

# Sallisaw Public School



## Policy Handbook

**2018-2019**

**ADMINISTRATIVE OFFICE FLOW CHART**  
**SALLISAW PUBLIC SCHOOLS**  
**2018-2019**

**I. Tana Morgan-Payroll Clerk/Insurance Coordinator/Safety Coordinator**

- A. Time Sheets**
- B. New Hire Information**
- C. Employee Change Forms**
- D. Family Medical Leave**
- E. Workmen's Compensation Packets**
- F. Insurance**
- G. Teacher Certification**
- H. Substitute Payroll**

**II. Shelley Hunt-Encumbrance Clerk**

- A. Purchase Orders**
- B. Mileage Reimbursements**
- C. Requisitions**
- D. General Supplies/ School Forms**
- E. Assistant Minutes Clerk**
- F. Expenditure Reports**

**III. Brooke Griffey-Assistant to Superintendent/Receptionist**

- A. Transportation Request**
- B. Transfers**
- C. Minutes Clerk for Board of Education**
- D. ABE**
- E. GED Approvals**
- F. Monthly Reports for Board Meeting**
- G. State Department Reports**

**IV. Amy Callahan-Accounts Payable/Activity Fund Custodian**

- A. Activity Fund Custodian-SHS/SMS/ES/Liberty**
- B. General Fund Accounts Payable**
- C. Professional Development Points**
- D. Personnel Records/Leave/Vacation Days**

**V. Carol MacDonald-Cafeteria Fund Custodian**

- A. Operates District Food Program**
- B. Lunch Menus**
- C. Process Free/Reduced Meal Applications**
- D. Child Nutrition State Department Reports**

**VI. Steve Merrill-Assistant Superintendent**

- A. Title I**
- B. Title II-A**
- C. Title I-A-Neglected**
- D. Title I-Delinquent**
- E. Title III Bilingual Education State Reporting**
- F. Title VII Student Eligibility Certification**
- G. NSLP-National School Lunch Program**
- H. Home Language Survey**
- I. Federal Impact Aid Form**
- J. Johnson O'Malley Enrollment Sheet**
- K. IDEA/504 Coordinator**

**VII. Jeremy Jackson-Superintendent**

- A. Registers**
- B. Transportation (ADH)**
- C. Finance**
- D. Maintenance**
- E. Purchasing Agent**
- F. IDEA Applications**

**VIII. Oralia Fears-Technology**

- A. Software Issues**  
Please contact at: [yfear@sallisawps.org](mailto:yfear@sallisawps.org)

**IX. Tyler Mathis-Technology**

- A. Hardware Issues**  
Please contact at: [tmathis@sallisawps.org](mailto:tmathis@sallisawps.org)

**X. Comments/Questions**

**SALLISAW SCHOOL DISTRICT**

**BOARD OF EDUCATION**

**President .....Amanda Trudeau-Hatcher**  
**Vice President .....Justin McGrew**  
**Clerk .....Bobby Qualls**  
**Deputy Clerk .....Mike Daffin**  
**Member .....Frank Sullivan, III**

**ADMINISTRATION**

**Superintendent.....Jeremy Jackson**  
**Assistant Superintendent.....Steve Merrill**  
**High School Principal.....Russell Tillery**  
**Assistant High School Principal.....Brad Jackson**  
**Tommie Spear Middle School Principal.....Greg Cast**  
**Eastside Elementary School.....Chad Jasna**  
**Liberty Elementary School.....Toni Jasna**  
**Curriculum Specialist.....Diane Tillery**

## **BOARD OF EDUCATION POLICY**

A copy of all board policies is available in the administration building, elementary and high school offices. New policies or policy revisions may be adopted throughout the year and not all sources may be updated. The hard copy of the board policy book in the superintendent's office supersedes any other copies of board policy.

## **INTRODUCTION & GENERAL PROVISIONS**

This handbook is designed to assist the certified personnel of Sallisaw Public Schools in the performance of their assigned duties and responsibilities in the most efficient manner possible. It attempts to relate the policies, procedures, and major expectations of the respective jobs of each of the classifications of certified personnel. It outlines the benefits, the time schedules, and the primary duties of each assignment. Expected duties and responsibilities recognized and performed by the respective personnel or directed by the administration. It is the duty of each member of the staff to become fully acquainted with the contents of this handbook and to adhere to all policies and procedures of Sallisaw Schools. A cooperative effort to provide the best performance in the accomplishment of every job is the basis of this handbook and the policies and regulations of the district.

## **PHILOSOPHY**

Certified personnel constitute an important and necessary part of a school's operations. The respective jobs performed by the certified personnel are an integrated part of the system's operations. The best possible performance of each and every assignment is very significant to good operations and smooth functioning school system. It is expected that each certified employee will take pride in their work and put forth the necessary efforts to assure the best performance. Safety of the employee, those personnel working with and around him/her, and the students is of utmost importance. Safety rules and regulations and a high degree of common sense should be adhered to in the performance of each job. Prompt, courteous, cooperative, and efficient service can, and should, be expected in all areas of a school's operations.

## **SCHOOL DISTRICT'S INSURANCE POLICY COVERAGE**

The school district's insurance policy provides coverage for school owned property. The school district cannot legally insure the personal property of staff or students.

## **PERSONNEL GOALS AND OBJECTIVES**

The Board of Education recognizes that a dynamic and efficient certified staff, dedicated to the best possible performance of their respective jobs, is necessary to maintain a constantly improving operation. The Board is committed to providing a coordinated staff of specially trained personnel in each respective position. Each of the respective positions and/or assignments is to be properly designed with a procedure for assessment of the overall performance of all personnel.

Additionally, the Board's specific goals are:

- to conduct an employee evaluation program that will contribute to the continuous improvement of staff performance.
- to provide, when feasible and necessary, specific training and direction that promise to improve performance, retention, and promotion.
- to recruit, select, and employ the best-qualified personnel to fill the respective certified satisfaction.
- to develop the quality of human relationships necessary to obtain maximum staff performance and

satisfaction.

- to deploy the available personnel and assure that they are utilized as effectively as possible within budgetary constraints.

## **NON-DISCRIMINATION STATEMENT**

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

## **STAFF INVOLVEMENT**

The certified staff is encouraged to participate in the formulation of recommendations for the improvement of the district's operations in their respective areas. The superintendent may establish such committees or seek whatever information is necessary to recommend rules and regulations necessary for a properly functioning operation.

Certified personnel that have recommendations concerning their specific assignments should make these known to their immediate supervisor and/or the superintendent. In no case should any recommendation, concern, or complaint be discussed with anyone other than the immediate supervisor and/or superintendent prior to presentation to them.

## **AGENDA PREPARATION AND DISSEMINATION**

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

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

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

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

## **PUBLIC PARTICIPATION AT SCHOOL BOARD MEETINGS**

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

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

However, questions may be referred to the superintendent for a later report to the board. The board may also choose to place such items on the agenda of a later meeting. The board will not hear personnel complaints unless proper legal and administrative procedures concerning complaints have been followed. No speeches for or against candidates for political office will be permitted.

**Refer to Policy: BED**

**PUBLIC COMPLAINTS**

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

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

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

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

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

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

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

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

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

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

which shall be sent to all interested parties. The board's decision is final.

**Refer to Policy: GF**

## **RESOLVING SCHOOL-RELATED CONFLICTS**

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

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

## **MAINTENANCE OF FACILITIES**

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

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

## **ASBESTOS INSPECTIONS**

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

**Refer to Policy: CKE**

## **MAINTENANCE REQUESTS**

Maintenance request forms are utilized for the purpose of providing an orderly means of having specific projects and certain repairs of school equipment and property completed. It is not intended to be used for each and every job, as there are numerous jobs and repairs that will be made on a daily basis. It is to be used for specific jobs and repairs that required specific parts and items to be obtained and/or projects that are to be completed at a later date or as time permits. It can be used advantageously for small projects that could be overlooked during rushed times.

1. On-line maintenance request forms are located on Google docs.
2. All maintenance requests must be approved by a principal and superintendent.

Once a maintenance request has been completed, it should be dated, signed, and returned to the superintendent.

## **SCHOOL SAFETY**

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

The superintendent will establish procedures in an effort to offer reasonable protection for the safety of students, employees, visitors, and others present on school property or at school-sponsored events. The practice of safety shall be taught in educational programs in traffic and pedestrian safety, driver education, fire prevention, emergency procedures, disaster preparedness, etc., appropriately geared to students in different grade levels. Areas of emphasis shall include, but not be limited to, in-service training, accident record keeping, plant inspection, driver and vehicle safety programs, fire prevention, and emergency procedures in traffic safety problems relevant to students, employees, and the community.

