



# **BUFFALO VALLEY SCHOOL**

## **Certified Staff Handbook**

**2009-2010**

# SUCCESSFUL SCHOOLS

Each day begins with learning  
When students come to class.  
And without a lot of chatting,  
They start the day on task.

With assignments clearly posted  
Students need not be told,  
To quiet down and get to work  
While the teacher takes the role.

If daily routines are followed  
Less wasted time is spent.  
Classes will run smoothly  
With great class management.

Research has been proven  
Achievement gains will rise,  
When effective teachers start the day  
With time that's maximized.

## **Introduction and General Provisions**

This handbook is designed to assist all Buffalo Valley staff members in performing their duties in the most efficient manner possible to insure smooth operation of our school system. Certain Federal Regulations, Oklahoma School Law, State Department of Education regulations, Buffalo Valley School Board policies, govern staff members and regulations as set forth in this handbook. This handbook is an extension of these policies and regulations and should be adhered to with them in mind. It is the duty and responsibility of Buffalo Valley staff members to become knowledgeable of these laws, regulations and policies, which pertain to or affect their performance of duties for the Buffalo Valley School System.

Staff input for the improvement of this handbook is requested by the administration. Please make notes during the school year for submission of any suggestions that you may have for the next school term.

## **Philosophy**

The Buffalo Valley School System will work to provide a program of general education based upon the characteristics, needs, and future plans of the students being served.

The school, with the help of the community that it serves, will constantly strive to reassure the effectiveness of its programs and services in accomplishing this stated philosophy.

## **Personnel Goals and Objectives**

The Board of Education recognizes that a dynamic and efficient staff, dedicated to education, is necessary to maintain a constantly improving education program. Additionally, the Board's specific goals are:

- To conduct an employee appraisal program that will contribute to the continuous improvement of staff performance.
- To provide, professional development to improve rates of performance, retention, and promotion.
- To recruit, select, and employ the best-qualified personnel to staff the school system.
- To develop the quality of human relationships necessary to obtain maximum
- Staff performance and satisfaction.
- To utilize available personnel as effectively as possible within budgetary constraints.

## **Staff Involvement**

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

## Teaching Objectives

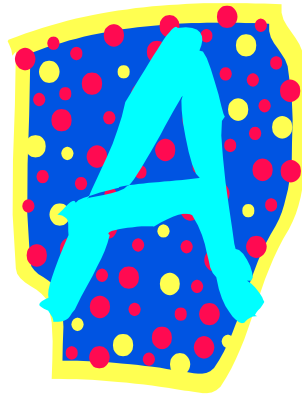
- ❖ Teachers believe in every student.
- ❖ Teachers never put a cap on learning, and never stop learning themselves.
- ❖ Creativity is to be encouraged.
- ❖ Foster risk-taking -- realizing that we learn from mistakes.
- ❖ Every student is taught.
- ❖ Teach On Your Feet!
- ❖ Teachers teach excellence, attitude and reality. Mediocrity becomes unacceptable to students.
- ❖ "It's not what you teach, but how well you teach it!"
- ❖ "If it hasn't been caught, it hasn't been taught!" *Marva Collins*

## RULES/REGULATIONS/GUIDELINES

### Credentials

All contracted teachers must have a valid teaching certificate and up-to-date official college transcripts on file in the Superintendent's Office.

It is the responsibility of the teacher to assure that their certificates are properly renewed and transcripts are up-to-date.



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### Substitute Teachers

Substitute teachers are not required to hold teaching certificates; however, a substitute teacher without a valid certificate may not be employed for more than thirty-five (35) days during a school year. Any substitute teacher employed on a monthly or annual basis shall hold a valid teaching certificate and have a written contract. The selection of people to be included on the substitute teacher list will be made by the principals with the approval of the superintendent. The list will be filed with the proper authorities with copies maintained by the principals and administrative assistant.

Arrangements for contacting substitute teachers will be made by the principal through the Superintendent's Office. Teachers **will not** arrange for or call their own substitute.

Substitute teacher lists will be kept up to date.

Substitute pay will be \$50 per day for certified substitutes and \$35 per day for non-certified substitutes.

