational programs in traffic and pedestrian safety, driver education, fire prevention, emergency procedures, disaster preparedness, etc., appropriately geared to students in different grade levels. Areas of emphasis shall include, but not be limited to, in-service training, accident record keeping, plant inspection, driver and vehicle safety programs, fire prevention, and emergency procedures in traffic safety problems relevant to students, employees, and the community.

Not later than October 1 of each school year, a Safe School Committee composed of at least six members including an equal number of teachers, parents of the children affected, and students. The committee will study and make recommendations to the principal concerning:

1. Unsafe conditions, possible strategies for students to avoid harm at school, student victimization, crime prevention, school violence, and other issues which prohibit the maintenance of a safe school;
2. Student harassment, intimidation, and bullying at school;
3. Professional development needs of faculty and staff to implement methods to decrease student harassment, intimidation, and bully; and
4. Methods to encourage the involvement of the community and students, the development of individual relationships between students and school staff, and use of problem-solving teams that include the school counselor.

Safety Signs

In further compliance with state law, the administrator of each school site shall post a sign in the school building which reads as follows: Felony charges may be filed against any person committing an aggravated assault or battery upon any school employee.

Employees who are victims of assault and/or battery while performing school duties shall notify the superintendent, the building administrator, or a member of the Safe School Committee of the incident within 30 days of the incident. The building administrator or committee member shall report such incidents to the superintendent. The superintendent shall determine the action to be taken as a result of the incident. The said victim of the assault and/or battery shall be informed of the action. If the employee is not satisfied with the action, he or she may ask to be heard by the Board of Education.

The superintendent shall notify the State Department of Education of all such incidents of the previous year on July 1 of each year. The report shall include a description of the battery or assault and the final disposition of each incident.

Nothing in this policy shall be meant to prevent the school employee himself/herself from filing criminal charges.

In accordance with the policy of the Oilton Board of Education, the following regulation supports and implements the board's policy concerning workplace safety and shall apply to the safety program of this school district:

Safety Coordinator

1. A Safety Coordinator will be appointed and designated in writing. The coordinator will be responsible for administering the workplace safety program.
2. The coordinator will arrange for safety classes to be provided to all school district employees. Safety classes will be provided only during the school year. Certified personnel who are in compliance with federal OSHA occupational safety and health standards shall be exempt from such safety classes or instruction.
3. Special training for certain classes of employees, if any, designated by the Oklahoma Commissioner of Labor will be administered within the district or by Central Technology Center in conjunction with the district.
4. No employee of this school district shall discharge, discriminate, or take adverse personnel action against any other employee because such employee has filed any complaint, or instituted or caused to be instituted any proceeding under or associated with this policy.
5. Within 48 hours after the occurrence of an employment accident that is fatal to one or more employees or which results in the hospitalization of five or more employees, the Safety Coordinator, the superintendent, or other designated employee will report such accident in writing to the Oklahoma Department of Labor.
6. The Safety Coordinator or the superintendent or other designated person will prepare or cause to be prepared an annual report of employee workplace injuries. The report will be forwarded to the Oklahoma Department of Labor.
7. The Safety Coordinator will conduct liaison with the Oklahoma Department of Labor to ensure continuing compliance with any rules and regulations of that department.

Responsibilities of the Maintenance Department

1. Maintain an overall safety program in maintenance and operation of buildings and grounds.
2. Provide specialized assistance as requested by building principals.

Responsibilities of Building Principals

1. Schedule regular inspections.
2. Post required state and federal safety regulations and maintain appropriate safety records.
3. Arrange the correction of defects reported by employees in the building either by using building personnel or requesting assistance from the maintenance personnel.
4. Cooperate in the correction of defects reported by the district maintenance personnel or other governmental agencies.
5. Notify the fire department any time a fire, regardless of size, takes place in a building.
6. Designate smoking areas.

Responsibilities of Teachers and Counselors

1. Help students to develop confidence in their ability to take care of themselves and to be of help to others.
2. Be prepared to provide leadership and activities for students during a period of enforced confinement.
3. Be familiar with the psychological basis for working with students under the stress of emergency situations.
4. Be familiar with minimum first aid procedures.
5. Maintain good housekeeping practices to reduce hazards.
6. Help students to understand and interpret the emergency preparedness plan to parents.

Responsibilities of Other Employees

1. Report promptly to the principal of the school or immediate supervisor any defects in buildings, grounds, or equipment that might prove injurious to the safety, health, or comfort of employees, pupils, or other persons.
2. Take reasonable precaution for the safe use of buildings, grounds, and equipment by students.

Responsibilities of the Safe Schools Committee

1. Study unsafe conditions in the schools, student victimization, school violence, and other issues concerning school safety.
2. Make recommendations to the principal regarding possible strategies for students to avoid harm at school, crime prevention, professional development needs of the faculty and staff concerning school safety, and methods to encourage the involvement of the community members and students.
3. Review traditional and accepted harassment, intimidation, and bullying prevention programs utilized by other states, state agencies, or school districts. The State Department of Education will provide a list of research-based programs appropriate for the prevention of harassment, intimidation, and bullying of students at school. If the district implements a commercial bullying prevention program, it shall use a program listed by the State Department of Education.

Responsibilities of Students

1. Do not abuse or misuse any safety equipment such as fire extinguishers, fire blankets, alarm systems, etc.
2. False setting off the fire alarm, misuse of the fire alarm system, fire extinguishers, or other fire protection equipment, or setting a fire in the building or on the school grounds shall be considered grounds for expulsion.

VANDALISM

The board believes that the education of children is dependent upon many factors, including a proper physical environment that is safe, clean and attractive.

The care, custody and safekeeping of all school district property are the general responsibility of the superintendent. It is also the superintendent's responsibility to establish procedures for the proper maintenance and safekeeping of school property.

All persons who are aware of incidents of vandalism, breaking and entering, and/or theft of school property should report the facts at once to the superintendent. A written report shall be made when the superintendent deems it necessary.

No money is to be left in the buildings overnight.

The superintendent is authorized to sign a criminal complaint and to press charges against perpetrators of vandalism to school property.

SUPPLIES

Teachers are to submit in writing all requisitions for supplies to the building principal.

PURCHASING OF SUPPLIES, EQUIPMENT, ETC.

As far as practical, considering budget limitations and priorities, the needed supplies and equipment will be purchased for classroom use. The procedure for requesting needed supplies and equipment are:

1. Pick up a Purchase Requisition from your principal. Complete and return to the principal for his/her consideration.
2. Purchase Requisitions approved by the principal will be turned in to the superintendent for review and ordering. Requests that are incomplete, lacking support to justify need, or is not within the available budget will be returned to the teacher with a note stipulating why it was not approved, by either the principal or the superintendent. Questions about whether or not to approve the request will be brought to the attention of the superintendent. Any purchase made without prior approval, with the required signature and purchase order number, will be the responsibility of the purchaser.
3. All purchase requisitions will be reviewed and approved or disapproved by the superintendent.
4. Any certified/non certified staff person who overspends their budget and/or activity account, making the district liable for that over expenditure, shall have the over expenditure in the same amount deducted from their paychecks.

SCHOOL VISITORS

It is the policy of the Oilton Board of Education that all visitors to any school facility obtain a visitor s pass at the building principal s office. Parents are requested not to send or allow siblings to visit students in the classroom.

Staff members are not normally expected to have personal visitors during the school day.

Agents or other persons shall not visit teachers during school hours for the purpose of selling books or other articles without written consent from the superintendent.

The superintendent or principal of any school shall have the authority to order any person out of the school building and off the school property when it appears that the presence of such person is a threat to the peaceful conduct of school business, school activities, and/or school classes. Any person who refuses to leave the school building or grounds after being ordered to do so by the superintendent or principal, shall be guilty of a misdemeanor and upon conviction shall be punished by a fine of not more than \$500.00 or by imprisonment in the county jail for not more than 90 days, or by both such fine and imprisonment.

Any person who is requested to leave the premises shall be unable to return to the premises without the written permission of the administration for a period of six months. A grievance or an appeal may be filed by the individual as per district policy.

SCHOOL VISITORS GRIEVANCE/APPEALS PROCESS

Any person who has been removed from this institution shall be given written notice of the procedures for requesting a hearing and filing a grievance or appeal with the board of education by their receipt of a copy of this policy.

Filing a Grievance or Appeal

Within five (5) working days of being directed to leave premises, the individual (complainant) may request a hearing before the board of education regarding their removal from school premises. The request shall be submitted in writing to the superintendent. Such request shall be mailed certified mail, return receipt requested. If the complainant fails to request a hearing within five (5) working days of being directed to leave the premises, the right to a hearing shall be deemed to be waived.

Upon receipt of the complainant's request for a hearing, the administration shall prepare a written summary of the reason(s) why the individual was directed to leave school premises. The written summary may include the date, time, place, witness statements, and reasoning behind the administrator's decision to direct the individual to leave school premises. The written summary prepared by the administration shall be mailed to the complainant no later than ten (10) days prior to the date set for hearing before the board of education.

Hearing

The hearing shall be conducted by the board of education as follows:

1. The administration shall present each of the board members with a copy of the written summary provided to the complainant;
2. The complainant shall present each of the board members with a copy of a written response to the administration's paperwork;
3. Members of the board of education shall be afforded the opportunity to ask questions related to the summary and response;
4. The board of education shall vote to accept, amend, or reject the recommendation of the administration with regard to the directive to complainant.¹

The decision of the board of education shall be final and unappealable.

-This policy is required by law.

MEDIA RELATIONS AND NEWS RELEASES

Media Relations

The board of education recognizes the need for the district to be accessible to the media and charges the superintendent with the responsibility for the dissemination of information and informational materials to the news media. The superintendent shall develop procedures by which district employees and others shall channel information directly to the media or to the superintendent or his or her designee for release.

News Releases

The board of education supports the right of the public to know about the programs and services of the district, and will encourage all efforts to disseminate appropriate information about the district, its people and programs. The superintendent or designee shall be responsible for preparing and disseminating frequent news releases about the district and its programs to the news media.

¹ Agenda language will need to reflect the individual's name.

SOLICITATIONS AND ADVERTISING

School personnel are not to permit solicitors or carriers of a petition on the school grounds for any purpose unless he carries a permit from the proper school authority. No teacher is to permit advertising of any nature to be presented in the rooms or on the school grounds unless permission has been secured from proper school authority.

RETURN CHECK POLICY

It shall be the policy of the school that any check given to the school by any person including students, teachers, parents, community members and all others, that the writer or writers of these checks, returned by the bank, for the reason of insufficient funds, will be charged a set fee of \$25 per check, per occurrence. If it becomes a common occurrence for any individual and/or family, they will not be allowed to charge or purchase any item without paying cash. Fraudulent checks (where no account exists) will be turned over to the county district attorney for prosecution.

RECYCLING PROGRAM

It is the policy of the board of education to aggressively pursue procurement practices that encourage solid waste reduction and the profitable disposal of recyclable materials and compost and shall whenever possible procure products containing recycled materials.

REGULATION FACULTY STANDARDS OF CONDUCT AND PERFORMANCE

Mission

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

PRINCIPLE I: COMMITMENT TO STUDENTS

The teacher shall 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, and 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.
 - 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
9. Service, unless disclosure serves a compelling professional purpose and is permitted by law or is required by law.

PRINCIPLE II: COMMITMENT TO THE PROFESSION

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

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

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

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

PRINCIPLE III

1. Pursuant to the Teacher Due Process Act of 1990, a career teacher may be dismissed or not reemployed for:
 - a. Willful neglect of duty.
 - b. Repeated negligence in performance of duty.
 - c. Mental or physical abuse to a child.
 - d. Incompetence
 - e. Instructional ineffectiveness.
 - f. Unsatisfactory teaching performance.
 - g. Any reason involving moral turpitude.
2. Pursuant to the Teacher Due Process Act, a probationary teacher may be dismissed or not reemployed for cause.
3. A teacher convicted of a felony shall be dismissed or not reemployed unless a presidential or gubernatorial pardon has been issued.
4. A teacher may be dismissed, refused employment or not reemployed after a finding that such person engaged in criminal sexual activity or sexual misconduct that has impeded the effectiveness of the individual's performance of school duties:
 - a. Criminal sexual activity means the commission of an act defined in Section 886 of Title 21 of the Oklahoma Statutes, which is the act of sodomy; and
 - b. Sexual misconduct means the soliciting or imposing of criminal sexual activity (70 O.S. §6-101.22)

Note: In accordance with the referenced statutes, a copy of these standards of performance and conduct will provided to each teacher.

TEACHER ETHICS

The board of education expects all members of the faculty to maintain high standards of conduct. These standards include the following:

- ★ The maintenance of fair and courteous professional relationships with pupils, parents, staff members and others.
- ★ The maintenance of their own efficiency, effectiveness and knowledge of developments in their fields of work.
- ★ The transaction of all official business with the properly designated authorities of the school system, other school districts and the State Department of Education.
- ★ The establishment of friendly and professional cooperation between the community and the school district.
- ★ The placement of the welfare of the students as the first concern of the school district.
- ★ Restraint from using school contacts and privileges to promote partisan politics, sectarian religious views or selfish propaganda of any kind.
- ★ The proper use and protection of all school properties, equipment and materials.
- ★ The use of constructive criticism toward improvement of the school system.

FACULTY SELECTION AND ASSIGNMENT

Selection

In carrying out their belief that the quality of teachers in the district is the single most important ingredient of a school district, the board of education shall seek to attract and retain the services of well-qualified and competent teachers. The board shall select teachers on a basis of professional qualifications who shall enter into a contract with the school district upon employment. No teacher will be employed who does not meet accrediting standards established by the Oklahoma State Department of Education. All teachers shall register their certificates and transcripts in the office of the superintendent before assuming their teaching duties with the school system.

Nepotism Restriction

The board realizes, however, that it is unlawful for any person to be employed or put under contract if that person is related to a member of the board of education within the second degree of blood or marriage.

Assignment

The superintendent shall be responsible for the assignment of all teachers, but principals may be asked to help with the assignments. Assignments shall be based on the requirements of each position and the qualifications of the teachers being considered for the position. Seniority shall be considered when making assignments.

Orientation

Orientation and staff development in-service programs shall provide initial assistance for beginning staff and encourage continual professional growth.

TEACHER QUALIFICATIONS

The Oilton Board of Education shall employ teachers on a professional basis without regard to age, race, color, sex, or national origin.

Every teacher employed in this school system must possess a valid license or certificate and shall execute a written contract with the board of education. Teacher contracts shall be considered for renewal on or before April 10 each year.

Applications shall be considered by the principal and the superintendent. Selected applicants shall be interviewed by the administration and a recommendation shall be made to the board of education that shall make the final employment determination.

School districts receiving Title I funds must ensure that teachers hired in a program supported by such funds are highly qualified . By the end of the 2005-2006 school year, all teachers within this school district are required to be highly qualified . The No Child Left Behind Act defines highly qualified as an elementary or secondary school teacher who has obtained full state certification and has not had certification requirements waived on an emergency, temporary, or provisional basis.

Elementary teachers who are new to the profession must hold at least a bachelor s degree and have demonstrated, by passing a rigorous state test, subject knowledge and teaching skills in reading, writing, mathematics, and other areas of the basic elementary curriculum. Middle and secondary school teachers, new to the profession, will be deemed to be highly qualified if the individual teacher holds at least a bachelor s degree and has demonstrated a high level of competency in each of the academic subjects in which the individual teaches by passing a rigorous state academic subject test in each such academic subject; or has successfully completed a grade degree with coursework that is equivalent to an undergraduate major, or advanced certification or credentialing for each academic subject that the individual teaches.

Veteran regular teachers currently employed by the district will be identified as highly qualified if they:

1. Hold at least a bachelor s degree; and
2. Have met the applicable standard for a teacher who is new to the profession, which includes an option for a test; or
3. Demonstrate competence in all the academic subjects in which the teachers teach, based upon a high objective uniform state standard of evaluation.

Special education teachers currently employed by the district will be identified as highly qualified if they:

1. Have obtained full state certification as a special education teacher or passed a state special education teacher licensing examination;
2. Holds a license to teach special education and has not had certification or licensure requirements waived on an emergency, provisional, or temporary basis;
3. Has earned at least a bachelor s degree; and
4. Meets NCLB requirements regarding subject matter competence.

Additional qualifications and terms of employment for teachers may be found in the standard teacher contract. Specific duties may be found in the teacher job description found elsewhere in this manual. Nothing in this policy manual shall be construed as limiting or expanding the terms of the employment contract.

CREDENTIALS

All contracted teachers must have a valid teaching certificate and up-to-date official college transcripts on file in the superintendent's office. It is the **RESPONSIBILITY OF THE TEACHER** to assure that their certificates are properly renewed and transcripts are up to date. No pay warrants will be issued to any teacher until proper certificates and transcripts are on file.

All new employees, hired after July 1, 1998 will be subject to filling out an application, subject to one background check and all new bus drivers hired after this date will be subject to a drug/alcohol test, before starting in the position.

RESIDENCY-LEVEL TEACHER ASSIGNMENTS

Assignments of a teacher to a Residency-Level Committee assignment will be in accordance with State Department Regulations.

PROFESSIONAL GROWTH

The board believes that teachers need to keep abreast of new knowledge in their fields of expertise.

