

# Teacher Handbook

2011 – 2012

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## Oklahoma School for the Deaf



1100 East Oklahoma Street  
Sulphur, Oklahoma 73086  
(580)622-4900  
(580)622-4959 FAX

KaAnn Varner  
Superintendent

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## Vision Statement

Our Vision is that Deaf and Hard of Hearing students  
in the State of Oklahoma  
have the same opportunities as all children  
to be successful  
in a barrier free environment

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# Mission, Beliefs, Administration, Faculty, Support Staff

This handbook is provided for your use for the 2011-2012 school year. We are hopeful that it contains most of the information you will need throughout the year. If you have any questions, please feel free to contact one of the administrators.

## **Mission:**

The mission of OSD is to prepare all students to achieve excellence by creating an environment conducive to learning where students, staff, and families work together to promote the skills needed in a continuously changing world.

## **Beliefs:**

- Achievement comes from effort.
- Respect fosters respect.
- Family is the foundation of society.
- Learning is a life-long process.
- People are accountable for the choices they make.
- Human beings can achieve excellence.
- We are responsible to each other.
- Every human has potential.

Assist in a guidance role by having conferences with students with serious problems in his/her department as reported by parents or as reported by teachers of these Administration

Superintendent

Ka Ann Varner

Principal

?????

Director of Residential Life

Thomas Thompson

Director of Student Assessment Center

Traci Prince

Assistant to the Superintendent

Carolyn Paradiso

Business Manager

Betty Stephens

## **Faculty**

<b><u>Name</u></b>	<b><u>Subject</u></b>	<b><u>Room No.</u></b>
Becker, Scharla	HS Sciences	234/235
Behrens, Brent	Drivers Education/Health-Safety	203
Bowers, David	HS English	208
Carter, Jan	4 <sup>th</sup> , 5 <sup>th</sup> , 6 <sup>th</sup> Grade	133
Chebultz, Amanda	Elementary Special Needs	134
Cooper, Jeff	HS Special Needs	
Edgar, Stacy	7 <sup>th</sup> , 8 <sup>th</sup> , 9 <sup>th</sup>	229
Fields, Lisa	Kindergarten & First Grade	117
Galloway, Sue	Library	310
Henry, Denise	Art & Art History	VOC II
McCurdy, Kristen	Accelerated Reader	308
McLaughlin, Gina	OTOD	VOC I
Montgomery, Staci	3 <sup>rd</sup> Grade	110
Pair, Lawson	BITE	VOC III
Pitcher, Katie	HS Special Needs	332
Price, Lesa	2 <sup>nd</sup> Grade	104
Roberson, Jennifer	7 <sup>th</sup> , 8 <sup>th</sup> , 9 <sup>th</sup>	232
Shelby, Linda	Family & Con Sci	VOC III
Stinson, Loretta	Elementary Art	137
Tumblson, Candy	4 <sup>th</sup> , 5 <sup>th</sup> , 6 <sup>th</sup> Grade	127
Ulery, Debi	HS Math	106
Varner, Tommy	HS Math	233?
Waldrip, Arthur	Drama, ASL	
Wilson, Jamie	6 <sup>th</sup> , 7 <sup>th</sup> , 8 <sup>th</sup> Reading, English	209

## **SUPPORT STAFF**

Hensley, Judy	HS Secretary
Dilbeck, Mariana	Teacher Aide
Fine, Betty	Teacher Aide
Graves, Kim	Teacher Aide
Jones, Peggy	Teacher Aide
Perry, Janis	Teacher Aide
Perez, Grace	Teacher Aide
Shelby, Angie	Teacher Aide/Coach
Sledd, Robin	Teacher Aide

**OSD ADMINISTRATIVE STAFF**

**Dr. Michael O'Brien**, DRS, Director  
1-800-845-8476 or [mobrien@okdrs.gov](mailto:mobrien@okdrs.gov)

**KaAnn Varner**, Superintendent

??????? Principal

**Traci Prince**  
Director of Student Assessment  
580-622-4930, 580-618-1315

**Carolyn Paradiso**  
Asst to the Supt.  
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**Betty Stephens**  
Business Manager  
580-622-4902, 580-618-1314

**Thomas Thompson**  
Dean of Students  
580-622-4925, 580-618-1904

**Mark Saunders, RN**  
Student Health Center  
580-622-4923, 580-993-0919

**Sue Cole**  
Social Services  
580-622-4933

**Trina Ellis**  
Transportation Supervisor  
580-622-4926, 580 618-1316

**Gary Allmon**  
Maintenance  
580-622-4919, 580-618-1317

**Security**  
580-618-0694, 580 618-1313

# OKLAHOMA SCHOOL FOR THE DEAF

## HISTORY

Oklahoma School for the Deaf was first established as part of a private school for the blind children of the Five Civilized Tribes at Fort Gibson in 1897. In 1898 the Territorial School for the Deaf was founded at Guthrie. A five-year contract from the territorial authorities was made with the school to care for deaf children under boarding school regulations. In 1908, the school was moved to Sulphur where it continues to exist. A statute enacted by the First Oklahoma Legislature in 1908 states: "A school for the education of the deaf is hereby created in the State of Oklahoma, to be known as the "Oklahoma School for the Deaf" All residents of this State, and those deaf and dumb to the extent that they cannot acquire an education in the common schools of this State, of suitable age and capacity, and of good moral character, shall be entitled to an education in the School for the Deaf without charge." The law further states that "the purpose of this school shall be the physical and moral and intellectual culture and training of the deaf to the end that the pupils may return to society capable of becoming self-sustaining and useful citizens."

## Statement of Mission

The Oklahoma School for the Deaf will provide a "quality education" to all students in a way that –

- Continually increases expectations for and achievements of every student.
- Develops healthy self-esteem, intrinsic motivation, and strong work habits in all students.
- Creates a safe, positive, barrier free environment for learning.
- Meets the challenge of educating culturally and economically diverse student population.
- Stimulates continuous professional growth which ensures effective, innovative classroom instruction.
- Engages parents as equal partners in their child's education.
- Unifies the community to make school improvement a priority.

## Desired Outcomes

That every student is equipped for life-long learning, responsible citizenship, and productive employment in an ever-changing society.

**Our Vision.....**opportunities for success

**Statement of Mission.....**quality education

**Desired Outcomes.....**equipped for life

## OBJECTIVES

We believe that our mission will be utilized if:

- Students are actively engaged in their own learning.
- Parents are empowered to be actively involved in their child's education.
- Students' learning is provided through developmentally appropriate, hands-on, experiential activities that are linked to real world experiences.

- Students are engaged in individual and cooperative activities.
- Students are challenged by cross-curricular lessons to construct their own knowledge in solving complex problems.
- Students are given opportunities to make responsible decisions about their learning and the governance of their school, and are held responsible for their acts towards their education and the education of those around them.
- Students are given the opportunity to maximize their communication abilities in various settings in order to participate in their family and the world around them.
- Students are monitored and assessed using authentic, ongoing assessment techniques.

## **Expectations for Staff**

### **Professional Behavior**

- Prepare daily lesson plans that reflect the skills in the PASS.
- Display the objective for each lesson on the board each day and each period.
- Make at least two (2) positive home contacts per week.
- Notify parents/guardians each time you write a discipline referral and document the referral in your parent contact log.
- Contact the parents/guardians of students who begin to experience problems with their class work or cause classroom disruptions. Teacher/parent conferences are usually beneficial to all concerned. Many failures can be prevented and unnecessary problems avoided if parent contact is made. Schedule conferences and be prepared with records and samples of student work. Be friendly, be frank, be firm, and be fair. Use diplomacy and have a professional attitude. Keep a written record of all contacts.
- Keep the records of each student in accordance OSD School Policies.
- Utilize current standardized test data to develop instructional plans for each course.
- Notify the Principal when you determine that a student has been behaving inappropriately in your class.
- Keep accurate, up-to-date records on the achievements of students.
- Be present and on time (Absences and tardies are detriments to education).
- Support and attend extra-curricular activities.
- Keep classrooms neat, clean, and attractive. (Change bulletin boards quarterly).
- Participate willingly on committees and assume special assignments.
- Request assistance when needed. Don't hide problems.
- Share ideas and information with peers and administrators.
- Work professionally with administration, staff, students, and parents.

- Participate in improvement of school policies, but abide by existing policies until they are changed through due process.
- Be mindful of the teacher's position in maintaining public goodwill and support.
- Unit Plans for each course should be updated on a regular basis and a copy should be on file in the Principal's office.
- The Superintendent of the school is the only person authorized to enter into business transactions or agreements that involve school activities.
- Lesson plans are to be prepared and submitted in a timely manner. Teachers are expected to follow the instructional format as instructed by the administration.
- Teachers are expected to be free from the affects of drugs, alcohol, etc. at any school function.
- Teachers should use appropriate language.
- Teachers are expected to be punctual.
- Complete records and reports neatly, accurately, and timely.
- Request personal leave days in writing at least 72 hours prior to the date of the leave.
- Abide by OSD's policies. Check your policy manual – Be acquainted with all policies set forth by the state, school and DRS.
- Dress in an appropriate, professional manner.
- Never leave students unattended, regardless of the circumstances.
- Plan your work carefully – There is no substitute for good planning.
- Observe other teachers – You can learn much from the work of fellow teachers. They are happy to share their experiences. But be yourself, do not copy.
- Do not hesitate to ask questions – A question can often prevent disaster.
- Be prompt with clerical work – You expect pupils to meet their assignments. Be careful about meeting your assignments.
- Do not do clerical work in class – The class period belongs to the students. They are your first responsibility.
- Accept and apply suggestions – Observations and suggestions are made to help, never hinder.
- Read professionally – Only a growing teacher can have a growing classroom.
- Analyze data on your students – Get to know your students from personal observation. This is vital. You need to know the characteristics, achievements, capabilities, problems, and other data concerning your pupils. Get yourself acquainted with this information. The stronger your background knowledge, the greater your chance of success. Just a word of caution; student

information is not meant to be instruments of prejudice. Use the information objectively.

- It helps to know the parents – Parents can be a very big help. They have a great deal of information concerning the student that is very helpful to the teacher. Don't wait for trouble to arise. Get to know these folks before any problems come up. When you see a problem germinating, bring parents in for mutual action and understanding. If a parent asks questions, give full, honest answers.
- Be proud that you are a member of the OSD School Staff!

### **Faculty Dress**

- It is the opinion of the administration that professional people (doctors, lawyers, dentists, clergymen, and teachers) should dress in a manner, which elicits the respect due the person and the profession.
- No shorts are to be worn. P. E. teachers may wear walking shorts.
- Jeans may be worn. However sagging and jeans with holes are not considered professional dress. Friday will be spirit day and school colors are encouraged. T-shirts that are school related can be worn on game days with non-jean trousers or slacks.

### **Classroom Management**

- Motivate and interact with students.
- Recognize and reinforce positive behavior patterns, especially in those students who have a history of chronic disciplinary problems.
- Be firm but fair from the beginning – Control must be gained at the start if an uphill struggle is to be avoided. It is easier to relax control than it is to impose it after it has been lost.
- Start slowly – A good, steady well-organized pace is far better than a big explosion that fizzles out. Study these reasons before making big changes.
- Establish routines – Whether it is a form for written work or a procedure for sharpening pencils, students need a way of doing things.
- Set standards – Partial learning's, careless work, sloppy behavior, and poor citizenship result from a teaching situation without standards.
- Be patient – All students will not grasp your words of wisdom the first time. However, there are a few who cannot be reached by patience or understanding.
- Be calm – Fear, excitement, anger, and frustration are contagious. A calm teacher is a key to a calm room.
- First few weeks are very important – The first pitch is important in any ball game. That first strike has a great psychological effect. But the outcome of the game depends upon what follows. It is necessary to keep pitching a steady game. A successful first day must be followed by a lot of hard work. Much will depend upon what follows in the first few weeks.

- Keep your control – This cannot be overemphasized. No matter how great your store of knowledge and how long your preparation, if you do not have the attention of the class, no learning will take place. Relax any control only when students are ready to assume added responsibility. You will be pleased how well this atmosphere will carry through the day.
- Keep them busy – Students like to be doing things. Purposeful activity will do much to motivate enthusiasm as well as build good working relationships.

One of the hardest tasks is grading your students. This you will want to do fairly and professionally. Keep plenty of information in case you must justify your marks. Save a good sampling of papers for conferences.