## **Channels of Communications**

It is the policy of the Buffalo Valley School district to discover and practice reasonable and effective means of resolving difficulties, eliminate possible areas of grievances, and open the channels of communications by adherence to the following procedure:

- A. An employee with a concern, request, or grievance should present the matter orally, or in writing, to his/her principal. If the matter is properly resolved, or no further action is required, it is considered closed.
- B. If the employee feels that the problem has not been given proper consideration, or resolved, then it should be presented to the superintendent. The superintendent will schedule a meeting with the employee to review the problem. The superintendent may require the problem be reduced to written form and he may ask others to be present for the review.
- C. Problems not resolved by Steps A or B may be presented to the Board of Education for resolution. Any such problem to be submitted to the Board of Education is to be submitted in writing to the superintendent no later than five (5) days after the conclusion of the review and no less than five (5) working days prior to a regularly scheduled board meeting.

***“Whether you believe you can or you believe you can’t, you’re probably right.”***  
***Henry Ford***

- D. Concerns and/or complaints not submitted through the preceding procedure cannot be researched or given the proper attention. It is expected, that all employees will utilize this procedure to assist with resolutions to concerns and complaints.

## **Leave Provisions**

It is the policy of the Buffalo Valley School to provide regular teachers with certain leave benefits in accordance with the Oklahoma School Laws. It is the philosophy of the district that any such leave benefits are provided for the stated purposes only and must not be utilized for purposes not in concurrence with those stated purposes.

### **Sick Leave**

Each regular teacher is allocated ten (10) days of sick leave per year, with unused days accumulated to sixty (60) days.

Regular teachers serving on a contract that requires a "work period" of eleven (11) or twelve (12) months of service will be allocated eleven (11) or twelve (12) days of sick leave per year, accumulative to sixty (60) days.

The right to the sick leave allocated will vest at the beginning of the school year.

Sick leave may be used for personal accidental injury, illness or pregnancy, or accidental injury, or illness, or death, in the immediate family without the loss of salary. (A member of the immediate family for this purpose is considered by the district to be mother, father, sister, brother, spouse, son,

daughter, son-in-law, daughter-in-law, brother-in-law, sister-in-law, mother-in-law, father-in-law, grandparents, and grandchildren.)

An employee that is an active member of the Sick Leave Bank may, after using the 10 allotted days, and other accumulated sick leave, ask for only the number of days from the sick leave bank equivalent to the number of days they had accumulated at the beginning of the year.

If, after exhausting all available sick leave benefits, a teacher is absent from his or her duties due to personal accidental injury, illness, or pregnancy, the teacher will receive, for a period of not more than twenty (20) days, his or her full contract salary less \$50.00 the amount normally paid a certified substitute teacher.

Accumulated sick leave up to sixty (60) days can be transferred when a teacher leaves the employment of one school district and secures employment in another district the next year. No out of state sick leave will be transferred to the district.

Accumulated sick leave may be counted toward service time for retirement purposes. (Provisions for this will need to be checked with the retirement office when applicable.)

### **Personal Business Leave**

Each teacher will be allowed a total of three (3) days to take care of personal business that cannot be taken care of outside normal school hours or on week-ends. Personal business leave is non-accumulative. Personal business leave will be used for attendance at funerals other than those covered under sick leave.

Requests for personal business leave shall be made as early as possible, but not less than forty-eight (48) hours prior to taking leave. The requests will be made to the respective building principals.

A salary deduction in the amount normally paid a certified substitute will be made for each personal leave day used up to three (3) days.

### **Leave of Absence Without Pay**

Leave of absences may be granted but they will only be granted one time.

### **Emergency Leave**

One (1) day per semester will be granted for legitimate emergencies that cannot be taken care of at any time other than during the school day and for which other types of authorized leave time may not be applied.

A teacher wishing to take a day of emergency leave will make a request through their principal to the superintendent as soon as the emergency is recognized. The superintendent will make the final decision to grant or deny the leave. Emergency leave will not be approved for sporting events, hunting, fishing, or pleasure trips.

The District will pay for the substitute when a teacher is on emergency leave.

## **Administrative Absences**

At the discretion of the superintendent, a teacher may be granted administrative absence for the purpose of attending certain professional meetings, training sessions, school designated meetings, or other designated absences determined by the superintendent to be in the best interest of the district.

The district will pay the substitute when a teacher is granted an administrative absence.

Administrative absence requests will be made on the Leave Request Form and submitted to the superintendent by the person making the request.

