

Shawnee Public Schools

Secondary Level Staff Handbook

2019-2020

FOREWORD

This handbook is prepared for the teachers of Shawnee Public Schools. The main objective is to partially supply the information necessary to familiarize teachers with routine operations of the school, and to better familiarize you with the District's governing rules and regulations. It should be studied carefully and kept as a reference. In the event that more information is needed for you to thoroughly understand items concerning Shawnee Public Schools Policy, please feel free to visit with the Building Principal. Some topics covered in your handbook have been annotated with one or more approved referenced policies. (Please note that in some cases, more than one policy applies to each topic.) When questions arise, please refer to the policy annotated in the District's Policy Reference Manual. Copies of the School District's Policy Reference Manuals are located at each school site and also at the Central Office.

The School district's web site may be accessed at <<http://www.shawnee.k12.ok.us>>. Please check the web site for information about the district and upcoming events and activities. Links to individual schools will give schedules and events for the site.

NOTICE OF NON-DISCRIMINATION

Shawnee Public Schools 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.

The following people have been designated to handle inquiries regarding the non-discrimination policies:

- The Assistant Superintendent should be contacted for all student and non-student and/or employment related issues at 405-273-0653 or at 326 North Union, Shawnee OK 74801.
- The Director of Special Education should be contacted for all student issues related to Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 at 405-878-6794 or at 326 North Union, Shawnee, OK 74801.
- Inquires concerning non-discrimination can also be made to the Office for Civil Rights at the following address:

Office for Civil Rights
U.S. Department of Health and Human Services
601 East 12th Street - Room 353
Kansas City, MO 64106
Customer Response Center: (800) 368-1019
Fax: (202) 619-3818
TDD: (800) 537-7697
Email: ocrmail@hhs.gov

SHAWNEE PUBLIC SCHOOL MISSION STATEMENT

Shawnee Public School recognizes the ability of all students to learn. Students will possess skills, knowledge, and attitudes in an ever-changing global society that will allow them to become LIFE-LONG LEARNERS who:

- use an ever-widening base of knowledge and skills to set and achieve goals.
- recognize technological and societal changes.
- are able to provide quality products and services.

COMPLEX THINKERS who:

- use their creativity to solve problems.
- demonstrate higher order thinking skills.
- can collaborate and communicate effectively.

RESPONSIBLE CITIZENS who:

- are self-directed.
- are contributing members of a community.
- demonstrate a knowledge and understanding of culture.
- demonstrate interpersonal skills.
- work to preserve and protect the environment.
- demonstrate ethical standards.

INSTRUCTIONAL PHILOSOPHY

Our Shawnee Public Schools emblem includes the motto “Student Pride and Success.” In our elementary school student pride and success is built by:

1. Following established curricula for the subject topics (e.g. handwriting, mathematics, reading, etc.) and time allotment as required by State Department of Education regulations.
2. Instructing students in necessary basic learning skills and requiring them to apply these skills more effectively each year.
3. Nurturing in students a life-long desire for learning.
4. Developing in students the desirable qualities of citizenship and responsibility to family, school, community, state, nation, and world.
5. Working toward greater individualization of the learning process.

We stress open communication and shared responsibility for student learning (for successful learning parent, staff, and student work together). A “hands on” approach to instruction is taken with basal textbooks serving as a major teaching/learning tool.

DISTRICT POLICY BOOK

It is expected that all staff members will become familiar with the District Policy Book. It contains the District policies relating to all the operations of the School District, many of which directly impact your performance as a professional educator in the Shawnee District. You can access all district policies from our website. Policies are continually being updated and improved upon by the Shawnee Board of Education. Therefore it will be in one’s best interest to make an on-going effort to review policies to remain as current as possible. Many of the policy changes are due to changes in Federal/ State law, and it is imperative that staff members stay knowledgeable and informed. Should questions arise between information and directives found within student and/or staff handbooks, school district policy found within the “School Policy

Reference Manual- Shawnee Public Schools, Pottawatomie County I-93” will supersede handbooks. For additional information or clarification, please contact your immediate administrator and/or supervisor.

LEGAL NOTICE

It is the policy of the District to provide equal opportunities in its programs, activities, and services without regard to race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information. This policy applies with equal force to employment practices. Inquiries concerning the District’s policy of non-discrimination may be referred to the Compliance Officer for Shawnee Public Schools, 326 North Union, Shawnee, Oklahoma 74801, telephone number 405-273-0653.

LESSON PLAN BOOK (TEACHING PLAN)

Each teacher is to maintain a current teaching plan for each assigned class. This teaching plan includes:

1. An outline of planned and specific classroom activities for one week (5 days) in advance (Lesson Plan Book).
2. A detailed outline of each unit of work, including learning goals and objectives, and a description of the testing and evaluation procedure intended (Teacher’s File).
3. A step-by-step procedure to be followed by a temporary substitute teacher (attendance reporting, emergency procedures, special instructions regarding the room and equipment, etc.) should be posted in the lesson plan book.
4. Procedures and instructions to be used by the substitute teacher, relative to assembly seating assignments and pep session seating assignments, should be posted in the lesson plan book.

TEACHER CLASS RECORD (GRADE BOOK)

Each teacher will maintain a class record book. Teachers who are also assigned to classes in other buildings will maintain a separate Class Record Book for those classes.

The Class Record Book will include the following in neat and legible form:

1. A record for each student assigned to that class must be kept in ink.
2. Absences and tardies.
3. Date of late enrollments, early departures, and transfers.
4. Daily and weekly percentages/grades for each student enrolled.
5. Record of dates of parental contact (telephone, personal conferences, progress reports, etc.)
6. Clearly labeled summary grades (9 week grades, semester exams, and final semester grades) for each student enrolled.
7. Teachers who keep their grades by computer may print out a hard copy for each class or subject and place that copy in their grade book. The official grade is on the transcript; however, the grade book is the primary source to be used to back up the transcript grade. You must be satisfied that the computer generated print out has course/grade/subject information with sufficient documentation that you could verify a grade. Teachers will initial any print out pages placed inside the grade book.

“Incompletes” may not be carried more than one grade period (9 week grading period). The teacher’s record book must reflect a change from “incomplete” work to a letter grade for that grading period at the time of the subsequent report card. “Incompletes” for one semester may not be carried into the subsequent semester.

The teacher’s class record is the ultimate legal document in determining a student’s standing relative to the “10 day rule” for students involved in school related activities.

SUBSTITUTE TEACHER FOLDER

Each regular classroom teacher should prepare a folder (these may be secured from the office) to be used by substitutes. The folder should then be placed on file in the Main Office. The department heads should be aware of the information in the folders of his/her teachers.

The following information is to be IN THE FOLDER:

- Lesson plans for the day of absence
- Class roll/roster
- Procedures for taking attendance
- Seating charts for each class
- Locations and titles of texts used
- Locations of instructional materials, worksheets, tests, etc.
- Hall passes
- Discipline referrals
- Emergency procedures
- List of students who might provide assistance to the substitute

The set of lesson plans for the substitute should be very specific and should have the assignments, work sheets, problems, exercises, etc., that correlate with the lesson plans. This folder should greatly facilitate the work of a substitute and should help insure that you will find your plans more carefully followed.

Please add any information to the folder that you feel will be helpful with regard to your specific classroom situation.

GRADING SCALE

Shawnee Public Schools utilizes the following grading scale in grade 6-12:

- A - 90-100
- B - 80-89
- C - 70-79
- D - 60-69
- F - 59 and under
- NG - No Grade
- INC - Incomplete (grade must be changed to a letter grade within two weeks)
- S – Satisfactory

POWERSCHOOL GRADES TEACHER RESPONSIBILITIES

Parents, staff, and students have come to rely on having up-to-date information. Because we believe that parental involvement and teacher support have a great impact on a student's success, staff members are expected to maintain, update and enter information into PowerSchool on a regular basis. Teachers shall update student grades every week. This update shall be completed by 6:00 p.m. each Thursday, or as directed by the building principal.

PowerSchool is used to enhance communication in our District by complementing other means of parent-teacher communication such as e-mail, telephone calls and by providing basic information for meaningful parental conferences.

Teachers, students, and parents must proactively work together and communicate any concern or problem as soon as possible.

Posting Assignments and Grades

Assignments and/or grades shall be updated weekly. Updates shall be completed by 6:00 p.m. each Thursday, or as directed by the building principal.

Recording Grades

Teachers shall record at least 2 grades per subject per week. Daily work and quizzes should be posted weekly. Papers and projects requiring additional time for grading should include a comment indicating timeline on grade reporting i.e. within three (3) weeks or two (2) weeks.

STUDENT GRADES AND GRADING PRACTICES

The decision of the Supreme Court in *Falvo vs. Owasso Independent School District* resulted in a decision for Owasso. This case dealt with the practice of having students exchange papers and grade those papers and the practice of having students call out their grades in class in the presence of other students. The Court affirmed this practice; however, it would be prudent to follow some basic guidelines when having students peer grade, the handling of any personally identifiable graded work, or when displaying graded student work.

1. Limit the practice of exchanging student papers for grading purposes. Having students check their own work in a practice lesson is preferable than taking peer assigned grades from peer graded lessons.
2. When taking grades, students should report their grades privately, rather than calling out their grades orally in the presence of other students.
3. Student aides or assistants should not grade work, record grades or otherwise handle graded papers. It is important that identifiable student work not be accessible or visible to other students. Please do not leave graded work, tests, or computer generated graded lists out for students to see.
4. Avoid having students hand out graded work or having students go through a stack of graded papers, unless the grade is concealed.
5. Do not display student work in such a manner as to identify a student and their grade.
6. Please handle individual student graded work as a confidential record.

Please check with your building principal on any questions you may have regarding grading practices.

NEW STUDENTS ENTERING NEAR THE END OF A GRADING PERIOD

Teachers should assign a grade to all students who have been enrolled in their classes for fifteen or more school days. For pupils enrolled fifteen or more school days without records, teachers may use N.G. (no grade) on the report card. This symbol, N.G., must be changed on the semester card and/or report card before the end of the next grading period. For pupils in attendance less than fifteen days, grades will be recorded on the cumulative record according to transcript information received from the sending school. This information will be posted by the school registrar. Teachers will not need to issue grade cards for these students.

The registrar will notify the appropriate counselor that a new student's transcript has been recorded on the cumulative record.

Class counselors will notify all involved teachers concerning grades earned by the enrollee at another school. This notification will be in writing.

All appropriate teachers will be notified if a student is attending classes for "no credit" for a current grading period.

STUDENT WITHDRAWALS FROM SCHOOL

Teachers must continue to count any student absent from class as long as they appear on the roll sheet unless otherwise notified. A student is not officially withdrawn from school until they have completed the withdrawal procedure with the attendance office, or they have been absent from classes for 10 consecutive days. In either case, the teacher must sign a withdrawal form prior to discontinuing to report the student absent from class.

TEXTBOOKS

Teachers will be responsible for the stamping, numbering and inventory of all textbooks. When students lose or damage books, the book must be paid for before a new book can be issued. State law now permits withholding of transcripts and schedule until students pay for lost or damaged books.

SELECTION OF STUDENT AIDES

Enrollment of student aides will be to those students who:

1. Have a "B" average for preceding semester.
2. Present to the principal a written request, signed by the staff member for whom the student aide will serve, and signed by that student's counselor.
3. Complete a regular schedule change form, if a schedule change is indicated.

Assignment of student aides will be limited to two to three aides per period for the attendance office, counselor's office, main office and library. Student aides will be expected to maintain the above indicated minimum classroom academic performance. They should be made aware of expectations, and monitored by the staff member for whom they serve as aides. (Special considerations to the above guidelines will be given on a case to case basis.)

Student aides do not have an on-going or "unwritten" hall pass privilege. A student aide is required to possess a written and teacher signed pass (date, time, designation, etc.) any time he/she is away from the assigned place or an authorized errand. The responsibility for the

supervision of a student aide rests with the staff member to whom the student is assigned, as is the case with any assigned student. No teacher will be assigned a student aide without prior approval by the principal. This will be done primarily to assist special needs students.

A student aide will be reassigned to a regular class at the request of the staff member for whom the student has been serving.

HOMEWORK/MAKE UP WORK

Homework may be given to supplement classroom assignments. This will vary with the need of each class or each student. Homework is an essential ingredient of the learning process. Teachers are reminded that homework (as well as seatwork) is for the purpose of practicing what has been taught. It should also be checked, graded, returned to students as soon as possible and be included as part of the student's grade. As a general rule, 15-20 minutes of take-home homework per subject is appropriate.

Students returning to school from absences shall complete assignments within the number of days absent plus one (1) additional day.

REQUIRING STUDENT TO TYPE REPORTS, PAPERS, ETC.

From time to time students will be required to submit reports, papers, etc. Teachers may suggest that these be typed. They may not, however, require students who do not type or do not have access to a typewriter or word processor to type these materials, unless the computer lab is accessible.

CHEATING

Some students resort to cheating. Cheating is defined as dishonesty, giving or receiving aid or information on any test or assignment. Teachers who discover student(s) cheating will give the student(s) a "zero" for the test or assignment. No provisions are made to "make-up" and their credit is denied when cheating is involved.

REDUCTION OF GRADES FOR PURPOSE OF PUNISHMENT

Student grades are not to be adjusted because of disciplinary reasons. Established procedure for dealing with discipline problems should be used. Poor attendance is not included in this statement. Poor attendance and its relationship to grades is mentioned in other sections of this handbook.

VIDEOS/SLIDES/VISUAL PRESENTATIONS

The use of any videos must be documented in a teacher's weekly lesson plan that is turned in to the appropriate administrator. The use of videos should be of a planned, educational worth and relate to the objective being presented in both scope and sequence.

REQUEST FOR GUEST SPEAKERS

Resource or guest speakers can be valuable contributors to our instructional program. However, some care must be exercised in this area. Resource or guest speakers should not be scheduled without administrative approval. All guest speakers should first check in at the office before continuing to the classroom. Department heads are asked to assist in seeing that this policy is followed in each department.

