

# SOUTHRIDGE JUNIOR HIGH



# TEACHER HANDBOOK 2020-2021

## TABLE OF CONTENTS

PAGE

7	Activities
7	Announcements
7	Assemblies
7	Attendance (Implementing the Policy)
6	Bell Schedule
8	Board Policy & Procedures Manual
20	Lockdown
9	Budget
10	Conference Period
10	Confidential Records (Key/Money/Valuables)
10	Curriculum Guides
10	Discipline
13	Duty
14	Earthquake Procedures
14	Emergency Folders
14	Evaluation (Teacher)
15	Faculty Meetings
15	Field Trips
17	Fire Drill
21	Food
21	Grading
21	Grade Books
21	Guidance Department
22	Homebound Student Information
22	Homework
22	Injuries
22	In-School Detention (ISD)
23	Keeping Students After School
23	Leave (Faculty Absent Reporting)
23	Long Distance Calls
23	Lost And Found
23	Mail
24	Make-Up Work
24	Messages
3	Mission Statement
6	Multi-Cultural Statement
24	Open House
24	Organization
PAGE	<b>TABLE OF CONTENTS</b>

24	Passes
24	Planning
25	Progress Reports
25	Request To Attend Out-Of-District-Meeting
5	Reporting
25	RUP - Electronic Network Responsible Use Policy
31	Safety
32	Schedule Changes
32	Semester and/or Nine Weeks
38	Severe Weather Drill Procedures
4	Sexual Harassment Policy
28	Social Media/Networking and Online Communications
32	Speakers
32	Special Education
32	Staff Conduct/Dress Code
33	Standards of Performance & Conduct For Teachers
36	Student Handbook
36	Student Searches
36	Substitute Teachers
36	Supplies
36	Supervision
37	Testing (Student Testing)
37	Textbooks
39	Visitors
39	Winter Storm - Bad Weather
39	Workroom

## SOUTHRIDGE JUNIOR HIGH MISSION STATEMENT

To develop and continue a tradition of excellence, SJH will create effective opportunities for success in academic endeavors and extracurricular activities to empower the unique potential of students as life-long learners and productive citizens.

**MOORE PUBLIC SCHOOLS  
HARASSMENT POLICY-1215**

**POLICY**

Moore Public Schools will not tolerate sexual harassment, or any other type of harassment because of a characteristic of another individual such as race, nationality, disability, age, gender or religion.

**WHO IS COVERED?**

All applicants and employees of Moore Public Schools regardless of position, title, grade, seniority or function, as well as customers, temporaries, visitors, independent contractors, and vendors, etc. No one is immune from the provisions of this policy.

**WHAT IS SEXUAL HARASSMENT?**

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal and/or physical conduct of a sexual nature when:

1. Submission to such conduct is either made explicitly or implicitly as a term or condition of employment.
2. Submission to or rejection of such conduct is used as the basis for employment decisions.
3. Such conduct has the purpose or effect of unreasonably interfering with the work environment or creating an intimidating, hostile, or offensive work environment.

Sexual harassment can be subtle or direct. It usually involves different genders but may be committed by someone of the same gender. Sexually harassing behavior may include intentional physical conduct that is sexual in nature, sexual jokes and innuendo (including suggestive sexual comments), sexual advances or requests for sexual favors, propositions, verbal abuse of a sexual nature, commentary about an individual's body, sexual prowess or sexual deficiency, leering, touching, sexually based obscene comments or gestures, display of sexually suggestive objects or pictures and any other type of physical, verbal or visual conduct of a sexual nature.

Sexual harassment may occur through various methods including personal contact, in writing, over the telephone, through email, and on the intranet or internet. In addition, "faxing" sexually explicit or suggestive materials (including cartoons) can constitute sexual harassment if the one who receives it is offended, or if someone whom the fax was not intended for sees it, and is offended. The means by which sexually harassing behavior is conducted does not change its inappropriateness.

**OTHER TYPES OF CONDUCT WHICH IS PROHIBITED**

Harassment occurs when one person does something for the purpose of annoying someone else. This behavior includes making inappropriate comments about one's race, gender, age, disability, nationality, accent, speech impediment, or the like.

**OBLIGATIONS OF ALL EMPLOYEES**

It is an essential responsibility for every employee to report any incidents of actual or perceived harassment

(sexual or otherwise). This includes harassment directly involving the employee or where the employee is a witness. The obligation to report harassment is an essential function of each employee's job.

## **PROFESSIONAL ENVIRONMENT**

The work environment is such that many individuals interact daily with each other. Differences of opinion, discomfort with personality traits and even anger are inevitable. Those types of reactions do not generally amount to harassment; however, angry responses give fair warning that the other person does not appreciate the conduct or statements, and is reason to think about what was said or done to insure that it does not violate this policy.

## **HOW TO REPORT HARASSMENT**

Allegations of harassment (sexual and other) should be reported in orally, in writing, by e-mail, letter, memo or note or by any other reasonable means. The Moore School District encourages all reports, however, to be made in writing in order to have a clear and complete account of the perceived situation. The most beneficial written reports should include the following:

1. The dates and times of all incidents of harassment;
2. The names of all harassers and victims;
3. A detailed factual description of the harassment; and
4. The names of all individuals present during the challenged conduct or who otherwise could corroborate or refute the facts alleged.

## **WHERE TO REPORT**

Reports of harassment should be made first to the immediate supervisor who, in turn, will notify the Assistant Superintendent (Personnel). If the challenged conduct directly involves the Personnel Department, the Superintendent of Schools should receive the report. If circumstances do not permit notifying the immediate supervisor, reports should be made directly to the Assistant Superintendent (Personnel) or anyone in management.

## **WHEN TO REPORT**

Immediately.

## **INVESTIGATIONS**

Prompt investigations by the immediate supervisor and/or the Assistant Superintendent (Personnel) will be made immediately following the reporting of behavior believed to constitute harassment. Such investigations will be kept as confidential as possible. In instances where sufficient information is available, Moore Public Schools will make factual and disciplinary determinations about the alleged inappropriate conduct. All determinations will be based upon a totality of the circumstances known to the Moore Public Schools.

## **DISCIPLINE**

Any employee engaged in harassment of any type will be subject to disciplinary measures, up to and possibly including termination. This includes first-time offenders. All disciplinary decisions, however, will be made on a case-by-case basis.

**REPRISAL**

Any act of reprisal against any employee who reports or participates in an investigation of harassment or is otherwise involved in such an inquiry is strictly forbidden. Any employee found to have taken such reprisals against another person will be subject to disciplinary action, up to and possibly including termination.

**FALSE CLAIMS**

Any person found to have intentionally falsified a claim of harassment will be subject to immediate disciplinary action, up to and possibly including termination.

**KNOWLEDGE OF THIS POLICY**

It is important to Moore Public Schools (MPS) to have a well-trained and educated workforce on this subject. If at any time you do not believe you are sufficiently aware of what is acceptable behavior, do not understand this subject well enough, or simply need another copy of the MPS harassment policy, please contact the district personnel office for additional training or for another copy of the Harassment Policy.

Adopted	Revised	Revised	Revised	Revised
3/8/93	9/11/00	2/12/01	5/14/07	9/12/16

**MULTI-CULTURAL STATEMENT**

Moore Public Schools is committed to the educational development of all students. Whereas we recognize the diversity of our society, as exemplified in the various cultures that comprise our student population, we will not tolerate any form of expression which may be deemed as inflammatory or provocative towards any cultural group.

We will continue to foster the development of pride in each of our respective schools in the hope that individual behavior will extend beyond racial slurs, name-calling and other forms of behavior which deter the business of learning. We will place great value upon our diversity through intercultural exchange.