### **Expectations for Classroom Observations**

Whether formal or informal, expectations for classroom instruction and management are as follows:

- All teachers will stand at their doors to greet students during change of classes.
- All students will be actively involved in a planned lesson. Lesson plans are due to the principal by 3:00pm on the last day of each work week.
- Teachers will actively supervise students and circulate among them during class.
- Teachers will ensure that students understand what they are being asked to do.

**Suggestion:** After directions have been given, call on a student to restate what he/she is supposed to do.

- Students will spend time practicing the skill(s) being taught.
- The classroom will be orderly, clean, neat, and attractive.
- Class rules will be displayed and teachers will enforce them.
- Teachers will use positive reinforcement throughout the lesson.
- Teachers will stress the need for students to speak clearly, correctly, and in complete sentences.
- The teacher will plan for and address the different ability levels and learning styles in his/her classroom.
- Instruction will begin promptly and continue until the end of the period.

### **Asbestos Hazard Act**

In 1988, the Asbestos Hazard Emergency Response Act (AHERA) was signed into law by President Reagan. Since the enactment of AHERA, all schools nationwide are required to take comprehensive action related to asbestos in their buildings. These actions include inspections by Environmental Protection Agency (EPA) accredited inspectors, the assessment of condition, potential exposure of asbestos materials, and the posting of warning labels.

The Oklahoma School for the Deaf has taken an aggressive step toward the protection of human health in the implementation of its AHERE Compliance Program. The program, designed by an in-house inspection and management team of the Oklahoma School for the Deaf, exceeds the requirements of AHERA.

As Asbestos Inspection and Management Plan has been designed to identify any presence of Asbestos Containing materials (ACM) and to provide a program to control those materials and prevent any risk to building occupants. In 2001, during a remodeling project, a small amount of ACM was found and removed. The inspection results and Management Plan (including completed abatement (removal) schedules) are on file for public review and may be examined by contacting the Designated Responsible Party, OSD's Business Manager, at 580-622-4900 or by visiting the Business Office at Oklahoma School for the Deaf, 1100 East Oklahoma Avenue, Sulphur, OK 73086

If you have questions, please do not hesitate to call. By our actions to comply with the AHERA Rule, we have taken every measure to continue to provide a safe and healthy environment for our students employees and patrons.

### **Facing Facts**

1. That you have accepted a position with Oklahoma School for the Deaf and that you are expected to be loyal.
2. That you regard school information as strictly confidential.
3. That leaving your classroom or assigned area is considered poor practice. Absence is permitted only in an extreme emergency or by special permission. The office should be informed if you find it necessary to leave your class.
4. That you handle minor disciplinary cases. Only major cases should be referred to the administration.
5. That you are expected to attend all staff meetings. The time and place of these meetings is given to you in ample time for arrangements to be made to be present. If you cannot attend a meeting, please let the principal know in advance. This includes departmental meetings.
6. That you are expected to follow all prescribed policies of the school and school system.
7. That you are expected to cooperate by keeping records current and following instructions pertaining to grade reporting and other items called for by the office.
8. That people living in an atmosphere where pressures, small and great, are exerted are going to differ. Let us refrain from discussing personalities unless all persons involved are present. "Back Biting" can ruin the most dedicated and talented staff.
9. That the principal is willing to assist you at any time with problems that arise.

The good teacher avoids discrediting another teacher. Students are quick to interpret a teacher's remarks concerning the school and community to one of "Stating facts". In a few short years these students will become voting, tax-paying citizens. Their opinion of schools will determine, to a degree, the moral and financial support that our school of public education will receive.

## **General Information**

Teacher Information, Faculty Meetings, Mailboxes, Telephone Calls, Announcements, Theft & Vandalism, Field Trips.

### **Teacher Information**

- A daily sign-in notebook is on the front desk in the main office. Teachers need to come by the office each morning and sign in with your time of arrival at school. Teachers should sign in on or before 7:45 a.m. Teachers will be in rooms before 8:00 a.m.
- If a teacher has a substitute, please have a substitute file ready.
- Each teacher will have a mailbox in the office. Please check your box before and after school each day.
- Normal dismissal time for teachers will be 4:30 p.m. unless permission to leave early is granted by the principal. Teachers will sign out before leaving each day.
- Teachers will stand outside their door during change of classes.
- Teachers will keep their classrooms clean and in proper order throughout the day.
- Teachers will dismiss class at the ringing of the bell. No student will be detained without written permission from the office.

### **Faculty Meetings**

All teachers are expected to attend all faculty meetings unless an emergency arises and you are excused by the principal. Thursday afternoons will be reserved for faculty meetings. Please avoid making appointments (doctor, dentist, parent conferences, etc.) on these afternoons. It is unlikely that there will be a meeting every Thursday, especially after the first several weeks of school. Every attempt will be made for advance notice of an extended meeting will be given.

### **BAD Weather Closing**

Unless there is an extreme situation, there are no early dismissals due to weather. Parents are always welcome to keep their children at home, or pick them up early, should they be concerned. Such absences will be considered excused. However, if school is in session, staff members are still expected to report to work. While we do not want staff members to put themselves in any situation for potential harm, we need to remember that when school is in session, we are still responsible for the students that are present.

### **Mailboxes**

Each staff member will be assigned a box in the mail room. Daily mail, messages, notices, etc. will be distributed through the boxes. Teachers are responsible for picking up mail and messages each morning and afternoon. ***Remember, no students are to handle any mail or messages placed in the boxes.***

### **Telephone Calls**

Personal calls and personal texts made by teachers should be made during planning periods, lunch or after school hours. Staff members should not be interrupted from classes to answer personal calls. If a person needs to leave a message, be sure to get their name, date, time they called and a return number. Routine messages will be placed in the mailboxes; however, it is the responsibility of the person taking the message to ensure those that need immediate attention get to the appropriate person. Do not ever tell a person calling our school to “call back later.” This projects a negative feeling that we do not care about their call

### **Pagers, Beepers, and Mobile Phones at School**

Staff members may have cell phones during the school day, but they should not be used during instructional time. Please notify callers when break times are to limit class disruptions. Refer to the student handbook for information regarding students’ use of cell phones.

### **IPODS/MP3.CD PLAYERS.OTHER ELECTRONIC DEVICE**

IPODS, MP3/CD players and other game and/or music devices may not be used in the classroom. They may not be used during classroom instruction and in the hallway. Students may not bring toys to school unless requested to do so by a teacher for a school activity. If electronics are being used without permission, they will be confiscated and will only be released to a parent. The third time that an electronic device is confiscated during the year; the student will no longer have the right to possess it on campus. Students who choose to bring this type of electronic equipment assume the risk of it being lost, damaged or stolen. The school assumes no responsibility for these items.

### **Announcements**

Announcements will be made daily in the school bulletin. All announcements submitted must be submitted prior to 8:30 a.m. each morning. All announcements will be restricted to school affairs only. If an emergency announcement is necessary, the announcement must be cleared by the principal and must be made by one of the administrators or their designee.

### **Theft and Vandalism**

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

### **Fundraising**

No fund raising projects may be undertaken by any class or school organization without written approval of the Principal and Superintendent. When approval is given, it is limited to the specific project for the school session. Approval for raising money never carries over from one year to another except the OSD Yearbook Staff may begin selling ads for the next year at any time they deem advisable. No class, school organization, teacher, or out-of-school organization may undertake or arrange for the sale of any article, commodity, or service without written approval of the Principal. Only certified personnel and club sponsors may undertake fundraising. Only supervisors may receipt money and disperse products; they are accountable for turning money in to the business office. Fundraising of other schools or other organizations is not allowed at OSD.

### **Field Trips**

Students are counted present for all authorized field trips.

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

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

### **Requests:**

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

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

### **Parental Consent:**

- Final approval for a trip must be obtained prior to the distribution of Parental Consent for School Trip forms. This trip permission form is filled out yearly and covers most school sponsored trips with the exception of out of state trips.
- A Parental Consent form should be required of each student making an out of state trip.

### **Supervision on Trips:**

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

### **Teacher Responsibility:**

- The teacher/supervisor shall have in his/her possession a list of all participants and their parents'/guardian name and telephone number.
- If a substitute teacher is required, a professional leave form for absence from school must be filled out and submitted to the Principal for approval.
- A roster of all participating students must be available to all teachers at least one calendar day prior to the trip. This roster must be signed by the principal.
- All teachers should check the field trip activity roster. Students listed on the roster are to be granted an excused absence from class.

### **Transportation:**

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

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

### **Homework Policy**

Homework shall be viewed as an integral part of the total school program. Homework and assignments support and enrich the learning experiences directed by the teacher in the classroom. Homework is assigned for the following purposes:

- To supplement and reinforce skills
- To give increased practice in particular skills.
- To provide parents with opportunities to become aware of what is being taught in the classroom.
- To gain an introductory experience.

Never, in any circumstance, should homework be a continuation of a lesson from school. Parents should be facilitators, not the teachers. The student should have a fairly good comfort level in completing the assignment.

## **CAFETERIA EXPECTATIONS LUNCH**

### **Cafeteria Goal:**

Our lunch line and cafeteria at OSD are safe, clean environments where people interact with courtesy and respect.

### **Entering the cafeteria**

- Students will walk quietly to the serving line.

### **Serving Line:**

- Students will use quiet voices when standing in line.
- Students will respond respectfully to adults in the serving line.
- Students will get appropriate items for lunch before they leave the serving line area. (napkin, fork/spoon, straw, milk, snack, ketchup, mustard, etc)

### **Cafeteria expectations:**

- Students will walk to their designated table and/or seat and sit down.
- Students will use quiet voices when talking in the cafeteria.
- Students will keep hands, feet, and objects to themselves.
- Students will stay in their seats and raise their hands to get help.
- Students will use good manners.
- Students will not bring toys to the cafeteria.
- Students will make sure their eating space is clean for the next class.
- Students will exit the cafeteria quietly.
- Students will leave all food and eating materials inside the cafeteria. No food or drink may be removed from the cafeteria.
- Everyone will treat others with dignity and respect.

### **Encouragement procedures:**

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

### **Consequences for infractions:**

- When a student misbehaves, calmly and consistently implement the most
- Appropriate consequence. (Misbehavior is an opportunity to instruct appropriate behavior.) All staff is responsible for correcting any misbehavior they see.
- Verbal reprimand
- Positive practice—Have the student try it again.
- Misbehavior in line—Have the student go to the end of the line.
- Misbehavior at table
  - Verbal reprimand
  - Assigned seating

- Time out seating

Use office referral only for physically dangerous behavior, illegal behavior or for overt insubordination.

### **Supervision responsibilities:**

- There will be at least one teacher's aide and one teacher on duty in the cafeteria.
- The teacher aide will circulate throughout the cafeteria, interacting with students in a friendly manner.
- If a student violates a rule, the teacher aide and/or teacher on duty will use a firm, respectful signing manner to instruct the student in appropriate behavior.
- For repeat infractions, the monitor will implement the most appropriate consequence.
- If the student refuses to follow directions or argues, the student will be calmly told that he/she can choose to follow directions or be referred to the office for insubordination.
- If the student refuses to go to the office, inform the principal.
- If students are finished eating, they may go outside IF the lunch duty teacher is willing, there is someone left to watch the remaining students in the cafeteria, the weather is good and the person staying in the cafeteria is aware of who is leaving the cafeteria.
- Teachers and staff who are on lunch duty will eat free. The principal will provide the cafeteria supervisor with a list of who is supervising students.

### **Incident Reports**

Staff members shall be filled out and turned in to the principal in a timely manner. Information contained in the incident should be

### **Political Activities of Employees**

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

### **Personal Belongings**

We want OSD to have a comfortable atmosphere, and as such folks will want to bring personal items to make their space more familiar or special. Please note that while it is permissible to bring any item (within legal regulations) desired to OSD, the school is not responsible for its security. Please remember to respect others' property and wishes regarding their property.

### **Professional Growth**

Professional growth and development is a priority at OSD for all of its staff members. Staff meetings are viewed as an opportunity to share information and to continue learning. All employees are expected to attend staff meetings and are responsible for all information disseminated. A designated day/time will be set at the beginning of each school year, and should be reserved for those days. At times, there will be appointments or other obligations that will come up and require an absence from a staff meeting. This must be excused by the director and will be on a case by case basis. Regardless of the reason for an absence, staff is responsible for all information presented in the meeting.

### **Public Relations:**

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

Copies should be made of all outgoing letters and other correspondence and filed for future references.

All official public relations activities, such as media interviews, tours, should be referred to the superintendent and/or principal.

