



Faculty/Staff Handbook

This handbook is not intended to be inclusive of all policies and expectations. Please see the Chickasha Public School Board Policy and the Chickasha Untied Teacher Association (C.U.T.A.) Agreement, the Chickasha Association Support Employees (C.A.S.E.) Agreement or the Chickasha Organization Professional Administrators (C.O.P.A.)

Each site administrator will create specific guidelines for the site.

Let's give a rousing cheer boys
For ole Chick High
And the loyal spirit
That shall never die (shall never die)
Come on, let's fight together
Fight 'till the End
On your feet for C-H-S
We're out to win, Chicks fight!

ABSENCES

Teachers:

In the event that you or a family member becomes ill, please notify the supervisor or his/her designee immediately. If the illness occurs before or after school hours, please contact your supervisor or his/her designee.

Please call early. It is very hard to arrange for substitute teachers after 6:00 AM. Please contact the principal by 6:00 AM. Please call the school office by 3:00 PM of the day you are absent to report your plans for the following day.

Emergency situations arise causing an employee to be late. Should this occur, the employee must call his/her supervisor/principal. If the supervisor/principal cannot be reached you should then contact this/her designee. We will make arrangements to cover your assignment. The employee must report to the office secretary when they return to sign any necessary forms. Appropriate adjustments to Leave Request or Time Sheets will be made as needed.

Any personal days need to be requested in advance. Ask the secretary for the needed Personal Leave form.

Each site has their own contact information and policy for reporting an absence. Employees are responsible for following their site /department guidelines established by the site principal/supervisor.

Students:

Teachers are required to record attendance on the Student Information System first thing every morning for elementary sites and every class period for secondary sites. It is important that this be completed promptly and accurately. State and Federal funds depend on the accuracy of attendance.

ACCIDENT REPORTS

Teachers and supervisory personnel shall report immediately all accidents that occur in the school building or on school grounds to the principal. The principal shall then forward a written report in duplicate to the office of the superintendent, or to the school nurse using the correct form. Accident reports must be filled out by the teacher witnessing the accident. Please notify the principal if a doctor needs to be summoned. *If there is blood or bruises fill one out.*

If the accident involves a school employee, the accident report must be filled out the day of the accident and sent to the personnel office. This form must be completed even though you believe you do not need to see a doctor. Report the incident to your site administrator. Next contact the Personnel office to determine the next steps.

ALCOHOL AND DRUG FREE WORKPLACE AND TESTING

(Board Policy DG)

Student and employee safety is of paramount concern to the Board. Employees under the influence of alcohol, drugs, or controlled substances are a serious risk to themselves and to other employees. The Board hereby commits itself to a continuing good faith effort to maintain a drug-free workplace.

Alcohol and Drug Testing: *Drug and alcohol testing of employees may be conducted in accordance with the reasonable suspicion standard for cause and applicable federal and/or state law as set forth in Administrative Regulations.*

APPEARANCE OF THE BUILDING

We need to have a friendly and inviting environment. We are all responsible for the appearance of the building.

- Classrooms should be clean, safe, and orderly.
- The halls should be clutter free.
- Signs should be stated in a positive format.
- Students should not be placed in the hallway as punishment.

ARRIVAL PROCEDURES

It is vital to the safety and the education of our students that each staff member is on-time for work and follows the required expectations. Each site or department has established arrival procedures for staff and students. Consult your site principal or supervisor for the required expectations.

ASSEMBLIES/MORNING PROGRAM SUPERVISION

Assemblies will be held during the school hours and will be a part of the school program. The assemblies shall be planned by the school administration. All students will attend unless excused. Any assembly or school-wide gathering that should occur during the regular school day will be supervised by all teachers, unless other arrangements have been made with the building administrator.

ASSIGNMENTS and TRANSFERS

(Board Policy DA)

Employees shall be assigned to a position by the Superintendent and may be transferred to a position on the basis of the needs of the District, the employee's qualifications, and the employee's expressed desires and in accordance with any applicable negotiated agreement. The needs of the District shall be the primary criteria in determining any assignments or transfers, and the secondary criteria shall be the employee's qualifications.

BAD WEATHER CLOSING

(Board Policy BC)

The Superintendent or the Superintendent's designee may close the District's schools, dismiss school early, delay the beginning of school, or take other appropriate measures in the event of hazardous weather or other emergencies which necessitate such action.

During the tornado season, the school administration will be concerned with tornado watches and tornado alerts.

Occasionally school is called off due to bad weather. The school system will inform area radio and television stations. No announcements will be made when school will remain open as usual. You may listen to KWCO 105.5 FM for school closings.

CHECK-OUT PROCEDURES

Each faculty member will be required to complete an end of the year Check-Out process. The check-out form will be supplied to the teachers the first week of May – earlier if possible.

CHILD ABUSE AND/OR NEGLECT-REPORTING

(Board Policy BC)

*District shall post in a clearly visible public area of the school, a sign that is written in English and Spanish and contains a toll-free telephone number operated by the Department of Human Services to receive reports of child abuse or neglect. In accordance with state law, and District employee who has reasonable cause to know or to suspect that a student under the age of eighteen (18) has been subject to abuse or neglect by a person responsible for the child's health or welfare or who has observed the child being subjected to circumstances of abuse or neglect by a person responsible for the child's health or welfare shall **immediately** report of cause to be reported such situation to the Department of Human Services (DHS) and local law enforcement. The statewide toll-free hotline for DHS is 1-800-522-3511. Any District employee who has a reason to believe that a student who is eighteen (18) years of age or older is a victim of abuse or neglect shall report the matter **immediately** to local law enforcement. Local law enforcement will keep confidential and redact any information identifying the reporting school employee unless otherwise ordered by the court. Any school employee with knowledge of a report made by another school employee shall not disclose information identifying the reporting school employee unless otherwise ordered by the court or as part of an investigation by local law enforcement or DHS.*

The employee making the report shall also inform the building principal who will inform the superintendent. Employees shall not contact the student's family or others to investigate any suspected abuse or neglect.

Any individual who knowingly or willfully fails to promptly report any incident may be reported to local law enforcement for criminal investigation and if convicted, guilty of a misdemeanor. Immunity is provided from civil or criminal liability, when an individual in good faith reports or participates in judicial proceedings or allows access to child by persons authorized to investigate a report.

The reporting obligations provided herein are required by law and are individual. No employer, supervisor, or administrator shall impede or inhibit the reporting nor shall any employer, supervisor, or administrator discriminate or retaliate against an employee or other person who, in good faith, fulfills his or her reporting obligations.

CHILD FIND NOTICE

Under the Individuals with Disabilities Education Act and other federal laws, public school districts must make a free appropriate public education available to eligible children with disabilities, ages 3 through 21. The types of disabilities covered include autism, deaf-blindness, developmental delays, emotional disturbance, hearing impairment including deafness, intellectual disabilities, multiple disabilities, orthopedic impairments, other health impairments, specific learning disabilities, speech or language impairments, traumatic brain injury, and visual impairment including blindness. Chickasha Public Schools is trying to find children ages 3 through 21 who may have disabilities and who are not currently receiving services. If you would like further information or know of a child who may have a disability who is living in the Chickasha Public School District, call the Special Services Office at 405-222-6500.