1. Each teacher must earn fifteen (15) staff development points each year and shall earn seventy-five (75) points over a five-year period.
2. Teachers are encouraged to attend workshops and conferences in their fields of study.
3. Teachers are encouraged to attend summer school for refresher courses from time to time.
4. Counselors are encouraged to complete a minimum of five (5) points each year in programs specifically designed for school counselors.

SCHOOL HOURS

Teachers shall devote themselves during school hours to the duties of their respective assignments and will give careful attention to instruction, discipline, manner, and habits of their pupils.

TEACHER DUTIES

Teachers will be required to perform outside duties on a rotating basis. The building principal will post the schedules. Teachers are expected to be at their duty stations on time. Teachers asked by administration to complete other tasks related to the schools and the student's benefit will do so in a timely manner.

DELEGATION OF AUTHORITY

Each staff member shall be under the general direction of the Superintendent of Schools and the immediate supervision of the Building Principal, which assigned.

SCHOOL ATTIRE

Teachers are expected to dress and act in a manner that will encourage respect from the students.

REPORTING TIME

All secondary and elementary teachers are to report to work on or before 7:45 A.M. daily and sign out no sooner than 4:00 P.M. daily. Teacher sign-out sheets will be posted on the principal's office doors. Teachers will be in their respective classrooms ten (10) minutes before the first bell rings and a reasonable time before the opening of class sessions in the afternoon unless assigned to another duty.

LEAVING SCHOOL GROUNDS

NO STAFF MEMBER SHALL LEAVE THE SCHOOL GROUNDS DURING THE SCHOOL DAY WITHOUT CHECKING OUT WITH THEIR RESPECTIVE BUILDING PRINCIPAL. IF YOUR PRINCIPAL IS NOT AVAILABLE THE TEACHER WILL CLEAR THROUGH THE SUPERINTENDENTS OFFICE BEFORE LEAVING.

STAFF MEETINGS

Teachers will be required to attend all staff meetings called by the superintendent or principals. Be considerate of your fellow employees by reporting to meetings on time. Staff meetings will be announced weekly. Teacher attendance at local/county teacher meetings is mandatory unless permission has been secured in advance from the administration.

ANNOUNCEMENTS

Most announcements will be made in the weekly bulletin or the school website (www.oilton.k12.ok.us). Teachers will read the weekly bulletin at the beginning of first hour each Monday. All items for the weekly bulletin must be turned into the principal's office in writing no later than 2:00 P.M. each Friday. Announcements will be made over the intercom at the beginning of first hour. All announcements must be in writing and turned in to the principal's office by 8:00 a.m.

OFFICIAL SCHOOL CALENDAR

The official school calendar will be kept in the H. S. principal's office. No one but the high school secretary/activities coordinator is authorized to write activities on the official calendar. **NO EXCEPTIONS.** If you have an item to schedule on the official school calendar, please turn it in to the H.S. secretary/activities coordinator in writing as early as possible to avoid conflicts in scheduling.

CHANGE OF ADDRESS/TELEPHONE

Teachers will report any change of address or telephone number to the principal immediately.

TELEPHONE USAGE

Telephone messages will be placed in the teacher's mailbox unless it is an emergency. If a teacher is expecting an important phone call and will notify the office, every effort will be made to cooperate. The school telephones are to be used for **SCHOOL BUSINESS ONLY.**

CELL PHONE USE

School employees will not operate cell phones while driving a school vehicle or personal vehicle when transporting students on a school activity. Cell phones should not be used during the school day unless permission has been granted from the building principal.

PLANNING PERIODS

The planning period is designed to enable us to be a better job as teachers. It is just as much a part of our workday as any of our classes. It is not a visiting hour or coffee break time. The planning period may be used for making out tests, copying materials, preparing lesson plans, checking papers, etc. It may also be used to give students individual help if arrangements are made in advance with the teacher whose class the student will be missing.

DISPLAYING OF MATERIALS ON SCHOOL WALLS

Teachers and sponsors are encouraged to display and decorate the school with the students work or for encouragement. But, it shall be the responsibility of each teacher or sponsor of a class or organization to remove everything from the walls that they have displayed. It is important to keep our school neat and clean, but it takes everyone effort.

COMMUNITY SERVICE

Teachers should make a special effort to create a good patron attitude toward the school program and other members of the school faculty. It is desired that each faculty member refuse to make any belittling statement about any other faculty member at any time or place.

SALARIES/PAY DATES

Teacher salaries will be based upon the salary schedule adopted by the Board of Education. Salaries will be paid in twelve (12) equal installments. Paychecks will be distributed the following business day after a regularly scheduled board meeting. Oklahoma law requires teachers to be on duty 10 days before salary can be compensated to the teacher.

TRAVEL AND EXPENSE REIMBURSEMENT

Faculty may be reimbursed for itemized and documented travel expenses provided such expenses are related to the teacher's duties as expressed in the contract with the teacher. However, if the teacher attends such a conference on personal business leave or on leave without pay, then the school district is not required to compensate the teacher for travel or documented expenses.

The board prior to the event must approve the function and the cost to be reimbursed. Faculty members shall submit in writing to the superintendent the need for reimbursement. Notice must be given in time for the superintendent to submit this to the board and the board to give approval. If sufficient time to notify the board is not available, the superintendent may give temporary approval. Staff members that purchase items out of pocket and are to be reimbursed will only be reimbursed by the district for the purchase amount of the item(s) excluding sales tax.

Only those items for which there is itemized documentation may be reimbursed. However, at its discretion, the board may pay such expenses on a per-diem basis, as long as such does not exceed the amount permitted for state employees. If the state travel reimbursement schedule is used, travel shall be reimbursed at thirty seven cents per mile (See State Travel Reimbursement Act.) according to mileage indicated on an Oklahoma map.

Travel expenses and other related expenses of prospective employees for sponsored visits to the school district shall be paid at the discretion of the board under the same guidelines as those for school employees.

School district vehicles will be utilized for travel purposes when possible. If personal vehicle use is authorized, employees will be reimbursed at the rate of \$0.485 per mile (gasoline NOT included) OR the school credit card will be used to furnish gasoline. Payment will not be made for both mileage and gasoline. Use of personal vehicles must have prior approval of the superintendent. No reimbursement will be paid without proper receipts for expenses. All claims for reimbursement must be turned in immediately upon completion of travel.

MEAL REIMBURSEMENT

For the purpose of reimbursing necessary travel expenses of employees and members of the board, the board of education shall follow the legislated guidelines.

The employee or board member shall present itemized and documented receipts for each expenditure that is to be reimbursed. In compliance with state law, such documentation will be equal to or greater than the requirements specified by law for state employees in the State Travel Reimbursement Act.

Travel expenses and other related expenses of prospective employees for sponsored visits to the school district shall be paid at the discretion of the board or under the same guidelines as those for school employees.

*All meal expenses must be approved from the superintendent in advance for reimbursement.

FRINGE BENEFITS

The board of education, understanding the benefits of providing fringe benefits in a cost-effective manner, provides a cafeteria plan for the purchase of such benefits by each employee. Health and accident insurance, cancer insurance and annuities are available on a payroll deduction plan. Also, retirement paid by the employer on behalf of the employee is made on a pre-tax basis.

The district will pay a percentage of the cost of the district's health care plan for any faculty member working six or more hours per day and who chooses to participate in the district's plan. If the faculty member elects not to participate in the district's health care plan, he/she may choose to use the amount of money credited to his/her account for other benefits in the cafeteria plan.

Note #1: These said amounts continue to change as legislation changes; contact the Administration Office for the current dollar amount of flex paid.

SICK LEAVE

Ten days sick leave shall be allowed each ten-month employee each year. Those certified employees who are employed for twelve months will receive twelve days sick leave per year. Eleven-month employees shall receive eleven sick days annually. Employees will accumulate one (1) sick day per month over the length of their contract period. Sick leave is cumulative up to sixty (60) days. Sick leave is interpreted as the time when sickness keeps a teacher from being present to conduct his or her regular daily classroom work because of pregnancy or personal illness or illness of a spouse, parent of either spouse, child, or brother or sister of either spouse, or any other person whose relationship to the teacher is such to justify the teacher's absence. If for any reason the board of education or the superintendent believes this benefit is being abused, a statement of illness from a doctor may be required to justify granting of sick leave.

Retirement Credit for Unused Sick Leave

The district will maintain accurate and up-to-date information concerning unused sick leave for purposes of teacher retirement credit. In accordance with state law and the regulations of the Oklahoma Teacher Retirement System, the total creditable service of a member who retires or terminates employment and elects a vested benefit may include up to 120 days of unused sick leave for retirement credit.

CHILD CARE LEAVE

In accordance with state law and if approved by the board of education, a teacher who takes no more than 90 days without pay to care for the teacher's child during the first year of the child's life shall receive full credit toward retirement for those days missed if the teacher pays Oklahoma Teacher Retirement System the full contribution on the salary which would have been received. The teacher shall also receive credit for those days in computing experience for salary.

PERSONAL BUSINESS LEAVE

In compliance with 70 O.S. 6-104, the school district shall provide for all teachers three non-accumulative days for personal business leave. If an additional day should be used, the district will deduct from the teacher's pay no more than the salary paid the substitute teacher.

Requests for personal business leave shall be made in writing and in advance when possible. If not possible, then the written request should be filed within one day after returning to work.

EMERGENCY LEAVE

The board of education shall provide not more than two days each year for emergency leave. These days shall not be chargeable to sick leave and will not be cumulative. The term emergency shall be defined as a situation or occurrence of a serious nature, developing suddenly and unexpectedly, and demanding immediate attention such as death in the immediate family and/or major illness to spouse and/or children. Emergency leave shall be granted at the discretion of the superintendent. The school district will pay the substitute teacher.

JURY AND COURT LEAVE

The school district shall grant a teacher or other employee leave for jury service or as a witness subpoenaed in a criminal, civil or juvenile proceeding. When an employee serves on a jury or is called as a witness as described above, he or she will be paid the difference between the amount received for jury duty and the amount he or she would have earned at his or her regular rate of pay for each day served on the jury or as a witness. To receive pay for this duty, the employee must show a statement from the clerk of the court indicating the amount paid the employee.

MILITARY LEAVE

Military leave will be granted in accordance with state law with tenure and retirement protected.

PROFESSIONAL LEAVE

When approved by the board, teachers will be allowed professional absences without loss of pay or other leave days.

APPROVAL OF LEAVE

1. All types of leave require notification and/or approval of the school administration. Any teacher taking leave that is not covered by one of the preceding types of leave will forfeit 1/180th of their annual salary for each day missed.
2. Teachers will give their principal as much advance notice as possible in all cases when they are going to be absent from their respective assignment(s). When a teacher discovers in the a.m. that they will be unable to report for duty on that day, they will call their respective principal, so a substitute teacher can be contacted. If there is not an answer at the principal's number or if the call is prior to 6:30 a.m., the teacher should call the superintendent at 918-862-3954. (Calls should be made as early as possible, but no later than 7:00 a.m.)
3. Teachers not reporting their intention of being absent, or making every attempt to do so, will be considered absent without leave and will be dealt with accordingly. Consideration of all facts involved will be taken into account on any such occasion.

SUBSTITUTE TEACHERS

The board of education supports the concept that when a teacher is absent, the teacher's class should be assigned to a regular teacher employed by the district or a substitute teacher. The principal will assign to that classroom the person who is most appropriate for the education of the students. Each teacher may recommend a substitute to cover the class. Another teacher in the school district may be assigned to that class at no cost or a cost agreed upon between the district and the teacher.

In compliance with state law, no substitute teacher shall be employed for more than seventy (70) days during a school year unless he/she holds a valid teaching certificate. Individuals who do not hold a valid certificate but have a bachelor's level college degree may serve a total of 100 days during any school year. A non-certified teacher may teach no more than twenty (20) days during the year in the same assignment. However, such restrictions will not apply if the substitute is employed to teach special education and if no certified teachers are available and students would otherwise be denied instruction. All substitute teachers must have a national and state background check performed on/before employment begins.

TEACHER EVALUATION

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

All certified staff members shall be evaluated using a written and standardized evaluation instrument, The Oklahoma Teacher Leader Effectiveness (OKTLE) instrument approved by the board. The completed evaluation shall be retained in the personnel file of the person being evaluated. The evaluation instrument is a confidential document and shall be protected accordingly.

Probationary teachers shall be evaluated at least twice each year. One evaluation shall occur during the first semester, and another during the second semester. Career teachers shall be evaluated annually, unless circumstances require additional evaluations. Evaluations of teachers shall be made by the appropriate certified principal, or other designated certified administrative person.

The evaluation shall be reviewed by the staff member and the evaluator. Either or both may attach written and signed comments to the evaluation instrument within two weeks of the evaluation provided that no additional statements or comments shall be attached without the teacher's knowledge. The teacher's signature on the evaluation instrument shall serve only to reflect the teacher's acknowledgement that an evaluation was conducted. A copy of the completed evaluation instrument will be provided to the teacher.

The completed evaluation shall be retained in the personnel file of the person being evaluated. The evaluation instrument is a confidential document and shall be protected accordingly. Except by order of a court of competent jurisdiction, evaluation documents and the responses thereto shall be made available only to the evaluated person, the board of education, the administrative staff making the evaluation, the board and administrative staff of any school to which the evaluated person applies for employment, and such other persons as specified by the teacher in writing and shall be subject to disclosure at a hearing or trial de novo.

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

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

If the teacher does not correct the poor performance or conduct cited in the admonition within the time specified, the administrator shall make a recommendation to the superintendent for the dismissal of non-reemployment of the teacher.

The board shall review this evaluation policy on an annual basis.

WRITTEN ADMONISHMENT TEACHER

It is the policy of the Oilton Board of Education that if a principal or the superintendent, acting through the principal, admonishes a teacher for any reason which may lead to the dismissal or non-renewal of the teacher, the matter shall be brought to the attention of the teacher in writing. A copy of the admonishment shall be provided to the superintendent.

The principal shall make a reasonable effort to assist the teacher in correcting the cause of potential dismissal or non-renewal. The principal shall develop and provide to the teacher recommendations and suggestions for corrective action. The teacher shall be allowed a reasonable time, not to exceed two months, for improvement. If the teacher does not correct the cause for the admonishment within the specified time, the principal shall recommend the dismissal or non-renewal of the teacher to the superintendent.

FACULTY REDUCTION IN FORCE

In the event it becomes necessary to reduce the faculty (professional staff) because of diminished resources, decline in enrollment, consolidation of programs or positions, elimination of programs, or other circumstances determined by the board of education, the following philosophy will prevail:

"The school district exists to provide the very best quality of education possible for the student. Therefore, the board of education will determine which professional faculty members can best serve the needs of the student."

The position, or program, will be the determining factor for what will be eliminated. The board of education will attempt to reduce faculty first by normal attrition and, second, by the following:

1. Non-licensed faculty will be dismissed first.
2. Licensed faculty will be dismissed second.
3. Probationary/Licensed faculty will be dismissed by certification requirements, competence as determined by required evaluation, and longevity within the district.
4. Licensed faculty will be dismissed according to certification requirements, longevity within the district, highest degree attained or hours above that degree.
5. Career faculty will be dismissed according to certification requirements, longevity within the district, highest degree attained or hours above that degree.
6. Temporary (substitute) employment and re-employment of above indicated faculty will be in reverse order of dismissal if that individual is available when needed.

REDUCTION IN FORCE POLICY - CERTIFIED TEACHING PERSONNEL

General Matters

- A. Reasons for a Reduction in Force: A career teacher may be non-reemployed or a probationary teacher may be dismissed or non-reemployed when the board decides that due to a (i) a financial exigency or (ii) a program change for institutional reasons or (iii) a decline in enrollment or (iv) other business necessity as determined by the board, which necessity requires a reduction in the teaching staff, the School District cannot enter into contractual obligations to one or more teachers for a future school year or, as to probationary teachers, cannot continue to meet existing contractual terms.
- B. Definitions: For the purpose of this policy, the following terms have the stated meanings:
1. Financial exigency means a reduction in the School District's financial resources resulting from declining enrollment or any other action or event that in the judgment of the board of education will result in a reduction in the School District's current or future operating budget.
 2. Program change means any elimination, curtailment, or reorganization of a curriculum offering, program, or school operation or a reorganization or consolidation of two or more individual schools or school districts that is unrelated to financial exigency.
 3. Declining enrollment means a decrease in the School District's total enrollment or enrollment in a particular program or curriculum offering which in the judgment of the board of education may adversely affect the School District's current or future allocation of funds and/or the necessity of maintaining certain current or future class sections or curriculum offerings.
- C. Criteria for Eliminating Positions: The primary criterion in effectuating any reduction in force shall be the maintenance of a sound and balanced educational program that is consistent with the functions and responsibilities of the School District. In evaluating its program, the superintendent and the board will consider the elimination of teaching positions, not the teachers occupying those positions. In deciding which positions to eliminate, the superintendent and the board will consider the curriculum, the needs of students and those extra duty assignments that require special skill or expertise. Probationary teachers in positions to be eliminated will be non-renewed or dismissed before career teachers.
- D. Bumping :
1. If a career teacher's position is eliminated, the superintendent shall cause a probationary teacher to be bumped from his or her position in favor of the career teacher, if, at the time the recommendation for a reduction in force is submitted, the career teacher is certified to teach all of the courses assigned to and actually being taught by the probationary teacher. A career teacher shall bump the probationary teacher with the least seniority to whom this condition applies. A career teacher cannot bump another career teacher or any teacher other than a probationary teacher. Probationary teachers do not have bumping rights.
 2. If two or more career teachers could bump the same probationary teacher, the following criteria, in this order, will be used to determine which career teacher will bump the probationary teacher:
 - a. The School District will retain the career teacher who currently holds a contracted extra duty assignment if, after the reduction in force, that career teacher will continue to be assigned such extra duty assignment. A contracted extra duty assignment is an assignment that requires special skill or expertise for which the teacher receives additional pay pursuant to a written extra duty contract that is separate from the regular teaching contract.