## **School Business**

Teachers that are absent on authorized school business, such as field trips, class trips, activity trips, athletic trips, etc., will be so identified on the Leave Request Form. A substitute will be provided by the district when needed.

## **Leave for Jury Service**

Teachers will be granted leave for jury service without the loss of salary; however, the teacher will be required to turn over any compensation received to the school district.

Teachers called for jury service will notify their principal as soon as the date(s) of the required service are known.

Immediately upon receipt of compensation for jury service, the teacher will submit such compensation to Superintendent's Office less mileage received.

## **Approval of Leave**

All types of leave require notification and/or approval of the school administration. Any teacher taking leave that is not covered by one of the preceding types of leave will forfeit 1/180th of their annual salary for each day missed.

Teachers will give the principal as much advance notice as possible in all cases when he/she will be absent from his/her respective assignment. **Mrs. Bray may be reached at (918) 448-1536. Please call by 6:30 a.m., if possible. Mr. Ammons may be reached at (918) 448-0249.**

**It will be the responsibility of the teacher to notify the office if he/she will not be back the following day. Unless we hear from you by 2:30 p.m., we will assume that you will be at school the next morning.**

Please keep track of your own doctor appointments, etc. on a clearly visible calendar, so that we can secure a substitute in a timely manner (at least the day before.) You are a vital link in the educational process and it is very difficult to replace you at a moment's notice.

## **Activity Fund Accounting/Responsibilities**

The local Board of Education is legally responsible for the proper control of and accounting for all activity funds. The superintendent, principals, activity fund custodian, and activity sponsors share the responsibility of establishing and following procedures that assure the proper collection, disbursement, and accounting for all activity funds in accordance with Local Board Policies, State Board Policies, State Laws, State Department of Education Regulations, and local administrative regulations. Student activity funds include **all funds** derived by students acting under the guidance and direction of adults. The following guidelines shall be closely adhered to:

### **Activity Sponsor's Responsibilities**

Fund Raising - all fund raising activities shall have prior approval of the board of education at the beginning of the school year and be under the direct supervision of an adult sponsor. **Any monies collected will be turned in to Activity Fund Custodian within 24 hours unless over a weekend.**

The sponsor will assure that all merchandise (products) utilized in fund raising is fully accounted for and that customers receive that which they purchased. A receipt will be issued to customers paying for merchandise for future delivery.

The sponsor will account for all merchandise issued to students and the money received for same.

All monies received shall be turned into the activity fund custodian (Miss Dighton) for receipt and deposit. The activity fund custodian will provide the sponsor a receipt of all monies.

All disbursements from activity funds will be made by check **after authorized request or receipt of proper billing** by the activity fund custodian. (Exceptions to this regulation may be made under certain circumstances, only with specific approval of the superintendent. Properly signed receipts of such disbursements will be required.) **All accounts will have the funds in the account before making an order.**

Expenditure of activity funds will be limited to the balance of the account. No account may have a negative balance. Transfers of funds between accounts require approval of the Board of Education.

### **Services of Support Personnel**

The services of many people performing different assignments and primary responsibilities are required for a school district's operation. Each position is important and each individual receiving district salary for serving in their respective position are expected to maintain a positive, cooperative attitude and perform their assignments at a level that meets or exceeds expectations. All of us are expected to cooperate in providing the best possible educational and extra-curricular opportunities for our students.

Support personnel provide important and necessary services to the district's operations. When properly performing their duties and responsibilities they provide needed assistance to teachers by making it possible for the teacher to spend time planning, preparing, and instructing.

Teachers can be of great assistance to the support personnel by understanding their respective duties, assignments, or roles in the operations and doing whatever is practical to assist them.



Following an established procedure assist everyone concerned. The primary duties and responsibilities of those support personnel that work directly with teachers are briefly outlined.

### **Teacher Assistants**

Teacher assistants are employed to assist the teacher by performing a number of non-instructional tasks, such as hall duty, playground duty, bus duty, lunchroom duty, and extra-curricular activities. Other duties or assigned activities, which teacher assistants may perform, must be under the direct supervision of a licensed/certified teacher. Examples of other duties include: prepare art supplies, bulletin boards, supplemental materials, transparencies, reports, copies, maps, etc., file materials and compute statistical information. (General Regulations-VI, Regulation C, PG 28 - State Department of Education Administrator's Handbook) Regulation "E" of this publication stipulates that "Teacher Assistants" shall not be given responsibility of instructing children, keeping study hall, or presenting new instructional materials to students. Teacher assistants should not be considered "paper graders" and assigned to grade a majority of student papers. The teacher should grade most papers to be fully aware of the student's strengths and weaknesses. Teacher assistants must possess a high school diploma or GED certificate.