CHILDREN OF EMPLOYEES

Your children are special to us and are part of our family, but there are guidelines for them to follow:

1. All children must go and stay in their parent's room until duty is completed.
2. No children are allowed in the lounge to get pop or candy without an adult.
3. If you are working after school, your child is your responsibility. Please be considerate of teachers working in their rooms.
4. Make sure you have made arrangements for activities in your room during any after school meetings.

CONFIDENTIALITY

Confidentiality of student educational records, academic performance and behavior are protected under the Family Educational Rights and Privacy Act (FERPA). All confidential and cumulative records will be kept in a fire safe and locked cabinet in the school office. All records MUST be checked in and out of the office. All records must remain in the building. Each faculty member must sign a form stating that they have received training in confidentiality each school year.

CONTRACTS

(Board Policy DA)

Every person employed by the District shall enter into a written contract of employment which shall describe the position in which the person is to be employed and set forth the term of the employment contract. All contracts of employment must be approved by the Board and may be signed by the Board President, the Clerk of the Board, or the Superintendent. Any person who fails to sign a contract of employment which accurately conveys the Board's offer,

including salary and fringe benefits, within thirty (30) days after presentation shall be considered to have refused the offered employment, and the position shall be declared vacant.

A board of education shall have the authority to enter into written contracts with teachers for the ensuing fiscal year prior to the beginning of such year. If, prior to the **First Monday in June**, a board of education has not entered into a written or verbal contract with a regularly employed teacher or notified him in writing by registered or certified mail that he will not be employed for the ensuing fiscal year, and if within **fifteen days after the First Monday in June**, such teacher has not notified the board of education in writing by registered mail that he does not desire to be reemployed such school district for the ensuing year, such teacher shall be considered as employed on a continuing contract basis and on the same salary schedule used for other teacher in the school district for ensuing fiscal year, and such employment and continuing contract shall be binding on the teacher and on the school district.

COPYRIGHTED MATERIAL (REGULATION)

(Board Policy BB)

The unauthorized reproduction of copyrighted material is illegal, and violations of applicable copyright laws could result in civil and/or criminal suites. The Superintendent shall develop and implement regulations regarding the reproduction of copyrighted materials. Any District personnel reproducing copyrighted material shall be certain that the reproduction is in accordance with applicable law and District's policies and regulations. Proper certification of compliance with copyright laws shall be required in order to process requests for reproduction.

CRITICAL RACE THEORY

(Board Policy BR)

No teacher, administrator, or other employee of the District shall required or make part of a course the following concepts:

- A. One race or sex is inherently superior to another race or sex,*
- B. An individual, by virtue of his or her race or sex, is inherently racist, sexist or oppressive, wheter consciously or unconsciously,*
- C. An individual should be discriminated against or receive adverse treatment solely or partly because of his or her race or sex,*
- D. Members of one race or sex cannot and should not attempt to treat others without respect to race or sex,*
- E. An individual's moral character is necessarily determined by his or her race or sex,*
- F. An individual, by virtue of his or her race or sex, bears responsibility for actions committed in the past by other members of the same race or sex,*

G. Meritocracy or traits such as hard work ethic are racist or sexist or were created by members of a particular race to oppress members of another race.

See Board Policy for guidelines regarding a formal complaint.

DISCIPLINE

(Board Policy EK)

Good discipline is vital to the educational program. Discipline should be fair, dignified, and administered with an even temper. Discipline may include, but is not limited to, conferences with parents or guardians, in-school detention, revocation of privileges, and suspension.

In administering discipline, consideration will be given to alternative methods of punishment to ensure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. Administrators may consider consultation with parents to determine the most effective disciplinary measure. The Board will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

It is the responsibility of each site to work to teach students replacement behaviors rather than to just assign consequences. When a student is sent to the office the teacher turns over the responsibility of consequences to the site administrators. Each site has their own policy for reporting inappropriate behavior. All staff are expected to follow the guidelines at their site. All sites are expected to follow Board Policy and guidelines in their Student Handbook.

CONDUCT AND DISCIPLINE PROCEDURES

Staff works together to make discipline as fair and consistent as possible. Disciplinary actions depend on the nature, frequency, severity, and situation of student misbehavior. Students are expected to obey the rules and all adults responsible for their care. Desirable conduct is rewarded and students should learn that there are positive consequences for good behavior just as there are negative consequences for inappropriate behavior. Teachers are responsible for establishing rules with students and handling behavior problems. Teachers inform the principal and parent when repeated dangerous or severely disruptive conduct occurs. The principal may initiate immediate disciplinary actions if needed or when previous consequences used by the teacher have been unsuccessful.

Students have the right to learn free of unnecessary distractions in a safe and orderly environment. The following rules exist in order to insure these conditions.

Staff are expected to comply with the procedures outlined in site handbooks and Board Policy.

EMERGENCY SUBSTITUTE FOLDER

An emergency substitute folder will be prepared and submitted to site principal no later than the Monday after Labor Day unless required sooner by the site administrator.

EMPLOYMENT OF SUPPORT PERSONNEL

(Board Policy DE)

Support personnel are those persons employed full-time by District who provide necessary services not performed by certified teachers or certified administrators. All provisions of this policy are subject to state law and the Collective Bargaining Agreement (CBA).

After July 1 of each school year, all support employees will enter into a one year contract which will expire no later than the following June 30. Salaries will be in accordance with the adopted salary schedule.

All newly hired full-time support personnel will be hired for a probationary period of 90 days. At the end of the probationary period, these employees have no property right to employment during the first year of employment and by statute, support employees, who are employed for one year or less may be terminated without cause or reason and, without being afforded a hearing.

Following the first year of employment, support employees who are not reemployed for the subsequent year shall have a right to a hearing and the unemployment or employment termination shall be for cause only.

EMPLOYEE RESIGNATIONS AND RETIREMENT

(Board Policy DA)

Any employee who wishes to resign or to retire from employment with the District must do so in writing submitted to the Superintendent or designee. Except as otherwise provided, such resignation or retirement shall be effective and may not be revoked when submitted to and accepted by the Superintendent unless otherwise determined by the Board. In accordance with Oklahoma law, teachers shall be required to give notice of resignation or retirement by the date required by law or else the teacher will be bound to perform pursuant to a continuing contract.

Send the timelines listed under **Contracts**.