- b If no contracted extra duty assignment exists, a career teacher with a standard certificate to teach the courses assigned to the probationary teacher will be retained over a career teacher with a provisional certificate, and a career teacher with a provisional certificate to teach the courses will be retained over a career teacher with a temporary certificate.
 - c If certifications under the above criteria are equal, the School District will retain the career teacher with the most advanced academic degree status. That is, a career teacher with a Doctor s degree will be retained over a career teacher with a Master s degree, and a career teacher with a Master s degree will be retained over a career teacher with a Bachelor s degree. Hours earned toward a degree that has not yet been earned will not be considered.
 - d If degree status is equal, the School District will retain the career teacher having the most versatile certificate in order to enable the School District to have flexibility in planning future curriculum.
 - e If versatility of certificates is equal, the School District will retain the career teacher having seniority, as determined by the number of complete, consecutive school years of employment in the School District.
 - f If seniority is the same, the School District will retain the career teacher chosen by lot.
- 3. If there is more than one probationary teacher who could be bumped pursuant to the conditions identified in section I.D.1 of this policy, the criteria listed in section I.D.2 of this policy will be used to determine which probationary teacher will be bumped .
 - 4. If there is more than one probationary teacher in a position being eliminated, the criteria listed in section I.D.2 of this policy will be used to determine which probationary teacher will be retained.
- E. Career Teachers: In determining which career teacher(s) will be non-reemployed when one or more of a number of identical positions is eliminated, the following criteria, in this order, shall govern:
- 1. The School District will retain the career teacher(s) who currently holds a contracted extra duty assignment, as defined in section I.D.2.a. of this policy, if, after the reduction in force, that career teacher will continue to be assigned such extra duty assignment.
 - 2. If no contracted extra duty assignment exists, the School District will retain the career teacher with the most advanced academic degree status, as defined in section I.D.2.c. of this policy.
 - 3. If degree status is equal, the School District will retain the career teacher having the most versatile certificate in order to enable the School District to have flexibility in planning future curriculum.
 - 4. If versatility of certificates is equal, the School District will retain the career teacher having seniority, as determined by the number of complete, consecutive school years of employment in the School District.
 - 5. If seniority is the same, the School District will retain the career teacher chosen by lot.
- F. Adult Education Teachers: The dismissal and non-reemployment provisions of the Teacher Due Process Act of 1990 do not apply to adult education teachers. Accordingly, adult education teachers are not covered by the protections of this policy and, unless otherwise required by law, are subject to a reduction in force without notice and without compliance with this policy.

Procedures

- A. Action by Superintendent: The superintendent, upon receipt of the board s preliminary determination of the necessity for a reduction in force, or upon his own volition, shall submit

to the board his written recommendations for terminating particular teaching positions. In making his recommendations, the superintendent (i) shall not be limited to considering only positions in the areas or programs designated by the board and (ii) shall consult with each principal or area supervisor in whose school or unit a termination is proposed and (iii) shall take into consideration the criteria set out herein.

- B. Action by Board: In the absence of a recommendation from the superintendent pursuant to this section, or when the board of education chooses not to accept the superintendent's recommendation, the board may initiate action without such recommendation provided that it adheres to the other provisions of this policy.
- C. Notice and Hearing Procedures: Prior to taking any action to non-reemploy or dismiss a teacher due to a reduction in force, whether acting on a recommendation or on its own volition, the board shall provide notice and an opportunity for hearing to the affected teacher. The notice and board hearing procedures shall be the same as those provided by Oklahoma law and board policy regarding dismissal and non-reemployment of teachers for cause. Notice of a recommendation of non-reemployment shall be given to the teacher prior to April 10. Forms of the notices to be sent to the teacher are attached as appendices to this policy.
- D. Hearing: At the hearing, evidence may be presented by the administration and the teacher, as to (i) whether a reduction in force is reasonably necessary and is being made in good faith and for the best interests of the School District and (ii) whether the recommendation to not renew (or dismiss) the specific teacher is being made in good faith and pursuant to this policy.
- E. Effect of Board Decision: The decision of the board based on the evidence presented at the hearing shall be final and unappealable. No teacher shall be entitled to petition for a trial de novo as to non-reemployment (dismissal) due to a reduction in force.

Reemployment or Other Employment After Reduction in Force

- A. Recall: For one school year after the effective date of non-reemployment (or dismissal) due to a reduction in force, the board of education shall not fill the specific position previously held by a teacher who was non-reemployed (or dismissed) due to a reduction in force, the board of education shall not fill the specific position previously held by a teacher who was non-reemployed (or dismissed) due to a reduction in force without first offering such position to the non-reemployed (or dismissed) teacher. If more than one non-reemployed (or dismissed) teacher is both certified and qualified for a position which the teachers previously held with the School District and which becomes available, the board, after receiving the superintendent's advice, shall select the teacher it believes will best fill the position. Nothing in this policy shall give to any non-reemployed (or dismissed) teacher priority rights to fill a vacancy which becomes available and for which they are certified and qualified unless such position is identical to the position, which they previously held with the School District.
- B. Recall / Procedures: The offer of reemployment shall be made personally or by certified mail, return receipt requested, and the teacher shall be notified that if he or she wishes to accept, he or she must do so in writing within five (5) calendar days or rejection of the offer of reemployment eliminates all reemployment rights of the teacher.
- C. Status after Recall: A career teacher who has been non-reemployed and who is then reemployed within one school year shall be reinstated as a career teacher. A probationary teacher who is non-reemployed (or dismissed) but is then reemployed within one school year shall be given credit for the time already served as a probationary teacher for the purpose of determining eligibility for career teacher status.

Interpretation and Application: The interpretation and application of any provision of this policy shall be the exclusive province of the Board of Education.

**Oilton Public Schools (I020)
Application to Participate in the Voluntary Incentive Plan**

Name: _____

Currently assigned to: _____
(Position)

Your signature below indicates that you have read and understand the Voluntary Retirement Incentive Plan with the Oilton Board of Education and desire to participate in the plan beginning with the 2016- 2017 fiscal school year. Your application to participate is non-revocable unless the requirements for participation are not met.

Signed: _____ Date: _____

**Due Date: March 1, 2017, 4:00 p.m. in the Superintendent s
Office.**

Oilton Public Schools Voluntary Retirement Incentive Plan (VRIP) Certified Staff

Purpose:

The purpose of the voluntary retirement incentive plan is to mitigate the necessity to enact involuntary staff reductions due to a shortfall in state revenue.

Conditions for Participation:

The Voluntary Retirement Incentive Plan outlined within shall be in effect for eligible certified staff who wishes to retire and terminate their employment status with the district at the end of the 2016- 2017 contract year. Current employees should have no expectation that the Board of Education will authorize a retirement incentive plan in future contract years. Certified personnel who wish to register for the voluntary retirement incentive plan must submit their application in writing to the Superintendent of Schools by **4:00 p.m. on March 1, 2017**. All applications, which meet the criteria for the retirement incentive plan, shall be submitted to the Board of Education for approval at the March 2016 meeting. Once a voluntary retirement application is approved by the Board of Education, the employee s decision to terminate employment with the district is irrevocable.

Criteria:

1. Applicants must be active certified employees with a minimum of ten consecutive years of service as employees of Oilton Public Schools, be at least fifty(50) years of age by June 30,2017, and have qualified degree and experience levels of at least Bachelor s +26 or Master s +25 on the current salary schedule.

Individuals with lower steps than Bachelor s +26 and Master s +25 will be considered on an individual basis provided that they meet all other condition

the part of the school district. During its existence, this benefit must be annually approved by the Board of Education and its funding encumbered on the current fiscal year basis. Nothing in this agreement with employees shall obligate the district to make payments to retirees in any fiscal year beyond the fiscal year in which the contract is first and subsequently approved by the Board of Education.

8. In the event that a court of competent jurisdiction should determine that this plan is unenforceable, neither party shall have any claim against the other, nor shall the participant be entitled to reinstatement.
9. PARTICIPANTS MUST WORK FOR THE DISTRICT FIVE (5) DAYS PER SCHOOL YEAR AS A SUBSTITUTE TEACHER AS A CONDITION OF CONTINUED PARTICIPATION IN THE PROGRAM. FAILURE TO FULFILL THE SUBSTITUTE OBLIGATION WILL RESULT IN TERMINATION OF BENEFITS.
10. Workman s Compensation Insurance will be in effect while the participant is performing substitute duties.
11. Retirees that are accepted into the voluntary retirement program will be exempt from the felony check requirement, if permitted by law.

Benefits:

A. Payment:

During the benefit period a monthly payment of \$500.00 will be made to the individual. All benefits after 36 payments or three years or the death of the retiree. Payments are to commence on the July payday in the first fiscal year.

All money paid under this plan will be reported to the participant through the use of a W-2.

B. Tax Liability:

The school district makes no representation of any kind whatsoever regarding tax consequences to participants of payments made herein under. Those individuals who choose to participate in the plan shall be responsible for their own taxes.

C. Stipends:

Those individuals who choose to participate in this program and who are currently receiving a stipend for extra duty and who wish to continue that extra duty and the district would like to continue that extra duty contract for the next fiscal year may do so and with mutual agreement for subsequent years.

D. Future Employment by the District:

Retiree agrees that retiree will not be eligible for re-employment by District, except on a consultant or substitute or temporary basis as may be approved by the Superintendent of Schools of the District. Nothing in this agreement shall prevent the retiree from obtaining other employment and in the event of said employment, the retirement benefits hereunder shall not be reduced.

USE OF TOBACCO ON SCHOOL GROUNDS

The board of education recognizes that tobacco use has been shown to be linked to illnesses and disability and tobacco use is particularly addictive to children and youth. Therefore, in compliance with state law, the following policy on smoking and tobacco use is adopted.

Students, employees and patrons will not be permitted to use tobacco products of any kind on or in any school property while in attendance at a school-sponsored event, or while in transport to or from school (or a school event) in school-authorized vehicles.

1. "School property" is defined as all property owned, leased, rented or otherwise used by any school in this district, including but not limited to the following:
 - a. All interior portions of any building or other structure used for instruction, administration, support services, maintenance or storage.
 - b. All school grounds over which the school exercises control including areas surrounding any building, playgrounds, athletic fields, recreation areas and parking areas.
 - c. All vehicles used by the district for transporting students, staff, visitors or other persons.
2. "Tobacco" is defined as cigarettes, cigars, pipe tobacco, snuff, chewing tobacco and all other kinds and forms of tobacco prepared in such manner to be suitable for chewing, smoking or both.
3. "Use" is defined as lighting, chewing, inhaling or smoking any tobacco as defined within this policy.

The following policy is adopted for patrons, employees and other adults. No smoking or other use of tobacco products shall be allowed in any educational facility by any individual twenty-four (24) hour per day, seven (7) days per week.

The school district administration bears the responsibility for addressing complaints, including asking smokers to refrain from smoking.

Signs will be posted in prominent places on school property to notify the public that smoking is prohibited.

Employees are warned that violation of this policy may lead to dismissal action. Patrons who violate this policy will be asked to leave the school premises. Students violating this policy will be disciplined according to the district's discipline policy.

DRUG-FREE WORK PLACE

In recognition of the clear danger resulting from drug abuse and in a good faith effort to promote the health, safety, and welfare to employees, students, and the community as a whole, it shall be the policy of the board of education to provide a drug-free workplace in compliance with the Drug-Free Schools and Communities Act Amendment of 1989 (P.L. 101-226).

Employees are hereby notified that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in all workstations in the school district. Such action is prohibited by any employee during that employee's work hours or in the performance of any duties for the school district.

Employees are further notified that, as a condition of their employment, they are required to abide by these requirements and that violation of any requirement will result in appropriate action, probation, suspension, or termination. Additionally, it shall be the responsibility of the

employee to report to the district any and all convictions of a criminal drug statute violation occurring in the workplace no later than five days following such conviction. Appropriate personnel action shall follow such disclosure within 30 days of such notice.

The board will not tolerate employees who use, possess, manufacture, distribute or make arrangements to distribute illegal drugs while at work or on school district property. Further, outside conduct of a substance abuse-related nature, which affects an employee's work, is prohibited. The board insists that all employees report to work without any alcohol or illegal or mind-altering substances in their systems.

Employees must inform their supervisor when they are legitimately taking medication, which may affect their ability to work, in order to avoid creating safety problems and violating the federal laws.

Because it is the policy of the board of education to promote prevention, information about a drug-free awareness program will be made available to inform employees about (1) the dangers of drug abuse in the workplace, (2) the district policy of maintaining a drug-free workplace; (3) available drug counseling, rehabilitation and employee assistance programs, and (4) penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

It is a requirement of the board of education that each current employee shall be notified of this policy in writing and future employees shall be notified in writing upon employment. This statement shall be published in other appropriate documents for proper distribution and posted at appropriate work sites.

Compliance with standards of conduct as stated in this policy is mandatory.

USE OF DRUGS AND CONTROLLED SUBSTANCES BY EMPLOYEES

Student and employee safety is of paramount concern to the Board of Education. Employees under the influence of alcohol, drugs or controlled substances are a serious risk to themselves, to students, and to other employees. Therefore, the Board of Education shall not tolerate the unlawful manufacture, use, possession, sale, distribution or being under the influence of drugs or controlled substances. Nor shall the Board tolerate the unlawful use of, or being under the influence of, alcohol (including 3.2 beer) by an on-duty employee. Any employee who violates this policy will be subject to disciplinary action, which may include employment termination.

Each employee of this school district is hereby notified that, as a condition of employment, the employee must abide by the terms of this policy, and will notify the superintendent of any criminal drug statute conviction for a violation occurring in or on the premises of this school district, or while engaged in regular employment. The employee must make such notification to the superintendent no later than five days after conviction. The superintendent will provide notice of such violation to the Impact Aid Program, United States Department of Education, or other appropriate government agency within ten days after the superintendent receives such notification.

Thirty days following receipt of the above notification, the district will take appropriate disciplinary action, which may include termination or require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program.

Each employee will attend a district drug-free awareness program at which employees will be informed about the dangers of drug abuse in the workplace; available drug counseling, rehabilitation, and employee assistance programs; and the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

The Board of Education recognizes that employees who have a drug abuse problem should be encouraged to seek professional assistance. An employee who requests assistance shall be referred to treatment facility or agency.

When it is evident that a staff member has consumed alcoholic beverages or illegal drugs off school property and/or before a school activity, the staff member will not be allowed on school property or to participate in school activities. Staff members who violate this regulation will be subject to the same penalties as for possession or consumption on school property.

The Board of Education hereby commits itself to a continuing good faith effort to maintain a drug-free workplace.

This policy shall be communicated in writing to all present and future employees.

DRUG-FREE SCHOOLS

As required by the Environmental Tobacco Smoke Act Section 143 Part C Non-Smoking Policy for Children s Services the Oilton Public Schools will continue to provide a tobacco-free school as required in Section 1043 (a) and Oklahoma House Bill 2529 enacted into law May 19,2000.

Chemical dependence is a contagious, progressive disease that does not disappear of its own accord. Because drugs have a destructive impact on the brain, regular users lose control over their behavior, and most of them find it extremely difficult to stop using drugs without outside intervention. Using a drug just "one time" predisposes a person to try it again because that person has apparently violated a taboo with impunity. For additional health hazards, associated with drug or alcohol use, please refer to the school district's drug education curriculum and to the district's drug prevention policy.

Any student or employee of this school district who believes that he/she may have a problem with drug abuse may be referred to appropriate local agencies for counseling, treatment, or rehabilitation. For additional information concerning assistance available, please refer to the school district's education curriculum or contact the superintendent's office.

DRUG EDUCATION/PREVENTION PROGRAM

It is the policy of the Oilton Board of Education that a drug education/prevention program is instituted district wide for all district employees.

This program will contain the following provisions:

Employees

1. Standards of conduct that clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol on school premises or as a part of any school activity.
2. A clear statement that disciplinary sanctions up to and including termination of employment and referral for prosecution will be imposed on employees who violate the standards of conduct and a description of those sanctions.
3. Information about any drug and alcohol counseling and rehabilitation and re-entry programs that is available to employees.
4. A requirement that employees be given a copy of the standards of conduct and the statement of disciplinary sanctions.
5. A requirement that employees be notified that compliance with the standards of conduct is mandatory.

WEAPON-FREE SCHOOLS

In order to provide a safe environment for students and staff of this school district, the board prohibits the possession of dangerous weapons and replicas or facsimiles of dangerous weapons.

The Law: It shall be unlawful for any person, except a peace officer or other person authorized by the board, to have a firearm or weapon in his/her possession on any public school property or while in any school bus or vehicle used by the school for transportation of students or teachers.