**SOUTHRIDGE JUNIOR HIGH BELL SCHEDULE**

**1<sup>st</sup> hour:7:40-8:40**

**2<sup>nd</sup> hour:8:45-9:45**

**3<sup>rd</sup> hour:9:50-10:45**

**1<sup>ST</sup> Lunch: 10:45-11:10**

**4<sup>th</sup> hour 11:15-12:15**

**2<sup>nd</sup> Lunch: 11:15-11:40**

**4<sup>th</sup> hour 10:50-11:15/11:45-12:15**

**3<sup>rd</sup> Lunch: 11:50-12:15**

**4<sup>th</sup> hour 10:50-11:50**

**5<sup>th</sup> hour:12:20-1:15**

**6<sup>th</sup> hour:1:20-2:16**

## **ATTENDANCE POLICY**

In order to receive credit for a course, a student cannot be absent more than ten (10) days each semester. Students who exceed ten (10) absences in a semester will receive a “no credit” (NC) on his/her transcript for the semester. Continued absences will fall under the district’s discipline policy. Exceptions for extenuating circumstances or school related activities may be requested through the building principal. Reasonable effort will be made to notify the parent before a “no credit” is given due to excessive absenteeism. Two unexcused tardies constitute an absence for grading purposes.

### **ATTENDANCE RELATED INFORMATION**

Two tardies will equal one absence. A tardy is defined as a student not being in the classroom when the last bell has stopped ringing. Also, if a student is more than 5 minutes late to class, he/she should be marked in IC as absent from the class, and it will count toward the ten (10) days allowed per semester. (Student Handbook)

1. Any event that is approved as a school activity.
2. Any medical treatment that is substantiated by a physician’s written statement. THE PHYSICIAN’S STATEMENT MUST BE SUBMITTED TO THE SCHOOL WITHIN FIVE (5) DAYS OF THE STUDENT’S RETURN AND IS SUBJECT TO VERIFICATION BY A SCHOOL OFFICIAL.
3. Any day a student serves as a page for the State or National Legislature (not to exceed five days).
4. A court subpoena
5. Religious holidays or activities
6. Bereavement

Family vacations are not exempted and such absences will count toward the maximum absences allowed per semester.

**THE PRINCIPAL WILL MAKE THE FINAL DECISION CONCERNING UNUSUAL CIRCUMSTANCES.**

### **GENERAL INFORMATION**

#### **ACTIVITIES**

All activities must be cleared in advance through the building principal and entered on the activity calendar in the main office. Sponsors should check with Ms. Calderon well in advance to order buses, etc. (See section on Activities for specific procedures.) Unless approved through proper channels all SOUTHRIDGE JUNIOR HIGH students will use school transportation on all school-sponsored activities. Legal liability prohibits school employees from using their own vehicles to transport students. (See Activity Policy, Board Policy #7150).

#### **ANNOUNCEMENTS**

Daily announcements will be given at 8:45am over the intercom. Announcements should be submitted online on the school website using the announcement tab. The intercom may only be used with permission from a principal.

#### **ASSEMBLIES**

The sponsors, directors, and administrators will participate in the planning of all assemblies. Specific instructions will be given with each assembly. Teachers should sit with students during all assemblies and should actively monitor behavior.

**BOARD POLICY AND PROCEDURES MANUAL**

The Board Policy and Procedures Manual can now be accessed online through the Moore Public Schools District website.

## **BUDGET**

The head principal is the only person authorized to approve expenditures. There are no charge accounts or after-the-fact reimbursements. Never order anything without PRIOR approval and a purchase order. Please do not make a purchase or charge materials and expect to be reimbursed. Invoices must be given to Ms. Calderon immediately upon receipt of the item. **MONEY COLLECTED MUST BE DEPOSITED DAILY! See Mrs. Calderon to make deposits.** All money transactions are covered by school policy and procedures. Make sure you have all information from Mrs. Calderon before engaging in any money transactions.

**If you are using the Wal-Mart card you will need to sign the card out, use it and then sign the card back in before the end of day.**

## **CONFERENCE PERIOD/FILL-IN TEACHER**

If you want to fill-in for an absent teacher during your plan period, give your name to Misty Scott in the main office. In the case of no volunteers, a teacher may be assigned to cover a class during his/her plan period. We will keep a list and rotate according to which teacher substituted last.

## **CONFIDENTIAL RECORDS/KEY/MONEY/VALUABLES**

All classrooms must be kept locked at all times.

Records, keys, money, etc. should never be left unsecured in the classroom. **NEVER LEAVE MONEY IN THE BUILDING OVERNIGHT** or purses/wallets out in sight. If you have received new furniture, file cabinets, etc... make sure Misty Scott has a duplicate copy of every key in the main office.

Please refer to the following state law and remember all FERPA guidelines.

Section 155, Oklahoma School Law. shall be unlawful and a misdemeanor for any teacher to reveal any information concerning any child obtained by him in his capacity as a teacher except as may be required in the performance of his contractual duties, except said information may be furnished to the parent or guardian of said child upon request (70-6-155)

When in doubt about sharing information, ask an administrator for clarification.

## **COPYRIGHT GUIDELINES**

The inappropriate use of materials copyrighted is a legal violation and a violation of district policy. Board Policy 2150 provides a thorough treatment of acceptable practices with regard to accessing and using various types of media. Please refer to this policy before making copies of or using other types of media that are copyrighted.

## **CURRICULUM GUIDES**

Curriculum guides are available from the department chairperson. Departments should work together to sequence and supplement materials in following the curriculum guide for the area. Teachers should be thoroughly familiar with their guide. Due to scheduling and the possibility of teacher changes, especially at the semester, teachers who are teaching the same subject are required to cover the same curriculum during each semester. Check with your department head on this.

## **DISCIPLINE**

Effective discipline is achieved through a team approach of teachers, students, parents, counselors, and administrators. It must have flexibility, cooperation, mutual respect and a commitment to common goals. All adults in the school must reinforce good behavior and handle problems as they occur. The first level of discipline is the classroom teacher who has the most influence on classroom atmosphere. In fact, research has demonstrated a correlation between effective teaching strategies and few incidents of discipline problems. Emphasis should be on critical thinking and decision-making in order to teach student responsibility. Persistent patterns of misbehavior or problems in the classroom should always involve parents. Changing student behavior is challenging and requires patience, persistence, flexibility, and creativity.

The development of a set of rules and consequences for breaking those rules generally helps to reduce inappropriate behaviors. But, this strategy alone will not build appropriate behaviors. To do this you must devise a way to reinforce appropriate student behaviors. The development of a system of positive reinforcement is not easy but yields great returns in overall classroom management and actually serves to teach students new ways to be more productive.

Each teacher will need to post a set of classroom rules and it may be a good idea to duplicate a copy for each student. **Please be sure that your discipline plan is on file with a principal in the office.**

While the majority of disciplinary challenges can be managed by the classroom teacher, it will occasionally be necessary to involve other faculty members. Administrators, counselors, and even non-district professionals may need to intervene to effect a behavioral change or to provide needed assistance.

Teachers will be expected to attempt a reasonable intervention strategy before a referral to the office is appropriate. An acceptable strategy should include at least the following elements:

1. Some system of warning and making the student aware of the inappropriate behavior
2. A series of disciplinary actions and or counseling strategies in order to address the targeted behavior.
3. Parent notification of the problem prior to referral to the office
4. Referral to a counselor if the problem seems to be an outgrowth of a social or emotional conflict i.e. family problem, personal problems etc...

When the teacher has made a reasonable effort to effect a behavior change in a student with no results, then it is appropriate to refer that student to a principal.

Teachers are required to keep a student class record for each student they handle in discipline and who they feel may need to be referred at some point.

The principal may request this form with any disciplinary referral to gain information about previous interventions attempted.

Naturally, some situations will occur that are so serious that immediate intervention by an administrator will be necessary. The following list contains some examples of behaviors where students should be referred to the office immediately.

**REFER STUDENTS TO THE OFFICE IMMEDIATELY:**

1. Suspicion/possession/use of drugs/alcohol/tobacco/weapons
2. Fighting
3. Major classroom disruption
4. Inappropriate behavior that cannot be constructively handled by the teacher.

Once a student is referred to an administrator, the administrator may consult with the teacher on possible appropriate actions; however, the final decision for the appropriate response will be the responsibility of the administrator. Options that the administrator may use include:

Conference with student

Increasing teacher discipline

Essays, sentences, etc.