### **Maintenance/Custodial**

The primary duty and responsibility of the maintenance/custodial staff is to keep the buildings, grounds, and equipment in the best possible state of cleanliness and repair. We can best assist these personnel by assuring that our rooms and offices are left in an orderly state with papers, pencils, books, equipment, etc., picked up off the floors. Requests for specific repairs and/or maintenance/custodial services should be submitted to your principal on the Maintenance Request Form.

### **Purchasing of Supplies, Equipment, Etc.**

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

- ❑ Purchase requisition: All supplies, other than those everyday items, will be purchased or ordered from a properly completed Purchase requisition.
- ❑ Pick up purchase requisition from principal. Complete and return to the principal for his/her consideration.
- ❑ Purchase requisitions approved by the principal will be turned in to the Superintendent for review and ordering.

### **Staff Development/Teacher Evaluation/Entry-Year Program**

All the above will be performed and carried forth in accordance with state laws, state department regulations, and local board policies. Teachers having questions about the procedures and processes involved in any of these areas should direct their questions to the principal or the superintendent.

### **Salaries/Pay Dates**

Teacher salaries will be based upon the salary schedule adopted by the Board of Education. Salaries will be paid in twelve (12) equal installments commencing the 21st working day in August and the last working day before the 21st of the month throughout the year.

Teachers may be given their last three paychecks (May, June, July) at the end of the school year provided all their work for the year is completed and the Principal signs their checkout sheet.

### **Delegation of Authority**

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



## **TEACHERS - DUTIES AND RESPONSIBILITIES**

### **Reporting Time**

All secondary and elementary teachers are to report to work no later than 7:30 a.m. daily and sign out no sooner than 3:15 p.m. daily. Teacher sign-in and sign-out sheets will be posted on the principal's office doors. Teachers are not to sign in or sign out for another teacher. Teachers will be in their respective classrooms ten (10) minutes before the first bell rings and a reasonable time after the ending of class sessions in the afternoon unless assigned to another duty.

### **Staff Meetings**

Teachers will be required to attend all staff meetings called by the superintendent or principal. Regular staff meetings will be held at least monthly and as needed. Every effort will be made to ensure that these are productive, informative meetings. Please arrive on time and be ready to actively participate. Grade level or committee meetings will be held as necessary, and will be scheduled as much as possible during planning periods. Teacher attendance at local/county teacher meetings is mandatory unless permission has been secured in advance from the administration.

### **Leaving School Grounds**

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

## **Announcements**

Most announcements will be made via the weekly/daily bulletin. Teachers will post the bulletins in classrooms daily. All items for the weekly bulletin must be turned into the H.S. Principal's Office in writing no later than 2:00 p.m. each Friday. Announcements will be made over the intercom at the beginning of 1st hour. All announcements must be in writing and turned into the Principal's Office by 8:00 a.m.

## **Official School Calendar**

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

## **School Hours**

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

## **Change of Address/Telephone**

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

## **Telephone Usage**

Telephone messages will be placed in the teacher's mailbox unless it is an emergency. If a teacher is expecting an important phone call and will notify the office every effort will be made to cooperate. The school telephones are to be used for school business only. All long distance calls will be logged on the long distance telephone report sheet. **In addition, personal cell phones are not to be used to conduct personal business during instruction time or in front of students.**

## **Student Supervision**

**It is the responsibility of all personnel to maintain an atmosphere of mutual respect and orderliness.**

Teachers will accompany students to P.E., computer lab, library, cafeteria, restroom, art, music, etc.

## **The Magic Triad**

Every teacher will practice 'The Magic Triad' (A kind word, a touch, a smile). Be in your classroom, at the classroom door, "greet every student every day."

## **Teach Procedures**

Spending the first few weeks of school concentrating on procedures and routines will pay big dividends. The time spent in training saves you time in the end and prevents many of the nuisance behaviors that eat up instructional time. Teach students what to do, how to do, and when to do.

