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**MORRISON PUBLIC SCHOOL**

**CERTIFIED STAFF**

**HANDBOOK**

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**MORRISON PUBLIC SCHOOLS**  
**Independent District Noble County**  
**52-1006**

**BOARD OF EDUCATION**

President.....Steve Carr  
Vice President ..... Shane Parli  
Clerk..... Phil Berkenbile  
Member.....Ryan Luter  
Member..... Monty Snowden

**ADMINISTRATION**

Superintendent ..... Jay Vernon  
Elementary Principal..... Christy Williams  
Secondary Principal ..... Brent Haken  
Assistant Principal .....Jared Freeman  
Athletic Director ..... Cory Bales

## **PURPOSE OF MANUAL**

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

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

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

Jay Vernon  
Superintendent of Schools  
Morrison Public School

## **BOARD OF EDUCATION POLICY**

A copy of all board policies is available in the administration building, elementary and high school offices, and on the school website [www.morrisonps.com](http://www.morrisonps.com). 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 AND GENERAL PROVISIONS**

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

## **PHILOSOPHY**

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

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

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

## **EQUAL OPPORTUNITY**

Statement of Equal Educational and Employment Opportunity: It is the policy of this school district to provide equal opportunities without regard to race, color, national origin, sex, age, disability, religion, or veteran status in its educational programs and activities. This includes, but is not limited to admission, educational services, financial aid, recruitment, employment and promotion.

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

Additionally, the Board's specific goals are:

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

### **CONSTITUTION**

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

### **STAFF INVOLVEMENT**

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

### **AGENDA PREPARATION AND DISSEMINATION**

The superintendent, in cooperation with the board president, will prepare the agenda for a meeting of the board of education. Patrons or staff members wishing to have an item placed on the agenda must contact the superintendent or the board president in writing no later than 24 hours before the board agenda must be posted. The board agenda will be prepared according to state law and posted on the front door of the administration building at least 24 hours before the meeting. The posted agenda shall be visible outside during closed hours. Written notice of the date, time, and place of the meeting will be mailed or delivered to each member of the board and to any newspaper or other media representative that has filed a written request for such notice. In addition, the agenda for each meeting will be posted on the school district's website in accordance with the provisions of 74 O.S. § 3106.2, S.L.O. § 533.1. A schedule and information about the regularly scheduled meetings of the board shall be posted on the website. Also, names of members of the board will be posted on the website. When reasonably possible, information about special or emergency meetings shall be posted on the website.

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

All regular, special and emergency meetings of the board of education shall be open to the public. The board, in its efforts to learn the viewpoints and concerns of the patrons of the district, will provide opportunities for the patrons to give input to the board. A procedure developed to allow optimum efficiency of the school board meeting as well as extensive opportunity for patron input shall be in place at all times. A public participation time will be available at all regular meetings, and at special and emergency meetings at the discretion of the board president. The president of the board shall recognize speakers, maintain proper order, and establish and comply with time limits, if needed. Board members and administrative staff are not required to respond to questions from the public, since doing so could be in violation of the Open Meeting Act. The board will not vote on items discussed on the public participation section unless the item is already on the agenda or the item meets the legal requirement of new business. However, questions may be referred to the superintendent for a later report to the board. The board may also choose to place such items on the agenda of a later meeting. The board will not hear personnel complaints unless proper legal and administrative procedures concerning complaints have been followed. No speeches for or against candidates for political office will be permitted.

### **ADOPTION AND REVIEW OF POLICY**

The policies of the board of education will be reviewed annually. Changes, additions, or deletions may be made subsequent to this annual review. However, requests for the board to consider changes in policies may be made at any time. Suggestions should be submitted in writing to the superintendent or the president of the board. The board believes that the two most important ingredients of a legitimate suggestion for policy change are the need (or problem) is well documented with numbers, dates, and figures and the solution suggested is feasible for the school district.

Policy changes may appear on any board agenda. However, final adoption of any policy change must be postponed for 30 days after original consideration, unless the board votes to declare an emergency for the policy change. The board of education is aware that board action, in and of itself, may be interpreted as establishment of policy.

## **PUBLIC COMPLAINTS**

The Morrison Board of Education welcomes comments and suggestions for improvement from the patrons whom it serves. Constructive criticism of the schools is welcome whenever it is motivated by a sincere desire to improve the quality of the educational program or to allow the schools to do their tasks more effectively.

However, the board has confidence in its professional staff and desires to support their actions in order that they are free from unnecessary, spiteful, or negative criticism and complaint. Therefore, whenever a complaint is made directly to the board as a whole or to a board member as an individual, it will promptly be referred to the school administration for study and possible solution.

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

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

Complaints for which specific resolution procedures are provided shall be directed through those channels. This includes complaints about personnel, complaints about instructional materials, etc. Complaints should be resolved at the lowest possible level of authority. If the complaint cannot be resolved at the building level, either party is encouraged to bring the matter to the attention of the superintendent of schools.

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

In addition to the above, the board will request written reports be provided to the board prior to the meeting from the following: The person against whom the complaint is made, the principal of the school involved, the superintendent, and the complainant.

Generally, all parties involved will be asked to attend the board meeting for the purposes of presenting any additional facts, making further explanations, and clarifying the issues. The board will not consider or act upon complaints that have not been explored at the appropriate administrative level or complaints for which specific resolution procedures have been established that do not include board review. If the board decides to hear the complaint, the board shall make a decision, which shall be sent to all interested parties. The board's decision is final.

### **RESOLVING SCHOOL-RELATED CONFLICTS**

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

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

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

### **MAINTENANCE OF FACILITIES**

The board of education believes that a well-maintained facility is more conducive to learning and that budgeting can be more structured and predictable with a maintenance schedule. Preventive maintenance can also save money on postponed repairs. Preventive and corrective maintenance procedures shall be developed and implemented to ensure that each site and building will be clean, in good repair and maintained with consideration for function and aesthetic value.

### **ASBESTOS INSPECTIONS**

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

### **MAINTENANCE REQUESTS**

It will be the duty of the teachers to take care that pupils under their supervision do not damage the school building, furniture, apparatus or other school property. If maintenance is required, teachers will complete a Maintenance Request form and submit it to the superintendent's office. Do not ask our custodians or maintenance personnel to perform repairs. Maintenance Request forms will be available in the building principal's offices.

## **SCHOOL SAFETY**

Safety Program: It is the policy of the Morrison Board of Education to develop rules and procedures which will promote safety in the workplace and which will establish and maintain conditions of work that are reasonably safe and healthful for district employees. Therefore, the superintendent is directed to develop such rules and procedures in accordance with Oklahoma law and the rules of the Oklahoma Department of Labor. The superintendent will designate himself/herself or other person as a district safety coordinator. The rules and procedures developed by the superintendent and approved by this board shall be incorporated into this policy and become a part hereof. The superintendent will establish procedures in an effort to offer reasonable protection for the safety of students, employees, visitors, and others present on school property or at school-sponsored events.

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

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

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

### Safety Signs

In further compliance with state law, the administrator of each school site shall post a sign in the school building which reads as follows: "Felony charges may be filed against any person committing an aggravated assault or battery upon any school employee." Employees who are victims of assault and/or battery while performing school duties shall notify the superintendent, the building administrator, or a member of the Safe School Committee of the incident within 30 days of the incident. The building administrator or committee member shall report such incidents to the superintendent. The superintendent shall determine the action to be taken as a result of the incident. The said victim of the assault and/or battery shall be informed of the action. If the employee is not satisfied with the action, he or she may ask to be heard by the Board of Education.

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

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

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

#### Safety Coordinator

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

#### Responsibilities of the Maintenance Department

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

#### Responsibilities of Building Principals

1. Schedule regular inspections.
2. Post required state and federal safety regulations and maintain appropriate safety records.
3. Arrange the correction of defects reported by employees in the building either by using building personnel or requesting assistance from the maintenance personnel.

4. Cooperate in the correction of defects reported by the district maintenance personnel or other governmental agencies.
5. Notify the fire department any time a fire, regardless of size, takes place in a building.
6. Designate smoking areas.

#### Responsibilities of Teachers and Counselors

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

#### Responsibilities of Other Employees

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

#### Responsibilities of the Safe Schools Committee

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

#### Responsibilities of Students

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

### **VANDALISM**

The board believes that the education of children is dependent upon many factors, including a proper physical environment that is safe, clean and attractive. The care, custody and safekeeping of all school district property are the general responsibility of the superintendent. It is also the superintendent's responsibility to establish procedures for the proper maintenance and safekeeping of school property. All persons who are aware of incidents of vandalism, breaking and entering, and/or theft of school property should report the facts at once to the superintendent. A written report shall be made when the superintendent deems it necessary. No money is to be left in the buildings overnight. The superintendent is authorized to sign a criminal complaint and to press charges against perpetrators of vandalism to school property.

### **PURCHASING OF SUPPLIES, EQUIPMENT, ETC.**

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

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

### **EQUIPMENT ACCOUNTABILITY**

It is the policy of the Morrison 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 non-school use without the approval of the superintendent. 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 Morrison 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 nonconsumable 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 Morrison Board of Education that all visitors to any school facility obtain a visitor's pass at the building principal's office. Parents are requested not to send or allow siblings to visit students in the classroom. Staff members are not normally expected to have personal visitors during the school day. Agents or other persons shall not visit teachers during school hours for the purpose of selling books or other articles without written consent from the superintendent.

The superintendent or principal of any school shall have the authority to order any person<sup>1</sup> 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. This authority shall extend to the removal of any individual attending an official school activity or field trip where students are present, including an activity or field trip not on school property, when the superintendent or principal determines that a threat to the peaceful conduct of students exists. Any person who refuses to leave the school building or grounds after being ordered to do so by the superintendent or principal, shall be guilty of a misdemeanor and upon conviction shall be punished by a fine of not more than \$500.00 or by imprisonment in the county jail for not more than 90 days, or by both such fine and imprisonment.

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

## **SCHOOL VISITORS GRIEVANCE/APEALS PROCESS**

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

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

Upon receipt of the complainant's request for a hearing, the administration shall prepare a written summary of the reason(s) why the individual was directed to leave school premises. The written summary may include the date, time, place, witness statements, and reasoning behind the administrator's decision to direct the individual to leave school premises.

The written summary prepared by the administration shall be mailed to the complainant no later than ten (10) days prior to the date set for hearing before the board of education.

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<sup>1</sup> Does not include students, officers, or employees of the district.

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

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

The decision of the board of education shall be final and unappealable. *-This policy is required by law.*

## **MEDIA RELATIONS AND NEWS RELEASES**

### Media Relations

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

### News Releases

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

## **SOLICITATIONS AND ADVERTISING**

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

## **RETURN CHECK POLICY**

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

## **RECYCLING PROGRAM**

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

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<sup>2</sup> Agenda language will need to reflect the individual's name.

**REGULATION FACULTY STANDARDS OF CONDUCT AND PERFORMANCE**

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

**PRINCIPLE I: COMMITMENT TO STUDENTS**

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

In fulfillment of the obligation to the student, the teacher:

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

**PRINCIPLE II: COMMITMENT TO THE PROFESSION**

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

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

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

**PRINCIPLE III**

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

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

## **TEACHER ETHICS**

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

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

## **FACULTY SELECTION AND ASSIGNMENT**

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

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

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

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

## **TEACHER QUALIFICATIONS**

The Morrison Board of Education shall employ teachers on a professional basis without regard to age, race, color, sex, or national origin. Every teacher employed in this school system must possess a valid license or certificate and shall execute a written contract with the board of education. Teacher contracts shall be considered for renewal on or before April 10 each year.

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

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

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

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

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

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

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

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

**CREDENTIALS**

All contracted teachers must have a valid teaching certificate and up-to-date official college transcripts on file in the superintendent's office. It is the RESPONSIBILITY OF THE TEACHER to assure that their certificates are properly renewed and transcripts are up to date. No pay warrants will be issued to any teacher until proper certificates and transcripts are on file. All new employees, hired after July 1, 1998 will be subject to filling out an application, subject to one background check and all new bus drivers hired after this date will be subject to a drug/alcohol test, before starting in the position.

**RESIDENCY-LEVEL TEACHER ASSIGNMENTS**

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

**PROFESSIONAL GROWTH & DEVELOPMENT**

It is the policy of the Morrison Board of Education that teachers and other employees shall continue their professional growth through seminar and workshop attendance and membership in professional organizations. The board believes that it has a responsibility to provide opportunities for the continual growth of its professional staff. Such opportunities shall include, within budgetary limitation, special in-service training courses and workshops as recommended by a professional development committee and/or the board. Staff members are encouraged to seek additional and higher degrees, to obtain further certification, and to become more proficient not only in their subject area, but also in their ability to handle discipline, to motivate students, and to cope with both personal and job-related stress.

The professional development committee shall be composed of classroom teachers, administrators, and parents, guardians, or custodians of children in the district. A majority of the committee shall be composed of classroom teachers who will be selected by a designated administrator of the district from a list provided by the teachers in the school district. The members selected shall be subject to the approval of a majority vote of the teachers in the district. The administrators shall be selected by the board from a list provided by the superintendent. Parents shall be selected by the board from a list provided by the administration and the professional development committee. At a minimum, once every four years the committee shall include at least one school counselor in its membership.

When classes are dismissed for that purpose, teachers are expected to attend professional meetings or forfeit one day's pay for each day of the meeting unattended unless an emergency exists. The board may authorize the attendance of teachers at educational conferences and may reimburse travel and lodging expenses. Authorization to attend shall be obtained from the board prior to the activity date. Written requests shall be submitted to the superintendent who will forward the request to the board.

## **PROFESSIONAL GROWTH AND DEVELOPMENT – REGULATION**

In accordance with the policy of the board of education, the following regulation shall govern professional development

### Professional Development of Certified and Licensed Personnel

1. Membership in Professional Organizations
  - A. The board of education feels genuine professional growth can be obtained by membership in the various professional organizations, but that membership should be on a voluntary basis and not compulsory.
2. Attendance at Required Meetings (all certified and licensed personnel)
  - A. Certified and licensed persons are expected to attend all curriculum meetings planned by the professional development committee.
3. In-service Training
  - A. A minimum of 75 professional development points shall be earned within a five-year period by each certified and licensed individual in order to maintain employment in this district. One point shall be equivalent to one clock hour.
  - B. A minimum of 15 professional development points shall be earned annually by each certified and licensed individual in order to maintain employment in this district.
  - C. At least once a year a program shall be offered on recognition and reporting of child abuse and neglect which all teachers will be required to complete. For those teachers who are unable to complete the program on the day offered, other arrangements will be made.
4. National Board Certification
  - A. Teachers who have submitted an application for National Board Certification may receive two (2) professional days for certification portfolio development during which a substitute teacher shall be provided by the school district at no cost to the teacher.