EVALUATION POLICIES

TEACHER – (Board Policy DD and CUTA Contract)

Certified teachers shall be evaluated as designated by Oklahoma law. All evaluations shall be done in writing and shall be maintained, along with any responses, in the certified teacher's personnel file. All certified personnel shall be evaluated by a principal, assistant principal or other trained certified individual designated by the Board. All individuals designated by the Board to conduct personnel evaluations shall participate in training conducted by the State Department of Education or training provided by District using guidelines and materials developed by the State Department of Education prior to conducting evaluations.

SUPPORT STAFF EVALUATION – (Board Policy DE and CASE Contract)

Each employee shall be formally evaluated at least once each year after he/she has completed his/her probation period. The support employee will be given a copy of the evaluation report during a conference with the evaluating supervisor.

A support employee who has been employed by District for less than one (1) complete year of service or who is employed on a part-time and/or temporary basis may be suspended, demoted, terminated, or non-re-employed with or without cause. A support employee who has been employed by District for more than one (1) complete year of service may on be suspended, demoted, terminated, or non-re-employed for cause as allowed by law. Nothing contained in this policy shall be construed to prevent layoffs for lack of funds or lack of work. Distc adopts the causes for suspension, demotion, termination, or non-re-employment as specified in the CBA.

FACULTY MEETINGS/MEMOS

Each site is expected to hold a minimum of once per month a Faculty Meeting and a Support Staff Meeting.

It is important that teachers and appropriate staff attend meetings which are scheduled for them. Staff should be on time and should stay until the meeting is completed. If it is necessary for a staff member to be absent from a meeting or to come in late or leave early, this information should be given to the principal prior to the meeting so it can be relayed to the person in charge.

Information which can be disseminated through memos from the principal or other sources will be handled in such a manner. Email will be used as the primary sources to disseminate information. Therefore, it is important that teachers check their email daily and respond to emails in a timely manner.

Professional Learning Community (PLC) - “an ongoing process in which educators work collaboratively in recurring cycles of collective inquiry and action research to achieve better results for the students they serve.” (DuFour, DuFour & Eaker)

FAMILY MEDICAL LEAVE

(Board Policy DI)

Pursuant to the Family and Medical Leave Act of 1993, an employee who has worked at least one thousand two hundred fifty (1250) hours during the previous twelve (12) month period and all full-time certified teachers shall be allowed up to twelve (12) weeks of unpaid leave for the following reasons: 1) the birth or adoption of a child; 2) because of any qualifying exigency arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty or has been notified of an impending call to active duty status in support of a contingency operation; 3) for the employee’s own serious health condition; or, 4) to care for the employee’s spouse, child, or parent who has a serious health condition.

FERPA (Notification of Rights)

(Board Policy EG & EG-R1)

District is subject to and complies with the Family Educational Rights and Privacy Act (FERPA). Student records, including course grades of students, will be maintained confidentiality as required by law. Within the first three weeks after the start of classes each school year, District shall cause a Notification of FERPA Rights to be published in selected area newspapers. In addition, District shall provide a Notification of FERPA Rights to each student or parent or guardian of a student by placement in the student handbook(s). District reserves the right to disclose Directory Information as set forth in the Notification of FERPA Rights.

Parents and eligible students have the following rights under the Family Education Rights and Privacy Act.

- 1. The right to inspect and review the student’s educational records within 45 days after the day District receives a request for access.*
- 2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.*
- 3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.*

4. *The right to file a complaint with the U.S. Department of Education concerning alleged failures by District to comply with the requirements of FERPA.*

All rights and protection given to parents under the FERPA and this policy transfer to the student when he or she reaches the age of 18 or enrolls in post-secondary school.

FERPA Practice Tips

- When parents are divorced, either parent may furnish consent and both parents are entitled to inspect the student's records, unless the divorce decree explicitly terminates a parent's FERPA rights.
- Teachers often overlook that email communications qualify as educational records that parents may inspect. When communicating with each other via email, teachers should pay attention to how parents may interpret these messages. If a teacher wants to communicate confidentially, they should do so orally, not via email.
- School employees often forget that, while records in the sole possession of the maker are exempt from inspection under FERPA, they may eventually be revealed. For example, when there is litigation, they may be compelled to produce documents through pretrial discovery, in compliance with subpoena, or when testifying.

FIELD TRIPS AND EXCURSIONS

General Guidelines for All Field Trips:

1. All student field trips and excursions, regardless of the distance from school or district, must have approval of the building principal.
2. Field trips must have educational merit and complement approved curriculum goals and regular learning activities.
3. All field trips shall require an adult/student ratio of no more than 10 students per adult.
4. Each student must have written parental consent.
5. Students will be transported in school vehicles when traveling to and from a field trip destination except when a parent transports his/her own child.
6. When parent drivers must transport students, the designated driver must present a copy of his/her valid Oklahoma driver's license, consent to a driving record investigation with the police authorities, and provide proof of insurability.
7. Utilization of school buses for field trips and excursions should be done so with minimum disruptions to regular school bus schedules.

Teachers will use a roll call method of accounting for students on field trips. Roll call will be taken after boarding transportation to leave for the trip and roll call will be taken again after boarding transportation to return from the trip. If private vehicles are used, each driver will be given a roll call list for their vehicle. No driver will be allowed to leave until the teacher accounts for all the students.

Sponsors are responsible for student welfare and accountability. Prior to taking a field trip, you must have a permission slip signed by the parent or guardian. The permission slip should state the destination of the trip, the estimated time of arrival home, parent/guardian phone numbers as well as an emergency number, and permission from the parent to seek medical assistance if necessary. The sponsor must leave an itinerary with the principal that includes the exact location and a phone number where the sponsor and students can be reached while out of town.

Procedures for Requesting Approval

1. Teachers desiring to take students on a field trip must make a request, in writing, at least two weeks prior to the trip.
2. A request must first be filed with the building principal. If the request is approved and the field trip extends beyond the school district boundaries, the teacher is responsible for securing parental consent for each student making the trip.
3. The principal is authorized to approve or disapprove all requests based on the analysis of instructional purposes, availability of appropriate transportation, sufficient qualified supervision, and building budget limitations. The principal must also ascertain that all possible precautions to provide for the health, safety, and welfare of all the individuals concerned have been met.
4. A teacher's request must be answered in writing within three days after it is received by the principal. If the answer is negative, the reason(s) for non-approval should be given.
5. The principal should apply for bus transportation at least one week prior to the pending trip.
6. The assistant superintendent in charge of transportation shall approve or deny requests for transportation and notify the building principal (in writing) of his decision within three days. Approval of a request for transportation will be based upon availability of school buses and drivers.

Teacher's Responsibility

1. The teacher is responsible for determining which field trips are beneficial and have educational value for the students.
2. The teacher is responsible for submitting a general plan to the principal for review and approval. The plan is to include pre-trip orientation and follow-up activities.
3. Upon approval of the trip, the teacher is responsible for obtaining signed parental permission and student agreement slips. Notification to parents of elementary students should include the following information: Purpose and destination of trip, transportation arrangements, date and time of departure, and estimated time of return. The teacher is responsible for providing all parents with additional information such as: chaperone arrangements, overnight accommodations, and a detailed itinerary when a field trip will extend beyond the school day.