Detention

Referral to counselor

Parent call or conference

Contract

"Time out"

Removal from class

Suspension

Long-term suspension (building principal only)

ISD

Any other legal and educationally appropriate intervention strategy

### **SAMPLES OF DISCIPLINE COMPONENTS**

Remember that disciplining students privately will remove the audience factor from efforts to direct the student's behavior. Students sometimes will go to great lengths to gather classmate support for their misbehavior and change the issue by focusing on the teacher's behavior. When students try to argue with teachers about discipline, insist on privacy when responding.

Class rules indicate what you expect of the student and what consequences will occur. Students should realize they make choices which have consequences. Make them clear and be certain to be consistent in their enforcement.

Warn students -- this may be verbal or non-verbal.

Conference with students -- reinforce expectations. Be certain the student understands what you are expecting from her/him.

Conference with counselor and the student. Involve parents. You may want to make an administrator aware of the problem.

Conference with personnel involved with the student.

Discipline, parent conference, or phone call. Counselors and assistant principals may help here. Sometimes a contract may be written or other agreements or arrangements may be made with parents and students.

Referral to an administrator -- be sure to include prior steps taken on the referral so the administrator knows what options the teacher has already used.

A note about detention: A teacher may assign lunch or after school detention which he/she supervises. Usually 10 minutes per lunch is sufficient; never deprive a student of an entire lunchtime. Detention, which would be after or before school, should be assigned so that the student has enough time to arrange for transportation. During detention, students should be required to work.

Follow-up on discipline is imperative. The teacher must make sure students complete discipline within stated time lines. Failure to complete discipline should be reported to the parents and the discipline should be rescheduled. An office referral should follow if this discipline is not done.

In a matter of discipline, the following terms have been of help to some teachers:

- A. Teach in a manner consistent with the learning styles of your students. Honor the diversity that your students bring to your class setting.
- B. Keep the pupils constructively busy--that is half the battle. Research indicates that time-on-task is essential to productive class management.
- C. Keep a well-planned daily program. Busy students have less time to get in trouble.
- D. Be kind; but be firm.
- E. Be interested in what the pupils are doing.
- F. Play no favorites; be fair.
- G. Keep your eyes moving about the room. Also, move around the room throughout the class period.
- H. Attend to each problem as it arises. Do not use too much class time for pupil conferences. You can talk at length to a student during your planning period.
- I. Command and get attention and respect.
- J. Keep a minimum of rules.
- K. Carry out promised penalties. Make no promise that you cannot carry out.
- L. Change the tone of your voice often. Six hours of the same tone is boring.
- M. Do not permit students to bring food and/or drink into the classroom.
- N. Students should never be told to, "GET OUT OF HERE!" or "JUST LEAVE!" If a student needs to leave the classroom immediately for discipline purposes, he/she should be told to report immediately to the office. The office should be notified by intercom in the presence of the student that the student is being sent to the office. Remember that you are legally liable when you tell a student to leave the classroom. COVER YOURSELF and give specific instructions.
- O. DO NOT PLACE STUDENTS IN THE HALL FOR TIME-OUT. Students who are in the hall are not being supervised by anyone. For time-out, work out an arrangement with another teacher. Time-out should be for short periods of time (5-10 minutes) and should be documented.

## **DUTY**

All personnel are on duty from the time of arrival to departure from the building even if not specifically assigned to a duty station. Inappropriate student behavior should be stopped by the adult nearest to the problem. Teachers should be at their doors and watching halls and bathrooms during passing periods. At the first morning bell teachers should be at their doors or in the hallways near their classrooms for supervision. Students should NEVER be in class unattended. Only in the event of an emergency should a teacher leave the class and ask a neighbor to step in or call the office for assistance. Liability tort laws are such that leaving classes or assigned duty locations unsupervised may constitute willful neglect of duty. The teacher is responsible for his/her class at all times. If an emergency arises and you are not able to perform an assigned duty, contact an administrator ASAP.

## EMERGENCY LESSON PLANS

Emergency lesson plan folders are maintained in the office for use in unexpected teacher absences. Please update and return them to Misty Scott.

## EVALUATION (TEACHER)

Board Policy #5105 outlines the elements of the teacher's evaluation process for Moore Public Schools. Please reference this policy for specifics.

## EARTHQUAKE PROCEDURES

Earthquakes strike suddenly, without warning. Earthquakes can occur at any time of the year and at any time of the day or night. **The more you know how to respond/react will help reduce the fear.**

### *During an Earthquake*

**Drop, Cover and Hold On.** Minimize your movements to a few steps (max five feet) to a nearby safe place and if you are indoors, stay there until the shaking has stopped and you are sure exiting is safe.

#### *If Indoors*

- **DROP** to the ground; take **COVER** by getting under a sturdy table or other piece of furniture; and **HOLD ON** until the shaking stops. If there isn't a sturdy table or desk near you, cover your face and head with your arms and crouch in an inside (interior wall) corner of the building away from windows, bookcases or tall furniture that could fall.
- Stay away from glass, windows, outside doors and outside walls, and anything that could fall, such as lighting fixtures or furniture.
- **DO NOT** use a doorway except if you know it is a strongly supported, load-bearing doorway and it is close to you. Many inside doorways are lightly constructed and do not offer protection.
- Stay inside until the shaking stops and it is safe to go outside. Do not exit a building during the shaking. Research has shown that most injuries occur when people inside buildings attempt to move to a different location inside the building or try to leave. After the shaking stops and when you do exit the building move quickly away from the building to prevent injury from falling debris. If you use the stairwells be careful exiting.
- Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.

#### *If Outdoors*

- Stay there. **DROP, COVER AND HOLD ON.**
- Move away from buildings, streetlights, trees and utility wires.
- Once in the open, stay there until the shaking stops. The greatest danger exists directly outside buildings, at exits and alongside exterior walls. Ground movement during an earthquake is seldom the direct cause of death or injury. Most earthquake-related casualties result from collapsing walls, flying glass, and falling objects.

**ONCE THE EARTHQUAKE HAS STOPPED AND IT IS SAFE TO MOVE, EVACUATE YOUR STUDENTS TO THE DESIGNATED SITE (UNLESS TOLD DIFFERENT). DO NOT ENTER or REENTER A BUILDING. HELP PEOPLE WHO REQUIRE SPECIAL ASSISTANCE.**

**EXPECT AFTERSHOCKS.**

**EACH TIME YOU FEEL ONE, DROP, COVER, AND HOLD ON.**

### **FACULTY MEETINGS**

It shall be the duty of the teacher to attend all meetings called by the Superintendent, principal, or department chairperson. No excuse, other than one that would justify absence from school, shall be acceptable for absence from staff meetings. **Teachers will exercise the same attitude toward promptness that they expect from their pupils.** All other meetings and potential conflicts should be cleared with Mrs. Smith prior to the meetings. Faculty meetings will usually be held on every other Tuesday afternoon at 2:20 p.m. or the makeup meeting for people that have afternoon obligations, Wednesday at 7:10 a.m.

### **FIELD TRIPS**

Board Policy guidelines will be followed. (See Mrs. Smith if you want to plan a field trip.)

Transportation orders must be turned in 15 days prior to the event.