### Approved Professional Development Opportunities

1. Such workshops as shall be provided by the local professional development committee in response to analysis of needs assessments administered annually to all certified and licensed personnel.
2. Credit may be earned through the following alternatives:
  - A. Professional Meetings (Sanctioned by State Department of Education or professional organizations where professional development points are awarded.)
    - State and Zone O.E.A. Workshops and C.C.O.S.A. Meetings
    - Summer and Saturday Workshops
    - Coaches Clinics (for Summer Coaching Clinic in the absence of signed vouchers – 10 professional development points allowed with local voucher to be signed by superintendent)
    - Vocational Workshops
    - Teacher Visitation Etc.
  - B. Professional Committees
    - Textbook Committee
    - Professional Development Committee
    - Local certified personnel conducting workshops
    - Local Teacher Association President (5 points/year)



- Curriculum Review Planning Committee
- Curriculum Review Chairpersons (1 point/year)
- C. College Courses and Credits (One semester hour of approved college credit shall equal 15 professional development points.)
- D. Additional kinds of experiences may be recommended as alternative activities to the professional development committee to be approved by the board of education.
- E. For each clock hour of participation in alternative activities, one professional development point will be awarded.

### Record Keeping

1. Vouchers for workshops and individual records of professional development points will be kept by the Professional Development Representative in each building.
2. Turning in vouchers, evaluations, and signing the record of points is the responsibility of each individual.
3. Vouchers and evaluations must be turned in to the building representative no later than one week after a workshop. These points will be lost if this is not done during this time period.
4. An evaluation is to be filled out for every local workshop and returned to the building representative.
5. Lost vouchers result in points not being counted. Replacement vouchers will not be available.
6. A comparison check of each certified and licensed person's points will be made once each semester by the building representative and the representative from the central office.
7. Any questions concerning professional development should be directed to the building representative.
8. College credit earned during the summer must be turned in to the building representative no later than the end of the first full week beginning each school year. (A copy of the transcript or grades is needed to show the number of hours earned.)

### Evaluation

1. Individual records of professional development points will be maintained as required by state statutes.
2. Cooperation of all certified and licensed personnel will be necessary to maintain an accurate professional development record for each person.
3. Failure to fulfill professional development training requirements result in action by the board of education according to state statutes.

### Guidelines for Membership on Professional Development Committee

1. Classroom teacher and principal replacement members for the professional development committee will be elected for a two-year term. Terms for regular and alternate members will coincide.
2. The chairperson and co-chairperson will be chosen at the end of each school term to begin serving the following school year. The chairperson should be a professional development member with one year of experience on the committee.

**SCHOOL HOURS**

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

**TEACHER DUTIES**

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

**DELEGATION OF AUTHORITY**

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

**SCHOOL ATTIRE**

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

**REPORTING TIME**

Building principals shall designate the time teachers are to report to work and sign out daily.

**LEAVING SCHOOL GROUNDS**

No staff member shall leave the school grounds during the school day without checking out with their respective building principal. If your principal is not available the teacher will clear through the superintendent's office before leaving.

**STAFF MEETINGS**

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

**OFFICIAL SCHOOL CALENDAR**

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

**TELEPHONE USAGE**

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

**CELL PHONE USE**

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

**CHANGE OF ADDRESS/TELEPHONE**

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

**PLANNING PERIODS**

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

**DISPLAYING OF MATERIALS ON SCHOOL WALLS**

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

**COMMUNITY**

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

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

**SALARIES/PAY DATES**

Teacher salaries will be based upon the salary schedule adopted by the Board of Education. Salaries will be paid in twelve (12) equal installments. Paychecks will be distributed on the 15th of the month or the last working day if the 15th falls on a weekend or holiday with the exception of the first paycheck of the contract year. Oklahoma law requires teachers to be on duty 10 days before salary can be compensated to the teacher.

**SECTION 125 PLAN**

The school district provides a “cafeteria” plan for the purchase of benefits by each employee. Employees that qualify (part-time positions do not qualify) may elect on an annual basis to deduct certain amounts from their salary before taxes to pay for childcare or unreimbursed medical expenses as well as options to invest in additional types of insurance and investment plans on a payroll deduction plan. Also, retirement paid by the employer on behalf of the employee is made on a pre-tax basis.

**FLEXIBLE BENEFIT ALLOWANCE**

A state paid statutory benefit for covering the cost of health insurance over a twelve (12) month period. If not taking health insurance but qualify, you may take the “In Lieu of FBA” benefit as taxable compensation. The dollar amount paid in health insurance premiums or taxable compensation is subject to state statutes.

**APPROVAL OF LEAVE**

All types of leave require notification and/or approval of the school administration. Any teacher taking leave that is not covered by one of the preceding types of leave will forfeit the appropriate percentage of their annual salary for each day missed.

Teachers will give their principal as much advance notice as possible in all cases when they are going to be absent from their respective assignment(s). When a teacher discovers in the a.m. that they will be unable to report for duty on that day, they will call their respective principal, so a substitute teacher can be contacted. If there is not an answer at the principal’s number or if the call is prior to 6:30 a.m., the teacher should call the superintendent. (Calls should be made as soon as possible, no later than 7:00 a.m.)

Teachers not reporting their intention of being absent, or making every attempt to do so, will be considered absent without leave and will be dealt with accordingly. Consideration of all facts involved will be taken into account on any such occasion.

**SICK LEAVE**

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

Transfer of Sick Leave: Employees may transfer up to a maximum of 60 sick leave days from another school district in Oklahoma. The transfer will be allowed after completion of one year of employment in this district. Transfers must be verified in writing by the district where leave was accumulated.

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

**PERSONAL BUSINESS LEAVE**

In compliance with 70 O.S. 6-104, the school district shall provide for all teachers two non-accumulative days for personal business leave, as well as one (1) additional day for school related activity, upon the request of the teacher. If an additional day should be used, the district will deduct from the teacher's pay no more than the salary paid the substitute teacher. Requests for personal business leave shall be made in writing and in advance when possible. If not possible, then the written request should be filed within one day after returning to work. Faculty members that do not use personal days will be reimbursed the cost of a certified substitute teacher at the end of the year.

**EMERGENCY LEAVE**

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

**JURY AND COURT LEAVE**

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

**MILITARY LEAVE**

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

**PROFESSIONAL LEAVE**

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

**TRAVEL AND EXPENSE REIMBURSEMENT**

Faculty may be reimbursed for itemized and documented travel expenses provided such expenses are related to the teacher's duties as expressed in the contract with the teacher. However, if the teacher attends such an activity on personal business leave or on leave without pay, then the school district is not required to compensate the teacher for travel or documented expenses. The board prior to the event must approve the function and the cost to be reimbursed. Faculty members shall submit in writing to the superintendent the need for reimbursement. Notice must be given in time for the superintendent to submit this to the board and the board to give approval. If sufficient time to notify the board is not available, the superintendent may give temporary approval.

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

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

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

**MEAL REIMBURSEMENT**

For the purpose of reimbursing necessary travel expenses of employees and members of the board, the board of education shall follow the legislated guidelines. The employee or board member shall present itemized and documented receipts for each expenditure that is to be reimbursed. In compliance with state law, such documentation will be equal to or greater than the requirements specified by law for state employees in the State Travel Reimbursement Act. Travel expenses and other related expenses of prospective employees for sponsored visits to the school district shall be paid at the discretion of the board or under the same guidelines as those for school employees. All meal expenses must be approved from the superintendent in advance for reimbursement.

### **FAMILY MEDICAL LEAVE ACT**

If the district employs 50 individuals, the district is required to provide eligible employees with leave under the auspices of the Family Medical Leave Act (FMLA).

In order for the school district employees to qualify for FMLA leave, three conditions must be met:

1. The school district must have 50 or more employees on the payroll for 20 workweeks during the current or preceding calendar year.
2. At least 50 employees must work within 75 miles of the district's worksite for the district to be covered; and
3. The employee must have worked for the school district for at least 12 months and for at least 1,250 hours during the last year.

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; or
3. For a serious health condition the employee is experiencing.
4. To care for a covered family servicemember with a serious illness or injury incurred in the line of duty on active duty; or
5. To use for any qualifying exigency arising out of the fact that a covered military member is on active duty or called to active duty status in support of a contingency operation.

Before an employee will be placed on unpaid family leave, the employee must first exhaust any accumulated sick leave, personal leave, and vacation time. Such sick leave, personal leave, and vacation time will be deducted from the 12 workweeks of eligibility. If both spouses are employees of this district, their total leave in any 12-month period will be limited to 12 weeks if the leave is taken (1) for the birth or adoption of a child or (2) to care for a sick parent. The right to take leave for the birth or placement of a son or daughter expires 12 months after the birth or placement with the employee. Eligible employees who are family members of covered servicemembers with a serious illness or injury incurred in the line of duty on active duty will be able to take up to 26 workweeks of leave in a single 12-month period. Sick leave, personal leave, and vacation leave will be deducted from the 26 workweeks of eligibility.

If the superintendent deems it necessary or desirable, an employee may be required to provide certification from a physician of the necessity of any leave requested. The superintendent may require certification as to the date the medical condition began, the anticipated duration and prognosis, and medical facts about the medical condition and treatment.

If the superintendent deems it necessary or desirable, the superintendent may require a second opinion by a physician selected and paid for by the district. If the original opinion and the second opinion conflict, the district may require a third opinion at the district's expense. The conclusion of the third opinion will be final and binding upon the employee and the district.

If family leave is granted for continuing health condition, subsequent recertification may be required at the discretion of the superintendent.

Intermittent leave may be taken in lieu of continuous leave for the birth or adoption of a child only with the concurrence of the district. The employee must provide 30 days of advance notice or as many days of advance notice as are practical. Leave taken for serious health conditions of the employee or an eligible member of the employee's family may be taken intermittently without district concurrence. However, the employee may be transferred to another position that can better accommodate the employee's recurring absences. Such transfer will not reduce the employee's pay and benefits.

Upon completion of family leave, the employee will be entitled to return to the former position of employment with equivalent benefits and pay without loss of seniority or tenure. The employee will be deemed to be at work for the purposes of tenure accrual and retirement vesting and participation. The district will maintain the employee's medical insurance coverage. If the employee contributes toward the premiums, the employee will continue to pay the same rate while on leave.

Note: During the FMLA leave, a board has no obligation to continue to give an employee any benefits other than health insurance, and those benefits thus may be discontinued during the leave. A board may decide whether to extend continuation of coverage to life, dental, and vision insurance, but should know extensions are not required by the FMLA and there can be a substantial cost to the district in doing so. One option that is cost effective and still protects employees while they are on unpaid leave is to permit employees to retain ancillary insurances by reimbursing the district for the full cost of the premiums during the leave period. No benefits or seniority accrues during leave. The district may require documentation from the employee's physician that the employee is able to return to work. FMLA will run concurrently.



**Application for Family or Medical Leave**

Name: \_\_\_\_\_

Current Address: \_\_\_\_\_

Position: \_\_\_\_\_

School or Worksite: \_\_\_\_\_

Beginning date of leave: \_\_\_\_\_

Expected date of return to work: \_\_\_\_\_

Reason for leave request (explain): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If family leave to care for a seriously ill family member is requested, state:

1. Name of family member: \_\_\_\_\_

2. Relationship of family member to you: \_\_\_\_\_

3. Describe care you will provide: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name and mailing address of Health Care Provider(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Medical Certification Statement Employee's Own Serious Illness**

Name of Employee: \_\_\_\_\_

Date condition began: \_\_\_\_\_

Estimate of probably duration of the condition: \_\_\_\_\_

Diagnosis of the serious health condition: \_\_\_\_\_

Statement of the regimen of treatment prescribed for the condition (including estimated number of visits, nature, frequency, and duration of treatment; treatment by other providers; and whether in-patient hospitalization is required):

Explanation of the extent to which the employee is unable to perform the functions of his/her job:

Is the employee unable to perform work of any kind?  Yes  No

If the answer is yes, please explain:

Is the employee unable to perform the essential functions of his/her job?  Yes  No

If yes, please explain:

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Healthcare Provider*

\_\_\_\_\_  
*Type of Medical Practice*

\_\_\_\_\_  
*Specialization, if any*

\_\_\_\_\_  
*Office Telephone Number*

**Medical Release:** I authorize the release of any medical information, necessary to process my leave request, by my physician or other healthcare provider to the Morrison Public School district.

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Patient's Signature*

**Medical Certification Statement Illness of Employee's Family Member**

Name of Employee: \_\_\_\_\_

Name of family member: \_\_\_\_\_

Relationship of above individual to employee: \_\_\_\_\_

Date condition began: \_\_\_\_\_

Estimate of probably duration of the condition: \_\_\_\_\_

Diagnosis of the serious health condition: \_\_\_\_\_

Statement of the regimen of treatment prescribed for the condition (including estimated number of visits, nature, frequency, and duration of treatment):

Explanation of the extent to which employee is needed to care for the ill spouse, child, or parent:

Does the patient require assistance for basic medical, hygiene, nutritional needs, safety, or transportation?  Yes  No

Would the employee's presence be beneficial or desirable for the care of the family member?  Yes  No

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Healthcare Provider*

\_\_\_\_\_  
*Type of Medical Practice*

\_\_\_\_\_  
*Specialization, if any*

\_\_\_\_\_  
*Office Telephone Number*

**Medical Release:** I authorize the release of any medical information, necessary to process my leave request, by my physician or other healthcare provider to the Morrison Public School district.

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Patient's Signature*

**Medical Certification**

A leave request, based on an employee’s serious health condition or the serious health condition of an employee’s spouse, child, or parent, must be accompanied by a medical certification from an attending health care provider or providers.

**Employee’s Statement**

I hereby authorize Morrison Public Schools district to contact my healthcare provider(s) to verify the reason for my requested leave or for any other information concerning my requested family or medical leave. I understand that this authorization will be used only if a medical certification is not received or it is incomplete.

I understand that a failure to return to work at the end of my leave period may be treated as a resignation and will serve as a basis for discharge unless an extension has been agreed upon and approved in writing by the superintendent of schools.

\_\_\_\_\_ *Date*

\_\_\_\_\_ *Employee’s Signature*

Approved by:

\_\_\_\_\_ *Employee’s Immediate Supervisor*

\_\_\_\_\_ *Superintendent of Schools*

**Employer Response to Employee Request for Family or Medical Leave**

U.S. Department of Labor  
Employment Standards Administration  
Wage and Hour Division  
(Family and Medical Leave Act of 1993)

(Date)

To: \_\_\_\_\_  
*(Employee's Name)*

From: \_\_\_\_\_  
*(Name of appropriate employer representative)*

Subject: Request for Family/Medical Leave

On \_\_\_\_\_ *(date)* you notified us of your need to take family/medical leave due to:

- the birth of a child, or the placement of a child for adoption or foster care; or
- A serious health condition that you need care for; or
- A serious health condition affecting your spouse, a child, parent, for which you are needed to provide care.

You notified us that you need this leave beginning on \_\_\_\_\_ *(date)* and that you expect leave to continue until on or about \_\_\_\_\_ *(date)*.

Except as explained below, you have a right under the FMLA for up to 12 weeks of unpaid leave in a 12-month period for the reasons listed above. Also, your health benefits must be maintained during any period of unpaid leave under the same conditions as if you continued to work, and you must be reinstated to the same or an equivalent job with the same pay, benefits, and terms and conditions of your employment on your return from leave. If you do not return to work following FMLA leave for a reason other than: (1) the continuation, recurrence, or onset of a serious health condition which would entitle you to FMLA leave; or (2) other circumstances beyond your control, you may be required to reimburse us for our share of health insurance premiums paid on your behalf during your FMLA leave.

This is to inform you that (check appropriate boxes; explain where indicated)

1. You are  eligible  not eligible for leave under the FMLA.
2. The requested leave  will  will not be counted against your annual FMLA entitlement.