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

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

In further compliance with state law, "Felony charges may be filed against any person committing an aggravated assault or battery upon any school employee." Employees who are victims of assault and/or battery while performing school duties shall notify the superintendent, the building administrator, or a member of the Safe School Committee of the incident within 30 days of the incident. The building administrator or committee member shall report such incidents to the superintendent. The superintendent shall determine the action to be taken as a result of the incident. The said victim of the assault and/or battery shall be informed of the action. If the employee is not satisfied with the action, he or she may ask to be heard by the Board of Education. The superintendent shall notify the State Department of Education of all such incidents of the previous year on July 1 of each year. The report shall include a description of the battery or assault and the final disposition of each incident.

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

charges.

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

#### Safety Coordinator

A Safety Coordinator will be appointed and designated in writing. The coordinator will be responsible for administering the workplace safety program.

1. The coordinator will arrange for safety classes to be provided to all school district employees. Safety classes will be provided only during the school year. Certified personnel who are in compliance with federal OSHA occupational safety and health standards shall be exempt from such safety classes or instruction.
2. No employee of this school district shall discharge, discriminate, or take adverse personnel action against any other employee because such employee has filed any complaint, or instituted or caused to be instituted any proceeding under or associated with this policy.
3. The Safety Coordinator or the superintendent or other designated person will prepare or cause to be prepared an annual report of employee workplace injuries. The report will be forwarded to the Oklahoma Department of Labor.
4. The Safety Coordinator will conduct liaison with the Oklahoma Department of Labor to ensure continuing compliance with any rules and regulations of that department.

#### Responsibilities of the Maintenance Department

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

#### Responsibilities of Building Principals

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

#### Responsibilities of Teachers and Counselors

1. Help students to develop confidence in their ability to take care of themselves and to be of help to others.
2. Be prepared to provide leadership and activities for students during a period of enforced confinement.
3. Be familiar with the psychological basis for working with students under the stress of emergency situations.
4. Be familiar with minimum first aid procedures.

5. Maintain good housekeeping practices to reduce hazards.
6. Help students to understand and interpret the emergency preparedness plan to parents.

#### Responsibilities of Other Employees

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

#### Responsibilities of the Safe Schools Committee

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

#### Responsibilities of Students

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

Dissemination of Policy A copy of this policy will be delivered to each school employee at the beginning of each year.

**Refer to Policy: CK**

### **VANDALISM**

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

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

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

No money is to be left in the buildings overnight. This information should be freely disseminated. The superintendent is authorized to sign a criminal complaint and to press charges against perpetrators of vandalism to school property.

## **SUPPLIES**

In so far as possible and practical, considering budget limitations and priorities, needed supplies and equipment for use in the performance of the duties of the respective certified positions will be provided. Determining needs, ordering, purchasing, inventorying, etc. of all equipment and supplies will be done in accordance with the following procedures:

## **PURCHASE REQUISITIONS**

1. All equipment and supply items will be ordered from properly completed and approved purchase requisitions. Requisition forms are available in the principals' offices and/or the superintendent's office.
2. Purchase requisitions for specific building supplies will be turned into the building principal for review and approval or disapproval. Upon approval by the principal the requisition will be turned into the superintendent for review and ordering. Questions about whether or not to order will be referred to the superintendent. Requests that are incomplete, lacking certified to justify needs, lack of priority, or are not within available budget will be denied. An explanation of the reason for denial will be written on the requisition and it will be returned to the person that submitted it.
3. Purchase requisitions for custodial/maintenance supplies will be submitted directly to the superintendent. Everyday use items, such as toilet tissue, soaps, chemicals, waxes, polishes, etc., will be ordered, when possible, in bulk.
4. Purchase requisitions for all chemicals, soaps, cleaning items, etc., used in the lunchroom will be submitted to the superintendent. Whenever possible, these items will be ordered in bulk and/or with similar maintenance/custodial items.
5. Purchase requisitions for regularly used items should be made and submitted any time the supplies get low but not less than two (2) weeks before they will be needed. Regular use items should be grouped together on one requisition.
6. All purchase requisitions must have the building principal and superintendent approval before ordering.
7. All purchase requisitions will be attached to invoice along with packing slips for audit trail.

## **DELIVERIES / STORAGE / INVENTORY**

1. The maintenance person will be responsible for checking all maintenance/custodial supplies and equipment delivered to the school, assuring that the amount received agrees with the packing slip, dating and initialing the packing slip and turning into the superintendent's office. In the absence of the maintenance person, one of the custodians will assume this responsibility. Deliveries made to the central office will be checked and signed for by either the superintendent or an administrative assistant. All items received by the school are to be checked and the packing slip dated and signed by employee who receives the delivery.

2. Custodial personnel will check out needed supplies from the supply storage for their respective buildings. Items (supplies) checked out for a specific building should be properly stored in that building.
3. The maintenance person will be responsible for keeping an inventory of all items in the central storage and requisitioning items as needed. All personnel that use items from the central storage are responsible for assisting with the effort by recording items and amounts moved to their building and/or workstations.

### **USE OF SCHOOL SUPPLIES / EQUIPMENT**

1. School supplies are purchased only for school use. School supplies and equipment should be used in accordance with instructions, directions, and with the same, or better, care as if it was being paid for by the user. Waste and/or carelessness should not prevail in or around the school.
2. Equipment or supplies borrowed from some department by school employees or others are to be returned to that department. This will assist in the prevention of loss or misplacement of equipment/supplies.
3. Planning jobs to be performed and determining the supplies and materials needed to complete them saves time and money and generally results in a better job.

### **EQUIPMENT ACCOUNTABILITY**

It is the policy of the Sallisaw Board of Education that each teacher shall be charged with the responsibility of accounting for equipment used by the teacher. Inventories will be made of all equipment, books, furniture, and supplies at the beginning and close of the school year. The inventory will be filed in the office of the superintendent. No school property or equipment may be removed from the school for any equipment on loan must be operated by a school approved operator.

The borrower shall assume the expense of the operator and the full responsibility for the equipment while it is in the borrower's possession

### **INVENTORIES**

Inventories must be maintained by all personnel of the Sallisaw Public School System should it become necessary to file claims arising from fire, theft, or storm damage. A separate furniture and equipment list must be used for each room of the building listing all items of furniture and equipment that are movable or portable. Building inventories are the responsibility of the principals. Classroom inventories are the responsibility of the teachers. Inventory of furniture and non-consumable equipment is a responsibility of the building principal. Furniture and equipment inventories must be submitted to the superintendent at the end of each school year. Copies of all inventories will be stored away from the specific location.

### **SCHOOL VISITORS**

It is the policy of the Sallisaw Board of Education that all visitors to any school facility obtain a visitor's Pass at the building principal's office. Parents are requested not to send or allow siblings to visit students in the classroom. Staff members are not normally expected to have personal visitors during the day. Agents or other persons shall not visit teacher during the school hours for the purpose of selling books or other articles without written consent from the superintendent. The superintendent or principal of any school shall have the authority to order any person out of the school building and off the school property when it appears that the presence of such person is a threat to the peaceful conduct of school business, school activities, and/or school classes. Any person who refuses to leave the school building or grounds

after being ordered to do so by the superintendent or principal, shall be guilty of a misdemeanor and upon conviction shall be punished by a fine of not more than \$500.00 or by imprisonment in the county jail for not more than 90 days, or by both such fine and imprisonment.

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

### **MEDIA RELATIONS AND NEWS RELEASES**

The Sallisaw Board of Education recognizes the responsibility to provide accurate information concerning the school district to the community and seeks to establish a good working relationship with the news media.

Therefore, it is the policy of the board of education to cause any information which is released to the media to be carefully monitored. Such monitoring is intended to insure accuracy to prevent any potential liability for the unavailable disclosure of confidential information. The school district will comply fully with the FIA and ORA.

Any issue which appears to be sensitive or confidential shall be cleared through the superintendent.

The welfare of our student and the community is important and information which could cause embarrassment to either should be carefully screened prior to release.

**Refer to Policy: GBC**

### **SOLICITATIONS AND ADVERTISING**

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

### **QUALIFICATIONS**

In keeping with the philosophy and goals of the Board of Education, the administration, and the school district, an attempt will be made to employ and retain certified personnel with the best available qualifications for the assignments they are expected to fulfill. While there may not be specific technical skills required for some of the certified positions, the more skills an employee possesses in relation to the work assignment, the better. All employees are expected to become more efficient as a result of their experience with the district. In addition to the skills required to perform the certified positions, there are certain expected characteristics that are needed for all employees, including:

- A. A positive, cooperative attitude
- B. Promptness in arriving to work and in commencing the duties
- C. Regular attendance – as few absences as possible and then only in conformance with the established leave policies
- D. Work habits – most of the work time, outside an A.M. and P.M. break should be spent in the performance of needed productive tasks. There are very few times when there is not anything that needs to be done
- E. Ability to recognize jobs and tasks that should be done and to do same without having to be told
- F. Ability to take directions from the immediate supervisor and/or superintendent without objection and

to follow through with the directed performance

- G. Ability and willingness to work with and assist other personnel when needed and time permits
- H. Tobacco in any form will be prohibited from school grounds between the hours of 7:00 a.m. to 4:00 p.m. during school session, or when class or any program established for students is in session.
- I. Accept changes in the operations in the best of spirit. All employees may discuss changes and/or proposed changes with the administrators but once they are made, they are to be adhered to.