Field Trip requests must adhere to the following timeliness:

## **MOORE PUBLIC SCHOOLS**

### **IN-STATE ACTIVITIES/FIELD TRIPS**

**Educational field trips serve the instructional program by using resources that cannot be brought into the classroom or provided in any other way. Trips should be carefully planned to operate in conjunction with and help to enrich the regular instructional program. Trips should reflect and enhance instructional objectives listed in district and state mandated curriculum.**

**Educational field trips do not refer to recreational outings and excursions, interscholastic contests, or extracurricular activities where students perform or compete.**

**Procedures for approving all educational field trips are expected to provide for appropriate consideration of purpose, educational value, planning details, staff qualifications, student selection, student health and safety, insurance coverage, parent communication, financial arrangements, supervision, and evaluation.**

**All in-state interscholastic and extracurricular activities/trips must have prior approval of the Superintendent or his/her designee. Activity trips during the summer months are included in this policy.**

**If the activities or trips require fundraising, the activity or trip must be approved prior to the start of the fundraiser.**

## TEACHER RESPONSIBILITY

1. The teacher is responsible for determining which field trips are beneficial and have educational value for their pupils.
2. The teacher is responsible for submitting a general plan to the principal for review and approval. The plan is to include pre-trip orientation and follow-up activities.
3. Upon approval of the trip, the teacher is responsible for obtaining signed parent permission and pupil agreement slips. Notification to parents of elementary pupils should include the following information: Purpose and destination of trip; transportation arrangements; and date and time of departure and estimated time of return.
4. The teacher is responsible for providing all parents with additional information such as: chaperon arrangements, overnight accommodation, and a detailed itinerary when a field trip will extend beyond the school day.
5. The teacher is responsible for notifying the principal by telephone, immediately, in the event of an accident.
6. The teacher is responsible for notifying the school of any situation that will cause a change in plans.
7. The teacher should direct students to keep the bus clean and not to deposit debris during the field trip.
8. The teacher is responsible for having an accurate written list of names of all persons to be transported, one (1) copy to be filed with the building principal.
9. The teacher is responsible for deportment and discipline of the pupils for the duration of the trip.
10. The teacher is responsible for notifying the school principal before returning if a pupil is missing. **NEVER LEAVE A STUDENT BEHIND.** Call school back to make arrangements.
11. The teacher is responsible for complying with the time schedule shown on request form.
12. Arrange for adequate teacher and parental supervision.
13. Have an announced plan for students to follow if they become separated from the group.

**Emergency Procedures**

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
(Street)

Date of Birth: \_\_\_\_\_  
(City) (State) (Zip)

Passport Number:# \_\_\_\_\_ Age: \_\_\_\_\_

**In case of an emergency, illness or accident to the above-named child, the activity sponsor(s) are authorized to proceed as indicated:**

( ) Father/Guardian's Name \_\_\_\_\_ Phone \_\_\_\_\_

( ) Mother/Guardian's Name \_\_\_\_\_ Phone \_\_\_\_\_

( ) Contact Family Physician \_\_\_\_\_ Phone \_\_\_\_\_

**Please list any physical disability and/or drugs to which your child may be sensitive.**

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

**List two (2) persons other than parents to call in case of emergency.**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Authorization for Medical Care of a Minor

I, \_\_\_\_\_, the undersigned parent or person having legal guardianship of  
(Print Name of Parent/Guardian)

\_\_\_\_\_ do hereby authorize the activity sponsor(s) consent to an x-ray,  
(Print Name of Student)

examination, anesthetic, medical surgical or dental diagnosis or treatment and hospital care to be rendered to the above named minor under general or special supervision and upon the advice of a physician, surgeon or dentist.

In giving consent, I recognize and understand that in situations where the above named minor requires immediate medical or hospital care it may not be possible to contact me. Such situations I will not be able to knowledgeably evaluate and choose among the available alternative treatments or procedures if any, or to evaluate the risk attendant upon each and the risks attendant to foregoing to all treatment. In such situations I authorize a physician, surgeon or dentist to exercise his/her professional judgment and assess the risks incident to and choose the right treatment from any available alternatives and to render such care and perform such treatment as he/she in his/her professional judgment determines to be necessary for the health or safety of the above named minor.

\_\_\_\_\_  
(Signature of Parent or Person having legal custody or legal guardian)

\_\_\_\_\_  
(Date)

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_

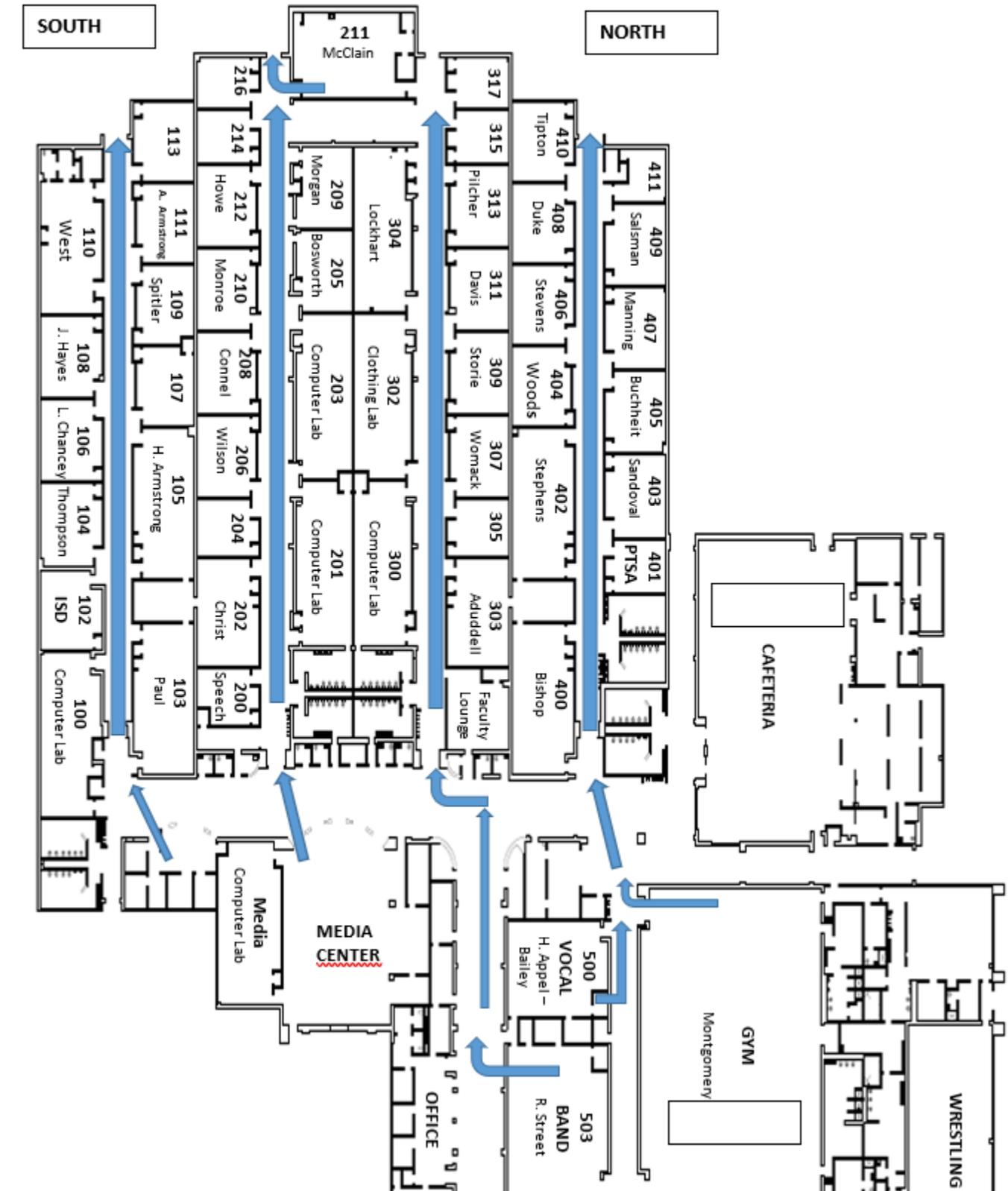
## **FIRE DRILL PROCEDURES AND REGULATIONS**

Evacuation for fire drills will be announced on the intercom in the following manner. "Evacuate for fire drill."

The following drill procedures will be executed:

- 1) Teachers will have the students leave the building in an orderly manner.
- 2) Each teacher is to take his/her Emergency Folder with updated rosters. The last person/teacher to leave a classroom should close the door(s) in order to prevent drafts.
- 3) Classes are to group themselves a safe distance from the building. Teachers are to call the roll and wait to report to the designated person (Mrs. Scott, Mrs. Stover or Mrs. Coffey).
- 4) Teachers will be notified by the administrator in charge when it is safe to return to the building.
- 5) Students are to re-enter the building in an orderly manner. They are to go directly to class without stopping at their lockers, the restrooms, or the drinking fountains.
- 6) Teachers are required by state law to post the prepared building map with emergency exits designated in color. These postings are to be in an easily visible place. Procedures are to be reviewed periodically with students in all classes.
- 7) In the event of a fire drill during a passing period students should exit the building and report to the area designated for their previous class. If a drill occurs before school starts, students should report to the area designated for their 1st. hour class. In the event of a fire drill during lunch, students should exit the building and report to the area designated for their 4th hour class.