3. You  will  will not be required to furnish medical certification of a serious health condition. If required, you must furnish certification by \_\_\_\_\_ (insert date) (must be at least 15 days after you are notified of this requirement) or we may delay the commencement of your leave until the certification is submitted.
4. You may elect to substitute accrued paid leave for unpaid FMLA leave. We  will  will not require that you substitute accrued paid leave for unpaid FMLA leave. If paid leave will be used, the following conditions will apply. (Explain)

---
5. (a). If you normally pay a portion of the premiums for your health insurance, these payments will continue during the period of FMLA leave. Arrangements for payment have been discussed with you and it is agreed that you will make premium payments as follows: (Set form dates, e.g., the 10<sup>th</sup> of each month, or pay periods, etc. that specifically cover the agreement with the employee.)

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(b). You have a 30-day grace period in which to make payment. If payment has not been made timely, your group health insurance may be canceled, or, at our option, we may pay your share of the premiums during FMLA leave, and recover these payments from you upon your return to work.

(c). We  will  will not pay your share of the premiums for your health insurance while you are on leave.

(d). We  will  will not do the same with other benefits (e.g., life insurance, disability insurance, etc.) while you are on FMLA leave. If we do, when you return from leave, you will be expected to reimburse us for the payments made on your behalf.
6. You  will  will not be required to present a fitness-for-duty certificate prior to being restored to employment. If such certification is required but not received, your return to work may be delayed until such certification is provided.
7. (a). You  are  are not a “key employee” as described in §825.218 of the FMLA regulations. If you are a “key employee”, restoration to employment may be denied following FMLA leave on the grounds that such restoration will cause substantial and grievous economic injury to us.

(b). We  have  have not determined that restoring you to employment at the conclusion of FMLA leave will cause substantial and grievous economic harm to us. (Explain (a) and/or (b) below.)

---
8. You  will  will not be required to furnish us with periodic reports of your status and intent to return to work every 30 days while on FMLA leave.
9. You  will  will not be required to furnish recertification every 30 days relating to a serious health condition. (Explain below, if necessary)

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**Notice of Intention to Return from Leave**

Name: \_\_\_\_\_

Principal or Supervisor: \_\_\_\_\_

Date leave commenced: \_\_\_\_\_

Date of planned return: \_\_\_\_\_

I understand that my reinstatement is subject to the following conditions:

1. I must provide a written certification from my healthcare provider that I am able to resume working and can perform, with or without reasonable accommodation, the essential functions of my position.
2. Every attempt will be made to restore me to my original position. However, if my original position is unavailable, I will be placed in an equivalent position with equivalent pay and benefits. (This section may not apply to key employees.)
3. As an employee returning from family or medical leave, I shall not be entitled to the accrual of any time or employment benefits during my period of leave.

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Employee's Signature*

**Statement of Healthcare Provider**

I have examined \_\_\_\_\_ and can certify that he/she is fully able

to resume working. If not fully able to perform the job, please attach a statement explaining the employee's fitness to return to work.

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Healthcare Provider*

### **SUBSTITUTE TEACHERS**

The Morrison Board of Education realizes that teachers may occasionally be absent from the classroom and recognizes the need for qualified substitute teachers. In recognizing that need, the board has decided that noncertified substitute teachers or substitute teachers with a lapsed or expired teaching certificate shall be paid at the rate of \$58.00 per teaching day. Certified substitute teachers shall be paid \$68.00 per day.

Substitute teachers are to be approved by the superintendent. All substitutes will be employed by the school system and paid by the school system.

No noncertified, non-degreed substitute teacher shall be employed for a total period of time in excess of 70 days per school year and may not be employed for the same assignment for more than 20 days during a school year.

No substitute teacher with a lapsed or expired certificate shall be employed for a total period of time in excess of 100 days per school year and may not be employed for the same assignment for more than 20 days during a school year.

Substitute teachers who do not hold a valid certificate and who are employed to teach special education for physically handicapped students or mentally retarded students are not subject to these restrictions if no certified teachers are available to teach such students and the students would be denied instruction in special education if the substitute teacher were not employed. The district will provide in-service training for a substitute teacher employed to teach special education for more than 15 consecutive days or 30 total days in the same assignment.

A certified substitute teacher may be employed on a monthly or annual basis in accordance with the terms of a written employment contract in the same manner and under the same conditions as regular teachers. Such substitute teachers shall receive the same compensation as regular teachers, at the same salary level, and will be employed pursuant to a temporary employment contract.



## **TEACHER EVALUATION**

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

All certified staff members shall be evaluated using a written and standardized evaluation instrument developed for the board. The completed evaluation shall be retained in the personnel file of the person being evaluated. The evaluation instrument is a confidential document and shall be protected accordingly.

Probationary teachers shall be evaluated at least twice each year. One evaluation shall occur on or before November 14, and another on or before February 9, each year. Career teachers shall be evaluated once each year, unless circumstances require additional evaluations. Evaluations of teachers shall be made by the appropriate certified principal, or other designated certified administrative person.

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

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

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

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

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

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

**WRITTEN ADMONISHMENT TEACHER**

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

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

**FACULTY REDUCTION IN FORCE**

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

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

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

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

## **REDUCTION IN FORCE – CERTIFIED PERSONNEL**

It is the policy of the Morrison Board of Education that, in the event it becomes necessary to reduce the professional staff of this school district, reduction-in-force at any level may be based on any of the following conditions:

- Decrease in revenue,
- Decrease in student enrollment,
- Changes in educational programs or curriculum,
- Cancellation of programs, or
- Any other circumstances determined by the board.

### Definitions

Career teacher means a teacher who:

- a. For teachers employed by a school district prior to full implementation of the Oklahoma Teacher and Leader Effectiveness Evaluation System (TLE) as set forth in Section 6-101.10 of this title, has completed three (3) or more consecutive complete school years as a teacher in one school district under a written continuing or temporary teaching contract, or
- b. For teachers employed for the first time by a school district under a written continuing or temporary teaching contract after full implementation of the Oklahoma Teacher and Leader Effectiveness Evaluation System (TLE) as set forth in 70 O.S. § 7-101.10:
  - (1) Has completed three (3) consecutive complete school years as a teacher in one school district under a written continuing or temporary teaching contract and has achieved qualitative and quantitative ratings of “superior” as measured pursuant to the TLE as set forth in 70 O.S. § 6-101.16 of this act for at least two (2) of the three (3) school years, with no rating below “effective”,
  - (2) Has completed four (4) consecutive complete school years as a teacher in one school district under a written continuing or temporary teaching contract, has averaged qualitative and quantitative ratings of at least “effective” for the last two (2) years of the four-year period, or
  - (3) Has completed four (4) or more consecutive complete school years in one school district under a written continuing or temporary teaching contract and has not met the requirements of subparagraph a or b of this paragraph, only if the principal of the school at which the teacher is employed submits a petition to the superintendent of the school district requesting that the teacher be granted career status, the superintendent agrees with the petition, and the school district board of education approves the petition. The principal shall specify in the petition the underlying facts supporting the granting of career status to the teacher;

Probationary teacher means a teacher who:

- a. For teachers employed by the school district prior to full implementation of the Oklahoma Teacher and Leader Effectiveness Evaluation System (TLE) as set forth in 70 O.S. § 6-101.10, has completed fewer than three (3) consecutive

complete school years as a teacher in one school district under a written teaching contract, or

- b. For teachers employed for the first time by a school district under a written teaching contract after full implementation of the Oklahoma Teacher and Leader Effectiveness Evaluation System (TLE) as set forth in 70 O.S. § has not met requirements for career teacher as provided in paragraph 4 of this section;

In the event any of the above conditions occur, every effort will be made to accomplish the necessary reduction by attrition, voluntary resignation, or voluntary retirement. Reduction-in-force will be made according to the following procedures:

1. The position will be the determining factor in a reduction, not the teacher occupying the position.
2. The order of termination will be as follows:
  - A. A probationary teacher in an eliminated position will be terminated first.
  - B. A career teacher in an eliminated position will be placed in a retained position in which the teacher is, at the time of presentation of the recommendation to reduce force, certified by standard certification, provided the position is occupied by a probationary teacher.
  - C. If a career teacher is qualified for standard certification in a position held by a probationary or licensed teacher but does not have such a certificate, then such career teacher must have evidence of eligibility for such certification on file in a personnel file in the office of the superintendent at the time of the presentation of the recommendation to reduce force.
  - D. If there is more than one career teacher assigned to the position that is subject to being eliminated, the following criteria, in this order, will be used to determine which of the career teachers will be retained:
    1. Certification in a retained teaching position that is open. A career teacher with standard certification for the retained position will be retained over a probationary teacher.
    2. Seniority in continuous, full-time, contracted, certified employment in the district. (Approved medical leave shall not result in a break in service.)
    3. If certification and seniority are the same according the above criteria, the determining factors in order of importance are:
      - a. Years of teaching experience in the retained position in the local school district.
      - b. Academic degree status:  
A teacher with a doctor's degree will be retained over a teacher with a master's or a bachelor's degree; a teacher with a master's will be retained over a teacher with a bachelor's degree.
  - E. If there is more than one probationary teacher in the position being reduced, the criteria listed in E, 1 through 3, will be used in

determining which probationary teacher or licensed teacher will be retained.

Procedures

- A. Action by Superintendent: The superintendent, upon receipt of the board's preliminary determination of the necessity for a reduction in force, or upon his own volition, shall submit to the board his written recommendations for terminating particular teaching positions. In making his recommendations, the superintendent (i) shall not be limited to considering only positions in the areas or programs designated by the board and (ii) shall consult with each principal or area supervisor in whose school or unit a termination is proposed and (iii) shall take into consideration the criteria set out herein.
- B. Action by Board: In the absence of a recommendation from the superintendent pursuant to this section, or when the board of education chooses not to accept the superintendent's recommendation, the board may initiate action without such recommendation provided that it adheres to the other provisions of this policy.
- C. Notice and Hearing Procedures: Prior to taking any action to non-reemploy or dismiss a teacher due to a reduction in force, whether acting on a recommendation or on its own volition, the board shall provide notice and an opportunity for hearing to the affected teacher. The notice and board hearing procedures shall be the same as those provided by Oklahoma law and board policy regarding dismissal and non-reemployment of teachers for cause. Notice of a recommendation of non-reemployment shall be given to the teacher prior to April 10. Forms of the notices to be sent to the teacher are attached as appendices to this policy.
- D. Hearing: At the hearing, evidence may be presented by the administration and the teacher, as to (i) whether a reduction in force is reasonably necessary and is being made in good faith and for the best interests of the School District and (ii) whether the recommendation to not renew (or dismiss) the specific teacher is being made in good faith and pursuant to this policy.
- E. Effect of Board Decision: The decision of the board based on the evidence presented at the hearing shall be final and unappealable. No teacher shall be entitled to petition for a trial de novo as to non-reemployment (dismissal) due to a reduction in force.

### **TERMINATION OF EMPLOYMENT - TEACHERS**

It is the policy of the Morrison Board of Education that professional employees, who for any reason intend to resign or who intend to retire, are encouraged to indicate their plans in writing to the board as early in the school year as plans may become firm and the decision to leave the district is made. Resignations become effective at the end of the school year in which they are submitted. Resignations to become effective earlier than at the end of the school year require a release by the board and must be considered on an individual basis. Resignations for the subsequent school year, made after April 25, likewise require a release by the board and will be considered on an individual basis. Letters of resignation must be mailed to the board by registered or certified mail.

Career teachers will be subject to dismissal at any time – or will not be eligible for reemployment – for:

1. Willful neglect of duty
2. Repeated negligence in the performance of duty
3. Mental or physical abuse to a child
4. Incompetency
5. Instructional ineffectiveness
6. Unsatisfactory teaching performance
7. Commission of an act of moral turpitude
8. Abandonment of contract
9. Conviction of a felony
10. After a finding that such person has engaged in criminal sexual activity or sexual misconduct that has impeded the effectiveness of the individual's performance of school duties
11. Failure to earn required staff development points

Probationary teachers may be terminated for cause or nonrenewed by the board at its discretion subject to any statutory due process requirements in effect at the time such teacher is recommended for dismissal or nonrenewal.

Procedures for dismissal of certified employees are governed by state law and all actions of the school district and the board are clearly identified in the statutes. However, nothing in this policy shall be construed to prevent layoffs due to lack of funds or work. No action regarding dismissal or nonrenewal of an employee shall be taken until the employee has received due process.

The board of education may vote to offer employment or to not offer employment for the subsequent school year in advance of the statutory deadline. Until a written contract is executed or until the statutory deadline passes, the board may vote to not reemploy a certified employee.

The superintendent is directed to prepare procedures for the termination of career and probationary teachers in support of this policy.

### **TERMINATION OF EMPLOYMENT TEACHERS – PROCEDURES**

In accordance with the policy of the board of education, the following procedures shall be followed in terminating the employment of career and probationary teachers.

Whenever the superintendent recommends to the board of education that a teacher employed within this school district be dismissed or not reemployed, the superintendent's written recommendation shall set forth the basis for the recommendation. The recommendation shall include the specific statutory grounds on which a career teacher should be dismissed or not reemployed, or the cause for which a probationary teacher should be dismissed or not reemployed, and shall include the underlying facts supporting the recommendation.

Whenever the board of education receives a recommendation for the dismissal or nonreemployment of a teacher, the board shall mail, or cause to be mailed, a copy of the recommendation to the teacher, or serve the recommendation and notice of hearing by process server. If mailed, such mailing will be by certified mail, restricted delivery, return receipt requested. The notice must specify the statutory grounds – for career teachers – or the cause – for probationary teachers – upon which the recommendation is based and shall include the teacher's right to a hearing before the board and the date, time, and place set by the board for hearing. Such hearing shall be held within the school district no sooner than twenty days nor later than sixty days following the teacher's receipt of notice unless the teacher advises that no hearing is desired. The board delegates the superintendent, as its agent, to set a time, date, and place for the hearing after consultation with the board president.

Hearing procedures for probationary teachers shall be as follows:

1. The parties to the hearing are the probationary teacher and the superintendent or designee, and they shall be afforded the following rights at any hearing held pursuant to these regulations:
  - A. The right to be represented.
  - B. The right to present witnesses in person or to present their testimony by interrogatories, affidavits, or depositions. A list of all witnesses shall be furnished to the other party at least five (5) days before the hearing.
  - C. The right to cross-examine witnesses.
  - D. The right to testify in his/her own behalf and present evidence and argument on all issues involved.
  - E. The right to have an orderly hearing.
  - F. The right to have an impartial decision based upon the evidence presented.
2. The board president or, in case of absence, a designee, shall be the presiding officer at the hearing.
3. The hearing shall be convened by the board president who shall state the purpose of the hearing, introduce the parties, and administer the oath to all persons who will testify.
4. Upon the request of either party, the presiding officer may exclude from the hearing room the witnesses not at the time under examination, except that a party to the proceeding and his/her representative shall not be excluded.