### **LINE OF AUTHORITY**

The superintendent is ultimately responsible to the Sallisaw Board of Education for the performance, conduct, and supervision of all district employees. The supervisor of transportation/building/ grounds, the lunchroom supervisor and the building principals are responsible to the superintendent for the operation of their departments and the immediate supervision of all employees under their directions.

### **STAFF COOPERATIVE EFFORTS**

The board of education believes that each individual employee should be highly skilled and that cooperative efforts among teachers and other employees will enhance the ability of each staff member and magnifies the effectiveness of the school district.

Staff members are expected to cooperate with all employees of the school district. Staff members should assist in efficiently operating the school district so that cooperative learning programs and activities are enhanced.

### **PAY PERIODS**

Pay periods are scheduled once per month. (per the Certified Pay Schedule see attachment )

### **CHANGE OF ADDRESS/TELEPHONE**

Employees will report any change of address or telephone number to the superintendent.

### **CELL PHONE USE**

School employees will not operate cell phones while driving a school vehicle or personal vehicle when transporting students on a school activity.

### **COMMUNITY SERVICE**

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

### **TRAVEL AND EXPENSE REIMBURSEMENT**

Staff may be reimbursed for itemized and documented travel expenses provided such expenses are related to the employee's duties as expressed in the contract with the employee. The employee must have completed a trip request with the building principal's approval and superintendent's approval.

However, if the employee attends such a conference on personal business leave or on leave without pay, then the school district shall not compensate the employee for travel or documented expenses.

The function and the cost to be reimbursed must be approved by the board prior to the event. Staff members shall submit in writing to the superintendent the need for reimbursement. Notice must be given

in time for the superintendent to submit this to the board and the board to give approval. If sufficient time to notify the board is not available, the superintendent may give temporary approval.

Only those items for which there is itemized documentation may be reimbursed. However, at its discretion, the board may pay such expenses on a per-diem basis as long as such not exceed the amount permitted for state employees. If the state travel reimbursement schedule is used, travel shall be reimbursed at 53.5 cents per mile (See State Travel Reimbursement Act) according to mileage indicated on an Oklahoma map.

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

### **MEAL REIMBURSEMENT**

For the purpose of reimbursement of meal expenses of employees or members of the board of education during authorized travel, the board of education chooses to reimburse such employees or board members by requiring such expenses to be itemized and documented. All meal expenses must be approved from the superintendent in advance for reimbursement. Meal cost will be reimbursed at \$15 a meal or \$45 a day.

**Refer to Policy: DEE-R**

### **TRAVEL REIMBURSEMENT**

School vehicles, when available, may be used for official business only. Private vehicles may be used when school vehicles are not available. If a school gasoline credit card is used, mileage will not be reimbursed. Mileage expense will be reimbursed at 53.5 cents per mile using the most recent map available when a school gasoline card is not used.

Claim forms for travel expenses are available in each building administrator's office. The forms will be completed with receipts attached and approved in the respective building and sent to the Administration Building for superintendent's approval and then payment.

**Refer to Policy: DEE-R**

### **FRINGE BENEFITS**

The board of education, understanding the benefits of providing fringe benefits in a cost-effective manner, provides a "cafeteria" plan for the purchase of such benefits by each employee. Health and accident insurance, cancer insurance and annuities are available on a payroll deduction plan. Any employee working more than twenty hours per week has the option of participating in Oklahoma Teacher Retirement Plan.

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

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

**Refer to Policy: DEAB**

## **SICK LEAVE**

Ten days sick leave shall be allowed each ten-month employee each year with cumulative time up to one hundred (100) days. Those employees who are employed for twelve months will receive twelve days sick leave per year. Those employed eleven months each year shall be given eleven sick days annually. The employee accrues his/her sick leave day at the end of each month. Sick leave is interpreted as the time when sickness keeps an employee from being present to conduct his or her regular daily work because of personal illness or illness of a spouse, parent of either spouse, child, or brother or sister of either spouse, grandchildren, or any other person whose relationship to the employee is such to justify the employee's absence. If for any reason the board of education or the superintendent believes this benefit is being abused, a statement of illness from a doctor may be required to justify granting of sick leave.

Unused Sick Leave Unused sick leave accumulated over 100 days will be bought back at a rate determined by the board of education.

## **PERSONAL LEAVE**

Each member of the staff shall receive three (3) personal days of leave each year. The superintendent shall approve all personal leave. The superintendent may approve or disapprove the request based on the reason given and/or the needs of the district. Unused Personal Leave will be bought back at a rate determined by the board of education.

**Refer to Policy: DECA**

## **EMERGENCY LEAVE**

Each member of the staff shall receive two (2) emergency days of leave each year.

The superintendent shall approve all emergency leave and has the authority to ask for a written or oral explanation of why the leave shall be classified as emergency. The superintendent may approve or disapprove the request based on the reason given.

**Refer to Policy: DECB**

## **JURY AND COURT LEAVE**

The school district shall grant a staff employee leave for jury service or as a witness subpoenaed in a criminal, civil or juvenile proceeding. The employee shall be paid his/her current salary, less compensation received by the employee for jury or witness services, exclusive of parking and/or mileage reimbursement. Monies necessary to pay a substitute teacher shall not be deducted from the salary of an employee performing jury duty. However, the amount received by the employee for jury duty service shall be applied toward the expense of the substitute teacher. **Refer to Policy: DECBD**

## **MILITARY LEAVE**

Military leave will be granted in accordance with state law with tenure and retirement protected. **Refer to Policy: DEC-R6**

## **PROFESSIONAL LEAVE**

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

**Refer to Policy: DECBC**

## **FAMILY MEDICAL LEAVE ACT**

Family Leave-Each member of staff that has been employed for 1 year in the district who has worked at

least 1250 hours during the previous 12 month period and who have exhausted their sick, personal, and vacation time.

Eligible employees are those district employees who meet the above requirements and who request leave for one of the following reasons:

1. Birth, adoption, or foster placement of a child by an employee;
2. To care for a spouse, son, daughter, or parent who suffers from a severe health condition;
3. For a severe health condition the employee is experiencing.

**Refer to Policy: DECBH**

### **APPROVAL OF LEAVE**

All types of leaves require notification and approval of the school administration. A "Request for Leave" form is provided for this purpose.

Certified personnel will give their building principal as much advance notice as possible in all cases when they are going to be absent from their respective assignments. When an employee discovers in the A.M. that they will be unable to report to duty that day, they will call their immediate supervisor and/or their principal or the superintendent's office.

### **ABUSE OF LEAVE PROVISIONS**

Time missed for reasons other than those stipulated and/or without specific authorization will result in a full salary deduction. Continued unauthorized absences will result in disciplinary action. Abuse of any of the leave provisions will result in disciplinary action.

### **USE OF TOBACCO ON SCHOOL GROUNDS**

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

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

1. "School property" is defined as all property owned, leased, rented or otherwise used by any school in this district, including but not limited to the following:
  - a. All interior portions of any building or other structure used for instruction, administration certified services, maintenance or storage..
  - b. All school grounds over which the school exercises control including areas surrounding any building, playgrounds, athletic fields, recreation areas and parking areas.
  - c. All vehicles used by the district for transporting students, staff, visitors or other persons.
2. "Tobacco" is defined as cigarettes, cigars, pipe tobacco, snuff, chewing tobacco and all other kinds and forms of tobacco prepared in such manner to be suitable for chewing, smoking or both. "Simulated tobacco products" are defined as products that imitate or mimic tobacco products, including, but not limited to clove, bidis, kreteks, and vapor smoking with/without nicotine.
3. "Use" is defined as lighting, chewing, inhaling or smoking any tobacco as defined within this policy.

The following policy is adopted for patrons, employees and other adults. No smoking or other use of tobacco products shall be allowed in any educational facility by any individual.

The school district administration bears the responsibility for addressing complaints, including asking smokers to refrain from smoking. Signs will be posted in prominent places on school property to notify the public that smoking is prohibited.

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

### **DRUG-FREE WORKPLACE**

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

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

Employees are further notified that, as a condition of their employment, they are required to abide by these requirements and that violation of any requirement will result in appropriate action, probation, suspension, or termination. Additionally, it shall be the responsibility of the employee to report to the district any and all convictions of a criminal drug statute violation occurring in the workplace no later than five days following such conviction. Appropriate personnel action shall follow such disclosure within 30 days of such notice.

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

The board of education recognizes that employers who have a drug abuse problem should be encouraged to seek professional assistance. An employee who request assistance shall be referred to a treatment facility or agency in the community if such facility or agency is available at cost to the employee.