**SJH Fire Evacuation Map 20-21**





# STANDARD™ RESPONSE PROTOCOL EXTENDED

## STUDENT SAFETY

A critical ingredient in the safe school recipe is the classroom response to an incident at school. Weather events, fire, accidents, intruders and other threats to student safety are scenarios that are planned and trained for by students, teachers, staff and administration.

## SRP

Our school is expanding the safety program to include the Standard Response Protocol - Extended (SRPx). The SRPx is based on these five actions. Lockout, Lockdown, Evacuate, Shelter and Hold. In the event of an emergency, the action and appropriate direction will be called on the PA.

**LOCKOUT** - "Get Inside. Lock Outside Doors"

**LOCKDOWN** - "Locks, Lights, Out of Sight"

**EVACUATE** - "To the Announced Location"

**SHELTER** - "For a Hazard Using a Safety Strategy"

## TRAINING

Please take a moment to review these actions. Students and staff will be trained and the school will drill these actions over the course of the school year.

More information can be found at <http://iloveugays.org>

## LOCKOUT

### GET INSIDE. LOCK OUTSIDE DOORS

Lockout is called when there is a threat or hazard outside of the school building.



#### STUDENTS:

- Return to inside of building
- Do business as usual

#### TEACHERS

- Recover students and staff from outside building
- Increased situational awareness
- Do business as usual
- Take roll, account for students

## LOCKDOWN LOCKS, LIGHTS, OUT OF SIGHT

Lockdown is called when there is a threat or hazard inside the school building.



#### STUDENTS:

- Move away from sight
- Maintain silence

#### TEACHERS:

- Lock classroom door
- Lights out
- Move away from sight
- Maintain silence
- Wait for First Responders to open door
- Take roll, account for students

## EVACUATE TO A LOCATION

Evacuate is called to move students and staff from one location to another.



#### STUDENTS:

- Bring your phone
- Leave your stuff behind
- Form a single file line
- Show your hands
- Be prepared for alternatives during response.

#### TEACHERS:

- Grab roll sheet if possible
- Lead students to Evacuation Location
- Take roll, account for students

## SHELTER FOR A HAZARD USING SAFETY STRATEGY

Shelter is called when the need for personal protection is necessary.



#### SAMPLE HAZARDS:

- Tornado
- Hazmat

#### SAMPLE SAFETY STRATEGIES:

- Evacuate to shelter area
- Seal the room

#### STUDENTS:

- Appropriate hazards and safety strategies

#### TEACHERS:

- Appropriate hazards and safety strategies
- Take roll, account for students

## HOLD IN YOUR CLASSROOM

Hold is called when the hallways need to be kept clear, even during class changes.



#### STUDENTS:

- Remain in your classroom
- Do business as usual.

#### TEACHERS:

- Recover students and staff from hallways
- Close and lock classroom door
- Take roll, account for students



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## **FOOD**

Food and soft drinks are prohibited in the classroom. Clear water bottles (with lids ONLY) are permitted. Please do not allow students to eat in the classroom unless prior approval has been received from a principal or unless it is consistent with goals in the curriculum.

## **GRADING**

At least one grade per week in each subject should be recorded with a minimum of 24 grades per semester. All assigned work will be evaluated and considered in the total assessment of the student's work for his/her grade. Papers chosen from work representative of the student's general ability should be kept to justify grades recorded. All grade books should be up-to-date each Wednesday for eligibility checks and continuity for parents accessing Parent Portal.

## **HONORS CREDIT**

Students who enroll in and successfully complete an honors/Pre-AP/AP course will receive one extra grade point based on a four point scale.

## **GUIDANCE DEPARTMENT**

Jennifer Cox – 8<sup>th</sup> Grade

Meri Taylor – 7<sup>th</sup> Grade

The Junior High School guidance program is designed to assist students as they grow and develop socially, emotionally and academically. All school personnel will work closely together, through the counselors, for the benefit of individual students.

The counselors work with students individually, in small groups, and through classroom guidance. Students may request to see a counselor by signing up in the counselor's office. Teachers may refer a student by informing the appropriate counselor. Small group guidance and classroom guidance activities occur throughout the school year.

The counselors are here to assist students, parents, and teachers in any problem situation of a personal, social, or scholastic nature. Teachers are encouraged and requested to contact the counselors whenever a student exhibits problematic behavior. Do not allow small problems to grow into impossible situations before referring a student.

## **HOMEBOUND STUDENT INFORMATION**

### **ELIGIBILITY:**

A student is eligible for homebound instruction when a physician signs the homebound form stating that the student is expected to be ill and unable to attend the classroom for a period of two weeks or more. The registrar will notify the appropriate teachers, counselors, attendance secretary and assistant principal.

### **ASSIGNMENTS:**

Teachers will be contacted by the homebound teacher, counselor, or other designated person for assignments (list of chapters of materials to be covered) for the period that the student is to be absent. The homebound teacher will make these assignments, provide instruction, give the tests, and do the grading. The student will be considered to be caught up with the class when he or she returns; therefore, the necessity for make-up work and tests will be eliminated.

### **GRADING:**

A homebound termination slip with the student's grade will be sent to the registrar when the student returns. Whenever a student has been in a classroom for part of the grading period and is on homebound at the end of the period, an incidental grade report will be requested. The student's classroom grade will be averaged with the homebound grade according to the number of classroom weeks and homebound weeks. For example, if the student was on homebound for 9 weeks then  $\frac{1}{2}$  of the semester grade will be from the homebound grade. Teachers will record this grade in their grade books.

### **HOMEWORK**

Teachers are encouraged to give homework, but it should be used as reinforcement for current work being covered and therefore meaningful for the student. Keep in mind that each student has six classes. Make sure that time demands are reasonable.

### **INJURIES**

All injuries involving faculty members or students should be reported immediately to Misty Scott. Employees with work-related injuries should contact their principal/supervisor for direction regarding where to obtain medical treatment. Accident reports should be completed immediately and are available from the principal's secretary. The coach, sponsor, or teacher should always stay with the student until a parent arrives. Never leave another student in charge of an injured student.

### **IN SCHOOL DETENTION (I.S.D.)**

This is an on-campus disciplinary program which principals may use in lieu of out of school suspension.

In order for I.S.D. to be a viable program each teacher must participate towards its success. All teachers must adhere to the following instructions and guidelines:

- 1) Turn in all requested work for students on time.

- 2) Give students appropriate amount of work for time placed in I.S.D. The student should remain busy, but remember he/she has six classes.
- 3) Require all assignments to have a written portion.
- 4) Expect the student to turn in the work upon his/her return to class. If the student knows his/her work is important he/she will be more likely to complete it. They can only complete work in Saturday school after ISD time has been served.

### **KEEPING STUDENTS AFTER SCHOOL**

If a student is required to stay after school for discipline or for a class project or program, this must be by PRIOR arrangement with parents. If used as a discipline alternative, give parents at least 24 hours' notice to enable them to make arrangements to pick up their child. In ALL instances where a student or group remains after school, it is the responsibility of the faculty member to remain with that student or group until all students have been picked up.

### **LEAVE**

If you need to be absent for reason of illness, make sure that you enter your absence into Frontline Substitute System. If you have any questions how to put in an absence or forgot your I.D. # or password please ask Misty Scott. If you cannot leave specific lesson plan instructions on the sub system, please contact another faculty member to have lesson plans available for your substitute.

For all other types of leave, refer to the provisions of your negotiated agreement and make sure you contact the principal's secretary to arrange for your absence.

### **LONG DISTANCE CALLS**

Any long distance call made without the principal's permission will be paid for by the teacher. After permission has been granted, please log the call with Ms. Calderon. Only the principal's phone has long distance calling ability.

### **LOST AND FOUND**

The lost and found is located in the main office. Any articles such as purses, wallets, eye glasses, and jewelry found during the day should be turned in to the main office.