5. At the hearing, the burden of proof shall be on the superintendent and the standard of proof shall be by the preponderance of the evidence.
6. While a record of the hearing is not required by law, the State Board of Education strongly suggests that the local board of education maintain such a record (including a tape recording of the hearing and any documents or evidence presented to the board) for two (2) years from the date of the hearing.
7. Informal disposition of any recommendation for dismissal or nonrenewal may be made by written stipulation, agreed settlement, consent order, or default.
8. The order of the procedures shall be:
  - A. Opening statement by the superintendent.
  - B. Opening statement by the teacher.
  - C. Presentation of the superintendent's evidence, followed by cross-examination of witnesses by the teacher.
  - D. Questions by the board members.
  - E. Presentation of the teacher's evidence, followed by cross-examination of witnesses by the superintendent.
  - F. Questions by the board members.
  - G. Presentation of rebuttal and surrebuttal evidence as necessary.
  - H. Closing argument by the superintendent.
  - I. Closing argument by the teacher.
  - J. Deliberation by the board members.
  - K. Vote by the board to accept or reject the superintendent's recommendation and recitation of findings of fact upon which the decision is based.
9. Presentation and consideration of evidence shall abide by the following:
  - A. Only evidence that reasonably relates to the issues before the board, as reflected in the notice to the teacher, should be deemed relevant.
  - B. Strict rules of evidence as required by a court of law shall not apply in these hearings.
  - C. Rulings on admissibility of evidence will be made by the presiding officer.
  - D. Documentary evidence may be received in the form of copies or excerpts.
  - E. Documentary evidence presented to the board shall be marked with a distinguishing number or letter such as Teacher's Exhibit #1 or Superintendent's Exhibit #1.
  - F. While hearings are open to the public, no questions or statements will be allowed by members of the public attending the hearing except through the parties or their council.



The board of education may convene into executive session to deliberate findings of fact. After due consideration of the evidence and testimony presented at the hearing, the board of education shall vote in open meeting whether or not to dismiss or nonreemploy the probationary teacher. The board's decision shall include a recitation of the basic or underlying facts relied upon by the board in reaching its decision. The teacher shall be notified in writing of the board's decision by certified mail, restricted delivery, return receipt requested, or substitute process as authorized by law.

The career teacher pre-termination hearing shall be conducted by the board of education. Initially, the superintendent or designee shall, in person or in writing, specify the statutory ground upon which the recommendation is based. The superintendent or designee will specify the underlying facts upon which the recommendation was based and provide an explanation of the evidence supporting the recommendation for the dismissal or nonreemployment of the career teacher.

The career teacher or designee will then have the opportunity to present reasons, either in person or in writing, why the superintendent's recommendation should not be accepted. The burden of proof shall be upon the superintendent or designee and the standard of proof shall be by preponderance of the evidence.

The board of education may convene into executive session to deliberate findings of fact. After due consideration of the evidence presented, the board will return to open session and decide whether to accept or reject the recommendation of the superintendent. The board's vote shall be made in open session.

Following the board meeting, the board shall notify the career teacher of its decision, including the basis for the decision, by certified mail, restricted delivery, return receipt requested or sub process as provided by law. If the decision is to accept the recommendation of the superintendent, the career teacher's notification shall include the teacher's right to petition for a trial de novo in the district court within ten (10) days of receipt of such notice. If the teacher is a probationary teacher, the board's decision is final. The career teacher shall receive all compensation and benefits to which the teacher is otherwise entitled only until such time as the teacher's case is adjudicated at a trial de novo if the career teacher petitions for a trial de novo.

The board of education must forward hearing information concerning career and probationary teachers to the State Board of Education on a prescribed form available from the administrative office.

**24/7 SMOKE FREE/TOBACCO FREE ENVIRONMENT POLICY**

Smoking, distribution, and the use or possession of tobacco or tobacco products or paraphernalia used with tobacco and tobacco products is prohibited on school property, in school vehicles, or at or going to and from any school-sponsored or authorized function.

It is specifically directed that this ban on the use of tobacco products will be in effect 24 hours a day, seven days a week, and will apply to all students, employees, visitors, and anyone providing service to the schools with the exception of training provided by Meridian Technology Center as required by government contract. When required by a government contract, the designated smoking area must be away from general traffic areas and completely out of sight of children under eighteen (18) years of age and can be used only by adults attending those training sessions.

Additionally, students are prohibited from use or distribution of, tobacco products or simulated tobacco products in school buildings, on school grounds, in school-owned vehicles, and at all school affiliated functions on or off school campus.

Definitions:

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

Advertising of tobacco products on school property, school publications, and video-TV productions is prohibited. This prohibition also includes gear, paraphernalia, clothing, etc. that display and/or promote tobacco products.

Signs will be posted in prominent places on school property to notify the public that smoking or other use of tobacco products is prohibited. The success of this policy will depend on the cooperation and consideration of smokers/tobacco users and non-smokers/tobacco users. All individuals on school property share in this responsibility for adhering to and enforcing this policy. Those found in violation will be informed that they are in violation of board policy, and in the case of tobacco and/or tobacco products, state law. Any individual who observes a violation on school property may report it in accordance with the procedures below:

**Students** – Any violation of this policy by students will be referred to the site administrator. Site administrators shall inform both students and parents that failure to comply with the policy may result in confiscation of paraphernalia and/or suspension from classes and school activities.

**Employees** – Any violation of this policy by staff will be referred to the appropriate supervisor. Continued violations will constitute willful neglect of duty and will be dealt with accordingly based on established policies and procedures for suspension, demotion, dismissal, and non-renewal of employee.

**Visitors and General Public** – Visitors who are observed smoking or using tobacco products on school district property will be asked to refrain from smoking or using tobacco on school property. If the individual fails to comply with the request, such violation of policy may be referred to the site administrator or other school district supervisory personnel responsible for the area or program during which the violation occurred. The site administrator or supervisor shall make a decision on further action that may include a directive to leave school property. Repeated violations may result in a recommendation to the Superintendent to prohibit the individual from entering school district property for a specified period of time. If deemed necessary by the school administration, local law enforcement officials may be called upon to assist with enforcement of this policy with regard to removal of violators of this policy.

**DRUG-FREE WORK PLACE**

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

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

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

The board will not tolerate employees who use, possess, manufacture, distribute or make arrangements to distribute illegal drugs while at work or on school district property. Further, outside conduct of a substance abuse-related nature, which affects an employee's work, is prohibited. The board insists that all employees report to work without any alcohol or illegal or mind-altering substances in their systems. Employees must inform their supervisor when they are legitimately taking medication, which may affect their ability to work, in order to avoid creating safety problems and violating the federal laws.

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

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

**TESTING EMPLOYEES AND APPLICANTS FOR EMPLOYMENT  
(OTHER THAN BUS DRIVERS) WITH REGARD TO THE USE OF  
ALCOHOL AND ILLEGAL CHEMICAL SUBSTANCES**

The board, 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 school property, adopts the following policy on Testing Employees and Applicants for Employment (Other Than Bus Drivers) With Regard to the Use of Alcohol and Illegal Chemical Substances.

Statement of Purpose and Intent

1. The safety of students and employees of the school district is of paramount concern to the board.
2. An employee who is under the influence of alcohol or an illegal chemical substance when the employee is on duty or on school property poses 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 or her 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 ("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 school property.
7. This policy will apply to all employees of the school 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 school 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, but not limited to, termination.

Definitions

1. "Applicant" means a person who has applied for a position with an employer and received a conditional offer of employment, or an existing employee seeking transfer or reassignment to a different position, or an existing employee who is being transferred or reassigned to a different position.
2. "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 school district may test individuals for drugs and alcohol.
3. "Alcohol" means ethyl alcohol or ethanol.
4. "Under the influence" means any employee of the school district or applicant for employment with the school 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.
5. "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.
6. "School property" means any property owned, leased or rented by the school district, including but not limited to school buildings, parking lots and motor vehicles.
7. "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.
8. "Confirmation test" means a drug or alcohol test on a sample to substantiate the results of a prior drug or alcohol test on the same sample and which uses different chemical principles and is of equal or greater accuracy than the initial test.  
  
In instances when a breathalyzer test is used, a confirmation test means a second sample test that confirms the prior result. Where a single use test is utilized, a confirmation test means a second test confirmed by a testing facility.
9. "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.

10. "On duty" means any time during which an employee is acting in an official capacity for the school district or performing tasks within the employee's job description, including the taking of an annual physical examination.
11. "Bus driver" means:
  - A. a school district employee who is required to have a commercial drivers' 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.
12. 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 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 or her 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 school district will rely on the opinion of the school 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 school 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 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 re-test reverses the findings of the challenged positive result, then the school 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 school 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.



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 school district will not report on or disclose to the school 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.
8. The records of all drug and alcohol test results and related information retained by the school district shall be the property of the school district unless:
  - A. the information will be admissible evidence by an employer or employee in a court case or administrative agency hearing if either the employer or employee is a named party;
  - B. the information is required to comply with a valid judicial or administrative order; or
  - C. the school district's employees, agents or representative needs to access the records in the administration of the Act.

#### Employee Alcohol and Drug Use Test Requirements

The school district is authorized to conduct drug and alcohol testing in accordance with the Act. The school district has chosen to conduct drug or alcohol testing under the following circumstances:

1. *Applicant testing:* The school 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 or grant a voluntary transfer/reassignment.
2. *For-cause testing:* The school 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 school 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 property has been damaged while at work, including damage to equipment. For purposes of workers' 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 school 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 school 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 school 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, or in connection with an employee's return to duty from leave of absence, 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 school 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 school property or as a result of alcohol or drug use tests conducted under this policy, or who refuses to submit to an alcohol or drug test permitted under the Act will be subject to disciplinary action, including, but not limited to, 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 board.

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 school district shall not release such records to any person other than the applicant, employee or the school district's review officer unless the applicant or employee, in writing following receipt of the test results, has expressly granted permission for the school 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 school 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 school district which shall include prominent posting in the school 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 email 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 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 school district and its employees consistent with the Act.

### **DRUG-FREE SCHOOLS**

As required by the Environmental Tobacco Smoke Act Section 143 Part C “Non-Smoking Policy for Children’s Services” the Morrison 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 Morrison Board of Education that a drug education/prevention program is instituted district wide for all district employees.

This program will contain the following provisions:

#### Employees

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

## **WEAPON-FREE SCHOOLS**

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

The Law: It shall be unlawful for any person, except a peace officer or other person authorized by the board, to have a firearm or weapon in his/her possession on any public school property or while in any school bus or vehicle used by the school for transportation of students or teachers. A gun or knife designed for hunting or fishing purposes kept in a privately owned vehicle and properly displayed or stored as required by law shall not be in violation of the provisions of this policy, provided such vehicle containing said gun or knife is driven onto school property only to transport a student to and from school and such vehicle does not remain unattended on school property.

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

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

A dangerous weapon includes, but is not limited to, **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.

## **REGULATION WEAPON-FREE SCHOOL**

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

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

If the principal of 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.

## **BULLYING**

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

Bullying of students by electronic communication is prohibited whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school. The school district is not required to provide educational services in the regular school setting to any student who has been removed from a public school or private school in Oklahoma or another state by administrative or judicial process for an act of using electronic communication with the intent to terrify, intimidate or harass, or threaten to inflict injury or physical harm to faculty or students.

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

In administering discipline, consideration will be given to alternative methods of punishment to insure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure.

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

1. Conference with student
2. Conference with parents
3. In-school suspension
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student’s seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property

9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency or to a delinquency prevention and diversion program administered by the office of Juvenile Affairs
13. Suspension
14. Performing Campus-site services for the school district
15. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

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

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

The superintendent shall develop procedures providing for:

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

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

*Reference: 21 O.S. § 850.0; 70 O.S. § 24-100.2*

*Adoption Date: August 12, 2002 Revision Date: November 28, 2012, November 14, 2016*



## **Prohibiting Harassment, Intimidation and Bullying Regulation**

**Statement of Legislative Mandate and Purpose:** This regulation is a result of the legislative mandate and public policy embodied in the School Bullying Protection Act, 70 O.S. §24-100.2. The Oklahoma Legislature requires school districts to adopt a policy to prevent harassment, intimidation, and bullying in an effort to “create an environment free of unnecessary disruption” and also requires school districts to actively pursue programs for education regarding bullying behaviors. The Morrison Public Schools’ student conduct code prohibits harassment, intimidation, and bullying. This regulation further explains the negative effects of that behavior and seeks to promote strategies for prevention.

**Statement of Board Purpose in Adopting Policy:** The board of education recognizes that intimidation, harassment, and bullying of students cause serious educational and personal problems, both for the student-victim and the initiator of the intimidation, harassment, and bullying. The board observes that this conduct:

1. Has been shown by national and state studies to have a substantial adverse effect upon school district operations, the safety of students and faculty, and the educational system at large.
2. Substantially disrupts school operations by interfering with the district’s mission to instruct students in an atmosphere free from fear, is disruptive of school efforts to encourage students to remain in school until graduation, and just as disruptive of the district’s efforts to prepare students for productive lives in the community as they become adults.
3. Substantially disrupts healthy student behavior and thereby academic achievement. Research indicates that healthy student behavior results in increased student academic achievement. Improvement in student behavior through the prevention or minimization of intimidation, harassment, and bullying towards student-victims simultaneously supports the district’s primary and substantial interest in operating schools that foster and promote academic achievement.
4. Substantially interferes with school compliance with federal law that seeks to maximize the mainstreaming of students with disabilities and hinders compliance with Individual Educational Programs containing objectives to increase the socialization of students with disabilities. Targets of bullying are often students with known physical or mental disabilities who, as a result, are perceived by bullies as easy targets for bullying actions.
5. Substantially interferes with the district’s mission to advance the social skills and social and emotional well-being of students. Targets of intimidation, harassment, and bullying are often “passive-target” students who already are lacking in social skills because they tend to be extremely sensitive, shy, display insecurity, anxiety and/or distress; may have experienced a traumatic event; may try to use gifts, toys, money, or class assignments or performance bribes to protect themselves from intimidation, harassment, or bullying; are often small for their age and feel vulnerable to bullying acts; and /or may resort to carrying weapons to school for self-protection. Passive-target victims who have been harassed and demeaned by the behavior of bullies often respond by striving to obtain power over others by becoming bullies themselves, and are specifically prone to develop into students, who eventually inflict serious physical harm on other students, or, in an effort to gain power over their life or situation, commit suicide.

6. Substantially disrupts school operations by increasing violent acts committed against fellow students. Violence, in this context, is frequently accompanied by criminal acts.
7. Substantially disrupts school operations by interfering with the reasonable expectations of other students that they can feel secure at school and not be subjected to frightening acts or be the victim of mistreatment resulting from bullying behavior.

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

### ***Definition of Terms***

1. Statutory definition of harassment, intimidation, and bullying: 70 O.S. §24-100.3(c) of the School Bullying Protection Act defines the terms "harass, intimidate, or bully" as including, but not limited to, any gesture, written or verbal expression, or physical act that a reasonable person should recognize will:
  - A. Harm another student;
  - B. Damage another student's property;
  - C. Place another student in reasonable fear of harm to the student's person or damage to the student's property; or
  - D. Insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student.
2. The "Reasonable Person" Standard: In determining what a "reasonable person" should recognize as an act placing a student in "reasonable" fear of harm, staff will determine "reasonableness" not only from the point of view of a mature adult, but also from the point of view of an immature child of the age of the intended victim along with, but not limited to, consideration of special emotional, physical, or mental needs of the particular child; personality or physical characteristics, or history that might cause the child to be particularly sensitive to efforts by a bully to humiliate, embarrass, or lower the self-esteem of the victim; and the discipline history, personality of, and physical characteristics of the individual alleged to have engaged in the prohibited behavior.
3. General Display of Bullying Acts: Bullying, for purposes of this section of the regulation, includes harassment and intimidation, and vice versa. According to experts in the field, bullying in general is the exploitation of a less powerful person by an individual taking unfair advantage of that person, which is repeated over time, and which inflicts a negative effect on the victim. The seriousness of a bullying act depends on the harm inflicted upon the victim and the frequency of the offensive acts. Power may be, but is not limited to, physical strength, social skill, verbal ability, or other characteristics. Bullying acts by students have been described in several different categories.