SPECIAL ASSIGNMENTS

In the event that you or your department has a policy covering “long-term special assignments” (term papers, etc.) particularly in regards to any penalties associated with late work-you are to distribute that information in writing to be taken home for a parent signature and be returned to you. If you do not do so, and do not have this document on file, you will not be permitted to penalize a student for late work.

FIELD TRIPS AND OFF-CAMPUS SCHOOL ACTIVITIES

Field trips and other off-campus educational excursions are encouraged and given school sponsorship. The following conditions must be met and pre-approved by both the principal and superintendent or designee.

1. A written detailed plan and rationale will be submitted in advance to the principal on the field trip request form for approval, who in turn if approving will submit the request to the Superintendent for final approval. The initial plan should be discussed with and approved by the appropriate department chair/grade level and or team leader before submitting to the principal. The plan will include a list; of participating students, sponsor(s), chaperons and time-line.
2. If transportation is needed a transportation request form will also need to be submitted for approval of; (1) the principal and (2) the Central Office Administrator in charge of transportation.
3. In the case of a class related field trip, the event must be directly related to curricular material and activity being studied in class.
4. In case of a field trip by a club, team or other extra-curricular activity group, no plan should be submitted which will impinge upon the regular daily class schedule. The plan would also be submitted to the Director of Activities on the proper form.
5. Field trips and other off campus activities will be fully supervised and chaperoned so as to provide for the safety and welfare of all involved. The trip sponsor(s) must see that a first aid kit and bloodborne pathogen kit are available for access at all times.
6. Field trip sponsor(s) will secure parent/guardian signed permission slips and will carry a list of emergency parent/home telephone numbers of each participant.
7. The field trip’s sponsor(s) will assure the safety of all student field trip participants at all times. No student will be left uncared for at the end of a field trip. Planning will include arrangements for prompt parent pick up from campus to home, if the trip concludes after the regular bus has departed.
8. Notification of the trip date, and number of students participating must be given to the cafeteria manager immediately after approval of the trip has been received.

Field trip requests and transportation requests should be made at least 10 days in advance. You may obtain forms for requesting field trips and transportation in the office. A list of students to be excused for the field trip must be submitted to the attendance secretary at least one week prior to the trip for the purpose of excusing the students and informing the staff that these students will not be in class on that date.

IN-SCHOOL DETENTION

The purpose of in-school detention (ISD) is to provide students with a program of in-school alternative education that will serve to modify student behavior. It prevents short-term out-of-school suspension. Students are isolated from campus activity and they get credit for their attendance and work while in ISD. They are able to keep pace with their class because they are doing the same assignments. The teacher is responsible for providing work to students in ISD.

REPRODUCING COPYRIGHTED MATERIAL

Copyrighted material of any kind cannot be reproduced without permission from the publisher. If you need to reproduce copyrighted material, be sure you have followed this regulation and notified the building principal.

SPECIAL EDUCATION

Procedures and forms for Modifications/Accommodations and Behavior/Discipline Plans are available for review and use through the Principal's Office. Materials and other resources are also available through the Special Education Office at 273-6794.

PROFESSIONAL CONDUCT BY STAFF

The Board of Education of Shawnee School District counts on staff to adhere at all times to recognized standards of professional conduct. Teachers, administrators, and support employees are role models and must exemplify ethical behavior in their relationships with students, patrons, and other staff members. The Board expects staff to be mindful that they are professionals and their conduct, particularly in relation to students, patrons, and other staff, must be consistent with professional standards. Staff members must never engage in conduct which detracts from a safe, positive or appropriate learning environment.

The Shawnee Board of Education believes that all staff members have a responsibility and professional obligation to be familiar with, and abide by, the laws of Oklahoma, the policies of the Board, and the administrative regulations designed to implement them—as they affect the employee's job and commitments to students and others.

The OSDE Standards of Performance and Conduct set forth standards for the professional conduct of teachers. The Board, like the State Department of Education requires teachers in the school system to adhere to this code. It expects its administrators also to adhere to requirements for administrators. In addition, the Board approves specific ethical standards that should guide the conduct of all staff members.

Specific Responsibilities. Essential to the success of ongoing School District operations and the instructional program are the following responsibilities, required of all personnel:

1. Support and enforcement of policies of the Board and regulations of the School District administration in regard to students.
2. Concern and attention toward their own and the District's legal responsibilities for the safety and welfare of students, including the need to assure that students are reasonably supervised within the constraints presented.
3. Avoidance of exploitation of relationships with students, other staff members or District patrons.
4. Consistently and promptness in attendance at work.

5. Diligence in submitting required reports promptly at the times specified.
6. Care and protection of School District property

Staff - Student Relationships. Exploitation of staff-student relationships is inconsistent with obligations owed to students. Commercial and business dealings between students and staff members are prohibited. A staff member may not use a teacher/administrator relationship with a student for personal gain. Likewise, staff members may not use student property for personal use or benefit. Staff members who suspect or recognize an inappropriate relationship between a student or staff member or who observe inappropriate conduct toward or contact with a student are required to report this in writing to their supervisor, the Superintendent, or other District official.

Exploitation of a Student. Exploitation of a student may result from an improper personal relationship encouraged by a teacher, administrator or support employee. Staff members should be aware that gestures and physical conduct, even though innocent and properly motivated, may be misinterpreted by students or parents. Therefore, teachers, administrators, and support employees must avoid any conduct that might be characterized as evidencing an improper or unprofessional personal attachment toward a student. Sexual or romantic involvement with a student and sexual harassment by any employee, regardless of the student's age or the student's placement in or out of the teacher's class, is prohibited. School officials will seek criminal investigation and prosecution of any employee suspected of engaging in child exploitation.

Standards of Behavior. Staff is expected, in their capacity as role models, to establish an example of acceptable behavior for students. Teachers, administrators and support employees must refrain from the use of vulgar or obscene language and conduct in the presence of students. Similarly, discussion with students of issues personal to the staff member, such as divorce, sexual issues, or similar highly personal subjects, is inappropriate. The use of alcohol by any staff member in the presence of students is prohibited. Likewise, the use of illegal or illicit drugs by employees in or outside the presence of students, is prohibited and grounds for disciplinary action, including dismissal.

Staff members are required to limit communication with students via computers or wireless telecommunication devices to matters concerning the student's education or extra-curricular activities for which the staff member has assigned responsibility. Even when communication is related to school related matters, employees should avoid frequent messaging-particularly when messaging is to a single student. Wireless communication devices include, but are not limited to, cellular telephones, pagers, personal digital assistants, camera technology and phones with audio record capabilities. The term "cell phone" includes but is not limited to cellular phones, mobile phones, VOIP, smart phones and Internet phones. Staff members are prohibited from engaging in exchanges with students via MySpace, Facebook, Xanga, blogging and similar sites and any staff member who does so in violation of this policy-acts outside the scope of his or her employment. No staff member may establish an Internet site for the purpose of communicating with students regarding school matters without the express written permission of the Superintendent or other designated school official.

Employees who engage in job-related communications with students are required to publish to student's class or activity-based guidelines for communicating with students that the instructor, coach, or sponsor will follow. In instances where a student's communications are inappropriate or personal and outside permissible school boundaries (with the instructor, coach, sponsor or those in similar relationship to the student) the employee has the responsibility to stop the inappropriate communication, report the communication to his or her supervisor and take prompt action to re-direct the student's communication.

Staff members are expected to refrain from comments or statements, even in jest, reflecting adversely on any person or group with reference to race, religion, sex, national origin, sexual orientation, or handicapping conditions. Racial, ethnic, or sexual slurs in the presence of students or during work or work related activities or programs constitute unprofessional conduct.

Exploitation by Supervisors of Subordinate Employees. The exploitation by supervisors of subordinate employees is improper and prohibited. In particular, any employee who supervises, directs, evaluates or makes any employment recommendations with regard to any other employee (i.e. acts as a supervisor) is prohibited from engaging in any commercial, business, romantic, sexual or other similar type of personal relationship with any employee who is or may be subordinate to the supervisor.

Fiscal Management. It is imperative that sound fiscal management procedures be followed by staff to ensure maximum benefit for each dollar expended. Accordingly, misuse of District property and/or funds constitutes unacceptable behavior. Employees must adhere to accepted procedures of sound accounting, reporting, business and purchasing practices.

Every employee of this School District has the duty to abide by this professional conduct policy in all respects. Failure to do so may lead to disciplinary action including dismissal or non-renewal from employment, or referral to law enforcement authorities for prosecution, or other action appropriate to the nature, gravity, and effect of the relationship on students, other staff members, or school operations.

PROFESSIONAL DEVELOPMENT

All certified personnel are required to earn at least 75 professional development points in a five-year cycle. Points are earned as follows:

- One point earned for each hour of time spent in a professional development meeting.
- 15 points earned for each one hour of college credit

You are responsible for collecting documentation of your own on going professional development records. For the purpose of calculating both points and years in a cycle, each year begins on July 1 and ends on June 30.

PROFESSIONAL EDUCATORS' DUTIES AND RESPONSIBILITIES

In accordance with the policy of the Board of Education, the following regulations shall govern the duties and responsibilities of teachers employed by the Shawnee Public School system.

1. Professional educators shall remain on duty for seven (7) hours and forty (40) minutes each day. After consulting with the Faculty Advisory, the principal at each site will establish the normal reporting times for professional educators before student classes

- begin each day as well as the normal departure times after student classes have ended.
2. Professional Educators shall attend promptly all meetings called by the principal or superintendent.
 3. Professional Educators 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 students.
 4. Professional Educators shall be responsible for discipline in their respective classrooms. Students shall not be excluded from classes without good cause. The aid and counsel of the principal shall be sought on questions of discipline, and special misconduct cases shall be referred to the principal.
 5. Professional Educators shall be responsible and accountable for supplies, equipment, apparatus, and other school property within their area of instruction or supervision.
 6. Professional Educators shall report student misconduct.
 7. Professional Educators shall report to the principal any student whose progress or advancement warrants reclassification, and any student who, for any cause, fails to properly complete assigned classroom work. Teachers shall assign, grade, and return to the student any required make-up work for excused absences.
 8. Professional Educators shall not be absent from their classrooms without prior notice to the principal.
 9. Professional Educators who find that they will be late or absent because of unforeseen emergencies should notify the principal as soon as possible so that a substitute teacher may be obtained.
 10. Each secondary professional educator shall have at least one period daily for conferences and planning. Each elementary professional educator shall have duty-free conference and planning time totaling at least 50 minutes each day.
 11. Professional Educators shall not be required to work at elementary enrollment on non-contract days.
 12. Professional Educators shall perform other duties as assigned by the principal.

At the end of the school year, each professional educator must have the following completed and ready to hand in before checking out:

1. Completed inventory of classroom
2. Semester grade sheets completed
3. Inventory list of textbooks
4. Want list for following school year
5. All incomplete grades changed
6. Textbooks properly stored
7. Sponsors must insure all organizational bills are paid
8. Must be cleared by principal before departure.
9. In addition to the above: specialized area professional educators such as Special Education, Title I, Vocational, etc. will also have end-of-the-year paperwork submitted departmentally and will need to be dually cleared for check-out by program director as well as the building principal.

DRESS AND PERSONAL GROOMING TEACHERS/EMPLOYEES

The Shawnee Board of education recognizes the many different dress and grooming tastes among staff members. The personal appearance of a teacher/employee should reflect his /her status as a professional educator and role model. However, there are minimum requirements which the board believes must be followed:

No (1) cut-offs (2) jeans , (3) sweat shirts, (4) sweat suits, (5) athletic shoes or flip flops, or (6) shirts with political or religious slogans (including buttons), (7) shorts, (8) capri style pants shorter than mid-calf shall be worn.

1. Jeans may be approved by the building administrator/supervisor for special occasions (spirit day, field trip, or special classroom activities requiring more casual attire). Vocational Education is an obvious exception to the jeans. Those professionals engaged in such courses should dress appropriately for the subject they are teaching.
2. Seasonal, attractively decorated or school-related sweat shirts will be allowed at the discretion of the building administrator/supervisor.
3. It is also recognized that the performance of some teaching fields necessitates allowing sweat suits. Physical education is an obvious example. Those professionals engaged in such courses during the majority of the school day need to dress in appropriate active wear for the subject they are teaching.
4. Athletic shoes may be worn during duty, on field trips, or at other times deemed appropriate by the building administrator/supervisor.
5. A distinction is made between political and patriotic slogans. Patriotic slogans are permissible.

GENERAL SUPERVISORY RESPONSIBILITY OF EVERY FACULTY MEMBER

Every faculty member is expected to exercise reasonable and prudent care of all students in his/her charge or area of responsibility. In order to satisfy this need, the following will be expected by every faculty member.

1. Assure that the assigned area is free of hazards to health and safety. Report any hazards to the principal, assistant principal or team leader, while protecting students from the hazard.
2. Permit only authorized visitors to enter the classroom/teaching area or to have contact with students. Greet visitors in a friendly manner but report violating and unauthorized visitors to the office immediately.
3. Only in extreme and emergency circumstances where there is no alternative should students be left unsupervised in the classroom or supervised areas.
4. **Hall Passes during class time should be issued only in emergencies. Students are expected to take care of toilet needs during passing times. Hall passes should be handwritten with student's name, date, and time issued.**
5. Maintain control and supervision of the assigned group during emergencies and emergency rehearsals, (fire, severe weather drills, etc.). Instruct all students in his/her charge as to procedures to be followed in an emergency situation.
6. Assure that no student under his/her care is left unsupervised or improperly protected. No student should be sent to sit outside the room **unsupervised**.
7. The teacher, coach, or supervisor of an after-school student activity will provide appropriate, direct and continuous supervision of the students in his/her group until such students leave the school campus.

MORNING, LUNCHTIME, AND AFTERNOON SUPERVISION DUTY

The administrator/team leader in charge of the assignment of supervisory duty will publish a teacher's duty schedule. Supervisory duty is extremely important to the safety and welfare of students and faculty. Often, the mere visible presence of a teacher on duty will prevent horseplay, mischief, and other hazardous activity of students. The teacher should be on time for duty.