### **MAIL**

Mail is placed in the teacher's boxes throughout the day and teachers should check their mail frequently.

Any written communications going to another building within the district may be placed in an envelope and sent through inter-school mail. The inter-school mail is located in the main office.

### **MAKE-UP WORK**

Make-up work for exempt absences must be given for full credit. The number of days allowed to make up assignments shall equal at least the number of days absent. Students may be required to take previously announced tests on the day they return to school if it has been scheduled for that day. However, it is the teacher's responsibility to exercise discretion. Students should have had a reasonable opportunity to prepare for the test. It is always a good idea to write test dates on the board as a reminder to students.

Students absent 3 or more days may request assignments. Parents must make requests by 9:30 a.m. in order to receive assignments by 2:16 p.m. the same day. Check your email for any assignment requests. Make-up assignments must be turned into the office no later than 2:00 p.m.

**MESSAGES**

All messages will either be transferred to the teacher's voice mail or placed in the teacher's mailbox. Emergency messages will be delivered immediately by intercom or note.

**PLEASE DIRECT INCOMING - EMERGENCY CALLS TO:**

735-4680 - Misty Scott, Kelley Stover, Sandra Calderon or Kristie Coffey will notify you immediately.

**OPEN HOUSE**

All teachers are expected to attend Open House. Meeting parents is very beneficial toward building a positive relationship between home and school.

**ORGANIZATION**

**SOUTHRIDGE JUNIOR HIGH** serves 7<sup>th</sup> and 8<sup>th</sup> grade students for school year 2020-2021

Principal . . . . . Melanie Smith

Assistant Principal . . . . .Debbie Korff

Counselor 8<sup>th</sup> Grade . . . . .Jennifer Cox

Counselor 7<sup>th</sup> Grade . . . . .Meri Taylor

**PASSES**

To alleviate congestion in the hallways during class time, it is the teacher's responsibility to see that each student who leaves class has a pass. Hall passes should be given only when necessary. Any student who reports to the counselor's office must have a pass from his/her teacher. When a student returns from the counselor's office, he/she must have a pass signed by the counselor. If a teacher detains an individual or group of students, so that they are tardy for their next class, it is the teacher's responsibility to write a late pass for that individual or group.

**PLANNING**

Lesson plans should be structured to meet state and district curriculum guide requirements. Both broad long range planning and more specific short range plans should be documented and used to guide and improve instruction. Be sure you have a copy of the curriculum for your teaching area; these are available from department heads and coordinator. Please see Mrs. Scott (if not in a department with a chairperson) or your department head for ordering if you do not have a copy.

Daily lesson plans should be written in a clear logical format. Daily plans should include:

- 1) The lesson objective, and pass skill and common core standard.
- 2) The method(s) of instruction to be used
- 3) Evaluation (How you will know if the learning occurred)

Teachers should keep a sampling of student work, but return all other papers and tests promptly so that students may correct them and know what their grades are. Lesson plans may have to be adjusted when a concept is re-taught or grasped more quickly. Make students aware of class goals and periodically remind them where the class has been and where the class is going. Remind them where the grade fits into the overall grading. If you post grades, be sure to assign each student a number rather than use names, and then scramble the order of the numbers. This will respect the student's privacy yet keep him/her current on the grade.

### **PROGRESS REPORTS**

Board Policy #7040: All secondary grades shall be averaged continuously across the semester and justified on the basis of the performance of each student. The student shall be provided the opportunity to see his/her grades at a reasonable time during each quarter in order to monitor progress.

Secondary progress reports will be sent home after the end of each three week period in accordance with a published schedule presented at the beginning of each school year. Secondary schools will include notice of distributions of progress reports in student handbooks or agendas. Notices may also be provided in newsletters, or marquees, and on school and / or district websites.

Please understand that simply sending home a progress report may not insure contact on the part of the parent. Reread the board policy above and notice that the requirement for contact is that the teacher will “confer” with the parent. Confer implies a communication strategy where information is shared between both parties. Simple notification does not accomplish this goal. Email, telephone and personal conferences are a necessary element in establishing and maintaining the kind of dialogue needed to positively impact student attention and performance.

### **REQUEST TO ATTEND OUT-OF-DISTRICT MEETINGS**

All out-of-district meetings for school business or professional enrichment must have prior approval from the Superintendent of Schools. The forms are available on-line. I suggest that the request be submitted at least fifteen days prior to the date of the meeting. This will allow ample time for the approval to get back to you.

### **RUP - ELECTRONIC NETWORK RESPONSIBLE USE POLICY**

**2260**

#### **A.Purpose Statement**

School District No. 02 of Cleveland County, Oklahoma (the "District") offers its students and employees access to network resources (the "Network") that may include but not be limited to:

- network storage for files and communication
- email accounts for communication between district employees, patrons, and when applicable, students

- Internet access for research and presentation
- software programs for instructional and productivity purposes
- availability of hardware to access network resources

While these resources provide the District with a means to communicate and inform in an efficient manner, the opportunity exists for abuse. The purpose of this document is to provide a guide to proper legal and ethical usage for employees and students. All individuals, student or other, who seek access to the District's network technology resources must read and agree to comply with the following policy. This policy will be made available to individuals through the Internet and through the publication of a student handbook made available to all students. The District believes that it is primarily a parents' responsibility to communicate what is acceptable to view with their students. For this reason, all parents must read and accept the District's acceptable use policy prior to their student gaining access to District network resources. Acceptance of this policy is not permanent, and the parents can voluntarily revoke their students' access at any time.

#### B. Responsible Use Guidelines/Internet Safety Requirements

These procedures are written to support the Responsible Usage Policy of this district and to promote positive and effective digital citizenship among students and staff. Digital citizenship represents more than technology literacy. Successful, technologically-fluent digital citizens live safely and civilly in an increasingly digital world. They recognize that information posted on the Internet is public and permanent and can have a long-term impact on an individual's life and career. Expectations for student and staff behavior online are no different from face-to-face interactions.

##### **1. Use of Personal Electronic Devices**

In accordance with all district policies and procedures, students and staff may use personal electronic devices (e.g. laptops, mobile devices and e-readers) to further the educational and research mission of the district. School staff will retain the final authority in deciding when and how students may use personal electronic devices on school grounds and during the school day. Gaming systems that have wifi capabilities, such as Game Boys and PSP are prohibited.

The district is not financially liable for loss or damage of personal equipment or software.

##### **2. Network**

The district network includes wired and wireless devices and peripheral equipment, files and storage, e-mail and Internet content (blogs, websites, collaboration software, social networking sites, wikis, etc.). The district reserves the right to prioritize the use of, and access to, the network.

All use of the network must support education and research and be consistent with the mission of the district.

Authorized users of personal devices will log into the MPS Wireless network provided to ensure mandatory filtering CIPA requirements are being met. Moore Public Schools will not be held responsible for data charges incurred on personal devices.

## MOORE PUBLIC SCHOOLS

### SOCIAL MEDIA/NETWORKING AND ONLINE COMMUNICATIONS

The Superintendent, school principals and/or other members of administration will annually remind all staff members (certified and non-certified) the importance of maintaining proper decorum in the online, digital world as well as in person. Employees must conduct themselves in ways that do not distract from or disrupt the educational process. The reminders will give special emphasis to the following prohibited behaviors:

1. Improper socializing and improper private contact with students using social media sites, online networks, phones, technology and all communications.
2. Inappropriateness of posting items with sexual content.
3. Inappropriateness of posting items exhibiting or advocating use of drugs and alcohol.
4. Monitoring and penalties for improper use of district computers and technology.
5. Intentional misinformation regarding MPS with purpose to damage and/or slander students, organizations, employees, schools or administration.

Per state law (74 O.S. § 840-8.1) employees are discouraged from sharing content or comments containing the following when directed at a citizen of the State of Oklahoma:

1. Obscene sexual content or links to obscene sexual content;
2. Abusive behavior and bullying language or tone;
3. Conduct or encouragement of illegal activity; and
4. Disclosure of any information required to be maintained as confidential by law, regulation or internal policy.

