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This Staff / Instructional Staff Handbook is designed to acquaint you with some of the work rules and procedures that are essential to the effective functioning of our school. It is the official statement of the Oklahoma School for the Blind (OSB) policy governing the rights, responsibilities and performance of the staff. The work rules set forth herein are not all-inclusive. Compliance with state and federal laws, the Oklahoma State Department of Rehabilitation Services (DRS), the Oklahoma State Department of Education (SDE) policies, and all OSB work rules and procedures are mandatory for all staff. It supersedes and replaces any previously issued staff handbooks and any prior conflicting directives from the OSB administration.

This handbook provides the administrative structure of OSB as well as information on various administrative, state and federal policies, guidelines and support units that offer services of interest to all staff. These work rules and procedures were written to conform to the policies, mission and overall expectations of OSB. ***OSB administration reserves the right to interpret or change the provisions of this handbook at any time.*** Staff will be notified of any changes

It also contains information about procedures that are not available elsewhere and includes links or references to other sources for further information. The information found in this handbook will enable all staff to locate and use a wide range of OSB resources. Should any staff member have a question, comment, or concern regarding information contained in this handbook, please arrange to visit with an administrator to address your needs.

OSB believes that its staff is vital to its strength and growth as a leader in visual impairment education. We believe in providing opportunities for success in a barrier-free environment and strive to create a positive setting in which all of our staff and students can contribute and become a lasting part of our school and community. Any questions or concerns regarding policies found in this handbook should be directed to one of the administrators.

ADMINISTRATIVE STAFF

The administrative staff, or E Team, meet weekly to handle routine campus issues. If you need an administrator immediately, call the front office and request urgent administrative assistance.

ADMINISTRATIVE STAFF (*E Team / **A Team)

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Jason Jenkins
Security
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(918) 781-8256

SUPPORT STAFF

At OSB, we work to maintain a professional office environment. The office environment should be respected by all staff as professional place of business. Those who need the assistance of support staff should work directly with the person responsible for the issue or task. Members of the support staff are essential to the smooth operation of the educational team. However, support offices are not the place to lounge or for taking lots of time to discuss matters unrelated to the school's mission to educate young people. Please help us in the following ways:

1. Be respectful of other's time.
2. Be aware and respectful of work areas and office confidentiality.
3. Plan your requests ahead of schedule when possible.
4. Practice communication, communication, communication.

Below are Secretarial/Administrative Assistants Job Responsibilities:

Dawn Bryant, Superintendent's Secretary dbryant@okdrs.gov (918) 781-8204

- Teacher leave
- E Team Secretary
- Donation letters and reports
- Professional development
- Handbooks
- Medicaid billing
- Travel requests
- Sylogist – Instructor/staff set-up, teacher and student schedules
- Grants

Melissa Graves, Business Office Administrative Assistant

mgraves@osb.k12.ok.us (918) 781-8201

- Student and activity accounts
- Money / payments
- Requisitions
- Travel PIN numbers

Donna Stewart, Principals' Secretary

dmstewart@osb.k12.ok.us (918) 781-8200

- Entering new and updating current students in Sylogist
- Records request / Student records
- Report cards / progress reports / transcripts
- Attendance
- Deficiency reports / Incidents reports
- Lockers
- Diplomas / graduation / awards
- School supply lists
- Mail

Maggie Mattox, Compliance Officer Admin. Assistant

mmattox@osb.k12.ok.us (918) 781-8226

- New students / initial acceptance letters and enrollment paperwork
- Coordination with the LEA's; SIS coding; WAVE liaison
- Updating LEA list and SBVI counselor list as new information becomes available
- Any EdPlan related issues; e.g. password reset, access, etc.
- IEP scheduling, quarterly IEP progress reports, etc.
- OVTI program
- Newsletter

Annette Underwood, Outreach/Clinic Secretary

aunderwood@osb.k12.ok.us (918) 781-8255

- Answer and direct calls, emails, etc. for vision services for adults and children
- Electronic / hard copy
- Low vision clinic
- Medical records request (current students only)
- Outreach requests for services and placement
- Vision reports
- School Tours

GENERAL INFORMATION

NOTICE OF NON-DISCRIMINATION

OSB does not discriminate on the basis of race, color, national origin, sex, religion, handicap/disability, or age as to treatment of students in the educational programs or activities which it provides. Persons having inquiries concerning compliance with Title VI, Title XI, Section 504, Americans with Disabilities Act, and the Age Discrimination Act may contact Human Resources.

ASBESTOS HAZARD ACT

In 1988 the Asbestos Hazard Emergency Response Act (AHERA) was signed into law. As you may be aware under this Act, the federal government required all school districts throughout the United States, to identify all asbestos containing building materials within their facilities and implement a management plan to eliminate the potential for exposure to both staff and students.

These actions include inspections by Environmental Protection Agency (EPA) accredited inspectors, the assessment of condition, potential exposure of asbestos materials, and the posting of warning labels.

Over the past years, the Oklahoma School for the Blind has maintained an active program to eliminate all asbestos from this campus. Final notification was received June 4, 2009, stating that **“all the asbestos containing materials identified in the original AHERA management plan has been removed from this facility.”**

PUBLIC RELATIONS

Good public relations are the job of the entire staff. Every employee should feel a keen personal responsibility for the development of good relations with the public. Each contact made with the school, whether in person, by telephone or letter, should always receive a warm, courteous and personal reception. Remember that even when it is your “off time”, people are still watching your actions and listening to your words.

CHAIN OF COMMAND

It is the residential staff's responsibility to follow the Chain of Command when seeking assistance with work-related matters.

Occasionally this may not be feasible.

For Example:

DCS – Residential Staff
DCS III – Shift Supervisor
Dean of Students
Principal
Superintendent

If you have a problem with a staff person, it is advised that you approach that person and attempt to resolve the problem in a professional manner. It is inappropriate and unacceptable to complain to other staff persons about the situation. Should you approach the other staff, and you feel the problem has not been resolved; you should then discuss the problem with your Supervisor. If you are not satisfied, you may address the problem with the Dean of Students, Principal or Superintendent. Should this not resolve the problem, you should then follow the established grievance procedures.

DRILLS / BAD WEATHER CLOSING / INCLEMENT WEATHER

FIRE DRILL

Please read and be familiar with these instructions before a problem exists. The below procedures should be followed.

- Students will leave the classroom and the building by the appropriate exit in an orderly manner.
- Teacher should turn off lights and close the door.
- Students are to walk swiftly and quietly in a single file.
- There should not be talking or running indoors or outside.
- Silence must be observed so the teacher can call roll and give instruction in the event that they are needed. Please take roll book with you.
- Students should be taken to the evacuation area by playground.
- When instructions are given to return to the building, students will return to their classroom in single file by the same route they left the building.

THEFT AND VANDALISM

Should there be any theft or vandalism of any equipment, supplies, or areas which are assigned to you, notify the administration immediately.

TORNADO DRILL

The National Weather Service issues a Tornado Watch when a tornado possibility exists, and a Tornado Warning is issued when a tornado has been spotted or indicated by radar.

- All students should move to the designated tornado shelter area and remain there until clear.
- They should sit close together and remain quiet.
- Exposed portions of their bodies, particularly their faces, should be covered.
- When students are in a designated tornado shelter during a tornado drill or warning, they should be instructed to respond to a specific command to assume protective postures, facing interior walls, when the danger is imminent.

Specific staff members are assigned to watch during an alert. Please remember to take cover, stay calm, be quiet and wait for additional information that might be delivered by one of the administrators.

SCHOOL LOCKDOWN EMERGENCY

In the event of a school lockdown emergency, teachers and staff should be familiar with the instructions:

- Classroom teachers will lock their doors.
- Teachers near restrooms will check for students and direct them to the nearest class.
- Students in open, unsecured areas will be taken to a secured area.
- Students outside on campus will be taken to a secure area.
- Keep students away from doors and windows.
- Keep students calm and quiet.

BAD WEATHER CLOSING / INCLEMENT WEATHER

Unless there is an extreme situation, there are no early dismissals due to weather. Parents are always welcome to keep their child at home or pick them up early should they be concerned. Such absences will be considered excused. However, if school is in session, staff members are still expected to report to work. While we do not want staff members to put

themselves in any situation for potential harm, we need to remember that when school is in session, we are still responsible for the students that are present.

Should weather be considered severe enough to close, OSB administrators will notify the news media and the School Messenger system will be activated.

RAVE PANIC BUTTON

The RAVE Panic Button app immediately dials 9-1-1, while simultaneously sending notifications to people on-site of the incident. This app can be used in the following situations.

1. Active Assailant
2. Medical
3. Police
4. Fire
5. 9-1-1, Other
6. Staff Assist

Should it become necessary to contact emergency services (police, fire, ambulance), Jason Jenkins, Security Officer, is to be immediately notified as well.

STAFF GUIDELINES

POLITICAL ACTIVITIES OF EMPLOYEES

OSB shall be kept out of partisan politics. The school does not, however, presume to control or limit the personal activities of its employees. They may exercise their responsibilities and privileges as citizens according to their personal convictions. The use of school facilities, materials and equipment or official capacities should not be used to promote the candidacy of any individual or group.

PERSONAL BELONGINGS

We want OSB to have a comfortable atmosphere, and as such, employees will want to bring personal items to make their space more familiar or special. Please note that while it is permissible to bring any item (within legal regulations) desired to OSB, the school is not responsible for its security. Please remember to respect others' property and wishes regarding their property. This also contains to computers. Please refrain from downloading and installing personal information that is not used for instruction on school computers. Personal data and pictures take up an unnecessary amount of space on the school server. OSB administration reserves the right to examine any of the contents on its equipment and/or servers.

PERSONAL CALLS AND TEXTS

Personal calls and personal texts made by staff should be made during breaks, lunch or after school hours. Staff members should not be interrupted to answer personal calls. If a person needs to leave a message, be sure to get their name, date, time they called and a return number. Non-emergency messages will be emailed; however, it is the responsibility of the person taking the message to ensure those that need immediate attention get to the appropriate person.

STAFF BEHAVIOR

OSB staff are an extension of the institution and as such are expected to conduct themselves in ways which support and reinforce the mission of OSB.

- Staff are expected to be free from the effects of drugs, alcohol, etc. at any school function.
- Staff should use appropriate language in all manner of communication.
- Be mindful of the staff members' position in maintaining public goodwill and support for OSB.

ATTENDANCE AND PUNCTUALITY

A good record of attendance and punctuality is an essential component of good work performance. You are expected to be at your workstation, dressed and equipped appropriately and ready to work, by your scheduled start time. If, for any reason, you are unable to report for work on time or unable to remain at work until the end of your shift or normal work day, you must notify your supervisor directly.

EMAIL

All staff members are required to check their work email at least twice a day when you are working. Email is the primary way information is communicated to staff.

STAFF DRESS CODE

Employees are expected to dress professionally and according to their job duties, unless the days' tasks require otherwise. Employees must always present a clean, professional appearance. Everyone is expected to be well-groomed. Employees should note that their appearance matters when representing our school in front of students, parents, visitors or others. An employee's appearance can create a positive or negative impression that reflects on our school and agency. If you are ever in doubt, please consult with your supervisor.

STAFF DRESS CODE POLICY

As professionals in our school, we realize and value the public's perception of our roles as mentors and models for our students. Therefore, the following dress code will apply to all our staff throughout the school. It is to be applied for all day's students are present.

ACCEPTABLE ATTIRE

- Clothes that maintain a professional and appropriate professional dress/appearance.
- Clothes that are neat, clean and in good repair.

Examples of (but not limited to) inappropriate dress while working:

- Clothes that are too tight, too loose, too sheer, too short or too revealing. This includes tops, miniskirts, short-shorts, shorts, skirts with slits and low-cut clothes, including attire that exposes the chest or breasts.
- Tears, holes or rips in clothing above the knee must not show any skin, undergarments or be considered inappropriate by the staff.
- Apparel that is considered unsafe, dangerous or a health hazard will not be worn on campus.
- Apparel (i.e. graphic t-shirts), tattoos, branding, scarring, body markings or accessories (either permanent or temporary) that contains or alludes to offensive/suggestive slogans, symbols or logos that pertain to immorality, vulgarity, obscenity, nudity, promotion of violence or endorses or promotes violence, sex, drugs, alcohol, tobacco or vandalism and/or gang/cult activity are prohibited.
- Revealing or sexually provocative clothing or clothing of extreme style may not be worn.
- Spaghetti straps

Appropriate professional/casual dress for your job duties:

- Any staff working in the classroom should wear business casual. Athletic casual while in physical education classes. Orientation and Mobility should wear business casual.
- Denim jeans are permitted, but limited to those without rips, tears or holes above the knee and must not show any skin, undergarments or be considered inappropriate by the staff.
- The only graphic t-shirts that are permitted are OSB t-shirts or spirit wear.
- Food service staff may wear scrubs or jeans and t-shirt, along with hair nets.
- Support staff and administrators/supervisors are business casual unless participating in casual Thursday.
- Maintenance, custodial and supply staff are business casual (i.e., shirts/t-shirts with khakis or jeans).