### **Reporting Suspected Child Abuse**

In accordance with Oklahoma law, teachers are required to report suspected cases of physical abuse or neglect involving students to the county office of the Department of Human Services. The board of education fully supports that requirement and has established this policy to facilitate such reporting.

Every teacher, support person, or other employee of this school district shall report any suspected physical, mental, or sexual abuse or neglect of any school student to the Department of Human Services by telephone followed by a written report. The employee shall also inform the building principal who will forward the written report to the superintendent.

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

### **Visitors to the School**

The school always welcomes the active interest of parents and citizens in the school and invites the community to visit. However, since school is a place of work and learning, certain limitations must be set on visitations and on visitors. All visitors must report to the business office in Long Hall to receive a visitor's pass. Anyone who is not a regular staff member, student, or school approved volunteer must report to the business office and sign in on the visitor's log. Parents and/or community members wishing to observe a classroom while the schools in session are requested to arrange such visits in advance with the teacher and principal so that class disruptions are minimized. Teachers are not expected to take class time to discuss individual matters with visitors.

### **Visitors – College Students**

From time to time there will be pre-arranged college students who are interns and/or observers. Those college students will be assigned to visit and/or intern in teacher's classrooms by the principal and/or superintendent. No college student shall visit or intern without prior approval from the principal and/or superintendent.

### **Procedures for the Classroom**

Lesson Plans, Copying, Videos, Attendance, Admission to Class, Releasing Students, Accidents, Fire Drill, Tornado Drill

### **Lesson Plans**

Lesson Plans should be prepared for one week in advance and a copy is due to the director by 8:00 AM on Monday morning (unless otherwise noted). A copy of the lesson plans should be kept in the classroom. If there are visitors (Director, or other building Principals, Assistant Principals, Director of Special Services or

Superintendent) to the class, the teacher will find it convenient to have the plans readily accessible for observation. Lesson Plans must be made for each class each day.

### **Necessary Components**

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

### **Grades/Progress Reports/Report cards**

It is wise to contact the parents if a student is doing failing work or is having difficulties at any time during the school year. Every OSD student is to receive a progress report on a quarterly basis. There is not always a lot of advanced notice, so teachers are strongly encouraged to keep grade reports up to date. At times, teachers may want to send reports for other reasons. Teachers are encouraged to contact parents for “Good” things, as well as concerns over poor choices. It is imperative that all communications with parents regarding a student’s academic program be documented.

Occasionally real problems arise at the close of a grading period when a student comes home with a failing grade and the parent has not been previously contacted. It is reasonable that parents be given some notice if a student is likely to fail, so that some effort could be made to avoid this. This is a protection for the teacher as well as the student.

Grades are reported by OSD teachers: Each individual teacher needs to report the grades for the classes he or she teaches. Grades should be entered into Power School weekly. At least one grade must be entered for each student by the end of the school day on Mondays. It is the teacher’s responsibility to make sure he or she is reporting the correct classes and grades.

Students who receive letter grades are based on the following scale:

Grading Scale:

90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
Below 59	F

Grades must be entered weekly into Power School/Power Teacher by 4:30 p.m. on Wednesday afternoons. Instructions for installing grades may be obtained from the student information technician that works with Power School.

All deficient grades will be reported on Wednesday. Deficient grades are a cumulative average of the current nine weeks. Teachers will write a deficiency slip on a student and turn it into the principal by 4:30 pm on Wednesday. Deficiency slips will be mailed to the parents so that parents may discuss the issue of deficient grades with their child.

A student-athlete/team member who receives a grade of “F” or two “D” grades on a scale of 0-100 in any course for a one week grading period may not practice and compete for the next week in any extra-curricular activities following the week in which the unacceptable grade was received. Students who become ineligible become eligible the following week if grades are up to par.

Whenever the grade report is available, the principal will send the Athletic Director, Dean of Students and other pertinent staff a list of ineligible student-athlete/team members.

## OSDFEE

### “Student of the Month Program”

The Oklahoma School for the Deaf Foundation for Excellence in Education Student of the Month Program will recognize and honor individual students who have excelled in the area of academics, leadership, and community service for all grade levels.

#### **Grade Levels**

Student of the Month should be highly selective honor, based on a documented history of student achievement. By including elementary, middle and high school students, candidates from all grade levels will be eligible for nomination.

This is great way to encourage our students to work hard and be the best they can be. This allows the school to reward the students for all their hard work and show them how proud we are of them.. Students picked for the month will receive an OSDFEE certificate, McDonald’s coupon and have their pictures placed in the local newspaper. (provided they are not on the media restricted list). In addition, the principal and/or superintendent will have lunch with the students of the month.

**There will be four students of the month. There will be one student from each of the following.**

1<sup>st</sup> – 3<sup>rd</sup>

4<sup>th</sup> – 6<sup>th</sup>

7<sup>th</sup> – 9<sup>th</sup>

10<sup>th</sup> – 12<sup>th</sup>

**Students who meet criteria listed for their grade level may be nominated for Student of the Month:**

- Students who has been working to his/her potential
- Student who has had no office visits for the month
- Student who exhibits good character
- Student who is honest
- Student who is respectful to all adults and fellow students
- No missing work
- Exceptional contribution to class or academic improvement in class
- No discipline notices for the month
- Perfect attendance for the month

#### **Student Criteria Summary for Parents and Students:**

The following explanation of the criteria is intended to provide both the parent and student the expected standards to be achieved in order to be considered for selection.

#### **Citizenship**

The citizenship of a student is demonstrated by excellent behavior in class and on the school grounds and respected for others in the classroom by not speaking out unless called upon. No placement in ISS for the month.

**Responsibility**

All assignments are completed on time to the best of the student’s ability. The appropriate school supplies are available when needed. All signed papers, books, monies, etc., are brought to class on time and when required.

**Academic Performance**

The student demonstrates excellent academic performance when the best that the student can do is achieved in every academic endeavor. The highest grade in the class is not required but the best grade and effort attainable by the student is required. The student must not be on the D/F list for that month.

**Participation/Motivation**

The student is expected to participate in all class activities to the best of their ability. Contributing to class discussion and motivating others to participate is important. The student who demonstrates significant improvement and effort to erase prior poor conduct and/or grades is an excellent candidate for “Student of the month.”

**Procedures:**

The teachers of the four categories will each nominate one student. The nomination ballots must be turned in to Kathy Stroyick. The student with the most votes will become student of the month. The principal will provide the Student of the Month Committee with a tally of the names of student and names of students named student of the month. During assemblies, the Student of the Month will be presented by an OSDFEE member last as the highest earning honor.

**Student of the Year:**

Students who become Student of the Month become eligible to obtain the Student of the Year award. Eligible students must write a letter to the Principal and committee stating why they should be chosen as Student of the Year. Students chosen as student of the year will receive a certificate, Wal-mart gift card and picture in the newspaper.

Sample Ballot:

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

Grade: \_\_\_\_\_

Reason for nomination: \_\_\_\_\_

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

**LIBRARY**

The library is located on the third floor of the school and is open to serve students during normal school hours. The Library is designed to encourage students’ love of reading and to serve as an information center. Materials can be checked out for a two week period. Overdue notices will be sent to students if books are not returned on time. If books are late beyond that, parents are notified and encouraged to help locate them. Students are financially responsible for lost or damaged library books. The Library sponsors two annual book fair and poster sales. The Library is fully automated to include a computerized check-out system and card catalog.

## **HEARING AIDS / COCHLEAR IMPLANTS**

HA/CI's should be in working condition and will be checked periodically by teachers. The Hearing Aid checklist and repair form should be completed weekly by the 1<sup>st</sup>

## **BULLYING**

Senate Bill 992, The School Bullying Prevention Act, passed in 2002 provides a comprehensive approach of the schools of this state to create an environment free of unnecessary disruption, which is conducive to the learning process by implementing policies for the prevention, of harassment, intimidation, and bullying. Bullying is the exploitation of a less powerful person, by someone taking an unfair advantage that is repeated over time, and has a negative effect on the victim. The seriousness depends on the harm to the victim and the frequency. Students who engage in bullying behavior will be disciplined.

A Discipline Committee Meeting will be the process by which bullying is determined and the consequences decided to confirm and coexist with the Legislatures desire.

## **DISCIPLINE**

Teachers make every effort to prevent discipline problems before they happen, but children cannot be perfect every day. Teachers use age – appropriate methods in the classroom to maintain a safe, orderly and effective learning environment. More severe events will be handled in accordance to the OSD procedures. Extreme incidents, such as bullying, fighting, alcohol/drug use or possession, or bringing weapons to school may result in suspension as outlined in the OSD student handbooks, and referred to the Discipline Committee. Parents will also receive a copy of the appropriate handbook, and should familiarize themselves with their rules as well. Suspensions or expulsions, if necessary, will be conducted following the OSD procedures. Corporal punishment is not used at OSD. Students may be sent to IN School Suspension (ISS) if warranted. Requests for placement in ISS must go through the principal. Teachers should be thoroughly familiar with the discipline procedures outlined in the student handbook.

If students are referred to the office, an incident report detailing information about why students are being referred must be completed and sent to the office.

## **ALCOHOL, DRUG, CHEMICAL ABUSE**

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

1. Contains **ketene, aldehyde**, organize acetones, ether, chlorinated hydrocarbons, (e.g. gasoline, glue, fingernail polish, white-out, etc.) or some other solvent releasing toxic vapors.
2. Causes or can cause conditions of intoxications, inebriation, excitement, elation, stupefaction, paralysis, irrationality, dulling of the brain or nervous system, or otherwise change, distorts or disturbs the eyesight, thinking process, judgment, balance or coordination of an individual.
3. Whenever it appears to any public school teacher that a student may be under the influence of non-intoxicating beverages as defined in Section 163.2 of Title 37 of the Oklahoma Statutes, alcohol beverages as defined in Section 506 of Title 37 of the Oklahoma Statutes, or a controlled dangerous substance as defined in Section 2-101 of Title 63 of the Oklahoma Statutes, that teacher shall report the matter, upon recognition, to the school principal or his/her designee.
4. If student is found to be under the influence, the principal or designees shall immediately notify the superintendent of schools or designee, and a parent of legal guardian of the student of the matter.

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

## **TABACCO FREE CAMPUS**

In an effort to provide a healthy environment for our students, staff and citizens and to set the proper example for our students, the use of all tobacco products (i.e. cigarettes, cigars, pipes and spit tobacco) is prohibited on OSD grounds, property, buildings and vehicles. OSD property is anywhere inside the fence surrounding the campus.

This regulation applies to all employees of OSD, students, and visitors. This regulation also applies to all public school functions (ballgames, concerts, etc.) and any outside agency using OSD facilities, including the stadium, gym and student union. This regulation is in effect 24 hours per day, seven days per week.

## **SEARCHING STUDENTS**

Students may be searched with reasonable suspicion and can be detained if it is determined that the student possesses items that are illegal or against school policy. If teachers or staff suspect students possess illegal substance, notify the principal, superintendent, or other administrative team member. Inappropriate physical contact between students is strictly discouraged. This includes hitting, kicking, pinching, biting, and other types of roughhousing. Public display of affection should also be discouraged at school in relation to the student's age. We understand that little ones enjoy hugging, but it is less acceptable with older students. We will work with the students to help them develop age – appropriate ways to display affection, such as shaking hands. Don't worry, we still love hugs from little arms too – we will work on the ole "there's a proper time and place for everything."

The following apply to PDA between students:

- PDA shall be limited to holding hands.
- Any touching (other than holding hands) will result in students being separated and warned.

The third (3<sup>rd</sup>) incident a student is warned, all PDA privileges will be revoked.

## **STAFF INTERACTIONS WITH STUDENTS**

All staff at OSD, including full and part time employees, contractual staff, education staff, students, and volunteers will maintain professional interactions with students that promote the dignity and self –worth of the individuals and maintain objectivity and professional roles and responsibilities. Each OSD staff member will uphold ethical standards when working with students and their families.

### **Verbal Interventions**

- Staff members engage in positive and educational and therapeutic interventions with children.
- Staff members will encourage professional relationships with children and adolescents that are in accordance with their position or professional role.
- All students are treated in a fair and equal manner. Each student has equal opportunities to earn privileges or rewards.

### **Physical Interventions**

- Physical interventions with children and adolescents are permitted under two circumstances:
  1. Pats on the back, shoulder or arms to get a child's attention to reinforce, support and encourage the success of the child.