4. The teacher is responsible for notifying the principal by telephone, immediately, in the event of an accident.
5. The teacher is responsible for notifying the school of any situation that will cause a change in plans.
6. The teacher should urge children to keep the bus clean and not to deposit debris during the field trip.
7. The teacher is responsible for having an accurate written list of names of all persons to be transported, one copy to be filed with the building principal.
8. The teacher is responsible for the deportment and discipline of the students for the duration of the field trip.
9. The teacher is responsible for notifying the school principal, before returning, if a student is missing.
10. The teacher is responsible for complying with the time schedule shown on the request form.
11. The teacher is responsible for making arrangements for adequate teacher and parental supervision.

Additional site requirements:

1. A list of students who are going on the trip along with the date of the trip is to be given to faculty members and staff who normally see the student during the time of the trip.
2. Notify the building assistant in charge of lunches, 2 weeks in advance for lunch cancellations or to arrange sack lunches for students.
3. Notify the building secretary in charge of medication, to take along medication for students.

Overnight travel requires prior approval from the District Board of Education.

FUND RAISING

(Board Policy BA, CD)

BA - District may conduct District-wide fund raising for charities and non-profit entities when such fund raisers, the handling of funds raised, and other related matters are approved by the Board. No online fundraisers may be posted without the prior permission of the Administration and all technology utilized shall be pre-approved by the Director of Information Technology.

Any funds raised for the District through Grants or Go Fund Me campaigns must be approved by the Administration prior to their initiation. Any items purchased will become District property and will remain at the same site unless the Administration approves a change in location.

CD - Projects for raising revenue for the School Activity Fund shall, in general, contribute to the educational experience of pupils and shall add to, not conflict with, the instructional program. Revenue from those sources identified by statute and proceeds from Board-approved fund-raising activities shall be deposited, as received and without making any withdrawals, reimbursements, or substitutions, and shall be credited to the appropriate School Activity Fund sub-account. Contract with third-parties for School Activity Fund fund-raisers must be submitted to the Board for approval. The School Activity Fund Custodian or designee shall issue receipts whenever money is received, and such receipts shall state the name of the person or entity from whom the funds are received, the date received, and the amount received. Provided, if the amount received from any one person is under Five-Dollars (\$5.00), the receiver may maintain a record by listing the name of the person remitting and the amount received from the person and no other receipt is necessary.

All fund raisers of parents and other groups, involving students as salesperson, which are made in the name of the school district or a particular school within the district, are discouraged when door-to-door sales are involved. This is of particular concern due to the safety of the students soliciting at homes and due to the fact that patrons of the school system have many groups soliciting door-to-door. Sites and organizations are expected to complete a Purpose of Account. The Purpose of Account must be Board approved.

GRADING

(Board Policy ED)

The grading system is designed to promote continuous evaluation of student performance, communicate student progress, and celebrate student successes. Administrative Regulations or Student Handbook may set forth District's grading system, including class ranking. Students attending school virtual will be subject to the same grading scale and policies as all other District students.

Bill Wallace Early Childhood Center utilizes a Skills Based Report Card. They will use plus (+) and minus (-) to show master of the targeted skills.

The following grading scale shall be utilized by all teachers unless that grade level has a skill based report card:

100 - 90=A
89 - 80=B
79 - 70=C
69 - 60= D
Below 60=F

The grade “F” will be given for an 59% average and below. All grades will be recorded numerically and the letter grade will be assigned from the numerical average.

Grades should represent what students know on unit, course, and program outcomes of significance. Therefore, reduction of grades should not be used as a form of discipline under any circumstances. Additionally, grades should not be masked or inflated by including irrelevant activities such as bonus points for food drives and homecoming events, etc. Such practices mask all of the useful information that describes what a student can or cannot do.

Grading guidelines and accommodations within a student’s IEP must be followed at all times.

HOMEWORK POLICY

(Board Policy ED)

Teachers may assign homework to students. The type, frequency, and quantity of homework to be assigned shall be determined by the teacher based on the needs of the students and the subject matter being taught.

Research in education shows that homework is a major factor in the academic success or failure of a student. Effective homework can reinforce what is taught in the classroom, improve student performance, help students develop good study habits, and provide an important day-to-day communication line between home and school. The homework process helps students learn to work on their own, follow directions, begin and complete a task, manage their time, and work to their full potential. Homework is the time students spend outside of the classroom engaged in assigned activities to practice, reinforce, or apply newly acquired skills. Homework also helps students learn skills necessary for independent study.

Purpose of homework:

1. Practice. When students are assigned homework for practice it will be structured around content with which students have a high degree of familiarity. The work will pertain to curriculum that has been done during the week, or work that the teacher feels the class may need additional reinforcement.
2. Preparation or elaboration. When homework is assigned to students for preparation or elaboration its purpose will be to prepare the students for new content or to have them elaborate on content that has been introduced.
3. Unfinished class work. Due to the varied work speed of individual students, anything assigned during the school day becomes homework if not completed during class. Please note that ample time is given to finish most assignments in class.

Guidelines for (elementary) parents regarding homework:

1. Students are expected to read every night.
2. Although there might be some exceptions, the minutes your child should spend on homework should equal approximately 10 times per grade level. (A first grader would spend 10 minutes, a third grader, thirty minutes, and so on).
3. Help set up a consistent organized place for homework to be done.
4. Help your child establish either a consistent schedule for completing homework or help him create a schedule each Sunday night that reflects that particular week's activities.
5. Encourage, motivate, and prompt your child, but do not sit with her and do the homework with her. The purpose of the homework is for your child to practice and use what she has learned. If your child is consistently not able to do the homework by herself, please contact the teacher.
6. If your child is practicing a skill, ask him to tell you which steps are easy for him, which are difficult, or how he is going to improve. If your child is doing a project, ask him what knowledge he is applying in the project. If your child is consistently unable to talk about the knowledge he is practicing or using, please call the teacher.
7. When bedtime comes, please stop your child, even if he is not done.

Guidelines for students regarding homework:

1. Take the homework home.
2. Complete the homework.
3. Bring the homework back to school.

Guidelines for teachers regarding homework:

1. Inform parents of individual classroom homework policies and procedures.
2. Discuss individual classroom homework policies and procedures with students.
3. Determine the homework assignment.
4. Check homework assignments and provide feedback to students.
5. Positively reinforce students who complete homework.
6. Contact parents when the student does not complete homework on a regular basis.

INTERNET AND OTHER COMPUTER NETWORKS ACCEPTABLE USE AND INTERNET SAFETY POLICY

(Board Policy BJ)

The Internet is an electronic highway connecting a multitude of computers throughout the world. Through the Internet, students and employees have access to electronic mail (e-mail), news, databases, library resources, and a wide variety of other information sources. District provides various opportunities for students and employees to use District's computers to access the Internet. Through the Internet, it is possible to access material which may contain

illegal, defamatory, inaccurate, pornographic, and/or offensive content. Due to the nature of the Internet, District cannot guarantee that students and employees will not access such material. However, District is committed to enforcing a policy of Internet safety, teaching appropriate online behavior, and monitoring the Internet activities of its students and employees.