A volunteer or professional service worker is the same as for the area in which they are working.

STAFF LEAVE / ABSENCES

It is strongly recommended that staff contact their supervisor as soon as possible when he/she realizes that an absence is necessary.

Staff should request personal leave days in writing at least 72 hours prior to the date of the leave. To request any type of leave, complete the A DRS-A-153 leave form on the school website under staff resources.

WORK HOURS AND OVERTIME (NON-CONTRACT)

NON-EXEMPT EMPLOYEES

The normal workday is ten (10) hours and forty (40) hours represent a normal work week, beginning at 12:01 AM Sunday and ending at midnight on the following Saturday. For non-exempt employees, overtime is only performed when approved in advance by your supervisor. You are expected to work necessary overtime when requested to do so and you will receive time and one-half compensatory time for time worked exceeding forty (40) hours in any given work week.

When computing total hours worked in a week for purposes of calculating overtime, only hours actually worked are counted. Time off from work, such as holidays or jury duty pay are not counted as hours worked even when paid for such time off.

EXEMPT EMPLOYEES

The normal work week is forty (40) hours and commences at 12:01 AM Sunday and ending at midnight the following Saturday. While you are generally expected to work the number of hours stated above, you are not guaranteed that you will actually be able to perform all of your work duties in this amount of time. You are expected to put in the amount of time over 40 hours per week necessary to complete your job duties and occasionally, substantial extra work may be required. If you are overburdened with work and unable to complete your assignments with a moderate amount of additional work each week, please speak to your supervisor, however, an increased workload is often part of having more responsibility at work and receiving increased pay.

Exempt employees are not paid overtime for hours worked above 40 hours per week; some amount of expected work over 40 hours per week is built into your compensation package as a salaried employee.

PEER SUPPORT

Staff should work in a professional manner recognizing that you are part of an educational team consisting of administration, teachers, staff, students and parents.

Teaching staff are expected to support others by sharing ideas and information with peers and administrators. Be willing to serve as a mentor to other teachers.

Teaching staff should be willing to observe other teachers and ask questions. You can learn much from the work of your fellow teachers.

OFF CAMPUS VISITATION WITH STAFF MEMBERS

It is the responsibility of OSB to provide a positive and nurturing environment for the students who attend school and reside on the OSB campus. The school recognizes that positive relationships between staff and students are critical for successful communication, instruction and mentoring. The school also recognizes that all students and OSB staff exist only because the student has been placed at OSB under an IEP. In the absence of that placement, no faculty or staff would have access to a student. The school also recognizes that all students must be provided equal access to social and recreational activities by OSB's programs, faculty and staff.

Under these unique conditions the school may choose to exercise control over the interaction that faculty and staff have with students both inside and outside of their assigned work schedule.

All staff are prohibited from taking students to, or supervising students at, any home or residence which is not controlled by a parent or guardian, or where a parent or guardian is not present. All staff must receive prior approval from the administration before asking a parent for permission to invite a student to join them in off-campus activities, outside of their scheduled work hours and before inviting the student to do so. Parents or guardians must authorize all contact between off-duty faculty or staff and students.

The administration may deny parent authorized contact between faculty/staff and students, in off-campus activities outside of their scheduled work hours when that contact may be disruptive to the residential or education programs or when the administration believes that such contact may not be in the best interest of any student.

STAFF PARKING AND EXPECTATIONS

The Department of Rehabilitation Services and/or OSB assume no responsibility for any damage to vehicles parked on school property or to the loss of any articles contained therein.

SEXUAL HARRASSMENT - OSB follows the DRS policy (see DRS: 3-3-101).

SCHOOL MEALS

All teachers and staff will pay \$4.00 per meal (breakfast, lunch and dinner). Staff can pay in advance or charge on your account up to \$70.00. You will receive a monthly email from Machel with your balance and is to be paid upon receipt to Melissa Graves. Per DRS guidelines, state funds cannot be used to purchase food and/or beverages for staff.

CAFETERIA RESPONSIBILITIES – LUNCH

Entering the cafeteria

- Elementary students will enter first and go straight to the serving line.
- 6th – 12th grade students will enter after elementary students have eaten and will stand in a single file line.

Serving Line

- Students will be quiet while standing in line.

Cafeteria expectations

- Students will walk to their designated table and/or seat and sit down.
- Students will keep hands, feet and objects to themselves.
- Students will use good manners.
- Students will leave all food and eating materials inside the cafeteria.
- Everyone will treat others with dignity and respect.

Encouragement procedures

- Staff will consistently encourage responsible behavior through positive interactions.
- All staff are responsible for encouraging/praising specific quality behaviors they see.
- Initiative positive attention and friendly interactions.
- Provide praise for following cafeteria rules.

ALCOHOL, DRUGS AND CHEMICAL ABUSE

Alcohol and/or drug abuse is defined as sale or distribution, possession, use and/or being under the influence, while under the supervision of school or in attendance of any school function. These include any compound, liquid, chemical narcotic, drug, vegetable, fruit or other substance which:

- Contains ketene, aldehyde, organize acetones, ether, chlorinated hydrocarbons (e.g. gasoline, glue, fingernail polish, white-out, etc.)
- Causes or can cause conditions of intoxication, inebriation, excitement, elation, stupefaction, paralysis, irrationality, dulling of the brain or nervous system or otherwise changes, distorts or disturbs the eyesight, thinking process, judgment, balance or coordination of an individual.

Alcohol, drugs and chemical abuse by any staff member (or adult visitor) will not be tolerated on the OSB premises.

MEDICAL MARIJUANA

Regardless of a student, employee, parent or any individual's status as a medical marijuana licenses holder, marijuana is not allowed on OSB campus, school vehicle or any vehicle transporting a student under any circumstances. While the use of medical marijuana in conjunction with the possession of a medical marijuana license is legal in the State of Oklahoma, marijuana is a prohibited controlled substance under federal law regardless of the use being for medical purposes. Accordingly, possession of marijuana by a student, employee, parent or any individual, notwithstanding the possession of a medical marijuana license, is strictly prohibited while on the premises of the district and in school vehicles; going to and from district sponsored functions, events, and/or athletic activities which occur in a location other than the premises of the district; utilizing district equipment or transportation and in any other instance in connection with the district where the district reasonably deems the possession of marijuana to be illegal.

In the event that a student, employee, parent or any individual is found to possess or to have possessed marijuana in any of the instances stated above, the district will proceed with all actions and consequences that are afforded under any state or federal law, employment contract, district policy, student handbook provisions, or any other authority applicable to or adopted by the district.

Definitions: The terms “marijuana” and “possession of marijuana” will be interpreted by the district in accordance with state and federal law. The term “marijuana” includes, but is not limited to, any forms of marijuana; all parts of the plant *Cannabis sativa L.*, whether growing or not; marijuana seeds; marijuana oil, extract, resin, or residue; cannabidiol in any form; and marijuana edibles. Any conflict between state and federal law as to the definition of “marijuana” or “possession of marijuana” will be interpreted in favor of federal law.

Nondiscrimination: There will be no discrimination in the district because of an individual's status as a medical marijuana license holder.

Overlap with Other District Policies: The district recognizes that the legal aspects and consequences of medical marijuana are new and possibly subject to change. These legal aspects and consequences of medical marijuana effect many areas of the district's current policies regarding employees, students, parents and individuals on district premises or attending district events. The district will continue to enforce its current adopted policies. As the need arises with changes in state and/or federal law, the district will consider and/or examine district policies in order to assess whether revisions, if any, may be needed to a district policy in order to comply with state and federal law.

Employees: Employees of the district are expected to comply with state and federal law at all times as a term of their continued employment with the district. In that regard, employees are hereby notified that any person who uses or is addicted to marijuana, regardless of whether his or her state has passed legislation authorizing marijuana use for medicinal or recreational purposes, is an unlawful user of or addicted to a controlled substance and is prohibited by federal law from possessing firearms or ammunition. See Bureau of Alcohol, Tobacco, Firearms and Explosives (“ATF”) open letter to all federal firearms licensees (<https://www.atf.gov/file/60211/download>). Employees are expected to adhere to any and all open letters, formal opinions, directives, or any other instruction provided by federal or state agencies regarding state and/or federal law.

SMOKE FREE AND TOBACCO FREE CAMPUS

By state law, OSB is a smoke free, tobacco product free campus. Use of ALL tobacco products, including vaping devices, is prohibited on campus or in state vehicles.

MONEY MATTERS

REQUISITION FORMS

Planning Ahead

When you request to purchase merchandise for use in the school system, the following procedures MUST be done BEFORE any item is purchased. If you do not follow these procedures and you order without approval, you will HAVE TO RETURN THE MECHANDISE OR BEAR THE EXPENSE OF SAID PURCHASE.

PURCHASING PROCEDURES

1. After visiting with your Supervisor about purchases for your classroom, athletics, etc., and the Supervisor agrees that the purchase can be made, a requisition for said purchase must be filled out by the purchaser.
2. A requisition form must be completed ONLINE through the website under Staff Resources > OSB Forms > Purchase Requisition. Once you have completed the requisition form (be sure to complete the entire form: this is the justification for the request, MUST have a complete justification).
3. Submit form online and VERIFY email.
4. We will forward them to the appropriate person for approval.
5. If forms are not submitted online, they WILL be RETURNED.
6. Please check the Google Requisition Tracking form to see the status of your requisition.
7. All purchases MUST be tax exempt!
8. There can be NO personal items on the receipt.
9. Anything purchased for the school/student must have its own invoice or receipt.
10. There will be NO reimbursements.
11. **PERMISSION IS NOT APPROVAL TO PURCHASE.**

FUNDRAISING

1. Fundraising needs to be planned well in advance. A fundraiser request must be submitted ONLINE by the Sponsor and approved by the Principal and Superintendent before starting the fundraiser. No fundraising may be undertaken by a class or school organization without prior written approval.
2. Approval for raising money never carries over from one year to another.
3. Only sponsors may accept money and disperse products. They are accountable for turning money into the Business Office.
4. Fundraising of other schools or other organizations is not allowed at OSB.
5. Make sure checks are made payable to OSB, with a current phone number on the check.
6. All money from fundraisers must be receipted with pre-numbered Student Account Receipts for each fiscal year.
7. Every teacher in the school system must turn in all money received for fundraisers along with the pre-numbered receipt to Student Accounts on at least a weekly basis.
8. Deposit any funds totaling more than \$100.00 DAILY*.
9. Deposit any funds totaling less than \$100.00 WEEKLY*.

*REQUIRED BY STATE LAW

10. Please turn in money collected to student accounts by 3:30pm each day.
11. Student Accounts will then count the money and match it with your receipt and then return your money bag and signed receipt.
12. No later than 60 days after a fundraiser is completed, an Audit must be completed. Audit forms can be found in the Student Accounts office.
13. No later than the last day of school, all receipt books and audits must be turned in.

MONEY

Monies should be turned into student accounts in a timely fashion. You are responsible for all money until it is turned into student accounts. This applies to all clubs, athletic groups and teachers.

TURNING IN MONEY

- Count the money you have collected.
- Turn in the money collected to student accounts. If possible, please turn in by 3:30 PM.
- Student accounts will then count the money.
- Make sure checks are made payable to OSB. Make sure there is a current phone number on the check. Make sure the group or student's name is on the check. (In the event the check is not good, it will be easier to identify and collect).

STUDENTS

CONFIDENTIAL INFORMATION

School records are considered confidential, and contents are not divulged except for purposes directly related to the program for the particular child. Information to be safeguarded includes but is not limited to transcripts; reports of medical examinations; psychological reports; progress reports; correspondence; and other records covering the condition or circumstances of any person from whom, or about whom, information is obtained. Also to be safeguarded are records of any evaluations by department staff members.

Information of an intimate and personal nature about the child or the child's parents **is not to be discussed orally** except in furtherance of the student's program and then only to personnel who have responsibility for carrying out that program. The same principle applies to information disclosed or opinions expressed at conferences. School records are made available at conferences for reference purposes.

STUDENT DRESS CODE

Administrators in conjunction with sponsors, coaches or other persons in charge of extracurricular activities, may regulate dress and grooming of students who participate in a particular activity if the administrator or person in charge reasonable believes the student's dress or grooming creates a hazard, may prevent, interfere with or adversely affect the purpose, direction or effort required for the activity to achieve its goals.

If the student's dress or grooming is objectionable under the above provisions, the parent(s) or legal guardian(s) may be notified and requested that person to make the necessary correction.