A gun or knife designed for hunting or fishing purposes kept in a privately owned vehicle and properly displayed or stored as required by law shall not be in violation of the provisions of this policy, provided such vehicle containing said gun or knife is driven onto school property only to transport a student to and from school and such vehicle does not remain unattended on school property.

Any person violating the provisions of this law shall upon conviction be guilty of a felony punishable by a fine not to exceed five thousand dollars (\$5,000), and imprisonment for not more than two years. Students violating this policy may be subject to expulsion and/or reported to the county sheriff.

Interpretation of the Law: Dangerous weapons, including but limited to firearms, are a threat to the safety of students and staff of this school district. In addition, possession of dangerous weapons, or replicas or facsimiles of dangerous weapons, disrupts the educational process and interferes with the normal operation of the school. Possession by any student or employee of a dangerous weapon or a replica or facsimile of a dangerous weapon while on school property, at a school sponsored activity or on a school bus or vehicle is prohibited.

A dangerous weapon includes, but is not limited to, a pistol, revolver, rifle, shotgun, air gun or spring gun, BB gun, slingshot, blackjack, brass knuckles or artificial knuckles of any kind, nunchucks, dagger, Bowie knife, dirk knife, butterfly knife, any knife having a blade greater than three inches, any knife with a blade which can be opened by a flick of a button or pressure on the handle, any pocketknife where the blade is carried in a partially opened position, any pocketknife with blade shorter than three inches which can be locked in place, razor, dart, ice pick, explosive smoke bomb, incendiary device, sword cane, hand chains and any replica or facsimile thereof of any item which is used to threaten harm or is used to harm any person.

An exception to this policy may be granted for students or employees participating in an authorized curricular or extracurricular activity or team involving the use or demonstration of a dangerous weapon, or replica or facsimile of a dangerous weapon. For this exception, written prior approval by the principal, in consultation with the superintendent of schools is required. Rights of due process for all students and rights of disabled students must be observed in accordance with applicable law.

REGULATION WEAPON-FREE SCHOOL

Any student in possession of a dangerous weapon, or replica or facsimile of a dangerous weapon, in violation of this school district's policy may be placed under emergency suspension from school, pending an investigation of the incident by the appropriate school or legal authorities. Students who violate this policy may be suspended from school and all activities for any period of time up to the maximum period authorized by law. Additionally, school administrators may seek to file criminal charges against the student.

Any employee in possession of a dangerous weapon, or replica or facsimile of a dangerous weapon, in violation of this school district's policy may, pursuant to applicable board policy, be placed under immediate suspension from duties pending an investigation of the incident by the appropriate school or legal authorities and may be dismissed or subjected to or other disciplinary action as deemed appropriate by the superintendent or the board of education. In addition, these school district employees who willfully or negligently fail to enforce this policy are subject to disciplinary action, which may include dismissal. Any disciplinary action for any employee, including dismissal will be in accordance with any Board policy and any negotiated agreement, which is applicable to the employee.

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

If the teacher or other school employee has reasonable suspicion to believe that any employee or other person is in possession of a dangerous weapon or replica or facsimile of a dangerous weapon in violation of school policy, he/she shall immediately report the matter to his/her immediate supervisor or the superintendent of schools or his designee.

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

Immediately investigate the matter and contact the police, if appropriate.

1. If not already confiscated by an employee of the school and if it can be accomplished without risk of injury, the principal or designee should take possession of the dangerous weapon or replica or facsimile thereof.
2. Notify the superintendent of school or his/her designee.
3. In case of a student, notify his/her parents/guardian.
4. Cooperate fully with the police.
5. Transfer confiscated weapon to the police department.

Except as may be required by law for disabled students, any student in possession of a dangerous weapon or replica or facsimile thereof shall not be eligible for placement in any alternative education program, intervention program or be eligible to transfer to another school district in lieu of suspension.

A student who has been suspended from another school district because of the possession of a dangerous weapon or replica or facsimile thereof shall not be accepted as a transfer student into this school district.

Rights of due process for all students and rights of disabled students will be observed in

accordance with applicable law and the board of education policies.

HARASSMENT POLICY

It is the policy of this school district that harassment of students by other students, personnel, or the public will not be tolerated. This policy is in effect while the students are on school grounds, in school transportation, or attending school-sponsored activities, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district.

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.

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 included, but are not limited to, a gesture or written, verbal, or physical act. Such behavior is specifically prohibited.

Harassment set forth above may include, but is not limited to, the following:

1. Verbal, physical, or written harassment or abuse;
2. Repeated remarks of a demeaning nature;
3. Implied or explicit threats concerning one's grades, achievements, etc.;
4. Demeaning jokes, stories, or activities directed at the student;
5. Unwelcome physical contact.

The superintendent shall develop procedures providing for:

1. Prompt investigation of allegations of harassment;
2. The expeditious correction of the conditions causing such harassment;
3. Establishment of adequate measures to provide confidentiality in the complaint process;
4. Initiation of appropriate corrective actions;
5. Identification and enactment of methods to prevent reoccurrence of the harassment; and
6. A process where the provisions of this policy are disseminated in writing annually to all staff and students.

A copy of this policy will be furnished to each student and teacher in this school district.

SEXUAL HARASSMENT

Employees and students of this school district have a right to be free from sexual harassment and a hostile environment. Sexual harassment violates Title VII of the 1964 Civil Rights Act, and amended by the Civil Rights Act of 1991. Any employee or student who is subjected to such harassment, including a hostile environment, or who has knowledge of such harassment, should report it to an administrator who is responsible for complaint investigation. The administrator will take steps for further action.

Employees must be free to carry out job duties and students must be free to learn in an environment, which treats them with respect and is not allowed to be fraught with sexual hostility. This sexual harassment can exist in overt sexual advances or in allusion through words, gestures, body positions, body proximity, writings, electronic mail or any other means of communication.

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

GRIEVANCE/COMPLAINT PROCEDURE

The board of education wishes to make the school workplace as positive and productive for faculty and staff as possible. Therefore, the board hereby establishes a procedure for employees to have individual concerns or grievances relating to their terms and conditions of employment addressed in a professional and orderly fashion.

This procedure is designed to solve individual problems on as low a level as reasonable and as quickly as feasible in an attempt to prevent minor problems from becoming major ones. The final authority in resolving such grievances is the board of education.

REGULATION GRIEVANCE/COMPLAINT PROCEDURE

Purpose

The purpose of this procedure is to secure at the lowest possible level equitable solutions to issues that may arise with respect to an employee's terms and conditions of employment.

Definitions

1. A grievance is a claim by an employee that there has been a violation, misinterpretation or misapplication of an established board policy or established district administrative regulation that has specifically affected that employee's terms and conditions of employment.
2. The grievant is the employee making the claim.
3. Days shall mean the days when the school district central office is open for business.

Procedure

1. Level I - Informal Resolution---Immediate Supervisor
An employee with a grievance shall first discuss the concern individually with the immediate supervisor within ten (10) days of the alleged violation, citing the specific policy or regulation alleged to have been violated, with the objective of resolving the grievance informally. No written record will be made. However, a memo signed by both parties giving the date of the meeting shall be prepared.

2. Level II -- Formal Resolution---Immediate Supervisor
 - a. If the employee is not satisfied with the discussion of the grievance at Level I, the employee may file the grievance with the immediate supervisor in writing, using the official form which is a part of this procedure, within five (5) days of the Level I meeting.
 - b. The immediate supervisor shall schedule and hold a meeting with the grievant within five (5) days after receipt of the written grievance and shall transmit a written decision to the grievant within five (5) days of the meeting.
3. Level III - Formal Resolution---Superintendent
 - a. If the grievant is not satisfied with the disposition of the grievance at level II, he or she may file an appeal with the superintendent in writing, using the official grievance form which is a part of this procedure, within five (5) days of the Level II response.
 - b. The superintendent or the superintendent s designee shall schedule and hold a meeting with the grievant within ten (10) days after receipt of the appeal and shall transmit a written decision to the grievant within five (5) days of the meeting.
4. Level IV - Formal Resolution---Board of Education
 - a. If the grievant is not satisfied with the disposition of the grievance at Level III, he or she may file an appeal with the board of education in writing, using the official grievance form which is a part of this procedure, within five (5) days of the Level III response.
 - b. The board will hear the appeal at its next regularly scheduled meeting or a special meeting which has been called for that purpose within forty-five (45) days of the receipt of the appeal. The board shall transmit its written decision to the grievant within five (5) days of the meeting. The decision of the board shall be final and nonappealable.

General Provisions

1. The grievant shall have sole responsibility for pursuing the grievance through all levels and within the time limits specified in these procedures.
2. Failure at any level of this procedure to appeal to the next level within the specified time limits shall be deemed to be acceptance by the grievant of the decision at that level.
3. Failure at any level of this procedure to respond to a grievance within the specific time limits shall permit the grievant to appeal to the next level.
4. Time limits at any level may be extended by mutual agreement, and such agreements shall be made in writing and placed in the record for that grievance.
5. A grievance that arises from an action of an authority above the level of immediate supervisor may be initiated at Level III of this procedure.
6. Evidence and testimony presented by the grievant at any level of this procedure shall be limited to that which was presented at previous levels.
7. Copies of official grievances, all documents, communications and records dealing with the processing of a grievance will be filed in a separate grievance file and will not be kept in the personnel files of the grievant.
8. No reprisals shall be taken against the grievant or other participants in the grievance procedure by reason of such participation.

COMPUTER USE

The Oilton Board of Education believes that the availability of computers and computer technology will enhance the learning opportunities of our students and the teaching capabilities of our teachers. The board also believes that students and faculty members should be provided freedom in a safe and responsible manner to explore the world of technology and to benefit from the educational opportunities it provides. It is the policy of this board that equal access to educational opportunities be provided to all students and faculty. However, the privilege of using the district's computers may be revoked if any user is found to be in violation of the district's policies and regulations concerning proper computer use. The board recognizes that new technology also provides opportunities for some to violate the rights and privileges of others and such activity is strictly prohibited.

Technology shall include but not be limited to information technology, telecommunications technology, and implemental technology. Information technology shall include but not be limited to computers, computer hardware, scanners, multimedia material, facsimile, e-mail, computer software, CD ROM material or other magnetic media, computer simulations, video, the World Wide Web (WWW) or Internet, Listservs, multiuser domains and other technology used in distance learning or distance education. Telecommunications technology shall include but not be limited to local area networks and wide area networks. Implemental technology shall include but not be limited to implements, equipment, instruments, or devices that promote the technology education process and are employed in the science or study of the practical, industrial, or mechanical arts or applied sciences.

The board has directed the superintendent to develop rules, regulations, and procedures governing the use of computers and computer technology in this district.

Such rules and regulations are incorporated into this policy and are a part of this policy. References to this policy shall include any rules and regulations attached to it or incorporated within it.

COMPUTER USE REGULATION

In accordance with the policy of the board of education, this regulation governs the use of computers and computer technology in this school district.

Personal computers not owned by the school district shall not be brought to school or used in school except with permission of the superintendent of the superintendent's designee.

School district computers and computer accessories will be used only by students and faculty members. School district patrons may be permitted to use school equipment only under certain circumstances as determined by the board of education. Permission to use school computers or other school technology is granted as a privilege that may be withdrawn for violation of this policy or for failure to follow the verbal or written instructions and direction of school faculty or system operators.

All persons who use school district computers (users) will read and indicate understanding of any rules and procedures posted on classroom bulletin boards, computer bulletin boards, or computer operating procedures in either hardcopy (typed or written) or softcopy (recorded electronically within the computer or computer accessory) or specific class instructions.

Teachers or instructors of any class in which computers are used will establish written procedures for the use of computers and computer technology within the framework of that particular class and will insure that all members of the class read and understand such procedures.

Students and faculty using a school computer for the purpose of telecommunications with any other computer within the district or outside the district, private or commercial computer bulletin board, or any computer network such as Internet, will read and indicate an understanding of the rules and procedures governing such telecommunications and will adhere thereto.

Users will not upload or download any copyrighted material. It is the user's responsibility to determine if material is copyrighted. Failure to cite content accessed electronically is academic misconduct. Students or staff may be disciplined for failing to appropriately cite materials. Users will not copy school district computer software for any reason. Backup copies of computer software will be made only by authorized faculty members and will be maintained by the superintendent or the superintendent's designee.

Computer software will be installed into, or removed from, school district computers only by, or at the direction of, an authorized faculty member. No commercial software will be installed in or used on a district computer except in accordance with a user site license granted by the software developer. Students are prohibited from installing software of any kind or loading or reading personal data into a school district computer or computer system except as part of a class project or except as directed by authorized faculty members. Personally owned diskettes or tape cartridges or any other removable media will not be used in school computers except as authorized by a classroom teacher or other authorized school faculty member.

In addition to reading and adhering to any on-line rules and procedures, users will not use profanity or abusive language toward, or otherwise harass any other user or system operator of any bulletin board or telecommunications entity.

Telecommunications users will not log into any area that obviously contains pornographic material in any form. Users will not download any form of pornographic material. Students must obtain an Internet Access Conduct Agreement and have the form signed by the student's parent, legal guardian or other legal custodian before using any district computer that has telecommunication capabilities. It is the responsibility of the classroom teacher, instructor, or the appropriate faculty member to insure that such form is on file before a student is permitted to use computer telecommunications equipment.

It is unlawful for a person to send an electronic message if the return address has been altered in order to disguise the point of origin or if the message contains false, malicious, or misleading information that purposely or negligently injures a person.

The superintendent or designee shall have access to all materials loaded or stored in the district's computers. Accordingly, no user of the district's computers shall be deemed to have a privacy right in any programs, files or data, including contents of business or personal e-mail, loaded or stored on district computers.

Violations of this policy by an employee of the school district may result in disciplinary proceedings including the termination of employment.

Violations of this policy by students may result in disciplinary proceedings including suspension and the loss of user privileges.

Violations of this policy by school patrons may result in the loss of user privileges.

No legitimate expectation of privacy exists for users of the school district's Internet service or computers. Activity may be monitored at any time and disciplinary action taken for inappropriate use.

Students and staff have an affirmative duty to notify the administration of sites that were inappropriately accessed so that the computers may be checked and inappropriate materials removed from the hard drive.

INTERNET AND OTHER COMPUTER NETWORKS ACCEPTABLE USE AND INTERNET SAFETY POLICY

The Oilton Public Schools district is pleased to make available to students and staff access to interconnected computer systems within the district and to the Internet, the worldwide network that provides access to significant educational materials and opportunities.

In order for the school district to ensure the continued accessibility of its computer network and the Internet, all students and staff must take responsibility for appropriate and lawful use of this access. Students and staff must understand that one person's misuse of the network and Internet access may jeopardize the ability of all students and staff to enjoy such access. While the school's teachers and other staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

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

Listed below are the provisions of the agreement regarding computer network and Internet use. The district has designated a staff member to whom users may direct questions. If any user violates this policy, the user's access will be denied or withdrawn, and the user may be subject to additional disciplinary action.

Personal Responsibility: By signing this policy, the user agrees not only to follow the rules in this policy, but also to report any misuse of the network to the person designated by the school for such reporting. Misuse means any violations of this policy or any other use that is not authorized under this policy, and having the effect of harming another or his or her property.

Term of the Permitted Use: A student or staff member who submits to the school, as directed a properly signed policy and follows the policy to which she or he has agreed will have computer network and Internet access during the course of the school year only. Students and staff will be asked to sign a new policy each year during which they are students or staff members in the school district before they are given an access account.

Acceptable Uses

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

1. **Unacceptable Uses of Network.** Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:
 - a. Uses that violate the law or encourage others to violate the law. Do not transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the school district's student discipline policy; view, transmit or download pornographic materials or materials that

encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, the user should assume that all materials are protected unless there is explicit permission on the materials to use them.

- b. Uses that cause harm to others or damage to their property. For example, do not engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than the user is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, Trojan horse, time bomb, or other harmful form of programming or vandalism; participate in hacking activities or any form of unauthorized access to other computers, networks, or information systems.
 - c. Uses that jeopardize the security of student and staff access and of the computer network or other networks on the Internet. For example, do not disclose or share your password with others; do not impersonate another user.
 - d. Uses that are commercial transactions. Students, staff, and other users may not sell or buy anything over the Internet without prior permission from the Superintendent. The user should not give others private information about the user or others, including credit card numbers and social security numbers.
2. Netiquette. All users must abide by rules of network etiquette, which include the following:
- a. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
 - b. Avoid language and uses that may be offensive to other users. Do not use access to make, distribute, or redistribute jokes, stories, or other material that is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
 - c. Do not assume that a sender of e-mail is giving his or her permission for the user to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should be done only with permission or when the user knows that the individual would have no objection.
 - d. Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format that the recipient can open.

Internet Safety

1. General Warning; Individual Responsibility of Parents and Users. All student users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guides to materials to shun. If a student or staff member finds that other users are visiting offensive or harmful sites, he or she should report such use to the appropriate school designee.
2. Personal Safety. Be safe. In using the computer network and Internet, the user should not reveal personal information such as the user's home address or telephone number. The user should not use his/her real last name or any other information which might

allow a person to locate the user without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone met on the computer network or Internet without a parent's permission (if the user is under 18). Regardless of the user's age, the user should never agree to meet a person the user has only communicated with on the Internet in a secluded place or in a private setting.