2. Physical restraint in emergency situations consistent with policies and procedures on physical restraint only.
3. Other uses of physical restraint are not permitted.
4. Sexual contact is prohibited.

### **SEXUAL HARASSMENT BETWEEN STUDENTS**

Sexual harassment is defined as any unwelcome sexual comment, gesture, touch, joke or rumor which the recipient finds personally offensive. Grabbing and/or pinching in a sexual way are prohibited.

Any students, who believe they have been sexually harassed or a parent who believes their child has been harassed, may file an oral or written complaint with the principal. The complaint will be investigated promptly and confidentially and the district's discipline policy will be followed.

Retaliation in any form against any person who has filed a complaint relating to sexual harassment is prohibited. Retaliation may be grounds for disciplinary action including removal from school.

### **SEXUAL HARASSMENT BETWEEN STAFF**

OSD follows the DRS sexual harassment policy regarding its adult employees.

### **DRESS CODE FOR STUDENTS**

OSD has reason for great pride in the appearance of its student body. It is in the best interest of all concerned that such pride should be maintained. It is hoped that parents and students will use mature judgment and good taste in complying with these minimal restrictions.

Grooming and dress at OSD must not constitute a distraction or interfere with the educational opportunities of students.

- All students will be fully clothed, clean and well groomed.
- All students shall wear footwear at all times.
- Head gear, such as hats, caps, bandannas, sunglasses and stocking caps are not to be worn at school. Extreme hair color is forbidden except as part of a school sponsored activity, such as spirit week.
- No halter tops, bare midriffs, off the shoulder tops, tube tops, spaghetti straps, backless or partial backless garments, tank tops, exposed underwear, outer garments that look like underwear, muscle shirts, and mesh shirts without a T-shirt underneath. Sleeveless shirts must be as wide as a dollar bill across the shoulder.
- Apparel that is too tight, too loose, too sheer, too short, or too revealing, including tops, miniskirts, short shorts, skirts with slits, and low cut clothes, including attire that expose the chest or breasts is prohibited. Short should be no more than 6 inches (length of a dollar bill) above the knee, and skirts should be no more than 2 inches (length of a dollar bill) above the knee. No jeans, pants, or other clothing with holes will be allowed. No tears or rips above the knee will be allowed and patches must be on top of the hole not underneath.
- Mini-skirts with leggings should not be shorter than 6 inches (length of a dollar bill) above the knee.

- Apparel or accessories with offensive or suggestive slogans or logos that pertain to immorality, vulgarity, obscenity, nudity, or promotion of violence, and/or gang cult activity are prohibited.
- Bike or animal chains or spikes are prohibited.
- Students may not wear clothing or accessories that display symbols, pictures, lettering or numbering that is profane, vulgar, repulsive or obscene or that advertises or promotes dangerous weapons, tobacco, alcoholic beverages, low point beer illegal chemical substances, drug related items or activities that are illegal for the general population or for minors.
- Ear rings, rings, bracelets and necklaces may be worn. However, jewelry that has spikes or other forms of metal that could be a safety issue are not permitted. Jewelry or other objects that are connected to the nose, tongue, lip, eyebrow, navel, or other body part that may be deemed a safety issue are not permitted.
- Earrings (in the ear) are the only form of piercings allowed.

IF a bona fide religious belief or health needs a student conflicts with the school dress code, reasonable accommodation shall be provided. Any students desiring accommodation shall notify the school principal in writing of the requested accommodation and the factual **basic** for the request.

### **Staff Sponsored School Activities**

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

1. All organizational funds are to be deposited in an account kept by the student finance officer.
2. Receipts will be issued for all deposited fund to the organization treasurer, who will give these receipts to the organization sponsor immediately.
3. For each organization to withdraw funds from their account, the adult sponsor(s), who are responsible for exercising good judgment in the use of funds for worthy projects, must write a note giving permission for the student finance officer to issue a specified amount of money to the treasurer of the organization (to help assure proper accounting of all organizational funds).
4. In all matters of business involving organizational funds, accuracy is a must—each person responsible for record-keeping must be ready to have his/her books audited at any time.
5. The student finance officer will be given a list of names of the organization’s student officers and adult sponsors.

### **SUPPLEMENTAL MATERIALS PURCHASED BY STUDENTS**

Supplemental materials purchased by students should be kept to a minimum. Should a teacher wish to use such materials, the principal should be consulted before ordering such materials. Every effort will be made to use other sources first.

### **Use of Video Tapes**

The showing of videos in the classroom is discouraged unless it serves a valuable purpose to improve or to reinforce learning. Video and movie productions rated other than “G” will not be shown to students. In cases where a video or a movie may be rated higher than “G” and the teacher feels the movie is appropriate for showing, the principal must approve the video. Parents should be provided the option of having their child excluded from viewing the video if they so desire. The principal will provide a procedure for which this can be accomplished. All movie and video productions should be related to the objectives of the class and

approved by the principal. In any case, videos should be used only sparingly. Entire videos will **not** be shown in class. The portion to be used should be included in your lesson plan as well as the standard it will address and how the standard will be assessed.

**Policy:** If you plan to use a video that is not owned by the Oklahoma School for the Deaf or is not part of the Deaf Captioned Media Program, make sure that you are not in violation of copyright law. If you have any questions regarding copyright policy, check with

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

## **Teacher Daily Attendance Records**

1. **Attendance Book.** Each teacher will be provided with a class attendance record book in which to maintain accurate attendance records each day. Although class attendance will be entered into the computer, teachers **must** keep an accurate written record of students' attendance. The following symbols should be used in accordance with the attendance office reports:

U	Absent	O	Out of School Suspension
E	Excused Absence	I	In School Suspension
M	Doctor's Excused Absence	H	Homebound
U	Unexcused Absence	A	School Activity
T	Tardy		

The teacher's attendance book is the official record of students' attendance. Teachers should use the codes above to indicate the status of student absences.

**Very Important:** Teachers should compare their attendance book records to "period attendance" in Class on a weekly basis. If there is any discrepancy between your written records and the entries in "period attendance," please see Mrs. Judy Hensley or Linda Beavert.

## **Attendance Procedures for Substitute Teachers**

1. Substitute teachers will not have access to your computer or Class.
2. Substitutes will report absences only on the absentee slips.
3. To distinguish a substitute's absentee report from a regular teacher's report, we are providing each teacher with a supply of green absentee slips for substitute use only. The substitute will leave on the teacher's desk. .
4. Teachers must leave specific instructions for substitutes to ensure that attendance is entered during their absence.
5. Substitute teachers should send the green slip to the attendance office each day to be certain that the attendance secretary enters any absences.
6. The substitute must send the green slip even if there are no absences.

## **Admission to Class**

Students who arrive at school after the bell has sounded at 8:00 a.m. must report to the Principal's Office to sign in and receive an admit slip. Students are not to be admitted to class after 8:00 a.m. unless they have an admit slip.

Teachers will have to check the Daily Absentee Report in Power School to see which of his/her students were marked absent in 1<sup>st</sup> block. Teachers will follow these procedures:

1. Check the Daily Attendance Report as soon as possible after receiving it to determine which of your students were marked absent.
2. Do not admit a student who is on the Daily Absentee Report unless he/she has an admit slip.
3. Send the student to the principal's office if his/her name is on the Daily Absentee Report and if he/she does not have an admit slip
4. A student returning to school from homebound instruction must have an admit slip from attendance.

### **Releasing Students from Class**

Students should only be released from class to go to the principal's office, the student health center or the guidance office for legitimate purposes. Students should be released to go to the restroom only when necessary. Discourage repeated use of the restroom unless a note from the principal or physician is presented by the student. Students must have a pass to go from one place to another during class time.

### **Dismissal of classes**

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

### **Students leaving campus during class**

No student is to leave school without permission (either by personal phone call or in writing) of the parent or guardian. Students will only be released to those specified parents or guardians as noted on the enrollment form, phone call or in writing.

### **PASSES**

Students are to be in class during all class times. Students need a pass to be outside the class during class time. A student should not be in the school building, vocational building, Student Health center, etc., after hours without a pass from his/her DCS or teacher.

Inner School Travel Slips are to be given to the student as a pass if a student is late coming to class, he/she must obtain a pass from the principal's office. If a student becomes ill and needs to go to the Student Health Center, he/she must have a pass.

Only in cases of emergency may a student go to the dorm during school hours. The student may get a Dorm Pass in the Principal's office. All students, including Honor Dorm, must have a pass from the DCS on duty during after school hours and are to sign in and out with their location.

### **LEAVING CLASSES UNATTENDED/SUPERVISION OF STUDENTS**

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

Students, regardless of their age, will NEVER be left unattended at any time during the school day, or at other times when students are under the assigned supervision of teachers/staff.

Teachers should never leave their classes unattended. If however, in an emergency, the teacher should have to leave for a few minutes, the teacher must have someone (a fellow teacher or aide near the teacher's classroom) to check on the students or notify the principal's office

### **Teachers Leaving the Campus**

If a staff member leaves the campus before the end of his/her workday, a request should be made to the principal and the sign out sheet must reflect the correct time of work absence. The sign out sheet will be found in the school secretary's office. It is recognized that teachers may need to complete the occasional errand in town. Please attempt to limit these errands to planning periods and notify the office of your absence from campus.

### **Reporting of Accidents**

It is the responsibility of each teacher to help prevent accidents or injuries. However, if an accident or sudden illness should occur, the Principal and Student Health Center must be notified immediately. The office will be responsible for notifying parents and/or, if necessary, arranging transportation to a doctor or hospital.

A written report must be made to the office as soon as possible. An Accident Report Form can be obtained from the office.

### **Fire Drill**

The fire alarm consists of continual blasts of the fire buzzer. In case of fire, the procedures below should be followed. Please read and be familiar with these instructions before a problem exists.

- Students will leave the classrooms and building by the appropriate exit in an orderly manner.
- Teacher should close window, turn off lights, and close the door.
- Students are to walk swiftly and quietly in single file.
- There should be no talking and running indoors and outside.
- Silence must be observed so the teacher can call roll and give instruction in the event that they are needed. (Please take roll book with you.)
- Take students a safe distance away from the buildings. The minimum distance should be 90 feet, but more distance is desirable. Students should be taken to the cafeteria if the cafeteria is not the building of concern.
- When instructions are given to return to the building, students will return to their classroom in single file by the same route they left the buildings.

### **Tornado Drill**

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

In case of a tornado alert or other disaster, teacher and students will be alerted by continuous blasts on the air horn.

In case of a tornado, all students in all buildings should move to the inside walls that appear to be best protected from flying glass or debris. They should sit close together and remain quiet. Exposed portions of their bodies, particularly their faces, should be covered.

When students are in hallways during a tornado drill or warning, they should be instructed to respond to a specific command to assume protective postures, facing interior walls, when the danger is imminent. Such a command might be, "Everybody down! Crouch on elbows and knees! Hands over back of head!"

Students in the gym should move to an inner hallway bordering the old building and the gym complex and assume the protective position.

Specific staff members are assigned to watch during an alert.

Please remember to take cover, stay calm, be quiet, and wait for additional information that might be delivered by one of the administrators.

## **ADMISSIONS**

Contact the Student Assessment Center. Traci Prince, 580 622 4931

## **CALENDAR**

OSD has a school calendar which has been approved by the Superintendent and the DRS. Look on the back of the handbook and you will find the 2011-2012 School Calendar.

## **Work Day**

Teacher hours will be set according to contract guidelines and will be noted on the master schedule. The teacher work day will be 7:45 a.m. – 4:30 p.m. Monday through Thursdays. There is no school on most Fridays, with a few exceptions. Refer to the school calendar for exact dates for when school is in session.

## **Procedures for Teacher Absences**

*Teacher Absences, Substitute Information, OSD Leave Policy*

### **Teacher Absences**

It is strongly recommended that the teacher contact the principal or school secretary as soon as possible when he/she realizes that an absence is necessary. Calls should be made between 6:00-6:30 a.m. and no later than 11:00 p.m. Except for extreme emergencies the principal should be notified the day before but at least prior to 7 a.m. on the day of the absence.

### **Substitute Teacher's Information**

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

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

Lesson plans, class rolls, and other pertinent information should be left for the substitute in the teacher's box.

### **OSD Leave Regulations**

All personnel employed for nine months will receive twelve days sick leave yearly. Of these twelve days, five may be used for personal leave with no more than three consecutive days of personal leave. Unused leave is cumulative to 150 days; this accrued leave is to be used only for documented illness or as approved by the OSD superintendent.