A teacher on supervisory duty should **REMAIN ACTIVE AND MOVE ABOUT** so as to be able to observe all the assigned area and all of the students present. A teacher on supervisory duty has full authority to control the area and students in it. A teacher may not arbitrarily exempt or dismiss himself/herself from scheduled supervisory duty. In an emergency he/she should do the following:

1. Secure a substitute supervisor from the **faculty** and
2. Obtain approval to obtain and have a substitute on a given day. Approval may be given by an administrator or his/her designee.

PASSING TIME AND TEACHER'S ROLE

Passing time between classes is intended to provide for student movement between classes. There is ample time, provided that students are encouraged to keep moving. **Teachers can facilitate student movement during passing time by being at their classroom door, monitoring both the adjacent hallway and their room.** The mere visible presence of teachers during passing times has a tangible and positive effect upon student behavior and attitude.

Tardiness: Every student is expected to arrive at school on time daily. If for some reason, a student is going to be late arriving at school the parent must call the attendance office before the student arrives at school, or the parent must come into the office with the student. Failure to have an acceptable excuse will result in an unexcused tardy or absence for the time missed.

Arriving at class: Students arriving late to class must have a pass from the office or another teacher, or they will be counted tardy. A student's first responsibility is to be prompt to class. Should an emergency, arise the student should first report to his/her classroom. Students are expected to be in their classroom and be seated when the bell rings signaling the start of class.

HALL PASSES

A sufficient time is allowed between classes for the student to go to the restroom and locker so that it should eliminate the need for them to leave the room after class is in session. Excusing students from the room during the class periods should be kept to an absolute minimum. Teachers are not to dismiss students from class without a hall pass directed to a specific place or person.

Teachers, counselors, and administrators to whom a hall pass has been issued will examine the pass before conducting business with the student. When the business is finished, the time of departure will be marked on the pass and signed. The pass will be retained by the originating teacher upon the student's return to class.

It is recognized that the completion of written hall passes by teachers is sometimes inconvenient. However, it is imperative that great care be used at all times in this regard. Hall passes should contain the teacher's name, date, time, and reason for the pass. No student should be allowed to leave the room during the class period without a hall pass.

TEACHER RESPONSIBILITY REGARDING MEMORANDA, BULLETIN, AND THE TEACHER'S HANDBOOK

It is the duty of every certified staff member to read, file for reference and follow in letter and spirit all administrative bulletins, memoranda, and policies which may be published later and will be treated as addenda to the current teacher's handbook. Every teacher's handbook is an "operation tool" and as such will periodically be modified to accommodate changing conditions and to enhance achievement of our stated goals. Teacher input is not only desired, it is absolutely essential.

USE OF SCHOOL STATIONERY

School stationery is available in the main office for staff members to use whenever school business is involved. This stationery should not be used for personal business or mass-produced letters. All Shawnee correspondence concerning school business or school related affairs should be composed on official school letterhead. Any correspondence on this stationery must have the approval of an administrator prior to being mailed or distributed. When school stationery is used, a copy of the correspondence will be sent to the principal's office for filing.

E-MAIL

In an effort to establish a quick and efficient method of communication, it is important that all faculty and staff set up, maintain and check e-mail at least twice daily.

BUILDING ADVISORY COMMITTEE (DGB)

The function of the Building Advisory Committee is to meet with and advise the principal(s) regarding matters of mutual concern. Communication is the focus and purpose of mutual concern. The meetings are informal. They are scheduled at least once a month.

STAFF MEETINGS

All certified staff are expected to attend faculty meetings unless specifically excused by the principal prior to that date. A sign-in sheet will be posted. The time will normally be used to receive reports of committee progress and other information of general importance. Staff members who are absent from work and therefore miss staff meetings will be held accountable for material covered. It will be the responsibility of the absent member to obtain information from an administrator or department chair.

SIGNING IN AND OUT

Teachers shall sign in at the main office at their reporting time each day. Please see an administrator prior to leaving the building during the day. Secretaries are not authorized to deal with such instances and should not be listed as the person giving approval. It is not necessary to have authorization from an administrator to leave the building during lunch-however you will need to sign out. Teachers are to sign out at the end of the workday as well.

THE STAFF WORKDAY

Teachers are to be on duty a minimum of 7 hours and 40 minutes every contract day. The beginning and ending times of the workday will be determined by the administration. Teachers should be at their opened classroom doors as students are admitted to the building at the start of the day. Students should be encouraged to “stop-in” at this time and discuss their work. All teachers should be available at this time. **A hall pass should be issued by the teacher if the student is to report to that teacher early in the morning.** When and if it becomes necessary for a teacher to leave the school during the day, it is essential that permission be obtained from a building administrator. To prevent the problems which would arise by an unexpected delay in return to school, that teacher should make arrangements to check in again with that same building administrator upon return at the arranged time. Teachers must sign in/sign out in the main office.

COVERING CLASSES

If it is necessary for a teacher to be away from his/her class, he/she should inform the building administrator. If it is determined that the absence is necessary, the building administrator will assign someone to cover the class. Teachers should never make arrangements for someone to cover without first consulting with the building administrator. On occasion, it will be necessary for teachers to be away from the building to accompany students or to represent the school. When this occurs, the teachers involved should first notify the administration for approval. If approved for the class to be covered, arrangements will be made by the Administration. Teachers who cover classes for other teachers will be compensated as per the negotiated agreement.

ABSENCE FROM SCHOOL REQUEST/REPORT CERTIFIED PERSONNEL

The following procedures are followed in the event of a Professional Educator’s absence:

1. Substitute teacher will sign all copies upon final sign-out (at the end of substitute assignment).
2. Absentee professional educators will return to complete top section of form, and will sign in the “Absence” section. If leave time has expired, the professional educator will also sign on the bottom line of the form.
3. The principal will sign all copies, and forward the white and yellow copies to the leave clerk at central office.

If a Professional Educator is requesting leave:

1. The professional educator requesting leave will complete the top and “Request” sections of all copies of the request form. The professional educator will sign in the request section. Professional Educators who are assigned to other school buildings will prepare and submit duplicate set of forms to each principal to whom assigned.
2. The principal will indicate approval by signing the “Request” section.
3. All copies will be sent to the Human Resource office for approval.
4. Forms for approved leave will be signed in the “Request” section by the Superintendent or designee, and copies will be returned to the building principal.
5. You will be informed if your leave was approved, however it is the professional educator’s responsibility to follow up on the request prior to the absence. If no approval is received it is the professional educator’s responsibility to follow up on the requested

leave, to see if proper approval has been completed prior to the absence.

6. Thereafter, the procedures listed above in “professional educator’s absence” will be followed.

TEACHER ABSENCE-ILLNESS

Staff members who are to be absent on a given day must inform the school principal, as far in advance as possible. A staff member who works a split schedule between two or more district sites must notify all building principals of the impending absence from work.

When requesting a substitute, please contact the designated person before 7:00 a.m., or as soon as possible. If you know ahead of time that you are going to be absent, please try to have someone trade duties with you. If you cannot reach the principal, call the office and talk with the secretary. Lesson plans must be available at all times for substitutes, in addition to a detailed substitute emergency folder that can be easily located by the Principal.

SPECIAL EVENTS REQUIRING TEACHER ATTENDANCE

The following evening events will require your presence. Please mark your calendar and plan to be there.

1. Open House/Meet the Teacher Night
2. Graduation/Commencement Exercises
3. Parent/Teacher Conferences

EXTRA DUTY ASSIGNMENTS

The District assigns to employees, in addition to regular duties, extra duty assignments. Several opportunities for extra duty assignments are available to employees covering a wide array of duties and responsibilities. Please contact the Human Resources Dept. if you are interested in applying for an extra duty assignment.

CLUB OR ACTIVITY GROUP SPONSORSHIP

Teacher Responsibility:

1. Submit purpose to principal. WHO, WHAT, WHEN, WHERE, HOW AND WHY?
2. Announcements, permission slips, and other communication with student participants and their parents.
3. Keep principal advised on an on-going basis of progress. Discuss proposed changes with principal.
4. No fees, membership cost or expenses of any kind or in any amount may be charged any student activity or club member without the expressed permission of the principal and should be included in the original proposal by the sponsor.

NEW CLUB SPONSORSHIP

Any faculty member who has a special a vocational interest, a hobby, or other expertise, and wishes to share same with students is encouraged to do so. Assuming that the activity falls within the parameters of stated educational philosophy of school, the interested teacher should seek approval from the principal.

Students who seek the approval for a school sponsored club or activity group must present their proposal to the principal. This initial proposal should include the name of the faculty member

who has tentatively agreed to sponsor the activity.

Non-school sponsored/controlled clubs or groups are not permitted to meet with or control students in any way. "Secret Societies" or unsponsored groups are not permitted to control, or adversely affect any aspect of the safety or well being of any students.

BUILDING/DEPARTMENTAL ALLOCATIONS

Independent School District I-93 provides an annual budgetary allocation for each school and each area of the school curriculum.

Expenditures and requisitions which draw upon building/departmental allocations must be approved in advance. An expenditure which is made without prior approval of the principal and without proper purchase order **WILL REMAIN THE RESPONSIBILITY OF THE PURCHASER.**

Requisitions must be signed by an administrator.

SECURING A I-93 REQUISITION NUMBER

1. Requisitions may be obtained through the secretary in the main office. (See appendix E)
2. Requisitions must be filled out completely (date, name, address, & complete description of items being requisitioned). This must also be totaled.
3. Requisition must be signed by teacher ordering.
4. Requisition must also be signed by department head/team leader.
5. Completed requisition will then be turned into building secretary.
6. Requisitions will then be checked against your building allocations to assure there is enough money in the account.
7. Requisition will then be given to principal for approval.
8. After principal's approval, requisitions will be sent to Central Office for a P.O. number.
9. The requisition pink copy will then be returned to you with the P.O. number.
10. Signed invoices will then be turned into the building secretary as soon as your purchase is made.

FUND RAISING

Any proposed fund raising activity must be approved by the principal as the initial step in the planning. Additionally, all proposed fund raising activities must be approved by the board of education.

STUDENT ACTIVITY FUND

Every coach, sponsor or employee responsible for handling student activity funds is responsible for knowing and following the procedures found within the Shawnee School District's Student Activity Fund Handbook. You may receive a copy from your site Activity Fund Clerk or call the District Activity Clerk.

The faculty sponsor of any activity which has an account within the Student Activity Fund will be responsible for maintaining a working balance in that activity account.

All fund raising campaigns must be submitted to the principal for approval in the early stages of

planning. No fund raising activity may be done without the approval of the principal and the Board of Education.

A limit may be placed upon the fund raising activity or group if the quality and frequency of fund raising becomes inappropriate. The educational aspect of fund raising diminishes rapidly as frequency increases. Sponsors should plan well and on a long term basis in matters of funding.

Sponsors should not include Sunday sales or door-to-door selling in their fund raising plans or activities.

Group sponsors may spend from the groups' account by submitting a Student Activity Requisition. (See appendix F)

Requisitions

1. Student Activity fund requisitions may be obtained from the main secretary or activity clerk in the office.
2. Requisitions must be filled out completely (date, name, address, & complete description of item being requisitioned.) This must also be totaled.
3. Requisitions then will be checked against the student activity account to assure there is enough money in the account. Sufficient funds must be available to cover transportation and purchase requests.
4. Requisitions will then be given to the principal for approval.
5. Requisitions will then be sent to Central Office for a P.O. number and then returned to the School.
6. Pink copy of the requisition will then be returned to the sponsor with the P.O. number.
7. Invoice will then be returned to the building secretary after purchase is made.

INSTRUCTIONS FOR TURNING IN MONEY TO THE OFFICE

Staff who work with expenditures and receipts are to maintain an activity group receipt book. The job of accounting, receiving, and dispensing of money and budgeting requires adherence to procedures. So as to facilitate money matters and prevent bottlenecks, the following procedures must be followed when depositing money in the office.

1. All money must be counted by the advisor.
2. A cash receipt (available in the office) must be filled out and labeled. (organization & purpose)
3. A receipt from your receipt book, **MUST ALSO BE SUBMITTED**. Each individual or student turning in funds must receive a receipt.
4. All coins must be rolled (Wrappers available in office)
5. All one dollar bills need to be in stacks of 25, five dollar bills in stacks of 100, ten dollar bills in stacks of 250, and twenty dollar bills in stacks of 500 all turned in the same direction.
6. Uncounted, unrolled or wadded up money will be returned immediately to the sponsor.
7. Sponsors must bring money in cash bags (available in the office) personally. Do not send money with students.
8. Funds must be submitted daily before 1:00 p.m.

9. All cash and checks must be secured in a locked desk or file cabinet and never kept in a classroom over night.

VISITORS

The following procedures apply to all visitors to Shawnee Public School sites:

- All visitors must check in at the main office to obtain a visitor's pass.
- Visiting by parents, guardians, and interested adults is encouraged.
- No visitor is permitted to see a student in the classroom unless the office has granted permission.
- All visits by pupils from other schools or persons interested only in personal visits with Shawnee students are prohibited unless authorized by an administrator.
- Under no circumstances will students be permitted to bring small children to school to visit.

COPY MACHINE

Our copy machines are sensitive equipment and must be treated with care. Only adults should be making copies. If you encounter a problem with one of the copy machines, please let one of the office secretaries know of the problem. If they are unable to remedy the issue they will contact a service consultant to fix the problem.

CARE OF THE BUILDING AND EQUIPMENT

You are urged to exert every effort to preserve and maintain the building and equipment.

- Teachers should make regular inspections of furniture and books in order to insure that they are receiving proper care.
- Any pupil defacing or damaging school property will be expected to pay for it. Report such damage to the administration.
- Pupils should be encouraged to take pride in their building. Teaching good house keeping is an important part of education.

Do not permit:

- a. pupils to put their feet on the furniture and walls.
- b. pupils to throw paper on the floor or in halls.
- c. pupils to sit on top of tables or desks.