3. **Hacking and Other Illegal Activities.** It is a violation of this policy to use the school's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.
4. **Confidentiality of Student Information.** Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by law, for internal administrative purposes or approved educational projects and activities.
5. **Active Restriction Measures.** The school, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent users from accessing visual depictions that are (1) obscene, (2) pornographic, or (3) harmful to minors. The school will also monitor the online activities of users, through direct observation and/or technological means, to ensure that users are not accessing such depictions or any other material that is inappropriate for minors.

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

The term harmful to minors is defined by the Commission Act of 1934 (47 USC Section 254 [h] [7]), as meaning any picture, image, graphic image file, or other visual depiction that

- taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
- taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Privacy

Network and Internet access is provided as a tool for the user's education. The school district reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the school district and no user shall have any expectation of privacy regarding such materials.

Failure to Follow Policy

The user's use of the computer network and Internet is a privilege, not a right. A user who violates this policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the school district may refuse to reinstate for the remainder of the student's enrollment or the staff member's employment in the school district. A user violates this policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The school district may also take other disciplinary action in such circumstances.

Warranties/Indemnification

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

Updates

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

CODE OF CONDUCT FOR INTERNET AND OTHER COMPUTER NETWORK ACCESS

The purpose of providing Internet and other computer network access in this district is to promote the exchange of information and ideas with the global community. The following represents a guide to the acceptable use of the technology provided by this district. All network use must be consistent with the policies and goals of this school district. Inappropriate use of district technology will result in the loss of technology use, disciplinary action, and/or referral to legal authorities.

All Internet and other computer network users will be expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Messages should not be abusive to others.
2. Take pride in communications. Check spelling and grammar.
3. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language, symbols, or pictures.
4. Protect password confidentiality. Passwords are not to be shared with others. Using another user's account or password or allowing such access by another may be permitted only with the approval of the supervising teacher or system administrator.
5. Do not reveal your personal address or telephone number or those of other persons. No student information protected by FERPA should be electronically transmitted or otherwise disseminated through the network.
6. Do not disguise the point of origin or transmission of electronic mail.
7. Do not send messages that contain false, malicious, or misleading information that may be injurious to a person or a person's property.
8. Illegal activities are strictly prohibited; transferring offensive or harassing messages; offering for sale or use any substance the possession or use of which is prohibited by the school district's staff and student policies; viewing, transmitting, or downloading pornographic materials or materials that encourage others to violate the law; intruding into the networks or computers of others; and downloading or transmitting confidential, trade secret information, or copyrighted materials.
9. The district technology is not to be used for playing multi-user or other network intensive games, commercial ventures, Internet relay chat lines, or downloading excessively large files.
10. No charges for services, products, or information are to be incurred without appropriate permission.
11. Do not use the network in such a way that you would disrupt the use of the network by other users.
12. Users shall respect the privacy of others and not read the mail or files of others without their permission. Copyright and licensing laws will not be intentionally violated.
13. Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, Internet, or any other agencies or other networks that may be accessed. This includes, but is not limited to, the uploading or creation of computer viruses.
14. Report security problems to the supervising teacher or system administrator.
15. Violators of this policy shall hold the district, including its employees and agents, harmless against any and all causes of action, damages, or other liability resulting from the willful or negligent violation of this policy.

INTERNET FILTERING REGULATION

The Internet changes rapidly, making it impossible to filter all objectionable sites. Therefore, the staff role in supervising and monitoring student access to the Internet is critical. Additionally, staff members have the responsibility to monitor their own navigation on the Internet to avoid undesirable sites.

Filtering should be viewed as only one of a number of techniques used to manage student access to the Internet and encourage acceptable usage. Filtering should not be viewed as a foolproof approach to preventing access to inappropriate material and should be used in conjunction with:

- Educating students to be net-smart ;
- Using recognized Internet gateways as a searching tool and/or homepage for students, in order to facilitate access to appropriate material;
- Using Acceptable Use Agreements ;
- Using behavior management practices for which Internet access privileges can be earned or lost; and
- Appropriate supervision, either in person and/or electronically.

The placement of filters on district computers/computer systems is viewed as an exercise of the board's ability to determine educational suitability of all material used in the schools.

Filters may be utilized with district schools to (1) block pre-selected sites, (2) block by word, (3) block entire categories like chat and newsgroups, and (4) through a pre-selected list of approved sites.

Criteria for Filtering of Objectionable Sites

Anything that falls under at least one of the following categories shall be blocked. This list may be update/modified as required.

Nudity/Pornography

Prevailing U.S. standards for nudity (e.g., genitalia, female breasts)

- Provocative semi-nudity (e.g., lingerie models)
- Sites that contain pornography or links to pornographic sites
- Exceptions: Classical nudity (e.g., Michelangelo), swimsuit models

Sexuality

- Sites that contain material of a mature level (elementary/middle school levels)
- Images or descriptions of sexual aids
- Descriptions of sexual acts or techniques
- Sites that contain inappropriate personal ads

Violence

- Sites that promote violence
- Images or a description of graphically violent acts (rape, dismemberment, torture, etc.)
- Graphic autopsy or crime scene images

Crime

- Information on performing criminal acts (e.g., drug or bomb making, computer hacking)
- Illegal file archives (e.g., software piracy)

Drug Use

- Sites that promote the use of illegal drugs
- Material advocating the use of illegal drugs (e.g. marijuana, LSD) or abuse of any drug (e.g., drinking game rules)
- Exceptions: Material with valid educational use (e.g., drug use statistics)

Tastelessness

- Images or descriptions of excretory acts (e.g., vomiting, urinating)
- Graphic medical images outside of a medical context
- Exception: Graphic medical images within a medical context

Language/Profanity

- Passages/words too coarse to be softened by the word filter
- Profanity within images/sounds/multimedia files
- Sexually or racially tinged language
- Note: The focus is on American English, but profanity in other languages or dialects will be blocked if brought to our attention.

Discrimination/Intolerance

- Material advocating discrimination (e.g., racial or religious intolerance)
- Sites that promote intolerance, hate, or discrimination

Interactive Mail/Chat

- Sites that contain or allow inappropriate e-mail correspondence
- Sites that contain or allow inappropriate chat areas

Inappropriate Banner Acts

- Advertisements containing inappropriate images

Gambling

- Sites that allow or promote online gambling

Weapons

- Sites that promote illegal weapons
- Sites that promote the use of illegal weapons

Other Inappropriate Material

- Body modification: tattooing, branding, cutting, etc.

Judgment Calls

- Whether a page is likely to have more questionable material in the future(e.g. ,sites under construction whose names indicate questionable material)

Procedure for Suggesting Sites be Blocked: If district staff members observe a site that they believe to contain inappropriate material according to the above criteria, they may request that the site (URL) be blocked. Education Technology staff will review the site for inappropriateness. If the site meets the criteria for filtering, steps will be taken to block the site.

ILLEGAL USE OF E-MAIL MESSAGING

According to Oklahoma law, it shall be unlawful for a person to initiate an electronic mail message that the sender knows, or has reason to know, does any of the following:

- Misrepresents any information in identifying the point of origin or the transmission path of the electronic mail message
- Does not contain information identifying the point of origin or the transmission path of the electronic mail message or
- Contains false, malicious, or misleading information, which purposely or negligently injures a person.

It shall also be unlawful for any person to sell, give, or otherwise distribute or possess with the intent to sell, give, or distribute software, which is primarily designed as follows:

1. For the purpose of facilitating the falsification of electronic mail transmission information or other routing information
2. Has only limited commercially significant purpose or use other than to facilitate the falsification of e-mail transmission information or other routing information
3. Is marketed by that person or another acting with (and with the person's knowledge) for use in facilitating falsification of e-mail transmission information or other routing information.

TRANSFER AND RELEASE OF CONFIDENTIAL INFORMATION

It shall be the policy of the board of education to comply with state and federal laws concerning the dissemination of confidential student information. Thus, no teacher shall reveal any information concerning any child obtained in his or her capacity as a teacher, except as may be required in the performance of his or her contractual duties. However, such information may be furnished to the child's parent or guardian upon request.

TEACHER-STUDENT RAPPORT

Teachers should at all times maintain a proper teacher student relationship. You can be the student's friend but not his/her "buddy". Teachers will not, at any time, engage in controversial school issues in the presence of students. Matters in which teachers are in disagreement should be discussed in private.

ASSEMBLIES

Teachers are to accompany their individual class to any school assembly. Teachers are expected to SPREAD OUT among the students to help maintain discipline. Do not congregate together in a single area. All teachers are to attend school assemblies.

CLASSROOM SUPERVISION

Teachers will REMAIN IN THEIR CLASSROOM THE ENTIRE CLASS PERIOD. Leaving students unsupervised endangers the health and welfare of the student and opens the possibility of legal action against the teacher and school district in the event of an accident or injury. If it is necessary to see the principal, the teacher should send a note to the office by a responsible student. Teachers are not to leave the classroom to go to the workroom to make copies.

CARE OF ROOM

Teachers will close and lock all windows, have students pick up all paper, books, pencils, etc. from the floor, turn down heat or air conditioning (where thermostats are located), turn off lights, and secure their room before leaving at the end of the school day. Teachers are expected to maintain a neat, clean and orderly classroom at all times.

CLASS INTERRUPTIONS

The board of education believes strongly that the educational material presented in the classroom is the most important ingredient of a student's school day. It also believes that many education support services which may interrupt a class period could be accomplished better, and would allow more time for education, if handled at another time or place.

Therefore, the board supports the concept that all class interruptions should be kept to a minimum. The superintendent and the principals should monitor such interruptions to determine that they are necessary, brief, and infrequent.

RADIOS AND TELEVISIONS

Radios and TVS are to be used for instructional purposes only during the school day.

CLASS PARTIES

Teachers will be permitted to have class party only with the permission of the building principal.

HALL PASSES

Teachers should not allow students to leave the room often or unnecessarily. Unless a teacher is tactful and careful in preventing unnecessary departures, some students will continually and habitually leave the room in order to wander about and to get out of work. The condition of the general health of the student, will of course, is taken into consideration. Under all circumstances a student will be required to have a Hall Pass from his/her assigned teacher when out of the classroom. Hall Pass forms will be utilized (no boards, teddy bears, hats, tokens, etc.). No passes will be issued from a teacher from another class without the building principal's written permission.

HALL SUPERVISION

Teachers are expected to be outside their respective classrooms during class changes. Your supervision of students in the halls and restrooms during these periods is vital to good discipline.

KEYS

Under no circumstances are teachers to release their keys to students. All use of the school facilities will be scheduled with the principal. Students should never be in the building or classrooms without teacher supervision.

TEXTBOOKS

All teachers are to note the condition of textbooks as they are checked out to students. The number of the book and the condition should be entered in the grade book. If a book is destroyed, defaced, or lost send a note to the office explaining the details. The cost of replacement of books by students will be determined in the principal's office.

DUPLICATING MACHINES

Teachers will not allow students or grant permission to students to use the duplicating machines. Teachers will use the copy machine located in the teachers workroom.

LESSON PLANS

Teachers will maintain their lesson plan books at least a week in ADVANCE. A copy of the lesson plans and related PASS skill will be turned into the building principal on Friday for the following week. Lesson plans should be of enough detail to ensure that a substitute teacher can accomplish the lesson objectives for that day. An outline of teacher's procedures should be kept at the front of the lesson plan book for substitutes to follow. (Class schedule, location of materials, lunch count, special duty assignments, special student lesson, etc.) Lesson plan books will be an item of teacher evaluation and will be periodically checked by the principal.

DEFICIENCY SLIPS

Teachers will contact parents of students who are not performing at their full potential. Deficiency Slips will be mailed to student's home at the one-third and two-thirds of each quarter. It is required that deficiency slips be mailed to parents of all students with a D or F grade. Teachers may send deficiency slips home at any point to improve student performance.

GRADING AND REPORT CARDS

The board of education believes that a thorough, well-documented and accurate system of grading will result in more accurate and more equitable grades among students. Relative consistency of individual teachers and among the staff as a whole is desirable.

Report cards will be given to parents on a timely schedule.

REGULATION GRADING AND REPORT CARDS

Grading

All teachers are requested to use the following system of grading:

A=90-100	A=87-100
B=80-89	B=78-86
C=70-79	C=69-77
D=60-69	D=60-68
F=59andbelow.	F=59 and below

All students should have at least two daily grades each week. Each teacher is to turn in failure notices to the office on Monday after each three weeks of each semester. The office will mail the failing notices if they are in envelopes and addressed.

Eighteen (18) grades for each student should be in the grade book for each nine-week period. Grade sheets are to be typed or in ink if the teacher is keeping a hardcopy grade book and each teacher shall keep their electronic grade book current and up to date.

Report Cards: As a means of communicating with parents, report cards shall be issued at the end of each nine weeks.

HOMEWORK

The board of education defines homework as a responsibility that the student undertakes independently, whether at home or outside of class periods in the school. The board further believes that any homework given should be to supplement, complement and reinforce classroom teaching and learning.

The homework assignment should be left to the discretion of the individual teacher. Certain classes will require more frequent homework than others. Students are expected to complete homework assignments and return the next scheduled class period. Students that fail to do so will receive a grade of zero (0).

NINE WEEKS TEST AND SEMESTER TESTS

Nine weeks tests will be given at the conclusion of the first and third nine weeks. All students are required to take nine weeks tests. Tests can be given early only with permission of the principal. Teachers have the right to weight the nine week tests however they feel is appropriate as long as it is at least 20% of the nine week grade. Semester tests will be given at the conclusion of the first and second semester. Tests can be given early only with permission of the principal. Teachers have the right to weight the semester tests however they feel is appropriate as long as it is at least 20% of the semester grade.

PROMOTION AND RETENTION

The Oilton Board of Education believes the primary goal of the educational process is to educate. The board also believes that since each child develops physically, mentally, and socially at an individual rate, not all children will complete twelve grade levels of work at the same time. Therefore, for some children, more than twelve years will be necessary.

Students in special education are excluded from this policy and will be advanced or retained in accordance with their Individual Educational Program (IEP) as created by the IEP team.

Grade level placement in the elementary and in the junior high school will be based upon the child's maturity (emotional, social, mental, and physical), chronological age, school attendance, effort, and marks achieved. Standardized test results can be used as one means of judging process. The grade marks earned by the child throughout the year shall reflect the probable assignment for the coming year. Grade marks will not be used as a means of punishment or reward.

Occasionally, some students do not make the progress expected during a given school year. Retention in the same grade can be considered as an alternative in assisting students to acquire the minimum skills and competencies expected. To be most effective, retentions should occur at the earliest point in their school year, preferably in the primary grades. The decision to retain should be based on the best information available, which supports the premise that the student will benefit from retention by becoming more proficient in the minimum skills and competencies expected.

Whenever a teacher or a placement committee recommends that a student be retained at the present grade level or not passed in a course; the parent or guardian, if dissatisfied with the recommendation, may appeal the decision by complying with the district's appeal process. The decision of the board of education shall be final. The parent may prepare a written statement to be placed in and become a part of the permanent record of the student stating the reason(s) for disagreeing with the decision of the board.

A grade mark on a report card at the end of the grading period shall not fulfill the teacher's responsibility in reporting the child's progress to the parents. Informal notes and personal conferences are necessary to help the teacher and the parents understand the child's development and progress. The parents shall be informed, and a conference scheduled if the parents desire, when it becomes apparent that a child may need to remain at a grade level.

When a student is recommended for retention or is identified as being at risk for retention, the school site shall provide opportunities for remedial instruction to assist the student in overcoming his/her academic deficiencies. Such opportunities may include, but are not limited to, tutorial programs, after-school programs, summer school programs, and additional in-school instructional time.

Reduction of grade marks will not be used as a form of discipline under any circumstances.

A student retained in third grade in accordance with the Reading Sufficiency Act may be eligible for a midyear promotion to fourth grade. The midyear promotion of a retained student will be considered if the student can demonstrate that the student is a successful and independent reader, is reading at or above grade level, and is ready to be promoted to the fourth grade. Tools that may be utilized to reevaluate any retained student may include subsequent assessments, alternative assessments, and portfolio reviews, in accordance with rules of the State Board of Education. Retained students may only be promoted midyear prior to November 1 and only upon demonstrating a level of proficiency required to score above the unsatisfactory level on the third-grade statewide criterion-referenced test and upon showing progress sufficient to master appropriate fourth-grade level skills, as determined by the school district. A midyear promotion shall be made only upon the agreement of the parent or guardian of the student and the school principal.

Upon request of a student, parent, or guardian, a student will be given the opportunity to demonstrate proficiency in the Priority Academic Student Skills (PASS) while transitioning towards the Common Core State Standards (CCSS). Proficiency will be demonstrated by some means of assessment or evaluation appropriate to the curriculum area, for example: semester test, portfolio, criterion-referenced test, thesis, project, product, or performance.

Students demonstrating proficiency in a set of competencies at the 60% level shall be advanced to the next level of study in the appropriate curriculum area(s). This decision will take into consideration such factors as social, emotional, physical and mental growth. The school will confer with parents in making such promotion/acceleration decisions.

Elementary, middle level or high school students may demonstrate proficiency in the PASS Outcomes for 9-12 High School curriculum areas. Appropriate notation will be placed on the high school transcript. The unit shall count toward meeting the requirements for the high school diploma.

The superintendent is directed to establish a regulation containing criteria to be used by the administration in considering students for promotion or retention.

STUDENT RETENTION - REGULATION

In accordance with the policy of the board of education, the following criteria for the selection of students to be retained in their current grade will be used in this school district.