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

#### **Refer to Policy: DCC-R**

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

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

## **USE OF DRUGS AND CONTROLLED SUBSTANCES BY EMPLOYEES**

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

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

Thirty days following receipt of the above notification, the district will take appropriate disciplinary action, which may include termination or require.

### **Testing Employees and Applicants for Employment (Other Than Bus Drivers) With Regard to Use of Alcohol and Illegal Chemical Substances**

The Board of Education, with the intent that all employees have notice and knowledge of the ramifications concerning alcohol and illegal chemical substance use, possession, purchase, sale or distribution when the employee is on duty or on District property, adopts the following policy on Testing Employees and Applicants for Employment (Other Than Bus Drivers) With Regard to Use of Alcohol and Illegal Chemical Substances.

#### **Statement of Purpose and Intent**

1. The safety of students and employees of the District is of paramount concern to the board.
2. Employees who are under the influence of alcohol or an illegal chemical substance when the employee is on duty or on District property pose serious safety risks to students and other employees.
3. The use of alcohol and illegal chemical substances has a direct and adverse effect on the safety, personal health, attendance, productivity and quality of work of all employees and the safety of all students.
4. Scientific studies demonstrate that the use of alcohol and illegal chemical substances reduces an employee's ability to perform his job beyond the time period of immediate consumption or use.

5. The board recognizes that all employees have certain personal rights guaranteed by the Constitutions of the United States of America and the State of Oklahoma as well as by the Oklahoma Standards for Workplace Drug and Alcohol Testing Act, OKLA. STAT. tit. 40 § 551 et seq., as amended. This policy will not infringe on those rights.
6. Due to the devastating impact that the use of alcohol and illegal chemical substances can have on the safety of students and employees and their adverse effect on an employee's ability to perform the employee's job, the board will not tolerate employees who use, possess, distribute, purchase, sell or are under the influence (as defined in the policy) of alcohol or illegal chemical substances when on duty or while on District property.
7. This policy will apply to all employees of the District regardless of position, title or seniority except bus drivers. The testing of bus drivers for alcohol or illegal chemical substances is exclusively governed by the District's policy on Alcohol and Drug Testing for Drivers and the federal Omnibus Transportation Act of 1991. Bus drivers whose job assignment involves duties independent of bus driving shall be subject to this policy as to all non-bus driving duties.
8. Violations of this policy will subject the employee to disciplinary action, including termination.

### **Definitions**

“Applicant” means a person who has applied for a position with an employer and received a conditional offer of employment.

1. "Illegal chemical substance" means any substance which an individual may not sell, possess, use, distribute or purchase under either Federal or Oklahoma law. "Illegal chemical substance" includes, but is not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substances Act, all prescription drugs obtained without authorization and all prescribed drugs and over the counter drugs being used for an abusive purpose. By this policy, applicants and employees are placed on notice that the District may test individuals for drugs and alcohol.
2. "Alcohol" means ethyl alcohol or ethanol.
3. "Under the influence" means any employee of the District or applicant for employment with the District who has any alcohol or illegal chemical substance or the metabolites thereof present in the person's body in any amount which is considered to be "positive" for such alcohol or drug or drug metabolites using any scientifically substantiated alcohol or drug use screen test and alcohol or drug use confirm test.
4. "Positive" when referring to an alcohol or drug use test administered under this policy means a toxicological test result which is considered to demonstrate the presence of alcohol or an illegal chemical substance or the metabolites thereof using the cutoff standards or levels determined by the State Board of Health or in the absence of such State Board cutoff levels, the cutoff levels customarily established by the testing laboratory administering the alcohol or drug use test.
5. "School property" or “District property” means any property owned, leased or rented by the District, including, but not limited to, school buildings, parking lots and motor vehicles.
6. "Drug or alcohol test" means a chemical test administered for the purpose of determining the presence or absence of a drug or its metabolites or alcohol in a person's bodily tissue, fluids or products. Adulteration of a specimen or of a drug or alcohol test shall be considered as a refusal to test.
7. "Employee" means any person who supplies labor for remuneration to his or her employer in this State and shall not include an independent contractor, subcontractor or employees of an independent

contractor; PROVIDED, HOWEVER, an independent contractor, subcontractor, or employees of an independent contractor may be subject to a workplace drug or alcohol testing policy under the terms of the contractual agreement when the drug or alcohol testing policy applies to other workers at the job site or workers who are in the same or similar classification or group.

8. "On duty" means any time during which an employee is acting in an official capacity for the District or performing tasks within the employee's job description, including the taking of an annual physical examination.
9. "Bus driver" means:
  - a. a District employee who is required to have a commercial driver's license ("CDL") to perform the employee's duties;
  - b. employees of independent contractors who are required to have a CDL;
  - c. owner-operators;
  - d. leased drivers; and
  - e. occasional drivers.
10. To the extent not specifically defined herein, the definition of any term, word or phrase found in this policy shall be as set forth in the Oklahoma Standards for Workplace Drug and Alcohol Testing Act.

### **Procedures for Alcohol or Illegal Chemical Substance Testing**

1. Any alcohol or drug use test administered under the terms of this policy will be administered by or at the direction of a testing facility licensed by the Oklahoma State Department of Health ("Department") and using scientifically validated toxicological methods that comply with rules promulgated by the Department. Testing facilities shall be required to have detailed written specifications to assure chain of custody of the samples, proper labeling, proper laboratory control and scientific testing. All aspects of the alcohol and drug use testing program, including the taking of samples, will be conducted so as to safeguard the personal and privacy rights of applicants and employees. The test sample shall be obtained in a manner which minimizes its intrusiveness.

In the case of urine samples, the samples must be collected in a restroom or other private facility behind a closed stall or as otherwise permitted by the Department or its Board; a sample shall be collected in sufficient quantity for splitting into two (2) separate samples, pursuant to rules of the State Board of Health, to provide for any subsequent independent analysis in the event of a challenge of the test results of the main sample; the test monitor shall not observe any employee or applicant while the sample is being produced but the test monitor may be present outside the stall to listen for the normal sounds of urination in order to guard against tampered samples and to insure an accurate chain of custody; and the test monitor may verify the normal warmth and appearance of the sample. If at any time during the testing procedure the test monitor has reason to believe or suspect that an employee/applicant is tampering with the sample, the test monitor may stop the procedure and inform the test coordinator. The test monitor shall be of the same gender as the applicant/employee giving the sample.

The test monitor shall give each employee or applicant a form on which the employee or applicant may, but shall not be required to, list any medications he has taken or any other legitimate reasons for his having been in recent contact with alcohol or illegal chemical substances.

2. If the initial drug use test is positive for the presence of an illegal chemical substance or the metabolites thereof, the initial test result will be subject to confirmation by a second and different test of the same sample. The second test will use an equivalent scientifically accepted method of equal or greater

accuracy as approved by rules of the State Board of Health, at the cutoff levels determined by Board rules. An applicant for employment will not be denied employment or an employee will not be subject to disciplinary procedures unless the second test is positive for the presence of illegal chemical substances or the metabolites thereof.

3. If an initial alcohol use test is positive for the presence of alcohol, the initial test result will be subject to confirmation by a second and different test using any scientifically accepted method approved by rules of the State Board of Health, at the cutoff levels determined by Board rules.
4. A written record of the chain of custody of the sample shall be maintained from the time of the collection of the sample until the sample is no longer required.
5. Any applicant for employment or employee who is subject to disciplinary action as a result of being under the influence of alcohol or an illegal chemical substance, as and for an appeal procedure, will be given a reasonable opportunity, in confidence, to explain or rebut the alcohol or drug use test results. If the applicant or employee asserts that the positive test results are caused by other than consumption of alcohol or an illegal chemical substance by the applicant or employee, then the applicant or employee will be given an opportunity to present evidence that the positive test result was produced by other than consumption of alcohol or an illegal chemical substance. The District will rely on the opinion of the District's testing facility which performed the tests in determining whether the positive test result was produced by other than consumption of alcohol or an illegal chemical substance.

In the case of drug use testing, the employee or applicant will have a right to have a second test performed on the same test sample at the expense of the employee or applicant. In the case of alcohol testing, the employee or applicant will have a right to have a second test performed on the same test sample using any scientifically accepted method approved by rules of the State Board of Health, at the cutoff levels determined by Board rules. The request for the second test must be made within twenty-four (24) hours of receiving notice of a positive test in order to challenge the results of a positive test and subject to the approval by the District's testing facility that (a) the facility selected by the applicant or employee for the second test meets the qualifications required for a testing facility under the Oklahoma Standards for Workplace Drug and Alcohol Testing Act and (b) the testing methodology used by the facility selected by the employee or applicant conforms to scientifically accepted analytical methods and procedures, including the cutoff levels, as determined by the State Board of Health. If the retest reverses the findings of the challenged positive result, then the District will reimburse the applicant or employee for the costs of the re-test. A proper chain of custody shall be maintained at all times in transmitting the sample to and from a second testing facility.