Personnel employed for more than 190 days will receive unencumbered leave as follows:

10 months	12 ½ days
11 months	13 ¾ days

12 months

15 days

Leave for the year will be granted on the first day that the employee reports to work. In no event will such leave be in excess of that earnable during the current school year. In the event of termination of employment before the end of the year, leave will be prorated for that year; and, the daily rate of compensation of the employee will be deducted from the final check for absences beyond the earned prorated amount.

An employee sustaining an employment injury or disease shall have the option to be granted leave to the extent of his/her accumulated total regardless of whether or not the disabling condition is compensable

under the Workers' Compensation Act. If, in such cases, leave is granted and if, compensation is awarded to the employee by the Industrial Commission for salary or wages lost during such leave period, the OSD shall be reimbursed in the amount of compensation payable by the OSD; and leave credit shall be restored in proportion to the amount of reimbursement to the OSD.

Leave shall accrue to an employee in a leave with pay stat provided he/she returns to duty on schedule. However, leave will not accrue to an employee on terminal leave or on leave without pay. If an employee leaves and returns within three years, he/she may bring forward his/her accumulated leave.

Special cases that arise due to emergencies that are not covered by the above provisions may be submitted to the OSD superintendent for consideration.

Approved by the Dillon County Board of Education; July 23, 1996

## **Standards of Performance and Conduct for Teachers**

Lost Books, Damaged Books, Deposits on Books, Procedures for Issuing/Turning in Textbooks for Teachers, Procedures for Issuing Textbooks to Students, Textbooks and Prices

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

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

### **Senior Class Sponsors**

Senior sponsorship entails encouraging and guiding the students into development of responsibility in organizing and preface of things to come when he graduates.

1. Meet with class with in the first few weeks of school. Elect a president, vice-president, secretary and treasurer.
2. Keep a record of all transactions and file a monthly financial statement and minutes of meetings with principal: correlate financial records with the class treasurer.
3. Aid student in preparing for senior portraits and handle all the necessary book work.
4. Aid students in selection of announcements and handle all necessary book work.
5. Guide students in selection of a goal for a senior trip and planning activities to meet that goal.
6. Assist students in determination and selection of a gift to be presented to the school by the class.

Organize and facilitate the commencement speaker, with students planning program, fitting gowns, ordering caps and tassel, etc.

### **Junior Class Sponsors**

Junior Class sponsorship entails guiding and encouraging students in making responsible decisions in handling and organizing their own affairs. It should be learning situation in which the students themselves have the latitude of making their own decisions with sponsors facilitating and channeling their efforts to their best interests. It is advised that monies earned to be carried with the class at the end of the year to finance their senior trip.

1. Meet with class within the first few weeks of school. Elect a president, vice-president, secretary, and treasurer.
2. Keep a record of all transactions and file a monthly financial statement and minutes of meetings with the principal; correlate financial records with the class treasurer.
3. Aid students in fitting and ordering rings.
4. Guide and facilitate students in selection of a Junior-Senior Banquet and Prom theme. Coordinate with sophomores as far as duties and costumes. Make necessary arrangements for entertainment and ticket sales.
5. Aid students in planning and implementing two fund-raising projects (of students deem necessary).

### **Sophomore Class Sponsors**

1. Meet with class within the first few weeks of school. Elect a president, vice-president, secretary and treasurer.
2. Keep a record of all transactions and file a monthly financial statement and minutes of meetings with the principal; correlate financial records with the class treasurer.
3. Work in conjunction with the Junior Class, serving at Junior-Senior Banquet.
4. Aid students in planning and implementing one fund-raising project (if students deem necessary).
5. It is advised that monies earned be carried with the class from year to year to help finance their sponsor trip.

### **Freshman Class Sponsors**

1. Meet with the class within the first few weeks of school. Elect a president, vice-president, secretary and treasurer.
2. Keep record of all transactions and file a monthly financial statement and minutes of meetings with the principal; correlate financial records with the class treasurer.
3. Aid students in planning and implementing one fund-raising project (if students deem necessary).

It is advised that monies earned be carried with the class from year to year to help finance their senior trip

### **All Other Organizations**

1. Meet with organization within the first few weeks of school. Elect a president, vice-president, secretary and treasurer.
2. Keep a record of all transactions and file a monthly financial statement and minutes of meetings with the principal; correlate financial records with the class treasurer.
3. Aid students in planning and implementing one fund-raising project. (if students deem necessary).
4. It is advised that monies earned be carried with the class from year to year to help finance their senior trip.

## **SAFE CALL**

The Oklahoma Department of Education Superintendent, Janet Barenski, sponsors, "Safe Call." You may call this hotline if you know of any activities that threatens any school. The call is free and you do not have to give your name.

**1-877-DAFECAL (L), ext. OK 1**

## **RECORDS AND CONFIDENTIALITY**

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

## **Principle I**

### **Commitment To The Students**

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

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

- Shall not unreasonably restrain the student from independent action in the pursuit of learning.
- Shall not unreasonable deny the student access to varying points of view.
- Shall not deliberately suppress or distort subject matter relevant to the student's progress.
- Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety.
- Shall not intentionally expose the student to embarrassment or disparagement.

Shall not on the basis of race, color, creed, sex, national origin, marital status, political or religious beliefs, family, social or cultural background, or sexual orientation, unfairly exclude any student from participation in any program.

- Deny benefits to any students.
- Grant any advantage to any student.
- Shall not use professional relationships with students for private advantage.
- Shall not disclose information about students obtained in the course of professional service, unless disclosure serves a compelling professional purpose and is permitted by law or is required by law.

## **Principle II**

### **Commitment to the Profession**

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

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

preventing the practice of the profession by unqualified persons.

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

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

### **Principle III**

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

- Willful neglect of duty
- Repeated negligence in performance of duty.
- Mental or physical abuse to a child.
- Incompetency.
- Instructional ineffectiveness.
- Unsatisfactory teaching performance.
- Any reason involving moral turpitude.
- A teacher convicted of a felony shall be dismissed or not reemployed unless a presidential or gubernatorial pardon has been issued.
- A teacher may be dismissed, refused employment, or not reemployed after a finding that such person engaged in criminal sexual activity or sexual misconduct that has impeded the effectiveness of the individual's performance of school duties:

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

### **Individual Education Plan Accountability**

As educator's we are responsible for implementing I.E.P.'s in the regular classroom with the assistance from Special Education teacher. Below are the statements regarding what the Policies and Procedures for Special Education in Oklahoma about IEP accountability.

It is the responsibility of the Local Educational Agency to provide special education and related services to a child with disabilities in accordance with an IEP. This does not require that teachers or others who implement the IEP are accountable if a child does not meet all the stated goals and objectives established on the IEP. However, teachers and Local Educational Agencies are responsible for making good faith efforts to assist the child in achieving these goals and objectives. Parents have the right to seek revisions in their child's

IEP and to access the complaint or due process hearing procedures established under Federal regulations if these efforts are not made.

Each teacher will be given a list of IEP meetings you are responsible for attending. The IEP Coordinator will continue to do the same duties of the IEP coordinator in the past. The IEP list is an attempt to eliminate confusion of who will go to which meetings and eliminate overburdening teachers with too many meetings.

### **Grading School Performance of Children with Disabilities**

It is the responsibility of the IEP team to ensure that the child's placement is appropriate to meet individual educational needs. Adaptations and supplementary aids and services in the regular educational curriculum must be addressed by the IEP team as necessary.

Any unique grading methods required to evaluate an individual child's progress must be determined by the IEP team. Parents should be informed of these methods and be aware of how the child is functioning and what progress is being made, rather than relying only on report card "grades".

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

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

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

- Shorten assignments
- Allow longer amounts of time to complete assignments
- Use open books during exams
- Allow student to go to lab during exams

These are just a few examples that could be included on student's IEP's. If you have any specific questions or concerns regarding IEP's, contact the IEP Coordinator.

In order to maintain IEP's that are in compliance with the law, the following are some guidelines:

- IEP's should be done online.
- Goals for each student must be completed 2 days prior to the IEP meeting. IEP meeting dates will be distributed monthly via email. Please ensure that the IEP coordinator has a valid email address that you check daily.
- Each teacher will be given a "case load" of IEPs to attend. This will help us know in advance who will be attending meetings and help ensure adequate class coverage for meeting times.
- IEPs must be updated quarterly.
- IEPs are printed and kept on the first floor of Read Hall. If you need to access the information, please go to Read Hall. The staffs there are friendly and willing to assist you as needed.

## **Evaluation Policy Statement**

The true purpose of evaluation is the improvement of instruction. The evaluation procedure is to determine areas of strengths and weaknesses and for employment decisions.

### **Evaluation Procedure**

The following procedure for summative evaluation as will be used:

- Certified administrators designated by the Supt. shall evaluate teachers.
- Within the first two weeks of school the designated administrator will hold a meeting to acquaint all teachers with the evaluation policies of OSD.
- Probationary teachers will be evaluated twice yearly. The first evaluation shall be completed prior to November 15 and the second shall be completed prior to February 10.
- Career teachers will be evaluated once each year prior to February 10. Career teachers may request an additional evaluation.
- Before completing the evaluation of the teacher, the evaluator will conduct at least one scheduled observation of not less than twenty minutes.
- The evaluator will provide feedback to the teacher within ten working days after each scheduled observation. An evaluation conference will be scheduled within twenty working days after the final observation, at which time a true copy of the evaluation report shall be presented to the teacher. If deficiencies are noted that could result in termination or no reemployment, the teacher will be provided a plan for improvement addressing the deficiencies as outlined in OSD Policy. If the plan for improvement is not provided at the evaluation conference, it will be developed by the evaluator and teacher within ten working days of the evaluation conference. The teacher will be allowed reasonable time to make such improvements, not to exceed two months.
- Within ten working days of the evaluation conference, the teacher may make a written response to the evaluation and said response shall be attached to the evaluation report.
- All evaluation reports and their responses thereto will become part of the record and will be maintained in the personnel file of the teacher.
- If the teacher feels that there has been as to him/her a violation, misinterpretation or misapplication of the provisions of this article he/she may file a grievance at Level I.

### **Summative Evaluation Criteria With Descriptors:**

#### **I. Teacher Management Indicators:**

- A. The teacher plans for delivery of the lesson relative to short-term and long-term objective.
  - Writes lesson plans that are compatible with the long-term academic goals of the school.
  - Ensures that lessons are designed in a clear, logical and sequential format.
  - Make sure that selected materials are available for use.
  - Plans for efficient use of time.
  - Ensures that lesson plans have continuity and are in proper sequence.
  - Has evidence of personal organization.
  - Uses information about individual students in planning developmentally appropriate activities.
  - Selects activities to meet individual and group needs.
  - Confers with the library media specialist to identify available materials or develop library related activities.
- B. The teacher uses minimum class time for non-instructional routines, thus maximizing time

on task....

- Begins lessons promptly. Avoids distractions and unnecessary delays during the lesson.
  - Ensures that purposeful time on task continues until the end of the period.
  - Uses maximum of 15% of the class time for non-instructional activities.
  - Uses a minimum of time for checking attendance, keeping student records, and attending to other routine matters.
- C. The teacher clearly defines expected behavior
- Actively monitors student conduct in the class.
  - Promotes self-discipline among students.
  - Constructively corrects disruptive behavior.
  - Uses positive reinforcement techniques to maintain appropriate behavior.
  - Encourages students to take responsibility for their own behavior.
  - Posts classroom rules and assures that rules are clearly defined and understood by students.
  - Manages discipline problems in accordance with administrative regulations and school board policies.
  - Focuses upon the student's behavior rather than personality.
- D. The teacher establishes rapport with students and provide a pleasant, safe and orderly climate conducive to learning.....
- Uses practices that convey a sense of importance.
  - Establishes a climate in which students are valued and respected.
  - Maintain a business-like atmosphere.
  - Maintains a classroom that is functional, orderly and attractive.
  - Reinforces learning efforts of students.
  - Displays a belief system that conveys the concept that all children can learn.