BULLYING, HARASSMENT & DISCRIMINATION

The *School Bullying Prevention Act* and School District prohibit peer student harassment, intimidation, bullying and threatening behavior. This policy is in effect while the students are on school ground, in school transportation, or attending school-sponsored activities, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district. The term "harassment, intimidation and bullying" includes, but is not limited to any gesture, written or verbal expression, electronic communication or physical act that a reasonable person should know will:

1. Harm another student;
2. Damage another student's property;
3. Place another student in reasonable fear of harm to the student's person or damage to the student's property; or
4. Insult or demean any student or group of students in such a way as to disrupt or interfere with the School District's education mission or the education of any student.

Bullying is defined as 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. Bullying may include, but is not limited to, words or other behavior, such as name calling, threatening and/or shunning, or starting rumors and may be committed by one or more students against another. Bullying may be physical, verbal, emotional, social, sexual or by electronic communication.

- but may not be limited to, communications made through social media, email or other online forums.
- **Sexual bullying** includes unwelcome sexual advances, but is not limited to, sexual exhibitionism (attracting attention to yourself), voyeurism (seeing, talking or writing about intimacy considered to be private), sexual propositioning, sexual harassment, physical contact and sexual assault. Sexual advances may include, but are not limited to requests for sexual acts or favors, with or without accompanying promises, threats or reciprocal favors or actions, or other verbal or physical conduct of a sexual nature including, but not limited to: lewd or sexually suggestive comments, off-color language or jokes of a sexual nature, gestures, slurs and other verbal, graphic or physical conduct relating to an individual's sex; or any display of sexually explicit pictures, greeting cards, articles, books, magazine, photos, cartoons or electronic communication devices which adversely affect a student's performance.

Victims of bullying will be referred to the school counselor or principal. Those accused of bullying will also be referred to the school counselor or principal for education regarding the significance of bullying behavior, disciplinary action for repeat or ongoing offenses. These individuals may also be reported to the police.

Any student or group of students, who have been the victim of discriminatory harassment based on race, color, national origin, sex, disability, age, religion, sexual orientation, gender identity or expression, genetic information, alienage or veteran, parental, family and marital status or for any other reason, should immediately report the incident to a school administrator.

CHILD ABUSE

REPORTING SUSPECTED CHILD ABUSE

OSB school employees have a legal obligation under Oklahoma law to report child abuse, neglect and exploitation to the Oklahoma Department of Human Services (DHS). OSB employees are obligated under Oklahoma law to report suspected child trafficking immediately to DHS and local law enforcement. In addition, district employees have an obligation to report suspected abuse, neglect, exploitation or trafficking affecting students to principals or other school officials to ensure the student's safety and welfare while at school or participating in school activities. Any employee who suspects that an adult

student (18 and older) is a victim of abuse or neglect to report the matter immediately to local law enforcement in the county of the student's residence. The purpose of this policy is to provide directives and guidelines to assist OSB employees in fulfilling their legal responsibility and to ensure the safety of all OSB students.

Child Abuse and Neglect that must be reported as including, but not limited to:

- Child Abuse (as defined in Section 843.5 of the Oklahoma Statutes);
- Incest (as defined in Section 1-1-105 of Title 10A of the Oklahoma Statutes);
- Contributing to the delinquency of a minor (as defined in Section 856 of Title 21 of the Oklahoma Statutes);
- Trafficking in children (as defined in Section 866 of Title 21 of the Oklahoma Statutes);
- Incest (as defined in Section 885 of Title 21 of the Oklahoma Statutes);
- Forcible sodomy (as described in Section 888 of Title 21 of the Oklahoma Statutes);
- Maliciously, forcibly or fraudulently taking or enticing a child away (as described in Section 891 of Title 21 of the Oklahoma Statutes);
- Soliciting or aiding a minor child to perform or showing, exhibiting, loaning or distributing obscene material or child pornography (as described in Section 1021 of Title 21 of the Oklahoma Statutes);
- Procuring or causing the participation of a minor child in any child pornography or knowingly possessing, procuring or manufacturing child pornography (as described in Section 1021.2 of Title 21 in the Oklahoma Statutes);
- Permitting or consenting the participation of a minor child in any child pornography (as described in Section 21 1021.3 of Title 21 in the Oklahoma Statutes);
- Facilitating, encouraging, offering or soliciting sexual conduct with a minor (as described in Section 1040.13a of Title 21 of the Oklahoma Statutes);
- Offering or offering to secure a minor child for the purposes of prostitution or any other lewd or indecent act (as described in Section 1087 of Title 22 of the Oklahoma Statutes);
- Causing, inducing, persuading or encouraging a minor child to engage in prostitution (as described in Section 1088 of Title 21 of the Oklahoma Statutes);
- Rape or rape by instrumentation (as described in Sections 1111.1 and 1114 of Title 21 of the Oklahoma Statutes);
- Making any oral, written or electronically or computer generated lewd or indecent proposals to a minor child under the age of 16 (as described in Section 1123 of Title 21 of the Oklahoma Statutes)

Any OSB employee having reasonable cause to believe that a student under the age of 18 years is suffering abuse, neglect or exploitation shall immediately report this matter to DHS through the hotline designated for this purpose (1-800-522-3511). Employees must report suspected child trafficking to local law enforcement. The employee may request assistance in reporting from the principal, counselor or school psychologist.

If a student is a suspected victim of abuse, the student should be referred to the OSB clinic. The Nursing Supervisor may take pictures to document any suspected abuse.

No OSB employee will discharge or in any manner discriminate or retaliate against the person who in good faith provides such reports or information, testifies, or is about to testify in any proceeding involving child abuse, neglect, exploitation, or trafficking, provided that the person did not perpetrate or inflict the abuse, neglect, exploitation or trafficking.

HEALTH AND SAFETY

BLOOD-BORNE PATHOGENS

OSB PROCEDURES

OSHA: OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATOR

Blood-borne Pathogens Standard

Purpose: To protect all employees from exposure to blood borne diseases.

Requirements: Employer must identify personnel whose regular duties may expose them to blood or other potentially infectious body fluids and establish measures to protect them from exposure. Annual training for all employees should review procedures, personal protective equipment, engineering controls, work practice controls, "universal precautions", general housekeeping rules, Hepatitis B vaccine and location and general contents of the Exposure Control Plan, including post-exposure follow-up procedures.

BLOOD-BORNE DISEASES OF GREATEST CONCERN

Human Immunodeficiency Virus (leads to Acquired Immunodeficiency Syndrome) HIV/AIDS

Virus may be present in blood and other body fluids and may be contracted through open cuts, nicks, abrasions, dermatitis, acne and mucous membranes of mouth, eyes and nose and is also transmitted during sexual contact, by needle sticks and rarely during blood transfusions.

HIV can survive on surfaces for 24 hours or longer. Infected individuals can be symptom-free for 15 years or longer. They may experience flu-like symptoms soon after exposure, but these soon disappear. Infected individuals are able to transmit the disease whether or not they have symptoms or appear sick.

NO VACCINE – NO CURE (However, vaccines are currently being tested and new drug combinations are extending the lives of infected individuals.) When infected pregnant women are treated during pregnancy, their infants have extremely good chances of being born free of the virus.

Hepatitis B Virus

Virus may be present in blood and other body fluids and may be contracted through the same routes as HIV. However, this virus can survive ten (10) or more days on surfaces and is 100 times more infectious than HIV due to higher concentration of viral particles in the contaminated body fluid.

Infected individuals may or may not have a flu-like illness following exposure but might also be symptom-free for many years. Infected newborns usually become chronic carriers. However, infants are now being immunized shortly after birth. An estimated 1 in 20 individuals will become infected. 90% of new cases are occurring in young adults through sexual transmission. Thus, vaccine is now available for all students under the age of 19 free of charge.

Hepatitis B infections are treated supportively with immunoglobulin and antibodies, but there is no cure at this time. Liver cancer and cirrhosis of the liver are two serious outcomes. Hepatitis C Virus (Inflammation of the liver) may be present in blood and other body fluids and can be transmitted through the same routes as Hepatitis B and HIV. Coetaneous needle sticks and blood transfusions are the primary modes of transmission. At the present time, no vaccine is available, and treatment is only about 40% effective. If

untreated and unrecognized, this virus can result in cirrhosis and liver cancer in infected individuals.

WHAT IS OSB DOING TO PROTECT EMPLOYEES?

The Exposure Control Manual describes OSB's plan for employee protection and post-exposure follow-up care. A copy of this manual is located in each school office for employees' reference at any time. It describes protective equipment and exposure determination (who is considered at greatest risk based on tasks, procedures).

Annual training in procedures aimed at prevention of infection is offered to all employees. Interactive sessions allow employees to ask questions and clarify information. Work practice controls are specific procedures taken by OSB to reduce exposure to blood or OPIM. The school system has identified specific personnel to deal with blood-borne hazards on a regular basis. These include housekeeping staff, first aid responders and teachers of the developmentally delayed.

THEREFORE:

Housekeeping staff should be notified to clean up any area contaminated with blood or body fluids, except in cases of emergency...

The following controls must be followed in regard to personal hygiene:

- Minimize splashing, spraying and generation of droplets when providing first aid.
- Do not eat, drink or apply cosmetics or contact lenses in designated first aid areas.
- Do not store food or drink in areas where blood or other infectious materials are present.

PERSONAL PROTECTIVE EQUIPMENT

Personal protective equipment is provided at no cost to employees. Gloves (both latex and non-latex), emergency kits with impermeable gowns, masks and glasses, CPR ventilation devices and Hibiclens antimicrobial solutions are available. At OSB, these items are located in the Clinic.

PLEASE NOTIFY THE SCHOOL NURSE IF ANY ITEMS ARE MISSING OR IF YOU NEED ADDITIONAL OR HYPOALLERGENIC GLOVES. IT IS RECOMMENDED THAT ALL PERSONNEL KEEP A PAIR OF GLOVES WITH THEM AT ALL TIMES. DISPOSE OF GLOVES AS SOON AS THEY ARE REMOVED AND WASH YOUR HANDS.

ENGINEERING CONTROLS

Contaminated supplies should be disposed of in leakproof containers and should be disposed of by housekeeping immediately following the incident. Contaminated sharp objects (pencils, pens, pins, etc.) must be disposed of in the leak proof red sharps container located in the medical clinic. Students with contaminated clothing must change their clothing and place contaminated item(s) in red biohazard bags to be picked up by a family member – not transported on buses.

HEPATITIS B VACCINE

The vaccine used today is a very safe and effective vaccine, which contains no human blood components and is known to be effective for at least eleven years and probably longer. It is administered in a series of three intramuscular injections given at the following schedule:

Dose 1

Dose 2 – given one (1) month after the first dose

Dose 3 – given six (6) months after the first dose

Side effects are rare, but some individuals experience a brief period of soreness at the site of injection or even a mild fever. Persons allergic to common baker's yeast should discuss with their own physician, as the vaccine is prepared in yeast. Pregnant women should consult their physician also.

REMEMBER

- WASH YOUR HANDS frequently and thoroughly.
- THINK before you react. Do not subject yourself to unnecessary risk of exposure.
- PRACTICE the "Universal Precautions" – assume that all blood and body fluids, regardless of the source, are contaminated.
- KEEP gloves with you at all times.
- ENCOURAGE SELF-CARE BY STUDENTS. This is almost always possible with this age group.
- REPORT AND DOCUMENT any exposure incidents for your own protection.

LIBRARY AND MULTIMEDIA SERVICES

LIBRARY / CLASS VISITS

The library is located on the sixth floor. Early childhood and elementary classes are scheduled to visit the library weekly. Middle and high school students can use the library as needed for special projects and research.

NOISE LEVEL

Please be respectful of others and keep noise to a minimum. There is no room for yelling or disruptive behavior in the Library. If noise levels and behavior are disruptive you will be asked to return to your classroom

MULTIMEDIA

OSB Media Department is open each school day from 8:00 AM to 5:00 PM. Passes are not needed before and after school; students must have official passes during the school day; this does include lunch.

COPYRIGHT POLICY SUMMARY

OSB does have a policy regarding copyright law. If a teacher is caught violating this policy, OSB will not support the teacher. In other words, the teacher is on his/her own.

Five criteria must be met when showing "Home Use Only Videos"

- Must be shown by the teacher or pupil in the class
- Must be face-to-face instruction
- Must have an instructional purpose
- Must be shown in a classroom setting
- Must be a lawfully made copy

VIOLATION OF COPYRIGHT LAW IS A FELONY

In order to help all of us stay within copyright law, we have composed a form that must be turned into the media specialist any time you will be showing a video that is owned by OSB. Copyright infringement is a serious concern and all teachers, staff and administration need to treat it as such.

INTERNET USE FOR STUDENTS

A student must return a signed Acceptable Use Policy (AUP) Form before he/she will be allowed to access the internet at OSB. No student is to be given access to the Internet

without having a signed AUP. If you are taking your class to one of the computer labs, it is your responsibility to make sure they have a signed AUP and a student login. Students are the responsibility of the teacher.