Students shall be promoted or receive credit for a course of study if a grade average of 60% has been achieved for an entire course of study as determined by the teacher.

Students in grades one through eight must achieve a grade average of 60% or higher in at least three major courses of study to be promoted to the next higher grade. The major courses of study are math, language arts, science, reading, and social studies.

In the elementary and middle schools, a placement committee consisting of the principal, counselor, and teacher(s) shall determine if a student is to be assigned to the next higher grade. The committee shall consider standardized test scores and the student's age.

Whenever a teacher or a placement committee recommends that a student be retained at the

present grade level or not passed in a course, the parent or guardian, if dissatisfied with the recommendation, may appeal the decision by complying with the district's appeal process. The decision of the board of education shall be final. The parent may prepare a written statement to be placed in and become a part of the permanent record of the student stating the reason(s) for disagreeing with the decision of the board.

TARDIES/ATTENDANCE

Teachers should keep an accurate record of student tardies and absences each period for the purpose of semester test exemptions. Teachers will call roll at the beginning of each class period; Elementary Teachers will place their absentee slips on the designated slip and electronic grade book and Secondary teachers will email Mrs. Clawson in the high school office (pclawson@oilton.k12.ok.us) at the beginning of each class period. If student arrives to class after being reported absent, send to office and record tardy. If student arrives after 10 minutes into a class period, it must be counted as an absence. See student attendance policy for further explanation.

STUDENT ATTENDANCE

Oilton Public Schools recognizes regular attendance as necessary for continuity of instruction and to maintain a positive learning environment. Students must be in attendance a minimum of 90% of any semester in order to receive a passing grade. Students are allowed five(5) days absence per semester. On the eighth absence during a semester, a student will fail unless:

The parent/guardian requests a review of the circumstances and if the committee waives the 7 day rule. Under the 5 day policy when the 5 days are exceeded, a parent/guardian may petition the principal for review of any extenuating circumstances relating to absences within a reasonable amount of time. Due process will allow appeals up to and including the Superintendent and school board, which has final authority.

It is the parent/guardian's responsibility to contact the school when their son or daughter is absent. Parent must notify the school by 7:50 a.m. if a student will be absent, late, or required to leave school early. Absences that are not verified may be considered truancy. A student is truant if the student is absent without proper excuse from his or her assigned place. The attendance office phone for Oilton High School is 862-0389, ext. 405/406 and for the Elementary School is 862-0389, ext. 404/408. If a student is absent from his or her first period class and the school has not received a call explaining the absence, a school designee will phone parents at home or at work to verify the absence.

Statements from doctors and dentists verifying doctor or dentist appointments will be submitted to the office upon the student's return to school. Statements will not be accepted after five (5) days.

Student participation in school related non-competitive events are considered school attendance. Academic, athletic, fine arts, vocational and other competitive activities that take place during school hours are not considered absences under 90% policy but must be monitored due to the 10 day rule of the Activities Association concerning eligibility.

The Board also recognizes that students may miss class due to attending local civic clubs as student of the month or for an occasion, which is an honor for the students that are selected. Also the occasion will arise when students are afforded the opportunity to serve as pages at the Oklahoma State Legislature. These and similar occasions, when approved by the building principal, are not to be considered absences under the 90% rule.

Absences due to attendance at state or national workshops and conferences, which are educational in nature, may be excluded from the 90% rule at the discretion of the administration. (The absences must meet the "10 day rule extra-curricular activities rule.")

When the student returns to school following any absence, he/she will go to the office to check in. Doctor's and dentist's notes, court notices, etc. will be placed in the student's file.

Students with chronic medical problems for which an Individual Education Program (IEP) has been developed will meet the attendance requirements as stated on the IEP.

Absences for school activities are limited to ten (10) per class hour per school year. These absences are considered attendance. An absence is defined as any time a student misses more than 10 minutes of a class period.

Excused Absences and Tardiness: The district will designate absences or tardiness as excused for the following reason (provided parent notify the school): illness, emergency, bereavement for a family member, religious observance, a medical/legal appointment that cannot be rescheduled, or college visits for a senior in good academic standing. Absences and tardiness for other reasons will generally not be excused and result in the student being assigned to a noon detention. A telephone call from a parent does not alone excuse an absence or tardiness.

Planned Absences: Parents may submit a request in writing to the principal of the school that a planned absence be excused for an unavoidable reason not listed above, such as a family wedding or other event. The principal shall grant or deny this request based on the reason for the absence, the length of the absence, the student's attendance record, or for other reasons. Parent should note that the district discourages absences for family vacations and reserves the right to designate such absences as unexcused.

Record Keeping: In elementary school, each classroom teacher shall take attendance at the beginning of each school day. In secondary school, each teacher shall take attendance at the beginning of each class and record each student's presence or absence. In each school, the designated school personnel shall account for each absence; record absences and tardies in the school register of attendance, and designate them as excused or unexcused.

Principal's Authority: Each school principal shall be responsible for viewing attendance records and initiating appropriate actions at the building level to address unexcused pupil absence and tardiness.

Making - Up Work: Students are expected to make up any work missed due to any absence or tardiness. Work assigned during unexcused absence will be due on the day of the student's return, and teachers are under no obligation to extend deadlines, reschedule test or other assessment, or reteach material missed. Student with excused absence (including school activities) shall receive a day for each day absent to make up work or take tests.

Sanctions/Interventions for Excessive Absences: After five absences, the classroom teacher shall speak to the student and notify the parent and building principal in writing. The school principal or designee shall call the student's parent to schedule a meeting to inform them of the absences and discuss appropriate interventions.

After the eighth absence in a semester course, the teacher shall speak to the student and notify

the principal in writing. The principal or designee shall send a second letter home, advising the parent or guardian of the number of absences. The principal or designee shall meet with the student, the student's parent or guardians, and the student teacher(s).

The principal shall consider the following sanctions for student with excessive unexcused absences or tardiness: Before/after school detention and/or noon detention; report card notations; or other appropriate sanctions.

Loss of Course Credit: The district reserves the right to impose academic penalties for unexcused absences. Elementary and secondary students who accumulate more than 10 absences (including all excused and unexcused absences) in a semester may be denied course credit and/or promotion to the next grade level. Secondary school student with more than 10 absences in a single course during a single term may lose academic credit for that course, except for medical exemption or extraordinary circumstances.

Tardiness: If a student shows up to class 10 minutes after the last bell, it will be considered an absence. Students that are tardy at the beginning of the school day will be assigned to a noon detention for each tardy.

Three tardies in a single course work during the semester will count as one absence. The principal shall consider the following sanctions for student with three tardies in a single course work for the semester.

REGULATION STUDENT ATTENDANCE

A 90 percent attendance rate is generally required for credit. Students who are absent more than 7 days during a semester may be given credit upon written recommendation of the teacher or successful appeal to the principal, superintendent, or board of education.

ACTIVITIES/ATTENDANCE POLICY (EXTRA-CURRICULAR)

Student participation in school programs is encouraged at Oilton School and such participation is thought to be of value. Participation in school programs affords the students the opportunity for creativity and expression; builds self-confidence, and promotes a sense of accomplishment.

In compliance with the decision of the State Board of Education to limit the number of times a student may miss a particular class due to activities, the following policy is adopted by Morrison School:

A. Definition of an Activity

An activity will be defined as any type of absence resulting from an activity, initiated by any group, organization, team, club, or person/persons, that causes a student to miss any class for a period of 10 minutes or longer in any one (1) class period.

B. Policy

A student shall not be permitted to miss any one (1) class period more than ten (10) times per school year due to participation in extra-curricular activities. Any exception to this number, not covered by this policy, must be submitted, in writing, to the Internal Activities Review Committee. This committee will make their recommendations to the Board of Education through the superintendent and they or their designated representative will make the decision to permit or refuse the request.

C. Rules Governing Activities

1. No teacher will ask for students out of classes other than his/her own for extra curricular

- activity without permission of the principal.
2. All organizational meeting or meetings will be scheduled through the principal and will be held during a designated period or after school.
 3. Teachers and sponsors will be very diligent in scheduling activities to be sure the activity does not cause the student to exceed the absence limit.

MAKE-UP WORK

It will be the duty of each teacher to report to the principal any student whose progress or advancement warrants reclassification, or who, for any cause fails to do properly the work of said class at any time. Teachers will assign, grade, and return to the student make-up work for excused absences. Teachers will allow students the number of days absent plus one day to turn in make-up work (never over a maximum of five days). It will be the responsibility of the student to contact his/her teachers for make-up assignments. See student attendance policy for further explanation.

RELEASE OF STUDENTS

No student will be released to ride home from a scheduled school activity with any person other than the student's parents or legal guardian. Sponsors must be notified in person by the parent before a student will be released. (Notes are not to be accepted as authority to release students).

STUDENT DISMISSAL

Teachers will never dismiss students early from their classrooms without approval of the principal. Students should be dismissed from class promptly at the bell. Teachers will not hold students over the regular dismissal bell as to cause such student to be tardy to their next class. Under no circumstances will a teacher excuse a student from another teacher's class. Teachers will not dismiss students from class to sell tickets, work on fundraisers, distribute fund raising materials, etc. Teachers will not authorize students or student aides to leave the campus during the school day without permission from their respective principal.

PRINCIPAL NOTIFICATION

If it becomes necessary that a student be sent from the room, it is the teacher's responsibility to see that such student goes directly to the principal and that the principal is notified of the offense immediately. No teacher may (suspend) a student from school or from a class without the approval of the principal. If a student refuses to accompany the teacher to the principal's office, ask the teacher close to the room to send for the principal. In all discipline cases teachers will complete and sign a Discipline Report Form and turn it in to the principal.

STUDENT SEARCH

Contact building principal before performing any student search.

DISCIPLINE

TEACHERS WILL BE HELD RESPONSIBLE FOR THE DISCIPLINE OF THEIR RESPECTIVE CLASSROOMS. EVERY TEACHER WILL CONTACT THE PARENTS OF A STUDENT THAT IS DISRUPTIVE BEFORE SENDING THAT STUDENT TO THE PRINCIPAL'S OFFICE. AFTER A TEACHER HAS EXHAUSTED ALL DISCIPLINARY MEASURES AT HIS/HER DISPOSAL AND THE DESIRED BEHAVIOR CHANGE HAS NOT BEEN ACHIEVED, STUDENTS SHOULD BE REFERRED TO THE PRINCIPAL. DISCIPLINE FORMS WILL BE FILLED OUT ON EVERY INCIDENT.

STUDENTS RELEASED TO LAW OFFICER

Various police, attorneys, and/or insurance investigators may interrogate students only with the consent of the parent or guardian or upon the written order of a court, and with the permission of the principal.

No student will be released to the custody of an officer of the law without the parent or guardian's consent or upon the written order of a court. If a law officer directly requests a student through a teacher, the teacher will not release said student without permission from the principal personally.

STUDENT WITHDRAWAL

All teachers will use care when checking a student out of school. Be certain grades are recorded, books checked in, and all monetary obligations are cleared before signing the withdrawal slip. No student will be allowed to withdrawal from school without the presence of a parent/guardian.

WIRELESS TELECOMMUNICATION DEVICES & NUISANCE ITEMS

Wireless Telecommunication Devices

Cellular phones will not be allowed at school.

Cellular Camera Phones

Cellular camera phones are strictly prohibited at school or at school functions.

Consequences of Violation of Policy:

First offense: The phone will be turned into the office and may be claimed at the end of the day. Office personnel will document first offense.

Second offense: Parent/guardian will be notified and student will serve before or after school detention as assigned by building principal.

Third Offense: Parent/guardian will be notified and student will be assigned to in-school suspension (ISS).

Fourth Offense: Parent/guardian will be notified and student will be suspended from school.

Nuisance Items

Radios, video games, tape players, music media-playing devices of any kind, water guns, hackey sacks, cards and other similar items are considered nuisance items and should NOT be brought to school.

Any such items will be confiscated and returned to the student only at the end of the school day or at another time designated by the administrator dealing with the situation.

REPORTING CHILD ABUSE OR NEGLECT

In compliance with state law, the board of education encourages every teacher or other employee of the school district to report promptly any suspected abuse or neglect of any student to the Department of Human Services. The report may be made by telephone, in writing, personally or any other means prescribed by the department. The employee shall also inform the principal or superintendent that the report was made.

In that state law provides that persons exercising good faith in the making of a report or allowing

access to a child by persons authorized to investigate a report shall have immunity from liability, the board of education will grant its support to any employee making such good faith reports according to the requirements of the law.

REPORTING STUDENTS UNDER THE INFLUENCE OF INTOXICATING OR DANGEROUS SUBSTANCES

It is the policy of the board that any teacher, administrator, or security personnel who has reasonable cause to suspect that a student may be under the influence of, or that said student has in his or her possession, alcoholic beverages, including low-point beer, or a controlled dangerous substance as defined by law shall immediately notify the superintendent of such suspicions. The superintendent will then notify a parent or guardian of the student concerning the policy violation.

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

Every teacher, administrator, or security personnel employed by the board who has reasonable cause to suspect that a student is under the influence of or has possession of alcoholic beverages, including low-point beer, or a controlled dangerous substance and who reports such information to appropriate school officials shall not be subject to civil liability.

USING COPYRIGHTED MATERIAL

It is the intent of the Oilton Public Schools 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 reproduction of copyrighted materials. A copyright is a property right; willful infringement of a copyright can result in criminal prosecution. It is the position of Oilton Public Schools that copyrighted materials, whether they are print or nonprint, 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 copyrighted materials may not be made or used on district equipment.

Congress has identified four criteria to be balanced in considering questions of fair use :

- The purpose and character of the use, including whether such is of a commercial nature or is for nonprofit educational purposes;
- The nature of the copyrighted work;
- The amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
- The effect of the use upon potential market for or value of the copyrighted work.

In an effort to discourage violation of the copyright law and to prevent such illegal activities: All employees will be advised of this policy.

Employees who willfully disregard the district's copyright position are in violation of board policy; they do so at their own risk and assume all liability responsibility. The legal and/or insurance protection of the district will not be extended to anyone who violates the fair use standards of this policy.

REGULATION USING COPYRIGHTED MATERIAL

In accordance with the policy of the board of education, the following regulation shall govern the use of copyrighted material by employees of this school district.

Employees are urged to follow these guidelines and to instruct students in the importance of observing copyright provisions.

Television/Video and Audio

1. Off-air recordings of broadcast programs available to the general public without charge may be used once to meet instructional objectives in a classroom and repeated once for reinforcement during a 10-day period following the broadcast.
If you are seeking written permission from the copyright owner to keep and use the program in teaching/learning activities, the recording may be retained an additional 35 days. If permission is not granted, the tape must be erased. Schools may not build library collections of off-air recordings without permission of copyright owners.
2. Programs recorded from pay television channels (HBO, Cinemax, Disney, etc.) do not qualify under fair use guidelines and may not be recorded or used in the classroom.
3. Teachers must file formal requests for off-air taping as principals and library media specialists may not make such requests on their behalf.
4. Off-air recordings of broadcast programs may be taped only once for or by a teacher, regardless of the number of rebroadcasts in the same or succeeding years.
5. Off-air recordings must meet the tests of spontaneity:
 - a. The copying is at the instance and inspiration of the individual teacher, and
 - b. The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.
6. A videotape marked For Home Use Only may be used in school only in a regular instructional situation by a classroom teacher in a face-to-face setting to meet an instructional objective. It may not be used for entertainment, filler, or any other purpose without prior permission of the copyright owner. Face-to-face teaching exemptions apply if all of the following requirements are met:
 - a. Performance must be given by an instructor or student;
 - b. Performance must take place at a non-profit educational institution;
 - c. Performance must be part of a regular instructional activity limited to when instructor and students are in a face-to-face situation;
 - d. Performance takes place in a classroom or in a similar place devoted to instruction;
 - e. Performance must utilize a lawfully made copy.
7. Audio and videotapes on preview must not be copied and must be returned or purchased after a reasonable evaluation period.
8. Audio and videotapes may not be borrowed from other school districts and used in the classroom.
9. It is not legal to make a shelf or archival copy of any audio/visual material or duplicate any material on another format without written permission from the copyright owner.

Computer Software

1. All software purchased by the district for classroom, lab, media center, and office use remains the property of the district and may be used only in school-sponsored programs and activities. No employee or student may make a personal copy of any district-owned software.
2. Illegal copies of copyrighted software programs may not be made or used on school equipment.

3. Legal copies of copyrighted software programs must observe software licensing agreements of copyright holders and must be obtained and made by the Oilton Public Schools authorized representative(s).
4. One archival, or backup, copy of copyrighted software purchased by or donated to the office may be made, unless an applicable licensing agreement prohibits copying for any purpose.
5. Multiple loading of software is prohibited unless written permission has been obtained or unless the software is advertised as multi-load.
6. Use of software on a networked computer system is prohibited unless written permission is obtained or unless the networked version is used. The district software curriculum committee must approve instructional software and the director of data processing must approve administrative software.
7. Installation of public domain software is prohibited on any district computer.
8. Computer software developed by Oilton Public Schools employees and students on equipment owned by the district and/or during the school day is the sole property of the district. Distribution of such software by the individual without written permission of the district is strictly prohibited.
9. Software on preview must not be copied and must be returned or purchased after a reasonable evaluation period.
10. The superintendent or designee may sign district duplication rights agreements or licenses for software for schools within the district.
11. Employees of the district shall not encourage or allow any student to surreptitiously or illegally duplicate computer software or access any database or electronic bulletin board.
12. The data processing department is solely responsible for the duplication of all computer software licensed for district-wide use.
13. The legal, ethical, and practical problems caused by software piracy will be taught in all schools in the district.
14. A teacher or student may download to the printer bibliographic citations or full text of a document identified during a search of DIALOG, Wilsonline, etc., at the terms of the school's contract with the vendors specify. It is assumed that the user will require no more than 20-30 citations, will be using a legitimate password or subscription for invoice purposes, and has local approval to order, receive, and provide payment for a full-text document or citations.
15. Without the express consent of a database vendor, a teacher or student may not keep archival copies of downloaded works or make commercially available the downloaded material.