Explain, demonstrate, practice, practice, practice. Modeling, practicing, and getting feedback are critical for all students to let them know how they are doing. Routines need to be established. When excellence is valued and considered the norm, students will do what is expected. EXPECT THE BEST!

"Don't be afraid to take big steps. You can't cross a chasm in two small jumps." David Lloyd George

### **Classroom Goals**

Keep goals posted and students focused on them.

### **Hall Supervision**

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

### **Classroom Supervision**

Teachers and students will remain in their classroom the entire class period. Leaving students unsupervised endangers the health and welfare of the student and opens the possibility of legal action against the teacher and school district in the event of an accident or injury. If it is necessary to see the principal, the teacher should send a note to the office by a responsible student.

Teachers will never dismiss students early from their classrooms without approval of the principal. Students should be dismissed from class promptly at the bell. Teachers will not hold students over the regular dismissal bell. Under no circumstances will a teacher excuse a student from another teacher's class. Teachers will not dismiss students from class to sell tickets, work on fundraisers, etc.

### **Principal Notification**

If it becomes necessary that a student be dismissed from class, it is the teacher's responsibility to see that such student goes directly to the principal and notifies the principal of the offense immediately. Teachers may use the intercom for assistance from the Principal's Office. No teacher may suspend a student from school or from a class without the approval of the principal. If a student refuses to go to the Principal's Office, ask the teacher closest to the room to send for the principal. In all discipline cases teachers will complete and sign a Discipline Report Form and turn it into the principal.

***Teachers do not send students to the Administrative Assistants for discipline, only to the Principal.***

### **Hall Passes**

Teachers should not allow students to leave the room often or unnecessarily. Under all circumstances a student will be required to have a Hall Pass from his/her assigned teacher when out of the classroom.

*"If I can not do great things, I can do small things in a great way."* James Freeman Clark

## **Maintenance Requests**

It will be the teacher's responsibility to insure the care of the school building, furniture, and other school property. If maintenance is required, teachers will complete a Maintenance Request Form and submit it to the principal. Do not ask our custodians or maintenance personnel to perform repairs. Maintenance Request Forms will be available in the Principal's Office.

## **Make-Up Work**

It will be the duty of each teacher to report to the principal any student whose progress or advancement warrants reclassification. Teachers will assign, grade, and return to the student make-up work for excused absences. Teachers will allow students the number of days absent plus one day to turn in make-up work (never over a maximum of 5 days). It will be the responsibility of the student to contact his teachers for make-up assignments.

## **Discipline**

Discipline is an important part of life. The entire staff has the responsibility to maintain an atmosphere of mutual respect and orderliness. (*It Takes a Village to Raise a Child, or in our case to Educate a Child*) Teachers will be held responsible for the discipline of their respective classrooms. After a teacher has exhausted all disciplinary measures at their disposal and the undesired behavior continues the student should be referred to the principal. Corporal punishment should be used as the last measure of discipline. Corporal punishment (paddling) may be administered by principal and must always be in the presence of a witness. Never paddle a student in front of other students. No more than three (3) swats at any one time. Discipline Forms will be filled out on every incident. If the Principal is away and the problem can wait, it should be. If the matter can not wait then the incident should be referred to the next Administrator in charge, not the secretary.

## **Lesson Plans**

Teachers will maintain lesson plan books at least a week in advance. Lesson plans should be of enough detail to insure that the substitute teacher can accomplish the lesson objectives for that day. An outline of teacher's procedures should be kept at the front of the lesson plan book for substitutes to follow. (Class schedule, location of materials, lunch count, special duty assignments, special student lesson, etc.). Lesson plan books will be a part of teacher evaluation process and will be periodically checked by the principal. Plan books should be available at all times. Television should be used very judiciously.

## **Grade Scale**

Teachers will follow this grade scale in all classes:

90 - 100 = A  
80 - 89 = B  
70 - 79 = C  
60 - 69 = D

It is recommended that teachers have a minimum of two grades per week recorded for each student. Teachers should keep an accurate record of student absences each period. Teachers will call the roll at the beginning of each class period and place their absentee slips on the clip outside of the door.

### **Progress Reports**

Beginning the 3<sup>rd</sup> week of each 9 week period, weekly progress reports will be sent home with students. A copy should be sent to office.

