

Sayre Elementary School

“Building a Community of Lifelong Learners”



Faculty Handbook

2020-2021

Sayre Elementary School

It is important for parents, students, teachers, principals, and school staff to work cooperatively to ensure that each student receives the highest quality education possible. When each of us does our part, the educational team maximizes the child's educational opportunities. Teamwork must become our trademark.

This handbook serves as a general guide for everyday operation of the school. It cannot possibly be comprehensive enough to cover all situations, so it may be modified as the school year progresses. Staff members should also familiarize themselves with the Student Handbook.

Certified members are directly responsible for all that happens in their classrooms and are under the direct supervision of the building principal.

Certified staff members are responsible for the supervision and correction of students while at school. Specific assignments will be made for monitoring students during recesses, bus loading, and lunch periods; however, we should all assume the responsibility of assuring a safe and orderly climate at school at all times. Never neglect a student that needs supervision because that student is not in your classroom.

Support staff are under the direct supervision of the building principal. However, they may be assigned to certified staff members for supervision and direction in completing assigned tasks at times.

The building principal is responsible for the operation of the school as a whole. All instruction, supervision, and general operation of the school ultimately becomes the principal's responsibility.

Sayre Elementary School's Vision

THE VISION OF SAYRE UPPER ELEMENTARY AND SAYRE EARLY CHILDHOOD IS TO PREPARE OUR STUDENTS FOR THE FUTURE BY INSTILLING IN THEM A LOVE FOR LEARNING, INCLUDING CRITICAL THINKING SKILLS AND A RESPECT FOR VALUES OF INTEGRITY, PERSEVERANCE, RESILIENCY, EMPATHY, AND KINDNESS (EAGLE STANDARDS). OUR STUDENTS WILL EXPERIENCE SUCCESS TODAY AND BE PREPARED FOR TOMORROW.

Continuing Notice of Nondiscrimination

Sayre Public Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its activities, programs or services and provides equal access to the Boy Scouts and other designated youth groups. Inquiries concerning this policy may be directed to the superintendent at [716 NE Hwy. 66, Sayre.](#)

[Oklahoma, 73662.](#) Telephone (580) 928-2013

SAYRE ELEMENTARY FACULTY HANDBOOK
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**SAYRE ELEMENTARY SCHOOL
COMMITTEE ASSIGNMENTS
2020-2021**

Faculty Advisory Committee

Ann Blevins (chair)
Brandi Thompson
Brook Plummer
Jamey Guy
Krista Holland
Schylar Cupp

Safe and Healthy School Committee

Charlene Carter (Chair/Bullying Prevention)
Brandi Thompson (Teacher)
Connie Ousley (Teacher)
Jennifer Merrick (Parent)
Kadi Poole (Parent/Secretary)
Melissa Gordon (Nutrition)
Ember Holland (Student)
Blake Gordon (Student)
Courtney Hanrahan (Parent)
Wendi Holland (Resource Officer)

Discipline Appeal/Due Process Committee

Smith Steigleder (chair)
Connie Ousley
Lori Kennemer
Krista Holland
Jason Bohannon

Title Committee

Smith Steigleder
Krista Holland
Cheyene Spencer
Andra Wyatt
Tara Tignor
Lori Kenemer
Stephanie Willis (Parent)

Parent Advisory Committee

Melissa Gordon
Jennifer Merrick
Kelsey Pickens

School Improvement Committee

Smith Steigleder (chair)
Andra Wyatt
Shelley Gordon
Tara Tignor
Kori Whitney
Hailey Swaim (parent)

Reading Sufficiency Committee

Lori Kennemer (chair)
Sara Ball
Jennifer Richardson
Allison Osmond
Krista Holland (parent)
Sarah Steigleder

Crisis Management Team Committee

Charlene Carter
Jade Bell
Connie Ousley
Shea Bales
Krista Holland (chair)

STEAM

Carmen Holmes (chair)
Millie Greene
Courtney Lewis
Sarah Ball
Tara Tignor
Brook Plummer
Sarah Steigleder

Activity Sponsors

Talented & Gifted.....Courtney Lewis
Student Senate -----Jenny Richardson
Intramurals-----Brian Richardson
District Test Coordinator-----Carmen Holmes
Building Test Coordinator-----Lori Kennemer

Gifted & Talented Committee

Courtney Lewis (chair)
Ashley Morris (parent)
Jamey Guy
Krista Holland

Sayre Elementary School

Calendar of Events

2020-2021

Professional Day	August 10
Professional Day	August 11
Professional Day	August 12
First Day of School	August 13
Labor Day/School Dismissed	September 7
Constitution Day	September 17
Parent-Teacher Conferences (5:30-8:00 p.m.)	October 8
Parent-Teacher Conferences (8:00-11:30 a.m.)	October 9
End of 1st Quarter	October 9
Report Cards sent home	October 9
Fire Prevention Week	October 5-9
Fall Break	October 12-16
Unity Day-Bully Prevention	October 21
Red Ribbon Week	October 26-30
Progress Reports Sent Home	November 20
Thanksgiving Break	November 23-27
End of 1st Semester	December 18
Christmas Break	December 21 -January 1
Professional Day/Students Dismissed	January 4
Second Semester Begins	January 5
First Semester Report Cards Sent Home	January 8
Parent-Teacher Conferences (5:30-8:00 p.m.)	January 28
Parent-Teacher Conferences (8:00-11:30 a.m.)	January 29
Professional Day/Students Dismissed	February 1
Valentine's Day Parties (2:20 p.m.)	February 12
End of 3rd Quarter	March 12
Spring Break	March 15-19
Report Cards sent home	March 26
Snow Day	April 2
Progress Reports sent home	April 23
Snow Days/Make Up Days	April 5 & 16
Children's Book Week	
Awards Assembly Early Childhood 9:00 a.m.	May 12
Awards Assembly Upper Elementary 12:45 p.m.	May 12
Kindergarten Graduation (2:00 p.m.)	May 13
End of 2nd Semester	May 14

ACTIVITY CALENDAR

A calendar showing all activities for the year will be kept in the principal's office. Before any dates or times are set, you must clear it with the principal. At this time the activity dates will be sent over and placed on the master calendar in the Central Office. Do not assume that all activities will be approved.

ASBESTOS

The U.S. Environmental Protection Agency has required that all public and private schools inspect all school buildings for the presence of asbestos, and further to develop a management plan which identifies, defines procedures for managing, and schedules re-inspection of all asbestos present in the school.

The management plan may be reviewed at your request during normal working hours.