Consequences of Misuse: *The use of District's computers and the Internet access provided by District is a privilege, not a right. Any student or employee who inappropriately uses District's computer or the Internet may have the privilege of using the computers or the Internet denied, revoked, or suspended and may be subject to other disciplinary sanctions.*

INSTRUCTIONAL TELEVISION/VIDEO MATERIALS

(Board Policy EL)

Teachers are encouraged to use audio-visual materials when appropriate and when related to instructional purposes. Audio-visual materials and videos should not be shown merely for entertainment purposes but may be shown in a classroom instructional setting with the instructor in attendance to facilitate and discuss the educational purposes of the video. Commercial entertainment films having obvious educational value may be included when appropriate to the subject being studied. Commercial films that are un-rated or rated PG or PG-13 shall not be shown to students in District without advance written notice to the parents. Such notice shall contain an accurate description of the contents of the film. No films having a rating of R, N17, or X shall be shown to students at any school. It is recommended that teachers discuss the use of any audio-visual material which might be controversial or offensive with the principal prior to utilizing such material.

Videos should be tied to or support an Oklahoma Standard. We have a limited amount of time to educate our students. Videos and/or video clips should be used to support the education of our students.

Videos not included in the site library should be approved by site principals prior to their showing, unless further requirements are required by the site principal.

INVENTORIES

(Board Policy BB)

The Superintendent or their designee shall be responsible for maintaining an accurate inventory of all District equipment, vehicles, and fixed assets. All equipment purchased with federal funds shall be labeled in accordance with applicable law and regulations.

Inventories must be maintained by all personnel of the Chickasha Public School System should it become necessary to file claims arising from fire, theft, or storm damage.

A separate furniture and equipment list must be used for each room of the building listing all items of furniture and equipment that are movable or portable.

A furniture and equipment inventory book is provided by the administration office for the purpose of recording all pertinent data.

Building inventories are the responsibility of the principals. Classroom inventories are the responsibility of the teachers.

KEYS TO BUILDINGS

Board Policy BE

Access to school buildings and grounds outside of regular school hours shall be limited to authorized personnel. The Superintendent or the Superintendent's designee shall establish and maintain an adequate key control system to limit access to buildings and to safeguard against the potential of entrance to buildings by keys in the hands of unauthorized persons. Records and funds shall be kept in a safe place and under lock and key when required. Protective devices designed to be used as safeguards against illegal entry and vandalism shall be installed when appropriate.

The Chickasha Board of Education delegates the control of all the school district's keys to the superintendent. Maximum security of school buildings and their contents shall be maintained at all times. No one not employed by Chickasha Public Schools shall be issued keys which unlock buildings or auxiliary buildings without the permission of the building principal and the superintendent of schools.

Keys to school buildings are not to be duplicated without the approval of the central office person in charge of buildings and grounds.

Should a key become lost, the building principal must be notified immediately so that the necessary security arrangements can be made.

All employee keys must be turned in at the end of the school year. Re-issuing of keys for usage during the summer can be handled by the building principal.

LESSON PLANS

It is the belief of the Chickasha Board of Education that in order to progress there must be a plan. Just as students should come to class prepared, so should the instructor. Lesson plans are designed to give educators the preparation and foresight needed to be an effective instructional leader in the classroom. Teachers should keep a written, up-to-date record of their preparation for classroom activities. The document should outline the OAS requirement and the connection to state testing (OSTP/ACT). In case of teacher absenteeism without notice, emergency lesson plans should be left in a file where the secretary and/or principal has access to them. As long as the teachers are well prepared and seem to be making progress, the form and extent of lesson plans will be left to their discretion. Lesson plans will be checked randomly throughout the course of the year.

Additional site requirements:

- Every teacher must prepare a written lesson plan for each class, sufficiently clear so that in a crisis another teacher could follow it. Post or include in your lesson plans a schedule reflecting lunch, specials, duties, etc.
- Lesson plans should include adaptations and enrichment for students with exceptional needs including but not limited to students with a 504, IEP, ELAP and/or GT plan.
- Teachers are required to document the incorporation of OAS objectives. This can be in their lesson plans, curriculum calendars and/or teacher created checklist. This should be available for review upon request, during formal and informal classroom observations.
- Emergency Lesson Plans must be kept in the office at all times.
- Teachers are expected to follow the district curriculum calendar. Minor adjustments may be made to meet the needs of individual students/classrooms. However, basic timelines should be followed as closely as possible.

MAIL AND DELIVERY SERVICE

(Board Policy BF)

District shall maintain a mail service for transmission of written communications from within District and for distribution of written communications received through the United States Postal Service. The use of District mail facilities, services, and personnel shall be limited to those materials and written communications which further the educational purposes of the District and/or those written communications which are authorized or required by policy or regulation.

District's mail service shall not be used to distribute political materials unless the materials are received through the United States Postal Service. However, District may use District's mail

service to distribute information material regarding school bond elections or millage elections, as authorized by law.

MEDICATION

(Board Policy BD)

Medication may be administered to students as prescribed by law. For purposes of this policy, medication or medicine includes prescription medication as well as over-the-counter medicines. Students may not retain possession of or self-administer any medication unless written permission is granted by District upon written request of the parent.

A student who has a legitimate health need for a medicine shall deliver the medicine to the principal or the principal's designee in its original container with the written authorization of the student's parent or guardian for administration of the medicine. The parent's authorization must identify the student, the medicine, and include or refer to the label for instructions on administration of the medicine. The medicine will be administered to the student according to the directions for use on the label for over-the-counter medications or the physician's prescription. Forms for parental authorization of administration of medicines are available in the office of the principal.

In the event that a student is believed to be having an anaphylactic reaction or respiratory distress, a school employee shall contact 911 as soon as possible.

The school shall keep a record of the students to whom medicine is administered, the date of administration, the person who administered the medicine, and the name or type of medicine administered. The records shall remain confidential and shall not be divulged except as required by law.

See the Board Policy BD for the complete policy and **Self-administration of Certain Medication.**

MOMENT OF SILENCE

(Board Policy EA)

At the beginning of each school day in which students are present at school, District shall observe approximately one minute of silence for the purpose of allowing each student, in the exercise of his or her choice, to reflect, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impeded other students in the exercise of their individual choices. Students or staff shall not coerce or attempt to coerce any person to engage in any particular activity during the minute of silence. After a minute of silence, the administrative staff shall indicate that the minute of silence is concluded.