- A. Physical Bullying includes harm or threatened harm to another's body or property, including, but not limited to, what would reasonably be foreseen as a serious expression of intent to inflict physical harm or property damage through verbal or written speech or gestures directed at the student-victim, when considering the factual circumstances in which the threat was made and the reaction of the intended victim. Common acts include tripping, hitting, pushing, pinching, pulling hair, kicking, biting, starting fights, daring others to fight, stealing or destroying property, extortion, assaults with a weapon, other violent acts, and homicide.
- B. Emotional Bullying includes the intentional infliction of harm to another's self-esteem, including, but not limited to, insulting or profane remarks, insulting or profane gestures, or harassing and frightening statement, when such events are considered in light of the surrounding facts, the history of the students involved, and age, maturity, and special characteristics of the students.
- C. Social Bullying includes harm to another's group acceptance, including, but not limited to, harm resulting from intentionally gossiping about another student or intentionally spreading negative rumors about another student that results in the victim being excluded from a school activity or student group; the intentional planning and/or implementation of acts or statements that inflict public humiliation upon a student; the intentional undermining of current relationships of the victim-student through the spreading of untrue gossip or rumors designed to humiliate or embarrass the student; the use of gossip, rumors, or humiliating acts designed to deprive the student of awards, recognition, or involvement in school activities; the false or malicious spreading of an untrue statement or statements about another student that exposes the victim to contempt or ridicule or deprives the victim of the confidence and respect of student peers; or the making of false statements to others that the student has committed a crime, or has an infectious, contagious, or loathsome disease, or similar egregious representations.
- D. Sexual Bullying includes harm to another resulting from, but not limited to, making unwelcome sexual comments about the student; making vulgar, profane, or lewd comments or drawings or graffiti about the victim; directing vulgar, profane, or lewd gestures toward the victim; committing physical acts of a sexual nature at school, including the fondling or touching of private parts of the victim's body; participation in the gossiping or spreading of false rumors about the student's sexual life; written or verbal statements directed at the victim that would reasonable be interpreted as a serious threat to force the victim to commit sexual acts or to sexually assault the victim when considering the factual circumstances in which the threat was made and the reaction of the intended victim; off-campus dating violence by a student that adversely affects the victim's school performance or behavior, attendance, participation in school functions or extracurricular activities, or makes the victim fearful at school of the assaulting bully; or the commission of sexual assault, rape, or homicide. Such conduct may also constitute sexual harassment – also prohibited by Morrison Public Schools.

**Procedures Applicable to the Understanding of and Prevention of Harassment, Intimidation, and Bullying of Students**

***Students and Staff Education and Training:*** All staff will be provided with a copy of the district's policy on prevention of harassment, intimidation, and bullying of students. All students will be provided a summary of the policy and notice that a copy of the entire policy is available on request. Morrison Public Schools is committed to providing appropriate and relevant training to staff regarding identification of behavior constituting harassment, intimidation, and bullying of students and the prevention and management of such conduct. Students, like staff members, shall participate in an annual education program that sets out expectations for student behavior and emphasizes an understanding of harassment, intimidation, and bullying of students, the district's prohibition of such conduct, and the reasons why the conduct is destructive, unacceptable, and will lead to discipline. Students shall also be informed of the consequences of bullying conduct toward their peers.

***Morrison Public Schools' Safe School Committee:*** The safe school committee has the responsibility of studying and making recommendations regarding unsafe conditions, strategies for students to avoid harm at school, student victimization, crime prevention, school violence, and other issues that interfere with an adversely affect the maintenance of safe schools. With respect to student harassment, intimidation, and bullying, the safe school committee shall consider and make recommendations regarding professional staff development needs of faculty and other staff related to methods to decrease student harassment, intimidation, and bullying and understanding and identifying bullying behaviors. In addition, the committee shall make recommendations regarding: identification of methods to encourage the involvement of the community and students in addressing conduct involving bullying; methods to enhance relationships between students and school staff in order to strengthen communication; and fashioning of problem-solving teams that include counselors and/or school psychologists. In accomplishing its objectives, the committee shall review traditional and accepted harassment, intimidation, and bullying prevention programs utilized by other states, state agencies, or school districts.

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

***Staff Reporting:*** An important duty of the staff is to report acts or behavior that the employee witnesses that appears to constitute harassing, intimidating, or bullying. Employees, whether certified or noncertified, shall encourage students who tell them about acts that may constitute intimidation, harassment, or bullying to complete a report form. For young students, staff members given that information will need to provide direct assistance to the student. Staff members who witness such events are to complete reports and to submit them to the employee designated by the assistant superintendent to receive them. Staff members who hear of incidents that may, in the staff member's judgment, constitute harassment, intimidation, or bullying, are to report all relevant information to the assistant superintendent or his/her designee.

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

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

**Discipline of Students:** In administering discipline, consideration will be given to alternative methods of punishment to insure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure.

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

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

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

***Definitions***

1. “Harassment, intimidation, and bullying” means any gesture, written or verbal expression, electronic communication, or physical act that a reasonable person should know will harm another student, damage to the student’s property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school’s educational mission or the education of any student. Harassment, intimidation, and bullying include, but are not limited to, gestures, written, verbal, or physical acts, or electronic communications.
2. “Electronic communication” means the communication of any written, verbal, or pictorial information by means of an electronic device, including, but not limited to, a telephone, a cellular telephone or other wireless communication device, or a computer.
3. “Threatening behavior” means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.

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

1. The matter should immediately be reported to the building principal. If the bullying involved an electronic communication, a printed copy of the communication as well as any identifying information such as email address or web address shall be provided to the building principal. As much detailed information as possible should be provided to the building principal in written form to allow for a thorough investigation of the matter.
2. Upon receipt of a written report, the building principal shall contact the superintendent and begin an investigation to determine the severity of the incident and the potential for future violence.
3. If, during the course of the investigation, it appears that a crime may have been committed the building principal and/or superintendent shall notify local law enforcement and request that the alleged victim also contact law enforcement to report the matter for potential criminal investigation.
4. If it is determined that the school district’s discipline code has been violated, the building principal shall follow district policies regarding the discipline of the student.
5. Upon completion of the investigation, the principal or superintendent may recommend that available community health care options be provided to the student, if appropriate. This may include information about the types of support services available to the student bully, victim, and any other students affected by the prohibited behavior. If such a recommendation is made, the administration shall request disclosure of any information that indicates an explicit threat to the safety of students or school personnel provided the disclosure of information does not violate the provisions or requirements of the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, Section 2503 of Title 12 of the Oklahoma Statutes, Section 1376 of Title 59 of Oklahoma Statutes, or any other state or federal laws relating to the disclosure of confidential information.

**Harassment/Bullying Incident Report Form**

Date: \_\_\_\_\_ Time: \_\_\_\_\_ : \_\_\_\_\_ Room/Location \_\_\_\_\_

Student(s) Initiating Bullying/Harassment:  
\_\_\_\_\_  
Grade: \_\_\_\_\_ Class: \_\_\_\_\_  
\_\_\_\_\_  
Grade: \_\_\_\_\_ Class: \_\_\_\_\_

Student(s) Affected:  
\_\_\_\_\_  
Grade: \_\_\_\_\_ Class: \_\_\_\_\_  
\_\_\_\_\_  
Grade: \_\_\_\_\_ Class: \_\_\_\_\_

Type of Harassment Alleged:  
Racial \_\_\_\_\_ Sexual \_\_\_\_\_ Religious \_\_\_\_\_ Other \_\_\_\_\_

Check all spaces below that apply. Adult stated or identified inappropriate behaviors as:

- |                               |                              |
|-------------------------------|------------------------------|
| _____ Name Calling            | _____ Spitting               |
| _____ Stalking                | _____ Demeaning Comments     |
| _____ Inappropriate Gesturing | _____ Stealing               |
| _____ Staring/Leering         | _____ Damaging Property      |
| _____ Writing/Graffiti        | _____ Shoving/Pushing        |
| _____ Threatening             | _____ Hitting/Kicking        |
| _____ Taunting/Ridiculing     | _____ Flashing a Weapon      |
| _____ Inappropriate Touching  | _____ Intimidation/Extortion |
| _____ Other _____             |                              |

Describe the incident: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Witnesses Present: \_\_\_\_\_

Physical Evidence: Graffiti \_\_\_\_\_ Notes \_\_\_\_\_ E-mail \_\_\_\_\_ Web sites \_\_\_\_\_ A/V tape \_\_\_\_\_  
Other \_\_\_\_\_

Staff Signature \_\_\_\_\_

Parent(s) contacted: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Administrative response taken: \_\_\_\_\_

## **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 constitute sexual harassment if:

- 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 or offensive working environment.
  - C. Confidentiality will be maintained; however, absolute confidentiality cannot be guaranteed because of 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.

## **GRIEVANCE/COMPLAINT PROCEDURE**

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

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

## **REGULATION GRIEVANCE/COMPLAINT PROCEDURE**

### Purpose

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

### Definitions

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

### Procedure

1. Level I - Informal Resolution---Immediate Supervisor  
An employee with a grievance shall first discuss the concern individually with the immediate supervisor within ten (10) days of the alleged violation, citing the specific policy or regulation alleged to have been violated, with the objective of resolving the grievance informally. No written record will be made. However, a memo signed by both parties giving the date of the meeting shall be prepared.
2. Level II -- Formal Resolution---Immediate Supervisor
  - a. If the employee is not satisfied with the discussion of the grievance at Level I, the employee may file the grievance with the immediate supervisor in writing, using the official form which is a part of this procedure, within five (5) days of the Level I meeting.
  - b. The immediate supervisor shall schedule and hold a meeting with the grievant within five (5) days after receipt of the written grievance and shall transmit a written decision to the grievant within five (5) days of the meeting.
3. Level III - Formal Resolution---Superintendent
  - a. If the grievant is not satisfied with the disposition of the grievance at level II, he or she may file an appeal with the superintendent in writing, using the official grievance form which is a part of this procedure, within five (5) days of the Level II response.
  - b. The superintendent or the superintendent's designee shall schedule and hold a meeting with the grievant within ten (10) days after receipt of the appeal and shall transmit a written decision to the grievant within five (5) days of the meeting.

4. Level IV - Formal Resolution---Board of Education
  - a. If the grievant is not satisfied with the disposition of the grievance at Level III, he or she may file an appeal with the board of education in writing, using the official grievance form which is a part of this procedure, within five (5) days of the Level III response.
  - b. The board will hear the appeal at its next regularly scheduled meeting or a special meeting which has been called for that purpose within forty-five (45) days of the receipt of the appeal. The board shall transmit its written decision to the grievant within five (5) days of the meeting. The decision of the board shall be final and nonappealable.

#### General Provisions

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

## **COMPUTER USE**

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

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

The board has directed the superintendent to develop rules, regulations, and procedures governing the use of computers and computer technology in this district. Such rules and regulations are incorporated into this policy and are a part of this policy. References to this policy shall include any rules and regulations attached to it or incorporated within it.

## **COMPUTER USE REGULATION**

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

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

School district computers and computer accessories will be used only by students and faculty members. School district patrons may be permitted to use school equipment only under certain circumstances as determined by the board of education.

Permission to use school computers or other school technology is granted as a privilege that may be withdrawn for violation of this policy or for failure to follow the verbal or written instructions and direction of school faculty or system operators. All persons who use school district computers (users) will read and indicate understanding of any rules and procedures posted on classroom bulletin boards, computer bulletin boards, or computer operating procedures in either hardcopy (typed or written) or softcopy (recorded electronically within the computer or computer accessory) or specific class instructions.

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

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

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

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

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

Telecommunications users will not log into any area that obviously contains pornographic material in any form. Users will not download any form of pornographic material. Students must obtain an Internet Access Conduct Agreement and have the form signed by the student's parent, legal guardian or other legal custodian before using any district computer that has telecommunication capabilities. It is the responsibility of the classroom teacher, instructor, or the appropriate faculty member to insure that such form is on file before a student is permitted to use computer telecommunications equipment. It is unlawful for a person to send an electronic message if the return address has been altered in order to disguise the point of origin or if the message contains false, malicious, or misleading information that purposely or negligently injures a person.

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

Violations of this policy by an employee of the school district may result in disciplinary proceedings including the termination of employment. Violations of this policy by students may result in disciplinary proceedings including suspension and the loss of user privileges. Violations of this policy by school patrons may result in the loss of user privileges.

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

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

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

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

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

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

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

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

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

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

1. Unacceptable Uses of Network. Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:
  - a. Uses that violate the law or encourage others to violate the law. Do not transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the school district's student discipline policy; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, the user should assume that all materials are protected unless there is explicit permission on the materials to use them.
  - b. Uses that cause harm to others or damage to their property. For example, do not engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than the user is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, "Trojan horse", "time bomb", or other harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.
  - c. Uses that jeopardize the security of student and staff access and of the computer network or other networks on the Internet. For example, do not disclose or share your password with others; do not impersonate another user.
  - d. Uses that are commercial transactions. Students, staff, and other users may not sell or buy anything over the Internet without prior permission from the Superintendent. The user should not give others private information about the user or others, including credit card numbers and social security numbers.
2. Netiquette. All users must abide by rules of network etiquette, which include the following:
  - a. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
  - b. Avoid language and uses that may be offensive to other users. Do not use access to make, distribute, or redistribute jokes, stories, or other material that is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.

- c. Do not assume that a sender of e-mail is giving his or her permission for the user to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should be done only with permission or when the user knows that the individual would have no objection.
- d. Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format that the recipient can open.

### Internet Safety

1. General Warning; Individual Responsibility of Parents and Users. All student users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guides to materials to shun. If a student or staff member finds that other users are visiting offensive or harmful sites, he or she should report such use to the appropriate school designee.
2. Personal Safety. Be safe. In using the computer network and Internet, the user should not reveal personal information such as the user's home address or telephone number. The user should not use his/her real last name or any other information which might allow a person to locate the user without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone "met" on the computer network or Internet without a parent's permission (if the user is under 18). Regardless of the user's age, the user should never agree to meet a person the user has only communicated with on the Internet in a secluded place or in a private setting.
3. "Hacking" and Other Illegal Activities. It is a violation of this policy to use the school's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.
4. Confidentiality of Student Information. Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by law, for internal administrative purposes or approved educational projects and activities.
5. Active Restriction Measures. The school, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent users from accessing visual depictions that are (1) obscene, (2) pornographic, or (3) harmful to minors. The school will also monitor the online activities of users, through direct observation and/or technological means, to ensure that users are not accessing such depictions or any other material that is inappropriate for minors.



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

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

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

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

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

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

The user or the parent(s) or guardian(s) of a minor student agree to cooperate with the school in the event of the school's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a school computer or on another computer outside the school district's network.