“Social networking” or “social media” means interaction with external websites or services based upon participant contributions to the content. Types of social media include social and professional networks, blogs, micro blogs, video or photo sharing and social bookmarking; and “Comment” means a response to an article or social media content submitted by a commenter.

The Superintendent or designees will periodically conduct internet searches to see if employees have posted inappropriate materials/communications online. When violation of this policy is discovered, the material will be downloaded and promptly brought to the attention of the Superintendent or designee and district's legal counsel for review. Employees who engage in any of the above referenced prohibited behaviors are subject to disciplinary action, including possible dismissal from employment, for failure to follow district policy and/or state law.

*Note: A copy of this policy shall be distributed to each employee via email. If information in violation to this policy and/or state law is posted on district social media, it will be immediately removed.*

**3. Acceptable Use of District Technology Resources *include but are not limited to:***

- a. Creation of files, digital projects, videos, web pages and podcasts using network resources in support of education and research;
- b. Participation in blogs, wikis, bulletin boards, social networking sites and groups and the creation of content for podcasts, e-mail and Web pages that support education and research;
- c. With parental permission, the online publication of original educational material, curriculum related materials and student work. Sources outside the classroom or school must be cited appropriately;
- d. Staff use of the network for incidental personal use in accordance with all district policies and procedures; and
- e. Connection of personal electronic devices to district network will be limited to wireless portable devices that support education and research.

**4. Unacceptable Use of District Technology Resources *includes but is not limited to:***

- a. Personal gain, commercial solicitation and compensation of any kind without permission or approval from the Superintendent or designee;
- b. Actions that result in liability or cost incurred by the district;
- c. Downloading, installing and use of audio files, video files, games or other non-curricular approved applications (including shareware or freeware) without permission or approval from the Superintendent or designee;
- d. Support for or opposition to ballot measures, candidates and any other political activity;
- e. Hacking, cracking, vandalizing, the introduction of malware, viruses, worms, Trojan horses, time bombs and changes to hardware, software and monitoring tools, and any other malicious intent to disrupt, damage, or harm district resources;
- f. Unauthorized access to other district computers, networks and information systems;
- g. Cyber bullying, hate mail, defamation, harassment of any kind, discriminatory jokes and remarks;
- h. Information that could endanger others (e.g., bomb construction, drug manufacturing) not related to educational objectives of our district;
- i. Accessing, uploading, downloading, storage and distribution of obscene, pornographic or sexually explicit material; and
- j. Attaching unauthorized personal devices to the district network. Any such device will be confiscated and additional disciplinary action may be taken.

The district will not be responsible for any damages suffered by any user, including but not limited to, loss of data resulting from delays, non-deliveries, miss-deliveries or service interruptions caused by his/her own negligence or any other errors or omissions. The district will not be responsible for unauthorized financial obligations resulting from the use of, or access to, the district's computer network or the Internet.

## **5. Internet Safety: Personal Information and Inappropriate Content**

- a. Students and staff should not reveal personal information, including a home address and phone number on Websites, blogs, podcasts, videos, social networking sites, wikis, e-mail or as content on any other electronic medium;
- b. Students and staff should not reveal personal information about another individual on any electronic medium without first obtaining permission;
- c. No student pictures or names can be published on any public class, school or district website unless the appropriate permission has been obtained according to district policy; and
- d. If students encounter dangerous or inappropriate information or messages, they should notify the appropriate school authority.

## **6. Filtering and Monitoring**

- a. Filtering software is used to block or filter access to visual depictions that are obscene and all child pornography in accordance with the Children's Internet Protection Act (CIPA). Other objectionable material could be filtered. The determination of what constitutes "other objectionable" material is a local decision.
- b. Filtering software is not 100 percent effective. While filters make it more difficult for objectionable material to be received or accessed, filters are not a solution in themselves. Every user must take responsibility for his/her use of the network and Internet and avoid objectionable sites;
- c. Any attempts to defeat or bypass the district's Internet filter or conceal Internet activity are prohibited (e.g., proxies, https, special ports, modifications to district browser settings and any other techniques designed to evade filtering or enable the publication of inappropriate content);
- d. E-mail inconsistent with the educational and research mission of the district will be considered SPAM and blocked from entering district e-mail boxes;
- e. The district will provide appropriate adult supervision of Internet use;
- f. Staff members who supervise students, control electronic equipment or have occasion to observe student use of said equipment online, must make a reasonable effort to monitor the use of this equipment to assure that student use conforms to the mission and goals of the district;
- g. Staff must make a reasonable effort to become familiar with the Internet and to monitor, instruct and assist effectively; and
- h. The district reserves the right to prioritize the use of, and access to, the network.

## **7. CIPA UPDATE/Internet Safety Instruction**

- a. All students will be educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response;
- b. Age appropriate materials will be made available for use across grade levels; and
- c. Training on online safety issues and materials implementation will be made available for administration, staff and families.

## **8. Copyright**

Downloading, copying, duplicating and distributing software, music, sound files, movies, images or other copyrighted materials without the specific written permission of the copyright owner is generally prohibited. However, the duplication and distribution of materials for educational purposes is permitted when such duplication and distribution falls within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC) and content is cited appropriately.

## **9. Ownership of Work**

All work completed by students as part of the regular instructional program is owned by the student as soon as it is created, unless such work is created while the student is acting as an employee of the school system or unless such work has been paid for under a written agreement **with the school** system. If under an agreement with the district, the work will be considered the property of the District. Staff members must obtain a student's permission prior to distributing his/her work to parties outside the school.

## **C. Network Security and Privacy**

### **1. Network Security**

Passwords are the first level of security for a user account. System logins and accounts are to be used only by the authorized owner of the account for authorized district purposes. Students and staff are responsible for all activity on their account and must not share their account password. The following procedures are designed to safeguard network user accounts:

- a. Change passwords according to district policy;
- b. Do not use another user's account;
- c. Do not insert passwords into e-mail or other communications;
- d. If you write down your user account password, keep it in a secure location;
- e. Do not store passwords in a file without encryption;
- f. Do not use the "remember password" feature of Internet browsers; and
- g. Lock the screen or log off if leaving the computer.

### **2. Student Data is Confidential**

District staff must maintain the confidentiality of student data in accordance with the Family Educational Rights and Privacy Act (FERPA) and Children's Online Privacy Protection Act. For further information please see student handbook concerning digital images and publishing student information.

### 3. No Expectation of Privacy

The district provides the network system, e-mail and Internet access as a tool for education and research in support of the district's mission. The district reserves the right to monitor, inspect, copy, review and store without prior notice information about the content and usage of:

- a. The network;
- b. User files and disk space utilization;
- c. User applications and bandwidth utilization;
- d. User document files, folders, and electronic communications;
- e. E-mail;
- f. Internet access; and
- g. Any and all information transmitted or received in connection with network and e-mail use.

No student or staff user should have any expectation of privacy when using the district's network. The district reserves the right to disclose any electronic messages to law enforcement officials or third parties as appropriate. All documents are subject to the public records disclosure laws of the State and Federal Government.

### 4. Archive and Backup

Backup is made of all district e-mail correspondence for purposes of public disclosure and disaster recovery. Barring power outage or intermittent technical issues, staff and student files are backed up on district servers regularly. Refer to the district retention policy for specific records retention requirements.

### D. Disciplinary Action

All users of the district's electronic resources are required to comply with the district's policy and procedures in addition to the Moore Public School Electronic Responsible Use agreement. Violation of any of the conditions of use explained in the *district's user agreement* and Responsible se Policy or in these procedures would be cause for disciplinary action in accordance to disciplinary policy and/or revocation of network and computer access privileges and/or legal actions.

Adopted	Revised	Revised	Revised	Revised	Revised	Revised	Revised
10/09/95	1/11/00	2/14/00	12/11/00	5/14/07	7/11/11	4/14/14	8/8/16

### SAFETY

Safety is critical and teachers are expected to notify the main office immediately if an unsafe situation exists. Science and industrial arts classes are expected to use goggles and other precautions which safeguard students and faculty. When engaged in executing job assignments, be proactive by being alert. Failure to perform supervision duties can make employees open to legal action. The best defense is to be observant and exercise good professional judgment. Please refer to the building emergency procedures/crisis plan for specifics.