## II. Teacher Instructional Indicators:

- A. The teacher communicates the instructional objective to the student....
- Establishes the focus of the lesson.
  - Ensures that the school's academic goals are translated into common lesson objectives.
  - Communicates learning objectives in a logical way.
  - Ensures that the lesson's objectives reflect the readiness of the students.
- B. The teacher shows how the present topic is related to those topics that have been taught or that will be taught.....
- Reviews the learning objectives relative to prior learning.
  - Helps students recall the most important concepts of previous learning.
  - Relates prior learning to what is to be learned.
  - Shows the relationship between today's lesson objectives and the long-range unit objective.
- C. The teacher relates subject topics to existing student experiences.....
- Associates learning objectives with the students' experiences.
  - Uses factors for transfer by showing similarities to students' experiences.
  - Explains subject-topic relationships that are current or anticipated.
  - Use current happening to relate objectives.
  - Uses newspapers, magazines, and other material to relate objectives to the students'

- world of experiences.
  - Conveys the importance of the lesson; says “why” we are doing things.
- D. The teacher uses signaled responses, questioning techniques and/or guided practice to involve all students.....
  - Uses appropriate questioning techniques to assure that all students expect to be called upon to respond to questions.
  - Works with individual students.
  - Plans questions for specific students resulting in correct learner responses.
  - Assesses student learning during the presentation of the lesson to involve all students.
  - Uses seating charts or other methods to assure that all students have been involved.
  - Responds to student questions in an accepting manner.
  - Uses reinforcement techniques.
  - Gives students time to respond to questions – “think” time or “wait” time.
- E. The teacher teaches the objective through a variety of methods.....
  - Conducts the lesson using a variety of teaching methods that reinforce the learning objectives.
  - Uses a variety of audio and visual media, materials, and/or equipment to teach the objectives.
  - Structures the presentation to enhance learning, divides complex tasks into steps.
  - Provides concrete learning experiences.
  - Emphasizes the importance of the concepts being taught.
  - Presents ideas logically.
  - Uses a variety of methods to involve students with content and to accommodate different learning styles.
  - Presents with clarity.
- F. The teacher gives directions that are clearly stated and related to the learning objectives.....
  - States directions clearly on how to proceed in the lesson material.
  - Gives clear directions on what to do in the lesson.
  - Gives clear directions about the use of equipment, materials, text and other resources to be used in the learning process.
  - Explains organization related to content.
  - Explains group and/or individual assignments clearly.
- G. The teacher demonstrates desired skills.....
  - Verbalizes the content to be learned in clear and understandable terms.
  - Uses versatility in the demonstration process.
  - Reinforces learning objectives through modeling.
  - Uses objects as well as printed matter to demonstrate lesson objective.
- H. The teacher checks to determine if students are progressing toward stated objectives.
  - Checks students’ level of progress in relation to learning objectives.
  - Checks for comprehension through questioning.
  - Encourages students to elaborate on responses.

- Checks for students' ability to apply concepts of skills learned.
  - Checks for understanding at higher levels of learning “how” and “why” of the answer.
  - Provides feedback on student work.
  - Uses student activity and preparation to check and analyze student progress.
- I. The teacher changes instruction on the results of monitoring.....
- Changes teaching techniques as required by the situation.
  - Stimulates critical thinking, creativity, decision making, and higher order thinking skills.
  - Adjusts instruction to lower order thinking skills, if needed.
  - Strives for high level of mastery of essential skills.
  - Accommodates different learning rates.
  - Uses a variety of techniques to measure the types of adjustments needed.
- J. The teacher requires all students to practice newly learned skills while under the direct supervision of the teacher.....
- Moves around the classroom to assist individual students as they practice.
  - Provide students with immediate feedback.
  - Encourages individual students to ask questions.
  - Groups students according to practice needs.
  - Reminds students that work will be checked
- K. The teacher requires students to practice newly learned skills without the direct supervision of the teacher.....
- Sets and maintain clear and reasonable independent work standards and due dates.
  - Provides practice of new skills without supervision after guided practices.
  - Checks independent work and provides feedback.
- L. The teacher summarizes and fits into context what has been taught.....
- Summarizes the lesson.
  - Ties the current lesson to yesterdays, today and/or tomorrows.
  - Places the lesson in perspective.
  - Uses the last minutes productively to close the lesson.  
Uses review, feedback, and/or homework assignment as closure techniques

### III. **Teacher Product Indicators:**

- A. The teacher writes daily lesson plans designed to achieve the identified objectives.
- Describes techniques and methods to be used to teach the lesson.
  - States expected minimum mastery of the lesson objectives.
  - Shows how the lesson objectives are consistent with the district's or school's objectives and mission.
  - Designs lessons in a clear, logical, sequential format.
  - Has a variety of evaluation activities.
  - Describes lesson activities in clear terms.
- B. The teacher maintains a written record of student progress.....
- Records are kept on student mastery of learning objectives.
  - Records are clear, neat and accurate.

- Records indicate need for additional learning.
  - Records do not include any unfounded student information.
  - Records of student progress are up-to-date.
- C. The teacher utilizes grading patterns that are fairly administered and based on Identified criteria.....
- The basis for determining grades is the level of mastery of learning objectives.
  - The items on which students are graded relate to the school's goals.
  - Students have had an equal opportunity to participate in the learning process.
  - No subgroup of the student population is greater at the low end of the mastery scale than other subgroups.
- D. Students demonstrate mastery of the stated objective through projects, daily assignments, performances and test scores.....
- A high level of mastery of the essential skills of the lesson is demonstrated by all the students.
  - Percentages of students achieving mastery of the essential skills of the lesson are distributed evenly over all subgroups.
  - Students demonstrate mastery of the essential skills of the lesson in a variety of ways other than written tests.
  - Student's progress is shown in other performance areas such as school attendance, independent practices, and attention to mastery.

**Professional Indicators:**

- E. The teacher exhibits characteristics that are indicative of professional behavior....
- Explores and evaluates alternative teaching approaches.
  - Is punctual.
  - Strives to accept constructive criticism.
  - Exhibits initiative and self-reliance.
  - Strives to meet frustration with self-control.
- F. The teacher communicates with parents and the community in a professional manner.
- Avoids inappropriate discussion of student and school matters.
  - Communicates with candor and honesty.
  - Is tactful.
- G. The teacher complies with school and board policies.
- H. The teacher is accurate and prompt with records and reports.
- I. The teacher supports his/her schools and district's programs and activities....
- Carries out fair share of voluntary activities.
  - Promotes a positive image of their school and the district. (However, it should be noted that honest disagreement should not be interpreted as the promotion of a negative image.)
- J. The teacher strives to work cooperatively with other school personnel....
- Accepts and fulfills a fair share of out-of-class responsibilities.

- Provides input and information for use in-group decisions.
- Displays discretion and consideration in discussions and interactions with colleagues.

## **Procedures for Collection of Money and Purchasing**

Receipt Book and Money, Requisition Forms, Educational Travel

### **Receipt Book and Money**

All monies turned in to the bookkeeper must first be receipted in a Master Receipt Book. Each receipt book contains 100 pre-numbered, duplicate records. You are responsible for the book issued to you until it is turned in to the bookkeeper. Take every precaution to assure it is not lost or stolen. The receipt book and the money must be turned in to the bookkeeper at the same time. This applies to all clubs, athletic groups, and teachers. All receipt books must be turned in at the end of the year.

### **When writing receipts:**

Be sure that the hard paper is after the yellow copy in the receipt book.

Always write in ink on the white copy. Sign, do not initial the receipt.

Be certain the first name, middle initial, and last name of the student are on the receipt.

The white copy goes to the student.

Do not fill in any part of a receipt prior to the time you collect money from an individual.

Make sure checks are made payable to OSD. Each check must have the student's name written on it. (In the event the check is not good, it will be easier to identify and collect.)

When any error is made on a receipt, it should be voided and a new one issued. When a receipt is voided, the original must remain in the book and the word "VOID" must be written across both the original and the duplicate. If the original has been torn out, fasten it back in place securely over the duplicate. Do not destroy, tear out, cut out, or in any way alter the writing on the duplicate pages in your receipt book.

### **When you are ready to turn in money:**

1. Count the money you have collected.
2. Match all the money you collected to the total of the receipts you have written since the last time you turned in money.
3. Turn in the money collected and the receipt book to the bookkeeper. (Please do not send money to the bookkeeper by a student at any time!)
4. If possible, please turn in money and receipt book by 1:00 p.m. This allows time for the money to be deposited the same day.

### **The bookkeeper will then:**

1. Count the money and match the total to the amount on your receipt book.
2. Write and staple a receipt in the teacher's receipt book.
3. Return the receipt book to the teacher.

### **Please note:**

- Any person, organization or club making purchases of any items to be paid for by OSD .Two must secure a purchase order requisition signed by the principal, superintendent, and business manager before a purchase is made. OSD will not be responsible for purchases made or services rendered without prior authorization from the principal and/or superintendent.
- All purchase orders and requisitions must be signed and dated prior to the invoice date.
- Just completing the purchase order and requisition does not grant approval. The request is approved only after the principal and appropriate business manager and superintendent have signed it. Orders placed without the principal's authorization will be the responsibility of the individual who placed the order.

- Before orders are placed, you must have the money in your account to cover the expense.
- If you need a check written, you will need to complete the appropriate form and have it signed and approved by the principal. Plan ahead!
- Receipts and travel voucher forms must be completed for all travel immediately upon your return.

### **Requisition Forms**

Before any orders can be placed, a requisition request form must be completed. Once you have completed the requisition request form (be sure to fill in page two of the form; this is the justification for the request), give the form to the Principal for approval. Upon approval by the Principal, the form will be given to the Business Office who will then send the form to the business office for final approval. Once the final approval is given, the form will be sent back to the Business Office and then given to you. If you do not follow these procedures, you will not be reimbursed for any purchases you make.

### **Educational Travel**

Due to limited funds budgeted for educational travel, all plans and arrangements must not be made until approval is secured. Travel should be utilizing an OSD vehicle. All educational travel which is to be reimbursed must have prior approval of the principal and/or superintendent; otherwise the person traveling will be expected to take care of his own expenses. Requests for convention attendance or other educational trips outside the OSD should be made by proper request. The endorsement of the principal, and in most cases, the Superintendent approval will be required.

A completed form requesting travel is to be submitted to the Principal prior to any other arrangement being made. Upon approval by the Principal, the Business Office will put the account number on the form and send to the transportation office.

### **Library Media Services & Technology**

*Copyright, Scheduling, Student Usage, Equipment, Computer Labs, Channel One, Video Production, ITV, Technology*

**T**he OSD Media Dept. is open each school day from 7:30 a.m. – 3.30 p.m. Passes are not needed before and after school; students must have official passes during the school day; this does include lunch.

### **Copyright Policy Summary**

The OSD does has a Copyright Policy; If a teacher is caught violating this policy, the OSD will not support the teacher. In other words, the teacher is on his/her own.

Five criteria must be met when showing “Home Use Only Videos”:

Must be shown by the teacher or a pupil in the class

Must be face-to-face instruction

Must have an instructional purpose

Must be shown in a classroom setting

Must be a lawfully made copy

Walt Disney does not play; do not show Disney videos.

Videos are not to be shown for recreational purposes.

Violation of the copyright law is a felony.

In order to help all of us stay within the copyright law, we have composed a form that must be turned in to the media specialist any time you will be showing a video that is owned by OSD.

The copyright law is a serious concern, and OSD teachers and administration need to treat it as such.

### **Class or Group Scheduling**

Teachers are encouraged to bring classes to the Library for research, instruction, book reports, computer assignments, etc. You are asked to schedule these ahead of time with Library personnel as to avoid conflicts.

### **Student Usage**

A student should not have more than two (2) books checked out at any one time unless special permission is granted. Books can be circulated for two weeks to students.

Students using the Library on an individual basis must bring an official OSD pass issued by a classroom teacher. The time the student leaves the classroom should be noted on the pass. If a student is to return to class, it should be noted also. The teacher must fill out and sign the pass. Students cannot leave the Library until the end of the period unless the pass is signed by the media specialist. Students with continuing behavior problems will have their visitation privileges temporarily revoked.

Teachers should issue Library passes only for students when they have work that requires them to be in the Library. Please do not write passes just because students do not wish to be in study hall!

### **Equipment**

Overhead projectors, audio tape recorder/players, television sets, and VCRs are available for use by the teachers. Overhead projectors and audio tape recorder/players can be checked out for the school year.

Television sets and VCRs are to be checked out on a daily basis. You need to sign up ahead of time for TVs and VCRs.

All equipment should be returned to the Media Dept. for bulb replacement and repairs.

A laminating machine is available for the teachers to use.

The media dept. staff is not responsible for the laminating paper or materials for teachers.

The Media Dept. has a copier for which there is a minimum fee. Tests will not be copied in the media center.

### **Computer Labs**

There is one computer lab available for classes. It is located in the OSD Library

Lab time for each block will be limited to 60 minutes according to the following schedule:

If a teacher needs the lab more than two days a week, it needs to be approved by the principal.