Print/Graphics

No charge shall be made to the student beyond the actual cost of the photocopying.

1. Prohibited copying
 - a. The copyright law specifically prohibits the reproduction of copyrighted, consumable materials such as workbooks, exercises, activity sheets, standardized tests and test booklets, answer sheets, and other such materials. Once the ditto ink is depleted from a purchased ditto master, no further copies are to be made.
 - b. Copying shall not
 - i. Substitute for the purchase of books, publishers updates or reprints, or periodicals;
 - ii. Be directed by higher authority.
 - c. Copyrighted comic strip or cartoon characters may not be reproduced or altered for use on bulletin boards, hallways, cafeteria walls, publications or school uniform/clothing.

- d. Copying of the same item may not be repeated from term to term (school semester or school year).
2. Permissible copying
- a. A single copy may be made of any of the following by or for a teacher for scholarly research, teaching, or preparation to teach a class:
 - i. A chapter from a book;
 - ii. An article from a periodical or newspaper;
 - iii. A short story, short essay, or short poem;
 - iv. A chart, graph, diagram, drawing, cartoon or picture from a book, periodical, or newspaper.
 - b. One transparency for classroom instruction may be made from consumable materials such as workbooks, exercises, activity sheets, and other such materials.
 - c. Multiple copies of non-consumable materials for classroom use or discussion may be made by or for the teacher giving the course, provided that
 - i. The copying meets the tests of brevity, spontaneity, and cumulative effect as defined below;
 - ii. Each copy includes a notice of copyright; and
 - iii. No more than one copy per pupil in a course is made.

Definitions

1. Brevity
- a. Poetry: (1) a complete poem of less than 250 words and if printed on not more than two pages, or (2) from a longer poem, an excerpt of not more than 250 words. (Copying may be expanded to permit completion of a stanza.)
 - b. Prose: (1) either a complete article, story, or essay of less than 2,500 words, or (2) an excerpt from any prose work of not more than 1,000 words or 10% of the work, whichever is less, but in any event a minimum of 500 words. (Copying may be expanded to permit completion of an unfinished paragraph.)
 - c. Illustration: one chart, graph, diagram, drawing, cartoon, or picture per book or per periodical issue.
 - d. Special works (picture books and certain works in poetry and prose that combine language with illustrations and which are less than 2,500 words in their entirety): such special works may not be reproduced in their entirety; however, two of the published pages of such a special work may be reproduced.
2. Spontaneity
- a. The copying is at the request and inspiration of the individual teacher, and
 - b. The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.
3. Cumulative Effect
- a. The copying of the material is for only one course in the school in which the copies are made.
 - b. Not more than one short poem, article, story, essay, or two excerpts may be copied from the same author, nor more than three from the same collective work or periodical volume during one class term (with the exclusion of current news periodicals, newspapers, and current news sections of other periodicals).
 - c. No more than nine instances of such multiple copying shall be made for one course during one class term (with the exclusion of current news periodicals, newspapers, and current news sections of other periodicals.)

Facsimile Sharing of Prints and Graphics

1. Copyrighted material may be faxed to any person making a legal request.
2. After making a copy of a work and then faxing that copy, it must be destroyed. This complies with the regulation that only one copy of the original work may be in existence.
3. Any faxed material received can be used as resource/research sharing, but not as resource building. No additional copies of the received material may be made.
4. Received faxed material may not substitute for purchasing books or subscriptions.

Music/Theatre

Royalties must be paid, as specified by the publisher, for the public performance of copyrighted plays or music.

1. Permissible copying
 - a. Sheet music or plays may be copied only if a purchase order for the materials has been issued but the materials have not yet been received. Once the purchase materials are received, all other copies must be destroyed.
 - b. For academic purpose other than performance, multiple copies of excerpts of works may be made provided that
 - i. Excerpts are not a performable unit (a section, movement, or aria) or more than 10% of the whole work;
 - ii. No more than one copy per pupil in the class is made; and
 - iii. The copyright notice appears on the printed copy.
 - c. For academic purposes other than performance, a single copy of an entire performable unit (a section, movement, or aria) may be made for the teacher for scholarly research or in preparation to teach a class provided that
 - i. The work is confirmed by the copyright holder to be out of print;
 - ii. The work is unavailable except in a larger work; and
 - iii. The copyright notice appears on the printed copy.
 - d. Printed copies that have been purchased may be edited or simplified provided that the fundamental character of the work is not distorted or the lyrics, if any, altered or lyrics added, if none exist.
 - e. A single copy of recordings of performances by students may be made for evaluation or rehearsal purposes and may be retained by the educational institution or individual teachers.
 - f. A single copy of a sound recording (tape, disc, or cassette) of copyrighted music may be made from sound recordings owned by an educational institution or an individual teacher for the purpose of constructing aural exercises or examinations and may be retained by the educational institution or individual teacher. (This pertains only to the copyright of the music itself and not to any copyright that may exist in the sound recording.)
 - g. Copyrighted music recordings may be used as background for a media presentation only if the presentation is required for instructional purposes, and not for entertainment.
2. Prohibited copying
 - a. Copyrighted music recordings may not be reproduced from album to tape.
 - b. Music or plays may not be recorded from a broadcast.
 - c. Copying for the purpose of performance may not be done.

Internet

1. The rights of the owner of copyrighted material on the Internet are exactly the same as the rights for the owner of traditional materials.
2. The rights of the copyright holder include:
 - a. The sole right to make copies;

- b. The sole right to distribute copies;
 - c. The sole right to produce derivative copies;
 - d. The sole right to perform or display a work publicly.
3. All the criteria for fair use apply to works on the Internet just as they apply to other materials.

Digital Transmission (Distance Education)

The Technology, Education, and Copyright Harmonization Act of 2001 (the TEACH Act) provides that it is not copyright infringement of teachers and students in an accredited, nonprofit educational institution to transmit performances and displays of copyrighted works as part of a course if certain conditions are met. If these conditions are not or cannot be met, use of the material will have to qualify as a fair use or permission from the copyright holder(s) must be obtained.

1. Teachers who want to incorporate works into digital transmission for instructional purposes must:
 - a. Avoid the use of commercial works that are sold or licensed for purposes of digital distance education.
 - b. Avoid the use of pirated works, or works where the teacher may otherwise have reason to know the copy was not lawfully made.
 - c. Generally limit the use of works to an amount and duration comparable to what would be displayed or performed in a live physical classroom setting.
 - d. Supervise the digital performance or display, make it an integral part of a class session, and make it part of a systematic mediated instructional activity. In other words, teachers should interactively use the copyrighted work as part of a class assignment in the distance education course. It should be made by, at the direction of, or under the supervision of the instructor; and directly related and of material assistance to the teaching content. It should not be an entertainment add-on or passive background/optional reading.
 - e. Use software tools provided by the district to limit access to the works to students enrolled in the course, to prevent downstream copying by those students, and to prevent the students from retaining the works for longer than a class session. The performance or display must be for, and technologically limited to, the students enrolled in the class.
 - f. Notify the students that the works may be subject to copyright protection and that they may not violate the legal rights of the copyright holder(s). A sample notice might read: The materials on this course Web site are only for the use of the students enrolled in this course for purposes associated with this course and may not be retained or further disseminated.
2. The TEACH Act permits the transmission of the following:
 - a. Performances of all of a nondramatic literary or musical work. Non-dramatic literary works, as defined in the Act, exclude audiovisual works; thus, examples of permitted performances in which the entire works may be displayed and performed might include poetry or short story reading. Nondramatic musical works would include all music other than opera, music videos (because they are audiovisual), and musicals.
 - b. Reasonable and limited portions of any other performance. This would include all audiovisual works such as films and videos of all types, and any dramatic musical works excluded above.
 - c. Displays of any work in amounts comparable to typical face-to-face displays. This would include still images of all kinds.

Excluded from coverage are the uses of works primarily produced or marketed for in-class use in the digital distance education market; works the instructor knows or has reason to believe were not lawfully made or acquired; and textbooks, coursepacks, and other materials typically purchased by students individually.

3. Conversion from Analog to Digital

The TEACH Act specifically authorizes the digitization of print or other works in analog format under the following conditions:

- a. Only the amounts authorized to be performed or displayed may be digitized; and
- b. There is not digital version available to the district; or
- c. The digital version that is available to the district is technologically protected in a manner that prevents its use for authorized purposes.
- d. Such copies are retained only by the district and used only for the activities authorized by copyright law.

Permission for Use

Employees are encouraged to seek written permission for use of copyrighted materials which have instructional value but which cannot be purchased because of lack of funds or availability. A request for permission should include:

- ★ Specific description of the item to be copied (title, author, edition, page numbers, frames, excerpts, etc.);
- ★ Type of duplication and number of copies;
- ★ Plans for usage and distribution of copies and the frequency of use.

Permissions Guide

1. Does the proposed use require permission from the copyright holder?

A. Is the work subject to copyright?

- Is it an original work of authorship?
- Is it fixed in a tangible medium of expression?
- Is it not an idea, procedure, process, system, method of operation, concept, principle, or discovery, regardless of the form in which it is described, explained, illustrated, or embodied in a copyrighted work?
- Is it not a work produced by a U.S. government employee in the scope of employment?
- Is it not a work the author has expressly made available for unrestricted copying, distribution, etc., effectively dedicated to the public domain?
- Has the copyright expired?

B. Is there a legal basis for use without permission?

- Is it fair use? To enhance the fair use argument, especially for coursepacks and web-based teaching materials, (1) use excerpts that are short and qualitatively insubstantial; (2) limit access to students enrolled in the course; (3) end access after the course; (4) do not use the material repeatedly for a course; (5) include the copyright notice and appropriate attributions; (6) obtain permission if easy to do so (cost and timing perspective).
- Is it a performance and/or display of a work in a face-to-face teaching setting?
- Is it a transmission of a permission and/or display of limited works to a classroom setting for teaching purposes?

2. Obtaining permission to use copyrighted works:

- Identify the copyright holder (best to confirm by phone or e-mail before seeking permission).
- Send written request for permission to use.
Allow several weeks lead-time.
Can the district pay a licensing fee/royalty?
- If license fee is too much or there is no response, be prepared to use a limited amount that qualifies for fair use, or use alternative materials.
- Obtain legal review/contract review for any license agreements other than the district's permission forms.

COPYRIGHTED MATERIALS CHECKLISTS - TEACH ACT CHECKLIST

- 1. The district is an accredited nonprofit educational institution or governmental body.
- 2. The district has an institutional policy that addresses the use of copyrighted materials and promotes compliance with U.S. copyright law.
- 3. The district provides educational materials/resources to faculty, students, and staff that accurately describe copyright rights and responsibilities.
- 4. The work is not a digital educational work produced or marketed primarily for performance/display as part of mediated instructional activities transmitted via digital networks.
- 5. The work is not a textbook, coursepack, electronic reserves, or similar material typically purchased individually by the students for independent review outside the classroom or class session.
- 6. The work is lawfully made and acquired. Would a reasonable evaluation indicate the origin of the work to be questionable?
- 7. The work is an integral part of the class session. The materials are specifically for students enrolled in the course.
- 8. The work is part of systematic mediated instructional activities, provided at the instructor's direction during the relevant lesson.
- 9. The work is directly related and of material assistance to the teaching content and is a part of the regular offerings of the district.
- 10. The work is (check one)
 - Nondramatic literary work (may use all)
 - Nondramatic musical (may use all)
 - Reasonable and limited portion of any other work (dramatic literary, musical, or audiovisual works) or
 - Display of any work in an amount similar to typical displays in face-to-face teaching in a live classroom setting.
- 11. The transmission of the work is limited, as technically feasible, to the students enrolled in the course.
- 12. Reasonable downstream controls have been instituted.
- Reasonable measures have been implemented to prevent retention of the works for longer than the class session.
- Reasonable measures have been implemented to prevent unauthorized dissemination in accessible form by the recipients.

- 13. Materials will be stored on a secure server and transmitted only as permitted by the TEACH Act.
- 14. Copies of the work will not be made other than the one needed to make the transmission.
- 15. For conversions of analog to digital
 - No digital version is available to the educational institution.
 - The digital version available is technologically protected to prevent TEACH uses.

Yes: Conversion of analog to digital permitted.

No: Conversion of analog to digital not permitted.

- 16. There is a warning notice present on the work notifying students that the work may be protected by copyright.

PERMISSION RELEASE FOR COPYRIGHTED MATERIALS

Date _____
Firm _____
Address _____

School _____
Address _____
Telephone _____
Person Making Request _____

To Whom It May Concern:

We would like to request permission to copy the following copyrighted materials:

Number of copies to be made _____
Copy medium _____
Use of copies _____

Thank you for your cooperation.

Sincerely,

Producer s Reply

Permission is hereby

- granted denied

Details: (include fees, limitations, etc.)

Signature _____
Title _____
Date _____

CLASSES, CLUBS AND ORGANIZATIONS

Most teachers will be assigned to a class, club or organization to sponsor. Sponsors will work together to ensure a successful operation of the activity they sponsor. Sponsors are to remain in meetings with the group the entire meeting time. Care should be exercised that all funds, bills, and materials are secure and processed in accordance with administrative directives.

SPONSORSHIP/FUND RAISERS/EXPENDITURES

Teachers will be assigned sponsorship duties on a rotating basis. All fundraisers and expenditures must be approved by the Board of Education and the administration. All fund raising activities and expenditures will be submitted to the principal on a form for approval and scheduling on the official calendar. The principal must approve any exceptions to this regulation. GUM in any form will not be allowed as a fundraiser.

CHURCH ACTIVITIES

Teachers will exert every effort in planning outside activities so as to not interfere with community church activities. In keeping with this philosophy school activities will not be scheduled on Wednesday evenings or Sundays, if at all possible.

FIELD / ACTIVITY TRIPS

Field trips are considered an important educational experience, and teachers are encouraged to use them. Field trips should be scheduled after school and on Saturdays when possible. All field trips will be scheduled with the principal and school transportation will be utilized unless otherwise authorized. Transportation Requested and Parent Permission forms will be on file for each trip. UNDER NO CIRCUMSTANCES WILL STUDENTS BE ALLOWED TO OPERATE SCHOOL OWNED VEHICLES. No trips should be planned two weeks before the end of both semesters without principal s approval.

PARENT PERMISSION FORMS

A parental permission form will be filled out and signed by the parent of every student who participates in a school sponsored activity such as field trips, ball games, speech contests, etc. Sponsors must have a copy of the parent permission form on file in the principal s office as well as with them on the trip.

OVERNIGHT TRIPS

Approval of the board of education is required for overnight trips. An itinerary is required including a list of trip sponsors. If co-ed students are attending overnight trip; co-ed trip sponsors will be required. Each organization should have at least one same gender sponsor for every eight students.

ACTIVITY FUND OVERSIGHT

The board of education of the school district believes that the fiscal responsibility of governing a local school district, including oversight of all school funds, is a very important responsibility.

Therefore, the board of education shall require that school activity organizations and associations have board of education oversight.

However, in compliance with state law, the board of education shall sanction exemptions of organizations for parent teacher organizations or associations, or organizations for student achievement under conditions as follow:

1. The organization shall submit written application for exemption to the board of education.
2. The application shall include the name and purpose of the organization, the name and address of the president and treasurer, the requirements for membership and a financial statement of the organization.
3. The board may require a fiscal and/or performance audit of the organization.
4. Exemptions shall be made for no longer than the current fiscal year.

The board of education shall exercise control over all revenue received or collected from student or other extracurricular activities conducted in the school district or other monies placed in the district s activity fund. At the beginning of each fiscal year, and if needed during the fiscal year, the board shall approve all school activity fund sub accounts and all sub account fund-raising activities.

ACTIVITY FUND

The board of education shall exercise control over all revenue received or collected from student or other extracurricular activities conducted in the school district or other monies placed in the district s activity fund. At the beginning of each fiscal year, and if needed during the fiscal year, the board shall approve all school activity fund sub accounts and all sub account fund-raising activities. All activity fund custodians must get a pre-approved purchase order number and check activity fund account balance before purchasing items/products.

Handling Activity Fund Money

The board of education believes that a sound system of activity fund accounting will make possible an accurate determination of the cost of an activity, will facilitate auditing procedures, and will safeguard and protect both the funds and the persons responsible for handling the money. To that end, no collections; proceeds from any contract; proceeds from the sale, lease, or rental of property; or interest from student fund-raising shall be deposited or transferred to any sub account unless board approval has been given.

Activity Fund Drives

Public Involvement: The board shall assure that the public is informed concerning fund-raising activities through a public school board meeting and/or through other communication with the community.