ASSAULT UPON SCHOOL EMPLOYEES/STUDENTS

It is the policy of the Sayre Board of Education to encourage the prosecution of any person who commits assault, battery, or assault and battery upon the person of a school employee or student, or who threatens and places an employee or student of the public schools in immediate fear of bodily harm while the employee or student is in the performance of his/her duties as a school employee or student. (S.B.P. CKHA/21 O.S. 650.7)

BEHAVIOR AT SCHOOL SPONSORED ACTIVITIES

When attending a school sponsored activity, elementary age students must be accompanied by a parent, guardian, or older brother/sister who possess a valid driver's license. Students will be held to the same code of conduct expected from them during the regular school day. Repeated misbehavior may result in he/she being banned from attending ball games in the future. (S.B.P. CKHA/21 O.S. 650.7)

In order to maintain order, school officials have the authority to remove any person(s) from a school sponsored activity who are interfering with the peaceful conduct of that event including, but not limited to:

1. Projecting in any manner an object which could cause bodily harm to another person;
2. Entering the physical boundaries designated for the conduct of a sanctioned athletic event for the purpose of materially and substantially disrupting or interfering with the event;
3. Threatening to kill or do bodily harm to any person with apparent ability to carry out that threat during the period of a sanctioned event;
4. Using violent, obscene, indecent, or profane language in a manner which materially and substantially interferes with the peaceful conduct of a sanctioned event; or
5. Any other activity which school officials feel are interfering with the event.

CARE OF THE BUILDING & SCHOOL EQUIPMENT

Our building is large and hard to manage. Please help the custodians by having students pick up papers and other debris and straightening up each day. Encourage students not to litter the

area around the building and to take pride in the appearance of their school. Teachers should model the behavior desired for their students by keeping a neat and orderly room and by helping in the cleanup effort. Ultimately, teachers are responsible for the reasonable use and maintenance of all supplies, furniture, and resources. Report any items that need repair or special attention to the principal, not the custodian.

Teachers are responsible for locking their exterior door, turning off their lights, turning off computers, picking up excess trash, and adjusting the thermostats. Thermostats are to be set at 80 degrees (85 degrees - Annex Section) in warm weather and 65 degrees (60 degrees - Annex Section) during cold weather.

Please be alert to students writing on walls, desks, books, or other school property. Instances of property destruction are to be reported to the principal immediately. (S.B.P. CL, CLE-P)

CHILD ABUSE

“Every person having reason to believe that a child under the age of eighteen (18) years is a victim of abuse or neglect shall report the matter promptly to the Department of Human Services.” 10A O.S. 1-6-102. Reports shall be made to the state toll free hotline at 1-800-522-3511

CLASS PREPARATION

All class preparation such as copy work, test making, etc. should be completed during the teachers planning period, before school, or after school, *not during class periods*.

CLASSROOM PLACEMENT OF MULTIPLE BIRTH SIBLINGS

Parents or guardians of multiple birth siblings are permitted to request that the children attend the same school and be placed in the same or separate classrooms if the children are in the same grade level. (S.B.P. 2037)

CODE OF CONDUCT

A. Teacher Code

Teachers should:

- *Maintain a threat-free environment conducive to learning.
- *Serve as a model for students by practicing excellence and by showing respect for themselves, their students, their parents, and other school personnel.
- *Be in regular attendance and on time.
- *Maintain a well-groomed appearance and dress appropriately.
- *Indicate a genuine interest and concern for the welfare of the students.
- *Assist students in every possible way to follow the rules of expected behavior.
- *Teach students responsibility for their actions by giving them the opportunity to own their behavior and experience the natural/logical consequences of the behavior. Our goal is to seek to change the behavior, not to punish the child.
- *Recognize and celebrate the growth, success, and achievement of every student often.
- *Provide frequent and constructive feedback to students about their learning and

behavior.

- *Communicate frequently with parents about the positive things students are doing.
- *Use channels that are set up for you to accomplish your goals.
- *Be a public relations asset.

B. Support Staff Code

Members of support staff personnel should:

- *Realize they, too, are a part of educating our children.
- *Provide a model of excellence and respect in behavior, work ethic, and confidentiality.
- *Be in regular attendance and on time.
- *Maintain an effective work schedule.

COMMUNICATION

A. Announcements

Announcements will be made each morning and at the end of the school day when necessary. The office staff will make every effort to avoid interruptions on the intercom.

B. Telephone Messages

Phone messages for teachers will be placed in the faculty mailboxes.

If a school-related long distance call is necessary, ask the principal for assistance. All long distance calls should pertain to school business only.
(S.B.P. CPAC-R)

C. Mail

Each teacher has a mailbox in the copy room. Please check your mailbox on a regular basis. Messages, memos, and notes to be sent home to parents may be placed in the teachers' boxes along with the regular mail. An outgoing mailbox is located beside the teachers' boxes. This is to be used for school business only and must be in the office before noon to be mailed that day. (S.B.P. CPA-B)

E-mail will also be a form of communication utilized by the office. Teachers should check their e-mail on a regular basis. (S.B.P. EFBCA)

D. Car/Bus Notes

All car and bus notes will be delivered at the end of the school day. Please be sure to check with all students at the beginning of the day for changes in travel plans. Remind students that they will not be allowed to change their normal travel plans without either a call or a note from their parent/guardian.
(S.B.P. FFFF-R)

COMPUTER LAB/LIBRARY POLICY

Each class is welcome to use the computer lab and library during their assigned time or by previous arrangements made with the principal and program coordinators. **Do not** send students during a time scheduled for another teacher. When a class is in the Media Center or Computer Lab that respective teacher is responsible for behavior.

Both the library and computer lab are vital parts of the educational process and should not be seen as an opportunity to conduct other business. Under no circumstances are phone calls to be made or received from either location. If you require any type of special arrangements/materials, please notify the program coordinator. (S.B.P. CPA-B)

CONSTITUTION

It is the policy of Sayre Elementary that the school district will comply with a federal requirement to teach students about the United States Constitution on September 14 (“Constitution Day”) of each year. The school district shall utilize rules of the United States Department of Education to ensure that this education is provided. (S.B.P. EMDC)

COPY MACHINES

At the beginning of the school year, each staff member will be issued a five-digit security code. The respective code will allow each staff member to make a predetermined number of copies each month. The first of each month, the machine will be cleared. Make arrangements to take care of necessary copy making. Do not depend on the secretary. Teachers should never leave their classroom to make copies with students in the room. Be prepared!!

COVERING CLASSES

On occasion, situations arise when a teacher must leave the building for an emergency. In some instances there will not be sufficient time to call a substitute teacher. On these occasions, a teacher will be asked to cover another classroom.