### **Teacher Duties**

Teachers will be required to perform outside duties on a rotating basis. Every effort is made to see that duties are assigned as equitably as possible. The building principal will post the schedules. Teachers are expected to be at their duty stations on time. Students are NEVER to be left unattended in the classroom, on the grounds or elsewhere.

### **Honor Rolls**

There will be two honor rolls at Buffalo Valley School.

**Superintendent Honor Roll - "A" grade in all classes Superintendent's Honor. No unsatisfactory conduct grade.**

Principal's Honor Roll - No grade below a "B" and no unsatisfactory conduct grade.

### **Sponsorship/Fund Raisers**

Teachers will be assigned sponsorship duties on a rotating basis. All fundraisers must be approved by the Board of Education and the administration. All fund raising activities will be submitted to the principal on a Fund Raising Request Form for approval and scheduling on the official calendar. Fundraisers will be submitted for the September Board Meeting. Fundraisers submitted after September will be in emergency cases only. The principal must approve exceptions to this regulation. Fundraisers will be allocated on the following scale:

Junior & Senior Class - 2 fundraisers per semester

Freshman & Sophomore Class - 1 fundraiser per semester

All other classes, Clubs & Organizations - 1 fundraiser per semester

### **Churches**

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

### **Transportation Requests**

Teachers will submit a Transportation Request to the principal for any activity requiring school transportation. Requests will be submitted at least one week prior to the scheduled event.

## **Field Trips**

Field trips are considered an important educational experience, and teachers are encouraged to use them. Field trips should be scheduled after school and on Saturdays when possible. All field trips will be scheduled with the principal and school transportation will be utilized unless otherwise authorized. A Transportation Request will be filled out and Parent Permission Forms will be on file for each trip. Under no circumstances will students be allowed to operate school owned vehicles.

## **Parent Permission Forms**

A Parental Permission Form will be filled out and signed by the parent of every student who participates in a school sponsored activity such as field trips, ball games, speech contests, etc.

## **Activity Trips**

All school activity trips will be scheduled through the principal. A Transportation Request will be submitted one week prior to a scheduled activity. Under no circumstances will students be allowed to operate school owned vehicles.

## **Release of Students**

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

## **Parking Areas**

Teachers will utilize the area north of the gymnasium or directly in front of the high school building for parking of privately owned vehicles. Students will park in the parking area immediately west of the high school building.

## **Keys**

Under no circumstances are teachers to release their keys to students. All use of the school facilities will be scheduled with the principal. Students should never be in the building or classrooms without teacher supervision. **Teachers will return all keys to their building principal at the close of the school year.** Keys will be tagged and become part of teacher check out procedures.

## **Textbooks**

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

## **Radios and Televisions**

Radios and televisions are to be used for instructional purposes only during the school day. These mediums should be included in lesson plans along with stated purpose.

## **Care of Room**

Classroom should be kept uncluttered neat and organized. It should be a welcoming place for students and yet reflect your personality. Thought should be given to students learning styles, every effort should be made to provide for all learning styles. Teachers will close and lock all windows, turn down heat or air conditioning (where thermostats are located), turn off lights, and secure their room before leaving at the end of the school day. The students should pick up all paper, books, pencils and trash.

## **Classes, Clubs and Organizations**

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

## **Visitors**

Parents are encouraged to visit the school. All visitors are asked to check in at the principal's office upon entering the building. It is the Buffalo Valley Schools policy that student visitors will not be allowed. Teachers will acknowledge and escort any unauthorized visitors to the principal's office immediately. Teachers should ask parents who want to visit with them during class time to report to office to make an appointment during the teachers planning time or another mutually agreeable time. Teachers should NOT leave classroom nor visit in classroom during classtime.

## **Copy Machines**

Teachers will not allow students or grant permission to students to use the copy machines. Exception: office aides who have been trained to use machines.

## **Fire Drills and Tornado Drills**

Fire drill warnings will be a series of ring-pause, ring-pause bells. Teachers will prepare students as to exit procedures for fire drills.

Tornado drills will be one continuous ring of the bell. Teachers will prepare students as to actions to be executed for tornado drills. Procedures for fire and tornado drills are to be posted in each classroom.

## **School Attire**

Faculty and staff are expected to maintain a professional appearance in manner and attire at school and/or school related events. Casual dress on Fridays.