6. The District may permit testing for drugs or alcohol by other methods reasonably calculated to detect the presence of drugs or alcohol, including, but not limited to, breathalyzer testing, testing by use of a single-use test device, known as onsite or quick testing devices, to collect, handle, store, and ship a sample collected for testing. However, a breathalyzer test shall not be grounds for immediate termination absent a confirmation test.
7. The testing facility reports and results of alcohol and drug use testing will be maintained on a confidential basis except as otherwise required by law. The laboratory performing alcohol or drug use tests for the District will not report on or disclose to the District any physical or mental condition affecting an employee or employment applicant which may be discovered in the examination of a

sample other than the presence of alcohol or illegal chemical substances or the metabolites thereof. The use of samples to test for any other substances will not be permitted.

### **Employee Alcohol and Drug Use Test Requirements**

The District is authorized to conduct drug and alcohol testing in accordance with the Standards for Workplace Drug and Alcohol Testing Act. The District has chosen to conduct drug or alcohol testing under the following circumstances:

1. *Applicant testing:* The District will require an applicant, as defined above, to undergo drug or alcohol testing and may use a refusal to undergo testing or a positive test result as a basis for refusal to hire.
2. *For-cause testing:* The District will require an employee to undergo drug or alcohol testing at any time the Superintendent, or designee, reasonably believes that the employee may be under the influence of drugs or alcohol, including, but not limited to, the following circumstances:
  - A. drugs or alcohol on or about the employee's person or in the employee's vicinity;
  - B. conduct on the employee's part that suggests impairment or influence of drugs or alcohol;
  - C. a report of drug or alcohol use while at work or on duty;
  - D. information that an employee has tampered with drug or alcohol testing at any time;
  - E. negative performance patterns; or
  - F. excessive or unexplained absenteeism or tardiness.
3. *Post-accident testing:* The District will require an employee to undergo drug or alcohol testing if the employee or another person has sustained an injury while at work or the employer's property has been damaged, including damage to equipment. For purposes of worker's compensation, no employee who tests positive for the presence of substances defined and consumed pursuant to Section 465.20 of Title 63 of the Oklahoma Statutes, alcohol, illegal drugs, or illegally used chemicals, or refuses to take a drug or alcohol test required by the employer, shall be eligible for such compensation.
4. *Random testing:* As determined appropriate by the board of education, the District may require an employee or all members of an employment classification or group to undergo drug or alcohol testing at random and may limit its random testing programs to particular employment classifications or groups, except that the District will require random testing only of employees who:
  - A. are police or peace officers, have drug interdiction responsibilities, or are authorized to carry firearms; or
  - B. are engaged in activities which directly affect the safety of others, including, but not limited to, school vehicle mechanics.
5. *Scheduled, periodic testing:* The District will require an employee to undergo drug or alcohol testing as a routine part of a routinely-scheduled employee fitness-for-duty medical examination of employees who:
  - A. are police or peace officers, have drug interdiction responsibilities, or are authorized to carry firearms; or
  - B. are engaged in activities which directly affect the safety of others, including, but not limited to, school vehicle mechanics.

6. *Post-rehabilitation testing:* The District may request or require an employee to undergo drug or alcohol testing for a period of up to two (2) years commencing with the employee's return to work, following a positive test or following participation in a drug or alcohol dependency treatment program.

### **Employee Use, Sale, Possession, Distribution, Purchase or Being Under the Influence of Alcohol or Illegal Chemical Substance**

Any employee who possesses, uses, distributes, purchases, sells or is confirmed by alcohol or drug use tests to be under the influence (as defined by this policy) of alcohol or an illegal chemical substance while on duty, while on District property or as a result of alcohol or drug use tests conducted under this policy will be subject to disciplinary action, including termination.

### **Alcohol and Drug Use Tests of Applicants for Employment -- When Required**

All applicants for employment will be required to submit to alcohol and/or drug use testing after a conditional offer of employment has been made to the applicant. All applicants will be notified that alcohol and/or drug use testing will occur if they are offered a conditional offer of employment. Any applicant who refuses to submit to an alcohol or drug use test after a conditional offer of employment will not be hired.

### **Applicants Under the Influence of Alcohol or An Illegal Chemical Substance**

Any applicant who is confirmed by alcohol or drug use tests to be under the influence (as defined by this policy) of alcohol or an illegal chemical substance will not be hired.

### **Person Authorized to Order Alcohol or Drug Testing**

The following persons have the authority to require alcohol or drug use testing of employees under this policy:

1. The Superintendent.
2. Any employee designated for such purposes by the Superintendent or District Board of Education.

### **Release of Information**

1. Upon written request, the applicant for employment or the employee will be provided, without charge, a copy of all information and records related to the individuals' testing. All test records and results will be confidential and kept in files separate from the employee or applicant's personnel records.
2. The District shall not release such records to any person other than the applicant, employee or the District's review officer unless the applicant or employee, in writing following receipt of the test results, has expressly granted permission for the District to release such records in order to comply with a valid judicial or administrative order.
3. The testing facility, of any agent, representative or designee of the facility, or any review officer, shall not disclose to any employer, based on the analysis of a sample collected from an applicant or employee for the purpose of testing for the presence of drugs or alcohol, any information relating to the general health, pregnancy, or other physical or mental condition of the applicant or employee.

4. The testing facility shall release the results of the drug or alcohol test, and any analysis and information related thereto, to the individual tested upon request.
5. This policy does not preclude the District, when contracting with another employer, from sharing drug or alcohol testing results of any tested person who works pursuant to a contractual agreement.

### **Notice of Policy**

This policy shall be given broad circulation to all employees of the District, which shall include prominent posting in the District. Each employee shall be given a copy of this policy and each applicant shall be given a copy of this policy upon the tender of a conditional offer of employment. Delivery of the policy to applicants or employees may be accomplished in any of the following ways:

1. Hand-delivery of a paper copy of or changes to the policy;
2. Mailing a paper copy of the policy or changes to the policy through the U.S. Postal Service or a parcel delivery service to the last address given by the employee or applicant;
3. Electronically transmitting a copy of the policy through an e-mail or by posting on the employer's website or intranet site; or
4. Posting a copy in a prominent employee-access area.

### **The Standards for Workplace Drug and Alcohol Testing Act**

This policy is subject to, and supplemented by, the Oklahoma Standards for Workplace Drug and Alcohol Testing Act (the "Act"). To the extent that any provision of this policy is in conflict with the Act, then the Act shall control. To the extent that this policy is silent as to any matter covered by the Act, then the Act shall control. This policy shall be interpreted by the Board of Education of the District and its employees consistent with the Act.

**Refer to Policy: DCCA**

## **REGULATION DRUG AND ALCOHOL TESTING PROGRAM – BUS DRIVERS**

The following administrative regulations certified the drug and alcohol testing program policy of the board of education. It also establishes and explains the requirements of the district's drug and alcohol testing program required for employees operating school vehicles. Questions regarding the drug and alcohol testing program policy, these supporting regulations, or the drug and alcohol testing program may be directed to the superintendent, or designee, who will be the school district contact person. The contact person will answer questions from employees and others about the program, receive the test results, receive identification numbers of the drivers and will notify those drivers selected for random testing. For drug testing, it is a second analytical procedure (GC/MS) to identify the presence of a specific drug or metabolite which is independent of the initial test and which uses a different technique and chemical principle from that of the initial test in order to ensure reliability and accuracy.

Controlled Substances/Drugs: Marijuana, cocaine, opiates, amphetamines, phencyclidine.

### **Pre-employment Testing**

1. Drivers shall submit to a drug test if a job offer is made. The job offer is contingent upon:
  - A. A negative drug test ; and
  - B. A signed written statement authorizing former employers to release all information on the driver related to drugs and alcohol.

A pre-employment drug test may not need to be administered by the school district if the driver has participated in a drug testing program that meets the requirements of these regulations within the previous 30 days and while participating in that program, either was tested for drugs within the past six months from the date of application with the school district or participated in a random drug testing program for the previous 12 months from the date of application with the school district and the school district ensures that, to the school district's knowledge, no prior employer has records of violation of the regulations within the previous six months.

If the school district chooses not to administer a pre-employment alcohol and/or drug test, the school district must contact the alcohol and drug-testing program in which the driver participates or participated and obtain the following information:

- Name and address(es) of the program(s);
- Verification that the driver participates or participated in the program(s);
- Verification that the program(s) conform(s) to these regulations;
- Verification that the driver is qualified under these regulations, including that the driver has not refused to be tested for alcohol or drugs;
- The date the driver was last tested for alcohol or drugs;
- The results of any tests taken within the previous six months and any other violation of the regulations.

For applicants that have had a positive drug or alcohol test result, based on information from a prior employer, the pre-employment test can serve as a return-to-duty test.