If a teacher must leave their classroom for an emergency, he/she must have a colleague cover their classroom and notify the office. (S.B.P. DB-R)

DISCIPLINE

It is the responsibility of the teacher to establish and post classroom management policies (rules, expectations, etc.) and require students to adhere to those rules. All classroom management systems should protect the privacy of students. Your classroom management strategies are the most important step in the learning process. Be fair and consistent. Establish a routine and don't vary from that routine. Each grade-level discipline format should have at least one parent contact built-in prior to a visit to the principal's office. Never put your hands on a student when a disciplinary action is taking place. Use the intercom to notify the office of students who become unruly. *Students are not to be sent to the office for*

a disciplinary infraction unless the teacher can accompany them. Document, document, document!! (S.B.P. FO)

DISCIPLINE APPELLATE PROCESS

Appellate Procedures

1. Any student who has been suspended for ten (10) days or less under the steps listed above, or the student's parent(s), may appeal the suspension to the suspension appeals committee. The following procedures shall govern the appellate process:
 - A. The student, or the student's parent(s), shall notify the superintendent within ten (10) days following the suspension or the notice of the intent to suspend of their intent to appeal the suspension.
 - B. Upon receiving notice of a student's intent to appeal, the superintendent shall advise the suspension appeals committee. The suspension appeals committee shall hear the appeal within ten (10) days from the date the notice of intent is filed with the superintendent. The superintendent, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.
 - C. During the hearing of the appeal before the suspension appeals committee, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate. The student shall not have the right to be represented by legal counsel, unless the school district is represented by legal counsel.
 - D. The suspension appeals committee shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension. The suspension appeals committee may uphold, overrule, or modify the suspension. The student and the student's parent(s) shall be notified within five (5) days of the decision.
 - E. Decisions of the suspension appeals committee may be appealed to the board of education. The decision of the board of education shall be final.
2. Any student who has been suspended for greater than ten (10) days under the steps listed above, or the student's parent(s), may request a review of the suspension with the administration. If the administration does not withdraw the suspension, the student shall have the right to appeal the decision to the board of education. The following procedures shall govern the appellate process:

A. The student, or the student's parent(s), shall notify the superintendent within ten (10) days following the suspension or the notice of the intent to suspend of their intent to appeal the suspension.

B. Upon receiving notice of a student's intent to appeal, the superintendent shall advise the board of education. The board of education may conduct the hearing or may appoint a hearing officer to conduct the hearing. The board of education or hearing officer shall hear the appeal within ten (10) days.

C. During the hearing of the appeal before the board of education or hearing officer, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate. The student shall not have the right to be represented by legal counsel, unless the school district is represented by legal counsel.

D. The board of education or hearing officer shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension. The board of education or hearing officer may uphold, overrule, or modify the suspension. The student and the student's parent(s) shall be notified within five (5) days of the decision. The decision of the board of education or hearing officer shall be final.

NOTE: 70 O.S. §24-101.3 (E) states that a student who has been suspended from a public or private school in the state of Oklahoma or another state for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students shall not be entitled to enroll in a public school of this state, and no public school shall be required to enroll such student, until the terms of the suspension have been met or the time of suspension has expired.

DISCIPLINE FORMS

A. Discipline Slips

Discipline slips are given as a consequence of inappropriate behavior. Discipline slips will be sent to parents/guardians through the mail.

B. Probation

A student may be placed on probation with or without additional disciplinary action. If probation is elected by the principal as a suitable alternative to suspension, both the student and parent(s) shall be notified of the probation and the reasons therefore.

C. Recess Detention

Recess detention may be assigned by the teacher or principal. The teacher must notify the office before placing a student in detention. Recess detention will be held on the playground **not** in the black chairs by the office.

D. Before-School Detention

Before-school detention may be assigned by the teacher or principal for classroom level infractions or to complete missed work. Before-school detention will be held in a designated classroom from 7:25-7:55 a.m. Parents will be notified in advance and will be responsible for transportation.

If a student fails to attend an assigned detention period, an additional day will be added.

Refusal to attend detention will result in corporal punishment, in-school suspension, or out-of-school suspension.

D. In-School Detention

In-school placement is an alternative to out-of-school suspension. In-school detention will be imposed by the student's principal. The placement will not be considered suspension. Both the student and the parent(s) shall be notified of the placement, the reasons therefore, and the right to appeal the placement to the discipline appeals committee. ISD is during the regular school day and will be held in a supervised, structured environment. Detention must be served on consecutive school days. The student will lose all privileges for the day and complete daily work in isolation. Assignments completed by a student in ISD will be graded as in the regular classroom. Participation in extra-curricular activities will be at the discretion of the building principal based on the severity of the infraction.

- ISD Rules
1. Remain in assigned seat.
 2. No talking/communicating with others.
 3. No sleeping.
 4. Work on assignments.
 5. Students will take drink/restroom breaks and lunch on a regular schedule that prohibits contact with students in the regular educational setting.

E. Out-Of-School Suspension

If a student is suspended out-of-school for five (5) days or less, the district may provide an education plan. If a student is suspended for more than five (5) days and is found guilty of acts as described above, the school administration shall provide the student with an education plan designed for the eventual reintegration of the student into school which provides for the core units in which the student is enrolled. The minimum core units shall consist of English, mathematics, science, social studies, and art. The plan shall set out the procedure for education and shall address academic credit for work satisfactorily completed. A copy of the plan shall be provided to the student's parents or guardian, and the parents or guardian

shall be responsible for the provision of a supervised, structured environment in which the parent or guardian shall place the student and bear responsibility for monitoring the student's educational progress until the student is readmitted to school.

F. Other Methods Of Discipline

Conferences with the principal, student, teacher, and parent.

Loss of privileges.

Financial restitution.

DISCIPLINE RECORDS

Every teacher must keep a notebook of disciplinary actions. Documentation (i.e.-dates, times, misbehavior, action taken) that you have done several things to curb the misbehavior should be recorded. Copies of all correspondence with parents should be placed in the teacher's discipline notebook. Teachers are to handle most misbehavior in his/her classroom. Exceptions include a student who becomes violent, threatens or does harm to persons or property, uses foul language, brings any kind of weapon - toy or real - to school, does property damage, or when a behavior is chronic. When these things occur, the student is to come directly to the office. In any instance, the misbehavior must be documented. A teacher should not bring a student to the office unless they have their discipline notebook with them.

DRESS CODE

Teachers should dress and groom themselves in a way that reflects their professionalism. If there is a question about the appropriateness of a garment, it's probably not appropriate.

Teachers' attire will follow the guidelines listed below.

1. Clothing must be neat and clean.
2. Jeans/t-shirts are not acceptable except on Friday/Spirit Day.
3. Sweats, warm-ups, or wind suits are not acceptable except by teachers involved in PE.
4. Only "walking shorts" of the appropriate length (hemline top of knee).
5. No tank tops. Sweat shirts/hoodies may be worn only on Friday/Spirit Day.

With special permission from the principal, teachers on a field trip may be allowed to depart from the stated dress code.