USE OF SCHOOL FACILITIES

Any teacher needing to use the school facilities for school related activities outside the normal school hours must schedule this with the principal at least 2 weeks in advance. Arrangements must also be made for custodial cleanup if the group desires this service. If not, an information form must be obtained from the assistant principal explaining the procedure for the group or organization providing their own custodial services. If the activity involves hours outside the working hours of the custodial staff, the teacher must assume the responsibility for the care and security of the building. If students are admitted, they must be closely supervised at all times. The teacher must personally check all doors are secured before leaving.

SCHOOL OWNED EQUIPMENT

No school-owned equipment (A. V., Video, tape machines, microphones, PA equipment , computers, printers, etc.) may be loaned out for use outside the school building without WRITTEN permission of the principal. Any staff member who is granted permission must also accept responsibility for the condition of that equipment or its loss as a result of the outside use. So as to protect school property and discourage theft, all valuables belonging to the school will be etched with the school's name. Etching should be in prominent view on the item. All electronic/electric equipment must be included. Any other equipment likely to be stolen should also be etched.

LOSS OR THEFT OF PERSONAL ITEMS

Every reasonable effort will be made to provide a secure environment at each school site. Unfortunately, losses do occasionally occur, and these will be the individual employee's responsibility.

STUDENT HANDBOOK THE TEACHER'S ROLE

The Student Handbook has as its prime purpose communications of expectations. It describes a system of school operation, and deals with specific role expectations for teachers, parents, students, administrators and support personnel. It is important that parents know the expectations of the teacher and the school so that they may adjust and perform more effectively. Every staff member is expected to know, support and instruct students in the letter and spirit of the Student Handbook.

REPORT CLASS ATTENDANCE

Each teacher will record student attendance each class period on their computer and in their record book.

The following procedure will be used:

1. Care must be taken to mark the attendance accurately.
2. Do not list as absent or tardy a student who has been excused via hall pass to the office or counselor.
3. Record attendance/tardiness in the class record book.

Do not allow students with unexcused absences or who missed class due to disciplinary action (i.e. suspension, in-house, alternative, etc.) to re-enter your class after absence (other than field trips and athletics) without an admit. Send such students to the attendance office for an admit.

POSTING AND DISTRIBUTION OF NON-SCHOOL SPONSORED MATERIAL AND ITEMS

The posting of non-school bulletins, posters, notices or other materials must be pre-approved and initialized by a school administrator.

MATERIALS IN MAILBOXES

The master contract states: "Subject to reasonable regulation by the building principal, teachers have the right to post items on faculty bulletin boards and to place items in teachers' boxes."

Please be advised that the administration intends to honor and adhere to all items of the master contract. The section above is certainly no exception. Teachers wishing to post announcements or put items in mailboxes in this school will be given every consideration; however, teachers are reminded that such items and announcement are subject to reasonable regulation by the principal.

CONSEQUENTLY, COPIES OF SUCH ANNOUNCEMENTS AND ITEMS SHOULD BE GIVEN TO THE PRINCIPAL IN ADVANCE.

FACULTY TELEPHONE MESSAGES

Office personnel will normally not interrupt a class to deliver incoming telephone messages. Information from the caller will be recorded on a note and placed in the teacher's mailbox or routed to their voice mail. Consequently, it is critical for teachers to check their voice mail regularly for messages. As a matter of professional courtesy, it is expected that teachers return all phone calls they receive. Matters dealing with school business (clubs, athletics, etc.) should be accomplished at times that will not interrupt the teacher's regular classroom supervision or other duties.

COMMUNICATIONS WITH PARENTS/LEGAL GUARDIANS OF STUDENTS

From time to time students do not live with their legal parents or guardians. When such situations develop, do not agree to communicate with these persons about the child without first getting written permission from the principal or an assistant principal. This refers to situations possibly where the grandparents, brothers, sisters, or other interested persons who do not have legal custody of the child wish to represent the child or request information about the child. PLEASE DO NOT MAKE EXCEPTIONS TO THIS POLICY.

SCHOOL ACTIVITIES

Any teacher needing to arrange for an activity which takes students out of the building or out of another class period must make prior arrangements with the principal. These arrangements must be made at least one week in advance.

The procedure is as follows:

1. Place the event on the activity calendar with the principal.
2. Submit a list of names of students involved and class periods involved for the daily bulletin. The attendance secretary is to receive a copy of this information as well.
3. Inform the students to notify their other teachers of the upcoming activity and absence from class.

PARTIES IN CLASS

As a general rule, class parties are not permitted. If you have special circumstances which you feel merits consideration of waiving this rule, you must secure permission from the principal.

FOOD IN THE CLASSROOM

Food or refreshment may not be consumed in the classroom unless approval for a party has been granted. Food may not be served in a classroom during School Lunch Program serving times. Further, using food as a reward is discouraged.

PAY DAYS

Our district pays most of its employees through a direct deposit system. As a general rule, monthly payments are made to employees on the 20th day of the month. In the event the 20th falls on a weekend or holiday, the practice of the district has been to pay employees on the last business day preceding the 20th. Pay stubs are distributed by the school secretary. Questions regarding payroll should be directed to the business office.

RELIGION IN THE SCHOOLS

The Shawnee School District respects individual beliefs and is respectful of established law, as guaranteed by the First Amendment to the Constitution of the United States, which states:

Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof; or abridging the freedom of speech, or of the press; or the right of the people peaceably to assemble, and the petition the Government for a redress of grievances.

The School District and its representatives may not inculcate nor inhibit religion. The school is a place where religion and religious conviction are treated with fairness and respect. Further, the proper role of religion in the public schools is in its educational value and not in religious observance or celebration. According to the United States Supreme Court, the Establishment Clause forbids state action or practices that aid or prefer one religion over another or that aid all religions and thus any state action or practices which inappropriately interfere with an individual's constitutionally protected religious freedom.

During non-instructional time or when students are not engaged in school activities, students may pray alone or in groups, as long as the activity is not disruptive and does not infringe upon the rights of others. These activities must be voluntary and student-initiated.

CELEBRATE FREEDOM WEEK/VETERANS DAY OBSERVANCE

November 11 is hereby designated "Veterans Day". When November 11 is a Saturday or Sunday or classes are not in regular session, "Veterans Day" will be observed the previous school day in each school site.

Each school in the district will on Veterans Day or on the day of observance, conduct and observe program of at least one class period remembering and honoring American veterans. Schools may also have a one-minute moment of silence beginning at 11:00 a.m. on November 11 to honor American veterans. (Senate Bill 128 passed by the OK Legislature and signed by the Governor, effective July 1, 2001)

The State Department of Education will adopt rules requiring each public school in the state to include, as a part of a social studies class, during "Celebrate Freedom Week" instruction concerning the intent, meaning, and importance of the Declaration of Independence and the United States Constitution including the Bill of Rights. Further, students in grades three through twelve shall study and recite text from the Declaration of Independence: "We hold these truths..."

The second Tuesday of every April is observed as "Oklahoma National Guard and the 45th Infantry Division Appreciation Day". Schools are encouraged to show appreciation for the brave and courageous deeds exhibited by members of the Oklahoma National Guard and 45th Infantry Division.

U.S. FLAG HISTORY AND ETIQUETTE/PLEDGE OF ALLEGIANCE/ MOTTO OF THE UNITED STATES OF AMERICA

Each school classroom in the district will have an American flag on display either inside or

outside the classroom. The history and etiquette of the United States Flag shall be taught in one or more grades in each school of the district as part of the regular social studies or American History curriculum.

Students may recite the pledge to the flag of the United States of America as enumerated in the United States Constitution at the beginning of each school day. A posting shall be placed in a conspicuous place that students not wishing to participate in the pledge shall not be required to do so.

Further, United States Flag history and etiquette will be annually taught in one or more grades. Each school district may display “E PLURIBUS UNUM” and “IN GOD WE TRUST” in classrooms, auditoriums, and cafeterias (Senate Bill 128).

MOMENT OF SILENCE

Oklahoma State Statutes provides for a daily minute of silence. This period of silence will be observed each school day between the pledge and the morning announcements. Students should be seated and silent during this time. Students are invited and encouraged to exercise individual choice regarding use of this time for reflection, meditation, prayer, or other silent non-disruptive activity. The student’s minute of silence shall not be observed in any way that interferes, distracts, or impedes other students in the exercise of their personal choices.

Professional Educators shall neither encourage students to use nor discourage students from using the moment of silence for any particular purpose, such as reflection, meditation, prayer, or other silent activity. It is the student’s decision as to how to utilize the moment of silence, provided that the student’s choice does not interfere with, distract, or impede other students in the exercise of their individual choices.

SAFE AND APPROPRIATE USE OF INTERNET AND TECHNOLOGY

Shawnee Public Schools encourages the use of electronic communication equipment and services, such as the Internet, for instructional, education, research, and administrative purposes. The District owns and operates the computing and electronic communication equipment and software, and is therefore responsible for its proper use and maintenance.

Personal Responsibility

Persons using District computing and electronic communication facilities and services bear the primary responsibility for the material that they choose to access, send or display. The District cannot protect individuals against the existence or receipt of material that may offend them. Persons who make use of the facilities and services are warned that they may unwillingly come across, or be recipients of, material that they may find offensive.

Acceptable Use of Internet and District Equipment

Persons using District computing and electronic facilities and services are expected to demonstrate good taste and sensitivity to others in their communications. Employees and students must not use profanity, obscenities, or derogatory remarks in electronic mail messages discussing employees, students, patrons, clients, competitors, or others. Such remarks should not even be made in jest. The District’s computer and communications systems are not intended to

be used for, and must not be used for, the exercise of the employee's right to free speech. Sexual, ethnic, and racial harassment, including unwanted telephone calls, electronic mail, and internal mail, is strictly prohibited and cause for disciplinary action. District employees, as well as students, are encouraged not to respond directly to the originator of offensive electronic mail messages, telephone calls, and/or other communications. The recipient should promptly report such communications to their supervisor, instructor or principal. If for any reason the recipient of harassing or offensive material is uncomfortable reporting the incident to his or her supervisor, or is (for any reason) precluded from doing so, it should be promptly reported to the Director of Human Resources or to the Superintendent. It is also a violation of policy to access and view materials in a manner which would create a hostile working and/or educational environment.

Children's Internet Protection Act

It is the policy of the Shawnee Public Schools to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 U.S.C. 254(h)].

Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet Filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Educating Minors on Internet Safety

Per CIPA requirements, annually the District will educate minors on appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. Documentation will be kept on file to verify that students have received the information on internet safety.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Shawnee Public Schools online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called "hacking", and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Supervision and Monitoring

It shall be the responsibility of all staff of the Shawnee Public Schools to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent or

designated representatives. Unacceptable uses of computer and electronic communications resources includes use that jeopardizes personal safety, use that involves illegal and prohibited activities, and use that threatens the security of the District's technology resources.

Any supervisor, or, in the case of students – any teacher, who condones or allows any of the above conduct, whether willfully, intentionally, or through negligence shall be considered to have violated this policy.

Business Use

Generally, electronic communication equipment and services must be used only for authorized business activities. Users are forbidden from using the District's electronic communication equipment and services for charitable endeavors, private business activity, amusement/entertainment purposes, or for other non-school purposes. Furthermore, employees are reminded that the use of the District's technology resources, including electronic mail and Internet, should never create the appearance of inappropriate use.

Personal Safety

Employees and students shall not use the District's technology resources in any manner that jeopardizes or poses a threat to personal safety. The following directives are essential to ensuring personal safety:

1. Users shall not post personally identifiable information about themselves or others. For example, it is not permissible to put people's photographs on the web and identify them by name.
2. Student users shall not agree to meet or meet with someone they have met online, without parental approval.
3. Student users shall promptly disclose to their instructor or another school employee any message the user receives that is inappropriate or makes the user feel uncomfortable.
4. Users shall not attempt major repair of District-owned technology resources without the assistance of the District support mechanism. Major repair is defined as any repair or modification which has the potential to impact the District infrastructure, more than one workstation, disrupt business operations or requires the user to add or remove hardware.

Illegal and Inappropriate Uses

Engaging in illegal and prohibited activities involving use of the District's technology is prohibited. The emerging and fast-paced developments in technology make it impossible for the District to anticipate every potential use or misuse of its technology resources. Accordingly, users are instructed that the District's technology is not to be used for illegal activities. Among other things, users are expected to abide by the following:

1. Users shall not plagiarize works that are found on the Internet or any other electronic resource. Plagiarism is presenting the ideas or writings of others, as one's own.
2. Users shall respect the rights of copyright owners. Copyright infringement occurs when the user inappropriately reproduces a work that is protected by a copyright. Users shall not illegally copy protected works, or make copies of such works available. Users are responsible for observing any copyright or licensing agreement that may apply when downloading materials.
3. District staff will not support or maintain any computer operating system or application

software that does not meet District standards.

4. Illegal installation of copyrighted software is prohibited. Illegal copying of software from any District computer, network, or program diskette is prohibited. Computer software and data protected under copyright laws may not be downloaded or uploaded to a computer owned or leased by the District without the written consent of the copyright holder. Any software or data located on a computer or file server owned or leased by the District found to be in violation of copyright laws will be removed.
5. Users shall not attempt to gain unauthorized access or attempt to go beyond authorized access to District resources or to any other computer system. This includes attempting to log in through another person's account or access another person's files.
6. Users shall not make deliberate attempts to disrupt the District's computer system or other portions of the technology resources or destroy data by spreading computer viruses or by any other means.
7. Users shall not congest the District's technology resources or interfere with the work of others within or outside of the District when accessing the Internet, including the transmission or posting of messages that are intended or likely to result in the loss of the recipient's work or systems.
8. Users shall not use the District's technology resources to engage in any activities which interfere with the operation of the District or its educational programs or compromise the safety and security of the District's technology resources.