Student and Teacher Involvement: All drives for funds in schools by school children and teachers shall be banned except for approved ticket sales and promotions. All drives for funds in the schools must be approved by the board of education.

Special Collections and Funds: Student and faculty will be allowed to take collections and solicit funds for flowers, or gifts, in such instances as the death of a student or a teacher. However, permission to take collections and/or solicit funds under such circumstances must be granted by the principal at the school site.

HANDLING SCHOOL ACTIVITY FUND MONEY

The board of education believes that a sound system of activity fund accounting will make

possible an accurate determination of the cost of an activity, will facilitate auditing procedures, and will safeguard and protect both the funds and the persons responsible for handling the money.

REGULATION - HANDLING SCHOOL ACTIVITY FUND MONEY

Introduction

1. The board of education shall exercise control over all activity funds in all sub accounts.
2. Disbursements shall be by check.
3. No funds in one sub account may be used to pay purchase orders from another account unless the board grants a transfer of funds.
4. No sub account may have a negative balance at any time.
5. Purchases from the activity account are payable only when a purchase order is obtained before the purchase and an invoice is presented after the purchase.
6. To refund money to an individual who uses personal funds when an invoice is presented and determination is made that a legal expense of the activity has been incurred.
7. To provide a sponsor of an activity advance travel expenses on behalf of the school district, with receipts for all expenditures submitted after the trip.
8. Sponsors shall be held responsible for the collection and expenditure of each organization's funds.
9. No money shall be kept outside the school office longer than the end of the first school day following the collection of the money.
10. In the event that money is collected during the school day, the money shall be turned in to the office at the end of the day.
11. Money shall be turned in daily for activities that take place over a period of time.

Before an Activity

1. The sponsor of each organization shall be responsible to notify the activity fund secretary that change will be needed for a particular activity. Notification shall be made not later than 9:30 a.m. the day of the scheduled activity.
2. The secretary shall prepare a change box of \$20.00.
3. The sponsor shall sign a receipt for the change.

During the Activity

1. The sponsor shall maintain supervision over each person handling activity funds.
2. The sponsor shall account for all admissions and products sold.
3. At the end of each activity the sponsor shall count the money and prepare it by wrapping coins and bills for bank deposit.

After the Activity

1. On the first school day following an activity, the sponsor shall take all monies, including the initial change, to the office for deposit.
2. The sponsor and the secretary or principal shall count the money together.
3. The secretary or principal shall write a receipt and give a copy to the sponsor.
4. The secretary shall record entries to the proper ledgers and reconcile cash daily.
5. The secretary shall prepare deposit slips for bank deposits and make such deposits on a timely basis.

Expenditure of Funds

1. Before a purchase is made, the sponsor shall determine if funds are available for the item(s) to be purchased. No expenditures may be made from an account without funds on hand.
2. The sponsor shall request by purchase order for funds to be encumbered for items to be purchased.
3. After the purchase order is approved, the sponsor may make the purchase and present the

- receipt to the activity fund secretary for payment.
4. The secretary receives and checks invoices, prepares requests for payment, mails checks, and posts withdrawals from accounts as they occur.

SANCTIONING OF PARENT ORGANIZATIONS AND BOOSTER CLUBS

Booster clubs and parent organizations are encouraged to promote a positive relationship between the school and the community. The purpose of these organizations is to assist and support the school in recognizing and promoting students activities. The principal is responsible for maintaining close communication with such organizations to ensure the organizations goals are in compliance with district policies. After receiving the superintendent s recommendation, the following criteria will be used in determining if an organization will be recognized (sanctioned) by the board of education as a viable booster club or parent organization.

1. The organization must be managed or operated by adults, rather than students, and will present its by-laws and/or constitution to the board of education. These will clearly identify the organization as a parent organization or booster club separate from school district student organizations and will provide details of the structure of the organization including:
 - 1.1. Officers and their duties;
 - 1.2. Election of officers and term limits;
 - 1.3. Purpose and goals;
 - 1.4. Dues structure, if any;
 - 1.5. Intended use of funds generated by the organization.
2. The organization must include one representative from the school faculty as a sponsor.
3. No fund raising activities will be conducted within the school by the organization during school hours and students will not participate during regular class periods.
4. The organization may not use school materials in advertising its activities. Use of school property by the organization for its activities will meet all regulations established by the board.
5. All funds raised by the organization will be used to achieve the stated purposes and goals of the organization. No administrative fees or stipends to officers or others will be permitted.
6. The organization must maintain bank, financial, and tax exempt status separate from the school. The organization will provide to the board of education, annually or upon request, a complete set of financial records or detailed treasurer s report.
7. Any plan, project, or movement instituted to expand, modernize, renovate, or render maintenance to school-controlled and/or owned properties, or provide academic achievement awards and other educational recognition to students or student bodies will be presented to the board of education in official session for its consideration, comment, evaluation, approval, and sponsorship. This must be done before any public announcement is made.
8. In no manner will board sanctioning of an organization preclude the organization from compliance state and federal laws as they pertain to equal opportunity and treatment of all students.
9. The board of education reserves the right to revoke the sanctioning of any organization if it is found that the organization s operations and purpose are not consistent with the policies and procedures adopted by the board of education.

TRANSPORTATION REQUESTS

When participating in a school activity, which requires school transportation, the sponsor is responsible for submitting a transportation request to the principal at least two weeks prior to the trip. Building principals and sponsors are responsible for scheduling a driver. All trips require approval of Superintendent of Schools. In the event that a conflict cannot be resolved, the

administration will determine the priority. Date of request is not a determining factor in such decisions.

USE OF SCHOOL BUS FOR NONSCHOOL AND EXTRA-CURRICULAR ACTIVITIES

Extra-Curricular Activities

This school district's transportation may be used for field trips, extra-curricular activities or school-sponsored activities. The superintendent may authorize the use of private vehicles when a small number of students are involved.

Non-school Activities

The board may choose to furnish district transportation for students to attend non-school activities such as state or county fairs, summer youth programs, community programs, or science and math programs held at college or university sites. Board approval is required for each trip.

Adults may ride school buses when they are designated as chaperones for the students on the bus at that time.

BUS DRIVER COMPENSATION

Each organization is responsible for making arrangements with the district transportation director for the purpose of scheduling bus drivers for school activities (academic/extra-curricular). Compensation for non-school activities will be determined by the superintendent.

BLOODBORNE PATHOGENS

The board recognizes that body fluids of any person may contain infectious or contagious bacteria or viruses, and that such bacterium or viruses may be spread from one person to another by accidental or careless handling of body fluids during sanitation or custodial work or the administration of emergency first aid.

The superintendent is directed to prepare regulations establishing proper procedures for handling body fluids during normal school day activities. Such procedures shall include methods for the handling and disposal of body fluids in school buildings and on school equipment and material. The district will make personal protective equipment available to employees for use in handling and disposing of body fluids.

The superintendent will also direct the identification of employees who could be reasonably anticipated as the result of their job duties to face contact with blood or other potentially infectious materials. Any employees so identified will be offered Hepatitis B vaccinations at district cost. Such vaccinations will be provided at a reasonable time and place, under the supervision of a licensed physician or health care professional and according to the latest recommendations of the U.S. Public Health Service.

School district employees who have had an exposure incident to body fluids will participate in a follow-up confidential medical evaluation documenting the circumstances of exposure, identifying and testing the source individual if feasible, testing the exposed employee's blood if the employee consents, post-exposure prophylaxis, counseling and evaluation of reported illnesses. Health care professionals must be provided specified information to facilitate the evaluation and their written opinion on the need for Hepatitis B vaccination following exposure. Information such as employee's ability to receive the Hepatitis B vaccine must be supplied to the employer. All diagnoses must remain confidential.

REGULATION HANDLING BLOODBORNE PATHOGENS

In accordance with the policy of the board of education, the following regulations and procedures contain guidelines for cleaning and disposal of body fluids. For the purpose of this regulation, the term "body fluids" shall include reference to blood, semen, feces, urine, and vomit, drainage from scrapes and cuts, and respiratory secretions such as nasal discharge.

1. Wear gloves. All personnel will wear disposable latex gloves during the cleanup and disposal of any of the body fluids listed above. When in doubt about material, assume it to be a body fluid. After any material is removed and disposed, the gloves should be destroyed or disposed.
2. If gloves are not available and contact with body fluids or open wounds is necessary, hands should be carefully washed as follows:
 - a. Use hot water and liquid soap with vigorous washing under running water for least 10 seconds.
 - b. Dry hands thoroughly with a paper towel. Use the paper towel to turn off the faucet and discard the towel in a proper container.
 - c. Use hand lotion if desired. CAUTION: Dry, cracked hands provide openings in the skin for bacteria to enter.
3. A 1 to 10 solution of household bleach and water may be stored in proper containers in areas where soap and water are not readily available. The solution may be used in cleaning body fluid spillage and hands if soap and water are not available following the cleanup.
4. Materials used in the cleanup of body fluids or suspected body fluids will be sealed in a plastic bag and discarded in appropriate trash containers. Soiled clothing articles, including sanitary napkins will be sealed in plastic bags and discarded. Other non-disposable cleaning items such as mops, towels, buckets and other items will be thoroughly rinsed in the bleach and water solution or carefully washed in hot, soapy water.
5. Personnel will use the same procedures for washing non-disposable cleaning equipment as for handling body fluids and soiled clothing or other personal apparel.
6. Sanitary absorbents may be used to clean spilled body fluids. The absorbent should be swept up or vacuumed. Carpets should be shampooed with a germicidal rug shampoo. Sweepings or used vacuumed bags should be sealed in a plastic bag for disposal. Brooms, dustpans and vacuum brushes should be washed in a solution of one part bleach to ten parts water.
7. Any liquid disinfectant used in cleaning floors, equipment or materials should be discarded in a suitable and appropriate sewage drain.
8. Clothing, towels and similar cleaning equipment or materials should be washed in hot, soapy water with one-half to one cup of bleach added to the wash water.
9. Custodians and sanitation personnel should wear latex disposable gloves during any cleaning operation where the possibility of encountering body fluid exists whether or not the fluid is touched.
10. Careful hand washing is the single most effective method of preventing the spread of contagious diseases. Hands should be washed in hot, soapy water before and after any cleanup operation.
11. A copy of these routine procedures for sanitation and hygiene when handling body fluids will be provided to each employee and must be followed when appropriate and necessary.

HEALTH SERVICES PROGRAM

The Oilton Public School District believes that good health and safety is critical to the learning process of the students of our school, and that the health services program should function as an integral part of the total education program and provide a service for all students.

To that extent, the following services are provided:

1. In case of accident or emergency, teachers should notify the principal immediately, and the principal will take appropriate action.
2. In the event a teacher suspects that a student has been subjected to child abuse or child neglect, the teacher will immediately notify the principal. The principal will then immediately notify the Department of Human Services.
3. The Oilton Public School maintains a Public School Referral Agreement with the Guidance Center of the Creek County Health Department in Sapulpa/Drumright. Referrals are made when necessary.
4. Each student is required to complete an "Emergency Procedure Sheet" upon enrollment. This sheet lists the family doctor and/or nurse. In the event a doctor or nurse is needed, the principal will call the family doctor and/or nurse, if the parent cannot be contacted for notification. In the event the student does not identify a family doctor and/or nurse, the County Health Nurse will be contacted for referral.

FIRE DRILLS AND TORNADO DRILLS

Fire drill warnings will be one continuous ring of the bells. Teachers will prepare students as to exit procedures for fire drills. A fire evacuation plan will be posted in every room of the school.

Tornado drills will be a series of ring-pause, ring-pause bells. Teachers will prepare students as to actions to be executed for tornado drills. Procedures for fire and tornado drills are to be posted in each classroom.

EMERGENCY PLANS AND FIRE DRILLS

The principal and faculty members of each school building will develop and implement fire and emergency procedures for the orderly evacuation of all buildings upon the sounding of a distinctive audible signal designated as the fire alarm. Directions indicating where students are to go and the route to be taken should be posted in each classroom. These procedures will be developed to ensure the complete safety of children and other school personnel.

Fire and emergency drills will be practiced at least two times each semester of the school year. The first fire drill shall be conducted within the first 15 days of each semester. The second fire drill must occur after the first 30 days of each semester. All student and teachers shall participate.

Each drill shall be documented in writing at each school site. The records for each fire drill shall be preserved for at least three (3) years and made available to the State Fire Marshal or his designee upon request.

REGULATION EMERGENCY/EVACUATION PLAN

Purpose

The purpose of this emergency/evacuation plan is to clearly establish authority and responsibility for administrative actions when it becomes necessary to close the school, evacuate students, cancel school activities, delay school openings, provide for early dismissal, or change transportation times and/or routes because of disasters, emergencies, inclement weather or

other reasons.

Authority

The superintendent is responsible for administering the district emergency/evacuation plan. He/she will establish rules, regulations and procedures for administering and using the district's facilities, equipment, supplies and staff during an emergency or disaster. The superintendent shall be responsible for the general supervision and welfare of the students and staff of the school district. He/she is authorized to cancel or postpone social events, club meetings, sports events, adult programs and other activities that function in various buildings or grounds of the district. He/she is also authorized to work with other agencies as legally required or as necessary. In the superintendent's absence another person shall be delegated this authority.

District Protection

If an emergency occurs when school is in session, or at other times and under circumstances that would necessitate action by school district employees or that would involve the emergency use of school facilities, supplies or equipment, the superintendent is authorized to initiate the emergency/evacuation plan and to take other action required to protect the interests of the school district.

Legal Protection

The board shall provide liability insurance to include legal counsel to protect its agents, employees and board members for any liability resulting from supervision of students during an emergency.

Guidelines

1. The superintendent shall assume responsibility for protection of students, employees, facilities and equipment. Police, health and other agencies may be used as necessary.
2. The emergency and evacuation plans shall function through the administrative chain of command since emergencies require spontaneous decisions and immediate actions.
3. During a major emergency or disaster, deliver students to their homes as soon as such delivery can be organized and carried out in an efficient, orderly and safe manner. A higher authority (police or fire personnel) may direct all personnel to evacuate to a specific destination or to provide for mass care.
4. Students shall be released to parents as soon as such release can be made in an orderly, safe and nondisruptive manner in accordance with controlled release procedures.
5. The superintendents will provide for communication to the board president about the major emergency or disaster at the earliest possible time. Minor emergencies caused by inclement weather, temporary flooding, loss of utilities, employee or student disturbances, fire and bomb threats, accidents and breakdown of building equipment may be communicated through board administration advisement procedures.
6. The superintendent will coordinate activities with other agencies affected by the emergency through leadership, direction and communication.
7. Facilities and equipment will be maintained under district jurisdiction of school administrators until the primary responsibility of using them and the welfare of the students has been resolved.
8. Use district supplies, equipment, facilities and staff for the welfare of the students and staff. To the degree possible, a record should be kept for future accountability.
9. District responsibility for evacuation of students and employees of the district does not imply that district staff, facilities and equipment cannot be used in a cooperative effort with other agencies after the primary responsibility is complete. District students attending other schools shall be evacuated in accordance with plans prepared by those agencies and will be the responsibilities of those agencies.
10. Communicate with employees, related agencies and the public through an established emergency notification procedure.

INCLEMENT WEATHER PROCEDURES

Notification to Parents and Students

In the event of inclement weather, the following radio and TV stations will carry necessary information regarding school closing or cancellation using the following news and radio media in addition to using the One Call Now automated notification system and School Connect phone app.

Radio Stations: A.M. 740

Television Stations: KOCO (Oklahoma City) Fox 23 (Tulsa)
KFOR (Oklahoma City) KOTV (Tulsa)
KWTU (Oklahoma City) KJRH (Tulsa)

Notification to School Personnel

When conditions exist which may endanger the health and safety of students and school personnel, the school district will close until such conditions have passed.

The automated phone system will be initiated by the Superintendent and his/her designee to facilitate employee notification. School closings will also be posted on the school district website.

EMERGENCY PLANS AND BOMB THREATS

The board of education takes very seriously any threat of violence to the school. Bomb threats of any kind will not be taken lightly. Quick and appropriate measures will be taken to deal with such circumstances. Appropriate discipline will be taken toward any student found to be responsible for such acts.

REGULATION BOMB THREAT PROCEDURES

In the event of a call or notice to the effect that a bomb has been placed anywhere on school grounds, the following procedures will be followed:

1. Immediate evacuation of the school and all buildings
2. If the fire and police departments do not receive the call originally, their immediate notification is required.
3. The fire department or the county sheriff's deputies shall conduct a search of the building and premises.
4. If a thorough search has been conducted and nothing found, the administrator in charge will notify the fire department personnel and sheriff deputies so that reentry will be permitted.
5. A request for investigation of the incident should be made to the county sheriff.

Any decisions concerning the dismissal of school and subsequent action after the above procedures have been followed is the prerogative of the superintendent.

REGULATION EMERGENCY TELEPHONE NUMBERS

Police918-862-3202
Sheriff...	.918-224-4964
Fire...	..918-862-3211
Ambulance918-227-2233
Highway Patrol918-762-3661
Hospital918-382-2800
Telephone Company...	...800-431-1411
Gas Company...	.800-664-5463
Electric Company800-522-3230
Superintendent's Office	.919-862-3954, ext. 1201, 102
High School Office	.918-862-3272, ext. 1200
Elementary Office	..918-862-3215, ext. 1100, 1001