### **Responsibility in labs**

The teacher is responsible for all instruction in the lab.

The classroom teacher is responsible for monitoring the internet.

The assistants are there to handle technical problems only.

### **Technology**

The library media specialist will serve as technology contact at each school. Any technology repair requests or purchase requests must come through me. You are not to contact the Technology Office! All requests should be written on a form available in the Media Dept..

### **Use of Computers in the Library Media Center**

Computers are available in all OSD Two Library Media Centers for educational and work-related purposes by employees and students.

### **Internet Use**

A student must return a signed Acceptable Use Policy (AUP) Form before he/she will be allowed to access the internet at OSD. Students who have returned a signed AUP will be given an Internet label that is placed on their student ID. No student is to be given access to the Internet without having this Internet label

on his ID. If you are taking your class to one of the computer labs, it is your responsibility to make sure the student has the label. Teachers are not to give passes for students to use the internet in the Library without giving an address; search engines such as yahoo is not considered an address (i.e. [www.yahoo.com](http://www.yahoo.com)). You should be familiar with the address before signing permission. Reminder: most music sites will lock up the computers; please do not write passes for these sites.

## **OSHA BLOODBORNE PATHOGENS**

### **OSD PROCEDURES**

#### **OSHA: Occupational Safety and Health Administration**

Blood borne Pathogens Standard:

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

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

#### **BLOODBORNE DISEASES OF GREATEST CONCERN:**

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

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

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

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

#### **Hepatitis B Virus (Inflammation of the liver)**

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

Infected individuals may or may not have a flu-like illness following exposure but might also be symptom free for many years. Infected newborns usually become chronic carriers. However, infants are now being immunized shortly after birth. An estimated 1 in 20 individuals will become infected. 90% of new cases are occurring in young adults through sexual transmission. Thus, vaccine is now available for all students under the age of 19 free of charge. Hepatitis B infections are treated supportively with immune globulin and antibiotics but there is no cure at this time. Liver cancer and cirrhosis of the liver are two serious outcomes. Hepatitis C Virus (Inflammation of the liver)

Virus may be present in blood and other body fluids and can be transmitted through the same routes as

Hepatitis B and HIV. Coetaneous needle sticks and blood transfusions are the primary modes of transmission. At the present time, no vaccine is available and treatment is only about 40% effective. If untreated or unrecognized, this virus can result in cirrhosis and liver cancer in infected individuals.

### **SO WHAT IS THE OSD DOING TO PROTECT EMPLOYEES?**

The Exposure Control Manual describes the OSD's plan for employee protection and post-exposure follow-up care. A copy of this manual (red notebook) is located in each school office for employees' reference at anytime. It describes prevention procedures, universal precautions, engineering controls, work practice controls, personal protective equipment, and exposure determination (who is considered at greatest risk based on tasks, procedures.)

Annual training in procedures aimed at prevention of infection is offered to all employees. Interactive sessions allow employees to ask questions and clarify information.

Work practice controls are specific procedures taken by the OSD to reduce exposure to blood or OPIM. The school system has identified specific personnel to deal with blood borne hazards on a regular basis. These include housekeeping staff, first aid responders, and teachers of the developmentally delayed.

### **THEREFORE:**

Housekeeping staff should be notified to clean up any area contaminated with blood or body fluids.

Only the first responders or nurse in your school are designated to provide first aid except in cases of emergency.

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

Minimize splashing, spraying, and generation of droplets when providing first aid.

Do not eat, drink, or apply cosmetics or contact lenses in designated first aid areas.

Do not store food or drink in areas where blood or other infectious materials are present.

### **PERSONAL PROTECTIVE EQUIPMENT:**

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

At OSD these items are located in the health room.

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

### **ENGINEERING CONTROLS**

Contaminated supplies should be disposed of in leak proof containers and should be disposed of by housekeeping immediately following the incident.

Contaminated sharp objects (pencils, pens, pins, etc.) must be disposed of in the leak proof red sharps container located in the health room.

Students with contaminated clothing must change their clothing and place contaminated items in red biohazard plastic bags to be picked up by a family member—not transported on buses.

## **A WORD ABOUT HEPATITIS B VACCINE**

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

Dose 1

Dose 2-given 1 month after the first dose.

Dose 3-given 6 months after the first dose.

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

## **REMEMBER:**

WASH YOUR HANDS frequently and thoroughly.

THINK before you react. Do not subject yourself to unnecessary risk of exposure.

PRACTICE the "Universal Precautions"—assume that all blood and body fluids, regardless of the source, are contaminated.

KEEP gloves with you at all times, but-----

ENCOURAGE SELF-CARE BY STUDENTS—this is almost always possible with this age group.

USE designated first aid responders if self-care is not possible.

REPORT AND DOCUMENT any exposure incidents for your own protection.

## **Corrections, Additives, or Amendments to Handbook**

We reserve the right to take any appropriate action on events which may or may not directly appear within the guidelines of the handbook in order to provide a safe and secure environment for OSD. All efforts have been made to provide a comprehensive guide of our school rules and policies, but unforeseen circumstances will be dealt with in accordance to administrative interpretation.

## **BELL SCHEDULE**

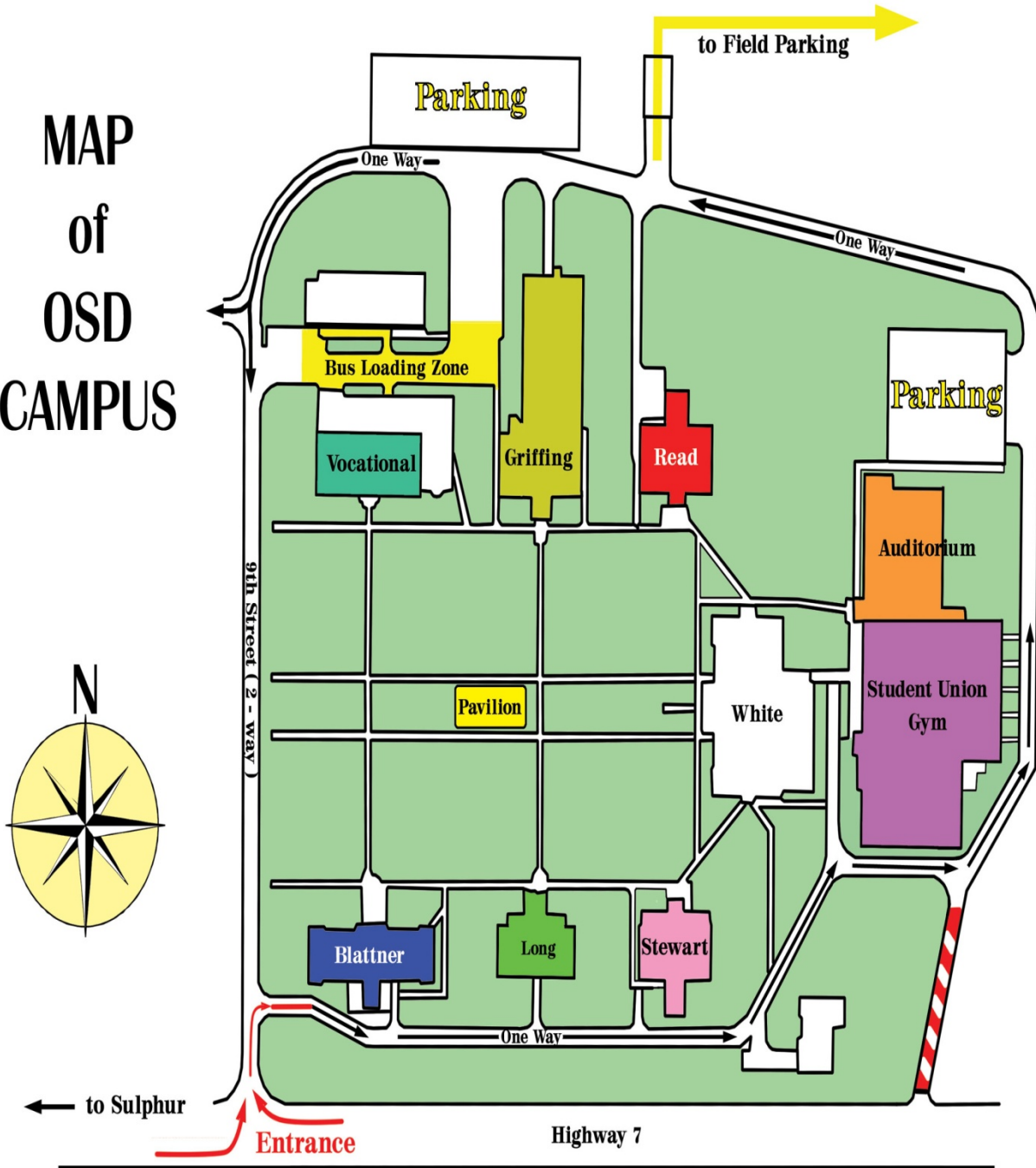
### **M-W Bell Schedule**

1 HR 8:00 AM - 8:45 AM  
2 HR 8:50 AM - 9:35 AM  
3 HR 9:40 AM - 10:25 AM  
4 HR 10:30 AM - 12:05 PM  
5 HR 11:20 AM - 12:05 PM  
LN 12:10 PM - 12:40 PM  
6 HR 12:45 PM - 1:30 PM  
7 HR 1:35 PM - 2:20 PM  
8 HR 2:25 PM - 3:15 PM  
9 HR 3:20 PM - 4:15 PM

### **TH Bell Schedule**

1 HR 8:00 AM - 8:30 AM  
2 HR 8:35 AM - 9:05 AM  
3 HR 9:10 AM - 9:40 AM  
4 HR 9:45 AM -10:15 AM  
LN 10:20 AM -10:50 AM  
5 HR 10:55 AM -11:25 AM  
6 HR 11:30 AM -12:00 PM  
7 HR 12:05 PM -12:35 PM  
8 HR 2:40 PM - 1:10 PM  
9 HR 1:15 PM - 2:30 PM

# MAP of OSD CAMPUS



# OSD 2011-2012 School Calendar

MONTH	DAY	EVENT
August	14	Enrollment
August	15	First day of Classes
September	5	Labor Day
October	19	End of First Quarter
October	20-21	Fall Break
November	21-25	Thanksgiving
December	19-31	Winter Break
January	2-Jan	Winter Break
January	12	End of 2nd Quarter
January	16	Martin Luther King Day
February	20	President's Day
March	14	End of 3rd Quarter
March	19-23	Spring Break
April	20	Inclement Weather Day
April	27	Inclement Weather Day
May	11	Inclement Weather Day
May	23	Graduation
May	24	Parent/Teacher Conference
May	25	Professional Day



# OKLAHOMA School for the Deaf



**2011**

**2012**

August 2011						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

9-11 Professional Days  
14 Enrollment  
15 Classes Begin

16 Martin L. King  
2 Dorms Open  
3 Classes Resume  
12 End of 1st Semester  
21 Basketball HC

January 2012						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2011						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

2 School on Friday  
5 Labor Day (no school)  
5 Dorms Open  
6 Classes Resume

\* 6-9 SAT Test  
10-11 GPSD BB  
20 President's Day  
20 Dorm's Open  
21 Classes Resume  
**\*21 & 22 8th Writing Test**  
**28 ACT**

February 2012						
S	M	T	W	T	F	S
				1	2	3
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

October 2011						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

4 **ACT Test**  
7 School on Friday  
8 Homecoming (Iowa)  
13 & 14 DRS EXPO OSD  
19 End of first Quarter  
20-21 Fall Break

14 End of Third Quarter  
16 Last day before break  
19-23 Spring Break  
25 Dorms Open  
26 Classes Resume

March 2012						
S	M	T	W	T	F	S
					1	2
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2011						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

21-25 Thanksgiving Break  
27 Dorms Open  
28 Classes Resume

6 Inclement Weather Day  
9 Dorms Open  
10 Classes Resume  
27 Inclement Weather Day  
**\*EOI Testing 10 - (may)4**

April 2012						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2011						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

6 & 7 EOI Tests as needed  
19-30 Christmas Break

11 Inclement Weather Day  
24 Last Day of Classes  
23 Graduation  
24 Parent/Tchr Conf.  
25 Professional Day  
**8 ACT Test if needed**

May 2012						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**Five Day Weeks:**

Aug 29- Sept 2

October 3-7

November 14-18

April 16-20

April 30-May 4

Fridays in School: Sept. 2, 9, Oct. 7, Nov. 18, Jan. 6, 20,  
Feb 24 March 16, April 13, 20, May 4