DUTY ASSIGNMENTS

A. Lunch/Recess Duty

Lines to and from the cafeteria/recess should be orderly and quiet before they begin to travel through the halls. Teachers should assist students in moving efficiently through the lunch line. Monitor students by walking among the tables. Correct any unruly conduct at the tables. Instruct students to *whisper only*. This is not meant as a punishment, but should be enforced as a means of ensuring that students have the time necessary to eat during their allotted time. Failure to comply with the "whisper

only” policy should result in the student being seated by themselves. The lunch duty teacher should remain on duty until the recess duty teacher arrives.

Playground rules are enforced by all personnel:

1. Students will not play rough on the playground - no wrestling, hitting, tackling, or other rough contact.
2. Students will show respect for others and follow the instructions of teachers.
3. Students should not be allowed to come back in the building after recess has started. Passes will be given in emergencies only - restroom, injuries, or other dire circumstances. Students will not be allowed to return to the building to get balls, belongings, or other items.
4. Students missing recess for disciplinary reasons should never be left in a room unattended.
 - During bad weather, students missing recess should be sent to recess detention (11:10-12:10) or if it is for a few minutes then they can miss time in the hallway if the doors are open and they are supervised.
5. Students will stay in designated areas which should be clearly outlined to them by their teachers.
6. Students are to stop what they are doing when the whistle blows and line up quickly.
7. Students will not be allowed to bring personal items from home and take them out to recess.
8. Students should show pride in their school by keeping the grounds free of litter.
9. Students caught throwing gravel should be sent immediately to the office.
10. Get permission from the duty teacher before retrieving balls from outside the designated playground area.

Duties will consist of:

*One teacher per grade on recess/free pass

*One teacher per grade on lunchroom duty

*One teacher per grade on bus duty

**PreK & Kdg grades work out their own schedules and turn them in to their respective principals. Duty is your responsibility; do not make yourself liable by being late or not on duty when assigned. If you are going to be gone from school, it is your responsibility to find a replacement. Do not release your students to recess unless it's clear the duty teacher is already outside.*

These rules cannot be taught on the playground by the duty teachers. Each teacher is responsible for informing students of the appropriate expectations regarding their behavior in the lunchroom and while on recess. **DURING THE FIRST TWO DAYS OF SCHOOL, ALL TEACHERS WILL BE PRESENT IN THE CAFETERIA AND ON THE PLAYGROUND DURING CRITICAL TIMES WHEN STUDENTS ARE LINING UP, GETTING THEIR TRAYS, BEING SEATED, AND EXITING/ENTERING THE CAFETERIA OR BUILDING.** If we all work together and demonstrate solidarity the first two days, the year will go smoothly.

Never, in any instance, should a teacher depart from the schedule without gaining approval from the principal. When you do, it interferes with the effectiveness of everyone's day.

B. Hall Duty

Whether transporting your class through the halls, coming in from recess, or moving to and from the lunchroom or media center. Students should walk in an orderly fashion with their hands to their sides or behind their backs. Spend time with your class explaining the importance hallway behavior, i.e. we stay quiet so we do not disrupt the classes learning. We must work together to protect the integrity of the learning environment.

Students should not be allowed to make unnecessary trips outside of the classroom to the restroom, drinking fountain, office, or to other classrooms. Students need to follow classroom procedures for restroom and drink breaks. Please monitor your students carefully. Horseplay in the restrooms will not be tolerated.

Every staff member, regardless of assignment, is responsible for the supervision of students on campus.

C. Bus & Car Duty

Teachers assigned to bus duty should be at their posts on time, monitor and correct all unacceptable behavior, and closely attend to student safety at all times. Make sure that you maintain a high degree of visibility while on duty. Your very presence serves as a deterrent for misbehavior and to strangers that mean our children harm. When school is dismissed, students should move to the buses in an orderly line. If you are gone the day of your duty it is your responsibility to see that it is covered or make sure it is listed in your sub folder.

Bus duty is completed when the buses leave their stations. Car duty will be completed when all car riders have been picked up. If you are unsure of an adult that comes to pick up a student, check with the office before you allow the child to enter the vehicle. **THE FIRST TWO DAYS OF SCHOOL, ALL TEACHERS ARE EXPECTED TO BE ON BUS/CAR DUTY.**

EAGLE FITNESS CENTER

The Treva Gilliland Eagle Fitness Center will be available for students in grades 8-12 during physical education classes and for faculty before and after school hours. The following rules apply for use of the facility:

1. Current 8th – 12th grade students may use the facility during physical education classes.
2. Faculty members and their immediate family may use the facility before and/or after school hours. A key may be issued by arrangement through the high school office.
*Friends and extended family members are not allowed to use the facility.
3. A faculty member must be present during use of the facility. No Exceptions.

*Children below 8th grade are not allowed to use the equipment at any time. This is for safety and liability reasons and must be strictly enforced.

4. Proper shoes and attire are required.

5. No food or drinks allowed in the facility. Exception: bottled water.
*Changes and/or additions to the above may be necessary and will be at the discretion of the high school principal.

EFFECTIVE PLANNING

Effective instruction requires effective planning and effective human interaction. We never plan to fail, but we often fail to plan. Carefully planning classroom procedures and student-teacher interactions will enhance instructional planning to a degree which most of us are unaware. As you plan your instruction, plan how you will run your classroom. Ask yourself what procedures are necessary for efficient and effective classroom management. Carefully plan to teach your students each procedure and then practice. Even the smallest routine should have an established procedure. Assuming that students know what you want will result in frustration for both you and your students. *Keep classroom disruptions to a minimum. Every minute possible should be used for instruction.*

Effective instruction requires planning and competence. Beyond that, it also requires enthusiasm and high expectations. Enthusiasm is easily caught by students; so are boredom and apathy. Students will rise to your expectations, so ask for all that they have. Expect excellence in all things. Accept nothing less! Average is as close to the bottom as it is the top.

ELECTRONIC MAIL

The sole purpose of the district's electronic communication system is for the advancement and promotion of learning and teaching, and the efficient receipt and transmission of announcements and information. Electronic mail is not to be considered confidential. Therefore, information of a confidential nature should not be uploaded into the system. E-mail messages are subject to district review at all times with due cause. (S.B.P. EFBCB/21 O.S. 1040.75)

EMPLOYEE LOUNGE/WORK ROOM

The employee lounge and work room are available for your use during your planning and/or lunch period. It is the responsibility of the staff to keep the lounge and work room clean - including the refrigerator. Food items left in the refrigerator for several days will be placed in the trash.

Students are not allowed in the lounge during the school day. Nor will staff members be allowed to heat lunch items for students at meal times.

EXTRACURRICULAR ACTIVITIES

Extracurricular activities such as intramural athletics are available only to those students who are performing acceptable work in all other school-related areas. While all students are encouraged to participate in extracurricular activities, the following requirements must be met:

1. The student must maintain a C average in all subjects in which enrolled.
2. The student must meet the school's attendance policy.