NEWS MEDIA RELATIONS

(Board Policy BK)

District encourages positive relations with the press and other media. District may provide new releases or other communications in order to inform the public regarding events within District and other matters. All communications with the new media for the purpose of arranging news coverage, providing official statements from District, or responding to requests from the new media shall be directed to the Superintendent or the Superintendent's designee.

NONDISCRIMINATION

(Board Policy AB)

District is committed to the policy that no person shall be unlawfully subjected to discrimination, excluded from participation in, or denied the benefits of any educational program, extracurricular activity, or employment. District does not discriminate on the basis of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

PARENT CONFERENCES

Parent conferences are held for all students at the end of the first 6 weeks of each semester. All testing and accumulation of student data should be collected by the teachers by the end of the grading period. There will be an optional conference date scheduled the last week of school.

The principal is available upon prior notice or should a teacher determine there is a need for the principal to be present during a conference with a parent. The best practice is to keep the principal informed of student progress and potential problems throughout the year so that everyone involved has background knowledge about the student before the conference.

PLANNING PERIODS

(CUTA)

All teachers in grades six (6) through twelve (12) will have a scheduled preparation time of at least the length of one class period each day. All teachers in Pre-Kindergarten through grade five (5) will have a scheduled preparation time of at least 225 minutes each five-day school week. Preparation time shall not be scheduled before or after school or during teacher's duty free lunch time. Traveling teachers may have their preparation time in only one location if they so desire. Any teacher who is requested by administration, and mutually agrees to give up

his/her preparation time/period, shall be compensated according to the Accreditations Standards as set by the Oklahoma State Department of Education.

The preparation period may be used for the following duties: personal instructional preparation; planning, selecting, and preparing materials for instruction; conferring with parents, staff and administrators; keeping school records; supervising aides (if assigned); grading student papers and recording student grades; and study of current literature to keep abreast of developments within the subject matter taught by the teacher. The preparation period shall be utilized within the building of major assignments and for the purposes indicated. T

All teachers will be provided access to networked computers as well as a consistent work area that will include an individual desk and an individual file cabinet/storage area to keep their school material/records.

POLITICAL ACTIVITIES OF EMPLOYEES

The Chickasha Board of Education recognizes the right of its employees, as citizens, to engage in political activity. However, the board also recognizes the public schools shall be kept out of partisan politics and that school property and school time, paid for by all the people of the district, should not be used for partisan political purposes (except as provided for in policies pertaining to the use of school buildings by civic and political organizations).

PROFESSIONAL DEVELOPMENT/GROWTH

(Board Policy DK)

All licensed and certified teachers and administrators employed by District, including teachers on temporary contracts, shall be required to meet the professional development requirements established by the Board in accordance with state law.

The failure of any certified employee to meet the Professional Development Program may be grounds for non-renewal of the certified employee's contract, withholding of salary increments, and/or withhold step increases.

Each year the Oklahoma State Department of Education posts a list of required professional development. The list will be sent to all staff including support staff along with a time for completion.

RETENTIONS

(Board Policy ED)

In general, students shall be placed at the grade level to which they are best adjusted academically, socially, and emotionally. The educational program shall provide for continuous progress of students from grade to grade, with students pending one year in each grade. However, some students may benefit from staying another year in the same grade, and under certain circumstances, a student may be retained more than once.

Each school should form a committee to review and make decisions regarding retention and promotion. The committee shall be composed of a classroom teacher, a counselor when available, the building principal, and any additional personnel assigned by the principal.

REPORT CARDS

(Board Policy ED)

District shall make report cards available to parents and/or guardians each nine (9) weeks. In addition teachers may send progress reports, may make telephone calls, and may schedule personal visits as needed to report student progress to parents and/or guardians. Parent-teacher conferences are scheduled periodically.

REPORT CARD SCHEDULE

1 st Nine weeks.....	October 12, 2022
2 nd Nine weeks.....	December 16, 2022
3 rd Nine weeks.....	March 10, 2023
4 th Nine weeks.....	May 18, 2023

Additional Site Requirement:

It is important that parents also receive positive progress reports. Each teacher is encourage to contact parents to make a positive report. This contact should be documented. Positive contacts will aid in establishing productive relationships with parents.

Final grades should not be a surprise. Regular communication should be provided through in person communication and in writing if a student has a failing grade.

No special education records shall be kept in the student's cumulative file.

SAFETY DRILLS

(Board Policy BC)

The regulations, practices, and procedures of District shall promote safety throughout District and shall establish and maintain conditions which are reasonably safe and healthful for District employees, students and visitors.

Ten (10) drills shall consist of the following:

1. Lockdown drills. A minimum of two lockdown drills shall be conducted at each site within the school district each school year. No lockdown drill can be conducted at the same time of day as a previous lockdown drill in the same school year, and no more than two drills shall be conducted in the same semester. Lockdown drills shall be conducted for the purpose of securing school buildings to prevent or mitigate injuries or deaths that may result from threat on or near the school.
2. Fire drills. Each site school shall conduct a minimum of two fire drills per school year. Each fire drill shall be conducted within the first 15 days of each semester. The fire drills shall include the sounding of a distinctive audible signal designated as the fire alarm signal.
3. Intruder drills. Each school site shall conduct a minimum of two intruder drills per school year. Intruder drills are conducted for the purpose of mitigating injuries or deaths by executing a plan as an alternative to the lockdown method. Each intruder drill shall be conducted within the first 15 days of each semester.
4. Tornado drills. Each school site shall conduct a minimum of two tornado drills per school year. Tornado drills are required to be conducted in the months of September and March.
5. Safety drills. Each school shall conduct a minimum of two safety drills per year that can consist of any of the aforementioned drills.

Each teacher will maintain an Emergency Packet by the exit in their classroom. The teacher must have a packet during drills and emergency situations. The packet will include a list of all students in their room and emergency contact information. The teacher is responsible for keeping their Emergency Packet up to date.

FIRE DRILLS

Principals shall prepare and publish a plan for the evacuation of their respective buildings in case of fire. Fire drills shall be conducted at each school site at least once per semester and must occur within the first fifteen (15) days of each semester. Fire drills shall include the sounding of a distinctive audible signal designated as the fire alarm signal.

1. Rules for fire evacuation will be posted in each room. These rules will indicate the primary and alternate exits and the evacuation area to which the student should proceed upon leaving the building. The posted rules will be discussed with each class during the room during the first day(s) of the school year.
2. A district fire alarm signal will be used for the fires drills only; another signal will be established by the principal for return to class.
3. No person is to remain in the building during fire drills.
4. Evacuation areas will be at least 50 feet (100 feet if possible) away from buildings and driveways.
5. It is each student's responsibility to move quickly, quietly, and in an orderly manner through the assigned exit to the assigned evacuation area.
6. Provided safety considerations allow, the teacher or other fire evacuation leader will be responsible for:
 - a. Seeing that window are closed
 - b. Assuring that electrical circuits and gas jets are turned off.
 - c. Maintaining order during the evacuation.
 - d. Assigning students to hold doors open, if their groups are the first to evacuate from such doors, and instructing students holding doors to rejoin the class after the last person has passed through the doors.
 - e. Taking the roll book and checking roll when the class is in the assigned evacuation area. The name of any student not accounted for will be reported immediately to the principal or the principal's designee.
7. The exercise will be observed by the vice principals and a report made to the principal as to the time required to complete the evacuation.
8. The principal will provide the superintendent, or the superintendent's designee, with a report on all fire drills, including the time required for evacuation. The superintendent shall preserve such reports for at least three years and make them available to the State Fire Marshal, or his agent, upon request.