Inappropriate Communications

Inappropriate communications are prohibited and can result in removal of access, or other disciplinary action. Users must adhere to the following directives:

1. Users shall not use, view, download, copy, send, post or access obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful information, communications, language, images or video, symbols, or material that advocates illegal acts, violence, or discrimination towards others. Restrictions against inappropriate language, images or video apply to public messages, private messages, material posted on web pages, and files stored or created on the District's technology resources.
2. Users shall not view, allow to be viewed, or transmit pictures or word descriptions of an erotic, sexual, sadistic, or masochistic nature, or provide information on where such can be accessed.
3. If a user mistakenly accesses inappropriate information, the user must immediately inform his/her teacher or the network supervisor of the location of that information.
4. Parent or guardians should instruct the student user if there is additional material that they think it would be inappropriate for their child to access. The District fully expects that student users will follow the instructions of their parents or guardians in this matter.
5. Users shall not post information that could cause damage or pose a danger of disruption to the operations of the technology resources or the District.
6. Users shall not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by another person to stop any activity which that person finds harassing, the user must stop immediately. Individuals who believe they are the victim of harassment should immediately contact their supervisor, campus administrator, or the Superintendent.
7. Users shall not imply District endorsement of commercial products not its own.

8. Users shall not post or share unlawful or malicious activities, misrepresentation of any kind, chain letters or overly broad mass mailings or postings not approved by the District.
9. Users shall not knowingly or with reckless indifference post messages that are embarrassing, denigrating, false or defame or libel any person or organization, or that infringe the privacy rights of others.

Security of District's Technology

The District spends substantial monies to provide students and staff with technology resources appropriate for the diverse educational and training interests associated with education objectives in a technology rich world. Users are required to adhere to the highest standards of use to avoid compromise or destruction of the District's resources. Security with respect to the District's technology resources requires adherence to the following:

1. Users shall access the Internet in a manner which does not compromise the security and integrity of the District's technology resources, such as allowing intruders or viruses into the District's technology resources. Users wishing to download any document, file or software from non-District sources must observe District policies and procedures.
2. Users are responsible for their individual logon passwords and e-mail account passwords and should take all reasonable precautions to prevent others from being able to use these passwords. Users shall not share e-mail passwords, provide e-mail access to an unauthorized user, or access another user's e-mail without authorization. The district enforces a password change every 120 days.
3. A computer logged into the District wide area network or the internet should not be left unattended. Users are responsible for all transactions made under their User ID and Password.
4. Users must immediately notify the e-mail administrator if they identify a possible security problem.
5. Users are responsible for the appropriate storage and backup of their data.
6. The administration, faculty or staff of the District may request a system administrator to deny, revoke or suspend specific user accounts for violation of these policies or procedures.

Privilege of Use

Use of the Internet is a privilege, which may be revoked for inappropriate use or conduct. Persons who violate applicable federal or state law, or District policy, shall be required to cease those activities and will also be subject to the suspension or revocation of use privileges, or any other District disciplinary action deemed appropriate by the superintendent.

The district will provide restricted Internet for users choosing to bring personal devices. The district is not responsible for personal equipment that connects to the district's Internet, nor does it offer support for personal equipment.

No Right of Privacy

Shawnee Public School's electronic information resources, the internet and use of e-mail are not inherently secure or private. No right of privacy exists in the use of technological resources. Users shall have no expectation of privacy while using school system technological resources. Users should not assume that files or communications created or transmitted using school system

technological resources or stored on servers or hard drives of individual computers will be private. School system administrators or individual designated by the Superintendent may review files, monitor all communications and intercept e-mail messages to maintain system integrity and to ensure compliance with Board policy and applicable laws and regulations. School systems personnel shall monitor online activities of individuals who access the internet using the District's connectivity. The Board reserves the right to take appropriate disciplinary action based on the user's inappropriate or illegal use or use that is in violation of this policy. Communications relating to or in support of illegal activities will be reported to the appropriate authorities. Information in electronic messages is not anonymous and is subject to disclosure to third parties under state and/or federal law in certain circumstances. Disciplinary action can also occur when events occur outside the school day effect the school environment.

Limitation of Liability

The District will not be responsible for any damages suffered through the use of the Internet, or any other electronic communication facility or service. The District specifically denies any responsibility for the accuracy or quality of information obtained through its facilities and services.

Disciplinary Action

The use of District's technology resources is a privilege, not a right. Violation of District policies and procedures may result in cancellation of computer-use privileges and/or other disciplinary action up to and including termination of employment for employees and suspension from school for students. If Federal and/or State laws are violated, the offender is also subject to being reported to proper authorities for prosecution.

WIRELESS DEVICES WITH PHOTOGRAPHIC AND/OR COMMUNICATION CAPABILITIES

It is the district's policy that employees shall limit their use of personal wireless telecommunication devices when employees are performing work-related functions in school or at school-related activities. Wireless telecommunication devices include, but are not limited to, cellular telephones, pagers, personal digital assistants, camera technology, phones with audio record capabilities, or similar devices. The term "cell phone" includes but is not limited to cellular phones, mobile phones, VoIP, iphones, smart phones, internet phones or similar devices.

Any use of telecommunication devices during work hours should not interfere with assigned duties and related professional responsibilities. calling, electronic mailing, instant or text messaging, picture messaging, accessing unauthorized sites, uploading or downloading, gaming, web-surfing, or the use of any feature or application during class time and when employees are responsible for students is strictly prohibited because it diverts attention from instructional and supervisory responsibilities and detracts from the learning environment. Likewise, these activities are not permitted when employees (engaged in primarily non-instructional activities) are on work time, as distinguished from lunch or break periods.

Personal telecommunication devices shall be turned off and out-of-site in locations deemed "private areas." "Private areas" include but are not limited to rest rooms, locker rooms, and

changing rooms. The use of audio/visual recording and camera features are strictly prohibited in these areas.

Many existing devices have the capability for photographs, video, or audio recording. Staff members must not record conversations or events via audio or video without first advising all affected individuals of the intent to make a recording. Employees are prohibited from using cell phones and other telecommunication devices while in areas such as rest rooms, locker rooms, and changing rooms. Employees should only share their personal telecommunication devices with students for educational or academic purposes or in an emergency situation. In instances involving students, no audio or video recording may be made without the written authorization of the principal or superintendent. Administrative approval of recordings of students will take into consideration whether prior approval for recording has been obtained from parents or guardians of students and whether the recording would identify a specific category of students such as special education students.

Staff member are required to limit communication with students via computers or wireless telecommunication devices to matters concerning the student's education or extra-curricular activities for which the staff member has assigned responsibility.

Even when communication involves school related matters, employees should avoid frequent messaging - particularly when messaging is to a single student. Communications to students must, at all times, be professional in words and tone, related to school matters, and limited to essential communications.

Staff members are prohibited from engaging in unauthorized exchanges with students via social networking sites including but not limited to MySpace, Facebook, Xanga, Twitter, blogging and similar sites and any staff member who does so in violation of this policy - acts outside the scope of his or her employment. Unauthorized exchanges include but are not limited to "friending and friend requesting," "following," "messaging," "posting," or "instant messaging." No staff member may establish an internet site for the purpose of communicating with students regarding school matters without the express written permission of the superintendent or other designated school official. No staff member shall communicate with students via his or her personal social networking site or account. In the event a staff member has an existing account and wishes to engage in authorized communication with students, the staff member shall establish a separate account (containing solely educational and work-related information) to form an approved site or group for student communication purposes.

Employees who engage in job-related wireless or similar communications with students are required to publish to classes or extracurricular activity participants, the teacher's or sponsor's guidelines for communicating with students. Guidelines shall include references to the employee and student wireless telecommunication policies and shall state the site's purpose, name of the site administrator, the anticipated content of the site (ie: announcements, schedules, pictures, awards, etc.), instructions for site access, and the site's approval by the Superintendent or other designated school official.

In instances where a student's communications, with the instructor, sponsor or those in similar

relationship to the student, are inappropriate or personal and outside permissible school boundaries the employee has the responsibility to stop the inappropriate communication, report the communication to his or her supervisor and take prompt action to re-direct the student's communication.

WARNING: The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, and other modes of electronic communication) may constitute a CRIME under state and/or federal law. Any person taking, disseminating, transferring, or sharing obscene, pornographic, lewd or otherwise illegal images or photographs will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution, and inclusion on sexual offender registries.

SAFE AND HEALTHY FIT SCHOOL SITE ADVISORY COMMITTEES

Due to the growing concern of safety and the threat of violence in the public schools, the Oklahoma Legislature has enacted certain statutory mandates to assist in combating threats to student safety and security. This policy will implement the legislative mandate for the establishment and operation of safe and healthy fit school committees in this District as follows:

1. The Principal and/or designee at each school site within this District where students are regularly present during the school day shall annually establish a Safe and Healthy Fit School Site Advisory Committee ("Committee") for the Principal's school site to be composed of at least seven (7) members, with an equal number of teachers, parents, and students. Also, the principal or a school official who participates in the investigation of reports of harassment, intimidation, bullying and threatening behavior shall serve on the committee. The composition of the committee may also include health care professionals and business community representatives. All members of each Committee shall serve until the following June 30 unless earlier removed from the Committee by the Principal for any reason. The Principal and/or designee who appoints the Committee members shall advise the Superintendent and/or designee, in writing, of the names, addresses and phone numbers of the committee members and of any changes in the composition of the Committee. In case of a resignation, death or removal of any Committee member, the Principal shall immediately appoint a successor Committee member so as to maintain the composition of the Committee as set forth above. Committee members are eligible to serve consecutive terms.
2. Each Committee shall study and make recommendations, in writing, to the school Principal regarding: unsafe conditions, possible strategies for students to avoid harm at school, student victimization, crime prevention, school violence, and other issues which undermine the maintenance of a safe school.
3. In addition, the Committee shall make recommendations to the Principal regarding student harassment, intimidation and bullying at school or school activities.
4. The Committee's recommendations shall include those related to the professional development needs of faculty and staff in order to implement methods to decrease incidents of student harassment, intimidation and bullying. This shall include, but not be limited to, methods which encourage community and student involvement with the objective of preventing or reducing incidents of harassment, intimidation or bullying. The Committee shall, in addition, identify methods to encourage the development of

appropriate individual relationships between students and school staff and the use of problem-solving teams that include counselors and/or school psychologists.

5. The Committee shall review traditional and accepted harassment, intimidation, and bullying prevention programs utilized by other states, state agencies, or school districts. A listing of research-based programs shall be available from the State Department of Education. To the extent the Committee recommends that the district implement a commercial bullying prevention program, the program must be one listed by the State Department of Education.
6. The advisory Committee's recommendations shall include nutrition guidelines, nutrition education, physical activity goals, safety procedures and other related activities pursuant to Okla. Stat. tit. 70, ss 24-100a, which created the Healthy and Fit Kids Act of 2004.
7. Each Committee shall be established by October 1 and meet at least once each semester. Each Committee shall appoint its Committee chairperson who shall maintain written minutes of each meeting. The Committee chairperson will be responsible fortifying all Committee members of meetings, preparing agendas for each meeting, and posting such agendas in the Principal's office for a reasonable period prior to the date and time of each meeting. All agendas, minutes and other documents related to each Committee shall be retained by the Principal of each respective school site.
8. Prior to the last day of school of each school year, each Committee shall make a written report to the school Principal. The school Principal shall transmit a copy of the report to the Superintendent and/or designee. The Superintendent and/or designee shall maintain the reports in the records of the District and shall transmit a copy of each Safe School Committee report to each District board member.

It becomes incumbent upon all the district employees and students to assume a posture of heightened awareness and increased responsibilities with regard to a site's degree of safety preparedness.

WELLNESS

The Shawnee Board of Education recognizes that childhood obesity has reached epidemic levels throughout the country. Overweight children are at a higher risk for developing severe long-term health problems, and overweight children are affected by discrimination, psychological stress, and low self-esteem. However, research indicates that obesity and subsequent diseases are largely preventable through diet and regular physical activity. Research also indicates that becoming physically active and maintaining a regular physical activity program significantly reduces the risk of some obesity and some cancers, diabetes, and other chronic diseases.

Children who eat well-balanced meals and are physically fit are more likely to learn in the classroom. The Board of Education supports increased emphasis on nutrition and physical activity at all grade levels to enhance the well-being of our District's youth.

Superintendent or designee will establish a District Safe and Healthy Fit School Advisory Committee to make recommendations to the Superintendent and Board of Education regarding nutrition guidelines, nutrition education, physical activity goals, safety procedures and other related activities. The District Committee shall be made up of a School Board Member, site administrators, physical education teacher, child nutrition representative, school health employees, parents, community/health providers, and students. The District Committee may

receive input from each Safe and Healthy Fit School Site Advisory Committee before making recommendations to the Superintendent or designee regarding the District's Wellness Policy

Physical Education Curriculum

The Board of Education recognizes that physical education is essential for students to achieve their academic potential, full physical and mental growth, and lifelong health and well being. To ensure PK-12 students receive developmentally appropriate physical education instruction and recommended minutes of physical activity weekly, the Superintendent or designee shall prepare and implement a comprehensive District Physical Education Program consistent with state and federal guidelines.

The District physical education curriculum will include common terminology, physical education assessments and fitness testing for students PK-12. Parents/guardians of students shall be provided an annual physical activity report.

Elementary students PK-5 should have a recommended sixty (60) minutes of physical education each week and twenty (20) minutes of unstructured physical activity daily.

Recess or other physical activity time will not be canceled for instructional make up time and students will not be denied participation in recess or other physical activity as a form of discipline. Students in RT may have segregated, structured recess.

Middle School students 6-8 should have one (1) recommended unit of physical education at each grade level.

High School students 9-12 should have a minimum of one (1) recommended unit of physical education.

The Board of Education directs the District Committee to investigate the implementation of intramural programs for Middle and High School students and make recommendations to the Board of Education by the end of the 06-07 school year.

Nutrition Guidelines

It is the intent of the Board of Education that District schools take a proactive effort to encourage students to make nutritious food choices. The Shawnee Public Schools will operate a school meal program that will include lunch and breakfast through participation in USDA's Child Nutrition Programs.