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

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

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

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

1. Be polite. Messages should not be abusive to others.
2. Take pride in communications. Check spelling and grammar.
3. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language, symbols, or pictures.
4. Protect password confidentiality. Passwords are not to be shared with others. Using another user's account or password or allowing such access by another may be permitted only with the approval of the supervising teacher or system administrator.
5. Do not reveal your personal address or telephone number or those of other persons. No student information protected by FERPA should be electronically transmitted or otherwise disseminated through the network.
6. Do not disguise the point of origin or transmission of electronic mail.
7. Do not send messages that contain false, malicious, or misleading information that may be injurious to a person or a person's property.
8. Illegal activities are strictly prohibited; transferring offensive or harassing messages; offering for sale or use any substance the possession or use of which is prohibited by the school district's staff and student policies; viewing, transmitting, or downloading pornographic materials or materials that encourage others to violate the law; intruding into the networks or computers of others; and downloading or transmitting confidential, trade secret information, or copyrighted materials.

9. The district technology is not to be used for playing multi-user or other network intensive games, commercial ventures, Internet relay chat lines, or downloading excessively large files.
10. No charges for services, products, or information are to be incurred without appropriate permission.
11. Do not use the network in such a way that you would disrupt the use of the network by other users.
12. Users shall respect the privacy of others and not read the mail or files of others without their permission. Copyright and licensing laws will not be intentionally violated.
13. Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, Internet, or any other agencies or other networks that may be accessed. This includes, but is not limited to, the uploading or creation of computer viruses.
14. Report security problems to the supervising teacher or system administrator.
15. Violators of this policy shall hold the district, including its employees and agents, harmless against any and all causes of action, damages, or other liability resulting from the willful or negligent violation of this policy.

#### **INTERNET FILTERING – REGULATION**

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

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

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

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

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

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

**Nudity/Pornography**

- Prevailing U.S. standards for nudity (*genitalia, female breasts, etc.*)
- Provocative semi-nudity (*lingerie models, etc.*)
- Sites that contain pornography or links to pornographic sites  
*Exceptions: Classical nudity (Michelangelo, etc.)*
- Sexuality sites that contain material of a mature level
- Images or descriptions of sexual aids
- Descriptions of sexual acts or techniques
- Sites that contain inappropriate personal ads

**Violence**

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

**Crime**

- Information on performing criminal acts  
*(drug or bomb making, computer “hacking”, etc.)*
- Illegal file archives (*software piracy, etc.*)

**Drug Use**

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

**Tastelessness**

- Images or descriptions of excretory acts (*vomiting, urinating, etc.*)
- 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 (*racial or religious intolerance, etc.*)
- Sites that promote intolerance, hate, or discrimination

**Interactive Mail/Chat**

- Sites that contain or allow inappropriate e-mail correspondence
- Sites that contain or allow inappropriate chat areas
- Inappropriate Banner Acts
- Advertisements containing inappropriate images

**Gambling**

- Sites that allow or promote online gambling

**Weapons**

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

**Other Inappropriate Material**

Body modification: tattooing, branding, cutting, etc.

**Judgment Calls**

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

**Procedure for Suggesting Sites Blocked:**

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

**ILLEGAL USE OF E-MAIL MESSAGING**

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

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

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

- For the purpose of facilitating the falsification of electronic mail transmission information or other routing information
- Has only limited commercially significant purpose or use other than to facilitate the falsification of e-mail transmission information or other routing information
- 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 staff member shall reveal any information concerning any child obtained in his or her capacity as a staff member, except as may be required in the performance of his or her contractual duties. However, such information may be furnished to the child's parent or guardian upon request.

**TEACHER-STUDENT RAPPORT**

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

**ASSEMBLIES**

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

**CLASSROOM SUPERVISION**

Teachers will REMAIN IN THEIR CLASSROOM THE ENTIRE CLASS PERIOD. Leaving students unsupervised endangers the health and welfare of the student and opens the possibility of legal action against the teacher and school district in the event of an accident or injury. If it is necessary to see the principal, the teacher should send a note to the office by a responsible student.

**CARE OF ROOM**

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

**CLASS INTERRUPTIONS**

The board of education believes strongly that the educational material presented in the classroom is the most important ingredient of a student's school day. It also believes that many education support services which may interrupt a class period could be accomplished better, and would allow more time for education, if handled at another time or place. Therefore, the board supports the concept that all class interruptions should be kept to a minimum. The superintendent and the principals should monitor such interruptions to determine that they are necessary, brief, and infrequent.

**RADIOS AND TELEVISIONS**

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

**CLASS PARTIES**

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

### **HALL PASSES**

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

### **HALL SUPERVISION**

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

### **KEYS**

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

### **TEXTBOOKS**

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

### **DUPLICATING MACHINES**

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

### **LESSON PLANS/CURRICULUM MAPS**

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

### **DEFICIENCY SLIPS**

Teachers will contact parents of students who are not performing at their full potential. Teachers may send deficiency slips home at any point to improve student performance.

### **GRADING AND REPORT CARDS**

The board of education believes that a thorough, well-documented and accurate system of grading will result in more accurate and more equitable grades among students. Relative consistency of individual teachers and among the staff as a whole is desirable. Report cards will be given to parents on a timely schedule.

### **REGULATION GRADING AND REPORT CARDS**

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

- A = 90 - 100
- B = 80 - 89
- C = 70 - 79
- D = 60 - 69
- F = 59 and below.

All students should have at least two daily grades each week. Each teacher is to turn in failure notices to the office on Monday after each three weeks of each semester. The office will mail the failing notices if they are in envelopes and addressed. Ten grades for each student should be in the grade book for each nine-week period. Grade sheets are to be typed or in ink.

### **HOMEWORK**

The board of education defines homework as a responsibility that the student undertakes independently, whether at home or outside of class periods in the school. The board further believes that any homework given should be to supplement, complement and reinforce classroom teaching and learning. The homework assignment should be left to the discretion of the individual teacher. Certain classes will require more frequent homework than others. Students are expected to complete homework assignments.

### **NINE WEEKS TESTS AND SEMESTER TESTS**

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

The following scales will be applied to semester TEST grade.

- 0 Absences = 10 points added to semester test grade
- 1 Absence = 7 points added to semester test grade
- 2 Absences = 5 points added to semester test grade

Second semester exempt with minimum of:

- A – 3 absences
- B – 2 absences
- C – 1 absence

If a student is at school (is not absent (off campus) due to sickness, school activity, etc.) and that student does not check into their homeroom by means of a sign-in sheet five times during a semester, that student will lose all test exemptions earned for that semester.



## **PROMOTION AND RETENTION**

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

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

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

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

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

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

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

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

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

### **Student Retention Regulation**

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

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

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

Effective with students entering the first grade in the 2011-2012 school year, a student will be retained at the third grade level if the student scores an unsatisfactory level on the reading portion of the third-grade criterion-referenced test. A student may be promoted for “good cause” if the student meets one of the following statutory exemptions:

1. Limited-English-proficient students who have had less than two years of instruction in an English language learner program;
2. Students with disabilities whose individualized education plans, consistent with state law, indicates that the student is to be assessed with alternative achievement standards through the Oklahoma Alternate Assessment Program (OAAP);
3. Students who demonstrate an acceptable level of performance on an alternative standardized reading assessment approved by the State Board of Education;
4. Students who demonstrate through a student portfolio, that the student is reading on grade level as evidenced by demonstration of mastery of the state standards beyond the retention level;
5. Students with disabilities who participate in the statewide criterion-referenced tests and who have an individualized education plan that reflects that the student has received intensive remediation for reading for more than two years but still demonstrates a deficiency in reading and was previously retained in kindergarten, first grade, second grade, or third grade; and
6. Students who have received intensive remediation in reading through a program of reading instruction for two or more years but still demonstrate a deficiency in reading and who were previously retained in kindergarten, first grade, second grade, or third grade for a total of two years.

Requests to exempt students from the mandatory retention requirements based on one of the good-cause exemptions shall be made using the following process:

1. Documentation submitted from the teacher of the student to the school principal that indicates the student meets one of the good-cause exemptions and promotion of the student is appropriate. Documentation shall be limited to the alternative assessment results or student portfolio work and the individual education plan (IEP), as applicable;
2. The principal of the school shall review and discuss the documentation with the teacher. If the principal determines that the student meets one of the good-cause exemptions and should be promoted based on the documentation provided, the principal shall make a recommendation in writing to the school district superintendent; and
3. After review, the school district superintendent shall accept or reject the recommendation of the principal in writing.

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

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

### **TARDIES/ATTENDANCE**

Teachers should keep an accurate record of student tardies and absences each period for the purpose of semester test exemptions. Teachers will call roll at the beginning of each class period. If student arrives to class after being reported absent, send to office and record tardy. If student arrives after 20 minutes into a class period, it must be counted as an absence. See student attendance policy for further explanation.

### **STUDENT ATTENDANCE**

Morrison Public Schools recognizes regular attendance as necessary for continuity of instruction and to maintain a positive learning environment. Students must be in attendance a minimum of 90% of any semester in order to receive a passing grade. On the 9<sup>th</sup> absence during a semester, a student will fail unless the parent/guardian requests a review of the circumstances and if the committee waives the 90% rule. Under the 90% policy when the 8 days are exceeded, a parent/guardian may petition the principal for review of any extenuating circumstances relating to absences within a reasonable amount of time. Due process will allow appeals up to and including the school board, which has final authority.

It is the parent/guardian's responsibility to contact the school when their son or daughter is absent. Parent must notify the school by 8:05 a.m. if a student will be absent, late, or required to leave school early. Absences that are not verified may be considered truancy. A student is truant if the student is absent without proper excuse from his or her assigned place. If a student is absent from his or her first period class and the school has not received a call explaining the absence, a school designee will phone parents at home or at work to verify the absence.

Statements from doctors and dentists verifying doctor or dentist appointments will be submitted to the office upon the student's return to school. These will not be taken off the 10-day absence rule and will count as an excused absence.

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

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

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

When the student returns to school following any absence, he/she will go to the office to check in. Doctor's and dentist's notes, court notices, etc. will be placed in the student's file. Students with chronic medical problems for which an Individual Education Program (IEP) or 504 has been developed will meet the attendance requirements as stated on the IEP.

Absences for school activities are limited to ten (10) per class hour per school year. These absences are considered attendance. An absence is defined as any time a student misses more than 20 minutes of a class period.

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

**Senior College Visitation Day:** Students wishing to visit a college during their senior year of high school must make arrangements with the administration in advance to the day of the visitation. Seniors will have a maximum of two days per student to visit colleges; these will be counted as excused absences. Students must have taken the ACT prior to the visit.

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

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

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

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

**Sanctions/Interventions for Excessive Absences:** After five absences, the classroom teacher shall speak to the student and notify the parent and building principal in writing. The school principal or designee shall call the student's parent to schedule a meeting to inform them of the absences and discuss appropriate interventions. After the eighth absence in a semester course, the teacher shall speak to the student and notify the principal in writing. The principal or designee shall send a second letter home, advising the parent or guardian of the number of absences. The principal or designee shall meet with the student, the student's parent or guardians, and the student teacher(s).

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

**Loss of Course Credit:** The district reserves the right to impose academic penalties for unexcused absences. Elementary and secondary students who accumulate more than 8 absences (including all excused and unexcused absences) in a semester may be denied course credit and/or promotion to the next grade level. Secondary school student with more than 8 absences in a single course during a single term may lose academic credit for that course, except for medical exemption or extraordinary circumstances. Deadline for appeal of 8 day loss of credit rule will be 10 days after last day of a semester that student has over 8 days absent.

#### **REGULATION STUDENT ATTENDANCE**

A 90 percent attendance rate is generally required for credit. Students who are absent more than 8 days during a semester may be given credit upon written recommendation of the teacher or successful appeal to the principal, superintendent, or board of education.

**ACTIVITIES/ATTENDANCE POLICY (EXTRA-CURRICULAR)**

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

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

A. Definition of an Activity

An activity will be defined as any type of absence resulting from an activity, initiated by any group, organization, team, club, or person/persons, that causes a student to miss any class for a period of 20 minutes or longer in any one (1) class period.

B. Policy

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

C. Rules Governing Activities

1. No teacher will ask for students out of classes other than his/her own for extracurricular activity without permission of the principal.
2. All organizational meeting or meetings will be scheduled through the principal and will be held during a designated period or after school.
3. Teachers and sponsors will be very diligent in scheduling activities to be sure the activity does not cause the student to exceed the absence limit.

**MAKE-UP WORK**

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

**RELEASE OF STUDENTS**

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

### **STUDENT DISMISSAL**

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

### **PRINCIPAL NOTIFICATION**

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

### **SEARCH OF STUDENTS**

The Morrison Board of Education believes that all students should be free from unreasonable search and seizure by school officials. However, it shall be the policy of the board that the superintendent, principal, teacher, and security personnel shall have the authority to search a student and a student's property when there is reasonable suspicion for such searches. The superintendent is instructed to establish a regulation for board approval that supports this policy.

**Search of Students Regulation:** In accordance with the policy of the board of education, searches of students shall be conducted under the following circumstances:

The superintendent, principal, teacher, or security personnel of this school (authorized personnel) may detain and search any student or students on the premises of the public schools, or while attending, or while in transit to, any event or function sponsored or authorized by the school only under the following conditions:

1. When any authorized person has reasonable suspicion that the student may have on the student's person or property alcohol, dangerous weapons, unauthorized electronic paging devices, controlled dangerous substances as defined by law, stolen property if the property in question is reasonable suspected to have been taken from a student, a school employee, or the school during school activities, or any other items which have been or may reasonably be disruptive of school operations or in violation of student discipline rules.
2. School lockers and school desks are the property of the school, not the student. Students have no expectation of privacy concerning lockers, desks, or other school property. The users of lockers, desks, and other storage areas or compartments have no reasonable expectation of privacy from school employees as to the contents of those areas. Lockers, desks, and other storage areas or compartments may be subjected to searches at any time with or without reasonable suspicion. Students are not to use any school area or property to contain any item that should not be at school. Students shall not exchange lockers or desks or use any lockers or desks other than those assigned to them by the principal.

3. Authorized personnel may search a student, within the limits of state and federal law (or this policy), whenever the student consents to such a search. However, consent obtained through threats or coercion is not considered to be freely and voluntarily given.
4. Authorized personnel conducting a search shall have authority to detain the student or students and to preserve any contraband seized.
5. Any searches of students as outlined herein will be conducted by an authorized person who is the same sex as the person being searched and shall be witnessed by at least one other authorized person who is of the same sex as the person being searched.
6. Strip searches are forbidden. No clothing except cold weather outer garments will be removed before or during a search.
7. Items that may be seized during a lawful search – in addition to those mentioned in paragraph 1 above – shall include, but not limited to, any item, object, instrument, or material commonly recognized as unlawful or prohibited. For example: prescription or nonprescription medicines, switchblade knives, brass knuckles, billy clubs, and pornographic literature are commonly recognizable as unlawful or prohibited items. Such items, or any other items which may pose a threat to a student, the student body, or other school personnel, shall be seized, identified as to ownership if possible, and held for release to proper authority.
8. Any student found to be in possession of dangerous weapons, controlled dangerous substances, or other unlawful or prohibited items may be suspended by the superintendent for a period not to exceed the current school semester and the succeeding semester. Such suspension may be in addition to any civil or criminal liability.