Tornado Drills

Disaster/Tornado drills shall be conducted at least two times each school year with the least one drill being conducted in September and one being conducted in March.

Teacher Responsibility

The classroom teacher has the responsibility of preparing the students for the drills as well as the real emergency. Information given by the teacher will do much to protect the emotional health of the child. Statements by uninformed or poorly informed individuals can cause students to become emotionally upset. It would seem psychologically sound to teach all students the usable facts that can be understood at their intelligence level. There cannot be a quick course of instruction once a tornado has struck.

SECURITY DRILLS

Each public school within the District shall perform at least four (4) security drills per school year as required by law. No security drill shall be conducted at the same time of day as a previous security drill conducted in the same school year, and no more than two security drills shall be conducted in one semester. One security drill shall be conducted within the first fifteen (15) days of each semester.

All students and employees shall participate in the drills with the extent of student involvement to be determined by the District.

Intruder Drill

In the event of an emergency, please follow the District's Emergency procedures plan.

Signal: An announcement will be made that there is an intruder in the building and to secure the students immediately.

Action: Your doors should be kept locked at all times, They do not have to be closed but they must be locked. You do not have time to look for your keys during a true emergency. Secure your students in the classroom. Remain silent until the emergency has concluded.

STUDENT RECORDS

(Board Policy EG)

District shall make and keep such student records as are necessary and as are required by law, policy or regulation.

See Board Policy EG for additional requirements.

EG-R1 is the Compliance With Family Education Rights and Privacy Act of 1974 (FERPA).

Cumulative Records

It is the policy of the Chickasha Board of Education that a cumulative record shall be kept as the official file of each student enrolled in this school district. The record shall contain the progress of the student from Pre-K throughout the remaining school year, and shall include, but not be limited to, grade, attendance data, health and immunization history, results of testing program, school activities, and personal family background. Permanent student records should never be destroyed.

STUDENT SEARCHES

(Board Policy EJ)

As allowed by law, the Superintendent, any principal, teacher, or security personnel who has reasonable belief shall have the authority to detain and search, or authorize the search of, any student or property of a student for dangerous weapons, controlled dangerous substances, intoxicating beverages, low-point beer, or missing or stolen property. In addition, any police officer in possession of a valid warrant or with probable cause may search a student or a student's locker or vehicle.

Any search of a student to be conducted by District employees shall be conducted by a person of the same sex as the student being searched and shall be witnessed by at least one other person. The extent of any search shall be reasonably related to the objective of the search and shall not be excessively intrusive in light of the age and sex of the student and the nature of the infraction. No strip searches shall be conducted by District personnel, and only cold weather outerwear shall be removed prior to or during any search.

SEXUAL HARASSMENT

(Board Policy BH)

District is committed to providing equal employment and educational opportunities and, therefore, forbids discrimination against any employee, student, or applicant for employment on the basis of gender, gender identity, and sexual orientation. District further forbids sexual harassment by any employee or student. This policy also applies to non-employee volunteers whose work is subject to the control of District personnel.

See Board Policy BH for definitions and requirements.

EMPLOYEE AND STUDENT USES OF SOCIAL MEDIA

(Board Policy BJ)

District recognizes the value and benefit of using electronic media to communicate digitally with students, families and fellow employees in an effort to engage stakeholders and enhance the learning experience. Whether or not an employee chooses to participate in online social networking or any other form of online publishing or discussion in his or her own decision. Free speech protects educators who want to participate in social media, but the laws and courts have ruled that schools can discipline students and employees if their speech, including online postings, interferes with the learning environment or causes a disruption to the normal operations at school, violates district policy or the law of the State of Oklahoma.

District recognizes that the line between professional and personal relationships is blurred within a social media context. When employees choose to join or engage with students, families or fellow employees in a social media context that exists outside those approved by the district, they are advised to maintain their professionalism as district employees and take responsibility for addressing inappropriate behavior or activity on these networks, including requirements for mandatory reporting.

Employee Guidelines: *The Superintendent, school principals and/or other members of District administration will annually remind all staff members the importance of maintaining proper decorum in the online/digital world, as well as in person. Employees must conduct themselves in ways that do not distract from or disrupt the educational process and comply with all state and federal laws and any applicable District policies. The reminders will give special emphasis to the following **prohibited behaviors**:*

- A. Improper socializing and improper private contact with students using social media sites, online networks, phones, technology and all communications.*
- B. Inappropriateness of posting items with sexual content.*
- C. Inappropriateness of posting items exhibiting or advocating use of drugs and alcohol or use of obscene, profane or vulgar language or engaging in communications or conduct that is harassing, threatening, bullying, libelous, or defamatory.*
- D. Monitoring and penalties for improper use of District computers and technology.*
- E. Intentional misinformation regarding District with purpose to damage and/or slander students, organizations, employees, schools, or administration. District employees must make clear that any views expressed are the employee's alone and do not necessarily reflect the views of the district.*
- F. Employees shall not engage in personal use of social media during contract hours unless online activity has been assigned to an employee and/or is related to an employee's work assignment. Use of an employee's personal social media account to discuss school business with parents and students is prohibited.*

See Board Policy BJ for additional details and guidelines.

Check your messages before sending, to see if they would be appropriate to be read by one of your own child's teachers and how would this come across to others on the front page of the newspaper.

STANDARDS OF PERFORMANCE AND CONDUCT FOR TEACHERS

(Board Policy DD)

Certified teachers are expected to adhere to the standards of performance and conduct for teachers which are adopted by the Oklahoma State Board of Education, and such standards of performance and conduct are incorporated herein by reference as if fully set forth.

Refer to the Standards of Performance and Conduct for Teachers document which is distributed annually to all certified staff.

SUBSTITUTE TEACHERS

(Board Policy DA)

The Administration may develop and maintain a list or lists of qualified substitutes who may be called upon to temporarily replace or substitute for employees when required by an agreement or the needs of the District. A substitute teacher who holds a valid Oklahoma teaching certificate may teach for an unlimited number of days during the school year in areas and grade levels in which he or she holds a valid certificate.

See Board Policy DA for specific guidelines.