USE OF VIDEO MEDIA

Video and movie productions rated other than "PG" will not be shown to students. In cases where a video or a movie may be rated higher than "PG" and the teacher feels the movie is appropriate for showing, the principal must approve the video. Parents should be provided the option of having their child excluded from viewing the video if they so desire. The principal will provide a procedure in which this can be accomplished. All movies and video productions should be related to the objectives of the class and approved by the principal.

Policy: If you plan to use a video that is not owned by OSB, make sure that you are not in violation of copyright law. If you have any questions regarding copyright policy, check with the media department.

No video that is in copyright violation may be shown at any time.

DORMITORY

RESIDENTIAL PHILOSOPHY

The residential staff of Oklahoma School for the Blind (hereafter referred to as OSB) recognizes the value and necessity of a sound instructional program during the after-class hours. To that end each student receives quality guidance and direction in after class hours.

Although the residential staff does not presume to replace the natural parent or appointed guardian, the necessity exists for proper guidance and assistance in the development of values which are consistent with those generally accepted. The residential staff recognizes the right of each parent or guardian to guide their own children and encourages this.

The residential staff recognizes the significance of academic and vocational training for all students. The Residential program extends training, as well as social, leisure time, cultural and communication opportunities for the benefit of each student.

The residential staff member guides and encourages the students to utilize problem-solving skills in order to resolve problems. Through this the residential staff assists students in becoming independent, self-sufficient adults, accepting responsibility as productive citizens.

As an integral part of OSB, the residential staff strives for the most productive relationships possible with students, parents, staff and the community at large, always keeping in mind the necessity for positive blind/visual impairment awareness and advocacy.

JOB DUTIES

DCS III – SHIFT SUPERVISOR

The DCS III Shift Supervisor is a supervisory position, reporting directly to the Dean of Students. DCS III position includes the supervision of DCS and students. Typical duties are as follows:

- Supervising and giving direction to DCS, including, but not limited to: maintaining time records, scheduling meetings with staff and arranging necessary coverage and evaluating staff.

- Being responsible for all of the duties of the DCS on their assigned shift with special emphasis on the responsibilities of care for the students as outlined in the DCS job description.
- Supervising general health and welfare of students, including, but not limited to: evaluating, counseling and disciplining students; assigning rooms; maintaining student records; supervising planned activity programs; meeting with students; communicating with parents, school personnel, other residential personnel and the Superintendent; and coordinating with transportation for weekend and vacation home going.
- Promoting a safe environment for students and staff.
- Conducting regular investigations of the residential facility and surrounding area, reporting any deficiencies including, but not limited to, the physical plant, equipment and furnishings of the residence. In addition, ordering necessary supplies to ensure the facility is clean to provide a safe environment for children.
- Assisting in planning and coordinating orientation and in-service training of new residential personnel.
- Following policies established by the residential Staff Handbook, Student-Parent Handbook and DRS policy.
- Reading the Weekly Bulletin and Daily Report (Absentee List) and posting in each dorm.
- Performing other duties as assigned by the Dean of Students or Superintendent.

DCS I/II – SUMMARY OF JOB DESCRIPTION

The DCS I/II are the primary child-care positions at OSB reporting directly to the DCS III Shift Supervisor.

The basic responsibilities are: maintaining a professional manner; caring for the students; maintaining residential operations; knowing where students (in your charge) are at all times, and performing other duties as assigned. A regular check of each student must be made throughout the night. Missing students are to be reported immediately according to the chain of command.

The responsibilities of maintaining the residential operation in a professional manner include, but are not limited to:

- Maintaining positive, cohesive working relationships within the residential unit in order to promote a teamwork atmosphere.
- Know where students (in your charge) are at all times. **Supervising students is the main responsibility.**
- Preventing liability by conscientiously following all rules, policies and procedures and making accurate reports. **SAFETY FIRST FOR STUDENTS AND STAFF!**
- Maintaining confidentiality especially when communicating with parents.
- Following proper channels of communication and the chain of command.
- Promoting professional growth through the sources that are available (i.e., in-services, readings, workshops, evaluations, classes, staff meetings, periodic reviews, etc.)

The responsibilities of care for the students include, but are not limited to:

- Assisting students in the area of daily self-care needs.
- Supervising and instructing the students' work in cleaning the living areas (dorm duties).
- Supervising the work of students performing assigned tasks on school grounds.

- Accompanying students aged 6 – 14 from school to dorm. (Older students may need to be accompanied as identified.)
- Supervising of planned activities, including planning and executing activities.
- Promoting the student's academic, social and personal independence skills.
- Accompanying students to dining area and recreational activities. **Actively engage in teaching and supervising games, activities of students, good manners, laundry skills, brushing of teeth, etc...**
- Assisting students in packing for home-going (pre-school – 14 years). Make sure appropriate clothing is worn and sent home and that aids/glasses, etc. are secure for small children.
- Obtaining medical help for students who become ill.
- Referring students to School Counselor for help with personal issues.
- Observing students, noting any unusual behavior in daily reports.
- Doing mandatory 15 – minute checks on all students and knowing student whereabouts at all times. Documenting checks as they occur (check sheet is provided).
- Remaining awake through entire shift.
- Driving students to planned and approved activities off-campus in school vehicles.
- Chaperoning students being transported to social, community outings and/or home-goings. (**Note:** A letter describing the disability is required from the attending physician for a DCS who is permanently unable to chaperone students in a state vehicle; a physician's letter describing temporary disability and duration is required for a DCS's inability to make scheduled trips.)

The responsibilities of maintaining the residential operation include, but are not limited to:

- Discussing student's needs with DCS III.
- Assuring appropriate communication to the next shift, school personnel, parents, other DCS and DCS III.
- Maintaining order among students. **NO HORSEPLAY BY STUDENTS OR STAFF IS PERMITTED IN OR OUT OF THE DORM.**
- Report needed repairs to DCS III.
- Completing Daily Log Sheets and other reports on students as required.
- Maintaining the general upkeep of dorm area.
- Completing general cleaning as assigned. (Use of bleach to clean and disinfect the floors in dorms/bathrooms is not permitted.) Use cleaners/disinfectants available through Supply.
- Requesting needed supplies for the dorm through the DCS III-night supervisor and food items from the kitchen with their supervisor's approval.
- Reading Weekly Bulletin and Daily Report (Absentee List). Report any student who has gone home since the previous school day to the Principal's Secretary.
- Perform other duties as assigned by the DCS III or the Dean of Students.
- **KNOW WHERE STUDENTS IN YOUR CHARGE ARE AT ALL TIMES!!**

DCS I/II – 3RD SHIFT

The responsibilities of care for the students include, but are not limited to:

- Do mandatory 15 – minute checks on all students and know student whereabouts at all times, documenting checks as they occur (check sheet is provided).
- Know students' whereabouts and be aware of any unusual disturbance.
- Do not leave the floor unattended.

- Be responsible for general cleaning duties; laundry; mending and ironing where appropriate.
- Supervise waking of students in the mornings.
- Deal with behavior/discipline matters in accordance to policy/procedures established in residence.
- Assist students in the area of daily self-care needs.
- Assist students in the morning meal and help them get to school.
- Obtain medical help for students who become ill.
- Remain awake throughout entire shift.
- Communicate to the next shift, school personnel, parents/guardians and DCS Supervisor.
- Uphold a professional manner by going through proper channels and maintaining confidentiality.
- Be responsible for keeping accurate dorm reports and attending scheduled meetings.
- The above responsibilities are included on each Direct Care Specialist's PMP. You will be evaluated on performance of these duties plus any goals set or needs stated on your PMP at the beginning of each school year.

PROFESSIONAL JUDGMENT

Inherent in any professional job, especially those dealing with children, is the primary need for discretion and sound judgment at all times. Some "tips" in discretion are helpful. However, good sense is as much an art or talent as it is skill.

Know the facts:

- Know that judgment includes the concept of knowing limits of authority.
- Know that listening is sometimes the only way to get facts.
- Know the difference between "enough" and "too much".
- Know that a few unspoken questions from you may mean the difference.
- Know who is talking, to whom, with what purpose, with what possible results.
- Know that all of us do need advice at times.
- Know that the needs of the students always come first.

STUDENT ORGANIZATION AND STAFF

Residential staff should familiarize themselves with the total school program. It not only reflects your interest in the school and students but will also improve your job performance by increasing your awareness.

DCS are encouraged to get involved with school and student organizations and activities. If it should conflict in any way with your duties as a DCS, prior approval is needed.

Students will also respond differently, in a more open manner, to DCS who show an interest in things other than residential life. Students are always conscious of staff attendance at activities and in school.

RESIDENTIAL STAFF GUIDELINES

- A. Scheduling:** Scheduling of DCS I/II is primarily the responsibility of the DC III or Dean of Students.

Habitual tardiness will not be tolerated. If you know you are going to be late, please call the DCS III or Dean of Students. Be considerate of the next shift and arrive early to

spend a few minutes talking over the day's events. Review daily log sheets, check mail and review miscellaneous information. Read Weekly Bulletin, Daily Report (Absentee List) and current memos. Be aware of students who are having particular problems that day and pass this on to the next shift. It helps to be prepared for the situations. We cannot always foresee a problem, but a little background information may be helpful.

B. Student Information: Specific phone numbers, addresses, behavior plans and other information on each student is kept in a file by his/her respective residential staff member. This information is not to be given out without approval from the DCS III, Dean of Students or Superintendent.

C. Confidentiality: It is the ethical responsibility of all people working at the school to use discretion and restraint in the handling of confidential material. Whatever the source, personal information about a child should always be held in confidence between the DCS and the supervisory staff. Irreparable harm can be done by indiscriminate use of information about their family, their degree of intelligence, their past behavior or any other experience that might become the subject of gossip.

Sharing pertinent, factual information among staff regarding students' concerns and conversations is maintaining confidentiality (i.e., suicide threats, abuse issues, and staff issues). Although information is to be considered confidential, it is to be understood that, **if the information is detrimental to the person or program**, it will be shared with the next step up of chain of command. All such information must be submitted in a written report.

Confidentiality also applies to what you know about other residential or school staff and what is being done while you are working.

D. Student Checks: Student checks are mandatory for student safety and prevention of liability. These checks are not to exceed 20-minute intervals. Variations in time are encouraged. Alternating between three, five, seven, fifteen and twenty minutes to ensure student safety and prevent rigidity for both students and staff.

When students return from school, checks will occur. Checks will continue throughout the afternoon/evening and overnight/AM shifts.

Students, at times, may share a room with another student or may be in areas that require respect for privacy, or may themselves be students at risk. For these reasons, certain guidelines have been established to create an atmosphere of respect, privacy and safety for the student.

1. Evening DCS makes last bed check approximately 15-20 minutes before shift ends. Night DCS make first bed check within 15 minutes of arrival.
2. **Supervision of students is the main responsibility. Mandatory checks are to be done by all staff throughout all shifts.**
3. Staff will maintain a minimum of 15-minute checks when the students begin going to bed. Staff shall also maintain a constant check during bath times.
4. Should staff need to enter the bathroom or bedroom area, it is encouraged that staff first announce their presence to let the student know they are about to enter. This prior notice will give students time to cover themselves and ensures respect for student privacy. However, as a safety issue, staff reserves the right to enter any room at any time.

5. Staff will be aware of high-risk behaviors and are responsible to follow through as instructed.

By following these guidelines closely, supervision occurs without the student feeling pressure. The students' rights and respect for privacy and safety are ensured.

- E. Daily Log Sheet Procedures:** the purpose of the Daily Logbook (DLB) is for in-residence communication and could serve as legal documentation in some cases.

Information logged in this book must be factual, specific and thorough. The logbooks are not to be used to voice staff opinions, to make personal requests or complaints or to discuss personal lives. Swearing is acceptable only when logged as having occurred by a student during a specific situation.

Daily Logbooks may be used by more than one person on shift. It is important that staff initial each entry that they place. Staff are required to sign and initial each logbook at shifts end.

Daily Logbooks are not intended to replace Incident Reports. An Incident Report must be sent to the DCS III or Dean of Students any time a student requires discipline for inappropriate behavior.

- F. Individual Behavior Plans:** Individual Behavior Plans (IBP's) may be established when a student displays specific inappropriate or aggressive behavior(s) that are excessive, create conflict for themselves or others and continue to occur. It is then determined that these behaviors are an area of concern and need to be dealt with.

The goals of the IBP are:

1. To decrease behavior(s) that is inappropriate and/or aggressive.
2. To make students responsible for his/her behavior(s)

IBP's target specific problem areas/behavior(s) for that student. Each behavior to be dealt with is listed as an "Expectation." These expectations are broken down and explained as to what exactly the student must do. Should an infraction occur in the expectations, consequences for that specific infraction are explained. Staff must follow through exactly as the plan states.