### **SEARCH AND SEIZURE**

The superintendent, principal, or teacher, upon reasonable suspicion, may detain and search, or authorize the search of, any pupil or property in the possession of the pupil if the pupil is on any school premises or in transit under the authority of the school, or attending any function sponsored or authorized by the school. The student may be searched for dangerous weapons, controlled dangerous substances, intoxicating beverages, and low-point beer. The student may also be searched for missing or stolen property if such property is reasonably suspected to have been taken from a pupil, school employee or the school during school activities. The search shall be conducted by a person of the same sex and witnessed by at least one other authorized person, preferably by a person of the same sex. Only cold weather outerwear shall be removed.

The official shall have authority to detain the pupil and to preserve any of the items mentioned above and found on the student.

Pupils shall have no expectation of privacy in lockers, desks, or other school property from school personnel or law enforcement officers. No reasonable suspicion shall be required to conduct a locker, desk, or other school property search. These statements are to be included in the student discipline handbook.

The pupil may be suspended in accordance with school law, and any such suspension may be appealed to the administrative committee or board of education, in accordance with school policy, as provided by the Student Suspension Policy.



**Student Searches Checklist**

This checklist is to be used in conjunction with a student search incident.

1. What factors caused you to have a reasonable suspicion that a search of this student or the student's effects will provide evidence that the student has violated or is violating the law or rules of the school?

A. Eyewitness account:

- 1 By whom \_\_\_\_\_
- 2 Date/time \_\_\_\_\_
- 3 Place \_\_\_\_\_
- 4 What was observed \_\_\_\_\_

B. Information from a reliable source:

- 1 From whom information received \_\_\_\_\_
- 2 Date and time received \_\_\_\_\_
- 3 How was information received \_\_\_\_\_
- 4 Who received the information \_\_\_\_\_
- 5 Describe information received \_\_\_\_\_

C. Suspicious behavior. Please explain:

\_\_\_\_\_

D. Date and time search was conducted \_\_\_\_\_

E. Location (where search was conducted) \_\_\_\_\_

F. Reason given to student for search \_\_\_\_\_

G. Was student's consent requested? \_\_\_\_\_ Given? \_\_\_\_\_

2. Reasonableness of search in terms of scope and intrusiveness

A. What were (are) you searching for? \_\_\_\_\_

B. Age and sex of student \_\_\_\_\_

C. Exigency of the situation \_\_\_\_\_

D. What type of search was (is being) conducted? \_\_\_\_\_

E. Who conducted (is conducting) the search? \_\_\_\_\_

Position: \_\_\_\_\_ Sex: \_\_\_\_\_

F. Who witnessed the search? \_\_\_\_\_

3. Explanation of search

A. Describe the time and location of the search \_\_\_\_\_

B. Describe exactly what was searched \_\_\_\_\_

C. What did the search yield? \_\_\_\_\_

D. What was seized? \_\_\_\_\_

E. Was anything released to police? \_\_\_\_\_

F. Were parents notified of the search, including the reasons and the scope?

\_\_\_\_\_

## **DISCIPLINE**

Teachers will be held responsible for the discipline of their respective classrooms. Every teacher will contact the parents of a student that is disruptive before sending that student to the principal's office. After a teacher has exhausted all disciplinary measures at his/her disposal and the desired behavior change has not been achieved, students should be referred to the principal. Discipline forms will be filled out on every incident.

## **STUDENTS RELEASED TO LAW OFFICER**

Various police, attorneys, and/or insurance investigators may interrogate students only with the consent of the parent or guardian or upon the written order of a court, and with the permission of the principal. No student will be released to the custody of an officer of the law without the parent or guardian's consent or upon the written order of a court. If a law officer directly requests a student through a teacher, the teacher will not release said student without permission from the principal personally.

## **STUDENT WITHDRAWAL**

All teachers will use care when checking a student out of school. Be certain grades are recorded, books checked in, and all monetary obligations are cleared before signing the withdrawal slip.

## **WIRELESS COMMUNICATION DEVICES & NUISANCE ITEMS**

Student use of personal telecommunication devices, cell phones, and smartphones for making phone calls or texting is not permissible. Teachers and administrators may direct a student to make a phone call in emergency situations, students may use the phone in the office to contact parents with permission.

Inappropriate communications such as, but not limited to, bullying, harassment, and/or sexual messages and photos using personal electronic devices is a major concern and will result in severe disciplinary action.

The school is not responsible for lost, damaged, or stolen electronic devices. Students with lockers are encouraged to use a lock (see student locker policy) in order to keep personal items safe.

***Consequences of Violation of Policy:*** The student's cell phone or other wireless telecommunication device will be turned over to the building principal's office for any violation of this policy. The device will remain in the building principal's office until personally retrieved by the student's parent or guardian. It will be the student's responsibility to inform their parent or guardian to retrieve the device.

***Mobile Learning Devices:*** Students will be allowed to bring and use their own laptop, tablet, or notebook for school purposes. If a student does not wish to use the school tablets, they may bring their own device if approved by a parent or guardian who has filled out the permission form. Smartphones and iPods may be used in the classroom setting with teacher supervision and direction only. These devices will be connected to the school wireless internet network to provide filtering while at school. Personal internet accounts are not needed and make it more difficult for school officials to monitor inappropriate use.

### **Concussions and Head Injuries**

The Morrison Board of Education recognizes that concussions and head injuries are commonly reported injuries in contact sports.

On an annual basis, a concussion and head injury information sheet shall be completed and returned to the school district by the youth athlete and the youth athlete's parent or guardian prior to the youth athlete's participation in practice or competition. The athletic director shall provide written instructions to all coaches to ensure that no youth athletes are allowed to participate in practice or competition prior to the receipt of a concussion and head injury information sheet. Any coach or staff allowing a youth athlete to participate in practice or competition prior to the receipt of a signed concussion and head injury information sheet shall be disciplined and may be terminated from employment in the extra duty assignment.

A youth athlete who is suspected of sustaining a concussion or head injury during a practice or game shall be removed from participation at that time. Any youth athlete removed from participation shall not be allowed to participate until the athlete is evaluated by a licensed health care provider trained in the evaluation and management of concussion and receives written clearance to return to participation from that health care provider. "Return to learn" guidelines shall be provided to teachers and relevant school personnel pertaining to athletes returning to the classroom after sustaining a concussion or head injury. "Graduated return to athletic participation" guidelines shall be provided to coaches and staff members pertaining to youth athletes returning to activity after sustaining a head injury or concussion.

The school district shall impose the following minimum penalties for failing to remove an athlete from an activity:

1<sup>st</sup> offense: The coach or staff member will be required to attend additional training.

2<sup>nd</sup> offense: The coach or staff member will be suspended from the sport or activity until an appearance in front of the board of education. The appearance before the board of education may involve a determination as to whether the coach or staff member will continue employment in the extra duty assignment.

Additional free online concussion training programs are available at The Center for Disease Control at <http://www.cdc.gov/HeadsUp/index.html> and at the National Federation of State High School Associations at <http://nfhslearn.com/?courseID=38000>.

Return to learn guidelines are located at:

[http://www.cdc.gov/headsup/pdfs/schools/tbi\\_classroom\\_tips\\_for\\_teachers-a.pdf](http://www.cdc.gov/headsup/pdfs/schools/tbi_classroom_tips_for_teachers-a.pdf)

Graduated return to participation guidelines are located at:

[http://www.cdc.gov/headsup/pdfs/custom/headsupconcussion\\_fact\\_sheet\\_for\\_schools.pdf](http://www.cdc.gov/headsup/pdfs/custom/headsupconcussion_fact_sheet_for_schools.pdf)

*Reference: 70 O.S. §24-155*

*Policy Note: SB 1164 (2016) requires that a school policy include links to one or more online concussion training programs provided by the Center for Disease Control, the National Federation of State High School Associations or comparable programs or resources. We have linked two above in the final paragraph of this policy.*

**Concussion and Head Injury Acknowledgement and Information Sheet**

In compliance with Oklahoma Statute Section 24-155 of Title 70, this acknowledgement form is to confirm that you have read and understand the Concussion Fact Sheet provided to you by the Morrison School District related to potential concussions and head injuries occurring during participation in athletics.

I, \_\_\_\_\_ as a student-athlete who participates in Morrison School District's athletic programs and I, \_\_\_\_\_ as the parent/legal guardian, have read the information material provided to us by the Morrison School District related to concussions and head injuries occurring during participation in athletic programs and understand the content and warnings.

\_\_\_\_\_  
*Signature of Student-Athlete*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Parent/Legal Guardian*

\_\_\_\_\_  
*Date*

This form shall be completed annually prior to the athlete's first practice and/or competition and be kept on file for one year beyond the date of signature in the principal's office or the office designated by the principal.

**Concussion/Head Injury Information Sheet**  
**Student-Athletes**

**What is a concussion?**

A concussion is a brain injury  
Is caused by a bump or blow to the head  
Can change the way your brain normally works  
Can occur during practice or games in any sport  
Can happen even if you have not been knocked out  
Can be serious even if you have just been “dinged”

**What are the symptoms of a concussion?**

Headache or “pressure” in head  
Nausea or vomiting  
Balance problems or dizziness  
Sensitivity to light  
Sensitivity to noise  
Feeling sluggish, hazy, foggy or groggy  
Concentration or memory problems  
Confusion  
Does not “feel right”

**What should I do if I think I have a concussion?**

Tell your coaches or parents. Never ignore a bump or blow to the head even if you feel fine. Also, tell your coach if one of your teammates may have a concussion.  
Get a medical checkup. A doctor or health care professional can tell you if you have a concussion and when you are OK to return to play.  
Give yourself time to get better. If you have had a concussion, your brain needs time to heal. While your brain is still healing, you are much more likely to have a second concussion. Additional concussions can cause damage to your brain. It is important to rest until you get approval from a doctor or health care professional to return to play.

**How can I prevent a concussion?**

Follow your coach’s rules for safety and the rules of the sport.  
Practice good sportsmanship.  
Use the proper equipment, including personal protective equipment (such as helmets, padding, shin guards and eye and mouth guards---IN ORDER FOR EQUIPMENT TO PROTECT YOU, it must be the right equipment for the game, position and activity; it must be worn correctly and used every time you play.)

**For more information, visit:**

[www.cdc.gov/TraumaticBraininjury/](http://www.cdc.gov/TraumaticBraininjury/)  
[www.oata.net](http://www.oata.net)  
[www.ossaa.com](http://www.ossaa.com)  
[www.nfhslearn.com](http://www.nfhslearn.com)

**IT'S BETTER TO MISS ONE GAME THAN THE WHOLE SEASON!**

**Concussion/Head Injury Fact Sheet**

**Parents/Guardians**

**What is a concussion?**

A concussion is a brain injury. Concussions are caused by a bump or blow to the head. Even a “ding”, “getting your bell rung” or what seems to be a mild bump or blow to the head can be serious. You cannot see a concussion. Signs and symptoms of a concussion can show up right after the injury or may not appear to be noticed until days or weeks after the injury. If you child reports any symptoms of a concussion or if you notice any symptoms yourself, seek medical attention right away.

**What are the symptoms reported by athletes?**

Headache or “pressure” in head  
Nausea or vomiting  
Balance problems or dizziness  
Sensitivity to light  
Sensitivity to noise  
Feeling sluggish, hazy, foggy or groggy  
Concentration or memory problems  
Confusion  
Does not “feel right”

**What are the signs observed by parents/guardians?**

Appears dazed or stunned  
Is confused about assignment or position  
Forgets an instruction  
Is unsure of game, score or opponent  
Moves clumsily  
Answers questions slowly  
Loses consciousness (even briefly)  
Shows behavior or personality changes  
Cannot recall events prior to hit or fall  
Cannot recall events after hit or fall

**How can I help my child prevent a concussion?**

Ensure they follow their coach’s rules for safety and the rules of the sport.  
Make sure they use the proper equipment, including personal protective equipment (such as helmets, padding, shin guards and eye and mouth guards---IN ORDER FOR EQUIPMENT TO PROTECT YOU, it must be the right equipment for the game, position, and activity; it must be worn correctly and used every time you play.) Learn the signs and symptoms of a concussion.

**For more information visit:**

[www.cdc.gov/TraumaticBraininjury/](http://www.cdc.gov/TraumaticBraininjury/)  
[www.oata.net](http://www.oata.net)  
[www.ossaa.com](http://www.ossaa.com)  
[www.nfhslearn.com](http://www.nfhslearn.com)

**REPORTING SUSPECTED CHILD ABUSE AND/OR NEGLECT**

In accordance with Oklahoma law, any person is required to report suspected cases of physical abuse or neglect involving students to the statewide toll free hotline of the Department of Human Services. The statewide DHS hotline number is 1-800-522-3511. The board of education fully supports that requirement and has established this policy to facilitate such reporting.

Every teacher, support person, or other employee of this school district shall report any suspected physical, mental, or sexual abuse or neglect of any school student to the Department of Human Services by telephone. The employee shall also inform the building principal who will advise the superintendent that the report was made using Form FFG-E.

The reporting obligations under this section are individual, and no employer, supervisor or administrator of a person required to provide information pursuant to this sections shall discharge, or in any manner discriminate or retaliate against, any such person who in good faith provides such child abuse reports or information, testifies, or is about to testify in any proceeding involving child abuse or neglect; provided, that such person did not perpetrate or inflict such abuse or neglect. Any such employer, supervisor, or administrator who discharges, discriminates, or retaliates against such person shall be liable for damages, costs, and attorney fees. Any person who knowingly and willfully fails to promptly report any incident of child abuse may be reported to local law enforcement for criminal investigation and, upon conviction thereof, shall be guilty of a misdemeanor. Any person who knowingly and willfully makes a false report, or makes a report that the person knows lacks factual foundation may be reported by the Department of Human Services to local law enforcement for criminal investigation and, upon conviction thereof, shall be guilty of a misdemeanor.

Any person participating in good faith and exercising due care in the making of a report or any person who, in good faith and exercising due care, allows access to a child by persons authorized to investigate a report concerning the child shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed. Any such participant shall have the same immunity from any liability with respect to participation in any judicial proceeding resulting from such report.

The school district shall post, in a clearly visible location in a public area of the school that is readily accessible to all students, a sign in English and Spanish that contains the toll-free number operated by the Department of Human Services.

*Reference: 10A O.S. § 1-2-101; 10A O.S. § 1-2-104; 63 O.S. § 1-120 (G); 70 O.S. § 1210.162; Atty. Gen. Op. No. 78-202 (Dec. 28, 1978)*

**SUSPECTED CHILD ABUSE REPORT FORM**

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_ School: \_\_\_\_\_

Parent(s)/Legal Guardian: \_\_\_\_\_

Address: \_\_\_\_\_

I hereby acknowledge that I have a statutory duty to report any suspected abuse to DHS. I further understand that merely filling this report does not absolve me of my statutory duty to report this directly to DHS.

A copy of this suspected child abuse or neglect report may be filled with the Department of Human Services, the supervising administrator and the Superintendent of Schools.

Describe the nature and extent of the suspected child abuse or neglect:

\_\_\_\_\_

Describe any evidence of previous suspected child abuse or neglect:

\_\_\_\_\_

Names of persons present during the interview with the child:

\_\_\_\_\_

Name of investigating social worker with the Department of Human Services (if known):

\_\_\_\_\_

Signature of Person Filing Report: \_\_\_\_\_

Signature of Supervising Administrator: \_\_\_\_\_



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

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

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

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

### **USING COPYRIGHTED MATERIAL**

It is the intent of the Morrison 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 Morrison Public Schools that copyrighted materials, whether they are print or nonprint, will not be duplicated unless such reproduction meets “fair use” standards or unless written permission from the copyright holder has been received. Illegal copies of copyrighted materials may not be made or used on district equipment.