**Supplies** Teachers are to submit in writing all requisitions for supplies to the building principal.



## **Teacher-Student Rapport**

Teachers should at all times maintain a proper teacher-student relationship. You can be the student's friend but not his "buddy". Teachers will not, at any time, engage in controversial school issues in the presence of students. Matters in which teachers are in disagreement should be discussed in private. Faculty and staff should never discuss students or school employees with a student.

## **Planning Periods**

The planning period is designed to enable us to do a better job as teachers. It is just as much a part of our workday as any of our classes. Teachers are encouraged to use time productively. Many times "mini" faculty meetings will be scheduled during this time.

## **Admit Slips and Attendance**

Do not admit any student to class that has been absent without an admit from the principal.

The Buffalo Valley Board of Education firmly believes that a student in the Buffalo Valley School must attend school on a regular and punctual basis in order to benefit from the educational opportunities available. Students will follow the criteria outlined in the student handbook.

## **School Closure (weather)**

In case of inclement weather teachers should tune into one of the following radio or television stations: FM 101.3 McAlester; FM 99.9 Fort Smith; Channel 8 Tulsa; Channel 6 Tulsa; Channel 5 Fort Smith; Channel 10 Ada.

These media will be notified as early as possible if school will be closed. If there is any doubt teachers should call the superintendent, your building principal or Miss Dighton.

## **Assemblies**

Teachers are to accompany their individual class to any school assembly. Teachers are expected to sit with their respective classes.

*Ability will enable a man to get to the top, but it will take character to keep him there.*

## **Solicitation and Advertising**

School personnel are not to permit solicitors or carriers of a petition on the school grounds for any purpose unless he carries a permit from the proper school authority. No teacher is to permit advertising of any nature unless the building principal has given permission.

## **Use of Tobacco**

There will be no use of tobacco on school grounds between the hours of 7:00 a.m. and 4:00 p.m.

## **Student Withdrawals**

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

## **Community Service**

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

## **Reporting Students Under the Influence of or Possessing Non-Intoxicating Beverages, Alcoholic Beverages, or Controlled Dangerous Substances**

It shall be the policy of the Buffalo Valley Board of Education that any teacher who has reasonable cause to suspect that a student may be under the influence or have in their possession:

- Non-intoxicating beverages (paint, glue, etc.)
- alcoholic beverages
- controlled dangerous substances

shall immediately notify the principal or his other designee. The principal shall immediately notify the superintendent and the student's parent or legal guardian of the matter. (Reference: O.S. Title 70- Sec. 133).

Any suspicion and/or search of said student shall be subject to any applicable school policy, state law or student handbook regulation.

Every teacher employed by the Buffalo Valley Board of Education, who has reasonable cause to suspect that a student is under the influence of or has in his or her possession non-intoxicating beverages, alcoholic beverages, or a controlled dangerous substance and who reports such information to the appropriate school official shall not be held liable. (Reference: O.S. Title 70, Sec 24-132).

## **Activities/Attendance Policy (Extra-Curricular)**

Student participation in school programs is encouraged at Buffalo Valley School. Participation in school programs affords the students the opportunity for creativity and expression, builds self-confidence, and promotes a sense of accomplishment.

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

## **Definition of an Activity**

An activity will be defined as any type of absence resulting from an activity, initiated by any group, organization, team, club, or person/persons, that causes a student to miss any class for a period of 15 minutes or longer in any one (1) class period.

## **Policy**

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

## **Rules Governing Activities**

No teacher will ask for students out of classes other than his/her own for extra-curricular activity without permission of the principal.

All organizational meetings will be scheduled through the principal.

Teachers and sponsors will be very diligent in scheduling activities to be sure the activity does not cause the student to exceed the absence limit.

## **Exemptions to the Absence Limitations**

***The following exemptions from the 10 day rule are as follows and must meet the criteria established in the policy statement above:***

***FFA - National Convention (5 days) every even year: earned at state level.***

***FFA - State Convention (2 days); elected delegates and program participants.***

***All State and National contests which are earned at previous contests.***

**Before a student can exceed the ten (10) day limitation a student must have a 2.0 GPA with no less than a "D" in any class and receive approval from the Internal Activities Committee.**

## **Reading Sufficiency Act**

In order to comply with the Reading Sufficiency Act, all kindergarten – third students will be assessed for reading abilities and appropriate plans will be made for each, with classroom teacher, reading teacher, parent, and principal cooperation.