It is vital to IBP's that all staff understands, reviews, executes, documents and remains consistent in the application of each plan. If staff is unsure and inconsistent, the student does not progress as he/she should, and the behavior(s) continue to occur.

Students are quick to realize which staff member knows his/her plan, who does not, who will follow the plan and who will not. We provide students with opportunities to display the inappropriate/aggressive behavior(s) by not following the plan, thus allowing students a negative advantage of not accepting the responsibility of his/her behavior when we do not enforce the IBP consistently and as instructed.

Progress notes need to occur daily by all staff to determine duration of IBP placement. When completed, it needs to be forwarded to the DCS III or Dean of Students.

- Staff will be provided with approved positive behavior management techniques and are expected to attend such training. The CPI Training and Non-Violent Crisis Intervention plans help in situations where students are physically attempting to

harm themselves or others and in situations where behaviors are out of control. Use good judgment.

- The hitting of students by other students is not allowed.
- Be positive, give praise and catch kids being good. Encourage positive interaction and provide positive activities. Busy kids are happy kids.

G. Non-Violent Crisis Intervention: All dorm staff will receive this training to be able to diffuse possible violent situations.

Physical force is not to be used with students. The only exception to this is if the student is a danger to him/herself, or other students. Physical intervention should be used only when all other options have been exhausted. If physical restraint is used it must be reported to the Shift Supervisor, Dean of Students and School Counselor. A written restraint report will be made to the supervisor before the end of the shift. At no time is physical restraint the initial step taken when dealing with an out-of-control student or situation – except for imminent life-threatening situations. Staff must remain calm and seek the least restrictive form of intervention possible.

H. Child Abuse: It is the legal responsibility of any staff to report child abuse to proper authorities. OSB internal procedure is as follows: OSB staff must report any reasonable suspicions of child abuse involving any student or staff to their immediate supervisor, Dean of Students, School Counselor and the Superintendent.

By law, such incidents must be reported within 24 hours. All reports must be written and given to the Dean of Students or Superintendent before the end of the shift. Failure to do so could result in disciplinary or legal action.

Types of abuse to be aware of:

1. Neglect
2. Physical abuse
3. Sexual abuse
4. Emotional abuse
5. Threatened abuse

I. Procedures for reporting abuse

1. Persons having reason to believe that a minor is a victim of abuse or neglect are required by the Oklahoma Statutes to promptly report it to their supervisor, Dean of Students, School Counselor and Superintendent.
2. A person can have reason to believe that maltreatment has occurred based on information they have learned directly or indirectly, including information provided by the alleged victim or witness to an incident.
3. When an allegation of maltreatment is made by the alleged victim, it is reported to their immediate supervisor, the Dean of Students, School Counselor, and the Superintendent.

Knowledge of circumstances which may constitute maltreatment is reported even if the person reporting it cannot substantiate the information.

J. Student Clinic: OSB Clinic provides for only the most basic of medical services. In a sense, it can be viewed as an intermediate step between the school and the doctor or hospital. The Clinic serves as a base for the orderly treatment of minor illnesses

and the appropriate dispensing of prescribed medication. Generally, the Student Medical Center acts upon standing Doctor's orders.

The clinic is not:

1. A place for treatment of seriously ill or severely injured students, except when conditions reflect an emergency.
2. A diagnostic clinic for unusual medical conditions.
3. A long-term care facility.

The clinic operates from 7:00 AM to 12:00 AM when school is in session. Students in need of medical attention should be sent to the Clinic for evaluation by a nurse. The student should be sent with an Infirmary Pass.

After 12:00 AM a nurse is on call. Should the need arise, please contact the nurse by calling the Nurse-on-Duty cell phone. Document the nurse instructions in the logbook.

K. Injuries and Medical Treatment: Staff members injured while on duty may go to their personal physician. All accidents and injuries are to be reported within 24 hours to the OSB Personnel Office and an Accident Report to be filled out. If the staff member is unable to complete the Accident Report because of the injury, his/her supervisor will make sure the Accident Report is completed by the end of the shift.

When students are injured, they should report to the DCS I/II. The student will either be sent to the Clinic, or the on-call nurse notified, and an Accident Report completed. Exceptions to this policy would be serious injuries to the student's head, neck or back, in which case the student should not be moved. Parents/Guardians are to be contacted by the nurse. The Dean of Students and the Superintendent should be notified as soon as possible.

L. Medications: All medications are to be dispensed from the Clinic. If a student brings medication from home, the medicine is to be sent to the Clinic. The residential staff is to notify the Clinic when students on medication go home, on field trips, sporting events or anywhere for any period of time. Medication is dispensed under the direction of the Clinic Staff.

M. Emergency Situations: If an emergency situation arises, in the absence of a DCS III or Dean of Students, calls should be made in the following order until someone is reached:

1. Superintendent / Nurse-on-call
2. Principals / Dean of Students
3. Compliance Officer
4. Business Manager
5. Maintenance Supervisor (for campus operations (i.e. alarms). Phone numbers are posted by each phone. When leaving for off-campus activities, a DCS should have in their possession a list of these numbers.

N. Missing or Runaway Students

1. Notify the DCS III, Dean of Students, Security Guard and the Superintendent.
2. Conduct a search of the general residential area where the student was last seen. Attempt to obtain information from the missing student's peers as to the last time the missing student was seen. Inform the DCS III, Dean of Students, Security Guard and the Superintendent of any information as to the whereabouts of the student.

3. If the student is not found after all possible efforts are made to locate him/her, the DCS III, Dean of Students or the Superintendent will contact the parents/guardians. The search will be continued, and law enforcement departments will be contacted for assistance.

- O. Search and Seizure:** A student shall be responsible for personal belongings that they bring to school and keep in their residential room. Anything of value should be given to the DCS I/II to be secured in a locked area. Although the room, dresser and bed are for students use, the school may, at times, enter the room for inspection purposes (fire hazards, library books, general housekeeping or contraband).

Under the constitution, all citizens are protected from unreasonable searches and seizures. However, this does not mean that students are legally protected from unreasonable searches and seizures of any materials in lockers or other school property.

The following shall apply to the search of school property assigned to a student and the seizure of items in their possession:

- Before a search is authorized, there should be reasonable cause for school authorities to believe that a student is in the possession of items or materials which are authorized by written school policies and/or laws. A DCS should contact the DCS III and the Dean of Students.
- Illegal items or other possessions reasonably determined to be a threat to the safety and/or security of others may be seized by school authorities.
- Items which are used to disrupt or interfere with the educational process may be removed from the student's possession.
- Items for health or sanitation reasons may be seized by school authorities.

A record of searches and seizures shall be kept. The following should be part of the dorm log:

- Room numbers or school property numbers, persons conducting the search and names of witnesses.
- All items will be recorded and tagged.
- Information will be sent to a student's parent or guardian relating to the search and a listing of items seized.

- P. Telephone Use:** Telephones are in residence for the purpose of carrying on business at hand. **Telephones should not be used to carry on personal business.** If working in a classroom, cell phones should not be out and used when students are present. If an emergency arises, dismiss yourself from the room to answer call or message. We cannot accept any collect phone calls without the approval of the Superintendent. Long distance calls can only be made for school-related purposes, with permission from the DCS III or Dean of Students. **Personal cell phone use should be minimal and limited to urgent calls and texts.**

Residential phones are not to be tied up for long periods of time (in case of emergency, incoming call for school business or parents/guardians calling). Students may only use the phone to parents or receive calls from family when approved by DCS. Students may make short occasional calls to students in other dorms with permission. Student phone calls, whether incoming or outgoing, are to be kept to the (10) minutes in length.

- Q. Outside Calls:** Residential staff must remember that they are agents of the State of Oklahoma receiving calls from the public or parents or students. **Staff should not attempt to provide information by phone when there has been no clearance to do so.** Residential staff are not to contact parents/guardians of students without authorization from Supervisor, Dean of Students, School Counselor or the Superintendent.
- R. Messages to Staff:** When receiving a message for another employee working at the school, the staff member taking the message will record the pertinent information and forward the message. Note: It is important to obtain the correct name and number of the party calling, should a follow-up be necessary.
- S. Phone Messages:** A written record should be made of all incoming and outgoing calls and logged on the appropriate forms.
- T. Mail:** Mail received at the school for residential staff will be placed in the mail receptacle for the DCS III. Staff are reminded to check for mail daily.

A daily log is to be kept of letters and packages received for students and DCS staff. The mail is distributed after it has been logged.

DCS should make note of any student reactions to news from home that might be other than ordinary. They should also be willing to clarify any misunderstanding the student may have if the student asks.

Any student receiving money through the mail is encouraged to deposit this in his/her Student Account if it is more than \$5.00.

- U. Meals:** DCS need to place themselves in different locations to adequately supervise students so that all students are supervised, and staff are not all grouped together.

Visitors to the campus may purchase meals.

Meal times are not appropriate times for residential staff to visit with each other or other staff members. The time should be spent with or among the students observing general behavior and encouraging proper manners. This should be done in a causal and unobtrusive way.

Students should not be forced to eat under any circumstances. There are times when young people, as well as adults, simply do not feel like eating. DCS should encourage students to eat a balanced diet.

Permanent seating may be established in the dining room. A temporarily assigned seat may be used for disciplinary reasons on occasion. Permanent seating will not be used for high school students except for disciplinary purposes.

No student is to be deprived of eating because of a behavior problem. If there is a problem, the student is to be given a warning about the behavior. If the behavior does not end, the student is to be moved away from the other students to continue eating.

Students are to eat in the dining room unless special arrangements have been made outside of the dining room or permission has been granted by the DCS III. Students

are not to bring food from restaurants or pop to eat in the dining room. ORDERING OUT may be allowed on special occasions with the DCS III Supervisor's permission. Jason Jenkins, Security Office, is to be notified prior to any deliveries (food, etc.) after school hours. Food Services should be advised **in advance** of the number of students not eating the evening meal, as well as for other off-campus activities.

The evening meal is the responsibility of the 2nd shift DCS staff. A meal, especially dinner, should be a leisurely affair, a pleasant get-together, stressing the correct table etiquette and a time to discuss the day's events.

Students should be encouraged but not forced to eat a portion of all that is served and should be praised when they exhibit appropriate table manners.

- V. Student Dress Code:** Cleanliness and proper dress are important in setting the pattern of school and social conduct. There is considerable evidence to indicate a close relationship between student dress and student behavior.

Because of health and safety, sports rules or self-esteem reasons, OSB will use the following additional guidelines.

Appropriate shoes or footwear are to be worn in school, outside and in dining hall – no bare feet.

Use the same dress code that is in the student handbook.

In instances when a student does not follow the guidelines set forth, the student will be warned. Parent or Guardian/Residential staff will be contacted when deemed necessary. Repeated offenses may warrant restriction.

The way a person is dressed reflects their feeling of self-worth. Children need to learn to dress appropriately and in good taste, not only for their own feeling of well-being, but also for the impression they give other people about themselves and the school. Good grooming is an essential part of our educational program. DCS should carefully observe the appearance of each child before they leave for school.

The DCS are responsible for seeing that the children wear clothing which is appropriate for the weather and the occasion. If the DCS will take the time to explain such things as the necessity of wearing jackets when it is cold, raincoats when it rains and saving their special clothes for special events, children will learn the importance of dressing properly and will give their cooperation.

- W. Off-Campus Privileges:** Students must sign in and out and follow the restrictions their parents have set up on their permission forms. All permissions for off-campus privileges are in the individual student's file.

Off-campus privileges for those in the regular dorms are limited to the daylight hours. Students must have the DCS and DCS Supervisor's permission, as well as parental permission, to go off-campus unchaperoned and should leave in groups of two (2) or more. Students without parental permission may leave campus only when accompanied by parents/guardians or DCS. All students are to sign in and out as to whereabouts.

- X. After-School Activities:** All students are encouraged to participate in all extra-curricular and after-school activities.

These procedures are in effect after class on weekdays, Monday through Thursday and Sunday afternoon and evening.

1. All staff are to encourage students to participate in school/dorm-sponsored activities. Families should be notified in advance of all major after-school activities by the appropriate coach, sponsor or supervisor.
2. All students are to follow the written policies, procedures, rules and regulations of OSB while participating in activities.
3. All students are to follow the rules and/or policies of the residence or activity in which they participate.
4. Following rules and/or policies will result in increased privileges and violation of same will result in disciplinary action.
5. Non-acceptance of disciplinary action assigned may result in restriction from activities.
6. Day students are encouraged to participate in after-school activities. They may be restricted from participation if behavior so warrants.
7. Day students must check into dorms if they arrive on campus before 7:45 AM or remain on campus after school.
8. Transportation arrangements for day students participating in activities are the responsibility of the parents if they have not stayed on campus.
9. While staying on campus, day students that are on medication are to comply with medical management procedures for the maintenance and administration of medication with OSB's Clinic.