The Superintendent, in conjunction with the Director of School Nutrition Services and with the approval of the Board of Education, will establish and post meal prices. The Child Nutrition Program will comply with all applicable state and federal regulations. The school foodservice staff is trained in all aspects of food service in order to meet the requirements of the program.

The Director of School Nutrition Services – at a minimum – should be certified by the School Nutrition Association. Site managers are encouraged to pursue certification.

All foods and beverages served on District grounds or at District sponsored events shall conform to the U. S. Dietary Guidelines for Americans. The Superintendent shall ensure that nutritious foods are available as an affordable option whenever food is sold or served.

The District's Child Nutrition Program shall reflect the Board of Education's commitment to healthy eating by serving healthy and appealing foods at District schools. Students will be offered a variety of skim and low fat milk, meats and beans, fruits, vegetables and whole grains on a daily basis. Healthy food preparation techniques will be implemented to meet the goal of 30% of calories from fat.

Student lunch schedules will allow each student a minimum of 15 minutes seated time (20 minutes is recommended).

The Director of School Nutrition Services shall be consulted for special diets and Individualized Education Plans. The Director will pursue methods to provide nutrient analysis of all school meals on a regular basis.

The Superintendent is directed to prepare rules and regulations to implement and support this policy, including such provisions as may be necessary to address all food and beverages sold and/or served to students at school (i.e., competitive foods, snacks, and beverages sold from vending machines, school stores, and fund raising activities and refreshments that are made available at school parties, celebrations, and meetings), including provisions for Professional Development, family and community involvement, and program evaluation.

District, site and booster fundraising shall not conflict with Child Nutrition Regulations when selling food and beverages to students during school hours. Further, concessions at school activities will provide a majority of food choices that meet nutritional and healthy eating standards and will limit food items that are defined by U.S. Dietary Guidelines - Foods of Minimal Nutritional Value (FMNV).

Nutrition Education

Nutrition education topics shall be integrated within the core curriculum for grades K-5. It will be included in health classes required in grade 9 as well as electives in grades 6, 7, 8, 10 and 12. When possible, nutrition education will be coordinated with the District's nutrition and food services operation.

Students should receive consistent nutritional messages throughout the school, classroom, dining area and school events. Advertising and other materials that promote FMNV (Foods of Minimal Nutritional Value) will be eliminated at all campuses.

Nutrition education resources, such as, Team Nutrition, Ag in the Classroom and My Pyramid will be used when teaching nutrition education. These materials will be made available to parents for review, upon request.

Other School Based Activities

Students will be involved in planning for a healthy school environment. They may be asked for

input and feedback through the use of student surveys, committees and clubs as well as informal communications with administrators.

Each Safe and Healthy Fit School Site Advisory Committee will conduct the CDC School Health Index and playground assessment annually and report the findings to the District Committee and Superintendent or designee.

School sites are directed to evaluate the feasibility of recess before lunch as a mechanism to encourage consumption of healthy meals, lessen physical complaints and reduce transition time in the classroom.

Safe and Healthy Fit School Site Advisory Committees at each school site will determine what constitutes a “special occasion” and what foods and portion sizes may be served. Professional Educators and administrators will not use food as a reward.

Safe and Healthy Fit School Site Advisory Committees at each school site will investigate establishing voluntary before and after school physical activity programs such as walking clubs at elementary sites and intramural associations at the secondary level.

All District employees are encouraged to participate in a wellness program that promotes physical fitness, models good health and to serve as role models for students. The Board of Education will continue to support the Wellness Program through membership discounts at designated fitness facilities.

Walking tracks, where feasible will be made available after hours at all sites.

Schools will cooperate with local recreational departments and youth fitness programs to promote participation in lifelong physical activities.

THIS POLICY REQUIRED BY PUBLIC LAW 108-265, SECTION 204.

MENINGOCOCCAL MENINGITIS

Meningococcal meningitis is a bacterial infection of the fluid surrounding the brain and spinal cord. It is one of the leading causes of bacterial meningitis in children 2-18 years of age in the United States. About 1 out of every 10 persons who get the disease dies even if they get treatment. Another 10-19% have very serious life long problems as a result of having the disease. It is caused by a bacteria called *Neisseria meningitidis*.

Symptoms of meningococcal meningitis include high fever, headache, stiff neck, pain when looking at bright lights, sleepiness, nausea and vomiting. As the disease progresses patients may have seizures.

Meningococcal meningitis is a contagious disease spread from an infected person to others by the exchange of respiratory secretions. It is usually spread by coughing or sneezing but also can be spread by sharing eating and drinking utensils and kissing.

You may want to find out more about meningococcal meningitis from your child’s doctor or the Pottawatomie County Health Department. You may also read more about it at the following

websites:

www.cdc.gov/ncidod/dbmd/diseaseinfo/meningococcal_g.htm or
www.who.int/mediacentre/factsheets/fs141/en/

There are two vaccines which can prevent meningococcal meningitis. The vaccines available protect against four types of the bacteria including two of the three that cause epidemics in the United States and one that causes epidemics in Africa. One of the types that causes epidemics in the United States is not covered by any vaccine. Both vaccines protect about 90% of the people who get them. MPSV4 is the vaccine that we have been using since the 1970s. A newer vaccine MCV4 was made available in 2005 and is thought to offer longer lasting protection. Both vaccines are judged to be safe and are approved for use by the FDA. These vaccines like all medicines carry some risk such as allergic reactions. This risk is very small. About half of the persons who get the vaccine have redness and or pain where the shot was given.

These vaccines are available from your child's doctor or the Pottawattomie County Health Department. The vaccines are produced in limited quantities at this time. You should check with your child's doctor regarding availability.

Students living at home are not in a high-risk group for this disease. Persons living in dormitory settings such as military barracks and college dorms and persons traveling to Africa are in the high risk groups. Medication can be given after a known exposure to prevent the disease. This vaccination is not required for school attendance. It is a serious disease and we are required by law to give you this information. If you have questions please speak with your child's doctor.

PREVENTION OF STAFF, STUDENT AND VISITOR USE OF TOBACCO PRODUCTS ON SCHOOL PROPERTY

Policy

Smoking and the use of tobacco products in any form, including simulated tobacco products, is prohibited on School District property at all times and at all school-sponsored events. Tobacco products include cigarettes, cigars, snuff, chewing tobacco or any other form of tobacco product. This prohibition includes school buildings and grounds, school-owned vehicles and all other property owned or leased by the School District. This prohibition shall remain in effect twenty-four hours per day, seven days per week, regardless of whether school is in session.

Students

Any violation of this policy by students will be referred to the building principal. Students who violate provisions of this policy will be subject to student discipline procedures.

Staff

Any violation of this policy by staff will be referred to the appropriate supervisor. One written warning will be issued to the staff member with a copy placed in his or her District personnel file. Further violations will be considered willful neglect of duty and will be dealt with accordingly based on established policies and procedures for suspension, demotion, dismissal and nonrenewal of staff.

REPORTING STUDENTS UNDER THE INFLUENCE OF OR POSSESSING ALCOHOLIC BEVERAGES OR CONTROLLED DANGEROUS SUBSTANCES

It is the policy of the Shawnee Board of Education that any administrator, teacher, or counselor 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 beverage - including the legally non-intoxicating beverage commonly referred to as 3.2 (low-point beer) - or a controlled dangerous substance as defined by law shall immediately notify the Principal of such suspicions. The Principal shall immediately notify the Superintendent of Schools and a parent or legal guardian of said student, if possible.

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

Every administrator, teacher, or counselor employed by the Board of Education who has reasonable cause to suspect that a student is under the influence of, or has possession of, alcoholic beverages (including 3.2 beer) or a controlled dangerous substance and who reports such information to appropriate school officials shall not be subject to civil liability.

STUDENT ILLNESS AND/OR UNDER THE INFLUENCE

When you suspect that a student in your class, or in the area of your supervision is under the influence of alcohol, or chemical substance, possession, or use of tobacco, please react as follows:

Treat that student as you would any student who appears ill. Make no comment before the class about “drugs”, etc. Send for assistance from the office. Do not send the student to the office unsupervised by an adult. Handle purses, etc., in such a manner as to make it impossible for contraband to be disposed of on the way to the office.

In case of overdose, unconsciousness, convulsions, etc. do whatever is necessary to protect the student from further injury until help arrives from the office. **It may be necessary to remove other students from the immediate vicinity.** Think it out in advance, and be prepared to react in a reasonable and prudent way.

SEARCH OF STUDENTS AND LOCKERS

The U. S. Supreme Court ruling of January 15, 1985 has made it easier for public school officials to search students for drugs and weapons.

By a 6-3 vote, the Court said that teachers and administrators do not need court-approved warrants and do not have to prove “probable cause” to search a student who is believed to be violating the law.

Justice Byron White said, “Under ordinary circumstances, a search of a student by a teacher or other school official will be justified at its inception when there are reasonable grounds for suspecting that the search will turn up evidence that the student has violating or is in violation of either a law or the rules of the school.”

A search of a student, or a student’s personal property or student’s assigned locker may only be done in the presence of and with the approval of the principal (or his/her designee).

POTENTIALLY DANGEROUS CHEMICALS AND EQUIPMENT

Dangerous or potentially dangerous chemicals and dangerous or potentially dangerous science-related equipment must be managed carefully by each teacher. Such items must be locked away safely except when being used in properly supervised study activity.

The use of dangerous and potentially dangerous chemicals and equipment in classwork should in every case be preceded by proper safety instruction by the teacher in charge. Careful monitoring by the teacher in charge is prudent and necessary and includes the following:

1. Dangerous chemicals or substances must be stored under locked and secured conditions.
2. Students or other unauthorized persons may not use or have access to dangerous chemicals or substances unless the teacher provides proper and appropriate supervision and instruction in their safe use.
3. The teacher may not leave any student unsupervised.

DANGEROUS WEAPONS IN SCHOOL

The possession of any dangerous weapon by any student while at school, on school property, or attending a school-sponsored event is a violation of state law and Board policy, and may cause the student to be removed immediately from school property. The Board's policies on suspension and search of students will apply.

ASSAULT ON A STAFF MEMBER

Any staff member who is the victim of an assault is to report the assault to the administration immediately. A written report containing all relevant details should be prepared as soon as possible. A copy of the report will be signed by the principal and forwarded to the office of the superintendent.

HAZARDS AND ACCIDENT PROCEDURE

In the interests of staff and student safety any dangerous or potentially dangerous condition on school grounds should be reported to an administrator immediately. The teacher in the area should do whatever is prudent to protect staff and students from injury in their interim and until relieved by a building administrator. In case of an accident involving physical injury to any person on school grounds, the following guidelines should be followed:

1. Protect the injured person from further injury or stress. Do not move the victim, unless it is absolutely necessary to protect against further injury.
2. Prevent shock by keeping the victim warm. Remain calm and reassuring toward the victim. Administer appropriate life-saving first aid in the case of life threatening injury.
3. Send a messenger to the office (administrator) asking for immediate help. Remain with the victim until relieved.
4. Seek staff assistance in clearing the area of onlookers.
5. Try to determine the circumstances leading to the accident for later review.
6. File an accident report for any student injured while under your supervision.

STUDENT AND STAFF ACCIDENT REPORT

When an accident occurs, it is the teacher's responsibility to contact the building principal and to fill out the appropriate report. The report must be completed if the accident occurs at school, on the way to or from school, or during a school sponsored activity. If the accident occurs on school property and could be a worker's compensation claim, it is the responsibility of the teacher to

inform the principal and see that the proper paper work is completed.

EMERGENCIES

It is the teacher's responsibility to prepare students for possible emergencies. This includes instructions on how to evacuate the building in the event of an emergency. If possible, teachers should secure roll book before exiting the classroom. It is a requirement of all staff members to be familiar with the Shawnee Public Schools "School Emergency Procedures Guide" which shall be made available to all teachers through the administration.

BLOODBORNE PATHOGENS REGULATION

Methods for compliance with regulation:

Because many tasks present the potential for employee exposure to blood and other potentially infectious material, a variety of engineering and work-practice controls have been adopted to minimize such exposure. Universal precautions are observed throughout the District to prevent contact with potentially infectious materials. Employees should consider all body fluids as potentially infectious because it is often difficult to differentiate between body fluid types. Where occupational exposure exists despite compliance with engineering and work practice controls, the use of appropriate personal protective equipment is required, which varies with the specific work tasks involved.

The policy of the Board of Education includes regulation, procedure and 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, vomit, drainage from scrapes and cuts, and respiratory secretions, such as nasal discharge.

Hand washing:

Hand washing by all exposed employees is required. The importance of hand washing as the primary prevention of contamination cannot be overemphasized. It is the single, most important means of preventing the spread of infection. All District buildings contain several hand washing facilities and most staff members have such facilities nearby.

As with all of our school's activities, our employees have an important role in our bloodborne pathogens compliance program, for the ultimate executing of much of our Exposure Control Plan rests in their hands. In this role they must do such things as:

- Attend the bloodborne pathogens training sessions.
- Plan and conduct all operations in accordance with our work practice controls.
- Develop good personal hygiene habits.

Any employee who observes an ineffective or malfunctioning control item or equipment should take immediate appropriate action to replace, discontinue use of, and/or seek repair of the item or equipment.

To help employees with their efforts, the District's EXPOSURE CONTROL PLAN is available to the employee at anytime. Copies of the Exposure Control Plan are kept in each school office, as well as the Superintendent's office.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) NOTICE

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 123g; 34 CFR Part 99) is a federal law that affords parents and “eligible students” over 18 years of age certain rights with respect to the student’s education records. They are:

1. The right to inspect and review the student’s education records within 45 days from the day the School District receives a request for access. Parents or eligible students must submit a written request to the school principal or appropriate school official that identifies the record(s) they wish to inspect. This school administrator will make arrangements for access to the education records and will notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request correction of the student’s education records that the parent or eligible student believes are inaccurate, misleading or otherwise in violation of student’s privacy rights.
Parents or eligible students may ask the School District to amend a record they believe is inaccurate, misleading or otherwise in violation of the student’s privacy rights. They must submit a written request to the school principal or appropriate school official, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading or in otherwise in violation of student’s privacy rights.