## **Staff Development**

Each teacher is required by state law to accumulate 75 points over a five-year period with some points being accumulated each year. The Staff Development Committee will annually evaluate points accumulated and notify each teacher in writing of the number of points accumulated and what year in the 5-year cycle they are in. It is the responsibility and duty of each teacher to keep up with their points and to turn in staff development attendance forms promptly.

## **Entry-Level Teacher Assignments**

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

## **Use of Drugs and Controlled Substances by Employees**

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

Each employee is hereby notified that, as a condition of employment, the employee must abide by the terms of this policy, and will notify the superintendent of any criminal charges for a violation occurring in or on the premises of this school district, or while engaged in regular employment.

However, the Board of Education recognizes that employees who have a drug abuse problem should be encouraged to seek professional assistance. An employee who requests assistance shall be referred to a treatment facility or agency.

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

The Board of Education hereby commits itself to a continuing good faith effort to maintain a drug-free workplace.

## **Drug Education/Prevention Program**

It is the policy of the Buffalo Valley Board of Education that a drug education/prevention program is instituted district wide for all students and district employees. This program will contain the following provisions:

## **Students**

Age-appropriate developmentally based drug and alcohol education programs for all students in all grade levels (K-12).

A statement to students that the use or possession of illicit drugs or alcohol is wrong and harmful. Standards of conduct that clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol on school premises or as a part of school activities.

A clear statement that disciplinary sanctions, up to and including expulsion and referral for prosecution, will be imposed if the standards of conduct are violated. A description of these sanctions will be included in the student handbook.

Information about available drug and alcohol counseling, rehabilitation and re-entry programs.

A requirement that parents and students be given a copy of the standards of conduct and the statement of disciplinary sanctions. (Ref: "Student Handbook")

A requirement that parents and students be notified that compliance with the standards of conduct is mandatory. (Ref: "Student Handbook")

**"Destiny is not a matter of chance, it is a matter of choice."  
William Jennings Bryan**

## **Employees**

Standards of conduct that clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol on school premises or as a part of any school activity. (Ref: Board of Education Policy - "Drug Free Workplace" and "Certified/Non-Certified Handbook")

A clear statement that disciplinary sanctions up to and including termination of employment and referral for prosecution will be imposed on employees who violate the standards of conduct and a description of those sanctions. (Ref: "Certified/Non-Certified Handbook")

Information about any drug and alcohol counseling and rehabilitation and re-entry program that are available to employees. (Ref: "Drug Free Workplace" and "Certified/Non-Certified Employee Handbook")

A requirement that employees be given a copy of the standards of conduct and the statement of disciplinary sanctions. (Ref: "Drug Free Workplace" and "Certified/Non-Certified Handbook")

A requirement that employees be notified that compliance with the standards of conduct is mandatory. (Ref: "Certified/Non-Certified Handbook")

## **Hazing and Harassment Policy**

It is the policy of the Buffalo Valley School District that no student or employee of the district shall participate in or be members of any secret fraternity or secret organization that is in any degree related to the school or to a school activity.

No student or employee of this school district will be subject to hazing, harassment, or any other form of persecution by any student or employee whether connected to any fraternity or organization.

For the purposes of this policy, hazing is defined as the deliberate harassment of a student by means of rough practical jokes or causing the student to perform meaningless, difficult, or humiliating tasks. No student shall be deprived of membership to any school organization on the grounds of refusing to participate in initiation requirements.

This policy is not intended to deprive school district authorities from taking necessary and appropriate disciplinary action toward any student or employee. Students and employees who violate this policy will be subject to disciplinary action, which may include expulsion for students and employment termination for employees. A copy of this policy will be included in the student handbook, certified staff handbook, and non-certified staff handbook.

### **Character Education**

“Stand with anybody that stands right. Stand with him while he is right and part with him when he goes wrong.”  
Abraham Lincoln

Character education is to be stressed in Oklahoma schools. Character can be taught through literature, poetry, quotes, or as themes. Talk about good character, model good character, praise students for practicing good character traits.

*“If it hasn’t been caught, it hasn’t been taught!”*  
*Marva Collins*