Y. Planned Activities: Planned activities occur daily for residential students. Recreational and DCS staff are responsible for the planning and execution of these activities.

Z. Recreation and Leisure Time Activities: There will be an adult supervisor in each recreation area that is open. There will be both girls and boys under each adult supervisor. Should a problem arise, it will be handled at that time if at all possible. If the problem is of a serious nature, the proper DCS Supervisor or administrative staff may be contacted.

Recreation and leisure time activities can be a positive influence in the care and training of children and give them a chance to learn and grow through play experiences. Such a program is to provide an opportunity to individuals of all ages, young and old, for self-expression and for the development of inner resources. Through the use of play materials, the child learns a good deal about the world around them and also learns the value of and respect for property. Through constructive group play activities, children learn effective ways of living and working with others.

Children need a good balance of active play and handicraft... something to pick up and continue at off moments. There should be a balance of free and directed play. There should also be chances for the child to be alone if he/she wants.

DCS and recreational staff are responsible for initiating and supervising planned activities within the residence, on and off campus. The type of activity supplementing the extra-curricular program will depend upon the imagination and the industry of the DCS and recreational staff. The DCS III are available for consultation in planning of activities. Resource materials and manuals may be located in the school library for activity ideas.

Through leisure time activities, DCS have the most natural opportunity to teach children what is expected of them in their role of host/hostess and guest. An important part of the child's education is the knowledge of how to behave at parties, how to ask, accept or refuse a dance or a date. Parties and programs for mixed groups of children have their place in developing poise and confidence in social situations. Wholesome attitudes toward boy-girl relationships may be fostered through these activities. It is part of the child's overall training to understand that they, at times, have a responsibility, an obligation and freedom of choice to participate in the events that they are instrumental in planning.

It is especially important for the children to participate in activities off-campus, as this adds to their perspective and to their general background of information as well as to their vocabulary. There are many events that would enrich the lives of the children, such as art exhibits, museums or the circus. They DCS may arrange for their group to attend the events in which the children are interested. Trips that include the points of interest in and outside of Muskogee should be planned. In good weather, afternoons and evenings should be devoted to free play on campus, outdoor activities, trips and special events. All trips should be cleared in advance with the Dean of Students and placed on the monthly activity calendar.

- AA. KNOW WHERE THE STUDENTS ARE:** The procedure for students traveling from one area to another to go to the special activity is as follow:. If the student(s) does not arrive within a few minutes, the sponsor will contact the DCS. The DCS at this time will conduct a search to locate the student. Basically, a similar procedure will be followed at recreation time or any time a student leaves your area. Hall passes will be used with students to denote their whereabouts at all times.
- BB. Home-Going:** Weekend and vacation home-going will be coordinated by the Dean of Students with the assistance of the DCS III. DCS are to assist the students in packing, and marking luggage not previously identified and seeing that their room and closets are orderly before departure. Students should be packed the night before they are scheduled to leave campus. A check in the morning to ensure that items for personal hygiene have been packed (i.e., toothbrush, toothpaste, comb) needs to occur.
- CC. Visiting on Weekends:** The school does not particularly encourage students to spend the weekend at each other's homes for several reasons. First, most of a student's time is spent away from home. It is believed that the student could best get to know their family, friends and community by spending the weekends at home. Secondly, different parents have different standards and the things that a student may be permitted to do at a friend's home might not be permitted by their own parents.
- NO student will be allowed to go home with another student from OSB campus for the first six weeks of school.** After that period, occasional special visits may be permitted if OSB has written permission from the visitor's parents/guardians and the host's parent/guardians. A telephone conversation is sufficient **only in extreme circumstances**. Such cases will be handled by the Dean of Students. Superintendent will have final authority in any transportation matters.
- DD. Inter-Residence Visitation:** The student wishing to visit another residence should make their request to the DCS in advance of the time they wish to visit.

Permission must be given by both residences with the understanding that the visiting student respects and obeys the requests of the DCS in the residence they are visiting.

- EE. Visitors:** Parents and families are welcome and encouraged to visit the school and residences at any time throughout the year. Other visitors must ask permission from the DCS III, Dean of Students or Superintendent.

For the protection of our students, we try to keep the campus clear of all persons whose purpose is not school related. Staff need to be aware of any suspicious persons loitering on the campus. Should this occur, they are to contact the DCS III or Dean of Students. If they are unable to contact either of these, the Superintendent should be notified. Documentation of the situation needs to occur. Good judgment needs to be used to ensure student safety. Local law enforcement will be called if necessary.

ALL VISITORS MUST SIGN IN THROUGH THE RAPTOR AND WEAR A VISITOR'S BADGE!

Visitors may sign in before 5:00 PM at the front office and after 5:00 PM in the west lobby.

- FF. School Property:** The residential staff will do their utmost to impress upon students the proper use and conversation of all property of the school. It is your responsibility to train the children in good habit with respect to use and care of furniture and equipment.

Equipment needing repairs should be noted and the appropriate Maintenance Work Order should be filled out with a notation in the daily log. The instructions should be clear, indicating residence, floor and room where repairs are needed. All maintenance work orders should be forwarded to the Dean of Students for signature.

Emergency work should be phoned directly to the Maintenance Department Office or Business Office and should be followed up by a Maintenance Work Order and notation in the daily log.

OSB facilities and equipment are not to be used by staff members for personal use without authorization from the Superintendent.

- GG. Keys:** Keys to buildings on the school grounds or equipment belonging to the school are issued to employees whenever necessary. They are the property of OSB and as such are entrusted to whom they are issued.

Keys are not to be (1) reproduced by employees or (2) provided to students or other persons not employed by the school for any reason.

Lost or stolen keys need to be immediately reported to the immediate supervisor and the Maintenance Office. Fees for replacement of keys are the responsibility of each person.

- HH. Campus Grounds:** DCS responsibilities extend beyond the residence and onto the campus grounds anytime while on duty. Students must be taught to respect and care for the campus in much the same way they are taught to care for

their residence. This can be done through a combination of direct instruction and by setting examples. These young people should be sensitive to the surrounding environment by keeping the residential area cleared of paper, aluminum cans and other forms of litter. They should demonstrate respect for personal and school property.

II. Residential Care: Students are expected to be responsible for the general care and cleaning of their residence. As in any home, everyone must share in maintaining the household and, because of the large number of residents, it is very important for each individual to carry out their fair share of duties. Students will clean their rooms by making their beds; maintaining neat areas; dusting and sweeping their floors. Students will be scheduled on a rotating basis to clean the remaining areas of the residence, including hallways, living area, game activity area, laundry and kitchen areas. General cleaning of the dorm will be done on a weekly basis. When the age of the students prohibits them from performing these responsibilities adequately, DCS are expected to follow-up various duties. Before each work shift ends, DCS are responsible to see that all areas are clean and left in an orderly fashion.

JJ. Laundry: Student's clothing should be checked regularly to be certain that it is sufficient in amount, clean, neat and appropriate. Time should be set aside each week when the DCS and students check their clothing and the arrangement of it in the closets and dresser drawers.

The primary responsibility for care of the clothing belongs to the student when they are mature enough to handle this responsibility. The role of the DCS is to provide assistance, when appropriate, for selection of clothing based on weather, occasion, school dress code and in laundering, dry cleaning and mending whenever possible.

Parents are responsible for seeing that all clothing is marked plainly. The student's name is to be inside the neck of shirts, sweaters, jackets, dresses, blouses and inside the belt of slacks, shorts, skirts and underclothes. Lost and found articles of clothing not immediately identified by a name tag should be turned in to the DCS III's for safe keeping and identification by the owner. The residence is not responsible for any unmarked clothing.

KK. File Cabinets: File cabinets are to be locked at all times. Students or non-residential personnel are not allowed in the file cabinets. All confidential materials are to be kept in the file cabinet.

LL. Student Money: Spending money for younger students (to age 10) is kept by Student Accounts. Students may request money for Student Accounts. DCS are not responsible should it become lost or stolen.

MM. Student allowances are established by the parents/guardians and the money is distributed through the Student Accounts office. DCS assists with student accounts and money received from students is to be turned in to the Student Accounts if it is over \$5.00. If a large amount of money is received at a time when Student Accounts is not open, the money should be placed in an envelope with the student's name on the outside and forwarded. All change for dollar bills needs to be obtained from the Student Accounts prior to returning to their residence after school.

Students are not encouraged to keep more than \$15.00 in the residence at any time. DCS should inform the DCS III whenever they have knowledge of students keeping larger amounts of money in their possession.

DCS may request extra money from parents for dorm outings (i.e., skating, eating out).

NN. Movies: The following guidelines shall be followed relative to movies shown in the Residential/Recreational Programs:

1. Only 'G' – 'PG' rated movies shall be shown to students under the age of 13.
2. 'PG13' rated movies must have the prior approval of the supervisor before being shown and shall not be shown to any youth under 13 years of age.
3. 'R' rated movies are **restricted** as well as 'PG13' movies, which contain sexual content, language or violence inappropriate for students.

OO. School Behavior Expectation: Good student behavior and inter-relationships with peers and adults is expected at all times, on and off campus. This includes respect for an obedience to the laws of community, law of the state and all classroom and dormitory rules governing behavior. Students are to show care for the rights and property of others, including state property. Students are to show courtesy and respect to their peers and to adult staff members, as well as to the general public with whom they come in contact on or off campus.

Dating relationships are regulated to time, place and behavior. In general, students may be together in mixed group activities or may go off campus to stores, to town, to church or to other approved place without an accompanying adult (provided their parents/guardians approve). Dating of boys and girls with non-students is to be approved in the same manner as would be done with one's own children to include knowledge of the person dated, knowledge of where the couple is going, when the date will end, etc. Parental consent is required for all of above activities.

Smoking (or other tobacco use) is not allowed. Students shall obey local and state laws governing the use of narcotic drugs and drinking of alcoholic beverages.

STUDENTS WHO CONSISTENTLY DISPLAY ABUSIVE BEHAVIOR, USE PROFANITY AND ARE INSOLENT AND DISOBEDIENT TO THOSE IN AUTHORITY SHALL BE SUBJECT TO APPROPRIATE DISCIPLINARY ACTION.

Students who behave in such a way that is threatening or dangerous to others, or to themselves, are subject to immediate and stern disciplinary measures to include possible suspension from school. The case of any student who repeatedly requires disciplinary action for certain offenses or who commits a more serious offense, shall be subject to review by the Discipline Committee.

Students and staff in each dormitory unit shall draw up and maintain a set of in-house rules for that unit. These rules, after approval by the Dean of Students, shall be posted and available for every student in the unit to read and to know. If any rule is changed, it must be with full knowledge of every student in the unit and the change must be posted. The Superintendent of the school is to be furnished a list of rules for each unit and be advised of any changes in these rules. He/she shall have the power of veto of any rule that is in conflict with a school or department regulation, or if the rule is, in his/her judgment, not the best interest of the students or the school.

APPENDIX

TEACHING STAFF EXPECTATIONS

EXPECTATIONS OF AN OSB TEACHER

All teaching staff are expected to adhere to all the policies and directives as outlined/stated in this handbook. Staff are also expected to adhere to all the policies, directives, rules, and laws approved by the Oklahoma State Department of Education, including the Code of Ethics and adhere to all administrative directives presented by the superintendent, principals, or administrative designee.

ARRIVAL AND DEPARTURE

Teaching staff hours are 7:40 AM until 4:25 PM. Staff are encouraged to be here every day and be prompt with their attendance. Staff are expected to be in the building at 7:40 AM at their respective teaching station, even if their planning period is first hour. Students should be greeted as they enter the classroom with staff positioned to supervise both the classroom and hallway. Attendance must be taken at the beginning of each class. All staff are responsible for student supervision between classes in all areas of campus. Staff members are free to leave the building at 4:25 PM. Please do not release students until the bell rings.

MAILBOXES

Each staff member will be assigned a mailbox in the mail/copy room by the front office. Daily mail, messages, notices, etc. will be distributed through the mailboxes. Teachers are responsible for picking up mail and messages each morning and afternoon. *Any confidential mail sent by a student should be placed inside an envelope.

Teachers are expected to follow the Oklahoma State Code of Conduct. Violations of the Code of Conduct can result in disciplinary action, which can include suspensions and/or termination.

EMAILS

Much of the communication at OSB is done through email. It is imperative that teachers check their emails a minimum of twice per day; once in the morning and once in the afternoon. At times there are emails that are time sensitive, and a response is needed quickly. Checking more than twice a day would be ideal.

PROFESSIONAL GROWTH

Professional growth and development are a priority at OSB for all its staff members. Staff meetings are viewed as an opportunity to share information and to continue learning. In order for this to occur, please make sure cell phones are silenced and put away to allow you to be fully engaged. All employees are expected to attend staff meetings and are responsible for all information disseminated. At times, there will be appointments or other obligations that will come up and require an absence from a staff meeting. Regardless of the reason for an absence, staff are responsible for all information presented in the meeting. Take opportunities to network and read professionally.