## **SCHEDULE CHANGES**

When possible, counselors will work with teachers on scheduling students, but teachers are expected to sign the schedule change or new student schedule. Never send a student back to the counselor refusing to accept him/her in class. It is difficult to keep up with class counts so do keep counselors informed of your particular problems.

## **SEMESTER AND/OR NINE-WEEK EXAMINATIONS**

When a comprehensive examination is given, it shall not count more than 20% of the student's grade for that grading period. All teachers are required to give semester exams unless approved otherwise by a principal.

It is always a good idea to notify parents immediately when teachers note a student's grade falling. Parents and students appreciate good notes home such as notifying parents of a good grade on a test, paper, etc.

Be judicious in giving credit for contests, food, etc. Please read the Administrative Regulation 7045.1 regarding extra credit.

## **SPEAKERS**

Do not INVITE a speaker to your classroom without the PRIOR permission of the building principal. Speakers will be noted on our calendar and should check in through the main office.

## **SPECIAL EDUCATION**

Teachers are expected to participate as a member of a special education team when requested. Whether or not a teacher attends the I.E.P./Placement meeting, he/she is legally responsible for all special education modifications for the student. If the student is having problems (grades, discipline, adjustment, etc.) the general classroom teacher must notify the parent and special education teacher. .

## **STAFF CONDUCT/DRESS**

Members of the bargaining unit will determine their own standard of professional dress, appropriate to their individual teaching activities. However, students are greatly affected by the character, attitude and manner of dress of their teachers. Therefore, it is urged that classroom teachers conduct themselves in a becoming manner, demonstrate wholesome and positive attitudes, and dress appropriately.

Students are influenced by everything we do. We have the opportunity of leading our students in the right direction and with dignity. We should all do our best to make the best impression that we possibly can.

Reference: Negotiated Agreement

## **STANDARDS OF PERFORMANCE AND CONDUCT FOR TEACHERS**

The following standards of conduct for teachers are adopted pursuant to HB 1017, 70 O.S. Supp. 1990 Sections 6-101, 21 and 22.

Teachers are charged with the education of the youth of this state. In order to perform effectively, teachers must demonstrate a belief in the worth and dignity of each human being, recognizing the supreme important pursuit of truth, devotion to excellence, and the nurture of democratic principles.

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

### **PRINCIPLE I**

#### **COMMITMENT TO THE STUDENTS**

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 formation 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. excludes any student from participation in any program
  - b. deny benefits to any students
  - c. grant any advantage to any student,
7. Shall not use professional relationships with students for private advantage,
8. Shall not disclose information about students obtained in the course of professional service, unless disclosure serves a compelling professional purpose and is permitted by law or is required by law.

## **PRINCIPLE II**

### **COMMITMENT TO THE PROFESSION**

The teaching profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service.

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

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

1. Shall not in an application for a professional position deliberately make a false statement or fail to disclose a material fact related to competency and qualifications.
2. Shall not misrepresent his / her professional qualifications;
3. Shall not assist 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,
8. Shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decisions or actions.

## **PRINCIPLE III**

A. Subject to the provisions 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. Incompetence;
5. Instructional ineffectiveness;
6. Unsatisfactory teaching performance; or
7. Any reason involving moral turpitude.

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

C. A teacher convicted of a felony shall be dismissed or not reemployed unless a presidential or gubernatorial pardon has been issued.

D. A teacher may be dismissed, refused employment or not reemployed after 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 866 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.

### **STUDENT AGENDA**

Student agenda should be utilized by all students in every class. Teachers should post the agenda for the week every Monday. Agendas should also be used for hall passes.

### **STUDENT HANDBOOK**

Teachers are responsible for all material in the student handbook and for covering the entire handbook as directed.

### **STUDENT SEARCHES**

"THE SUPERINTENDENT, PRINCIPAL, OR SECURITY PERSONNEL OF ANY PUBLIC SCHOOL IN THE STATE OF OKLAHOMA, UPON REASONABLE SUSPICION, SHALL HAVE THE AUTHORITY TO DETAIN AND SEARCH OR AUTHORIZE THE SEARCH OF ANY PUPIL..." (Administrative Regulation #7140, Board Policy and Procedures). Please be aware that teachers are not allowed to conduct student searches. If you believe that a student has an item prohibited at school, come directly to the office and notify an administrator. If this is not possible (if you are in class) send a sealed note to an administrator by way of a reliable student. If you witness a transaction of an item or items prohibited at school, immediately escort the student(s) involved to the office. Walk behind them and instruct them to keep their hands and arms to their side. The law requires that an administrator must have "reasonable suspicion" in order to conduct a search, so make sure that you can articulate facts that show why you believe the student(s) is in possession of an item prohibited at school. Searches cannot be done based on simple curiosity or intuition. Please refer to Administrative Regulation #7140 for a complete discussion of this policy.

### **SUBSTITUTE TEACHERS**

Please let an administrator know if there have been any problems with a substitute teacher. The clearer the lesson plans are, the greater the chances of a substitute being successful. Teachers whose lesson plans are insufficient for the substitute may be asked to turn in weekly lesson plans.

### **SUPPLIES**

See Misty Scott or Sandra Calderon for needed supplies.

### **SUPERVISION**

Students are to be supervised at all times. Be at classroom doors and in halls and restrooms between classes. Never leave students/classes unsupervised. Should there be an emergency where a teacher needs to leave the room, notify the office or ask a neighbor to step to the door to watch a class. Teachers are legally responsible for students under their supervision.

## **TESTING**

All teachers are required to give semester tests. Semester tests should be comprehensive and cumulative. Rarely should students be excused from these tests. During test weeks, teachers should be reviewing for their tests. A test schedule will be announced and do not deviate from it unless you have permission from Mrs. Smith.

## **TEXTBOOKS**

Textbooks are furnished to students by the school. Students are required to sign the textbook form to receive the book and they are liable for a book if it is lost or severely damaged.

Teachers are required to:

- A) Make out two copies of the textbook form. Keep one copy and forward a duplicate to the main office. Office copy will need to be returned to Mrs. Scott.
- B) Check to be sure students put their names in the books. Be sure the teacher's name also appears on the inside cover
- C) Account for the textbooks they issue when books are returned at the end of the year.

**SEVERE WEATHER DRILL PROCEDURES (POST IN ROOM)**

On days of severe weather conditions or an air raid alarm, we will follow information received from the U.S. Weather Bureau and our local Civil Defense Official. In event of imminent danger, the following procedures will be carried out.

<b>Room</b>	<b>Go To</b>	<b>Room</b>
102		209
103		209
105		209
106		203
108		203
109		203
110		Restrooms 200 Hall
111		203
200		201
205	STAY IN	205
206		201
208		205
209	STAY IN	209
210		205
211		304
212		205
304	STAY IN	304
307		304
311		304
313		304
400		203
402		201
403		302
404		302
405		302
406		302
407		302
408		300
409		300
410		300
Band		300
Counseling		205
Gym		300
Media		205
Office		Restrooms 300 Hall
Vocal		201

## **VISITORS**

All visitors and after hours sales representatives who come to Southridge Junior High must secure permission to see teachers and students from a principal.

Classroom speakers must be approved IN ADVANCE by the building principal.

### **ALL VISITORS TO THE BUILDING, SHOULD BE WEARING A BADGE TO IDENTIFY THEM AS A VISITOR.**

**If you encounter ANY individual on campus without a visitor's badge, ask if they need assistance and direct them to the main office. Contact the office immediately so that we can verify that they have checked in properly.**

## **WINTER STORMS - BAD WEATHER**

There may be times when school will be closed due to weather conditions. This decision should be made by approximately 6:00 a.m. School closings will be televised over your local News and Radio stations.

As soon as Mrs. Smith is notified she will send out a Remind Text.

## **WORKROOM**

A Lounge-Workroom and telephone are provided for your convenience. Strive to keep the room clean and neat. Be careful of supplies. Watch your conversation. Keep it positive. Refrain from gossip. Look for the best in others.