2. Prior to allowing a driver to perform a safety-sensitive function, and not later than 14 days after performing a safety-sensitive function, the following information must be obtained about the driver during the preceding two years from the date of the application.
  - A. Any alcohol test results of 0.04 or greater breath alcohol concentration;
  - B. Positive drug test results; and
  - C. Refusals to be tested

The school district may obtain any information related to the driver from previous employers as long as the driver consents and the written consent regarding the requested information are presented to the previous employers. If this information is not obtained prior to the performance of a safety sensitive function, the school district will document why the information was not obtained prior to the performance of the safety-sensitive function. The information may be obtained by the school district by personal interviews, telephone interviews, letter or other method, which ensures confidentiality. The school district will document the information received and will note that the information addresses only whether the driver can perform a safety-sensitive function and does not address the Americans with Disabilities Act considerations of alcohol and drug addiction.

## **DRUG-FREE SCHOOLS**

It is the policy of the Sallisaw Board of Education that all students and employees of this school district be made aware of the Board's intention to maintain a drug-free environment.

As required by the Environmental Tobacco Smoke Act Section 143 Part C "Non-Smoking Policy for

Children's Services" the Sallisaw Public Schools will continue to provide a tobacco-free school as required in Section 1043 (a) and Oklahoma House Bill 2529 enacted into law May 19,2000.

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

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

### **DRUG EDUCATION/PREVENTION PROGRAM**

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

This program will contain the following provisions:

- A. Standards of conduct that clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol on school premises or as a part of any school activity. (Ref: Board of Education Policy "Drug Free Workplace" and "Certified/Non Certified Handbook")
- B. A clear statement that disciplinary sanctions up to and including termination of employment and referral for prosecution will be imposed on employees who violate the standards of conduct and a description of those sanctions. (Ref: "Certified/Non Certified Handbook")
- C. Information about any drug and alcohol counseling and rehabilitation and reentry programs that are available to employees. (Ref: "Drug Free Workplace" and "Certified/Non Certified Employee Handbook")
- D. A requirement that employees be given a copy of the standards of conduct and the statement of disciplinary sanctions. (Ref: "Drug Free Workplace" and "Certified/Non Certified Handbook")
- E. A requirement that employees be notified that compliance with the standards of conduct is mandatory.

### **WEAPON-FREE SCHOOLS**

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

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

Any student in the school district should use or possess a firearm at school, at any school sponsored event, or in or upon any school property including school transportation or school sponsored transportation may be removed from school for not less than one full calendar year.

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

A dangerous weapon includes, but is not limited to, **any type of firearm**, air gun or spring gun, BB gun, slingshot, blackjack, brass knuckles or artificial knuckles of any kind, nun-chucks, **any type of knife**, razor, dart, ice pick, explosive smoke bomb, incendiary device, sword cane, hand chains and any replica or facsimile thereof of any item which is used to threaten harm or is used to harm any person .

An exception to this policy may be granted for students or employees participating in an authorized curricular or extracurricular activity or team involving the use or demonstration of a dangerous weapon, or replica or facsimile of a dangerous weapon. For this exception, written prior approval by the principal, in consultation with the superintendent of schools is required.

Rights of due process for all students and rights of disabled students must be observed in accordance with applicable law.

**Refer to Policy: FNCGA**

### **REGULATION WEAPON-FREE SCHOOL**

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

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

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

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

1. If not already confiscated by an employee of the school and if it can be accomplished without risk of injury, the principal or designee should take possession of the dangerous weapon or replica or facsimile thereof.

2. Notify the superintendent of school or his/her designee.
3. In case of a student, notify his/her parents/guardian.
4. Cooperate fully with the police.
5. Transfer confiscated weapon to the police department.

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

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

Rights of due process for all students and rights of disabled students will be observed in accordance with applicable law and the board of education policies.

### **HARASSMENT POLICY**

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

Harassment is intimidation by threats of or actual physical violence; the creation by whatever means of a climate of hostility or intimidation; or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual. Harassment includes but is not limited to harassment on the basis of race, sex, creed, color, national origin, religion, marital status, or disability.

As used in the School Bullying Prevention Act, “harassment, intimidation, and bullying” means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student’s property, place another student in reasonable fear of harm to the student’s person or damage to the student’s property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school’s educational mission or the education of any student. Harassment, intimidation, and bullying included, but are not limited to, a gesture or written, verbal, or physical act. Such behavior is specifically prohibited.

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

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

The superintendent shall develop procedures providing for:

1. Prompt investigation of allegations of harassment;
2. The expeditious correction of the conditions causing such harassment;

3. Establishment of adequate measures to provide confidentiality in the complaint process;
4. Initiation of appropriate corrective actions;
5. Identification and enactment of methods to prevent reoccurrence of the harassment; and
6. A process where the provisions of this policy are disseminated in writing annually to all staff and students. A copy of this policy will be furnished to each student and teacher in this school district.

## **SEXUAL HARASSMENT**

The policy of this school district forbids discrimination against any employee or applicant for employment on the basis of sex. The Morrison Board of Education will not tolerate sexual harassment by any of its employees. This policy applies to non-employee volunteers whose work is subject to the control of school personnel.

### General Prohibitions

#### 1. Unwelcome Conduct of a Sexual Nature

- A. Conduct of a sexual nature may include verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually-oriented “kidding” “teasing”, double meanings, and jokes.
- B. Verbal or physical conduct of a sexual nature may constitute sexual harassment when the allegedly harassed employee has indicated, by his or her conduct that is unwelcome.
- C. An employee who has initially welcomed such conduct by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct to be deemed unwelcome.

#### 2. Sexual Harassment

For the purpose of this policy, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes

- A. Submission to the conduct is made either an explicit or implicit condition of employment;
- B. Submission to or rejection of the conduct is used as a basis for an employment decision affecting the harassed employee; or
- C. The conduct substantially interferes with an employee’s work performance, or creates an intimidating, hostile, or offensive work environment.

### Specific Prohibitions

#### 1. Administrators and Supervisors

- A. It is sexual harassment for an administrator or supervisor to use his or her authority to solicit sexual favors or attention from subordinates when the subordinate’s failure to submit will result in adverse treatment, or when the subordinate’s acquiescence will result in preferential treatment.
- B. Administrators and supervisors who either engage in sexual harassment or tolerate such conduct by other employees shall be subject to sanctions, as described below.

#### 2. Non-administrative and Non-supervisory Employees

It is sexual harassment for a non-administrative and non-supervisory employee to subject another such employee to any unwelcome conduct of a sexual nature. Employees who engage in such conduct shall be subject to sanctions as described below.

### Report, Investigation, and Sanctions

1. It is the express policy of the board of education to encourage victims of sexual harassment to come forward with such claims. This may be done through the Employee Grievance policy.
  - A. Employees who feel that administrators or supervisors are conditioning promotions, increases in wages, continuation of employment, or other terms or conditions of employment upon sexual favors, are encouraged to report these conditions to the appropriate administrator. If the employee's direct administrator or supervisor is the alleged offending person, the report will be made to the next higher level of administration or supervision, unless it is the superintendent who is the alleged offender. In which case, the complaint shall be referred to the board president.
  - B. Employees are also urged to report any unwelcome conduct of a sexual nature by supervisors or fellow employees if such conduct interferes with the individual's work performance or creates a hostile offensive working environment.
  - C. Confidentiality will be maintained; however, absolute confidentiality cannot be guaranteed because due process concerns that arise in sexual harassment investigations. No reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.
2. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct and the context in which the alleged conduct occurred will be investigated. The superintendent has the responsibility of investigating and resolving complaints of sexual harassment.
3. Any employee found to have engaged in sexual harassment shall be subject to sanctions, including, but not limited to warning, suspension, or termination subject to applicable procedural and due process requirements.

**Refer to Policy: DA**

### **GRIEVANCE/COMPLAINT PROCEDURE**

The board of education wishes to make the school workplace as positive and productive for faculty and staff as possible. Therefore, the board hereby establishes a procedure for employees to have individual concerns or grievances relating to their terms and conditions of employment addressed in a professional and orderly fashion. This procedure is designed to solve individual problems on as low a level as reasonable and as quickly as feasible in an attempt to prevent minor problems from becoming major ones. The final authority in resolving such grievances is the board of education.

*Note: This policy covers all employees and related employment issues not already covered by the district's negotiated agreement with a teacher or certified organization.*

### **REGULATION GRIEVANCE/COMPLAINT PROCEDURE**

Purpose The purpose of this procedure is to secure at the lowest possible level equitable solutions to issues

that may arise with respect to an employee's terms and conditions of employment.

### Definitions

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

### Procedure

#### 1. **Level I**

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

#### 2. **Level II**

Formal Resolution---Immediate Supervisor

- a. If the employee is not satisfied with the discussion of the grievance at Level I, the employee may file the grievance with the immediate supervisor in writing, using the official form which is a part of this procedure, within five (5) days of the Level I meeting.
- b. The immediate supervisor shall schedule and hold a meeting with the grievant within five (5) days after receipt of the written grievance and shall transmit a written decision to the grievant within five (5) days of the meeting.