To help a substitute teacher do a good job, each teacher must prepare a substitute teacher folder. The following is a list of suggested items to be included:

1. A class roster for each class.
2. Seating chart or plan for the instructional grouping.
3. Lesson plans that are likely to extend throughout the period of absence. For emergency or short one day absences, the teacher should construct a plan that can be used with any class on any given day.
4. The names of a few students in each class on whom the substitute teacher can depend for help in routine matters and planning.
5. The names of student who might need close supervision.
6. A copy of the class/daily schedule.
7. A schedule or brief description of the teacher's duties during the day.

Each teacher is required to have an Emergency Substitute Teacher Lesson Plan Packet filed with the site designee at all times.

SUPERVISION OF STUDENTS

Teachers are reminded of the legal responsibility for actions of students under the control of and assigned to the teacher.

Teachers are not to leave students unattended at any time during the school day or at other times when students are under the assigned supervision of the teacher.

If there is an emergency and/or a teacher needs to be out of their room, the following procedures should be followed:

1. Inform the office that you will be out of the room and request that the class be monitored by someone in the office. Someone will be sent to your room if they are available. If that is not feasible, you will be informed that no one is available.
2. Ask a teacher nearby to watch your students while you are out of the room.
3. Do not leave students outside your classroom (in the halls) without your door open.

You must be able to make visual contact at all times.

SUSPENSION

(Board Policy EK)

“Suspension” or “out-of-school suspension” is the removal of a student from the daily school environment for a period not to exceed one calendar year for offenses involving firearms and the remainder of the current semester and the succeeding semester for all other offenses. A principal may suspend a student when the student’s behavior is in violation of the District’s Student Code of Conduct, Administrative Regulations, or directives received from school authorities. Suspensions should have a definite commencement and ending date; indefinite out-of-school suspensions are not permitted. Although suspensions until the student performs some remedial act are not permitted, a student may be advised a suspension of definite length will terminate earlier if the student performs a prescribed remedial act or acts.

A “long-term suspension” is one which exceeds ten (10) school days.

A “short-term suspension” is ten (10) or fewer school days.

Special Education Suspension/Discipline: Student discipline, suspension, and due process for special education students, as defined by the IDEA and/or Section 504, shall be administered in accordance with *“The Policies and Procedures Manual for Special Education in Oklahoma”*.

If a student is on an IEP or 504 you must follow the guidelines in the Chickasha Public School Special Education Notebook regarding Manifestation Determination.

Refer to Board Policy EK for specific details and guidelines.

Suspended students are not counted absent. They are not dropped from the class roll. Teachers should provide the students with assignments to complete during suspension.

Students who are on suspension will not be allowed to attend any school functions during the suspension period.

TEACHER/STAFF LEAVING CAMPUS

If a teacher/staff member leaves the campus anytime before the designated dismissal time, a request should be made to the administrator. Teachers/staff are encouraged not to leave the building during regular school hours. If it becomes necessary to leave the school building during scheduled class, please clear it with your principal/supervisor. Arrangements can be made in case of an emergency to cover a class.

Telephone Usage and Messages

Personal calls made by teachers should be made during conference periods or lunch periods. Teachers will not be interrupted from classes to answer school business or personal calls. Messages will be taken for all calls to teachers by the office staff and placed in mailboxes. Please check mail boxes first thing in the morning, mid-afternoon, and before leaving for the day. Phone messages from parents should be returned within 24 hours and documented.

School staff may possess cell phones on school property or while attending school-sponsored activities on or off school property. Devices should not be used while the teacher or other staff are in control of students unless needed for an emergency or needed for duties and responsibilities of that position.

CELL PHONES

School employees are prohibited from text messaging and/or using cellphones while driving a school bus. If an emergency situation arises, the employee shall remove the bus from the roadway and place/answer an emergency call. Any employee found to have engaged in text messaging or the nonschool emergency use of a cell phone while driving a school bus shall be subject to disciplinary measures which could include termination of employment.

All classrooms have telephones. The use of these phones should be limited to school business while students are present in the room.

Students: Cell phones

(Board Policy BJ)

A student may possess a cell phone on campus during a regular school day. It is a policy of the Board of Education that no student shall use a cell phone while the student is on school premises during a regular school day. A student may use a cell phone upon prior consent of school administration.

Tobacco Use Prohibited

In the interest of the health and safety of its employees, students, and visitors, it is the policy of the Chickasha Board of Education that all use of tobacco products is prohibited in all school-owned buildings, and in school vehicles that transport students. This policy pertains to all school buildings, office buildings, gymnasiums, outbuildings, and any other structures similarly used and/or leased by the district to other community agencies.

The Tobacco-Free Schools Policy shall apply to all school employees, students, visitors, and spectators, and shall be enforced 24 hours per day.

WORK DAY

(Negotiated Agreement and Board Policy DA/DD)

The Administration shall establish the work hours of the different categories of employees and shall notify employees of their work hours.

Certified teachers shall perform those duties and responsibilities set forth in any applicable job description, contract, District policy, Administrative Regulation or administrative directive.

The school day for teachers shall begin when school starts and end after the buses have departed in the afternoon unless special meetings are called or unless school is dismissed early. If it becomes necessary for a teacher to leave the post, arrangements must be made with the principal so that a substitute may be provided.

Teachers shall be present in their classrooms when students are there. Teachers scheduled for playground duty must be prompt in assuming that responsibility. While students are in the hallways, teachers shall assist with traffic.

The teacher workday will be for 7 hours and 20 minutes in length including duty free lunch and preparation time. However, meetings and/or conferences required by the administration may extend beyond the teacher workday limit without being in violation of the agreement.

Each teacher will be assigned an additional forty-minute duty per week by the building principal. The principal has the right to divide that time or keep it whole.

SUPPORT STAFF WORK DAY

(Contract and Board Policy DA/DE)

All support personnel shall have a signed job description on file in the personnel office. Support personnel will perform duties as indicated on their job description.

Work Year

Full-time custodial and maintenance personnel will work in accordance with the currently approved calendar. Every staff member will be given a calendar reflecting their days worked for the school year.

All school calendars and work calendars will be presented to the board for approval.

Work Schedules

The support staffs' workday will consist of 7.0 to 8.0 hours. This does not include their lunch period. Each employee's immediate supervisor will develop the time schedules to be followed within the workday, so that positions will remain covered during employee breaks and lunch periods. Work schedules will be approved by the supervisor or building principal in advance and are subject to change based upon the needs of the district. Support personnel may not leave their assigned buildings during such periods without notifying the building principal or other immediate supervisor. Any deviation from this schedule must be approved in advance by the supervisor.

The law does not allow for paid breaks. If a staff member needs a daily scheduled break they must work it out with their his/her supervisor and time will be added to daily schedule to replace the time not worked.

Support staff is required to maintain a timesheet. The time sheets will be kept in the front office and hours will be recorded daily. Employees are responsible for accurate reporting of working time on timesheets. The time sheets must be signed and turned into the secretary on the last working day of each month. The time sheets must be approved by the building principal or supervisor. No overtime will be approved unless it has been authorized by the supervisor. Non-certified personnel are required to sign in and out each day. This does not include lunch breaks.