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

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

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

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

### **REGULATION USING COPYRIGHTED MATERIAL**

In accordance with the policy of the board of education, the following regulation shall govern the use of copyrighted material by employees of this school district. Employees are urged to follow these guidelines and to instruct students in the importance of observing copyright provisions.

#### Television/Video and Audio

1. Off-air recordings of broadcast programs available to the general public without charge may be used once to meet instructional objectives in a classroom and repeated once for reinforcement during a 10-day period following the broadcast. If you are seeking written permission from the copyright owner to keep and use the program in teaching/learning activities, the recording may be retained an additional 35 days. If permission is not granted, the tape must be erased. Schools may not build library collections of off-air recordings without permission of copyright owners.
2. Programs recorded from pay television channels (HBO, Cinemax, Disney, etc.) do not qualify under “fair use” guidelines and may not be recorded or used in the classroom.
3. Teachers must file formal requests for off-air taping as principals and library media specialists may not make such requests on their behalf.

4. Off-air recordings of broadcast programs may be taped only once for or by a teacher, regardless of the number of rebroadcasts in the same or succeeding years.
5. Off-air recordings must meet the tests of spontaneity:
  - a. The copying is at the instance and inspiration of the individual teacher, and
  - b. The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.
6. A videotape marked “For Home Use Only” may be used in school only in a regular instructional situation by a classroom teacher in a face-to-face setting to meet an instructional objective. It may not be used for entertainment, filler, or any other purpose without prior permission of the copyright owner. Face-to-face teaching exemptions apply if all of the following requirements are met:
  - a. Performance must be given by an instructor or student;
  - b. Performance must take place at a non-profit educational institution;
  - c. Performance must be part of a regular instructional activity limited to when instructor and students are in a face-to-face situation;
  - d. Performance takes place in a classroom or in a similar place devoted to instruction;
  - e. Performance must utilize a lawfully made copy.
7. Audio and videotapes on preview must not be copied and must be returned or purchased after a reasonable evaluation period.
8. Audio and videotapes may not be borrowed from other school districts and used in the classroom.
9. It is not legal to make a “shelf” or archival copy of any audio/visual material or duplicate any material on another format without written permission from the copyright owner.

#### Computer Software

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

#### Print/Graphics

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

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

2. Permissible copying

- a. A single copy may be made of any of the following by or for a teacher for scholarly research, teaching, or preparation to teach a class:
  - i. A chapter from a book;
  - ii. An article from a periodical or newspaper;
  - iii. A short story, short essay, or short poem;
  - iv. A chart, graph, diagram, drawing, cartoon or picture from a book, periodical, or newspaper.
- b. One transparency for classroom instruction may be made from consumable materials such as workbooks, exercises, activity sheets, and other such materials.
- c. Multiple copies of nonconsumable materials for classroom use or discussion may be made by or for the teacher giving the course, provided that
  - i. The copying meets the tests of brevity, spontaneity, and cumulative effect as defined below;
  - ii. Each copy includes a notice of copyright; and
  - iii. No more than one copy per pupil in a course is made.

Definitions

1. Brevity

- a. Poetry: (1) a complete poem of less than 250 words and if printed on not more than two pages, or (2) from a longer poem, an excerpt of not more than 250 words. (Copying may be expanded to permit completion of a stanza.)
- b. Prose: (1) either a complete article, story, or essay of less than 2,500 words, or (2) an excerpt from any prose work of not more than 1,000 words or 10% of the work, whichever is less, but in any event a minimum of 500 words. (Copying may be expanded to permit completion of an unfinished paragraph.)
- c. Illustration: one chart, graph, diagram, drawing, cartoon, or picture per book or per periodical issue.
- d. "Special" works (picture books and certain works in poetry and prose that combine language with illustrations and which are less than 2,500 words in their entirety): such "special" works may not be reproduced in their entirety; however, two of the published pages of such a special work may be reproduced.

2. Spontaneity

- a. The copying is at the request and inspiration of the individual teacher, and
- b. The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

3. Cumulative Effect

- a. The copying of the material is for only one course in the school in which the copies are made.
- b. Not more than one short poem, article, story, essay, or two excerpts may be copied from the same author, nor more than three from the same collective work or periodical volume during one class term (with the exclusion of current news periodicals, newspapers, and current news sections of other periodicals).
- c. No more than nine instances of such multiple copying shall be made for one course during one class term (with the exclusion of current news periodicals, newspapers, and current news sections of other periodicals.)

### Facsimile Sharing of Prints and Graphics

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

### Music/Theatre

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

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

Internet

1. The rights of the owner of copyrighted material on the Internet are exactly the same as the rights for the owner of traditional materials.
2. The rights of the copyright holder include:
  - a. The sole right to make copies;
  - b. The sole right to distribute copies;
  - c. The sole right to produce derivative copies;
  - d. The sole right to perform or display a work publicly.
3. All the criteria for “fair use” apply to works on the Internet just as they apply to other materials.

Digital Transmission (Distance Education)

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

1. Teachers who want to incorporate works into digital transmission for instructional purposes must:
  - a. Avoid the use of commercial works that are sold or licensed for purposes of digital distance education.
  - b. Avoid the use of pirated works, or works where the teacher may otherwise have reason to know the copy was not lawfully made.
  - c. Generally limit the use of works to an amount and duration comparable to what would be displayed or performed in a live physical classroom setting.
  - d. Supervise the digital performance or display, make it an integral part of a class session, and make it part of a systematic mediated instructional activity. In other words, teachers should interactively use the copyrighted work as part of a class assignment in the distance education course. It should be made by, at the direction of, or under the supervision of the instructor; and directly related and of material assistance to the teaching content. It should not be an entertainment add-on or passive background/optional reading.
  - e. Use software tools provided by the district to limit access to the works to students enrolled in the course, to prevent downstream copying by those students, and to prevent the students from retaining the works for longer than a class session. The performance or display must be for, and technologically limited to, the students enrolled in the class.
  - f. Notify the students that the works may be subject to copyright protection and that they may not violate the legal rights of the copyright holder(s). A sample notice might read:  
The materials on this course Web site are only for the use of the students enrolled in this course for purposes associated with this course and may not be retained or further disseminated.

2. The TEACH Act permits the transmission of the following:
  - a. Performances of all of a nondramatic literary or musical work. Nondramatic literary works, as defined in the Act, exclude audiovisual works; thus, examples of permitted performances in which the entire works may be displayed and performed might include poetry or short story reading. Nondramatic musical works would include all music other than opera, music videos (because they are audiovisual), and musicals.
  - b. Reasonable and limited portions of any other performance. This would include all audiovisual works such as films and videos of all types, and any dramatic musical works excluded above.
  - c. Displays of any work in amounts comparable to typical face-to-face displays. This would include still images of all kinds.

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

3. Conversion from Analog to Digital

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

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

#### Permission for Use

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

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



Permissions Guide

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

A. Is the work subject to copyright?

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

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

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

2. Obtaining permission to use copyrighted works:

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

**COPYRIGHTED MATERIALS CHECKLISTS - TEACH ACT CHECKLIST**

- 1. The district is an accredited nonprofit educational institution or governmental body.
- 2. The district has an institutional policy that addresses the use of copyrighted materials and promotes compliance with U.S. copyright law.
- 3. The district provides educational materials/resources to faculty, students, and staff that accurately describe copyright rights and responsibilities.
- 4. The work is not a digital educational work produced or marketed primarily for performance/display as part of mediated instructional activities transmitted via digital networks.
- 5. The work is not a textbook, coursepack, electronic reserves, or similar material typically purchased individually by the students for independent review outside the classroom or class session.
- 6. The work is lawfully made and acquired. Would a reasonable evaluation indicate the origin of the work to be questionable?
- 7. The work is an integral part of the class session. The materials are specifically for students enrolled in the course.
- 8. The work is part of systematic mediated instructional activities, provided at the instructor's direction during the relevant lesson.
- 9. The work is directly related and of material assistance to the teaching content and is a part of the regular offerings of the district.
- 10. The work is (check one)
  - Nondramatic literary work (may use all)
  - Nondramatic musical (may use all)
  - Reasonable and limited portion of any other work (dramatic literary, musical, or audiovisual works) or
  - Display of any work in an amount similar to typical displays in face-to-face teaching in a live classroom setting.
- 11. The transmission of the work is limited, as technically feasible, to the students enrolled in the course.
- 12. Reasonable downstream controls have been instituted.
  - Reasonable measures have been implemented to prevent retention of the works for longer than the class session.
  - Reasonable measures have been implemented to prevent unauthorized dissemination in accessible form by the recipients.
- 13. Materials will be stored on a secure server and transmitted only as permitted by the TEACH Act.
- 14. Copies of the work will not be made other than the one needed to make the transmission.
- 15. For conversions of analog to digital
  - No digital version is available to the educational institution.
  - The digital version available is technologically protected to prevent TEACH uses.  
Yes: Conversion of analog to digital permitted.  
No: Conversion of analog to digital not permitted.
- 16. There is a warning notice present on the work notifying students that the work may be protected by copyright.

**PERMISSION RELEASE FOR COPYRIGHTED MATERIALS**

Date \_\_\_\_\_

Firm \_\_\_\_\_

Address \_\_\_\_\_

School \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Person Making Request \_\_\_\_\_

To Whom It May Concern:

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

Number of copies to be made \_\_\_\_\_

Copy medium \_\_\_\_\_

Use of copies \_\_\_\_\_

Thank you for your cooperation.

Sincerely,

\_\_\_\_\_

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Producer's Reply

Permission is hereby

granted

denied

Details: (include fees, limitations, etc.)

\_\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

### **CLASSES, CLUBS AND ORGANIZATIONS**

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

### **SPONSORSHIP/FUND RAISERS/EXPENDITURES**

Teachers will be assigned sponsorship duties on a rotating basis. All fundraisers and expenditures must be approved by the Board of Education and the administration. All fund raising activities and expenditures will be submitted to the principal on a form for approval and scheduling on the official calendar. The principal must approve any exceptions to this regulation.

### **FIELD / ACTIVITY TRIPS**

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

### **PARENT PERMISSION FORMS**

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

### **USE OF SCHOOL BUS FOR NONSCHOOL AND EXTRA-CURRICULAR ACTIVITIES**

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

**Non-school Activities:** The board may choose to furnish district transportation for students to attend non-school activities such as state or county fairs, summer youth programs, community programs, or science and math programs held at college or university sites. Board approval is required for each trip. Adults may ride school buses when they are designated as chaperones for the students on the bus at that time.

**Bus Driver Compensation:** Each organization is responsible for paying bus driver on extra-curricular trip, field trip, or non-school activity. Drivers will be paid \$10.00 per hour for actual driving time and \$7.25 per hour for down time. Organizations are allowed to make arrangements ahead of time with authorized school district bus drivers willing to donate their time for the organization.

**Transportation Requests:** When participating in a school activity, which requires school transportation, the sponsor is responsible for submitting a transportation request to the principal at least two weeks prior to the trip. Building principals and sponsors are responsible for scheduling a driver. All trips require approval of Superintendent of Schools. In the event that a conflict cannot be resolved, the administration will determine the priority. Date of request is not a determining factor in such decisions.

### **OVERNIGHT TRIPS**

Overnight student activity trips will be made only with the prior approval of the superintendent.

An itinerary is required that includes the following:

- Accurate list of names of all persons to be transported and attending overnight trip. All trip sponsors/chaperones and students must be identified on list.
- Date of overnight trip.
- Activities that students and sponsors will be attending.
- Mode of transportation to be used.
- Lodging accommodations.

The superintendent will ensure that an appropriate number of adults will be involved in the activity trip to provide adequate supervision of students. Each organization should have at least one same gender sponsor for every fifteen students.

Advance consent of the student's parent or guardian is required for any overnight trip. The sponsor is responsible for providing all parents with additional information such as: chaperone arrangements, overnight accommodations, and a detailed itinerary.

Student safety shall be of primary consideration during the field trip.

Sponsors will be expected to do random inspections to ascertain whether students are in assigned locations.

A student may be denied going on an overnight trip because of academic deficiencies, behavioral, or other disciplinary reasons, as determined by the principal or the superintendent.

The trip sponsor is responsible for notifying the superintendent:

- of any situation that will cause a change in plans.
- immediately in the event of an accident.
- for the deportment and discipline of the students for the duration of the trip.

School district students and employees on overnight trips are subject to all Morrison Public School district policies.

**Student Insurance:** The only students who are insured are those students whose parents have obtained a Student Accident Insurance Policy made available at the beginning of each school term. This is only a limited accident policy; it does not cover illness. If additional insurance coverage is desired, parents should purchase trip insurance from a private carrier.

### **ACTIVITY FUND OVERSIGHT**

The board of education of the school district believes that the fiscal responsibility of governing a local school district, including oversight of all school funds, is a very important responsibility. Therefore, the board of education shall require that school activity organizations and associations have board of education oversight. However, in compliance with state law, the board of education shall sanction exemptions of organizations for parent teacher organizations or associations, or organizations for student achievement under conditions as follow:

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

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

#### Handling Activity Fund Money

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

#### Activity Fund Drives

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

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

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

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

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

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

### Introduction

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

### Before an Activity

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

### During the Activity

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

### After the Activity

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

### Expenditure of Funds

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

### **SANCTIONING OF PARENT ORGANIZATIONS AND BOOSTER CLUBS**

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

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



### **BLOODBORNE PATHOGENS**

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

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

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

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

### **REGULATION HANDLING BLOODBORNE PATHOGENS**

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

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

### **HEALTH SERVICES PROGRAM**

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

To that extent, the following services are provided:

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

### **INCLEMENT WEATHER PROCEDURES**

#### Notification to Parents and Students

In the event of inclement weather, the following radio and TV stations will carry necessary information regarding school closing or cancellation.

Television Stations: Channel 4 (Oklahoma City)  
Channel 5 (Oklahoma City)  
Channel 9 (Oklahoma City)

#### Notification to School Personnel

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

A "phone tree" will be distributed each year to facilitate employee notification. If an employee is not contacted about the closing of school, he or she should contact the person on the phone tree who was to contact them.

### **FIRE DRILLS AND TORNADO DRILLS**

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

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

## **EMERGENCY PLANS AND FIRE DRILLS**

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

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

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

## **REGULATION EMERGENCY/EVACUATION PLAN**

### Purpose

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

### Authority

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

### District Protection

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

### Legal Protection

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

Guidelines

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

**EMERGENCY PLANS AND BOMB THREATS**

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

**REGULATION BOMB THREAT PROCEDURES**

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

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

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

**REGULATION EMERGENCY TELEPHONE NUMBERS**

Police.....	580-336-3517
Sheriff .....	580-336-3517
Fire .....	580-724-3535
Ambulance .....	580-336-2211
Highway Patrol .....	918-762-3661
Hospital.....	580-336-3541
Telephone Company .....	800-431-1411
Gas Company.....	800-664-5463
Electric Company .....	800-522-3230
Superintendent's Office ..	580-724-3341
High School Office .....	580-724-3307
Elementary Office .....	580-724-3620