3. The student must be in good standing within the rules of the activity. (S.B.P. FMA/FMA-R1)

FACULTY MEETINGS

Sayre Early Childhood faculty meetings will be held bi weekly on Wednesdays from 3:25 - 3:50 p.m. Sayre Elementary faculty meetings will be held bi weekly on Thursdays from 7:30 - 8:00 a.m. All faculty members will attend unless notified otherwise. Do not schedule appointments or events on days of afternoon meetings. The weeks we don't meet you will be emailed a weekly agenda, it is your responsibility to read the information. Any faculty absent from the Wednesday meeting will be responsible for obtaining the information from the principal. When a faculty meeting is scheduled, be prompt. (S.B.P. DB-R)

FIELD TRIPS

All field trip dates are to be approved by the building principal before information is distributed to the students or parents. Eligibility requirements will be determined by the classroom teacher and the principal. Parents are to be notified if their child is in jeopardy of missing a field trip.

Please submit the transportation request at least 2 weeks in advance.

The appropriate vehicle request form should be completed in the teacher toolbox.

There will be no grade level field trips approved for the month of May.

There will be 1 field trip per semester for a total of 2 per year.

Notify your respective principal of your fall field trip date before September 15 and your spring field trip date before January 17.

FLAGS

The school day will begin with a flag salute. However, foreign exchange students, students formally associated with a religious group whose tenets are not in accord with this practice, and any other students not wishing to recite the pledge will not be requested to salute the flag. A notice to this effect will be posted in a conspicuous place in each school building and/or classroom.

Flags representing United States Military branches may also be flown on school premises with the approval of the administration. No other flags shall be flown on school property at any time. In the event other flags are flown on school premises, individuals involved will be directed to remove them from the premises.

FOOD/DRINK POLICY

Only on special occasions, and in instances approved by the principal, are food and/or drink allowed in the classroom. Food/drink are generally not allowed on the buses.

FORMS

Teachers may access all district forms on the Sayre Public School website, under Teacher Toolbox.

HARASSMENT/THREATENING BEHAVIOR

The bullying policy is found at FNCD, FNCD-R, FNCD-P, and FNCD-E in the school district's policy manual. You are entitled to a copy of the policy. The policy may be found on our school website at www.sayre.k12.ok.us.

The online instruction policy is found at EHDF in the school district's policy manual. If you would like to receive a complete copy of the policy, please contact the Superintendent of Schools at 580-928-5531.

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

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

As used in the School Bullying Prevention Act, "harassment, intimidation, and bullying" means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student's property, place another

student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Harassment, intimidation, and bullying include, but are not limited to, a gesture or written, verbal, or physical act. Such behavior is specifically prohibited.

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

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

HARASSMENT, INTIMIDATION AND BULLYING (INVESTIGATION PROCEDURES)

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

Definitions

1. "Harassment, intimidation, and bullying" means any gesture, written or verbal expression, electronic communication, or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Harassment, intimidation, and bullying include, but are not limited to, gestures, written, verbal, or physical acts, or electronic communications.

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

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

Procedures

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

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

HOMEWORK

It is imperative that students, parents, and educators realize the importance of independent practice, study, and the responsibilities and self-discipline associated with his/her independence. Homework is a natural extension of classroom instruction and does provide a necessary expansion of curriculum objectives. Homework is to be reasonable and meaningful.

KEYS

Extreme caution should be taken at all times to prevent loss of school keys. Never, in any instance, should a staff member loan their keys to someone else. In the event that a key is lost, the office should be notified immediately.

LESSON PLANS

All teachers will maintain a plan book. Grades Kindergarten through 2nd need to include lessons that follow the Oklahoma State Standards set by the Oklahoma State Department of Education. Grades 3rd through 5th will include lessons with OAS Standards in order to prepare students for the OCCT exams, Oklahoma State Standards need to be included as a supplement throughout the school year. Lesson plans should reflect your effort to establish and teach toward the short-term and long-term objectives. Page numbers should be noted in the plans where appropriate, but page numbers alone do not indicate sufficient planning for instruction. Methods and materials to be used should be included. All lesson plans will directly relate to the Oklahoma State Standards and your classroom syllabus. Plans should reflect a working knowledge of the integration of instruction and learning modalities of children.

Teachers are legally required to provide instructional program modifications for:

- A. Identified gifted and talented students
- B. Special education students, and
- C. Section 504 students.

Meeting this mandate should be reflected in your plans. Information on which students require instructional modifications are available in the office.

Lesson plans will be viewed weekly by the principal. Completed lesson plans should be emailed or shared via google drive prior to the beginning of the first day of the school week. If your plans have not been initialed by the building principal upon your return, you may not begin the instructional day until you have checked with the building principal for necessary revisions. Please place a copy of your Lesson Plans in your Teacher Binder each week.

MAKE-UP/HOMEWORK POLICY

1. Any student absent shall have the opportunity to make-up work missed.
2. Students absent due to school sponsored activities will not be counted absent and will be allowed to make-up work missed for full credit.
3. Students with excused absences will be allowed to make-up all work missed for full credit.
4. Students with unexcused absences will be allowed to make-up all work missed, but will receive a "0".
5. It will be the student's responsibility to ask the teacher for his/her makeup work.
6. Work assigned the day prior to the absence must be turned in at the beginning of the class period when that class is first met following the absence.
7. Students will be allowed a minimum of a "day-for-a-day" to turn in make-up work when the student was absent from school with permission. No exceptions!

8. The teacher may allow work to be turned in after a due date for legitimate reasons as determined by the teacher and principal. However, no work may be turned in for credit purposes after the final school day for each 9-week grading period.
9. Late work for students in grades 2-5 will be graded according to the policy below.

One day late	10% off
Two days late	20% off
Three days late	30% off

After day three no assignments will be accepted and a zero will be recorded.

MOMENT OF SILENCE

Each morning during Rise & Shine exercises, the student body and faculty will observe approximately one minute of silence for the purpose of allowing each student, in the exercise of his or her individual choice, to reflect, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their individual choices. On mornings when Rise & Shine exercises are not held, teachers are responsible for allowing students a moment of silence in their respective classrooms. (S.B.P. EMI/70 O.S. 11-101.1, 11-101.2)

OUTSIDE AGENCY STUDENT INTERVIEWS

In the event that an outside agency (DHS, Child Welfare, etc.) requests to interview a child during school hours, the following guidelines have been established to minimize the disruption to the student, while still protecting the student from any potential abusive situations outside the school setting:

1. The principal will inquire of the agency representative whether it is necessary to interview the student during the school day on school grounds, and request that the interviewing be done outside of the school day if possible.
2. All outside agency representatives (DHS, Child Welfare, Law Enforcement, etc.) seeking authority to interview a student at school must receive authorization to do so from the building principal, or designee.
3. If a child abuse report is received while the student is in school, the principal/designee will allow agency representatives access to the student. Identification will be requested from the person seeking to interview the student at school from any person unknown to the principal/designee. If the principal/designee is uncomfortable with the person seeking to interview the student, or that person's credentials, or if the principal/designee perceives that conditions or circumstances are not in the student's best interest, access to the student will be denied until further information or clarification can be obtained.
4. It is not required that the parents be notified prior to allowing the agency representative access to the student, however the principal/designee may determine that it is in the best interest of the child to do so. If an agency representative produces a court order to interview the student, the principal/designee must comply without notifying the parent. The court order relieves the school district, its officials and employees, from any legal responsibility.