#### 3. **Level III**

Formal Resolution---Superintendent

- a. If the grievant is not satisfied with the disposition of the grievance at level II, he or she may file an appeal with the superintendent in writing, using the official grievance form which is a part of this procedure, within five (5) days of the Level II response.
- b. The superintendent or the superintendent's designee shall schedule and hold a meeting with the grievant within ten (10) days after receipt of the appeal and shall transmit a written decision to the grievant within five (5) days of the meeting.

#### 4. **Level IV** –

Formal Resolution---Board of Education

- a. If the grievant is not satisfied with the disposition of the grievance at Level III, he or she may file an appeal with the board of education in writing, using the official grievance form which is a part of this procedure, within five (5) days of the Level III response.
- b. The board will hear the appeal at its next regularly scheduled meeting or a special meeting which has transmit its written decision to the grievant within five (5) days of the meeting. The decision of the board shall be final and not appealable.

### General Provisions

1. The grievant shall have sole responsibility for pursuing the grievance through all levels and within the time limits specified in these procedures.
2. Failure at any level of this procedure to appeal to the next level within the specified time limits shall be deemed to be acceptance by the grievant of the decision at that level.
3. Failure at any level of this procedure to respond to a grievance within the specific time limits shall

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

**Refer to Policy: DAAB-R**

### **COMPUTER USE**

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

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

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

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

**Refer to Policy: EFBC**

### **COMPUTER USE REGULATION**

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

Personal computers not owned by the school district shall not be brought to school or used in

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

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

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

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

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

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

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

Telecommunications users will not log into any area that obviously contains pornographic material in any form. Users will not download any form of pornographic material. Students must obtain an Internet Access Conduct Agreement and have the form signed by the student's parent, legal guardian or other legal custodian before using any district computer that has telecommunication capabilities. It is the

responsibility of the classroom teacher, instructor, or the appropriate faculty member to insure that such form is on file before a student is permitted to use computer telecommunications equipment.

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

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

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

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

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

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

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

**Refer to Policy: EFBC-R**

## **INTERNET AND OTHER COMPUTER NETWORKS ACCEPTABLE USE AND INTERNET SAFETY POLICY**

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

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

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

not return the policy as directed with the signatures of the student and his/her parent or guardian.

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

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

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

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

1. Unacceptable Uses of Network. Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:
  - a. Uses that violate the law or encourage others to violate the law. Do not transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the school district's student discipline policy; vie, transmit, or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, the user should assume that all materials are protected unless there is explicit permission on the materials to use them.
  - b. Uses that cause harm to others or damage to their property. For example, do not engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than the user is communicating or otherwise using his/her access to the network or the internet; upload a worm, virus, "Trojan Horse" "time bomb" or other harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.
  - c. Uses that jeopardize the security of student and staff access and of the computer network or other networks on the internet. For example, do not disclose or share your password with others; do not impersonate another user.
  - d. Uses that are commercial transactions. Students, staff, and other users may not sell or buy anything over the internet without prior permission from the Superintendent. The user should not give others private information about the user or others, including credit card numbers, and social security numbers.
2. Netiquette. All users must abide by rules of network etiquette, which include the following:

- a. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
- b. Avoid language and uses that may be offensive to other users. Do not use access to make, distribute, or redistribute jokes, stories, or other material that is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
- c. Do not assume that a sender of email is giving his or her permission for the user to forward or redistribute the message to third parties or to give his/her email address to third parties. This should be done only with permission or when the user knows that the individual would have no objection.
- d. Be considerate when sending attachments with email (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format that the recipient can open.

### Cyber Bullying

Cyberbullying is when one or more people intentionally harm, harass, intimidate or reject another person using technology. This includes but is not limited to:

- Sending mean or threatening messages via email, IM(instant messaging) or text messages.
- Spreading rumors about others through email, IM, or text messages.
- Creating a Website or Myspace ( or other social-networking site)account that targets another student or other persons.
- Sharing fake or embarrassing photos or videos of someone with others via cell phone or the web.
- Stealing another person's login and password to send mean or embarrassing messages from his/her account.

It shall be the policy of the Sallisaw Public Schools that cyber bullying will not be tolerated under any circumstances. A student/person caught violating this policy will lose computer privileges and these actions may result in further disciplinary action including suspension or expulsion from school of the student's involved. In addition violators and their parents/guardians may be subject to civil and/or criminal penalties as specified by Oklahoma and/or federal law.

### Internet Safety

1. General Warning; Individual Responsibility of Parents and Users. All student users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guides to materials to shun. If a student or staff member finds that other users are visiting offensive or harmful sites, he or she should report such use to the appropriate school designee.
2. Personal Safety. Be safe. In using the computer network and Internet, the user should not reveal personal information such as the user's home address or telephone number. The user should not use his/her real last name or any other information which might allow a person to locate the user without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone "met" on the computer network or Internet without a parent's permission (if the user is under 18). Regardless of the user's age, the user should never agree to meet a person the user has only communicated with on the Internet in a secluded place or in a private setting.
3. "Hacking" and Other Illegal Activities. It is a violation of this policy to use the school's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates

- any other applicable law or municipal ordinance, is strictly prohibited.
4. Confidentiality of Student Information. Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by law, for internal administrative purposes or approved educational projects and activities.
  5. Active Restriction Measures. The school, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent users from accessing visual depictions that are
    - (1) Obscene,
    - (2) Pornographic, or
    - (3) Harmful to minors.

The school will also monitor the online activities of users, through direct observation and/or technological means, to ensure that users are not accessing such depictions or any other material that is inappropriate for minors.

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

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

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

All students will be educated about appropriate online behavior including interacting with other individuals on social networking sites and chat rooms and cyberbullying awareness and response.

### Privacy

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

### Failure to Follow Policy

The user’s use of the computer network and Internet is a privilege, not a right. A user who violates this policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the school district may refuse to reinstate for the remainder of the student’s enrollment or the staff member’s employment in the school district. A user violates this policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates

this policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The school district may also take other disciplinary action in such circumstance.

### Warranties/Indemnification

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

### Updates

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

**Refer to Policy: EFBCA**

### **CODE OF CONDUCT FOR INTERNET AND OTHER COMPUTER NETWORK ACCESS**

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

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

1. Be polite. Messages should not be abusive to others.
2. Take pride in communications. Check spelling and grammar.
3. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language, symbols, or pictures.
4. Protect password confidentiality. Passwords are not to be shared with others. Using another user's account or password or allowing such access by another may be permitted only with the approval of the supervising teacher or system administrator.
5. Do not reveal your personal address or telephone number or those of other persons. No student information protected by FERPA should be electronically transmitted or otherwise

- disseminated through the network.
6. Do not disguise the point of origin or transmission of electronic mail.
  7. Do not send messages that contain false, malicious, or misleading information that may be injurious to a person or a person's property.
  8. Illegal activities are strictly prohibited; transferring offensive or harassing messages; offering for sale or use any substance the possession or use of which is prohibited by the school district's staff and student policies; viewing, transmitting, or downloading pornographic materials or materials that encourage others to violate the law; intruding into the networks or computers of others; and downloading or transmitting confidential, trade secret information, or copyrighted materials
  9. The district technology is not to be used for playing multi-user or other network intensive games, commercial ventures, Internet relay chat lines, or downloading excessively large files.
  10. No charges for services, products, or information are to be incurred without appropriate permission.
  11. Do not use the network in such a way that you would disrupt the use of the network by other users.
  12. Users shall respect the privacy of others and not read the mail or files of others without their permission. Copyright and licensing laws will not be intentionally violated.
  13. Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, Internet, or any other agencies or other networks that may be accessed. This includes, but is not limited to, the uploading or creation of computer viruses.
  14. Report security problems to the supervising teacher or system administrator.
  15. Violators of this policy shall hold the district, including its employees and agents, harmless against any and all causes of action, damages, or other liability resulting from the willful or negligent violation of this policy.

**Refer to Policy: EFBCA-RI**

## **INTERNET FILTERING – REGULATION**

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

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

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

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

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

Criteria for Filtering of Objectionable Sites Anything that falls under at least one of the following categories shall be blocked. This list may be updated/modified as required.

#### Nudity/Pornography

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

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

#### Sexuality

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

#### Violence

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

#### Crime

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

#### Drug Use

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

#### Tastelessness

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

#### Language/Profanity

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

#### Discrimination/Intolerance

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

### Interactive Mail/Chat

- Sites that contain or allow inappropriate email correspondence
- Sites that contain or allow inappropriate chat areas

### Inappropriate Banner Ads

- Advertisements containing inappropriate images

### Gambling

- Sites that allow or promote online gambling

### Weapons

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

Other Inappropriate Material – Body modification: tattooing, branding, cutting, etc.