If the School District decides not make changes in the record as requested, the School District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for correction. Additional information about hearing procedures will be provided to the parent or eligible student at the time of this notification.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent (34 CFR § 99.31).

School officials with legitimate educational interests are permitted disclosure without consent. A school official is a person employed by the School District as an administrator, supervisor, instructor, or support staff member, including health or medical staff and law enforcement unit personnel; a person serving on the School Board; a person or company with whom the school District has contracted to perform a special task, such as an attorney, auditor, medical consultant or therapist; or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

School districts may disclose, without consent, “directory” information; however, the School District must inform parents and eligible students about directory information, allowing them a reasonable amount of time to request that the School District not disclose directory information about that student.

School districts must notify parents and eligible students annually of their rights under FERPA by means of a special letter, inclusion in a Parent/Teacher Association (PTA) bulletin, student handbook and/or other means left to the discretion of each school district.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202-5920.

SHAWNEE SCHOOL DISTRICT NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT

The Protection of Pupil Rights Amendment affords parents and students who are 18 or emancipated minors (“eligible students”) certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent - before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)

1. Political affiliations;
2. Mental and psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine eligibility.

Receive notice and an opportunity to opt a student out of the following:

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect upon request and before administration or use any of the following:

1. Protected information surveys of students;

2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

The School District will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The School District will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. The School District will also directly notify parents and eligible students, such as through U.S. Mail or e-mail, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parent/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

CHILD IDENTIFICATION/S.E.A.R.C.H.

The Shawnee Public Schools is committed to locating and serving children with disabilities in the areas of visual, hearing, motor, emotional, intellectual, speech and language development who reside in the District. To locate these children, the District uses SEARCH - Shawnee Early Action for Reaching Children with Handicaps. SEARCH uses posters, pamphlets and news releases to local cable companies, newspapers and radio stations to publicize the services available through the District and to identify children from birth through age 21, who might be eligible for these special services. SEARCH and the Shawnee Public Schools protect all personally identifiable information obtained through the SEARCH process as required by FERPA and the Individuals with Disabilities Education Act. A copy of the School District's FERPA policy can be obtained at the Shawnee Board of Education and in the Administration office at each school site.

SEXUAL HARASSMENT (Employees and Students)

State and federal law specifically prohibits sexual harassment of employees and students in connection with their employment by or enrollment in the Shawnee School District. This policy will set forth the rules and regulations to be followed by all students, employees and Board members of the School District with regard to the issue of sexual harassment:

1. "Employee" means any person who is authorized to act in behalf of the School District, whether that person is acting on a temporary or permanent basis, with or without being compensated, or on a full-time or part-time basis and including board members and school volunteers.
2. "Student" means any person who is enrolled in any school or program of the School District.
3. In the case of an employee of the School District, "sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by one employee towards another employee which (a) is made an explicit or implicit term or condition of an employee's employment, or (b) is used as a basis for employment decisions affecting that employee or (c) has the purpose or effect or unreasonably interfering with an employee's work performance, or creating an intimidating, hostile or offensive working environment.
4. In the case of a student of the School District, "sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors and other unwelcome verbal or physical conduct of a sexual nature by any person towards a student.
5. All students, employees and Board members are strictly prohibited from engaging in any form of sexual harassment of any student, employee or applicant for employment, vendor representative or patron of the School District. Any employee engaging in sexual harassment is subject to disciplinary action, including but not limited to suspension, demotion, forfeiture of pay or benefits and termination. Such penalties shall be imposed based on the facts taken as a whole and the totality of the circumstances such as the nature, extent, context and gravity of such activities or incidents.
6. Any student engaging in sexual harassment is subject to any and all disciplinary action which may be imposed under the School District's Student Discipline Code.
7. Any employee or student who is or has been subjected to sexual harassment or knows of any student or employee who is or has been subjected to sexual harassment shall report all such incidents to either the superintendent, any director, principal, assistant principal, or any Board member of the School District. If the report of an incident needs to be made after normal school hours, the above listed individuals may be contacted at home. It is preferred that all such reports be made in person or in writing signed by the reporting party. However, in order to encourage full and complete reporting of such prohibited activities any person may report such incidents in writing and anonymously by mailing such reports to the personal attention of any of the above-designated persons. All such reports should state the name of the alleged harassing student, employee or board member, the person(s) being harassed, the nature, context and extent of the prohibited activity, the dates of the prohibited activity and any other information necessary to a full report and investigation of the matter.
8. Any employee who is subjected to job related sexual harassment is entitled to protection under Title VII of the Civil Rights Act of 1964 and the Oklahoma Anti-Discrimination Act and may report such incidents to the United States Equal Employment Opportunity Commission or the Oklahoma Human Rights Commission.
9. The superintendent, any director, principal, assistant principal, and any Board member of the School District, upon receiving a report (formal or informal) of sexual harassment shall do the following as quickly as reasonably possible:
 - a) obtain a statement, oral or written, from the individual who is alleged to have

been sexually harassed which contains information necessary to conduct a full investigation of the matter. This information should include, but is not limited to, the name of the alleged harassing student, employee or board member, the person(s) being harassed, the nature, context and extent of the prohibited activity, the dates of the prohibited activity and the names of any witnesses;

- b) take appropriate and reasonable steps to separate and protect the individual who is allegedly being sexually harassed from the alleged harasser, until the matter can be fully investigated and the appropriate remedial steps taken;
 - c) keep the individual who is allegedly being sexually harassed reasonably apprised, to the extent allowed under federal and state privacy laws and regulations, of the investigation and the actions taken as a result of the investigation. When complainant is a student, the parent/guardian will be informed to the same extent as the student;
 - d) conduct a full and complete investigation, to the extent reasonably possible, regarding the alleged sexual harassment, which would include, but not be limited to, interviewing the individual allegedly harassed, any witnesses, review of any supporting documents, and interviewing the alleged harasser;
 - e) based on the facts, as revealed by the investigation, taken as a whole and the totality of the circumstances, such as the nature, extent, context and gravity of such activities or incidents, take or recommend the taking of appropriate measures, including but not limited to, suspension, demotion, forfeiture of pay or benefits, termination or reassignment.
10. During and after the investigation, confidentiality shall be maintained, as far as reasonably possible; provided however, nothing in this policy shall preclude public disclosure of any information of a personal or confidential nature during the course of any suspension, dismissal or nonrenewal hearing or in any litigation. No reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.

HAZING PROHIBITED

No student organization or any person associated with any organization sanctioned or authorized by the board of education shall engage or participate in hazing. No student or employee of the district shall participate in any secret organization or activity that is in any degree related to the school.

Hazing is defined as an activity, which recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization, or activity sanctioned or authorized by the board of education.

“Endanger the physical health” shall include, but is not limited to, any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug, or controlled dangerous substance; or other forced physical activity which could adversely affect the physical health or safety of the individual.

“Endanger the mental health” shall include any activity, except those activities authorized by

law, which would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which would adversely affect the mental health of dignity of the individual.

Any hazing will be considered a forced activity even if the student willingly participates in such activity. Any students who engage in hazing will be subject to the District's disciplinary policy (FO/FOD), which may include suspension and employees who engage in hazing may be subject to termination.

PROHIBITING STUDENT HARASSMENT, INTIMIDATION, AND BULLYING

It is the policy of this school district that bullying of students by other students, personnel, or the public will not be tolerated. Students are expected to be civil, polite, and fully engaged in the learning process. Students who act inappropriately are not fully engaged in the learning process. This policy is in effect while the student are on school grounds, in school vehicles, at designated bus stops, at school-sponsored activities, or at school-sanctioned events, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district. Bullying of students by electronic communication is prohibited whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school.

As used in the School Safety and Bullying Prevention Act "bullying" means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication, directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Such behavior is specifically prohibited.

In administering discipline, consideration will be given to alternative methods of punishment to insure that 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. The faculty may consider consultation with parents to determine the most effective disciplinary measure.

In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

1. Conference with student
2. Conference with parents
3. In-school suspension
4. Detention
5. Referral to counselor
6. Behavioral contract

7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency
13. Suspension
14. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

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.

Statement of Legislative Mandate and Purpose

The District's student conduct code prohibits bullying. This Policy further explains the negative effects of that behavior and seeks to promote strategies for prevention.

Statement of Board Purpose in Adopting Policy

The Board of Education recognizes that bullying of students causes serious educational and personal problems, both for the student-victim and the initiator. The Board observes that this conduct:

1. Has been shown by national and state studies to have a substantial adverse effect upon school district operations, the safety of students and faculty, and the educational system at large;
2. Substantially disrupts school operations by interfering with the District's mission to instruct students in an atmosphere free from fear, is disruptive of school efforts to

encourage students to remain in school until graduation, and is just as disruptive of the District's efforts to prepare students for productive lives in the community as they become adults;

3. Substantially disrupts healthy student behavior and thereby academic achievement. Research indicates that healthy student behavior results in increased student academic achievement. Improvement in student behavior through the prevention or minimization of harassment, intimidation, and bullying towards student-victims simultaneously supports the District's primary and substantial interest in operating schools that foster and promote academic achievement;
4. Substantially interferes with school compliance with federal law that seeks to maximize the inclusion of students with disabilities and hinders compliance with Individualized Educational Programs containing objectives to increase the socialization of students with disabilities. Targets of bullying are often students with known physical or mental disabilities who, as a result, are perceived by bullies as easy targets for bullying actions;
5. Substantially interferes with the District's mission to advance the social skills and social and emotional well-being of students. Targets of harassment, intimidation, and bullying are often "passive-target" students who already are lacking in social skills because they tend to be extremely sensitive, shy, display insecurity, anxiety, and/or distress; may have experienced a traumatic event; may try to use gifts, toys, money or class assignments or performance bribes to protect themselves from harassment, intimidation, or bullying are often small for their age and feel vulnerable to bullying acts; and/or may resort to carrying weapons to school for self-protection. Passive-target victims who have been harassed and demeaned by the behavior of bullies often respond by striving to obtain power over others by becoming bullies themselves, and are specifically prone to develop into students who eventually inflict serious physical harm on other students, or, in an effort to gain power over their life or situation, commit suicide;
6. Substantially disrupts school operations by increasing violent acts committed against fellow students. Violence, in this context, is frequently accompanied by criminal acts; and
7. Substantially disrupts school operations by interfering with the reasonable expectations of other students that they can feel secure at school and not be subjected to frightening acts or be the victim of mistreatment resulting from bullying behavior.

Bullying often involves expressive gestures, speech, physical acts that are sexually suggestive, lewd, vulgar, profane or offensive to the education or social mission of the District, and at times involves the commission of criminal acts. This behavior interferes with the curriculum by disrupting the presentation of instruction and also disrupts and interferes with the student-victim's or bystander's ability to concentrate, retain instruction and study or to operate free from the effects of bullying. This results in a reluctance or resistance to attend school.

Definition of Terms

1. Statutory definition of harassment, intimidation, and bullying:

70 O.S. §24-100.3(C) of the School Safety and Bullying Prevention Act defines the terms “bullying” as including, but not limited to a pattern of harassment, intimidation, threatening behavior, physicals acts, verbal or electronic communication, directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school’s educational mission or the education of any student that a reasonable person should recognize will:

- A. Harm another student;
- B. Damage another student’s property;
- C. Place another student in reasonable fear of harm to the student’s person or damage to the student’s property; or
- D. 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.

2. The “Reasonable Person” Standard:

In determining what a “reasonable person” should recognize as an act placing a student in “reasonable” fear of harm, staff will determine “reasonableness” not only from the point of view of a mature adult but also from the point of view of an immature child of the age of the intended victim along with, but not limited to, consideration of special emotional, physical, or mental needs of the particular child; personality or physical characteristics, or history that might cause the child to be particularly sensitive to efforts by a bully to humiliate, embarrass, or lower the self esteem of the victim; and the discipline history, personality of and physical characteristics of the individual alleged to have engaged in the prohibited behavior.

3. General Display of Bullying Acts:

Bullying, for purposes of this section of the policy, includes harassment and intimidation, and vice versa. According to experts in the field, bullying in general is the exploitation of a less powerful person by an individual taking unfair advantage of that person, which is repeated over time, and which inflicts a negative effect on the victim. The seriousness of a bullying act depends on the harm inflicted upon the victim and the frequency of the offensive acts. Power may be, but is not limited to, physical strength, social skill, verbal ability, or other characteristics. Bullying acts by students have been described in several different categories.

- A. **Physical Bullying** includes harm or threatened harm to another’s body or property, including but not limited to, what would reasonably be foreseen as a serious expression of intent to inflict physical harm or property damage through verbal or written speech or gestures directed at the student-victim, when considering the factual circumstances in which the threat was made and the reaction of the intended victim. Common acts include tripping, hitting, pushing, pinching, pulling hair, kicking, biting, starting fights, daring others to fight, stealing or destroying property, extortion, assaults with a weapon, other violent acts, and homicide.

- B. **Emotional Bullying** includes the intentional infliction of harm to another's self-esteem, including but not limited to insulting or profane remarks, insulting or profane gestures, or harassing and frightening statements, when such events are considered in light of the surrounding facts, the history of the students involved, and age, maturity, and special characteristics of the students.
- C. **Social Bullying** includes harm to another's group acceptance, including but not limited to harm resulting from intentionally gossiping about another student or intentionally spreading negative rumors about another student that result in the victim being excluded from a school activity or student group; the intentional planning and/or implementation of acts or statements that inflict public humiliation upon a student; the intentional undermining of current relationships of the victim-student through the spreading of untrue gossip or rumors designed to humiliate or embarrass the student; the use of gossip, rumors or humiliating acts designed to deprive the student of awards, recognition, or involvement in school activities; the false or malicious spreading of an untrue statement or statements about another student that exposes the victim to contempt or ridicule or deprives the victim of the confidence and respect of student peers; or the making of false statements to others that the student has committed a crime, or has an infectious, contagious or loathsome disease, or similar egregious representations.
- D. **Sexual Bullying** includes harm to another resulting from, but not limited to, making unwelcome sexual comments about the student; making vulgar, profane, or lewd comments or drawings or graffiti about the victim; directing vulgar, profane, or lewd gestures toward the victim; committing physical acts of a sexual nature at school, including the fondling or touching of private parts of the victim's body; participation in the gossiping or spreading of false rumors about the student's sexual life; written or verbal statements directed at the victim that would reasonably be interpreted as a serious threat to force the victim to commit sexual acts or to sexually assault the victim when considering the factual circumstances in which the threat was made and the reaction of the intended victim; off-campus dating violence by a student that adversely affects the victim's school performance or behavior, attendance, participation in school functions or extracurricular activities, or makes the victim fearful at school of the assaulting bully; or the commission of sexual assault, rape, or homicide.