5. For the safety of the student, the principal/designee will be present during the interview. If the principal/designee feels the interview has become detrimental to the student, the interview will be terminated immediately.
6. An agency representative may not physically remove a student from the school without a court order or prior notification of the parents. (S.B.P. FFGB/10 O.S.7102-7106)

PERSONNEL LEAVE PROGRAM

Sick Leave - 10 days per year (cumulative)

Personal Business Leave - 3 days per year (non-cumulative)*

Emergency Leave - 2 days per year (non-cumulative)*

Funeral Leave - 3 days per year (non-cumulative)

*Employee pays (S.B.P. DEC, DECA, DECBA, DECBF)

The Sayre Board of Education shall provide for three days of personal business leave for teachers and support personnel. Such leave shall be limited to personal business matters that cannot be conducted before or after school hours or on weekends. Personal business leave is noncumulative and shall not be chargeable to sick leave. The substitute will be paid by the district for one (1) day. The employee will be required to pay for the substitute when utilizing the other two (2) days, regardless of whether or not a substitute is used.

Except in emergency situations, the request for personal business leave shall be made three (3) days in advance to the administrative official to whom the employee is directly responsible. The administrator will act on the request and shall notify the teacher of the decision at least one (1) day prior to the requested leave. If advance request is not possible, the written request shall be filed within one (1) day after returning to work. The request will include a signed statement that the leave was not used for personal entertainment, recreation, gainful employment, or to seek another position. The request shall be considered by the building principal and superintendent who shall approve or disapprove the request.

The types of situations that may qualify for personal business leave are varied. The following are examples that serve only as guidelines:

1. Family illness other than immediate family
2. Emergency business transactions (loan closings, IRS reviews, etc.);
3. Legal matters (Attorney meetings for personal, spouse, or children's business, court appearances, settling of estates)
4. Miscellaneous (Attend business convention with spouse, military obligation, attending son or daughter's school activity).

The following examples are types of absences that will NOT be approved for personal business leave:

1. During the first or last week of school
2. Immediately following or preceding a school holiday/break
3. On bad weather days when school is in session
4. Pleasure trips or vacations
5. Seeking other employment

6. Attending school activities/sporting events when son or daughter is not participating
7. Participating in political or social activities
8. Performing any service for compensation
9. During any period when an absence would cause hardship for the staff, students, or the school.

Principals may, at their discretion, waive the conditions in part IV, subsection one.

PREPARATION PERIOD

The preparation period will be used for the following duties: personal instructional preparation; planning, selecting, and preparing materials for instruction; conferring with parents, staff, and administration; keeping school records, supervising aides (if assigned); grading student papers and recording student grades; and study of current literature to keep abreast of developments within the subject matter taught by the teacher. The preparation period will be utilized within the building of major assignment and for the purposes indicated. If teachers have to leave the school premises during PLAN time or break(s), please take your cell phone with you in case an administrator needs to get ahold of you. If you have to leave at any other time during the school day for an EMERGENCY, please notify your respective principal.

PROGRESS REPORTS/PARENTAL CONTACT

Teachers are encouraged to make positive contacts with parents/guardians by phone and/or mail. In addition to quarterly progress reports, parents/guardians should be contacted immediately when there is a change in academic performance or a child's grade average falls below 70. Teachers should keep copies of notices sent to parents/guardians and record date and time of phone calls. (S.B.P. EIAB)

PURCHASES/COLLECTION OF FUNDS

Before purchases can be made, the appropriate requisition form must be filled out and signed by the Principal and the Accounts Payable Clerk for building level accounts or by the Principal and Superintendent for district-wide accounts. A purchase order number will be assigned and a copy of the requisition returned to the teacher before an order can be placed. Invoices and receipts should be turned in at the office for verification of purchase. Costs incurred without prior approval becomes the responsibility of the individual initiating the order. **(Form C/Form D)**

When collecting money for a class project or school fundraiser:

*Use the appropriate form to record amounts.

*Turn the money into the school secretary no later than 1:30 p.m. for deposit.

*Give yourself adequate time to remain in the office while the money is counted and receipted.

*Never leave money in a classroom overnight.

(S.B.P. CFB-R2, CFB-R4)

READING SUFFICIENCY

The reading goal for Oklahoma public schools is as follows: By July 7, 2008, and each year thereafter, one-hundred percent (100%) more of all third-grade students, excluding those students who have individualized education programs in an area related to reading, pursuant to the Individuals with Disabilities Education Act (IDEA), limited English proficiency, or for whom English is a second language, will read at or above grade level by the end of their third-grade year.

READING SUFFICIENCY TESTING

Every student enrolled in kindergarten, first, second, and third grades will be assessed throughout the year and at year-end for acquisition of reading skills for the grade level in which they are enrolled. Except students who have limited English proficiency, or for whom English is a second language, any student found not to be reading at the appropriate grade level will be provided a reading assessment plan. This will include a program of instruction in reading designed to enable the student to acquire the appropriate grade level of reading skills. The plan will also include, but not be limited to:

1. Additional in-school instructional time sufficient for the development of reading and comprehension skills of the student;
2. Tutorial instruction as needed after regular school hours, on Saturdays, and during the summer, however, such instruction may not be counted toward the 180 day school year required by law;
3. The six essential elements of reading instruction: phonemic awareness, phonics, spelling, reading fluency, vocabulary and comprehension.

The program will be continued until the student is determined not to be in need of remediation.

(S.B.P. EKBA/70 O.S. 1210.508)

Beginning with the 2011-2012 school year, if the student's reading deficiency is not remedied by the end of grade 3, as demonstrated by scoring at the Limited Knowledge level or higher on the state annual accountability assessment in reading for grade 3, the student must be retained. The child will not be promoted to grade 4 unless he or she has met one of the exemptions or has demonstrated the ability to read at grade level. (S.B.P. 346)

If a student is found not to be reading at the appropriate grade level and teachers, in collaboration with others, are concerned that undiagnosed health problems may affect the ability of the student to read, the school district may make a recommendation to the parents or legal guardians for a medical evaluation without being liable for the cost of the evaluation or any associated costs. (70 O.S. 1210.508C)

Except for students on an individual education plan, any third grade student not reading on grade level by the end of the school year will be required to attend a Summer Reading Academy or fulfill requirements set by the school. Parents will be notified at the end of the first semester if the student is below grade level.