### Judgment Calls

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

### Procedure for Suggesting Sites be Blocked:

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

**Refer to Policy: EFBCA-R2**

## **ILLEGAL USE OF EMAIL MESSAGING**

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

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

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

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

## **TRANSFER AND RELEASE OF CONFIDENTIAL INFORMATION**

It shall be the policy of the board of education to comply with state and federal laws concerning the dissemination of confidential student information. Thus, no teacher shall reveal any information

concerning any child obtained in his or her capacity as a teacher, except as may be required in the performance of his or her contractual duties. However, such information may be furnished to the child's parent or guardian upon request.

### **REPORTING CHILD ABUSE OR NEGLECT**

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

In that state law provides that persons exercising good faith in the making of a report or allowing access to a child by persons authorized to investigate a report shall have immunity from liability, the board of education will grant its certified to any employee making such good faith reports according to the requirements of the law.

**Refer to Policy: FFG**

### **REPORTING STUDENTS UNDER THE INFLUENCE OF INTOXICATING OR DANGEROUS SUBSTANCES**

It is the policy of the board that any teacher, administrator, 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 beverages, including low-point beer, or a controlled dangerous substance as defined by law shall immediately notifies the principal of such suspicions. The principal will then notify the superintendent, and parent or guardian of the student concerning the policy violation.

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

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

**Refer to Policy: FNCE**

### **USING COPYRIGHTED MATERIAL**

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

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

1. The purpose and character of the use, including whether such is of a commercial nature or is for nonprofit educational purposes;
2. The nature of the copyrighted work;
3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole; and

4. The effect of the use upon potential market for or value of the copyrighted work.

In an effort to discourage violation of the copyright law and to prevent such illegal activities:

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

**Refer to Policy: EFEA**

## **REGULATION USING COPYRIGHTED MATERIAL**

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

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

### Television/Video and Audio

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

9. It is not legal to make a “shelf” or archival copy of any audio/visual material or duplicate any material on another format without written permission from the copyright owner.

### Computer Software

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

### **ACTIVITY FUND OVERSIGHT**

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

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

board of education oversight.

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

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

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

### **HANDLING ACTIVITY FUND MONEY**

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

#### Activity Fund Drives

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

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

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

### **HANDLING SCHOOL ACTIVITY FUND MONEY**

The board of education believes that a sound system of activity fund accounting will make possible an accurate determination of the cost of an activity, will facilitate auditing procedures, and will safeguard and protect both the funds and the persons responsible for handling the money.

### **REGULATION - HANDLING SCHOOL ACTIVITY FUND MONEY**

#### Introduction

1. The board of education shall exercise control over all activity funds in all sub accounts.
2. Disbursements shall be by check.
3. No funds in one sub account may be used to pay purchase orders from another account unless the board grants a transfer of funds.
4. No sub account may have a negative balance at any time.
5. Purchases from the activity account are payable only when a purchase order is obtained before

the purchase and an invoice is presented after the purchase. Exceptions may be made:

- a. To refund money to an individual who uses personal funds when an invoice is presented and determination is made that a legal expense of the activity has been incurred.
  - b. To provide a sponsor of an activity advance travel expenses on behalf of the school district, with receipts for all expenditures submitted after the trip.
6. Sponsors shall be held responsible for the collection and expenditure of each organization's funds.
  7. No money shall be kept outside the school office longer than the end of the first school day following the collection of the money.
  8. In the event that money is collected during the school day, the money shall be turned in to the office at the end of the day.
  9. Money shall be turned in daily for activities that take place over a period of time.

#### Before an Activity

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

#### During the Activity

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

#### After the Activity

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

#### Expenditure of Funds

1. Before a purchase is made, the sponsor shall determine if funds are available for the item(s) to be purchased. No expenditures may be made from an account without funds on hand.
2. The sponsor shall request by purchase order for funds to be encumbered for items to be purchased.
3. After the purchase order is approved, the sponsor may make the purchase and present the receipt to the activity fund secretary for payment.
4. The secretary receives and checks invoices, prepares requests for payment, mails checks, and posts withdrawals from accounts as they occur.

### **BLOODBORNE PATHOGENS**

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

The superintendent is directed to prepare regulations establishing proper procedures for handling body fluids during normal school day activities. Such procedures shall include methods for the handling and

disposal of body fluids in school buildings and on school equipment and material. The district will make personal protective equipment available to employees for use in handling and disposing of body fluids. The superintendent will also direct the identification of employees who could be reasonably anticipated as the result of their job duties to face contact with blood or other potentially infectious materials. Any employees so identified will be offered Hepatitis B vaccinations at district cost. Such vaccinations will be provided at a reasonable time and place, under the supervision of a licensed physician or health care professional and according to the latest recommendations of the U.S. Public Health Service. School district employees who have had an exposure incident to body fluids will participate in a follow-up confidential medical evaluation documenting the circumstances of exposure, identifying and testing the source individual if feasible, testing the exposed employee's blood if the employee consents, post-exposure prophylaxis, counseling and evaluation of reported illnesses. Health care professionals must be provided specified information to facilitate the evaluation and their written opinion on the need for Hepatitis B vaccination following exposure. Information such as employee's ability to receive the Hepatitis B vaccine must be supplied to the employer. All diagnoses must remain confidential.

### **REGULATION HANDLING BLOODBORNE PATHOGENS**

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

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

8. Custodians and sanitation personnel should wear latex disposable gloves during any cleaning operation where the possibility of encountering body fluid exists whether or not the fluid is touched.
9. Careful hand washing is the single most effective method of preventing the spread of contagious diseases. Hands should be washed in hot, soapy water before and after any cleanup operation.
10. A copy of these routine procedures for sanitation and hygiene when handling body fluids will be provided to each employee and must be followed when appropriate and necessary.

**Refer to Policy: DIAF-P**

## **EMERGENCY PLANS AND FIRE DRILLS**

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

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

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

**Refer to Policy: CKC-R**

## **REGULATION EMERGENCY/EVACUATION PLAN**

### Purpose

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

### Authority

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

### District Protection

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

### Legal Protection

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

#### Guidelines

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

**Refer to Policy: CKCR-CKCR-2**

#### **EMERGENCY PLANS AND BOMB THREATS**

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



SALLISAW SCHOOL DISTRICT I-1  
 BILL TO: 701 South J.T. Stites Blvd.  
 Sallisaw, Oklahoma 74955  
 (918) 775-5544 • Fax: (918) 775-1257

P.O. INCOMPLETE  
 -REQUISITION-

-REQUISITION-

**INSTRUCTION TO USER:** FILL IN ALL INFORMATION. USE A SEPARATE SHEET FOR EACH VENDOR OR SOURCE OF SUPPLY. TURN IN ALL COPIES TO OFFICE.

SHIP TO:

REQUESTED BY: \_\_\_\_\_ DATE 7/1 20 12  
 NAME: YOUR NAME HERE  
 BUILDING: \_\_\_\_\_ DEPT: \_\_\_\_\_  
 ADDRESS: 136 S Dogwood  
Sallisaw ZIP: 74955

VENDOR: ARK School & Office Supply

CATALOG YEAR OR NO.:

ADDRESS: \_\_\_\_\_

FSM \_\_\_\_\_ ZIP: \_\_\_\_\_

QUANTITY	CATALOG NO.	CATALOG PAGE	ITEM	GIVE COLOR, SIZE, ETC.	PRICE EACH	TOTAL AMOUNT
4			Sing & Read Alph CD		24.99	99.96
**NOT ENOUGH INFORMATION TO PROCESS**						
						

TOTAL AMOUNT

ADMINISTRATIVE ACTION RECORD

PERSON	DATE	APPROVED	NOT APPROVED
PRINCIPAL	<u>7/1/12</u>	<u>sh</u>	
SUPERINTENDENT			
PURCHAGENT			

PROCESS RECORD
DATE ORDERED _____ 20 _____
PURCHASE ORDER NO. _____
VENDOR _____

Packing List

*Ref'd to memo 5/13/12 by [signature]*

Bound To Stay Bound Books, Inc.  
1880 West Morton  
Jacksonville, IL 62650  
(800) 637-6586  
www.btsb.com



EASTSIDE MEDIA CNTR LIB  
200 S DOGWOOD CIRCLE  
SALLISAW OK 74955  
LINDA MCCLURE

Cust # 36721002  
Ref # 79542  
Inv # 787402  
PO # 654

Title #	Qty	Author	Title	Call #	Item #	Item	Proc	Total
374316	✓ 2	George, J	Buffalo Are Back	599.64	Geo	18.20	0.50	37.40
651564	✓ 2	Mone, G	Fish	F Mon		18.20	0.50	37.40
738249	✓ 2	Ramsey, C	Ruth And The Green Book	E Ram		18.18	0.50	37.36
6 Books Processing								109.16
Total								3.00
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