Such conduct may also constitute sexual harassment, which is also prohibited by the District.

Procedures Applicable to the Understanding and Prevention of Bullying of Students

1. Student and Staff Education and Training

All staff will be provided with a copy of this Policy. All students will be provided a summary of the Policy and notice that a copy of the entire Policy is available on request. The District is committed to providing appropriate and relevant training

to staff regarding identification of behavior constituting bullying of students and the prevention and management of such conduct.

Students, like staff members, shall participate in an annual education program which sets out expectations for student behavior and emphasizes an understanding of bullying of students, the District's prohibition of such conduct and the reasons why the conduct is destructive, unacceptable and will lead to discipline. Students shall also be informed of the consequences of bullying conduct toward their peers.

2. The District's Safe School Committees

The District's Safe School Committees have the responsibility of studying and making recommendations regarding unsafe conditions, strategies for students to avoid harm at school, student victimization, crime prevention, school violence and other issues which interfere with and adversely affect the maintenance of safe schools.

With respect to student harassment, intimidation, and bullying, each Safe School Committee shall consider and make recommendations regarding professional staff development needs of faculty and other staff related to methods to decrease student harassment, intimidation, bullying and understanding and identifying bullying behaviors. In addition, each Committee shall make recommendations regarding: (1) identification of methods to encourage the involvement of the community and students in addressing conduct involving bullying; (2) methods to enhance relationships between students and school staff in order to strengthen communication; and (3) fashioning of problem-solving teams that include counselors and/or school psychologists.

In accomplishing its objectives each Committee shall review traditional and accepted harassment, intimidation and bullying prevention programs utilized by other states, state agencies or school districts.

Student Reporting

Students are encouraged to inform school personnel if they are the victim of or a witness to acts of harassment, intimidation, or bullying.

Staff Reporting

An important duty of the staff is to report acts or behavior that the employee witnesses that appears to constitute harassment, intimidation, or bullying. All employees shall encourage students who tell them about such acts to complete a report form. For young students, staff members given that information will need to provide direct assistance to the student.

Staff members who witness such events shall complete reports and submit them to the building principal. Staff members who hear of incidents that may, in the staff member's judgment, constitute harassment, intimidation, or bullying are to report all relevant information to the building principal.

Parental Responsibilities

Parents/guardians will be informed **in writing** of the District's program to stop bullying. Parents will be informed of the program and the means for students to report bullying acts toward them or other students. An administrative response to bullying may involve certain actions to be taken by parents. Parents will be advised that to help prevent bullying at school they should encourage their children to:

1. Report bullying when it occurs;
2. Take advantage of opportunities to talk to their children about bullying;
3. Inform the school immediately if they think their child is being bullied or is bullying other students;
4. Watch for symptoms that their child may be a victim of bullying and report those symptoms;
5. Cooperate fully with school personnel in identifying and resolving incidents.

PROCEDURES

The following procedures will be used by any person for the filing, processing , and resolution of a reported incident of harassment, intimidation, bullying, or threatening behavior. The procedures are to be followed by the administration of the school district in an effort to determine the severity of the incident and the potential to result in future violence.

Definitions

“Bullying” means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

“Electronic communication” means the communication of any written, verbal, pictorial information or video content by means of an electronic device, including, but not limited to, a telephone, a mobile or cellular telephone or other wireless communication device, or a computer.

“Threatening Behavior” means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property

Procedures

The procedure for investigating reported incidents of harassment, intimidation, and bullying or threatening behavior is as follows:

1. The matter should immediately be reported to the building principal. If the bullying involved an electronic communication, a printed copy of the communication as well as any identifying information such as email address or web address shall be provided to the

building principal. As much detailed information as possible should be provided to the building principal in written form to allow for a thorough investigation of the matter.

2. Upon receipt of a written report, the building principal shall contact the superintendent and begin an investigation to determine the severity of the incident and the potential for future violence.
3. If during the course of the investigation, it appears that a crime may have been committed the building principal and/or superintendent shall notify local law enforcement and request that the alleged victim also contact law enforcement to report the matter for potential criminal investigation.
4. If it is determined that the school district's discipline code has been violated, the building principal shall follow district policies regarding the discipline of the student. The building principal shall make a determination as to whether the conduct is actually occurring.
5. 'Upon completion of the investigation, the principal or superintendent may recommend that available community mental health care, substance abuse or other counseling options be provided to the student, if appropriate. This may include information about the types of support services available to the student bully, victim, and any other students affected by the prohibited behavior. If such a recommendation is made, the administration shall request disclosure of any information that indicates an explicit threat to the safety of students or school personnel provided the disclosure of information does not violate the provisions or requirements of the Family Educational Rights and Privacy Act of 1974, The Health Insurance Portability and Accountability Act of 1996, Section 2503 of Title 12 of the Oklahoma Statutes, Section 1376 of Title 59 of Oklahoma Statutes, or any other state or federal laws relating to the disclosure of confidential information.
6. Upon completion of an investigation, timely notification shall be provided to the parents or guardians of a victim of documented and verified bullying. This information should be provided with three (3) days of conclusion of the investigation.
7. Upon completion of an investigation, timely notification shall be provided to the perpetrator of the documented and verified bullying. This information should be provided within three (3) days of the conclusion of the investigation.

Reports may be made anonymously. However, no formal disciplinary action shall be taken solely on the basis of an anonymous report. Reports shall be made immediately to the building principal by any school employee that has reliable information that would lead a reasonable person to suspect that a person is a target of bullying.

The Superintendent shall be responsible for enforcing this policy. The building principal should notify the superintendent within twenty-four (24) hours of any report of bullying. Upon completion of an investigation, the building principal should notify the superintendent of the findings of the investigation. Documentation should also be provided to the superintendent to

establish that timely notification was provided to the parents of the victim and the parents of the perpetrator.

REGULATIONS

Staff Reporting

An important duty of the staff is to report acts or behavior that the employee witnesses that appears to constitute harassing, intimidating, or bullying. Employees, whether certified or noncertified, shall encourage students who tell them about acts that may constitute intimidation, harassment, or bullying to complete a report form. For young students staff members given that information will need to provide direct assistance to the student.

Staff members who witness such events are to complete reports and to submit them to the building principal. Staff members who hear of incidents that may, in the staff member's judgment, constitute harassment, intimidation, or bullying, are to report all relevant information to the building principal.

Parental Responsibilities

Parents/guardians will be informed in writing of the District's program to stop bullying. An administrative response to bullying may involve certain actions to be taken by parents. Parents will be informed of the program and the means for students to report bullying acts toward them or other students. They will also be told that to help prevent bullying at school they should encourage their children to:

1. Report bullying when it occurs;
2. Take advantage of opportunities to talk to their children about bullying;
3. Inform the school immediately if they think their child is being bullied or is bullying other students;
4. Watch for symptoms that their child may be a victim of bullying and report those symptoms; and
5. Cooperate fully with school personnel in identifying and resolving incidents.

Discipline of Students

In administering discipline, consideration will be given to alternative methods of punishment to insure 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. The faculty may consider consultation with parents to determine the most effective disciplinary measure.

In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

1. Conference with student
2. Conference with parents

3. In-school suspension
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency
13. Suspension
14. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well or removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

The above consequences will be imposed for any person who commits an act of bullying as well as any person found to have falsely accused another as a means of retaliation, reprisal, or as a means of bullying. Strategies will be created to provide counseling or referral to appropriate services, including guidance, academic intervention, and other protection for students, both targets and perpetrators, and family members affected by bullying as necessary.

Publication of Policy

Annual written notice of this policy will be provided to parents, guardians, staff, volunteers, and students with age appropriate language for students. Notice of the policy will be posted at various locations within each school site, including but not limited to, cafeterias, school bulletin boards, and administrative offices. The policy will be posted on the school district's website at www.shawnee.k12.ok.us and at each school site that has an Internet website. The policy will be included in all student and staff handbooks.

CHILD ABUSE REPORTING AND INVESTIGATION

Introduction

School District employees have a legal obligation under Oklahoma law to report child abuse to the Oklahoma Department of Human Services. The purpose of this policy is to provide guidelines to assist School District employees in fulfilling their legal responsibility for child abuse reporting.

Definitions

Special words or phrases used in this policy have the following definitions:

“Physical abuse and neglect” means harm or threatened harm to a child's health or welfare, including non-accidental physical or mental injury, sexual abuse, sexual exploitation, or negligent treatment or maltreatment, including but not limited to the failure or omission to provide adequate food, clothing, shelter or medical care or protection from harm or threatened harm, by person responsible for the child's health or welfare.

A “person responsible for a child’s health or welfare” include a parent, a legal guardian, a custodian, a foster parent, a person 18 years of age or older with whom the child’s parent cohabitates or any other adult residing in the home of the child, an agent or employee of a public or private residential home, institution or facility, or an owner, operator or employee of a child care facility as defined by Title 10, Section 402 of the Oklahoma Statutes.

“Sexual abuse” includes but is not limited to rape, incest and lewd or indecent acts or proposals, as defined by law.

“Sexual exploitation” includes but is not limited to allowing, permitting or encouraging a child to engage in prostitution, as defined by law, or allowing, permitting, encouraging or engaging in the lewd, obscene or pornographic photographing filming or depicting of a child in those acts as defined by state law.

Reporting Suspected Child Abuse

Any School District employee having reason to believe that a student under the age of 18 years has had physical injury inflicted upon the student by other than accidental means and the injury appears to have been cause as the result of physical abuse or neglect shall immediately report the matter to the principal of the student’s school.

If the DHS office is notified of suspected abuse by telephone, the oral report shall be followed by a written report form the school principal, or other employee making the telephone report containing the date and time of the telephone contact, the name of the person to whom the School District employee made oral report, the names and addresses of the child, the parents, and any other responsible persons, the child’s age, the nature and extent of injuries, any previous incidents, and any other helpful information.

The School District will keep a copy of any written report forwarded to DHS.

Information Concerning Child Abuse

When a School District employee reports suspected abuse, DHS should forward to the school principal a summary of any confirmed report of sexual abuse or severe physical abuse concerning the child. The school principal will forward to a subsequent school in which the child enrolls all confirmed reports of sexual abuse and severe physical abuse received from DHS, and the principal will notify DHS of the child’s new school and address, if known.

All information or documents generated or received by the School District in regard to the matter are confidential and shall not be disclosed except to investigators of DHS, the School District’s attorneys, the district attorney’s office, a subsequent school district in which the child enrolls, a person designated to assist in the treatment of or with services provided to the child or other state or federal officials in connection with the performance of their official duties. The information or documents shall be maintained and transmitted by the School District in the same manner as special education records. Such records shall be destroyed when the child reaches the age of 18.

Investing Child Abuse Allegations

At the request of appropriately identified investigators of DHS or the district attorney's office, the school principal shall permit the investigators access to a student about who DHS has received a child abuse or neglect report. The school principal will arrange the interview in a manner that minimizes embarrassment to the child. The school principal will not contact the parent, guardian or other person responsible for the child's health or welfare prior to the interview. No School District employee will be present during the interview. However, a School District employee may be present prior to the interview if the employee believes that his or her temporary presence will make the child more comfortable.

Miscellaneous

Oklahoma law provided that any school employee who in good faith and exercising due care makes a report to DHS, allows access to a child by persons authorized to investigate a report concerning the child or participates in any judicial proceeding resulting from a report, shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed.

FORMAL TEACHER EVALUATIONS

Teachers will be evaluated formally according to Board Policy and according to procedures described in the teachers' negotiated agreement. The agreement represents minimum required class observations. It is the prerogative of the principal to increase the number of formal observations.

Classroom observations will normally follow the following format:

1. Pre-observation interview to determine what the observer can expect to see.
2. In-class observation(s) (may be more than one class period).
3. Post observation conference will be scheduled adhering to the timeline of the TLE model following the observation.

EVALUATION TIMELINE

1	Within two (2) weeks after beginning of school	Orientation to evaluation procedure
2	Within two (2) weeks of first day of new assignment	Notification of identity of evaluator if other than the building principal
3	Prior to the end of the first semester	First evaluation for probationary teachers
4	Prior to April 30	Second evaluation for probationary teachers; evaluation of career teachers
5	Within two weeks of an evaluation	The teacher may respond to the evaluation and/or may request a review of the evaluation by another administrator
6	If PDP is developed	Teachers will make improvements within

		time provided in the PDP
7	If teacher is admonished	Teacher will make improvements within time provided in the admonishment
8	Per State law	Teachers must be notified of dismissal or non-renewal of contract. All evaluations completed.
9	Within ten (10) days of non-renewal/dismissal notice	The teacher must notify the Board of Education Clerk in writing if he/she wants a hearing
10	Per State law	Teachers must notify the Board in writing via certified mail of resignations

RESIGNATION OF PROFESSIONAL STAFF MEMBERS

The contract between the Shawnee Board of Education and certified staff member is binding upon the employee for the term of the contract, unless he/she is legally released by the board. A staff member who wishes to resign is required by law to request such in writing and to do so by certified mail. In cases where the board determines that an employee's resignation will not unduly harm the education program, the board has the authority to release the employee at any time.

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