RECORDS

State regulations require grade books, written daily lesson plans, lunch books, and attendance registers be kept by each teacher. School-wide attendance records will be managed in the office by computer. Teachers will be responsible for turning in all absences and their lunch count/money by 9:00 a.m. each morning. Please be diligent in keeping good records.

Students who are tardy (3 tardies count as an unexcused absence) or leave during the day will be noted and turned into the office immediately. Notify the office as soon as a child has missed more than three consecutive days.

Effective July 1, 1995 - State Law requires that if a student is absent without a valid excuse for four days or parts of days within a four-week period, the parent will be notified, or if a student is absent without an excuse for ten days or parts of days within a semester, the attendance office must notify the parent and immediately report such absences to the District Attorney.

REPORTING SUSPECTED CHILD ABUSE AND/OR NEGLECT

In accordance with Oklahoma law, teachers are required to report suspected cases of physical abuse or neglect involving students to the statewide toll free hotline of the Department of Human Services. The statewide DHS hotline number is 1-800-522-3511. (SBP FFG)

SAFE AND HEALTHY SCHOOL COMMITTEE

Due to the growing concern in public schools regarding issues that affect the health and well-being of children including concerns about health and nutrition, physical activity, security and safety, violence and youth suicide, it is the intent of the Legislature that public schools, families and communities work together to ensure that the school's curriculum, instruction and after-school programs reflect community values.. Therefore, beginning October 1, 2004 and every year thereafter, Sayre Elementary will establish a Safe and Healthy School Advisory Committee of teachers, a Bullying Prevention Officer, parents, students, health care professionals, law enforcement and community representatives.

The Safe and Healthy School Committee will study and make recommendations to the principal regarding:

1. Unsafe conditions, possible strategies for students to avoid harm at school, student victimization, crime prevention, school violence, and other issues which prohibit the maintenance of a safe school;
2. Student harassment, intimidation, and bullying at school;
3. Professional development needs of faculty and staff to implement methods to
4. decrease student harassment, intimidation, and bullying;
5. Health education;
6. Physical education and physical activity;
7. Nutrition and health services
8. Parental involvement

9. Instruction to prevent the use of tobacco;
10. Youth injury and suicide prevention; and
11. Methods to encourage the involvement of the community and students, the development of individual relationships between students and school staff, and the use of problem-solving teams that include the school counselor.

SAFETY & SECURITY

A. Lockdown Drills Announcement (intercom)

Each school site shall conduct lockdown drills during the year. No lockdown drill can be conducted at the same time of day as a previous lockdown drill in the same school year, and no more than two drills shall be conducted in the same semester. Lockdown drills shall be conducted for the purpose of securing school buildings to prevent or mitigate injuries or deaths that may result from a threat on or near the school. This is a precautionary drill to limit movement in the building while a crisis is being managed. Teachers should immediately lock their outer door. The classroom environment should stay unchanged. (Ex: Teachers may continue to lecture, students can collaborate with peers in groups, etc.) Teachers and students will carry out class as scheduled. Students in the gym/lunch room should be seated at the dining tables. Students on recess should line up quickly and quietly and return to their classroom. Any student in the hall should go to the closest classroom. Teachers who have a classroom across from the bathrooms are responsible for making sure the areas are cleared. The “all clear” will be given verbally by the principal. (S.B.P. CKC-R)

B. Fire Drill Continuous ringing bell(hallway)

Each school site shall conduct fire drills during the school year. Each fire drill shall be conducted within the first fifteen (15) days of each semester. The fire drills shall include the sounding of a distinctive audible signal designated as the fire alarm signal. Teachers will immediately move students in single file to the closest exit. Make sure all lights are turned off once your room is cleared and the door is shut, but not locked. Teachers are to remain with their classes, with the last teacher making sure that the exterior doors are closed. Teachers should make sure all students on their class roll are accounted for once they are outside the building. Please assist in making sure groups in the outer buildings have received the warning.

The “all clear” signal will be given verbally by the principal. (S.B.P. CKC-R)

C. Tornado Drill Short intermittent bell(intercom)

Each school site shall conduct tornado drills during the school year. Tornado drills are required to be conducted in the months of September and March. Evacuation to the annex wing will require single file transition, with students standing closely together in their assigned room once they arrive.

Tornado warnings that do not permit time to evacuate to the storm shelter will require that students move to the hallway and sit with their legs crossed and heads covered, as closely together as space will permit.

The “all clear” signal will be given verbally by the principal. (S.B.P. CKC-R2)

D. Dangerous Intruder Drill “Code Blue” Announcement (intercom)

Each school site shall conduct dangerous intruder drills during the school year. Intruder drills are conducted for the purpose of mitigating injuries or death by executing a plan as an alternative to the lockdown method. Teachers should immediately lock their outer door and move students to a section of the room where they are out of the line-of-sight. Students should be seated and remain quiet. Students in the activity room/lunch room should move immediately in the kitchen area. Students on recess should be moved to an area that is out of view from the main building. Any student in the hall should go to the closest classroom. Teachers who have a classroom across from the bathrooms are responsible for making sure the areas are cleared. All personnel who have access to a phone are immediately to dial 911. The “all clear” will be given verbally by the principal. (S.B.P. CKC-R)

F. Crisis Management

Sayre Public Schools has a crisis management plan. The purpose of a crisis plan is to ensure the safety of the students and staff in the event of a real crisis. A copy of the plan may be found in the counselor’s office, media center, and the principal’s office.

SCHOOL HOURS

Faculty will be report to the building by 7:30 a.m. Office secretaries will report to office at 7:30 a.m.

Monday-Thursday **teachers** will pick students up in P.E. classroom by 7:55 a.m. on Fridays teachers will need to report to the gym by 7:50 a.m. for Rise and Shine. *This means that if you have copies to run or business to conduct it must be done *prior* to 7:55 a.m. In the event of an emergency, please contact the building principal so that your class will not be left unsupervised.

The official time of Sayre Elementary School is the time kept on the classroom phones (smartphones). It is the staff member’s duty to see that personal watches and clocks are set with the bell clock at end of the day.

All staff will remain at school until students have cleared the grounds and the buses have departed. (S.B.P. DB-R)

SEARCH OF STUDENTS

All searches will be conducted according to the guidelines outlined in the Sayre Elementary Student Handbook. In the event that a student or their desk must be searched, the principal must be notified and on site before the search can be conducted. (S.B.P. FNF-R/70 O.S. 24-102)

SEXUAL HARASSMENT POLICY

The Board of Education of Sayre Public Schools forbids discrimination against, or harassment of any student or employee on the basis of sex. The Board of Education will not tolerate sexual harassment by any of its employees or students and employees including substitute teachers, non-employee volunteers, or anyone whose work is subject to the control of school personnel. The Board of Education authorizes the Superintendent to develop procedures for implementation of this policy. Any student found to have engaged in sexual harassment of other students or employees shall be subject to appropriate punishment subject to the applicable procedural and due process requirements. Examples of sexual harassment may include, but are not limited to, the following examples; cursing or profanity, obscene gestures, writing sexually oriented statements to or about others, displaying any pornographic materials, fondling of others, or any other acts of a sexually oriented nature that may be offensive to another person. (S.B.P. DA/42 U.S.C. 2000e-2, 29 C.F.R. 1604.1, et seq.)