FACULTY MEETINGS

All teachers are expected to attend all faculty meetings unless an emergency arises, and you are excused by the principal or superintendent. Every attempt will be made for advance notice of an extended meeting; however, as part of your contract, complete attendance for the duration of the meeting is expected. Please keep cell phones on silent and put away during faculty meetings.

TEACHERS LEAVING CAMPUS

Please remember planning times are still work time. While it is appreciated that teachers attempt to keep off campus appointments during planning times, this should not be an everyday occurrence. If you need to keep appointments on a consistent basis during your planning time, you should sign out and use your leave for those appointments.

LEAVE

If you are calling in the day of absence, you will need to call or text your supervisor and at 7:00 am, call Donna Stewart in the front office to arrange coverage.

Leave forms are now available on our website under staff resources/forms. Please use the absentee form for annual and sick leave.

REPORTING OF ACCIDENTS

It is the responsibility of each teacher to help prevent accidents or injuries. However, if an accident or sudden illness should occur, the OSB Clinic and your supervisor (or administrator) must be notified immediately. The clinic office will be responsible for notifying parent and/or, if necessary, arranging transportation to a doctor or hospital. A written report must be made to the clinic office as soon as possible. An Accident/Incident Report Form can be obtained from the front office or clinic.

LUNCH BILLS

All employee meals are \$4.00. This includes breakfast, lunch, and dinner. All shifts must pay. Staff can pay in advance or charge on your account up to \$70.00 You will receive a monthly email from Machel Thornton with your balance.

Once your balance reaches \$70.00 you will not be able to charge a meal until it is paid.

OKLAHOMA TEACHER CODE OF CONDUCT

Teachers are responsible for knowing and complying with the Oklahoma Teacher Code of Conduct as well as any rules and regulations set forth by the Department of Rehabilitation Services. More information about the Oklahoma Teacher Code of Conduct can be found at <http://www.ok.sde.standards-performance-and-conduct-teachers>.

PRINCIPLE I

Commitment to Students

Oklahoma Administrative Code (OAC) 210.20-29-3 – Effective June 25, 1993

The teacher must 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, 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 student; or
 - 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 service unless disclosure serves a compelling professional purpose and is permitted by law or is required by law.

PRINCIPLE II

Commitment to the Profession

Oklahoma Administrative Code (OAC) 210:20-29-4 – Effective June 25, 1993

The teaching profession is vested by the public with a trust and responsibility requiring 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 standard, 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 any entry into the profession of a 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 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; and
8. Shall not accept any gratuity, gift or favor that might impair or appear to influence professional decisions or actions.

PRINCIPLE III

Title 70, Oklahoma Statute Section 6-101-22

Subject to the provision of the Teacher Due Process Act of 1990, a career teacher may be dismissed or not reemployed for:

1. Willful neglect of duty;
2. Repeated negligence in 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; or
8. Abandonment of contract.

Subject to the provisions of the Teacher Due Process Act, a probationary teacher may be dismissed or not reemployed for cause.

A teacher shall be dismissed or not reemployed unless a presidential or gubernatorial pardon has been issued, if during the term of employment the teacher is convicted in this state, or another state in the United States for:

1. Any sex offense subject to the Sex Offender Registration Act in this state or subject to another state or the federal sex offender registration provisions; or
2. Any felony offense.

A teacher may be dismissed, refused employment, or not reemployed 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, as used in this subsection:

1. "Criminal sexual activity" means the commission of an act as defined in Section 886 of Title 21 of the Oklahoma Statutes, which is the act of sodomy; and
2. "Sexual misconduct" means the soliciting or imposing of criminal sexual activity (70 O.S. 6-101.22).

As used in this Section, "abandonment of contract" means the failure of a teacher to report at the beginning of the contract term or otherwise perform the duties of a contract of employment when the teacher has accepted other employment or is performing work for another employer that prevents the teacher from fulfilling the obligations of the contract of employment.

CLASSROOM

CLASSROOM APPEARANCE

Teaching staff should maintain classrooms that are neat, clean, attractive, and conducive to learning. Walkways should be clear for students to exit in an emergency. Encourage students to clean up their own area prior to leaving each classroom or other campus area.

CLASSROOM ENVIRONMENT

We would like for all classrooms to have a positive and inviting feel for our students. In order to maintain this, we ask that rooms be kept clean, neat, and free of clutter. This includes stacks of paper/books in areas where the students will do work. Empty food and drink containers should never be left anywhere in the classroom and should be disposed of promptly and properly. Keeping the classrooms clean and free of clutter and debris will help our students to be able to locate materials and work in an organized manner. Teacher set the example and expectations for the students in how to keep their classroom.

LESSON AND UNIT PLANS

Teachers should prepare lesson plans that reflect the skills identified in the Oklahoma Academic Standards (OAS) which can be located on the OSDE website. A copy of the lesson plans should be shared weekly with the appropriate principal via email or through Plan Book.

Suggested Components of a Lesson Plan

1. Subject
2. Grade Level (actual level student is enrolled in)
3. List of topics/textbooks, etc. to be used (including modifications if needed) with page numbers listed
4. Activities you are doing to teach the material (discussion, group project, make model, etc.)
5. List of potential materials/source/textbooks/curriculum guides (be specific).
6. OAS objective with Grade equivalent.
7. How the lesson will be assessed.

SUBSTITUTE LESSON PLANS

Teachers should have ready-made lesson plans shared in their sub folder located on Google Drive, as well as in their classrooms which a "sub" may easily follow. The lesson plans should be of educational value and engaging activities. If you are concerned with a sub continuing your unit, then it is very appropriate to provide remedial or extra practice within your subject. Subs are not there to babysit, but rather to support the learning process.

CLASSROOM MANAGEMENT AND DISCIPLINE

Teachers should make every effort to prevent discipline problems before they happen. Teachers should use age-appropriate methods in the classroom to maintain a safe, orderly, and effective learning environment. More severe events will be handled in accordance with OSB procedures.

Extreme incidents, such as bullying, fighting, alcohol/drug use or possession or bringing weapons to school may result in suspension as outlined in the OSB student handbook and referred to the principal. Parents will also receive a copy of the appropriate handbook and should familiarize themselves with their rules as well.

Suspensions or expulsions, if necessary, will be conducted following the OSB procedures. Teachers should be thoroughly familiar with the discipline procedures outlined in the student handbook. If students are referred to the office, an incident report detailing information about why the students are being referred must be completed and sent to the office.

ATTENDANCE

All teachers should take attendance in Wen-Gage at the beginning of each class. If Sylogist (Wen-Gage) is down, please report any absences to the principal's secretary at the beginning of each class. If a student is absent from class at the time attendance is reported, record the student as absent even if you are aware that they are on a school activity trip or are on campus under the supervision of other OSB or contracted staff. This allows the school secretaries to review and amend attendance efficiently and without assumptions.

If a student who was marked absent for that period later arrives tardy, simply change the recorded attendance code in Wen-Gage from absent to tardy. Do not send the student to the office for a tardy slip. If they have missed more than half of the class period, the absence should remain recorded.

RELEASING STUDENTS FROM CLASS/ADMISSION TO CLASS

Students should only be released from class for legitimate purposes. Support staff from other departments may contact teachers directly when requesting a student to be released from class. Passes should be given to the students any time they are released to another location and should be expected any time they are admitted to your class.

When admitting a student with a pass who was counted absent that period, change the absence to a tardy only if less than half of the class was missed, then add a comment beside the absence (or tardy) in Wen-Gage which includes the time of return and the sending department or person. (Ex: 9:2 Clinic).

Students do not need to report to the principal's office before returning to class.

DISMISSAL OF CLASSES

All classes are expected to meet regularly as scheduled. Classes are not to be dismissed until the end of the class period. Do not permit students to gather in front of the classroom door in anticipation for class dismissal (or for the end of the day).

LEAVING CLASSES UNATTENDED/SUPERVISION OF STUDENTS

All staff members are reminded of the legal responsibility for their actions and safety of students under the control of an assigned teacher and/or support staff. Teachers are the official authority in charge of the students and are to instruct staff assigned to them as such.

Students, regardless of their age, must **NEVER** be left unattended at any time during the school day, or at other times when students are under the assigned supervision of teachers/staff. Teachers should never leave their classes unattended. If, however, in an emergency, the teacher should have to leave for a few minutes, the teacher must contact the principal.

COMMUNICATION AND INTERACTION

STUDENTS

All teachers at OSB will maintain professional interactions with students that promote the dignity and self-worth of the individuals and maintain objectivity and professional roles and responsibilities. Each OSB staff member will uphold ethical standards when working with students and their families

PHYSICAL INTERVENTIONS

Physical interventions with children and adolescents are permitted under two circumstances:

1. Pats on the back, shoulder or arms to get a child's attention, to reinforce, support and encourage the success of the child.
2. Physical restraint in emergency situations consistent with policies and procedures on physical restraint only.

Other uses of physical restraint are not permitted. Anytime that isolation or physical restraints are used, must be reported to the principal and superintendent immediately. Isolation and physical restraints must be reported to OSDS each and every time they occur within 24 hours of the occurrence.

Sexual contact is prohibited and subject to disciplinary action and prosecution under state and federal law.

PARENTS

It helps to know the parents as they can be a very big help. Parents can make great partners as they have a great deal of information concerning the student that is very helpful to the teacher. Don't wait for trouble to arise. Get to know these folks prior to any problems. When you see a problem germinating, bring parents in for mutual action and understanding. If a parent asks questions, give full, honest answers. It is also good practice to have regular communication and sharing of positive things your student has done. By regularly communicating positive aspects, you build rapport with the parent which in turn will make "hard conversations" easier to have in the future.

Staff should also:

1. Make positive home contacts through phone, text, email, notes or school messenger.
2. Notify parents/guardians each time you write a discipline referral and document the referral in your parent contact log.
3. Contact the parents/guardians of students who begin to experience problems with their class work or cause.

- 4. Use diplomacy and have a professional attitude. Keep a written record of all contacts.

RECORDS AND CONFIDENTIALITY

In accordance with the Family Educational Rights and Privacy Acts (FERPA), all records are kept in confidence and only authorized personnel have access to those records. In addition, school personnel shall not discuss confidential information with unauthorized persons. Parents have a right to view (and have a copy of) any cumulative, discipline, medical or special education record. OSB staff will also be happy to explain any document that may be confusing or questionable. More information about FERPA can be found at:

<http://www.ed.gov/policy/gen/guid/fpcoferpa/index.html>

- Keep the records of each student in accordance with OSB School Policies.
- Keep accurate, up-to-date records on the achievement of students.
- Complete records and reports neatly, accurately, and timely.
- Plan your work carefully. There is no substitute for good planning.

GRADES, PROGRESS REPORTS AND REPORT CARDS

HOMWORK POLICY

Homework should never be given judiciously. Any assignments should be meaningful, not busywork. **Parents should be facilitators, not the teacher. The student should have a fairly good comfort level in completing the assignment.**

GRADES

Each individual teacher needs to report the grades for the classes he or she teaches. Grades should be entered into Sylogist (Wen-Gage), with a minimum of two grades per week. It is the teacher’s responsibility to make sure he or she is reporting the correct classes and grades. Instructions and/or assistance for Gradebook may be obtained from Jennifer Eckerson, Rachael Gilliam, or Dawn Bryant.

The following scale is used for reporting grades:

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

ELIGIBILITY

The Oklahoma Secondary School Activities Association has adopted eligibility rules. These rules apply to any student participating in any activity that involves competition between schools. The following is an explanation of the rules:

1. SEMESTER GRADES

- A. A student must have received a passing grade in any five subjects to be counted for graduation that he/she was enrolled in during the last semester he/she attended fifteen or more days. (This requirement would also be five school subjects for the 6th, 7th, and 8th grade students.)
- B. If a student does not meet the minimum scholastic standard; he/she will not be eligible to participate during the first six weeks of the next semester he/she attends.
- C. A student who does not meet the minimum scholastic standard may regain his/her eligibility by achieving passing grades in all subjects he/she is enrolled in at the end of a six-week period.
- D. Pupils enrolled for the first time must comply with the same requirements of scholastic eligibility. The passing grades required for the preceding grading period should be obtained from the records of the school last attended.

2. STUDENT ELIGIBILITY DURING A SEMESTER

- A. Scholastic eligibility for students will be checked at the end of the third week of a semester and each succeeding week thereafter. OSB will check eligibility on Monday or the first school day of the week. The period of probation and ineligibility will always begin the Monday following the day eligibility is checked.
- B. A student must be passing in all subjects he/she is enrolled in during a semester. If a student who is not passing all subjects enrolled on the day of the grade check, he/she will be placed on probation for the next one-week period. If a student is still failing one or more classes during the next one-week period, the ineligibility periods will begin on Monday and end on Saturday.
- C. A student who has lost eligibility under this provision must be passing all subjects in order to regain eligibility. Eligibility will be determined each Monday.