SEX OFFENDER

A parent or legal guardian who is a registered sex offender may not attend any school sanctioned activity when their child is participating. The law adds child care centers that hold permits and expands the “zone of safety” from three hundred to five hundred feet. (S.B. 109, 2064)

STAFF-STUDENT COMMUNICATIONS

If school personnel engage in communications with students outside the school setting and the communication conflicts with the written permission granted by the parent/guardian of the student, the employee shall be subject to disciplinary action by the school district.

Such disciplinary action could include termination of employment with the school district.

(S.B.P. DHAB)

STAFF DEVELOPMENT

Staff development provides the opportunity for the professional continual growth of the professional. Such opportunities will include, within budgetary limitation, special in-service training courses and workshops as approved by the staff development committee and principal. Staff members should continually search for opportunities to become more proficient not only in their subject area, but also in their ability to handle discipline and to motivate students. When one member of the team becomes stronger, all members benefit. The following steps should be followed to attend a workshop or seminar:

1. Complete an application for funds from the staff development committee with the necessary signatures. Turn the completed form into an elementary staff development representative. **(Form E)**
2. If approved, complete the form to secure a school vehicle. **(Form B)**
3. Upon successful completion of the workshop, an expense voucher should be completed if applicable and forwarded to the central office. **(Form F)**

4. To receive credit for attending a training opportunity, an application for points must be completed along with proof of attendance. **(Form G)** (S.B.P. DMB-R)

A minimum of 15 professional development points shall be earned annually by each certified and licensed individual in order to maintain employment in this district. (S.B.P. DMB-R1)

STAFF LEAVING THE BUILDING

If teachers have to leave the school premises during PLAN time or break(s), please take your cell phone with you in case an administrator needs to get ahold of you. If you have to leave at any other time during the school day for an EMERGENCY, please notify your respective principal.

SUBSTITUTE TEACHERS

In the event of an illness, the teacher is to contact the principal as soon as possible. At that time, the teacher should also report any extra duties that will need to be covered in their absence. If the principal is not notified by 6:30 a.m., the teacher is expected to arrive at school and perform their educational duties as expected. If a teacher knows they are going to be absent from school in advance (i.e., workshop, personal day) they are to complete the required form in the office.

Each teacher is responsible for preparing a *substitute teacher folder* no later than September 12. The folder must contain five days worth of activities, a classroom management plan, seating chart, emergency evacuation plans, and a daily schedule. Each quarter should have an additional five days of activities to reflect the skills learned during that period.

TEACHER CLASSROOM PRESENCE

The presence of teachers in their classroom when students are assigned to them for instruction must be given the highest priority. Planning, preparation, and other business must be completed outside of class time so that the teacher's full attention may be directed towards providing the best possible instruction. In the event of an emergency, the building administrator should be notified so that arrangements can be made for supervision of the classroom. **NEVER LEAVE STUDENTS UNATTENDED IN ANY SETTING.** You are legally responsible for their safety and supervision. (S.B.P. DB-R)

TEACHER CONTRACT RENEWAL

School boards must notify a teacher prior to the first Monday in June rather than April 10, if a recommendation has been made not to reemploy the teacher for the ensuing year. A teacher must notify the school board of the desire not to be reemployed within fifteen days after the first Monday in June, rather than April 25, or the teacher will be deemed to be reemployed. (S.B. 394)

TEAMWORK

It is extremely important that the school personnel function as a cohesive team. As the old saying goes, “United we stand, divided we fall.” We must consider ourselves one body and work together toward our goals as educators. Differences are to be handled in a professional manner. Value the differences in each other. We will support one another and work together for the common good.

TUTORING

Students placed on an *Individualized Reading Sufficiency Plan* or who have failed to achieve satisfactory progress on their classroom work will be required to stay for after-school tutoring.

Tutoring will be immediately after school until 4:15 p.m. Parents will be responsible for transportation.

Students will be assigned to a tutor on the basis of the academic subject they are having difficulty with.

VETERAN’S DAY

The legislature of the state of Oklahoma has designated the date of November 11 as “Veteran’s Day” and the week in which November 11 falls is designated “Celebrate Freedom Week” in and for the public schools of Oklahoma. If the date of November 11 falls on a Saturday or Sunday, or if classes are not in regular session, “Veteran’s Day” will be observed on the preceding school day. An appropriate program of at least one class period to honor and remember American veterans must be conducted. In addition, schools may choose to have a one-minute moment of silence beginning at 11 a.m. on November or next school day of each year.

- As part of a social studies class, during Celebrate Freedom Week or during another full school week as determined by the board of education, appropriate instruction concerning the intent, meaning, and importance of the Declaration of Independence and the United States Constitution, including the Bill of Rights, in their historical contexts shall occur.
- The religious references in the writings of the founding fathers shall not be censored.
- The study of the Declaration of Independence to include the study and the relationship of ideas expressed in that document to subsequent American history, including the relationship of its ideas to the rich diversity of our people as a nation of immigrants, the American revolution, the formulation of the United States Constitution, and the abolitionist movement, which led to the Emancipation proclamation and the women’s suffrage movement.
- Students in grades three through twelve shall study and recite the following:

“We hold these truths to be self-evident, that all men are created equal, that they are endowed by their Creator with certain unalienable Rights, that among these are life, Liberty, and the pursuit of Happiness. That to secure these rights, Governments are

instituted among Men, deriving their just powers from the consent of the governed.”
(S.B.P. EMDA/70 O.S. 24-152/S.B. 0017)

VIDEO POLICY

If you intend to show a film, video, or TV program for instructional purposes, get prior approval (form) from the principal and librarian. Do not expect to gain approval on the same day you intend to show the film. It is also your responsibility to have the necessary equipment checked out and set up in advance. Follow the policy! **(Form H)** (S.B.P. EFACB)

VISITORS

For the safety of the students/staff, we must work hard to ensure that all visitors obtain a visitor's pass at the principal's office before moving through the building. Regardless of whom the visitor may be, if they do not have a pass they should be directed back to the principal's office. (S.B.P. GJ)

WEEKLY GRADES

Teachers should take at least **two grades per week per subject area** on Wengage. The only exception will be if the teacher has prior approval from principal or it is a short week.

WELLNESS POLICY

A copy of the policy has been made available to all staff. Staff are responsible for enforcement of the policy.