The OSB school year is divided into two (2) grading periods or semesters. A semester is 1/2 of the school year. Every OSB student is to receive a progress report each quarter with the official grade reports sent home at the end of each semester. Students who get failing grades for the semester will not be given credit for that class. Progress reports will be available anytime online through the Sylogist parent portal. The school calendar lists the end of each quarter and progress reports/grades will be due typically within one (1) week after the close of the quarter and/or semester. At times, teachers may want to send progress reports for other reasons. Remember, teachers are encouraged to contact parents for "Good" things as well as concerns over poor choices.

It is imperative that all communications with parents regarding a student's academic program be documented.

Complete work must be sent home for parents to see. Copies may be retained for records. Student work to be thrown away must be shredded.

INDIVIDUAL EDUCATION PLAN ACCOUNTABILITY

All students at OSB are on an IEP. Each teacher on campus is a special educator and is responsible for meeting each student's unique needs. If a student is not successful, an IEP review may be warranted to review if there are extenuating circumstances or other accommodations that may be needed.

It is the responsibility of the IEP team to ensure that the child's placement is appropriate to meet individual educational needs. Adaptations and supplementary aids and services in the regular educational curriculum must be addressed by the IEP team as necessary. Any unique grading methods required to evaluate an individual child's progress must be determined by the IEP team. Parents should be informed of these methods and be aware of how the child is functioning and what progress is being made, rather than relying only on report card grades.

Federal Regulations do not hold Local Educational Agencies accountable for a child reaching a certain level of achievement. However, the LEA is responsible to ensure that the IEP is appropriate and implemented as written. The IEP should be reasonably calculated for the child to benefit from the program and if educated in the regular classroom to enable the child to receive passing marks and to advance from grade to grade.

A child in special education may be given a failing grade because of refusal to complete work within the child's capability and/or poor attendance. However, a child cannot be failed if the program is inappropriate or if the IEP is not being implemented as written. In the event that a child is not achieving as anticipated, the IEP team should reconvene to review the appropriateness of the placement. Revisions should be addressed by the IEP team, if needed, to ensure appropriate educational program for the child.

All teachers are required to make certain modifications if they are listed in the IEP. Some of these modifications could include:

- Shorten assignments
- Allow longer amounts of time to complete assignments
- Use open books during exams
- Extra time
- Modified grading scale

In order to ensure that IEPs are in compliance with the law, the below guidelines should be followed:

- IEPs should be done online in the state required software.
- Goals for each student must be completed one (1) week prior to the IEP meeting. IEP meeting date will be distributed monthly via email. Please ensure that the IEP department secretary has a valid email address and that you check it daily.

- Each teacher will be given a “caseload” of IEPs to attend and will be considered the case manager. This will help us know in advance who will be attending meetings and help ensure adequate class coverage for meeting times. The case manager is responsible for attending the meetings, representing other teachers’ concerns, and writing the transition plan (16 years old or 9th grade students, whichever comes first).
- IEPs must be updated quarterly.
- IEPs are printed and kept on the 3rd floor. If you need access to the information, go to Karen Reed’s office. You may contact Karen Reed or Maggie Mattox for assistance. This is the official IEP.
- IEPs that overlap into other school years will require goals for the current year, as well as the next school year to cover the entire life (typically one year) of the IEP. It is good practice to consult the “next year” teacher to determine what goals are appropriate.
- Regardless of when the IEP was written, if you serve the child, it is your responsibility to work on and complete the goals on the active IEP. This includes transition for older students. However, if you, as a teacher, inherit goals that you do not feel are appropriate, you have the right to call an IEP meeting (contact Karen Reed and principal before discussing with parent to make sure everyone is aware of your concern). IEPs can be amended at any time to address the student’s needs.

Each teacher is responsible for writing and updating goals if he or she is teaching a subject that falls under one of the following conditions:

1. Subject that is formally assessed under the state testing program (grades 3 – 8, 10th and US History 9th grade for OSB).
2. If the student is not in one of the “testing years,” then the student will have at least two goals from areas of weakness. The majority of OSB students’ areas of weakness are language or communication and math. In some cases, such as older students, the team may feel that the focus of the IEP should be transition or life skills, rather than language. The goals chosen, however, are the decision of the teacher that is serving the child when the IEP is written and will be “approved” when the team meets and finalizes the IEP.
3. You should immediately work on your new goals when you receive notice of the meeting coming due (or earlier). Meetings must be coordinated and scheduled with parents and school districts and can change.

FACULTY LEAVE AND SUBSTITUTES

TEACHER ABSENCES

It is strongly recommended that the teacher contact the principal and school secretary as soon as possible when he/she realizes that an absence is necessary.

Teaching staff should request personal leave days in writing at least 72 hours prior to the date of the leave. To request annual or sick leave, please submit the absentee form on the OSB website under Staff Resources. A DRS-A-153 leave request (also on the school website) should be completed if taking FMLA, Leave without pay, or jury duty.

Contract staff will be paid \$75.00 per day for any FULL personal days that are not used. If any portion of day is used, that day will not be eligible.

SUBSTITUTE TEACHER'S INFORMATION

Teachers are expected to have the necessary items and information ready and accessible for the substitute teacher to assume the position smoothly. This information must include the room assignment(s), class rolls, lunch procedures, building evacuation, emergency procedures and contact person. The substitute is expected to perform his/her duties in an effective, efficient, and professional manner. Teachers need to make the substitutes aware that they are responsible for any additional duties of the teacher, such as lunch duty.

In order to provide continuity in learning experiences for students in the absence of their regular teacher, the teacher must give careful attention to the plans made for a substitute teacher. Planning for someone else to continue in the place of the regular teacher is often more difficult and time consuming. These plans should be clear and explicit, enabling the substitute teacher to do with the students what the regular teacher wants to be done. Every effort should be made to provide plans, which will include meaningful learning experiences for the students. There should always be sufficient learning activities to keep the students on task and meaningfully engaged during the entire class period. Substitute teachers are expected to follow the plans provided by the teacher. Lesson plans, class rolls and other pertinent information should be left for the substitute in the teacher's box.

ATTENDANCE PROCEDURES FOR SUBSTITUTE TEACHERS

1. DCS will have access to report attendance in the Sylogist system.

GENERAL POLICIES

The Superintendent of OSB is the only person authorized to enter into any business transactions or agreements that involve school activities.

Abide by OSB policies. Check your policy manual. Be acquainted with all policies set forth by the state, school, and DRS.

EDUCATIONAL TRAVEL

Due to limited funds budgeted for educational travel, all plans and arrangements must not be made until approval is secured. A conference request **MUST** be completed and approved with signatures. Travel should be made in an OSB vehicle. OSB **WILL NOT** approve mileage reimbursement for a personal vehicle without prior approval by the superintendent. All educational travel, which is to be reimbursed, must have prior approval of the principal and superintendent; otherwise, the person traveling will be expected to take care of his/her own expenses. Requests for conference attendance or other educational trips outside OSB should be made by proper request. The endorsement of the Superintendent approval will be required. A completed form requesting travel is to be submitted to the Principal and then the Superintendent prior to any other arrangements being made. All hotel reservations must be made through the Superintendent's office. You will **NOT** be reimbursed for hotels that you reserve.

All hotel invoices must be turned in to Dawn Bryant with a signature within 24 hours of returning from trip. Conference request should be turned in and approved at least two (2) weeks in advance. Out of state travel, such as SCASB, will need to be turned in and approved at least two (2) months in advance.

STAFF SPONSORED SCHOOL ACTIVITIES AND FUNDS

The following procedures will be adhered to in all money matters:

- All organizational funds are to be deposited in an account kept by student accounts within 24 hours of receipt.
- For each organization, the adult sponsor(s) who is/are responsible for exercising good judgment in the use of funds for worthy projects, are to withdraw funds from their account.
- Sponsors must complete a requisition form and have principal, superintendent, and Business manager approve; before monies will be given out.
- In all matters of business involving organizational funds, accuracy is a must. Each person responsible for record keeping must be ready to have his/her books audited at any time.
- The student finance officer will be given a list of names of the organization's student officer and adult sponsors.

CAFETERIA EXPECTATION – LUNCH

Teaching staff are expected to serve recess duty as assigned. The principal's office will make those assignments. All staff will be charged \$4.00 per meal. The balance will be sent at the beginning of each month and is due upon receipt to Melissa Graves.

ENCOURAGEMENT PROCEDURES

Staff will consistently encourage responsible behavior through positive interactions.

FIELD TRIPS

School trips designed to stimulate student interest and inquiry and provide opportunities for educational growth and development are appropriate extensions of the classroom and total school program. To the extent that they provide the most effective means for accomplishing objectives of the school system, school trips may be used.

Definition: A school trip is defined as a student or a group of students leaving the school campus under the sponsorship of the school and under supervision of school employee(s) to extend educational experiences consistent with the general goals and objectives of the total program.

REQUESTS

1. All requests must be submitted to the principal in writing at least ten (10) days prior to the date of the trip.
 - a. This request must be submitted on the appropriate form, listing the educational objectives of the trip, pre and past activities, the relationship of the activity to organization or course and itinerary.
 - b. Approval of field trips will be based upon purpose, objectives, time, place, students participating and the availability of transportation.
 - c. Field trip sponsors are responsible for all preparations for the trip (i.e., drivers, transportation, parental permission, etc.)
 - d. If the trip is approved, you must request transportation agreements.
2. Transportation Requests and Field Trip Requests forms should be submitted together.

3. Students may be responsible for admission of a school trip only if it has been approved on the Field Trip permission form.
4. Definite commitments for the trip shall not be final until approval has been granted.

PARENTAL CONSENT

A parental consent form for the current school year must be signed for each student to participate in any school field trips. As a good gesture, parents should also be made aware of any upcoming trip as a reminder that their student will be off campus that day.

SUPERVISION ON TRIPS

- A school trip shall be under the direction of school personnel.
- The number of chaperones must be adequate for the type of group and the nature of the activity.
- Chaperones must be approved by the superintendent prior to the activity.

TEACHER RESPONSIBILITY

- The teacher/supervisor shall have in his/her possession a list of all participants and their parents/guardians' names and telephone numbers.
- A roster of all participating students must be available to all teachers at least one calendar day prior to the trip.
- All teachers should check the field trip activity roster.
- Supervising teachers shall report on the morning of and prior to departure, the names of the actual students present for the field trip to the principal's secretary.

TRANSPORTATION

- Groups planning trips are required to use school-system or state-owned vehicles whenever possible.
- If the field trip is to be taken during the school day, time of departure and return should coincide with the bell schedule. Departure time and meeting places should be arranged and announced to students and staff in advance.
- Under no circumstances should a student or group be permitted to travel in a private car or group of cars unaccompanied by a faculty member of some other adult unless authorized by the superintendent.

Restrictions: Arrangements for trips that do not fulfill the terms that are previously stated must have special approval of the superintendent in advance.

CLASS SPONSORS

Class sponsors for the 2024-2025 school year are as follows:

Freshman/Sophomore – Carla Cotney

Junior/Senior – Rachel Butler

EVALUATION PROCEDURE

OSB follows the OSDE Teacher Leader Effectiveness (TLE) regulations.

The following procedure for summative evaluation will be used:

- Certified administrators designated by the superintendent shall evaluate teachers.
- Within the first two weeks of school, the designated administrator will hold a meeting to acquaint teachers with the evaluation policies of OSB.
- Probationary teachers will be evaluated twice yearly. The first evaluation and conference shall be completed prior to the end of the fall semester and the second shall be completed prior to the end of the spring semester.
- Career teachers will be evaluated once each year prior to the end of the spring semester. Career teachers may request an additional evaluation.
- Before completing the evaluation of the teacher, the evaluator will conduct at least one scheduled observation of not less than twenty minutes.
- The evaluator will provide feedback to the teacher within ten working days after each scheduled observation.

EVALUATION CONFERENCE

The evaluation conference is a vital tool in the TLE Observation and Evaluation system because it allows for critical feedback, reflection, and discussions regarding the ways in which a teacher's performance needs to improve and ways in which it is particularly strong. At the conference, the evaluator shall provide the teacher with a hard copy of the signed evaluation form for the teacher to review and discuss with the evaluator. At the conclusion of the conference, the teacher will sign the evaluation form. A completed copy of the same will be provided to the teacher for his or her records.

A teacher has the right to place his or her file, a response to the entries on the evaluation form within the timeframe established by state laws for responding to evaluation documents. By written agreement or policy, district personnel may provide teachers with a longer window of time by which to submit their responses.