=Dorms Open

=Begin classes

=Professional Days

= No School

=End of Quarter

Parent Tchr/Conf

\*No off campus trips during SAT & EOI testing

**Hearing Aid Check Form**

**Deficiency Slip**

**Unacceptable Behavior Report**

**Student Discipline Form**

**Student Account Withdrawal Form**

**Request for Withdrawal (funds, clubs, classes, etc**

**Fundraising Project Proposal**

**Request for Student to Stay in the Dorm**

**Power School Worksheet**

**Activity/Field Trip Request Form**

**Maintenance Work Request**

**Vehicle or Mileage Request Form**

**Receiving/Transfer Document**

**Interpreter Request Form** – you need to fill this out in plenty of time for Traci Prince to set up an appt for you. Please do not schedule the last minute. Our Interpreters may be scheduled to work someplace else

**INDIVIDUAL STUDENT HEARING AID USE RESPONSE FORM  
(FOR USE BY FIRST-HOUR TEACHERS)**

STUDENT: \_\_\_\_\_

TEACHER: \_\_\_\_\_

NINE WEEKS PERIOD     FIRST     SECOND     THIRD     FOURTH

Week #1	Week #2	Week #3	Week #4
M T W Th F [ ] [ ] [ ] [ ] [ ]	M T W Th F [ ] [ ] [ ] [ ] [ ]	M T W Th F [ ] [ ] [ ] [ ] [ ]	M T W Th F [ ] [ ] [ ] [ ] [ ]
Week #5	Week #6	Week #7	Week #8
M T W Th F [ ] [ ] [ ] [ ] [ ]	M T W Th F [ ] [ ] [ ] [ ] [ ]	M T W Th F [ ] [ ] [ ] [ ] [ ]	M T W Th F [ ] [ ] [ ] [ ] [ ]
Week #9	Responses: W-Wearing D-Dorm H-Home L-Lost R-Repair O-No Hearing Aid		
M T W Th F [ ] [ ] [ ] [ ] [ ]			

Date Submitted: \_\_\_\_\_

Teacher's Signature: \_\_\_\_\_

Audiologist's Signature: \_\_\_\_\_

**INDIVIDUAL STUDENT HEARING AID USE RESPONSE FORM  
(FOR USE BY FIRST-HOUR TEACHERS)**

STUDENT: \_\_\_\_\_

TEACHER: \_\_\_\_\_

NINE WEEKS PERIOD     FIRST     SECOND     THIRD     FOURTH

Week #1	Week #2	Week #3	Week #4
M T W Th F [ ] [ ] [ ] [ ] [ ]	M T W Th F [ ] [ ] [ ] [ ] [ ]	M T W Th F [ ] [ ] [ ] [ ] [ ]	M T W Th F [ ] [ ] [ ] [ ] [ ]
Week #5	Week #6	Week #7	Week #8
M T W Th F [ ] [ ] [ ] [ ] [ ]	M T W Th F [ ] [ ] [ ] [ ] [ ]	M T W Th F [ ] [ ] [ ] [ ] [ ]	M T W Th F [ ] [ ] [ ] [ ] [ ]
Week #9	Responses: W-Wearing D-Dorm H-Home L-Lost R-Repair O-No Hearing Aid		
M T W Th F [ ] [ ] [ ] [ ] [ ]			

Date Submitted: \_\_\_\_\_

Teacher's Signature: \_\_\_\_\_

Audiologist's Signature: \_\_\_\_\_

**STUDENT DISCIPLINE FORM**

STUDENT'S NAME \_\_\_\_\_

DATE OF INCIDENT \_\_\_\_\_ TIME \_\_\_\_\_

TEACHER \_\_\_\_\_

**ACTION BY TEACHER PRIOR TO REFERRAL**

- Conference with student
- Behavior Modification
- Phone call to parents
- Other \_\_\_\_\_
- Parent conference

**REASON FOR REFERRAL      ACTION BY ADMINISTRATION**

- Fighting (Minor/Major)
- Possession of Weapon (toy/real)
- Disrespectful, Disobedient, Defiant
- Detention Too Many Times
- Lying or Stealing
- Disturbing Class/ Disruptive Conduct
- Bus Problem
- Cafeteria Problem
- Profanity
- Violence/Threatening Violence
- Refusal To Do Class Work
- Other \_\_\_\_\_
- Parental Conference
- Student Conference
- Detention
- ISS
- Refer to Discipline Committee

**EXPLAIN IN DETAIL THE INFRACTION:**

- 1.
- 2.
- 3.

**ADMINISTRATOR'S SIGNATURE**

\_\_\_\_\_

## Oklahoma School For The Deaf Tutoring/Deficiency Slip

Tutoring for the week of \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

Dear Parent/Guardian,

\_\_\_\_\_ has not been progressing in \_\_\_\_\_ class and has as of this date a(n) \_\_\_\_\_ average. It is our opinion that this lack of progression is the result of \_\_\_\_\_.

To remedy the situation, we will be working extra with your child in tutoring all next week from 3:10 – 4:00pm. Day students will need to make arrangements for alternate times if necessary.

If you have any questions concerning this matter, we encourage you to contact the teacher, or the principal Mrs. KaAnn Varner. We will be more than happy to discuss this with you and make suggestions as to how you can assist in remedying this situation from home as well. Your assistance is greatly appreciated. During the following week your child may be ineligible for certain activities as related to our ineligibility policy.

\_\_\_\_\_  
Teacher's Signature & Date

*KaAnn Varner*

Principal

**Student Accounts**  
**Oklahoma School for the Deaf**

Req #

Pay to the order of \_\_\_\_\_ \$ \_\_\_\_\_  
dollars

for  allowance  other: \_\_\_\_\_

Requested by: \_\_\_\_\_  
person requesting the withdrawal date

Received by: \_\_\_\_\_  
student date

Fund Custodian: \_\_\_\_\_  
date

Acct #

SF-004

**Student Accounts**  
**Oklahoma School for the Deaf**

Req #

Pay to the order of \_\_\_\_\_ \$ \_\_\_\_\_  
dollars

for  allowance  other: \_\_\_\_\_

Requested by: \_\_\_\_\_  
person requesting the withdrawal date

Received by: \_\_\_\_\_  
student date

Fund Custodian: \_\_\_\_\_  
date

Acct #

SF-004

**Student Accounts**  
**Oklahoma School for the Deaf**

Req #

Pay to the order of \_\_\_\_\_ \$ \_\_\_\_\_  
dollars

for  allowance  other: \_\_\_\_\_

Requested by: \_\_\_\_\_  
person requesting the withdrawal date

Received by: \_\_\_\_\_  
student date

Fund Custodian: \_\_\_\_\_  
date

Acct #

SF-004

# INCIDENT REPORT

Dorm \_\_\_\_\_  
Transportation \_\_\_\_\_  
School \_\_\_\_\_

Student's Name: \_\_\_\_\_

Date of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_

Location of Incident: \_\_\_\_\_

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

**DESCRIPTION OF INCIDENT** (Who, What, When, Where, Why): \_\_\_\_\_

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**RESOLUTION OF PROBLEM:** (What you did to resolve problem and student's response)

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**DISCIPLINARY ACTION** (Explanation of action taken): \_\_\_\_\_

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**REFERRAL TO SUPERVISOR FOR ACTION:**    \_\_\_\_\_ YES    \_\_\_\_\_ NO

**SIGNATURE OF REPORTING STAFF MEMBER:** \_\_\_\_\_

(Send to Supervisor for completion of report.....see back side)

# OKLAHOMA SCHOOL FOR THE DEAF FUNDRAISING PROJECT PROPOSAL

CLASS/ORGANIZATION: \_\_\_\_\_

SPONSOR: \_\_\_\_\_

DESCRIPTION OF PROJECT: \_\_\_\_\_

\_\_\_\_\_

DURATION OF PROJECT: \_\_\_\_\_

FOR (ORGANIZATION OR INDIVIDUAL): \_\_\_\_\_

## ESTIMATED COST:

PURCHASED SUPPLIES: \_\_\_\_\_ \$ \_\_\_\_\_

DONATED SUPPLIES: \_\_\_\_\_ \$ \_\_\_\_\_

ESTIMATED TIME: HR. \_\_\_\_\_ X AMT. \_\_\_\_\_ \$ \_\_\_\_\_

TOTAL ESTIMATED COST: \$ \_\_\_\_\_

TOTAL SALES: \$ \_\_\_\_\_

SPONSOR'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED

DISAPPROVED

PRINCIPAL'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

SUPERINTENDENT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

BUSINESS MANAGER'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**FUNDRAISING PROJECTS MUST BE APPROVED BY  
THE PRINCIPAL PRIOR TO BEGINNING ANY PROJECT.**

# OSD POWER SCHOOL WORK REQUEST

NAME:

DATE:

Respond by: Circle which one:    TEXT    EMAIL    IN PERSON

WHAT IS THE PROBLEM YOU HAVE WITH POWER TEACHER?

KaAnn Varner - Principal     Approved    Signature: \_\_\_\_\_

Carolyne Paradiso – Asst. to the Supt.     Approved    Signature: \_\_\_\_\_

Kathy Stroyick – PS/PT Data Entry     Fixed    Signature and Date: \_\_\_\_\_

---

COMMENT:

Oklahoma School for the Deaf

Spanish Translation Request Form

Today's date: \_\_\_\_\_ Received by SAC: \_\_\_\_\_

Name of person requesting translation:  
\_\_\_\_\_

Documents needing translation:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Attach copy of document and email document if available to  
tprince@okdhs.gov.)

Purpose of document:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date needed: \_\_\_\_\_  
(month/day/year)

*\*\* Documents will be translated on a first come first serve basis.*

\_\_\_\_\_  
KaAnn Varner                      Date

\_\_\_\_\_  
Traci Prince                      Date

\_\_\_\_\_  
Grace Perez

\_\_\_\_\_  
Date Received

\_\_\_\_\_  
Date Completed



STATE OF OKLAHOMA  
DEPARTMENT OF REHABILITATION SERVICES  
OKLAHOMA SCHOOL FOR THE DEAF

Prepare in QUADRUPLICATE send original and 2 copies to Maintenance Department, or e-mail one copy to: tjskelton@osd.k12.ok.us or gdmink@osd.k12.ok.us

**MAINTENANCE WORK REQUEST**

REPAIR TICKET NUMBER			JOB ORDER NO.			
DEPARTMENT OR SERVICE			DATE		MAINTENANCE DEPARTMENT ONLY	
NAME OF EMPLOYEE TO CONSULT		TELEPHONE NO.	ROOM NO. & BUILDING		SECTION	
PREPARED BY		APPROVED	ACCEPTED BY	DATE	CARPENTRY	
LOCATION OF WORK REQUESTED		<input type="checkbox"/> EMERGENCY	<input type="checkbox"/> URGENT	<input type="checkbox"/> ROUTINE	ELECTRICAL	
DESCRIPTION OF WORK REQUESTED					LABOR POOL	
					MECHANICAL	
					PAINTING	
					PLUMBING & STEAMFITTING	
					REFRIGERATION	
					OTHER (SPECIFY)	
					ACCOUNTS SECTION ONLY	
					MONTH SERVICE RENDERED	
					Cost of Labor	Cost of Material
					APPROPRIATE CHARGEABLE	
					SIGNATURE	
					TITLE	
DATE AND TIME WORK STARTED			DATE AND TIME WORK COMPLETED			
PARTS AND/OR MATERIALS USED				DATE ISSUED		
SIGNATURE OF WORKMAN						

Approved:  
Jack F. Tucker

1. No maintenance work will be accomplished without a maintenance work order.
2. No maintenance work order will be issued, without a maintenance work order request.
3. Four copies will be made unless e-mailed
4. The copy should be retained in a Suspense File in the Department originating the request.
5. Three copies will be forwarded directly to the Maintenance Department or 1 copy e-mailed.
6. If the Maintenance/Construction Operations Manager approves the request, a work order number is assigned and all copies are retained until work is completed. Then, one copy is retained in the Maintenance Department. One copy is returned to the originating department and one copy is forwarded to Business Office.
7. If the Construction/Maintenance Operations Manager disapproves, then no work order number is assigned and all copies are forwarded to the Business Manager, with justification as to why the work order was rejected.



Oklahoma School for the Deaf

**Interpreter Request Form**

Today's date: \_\_\_\_\_ Received by TP \_\_\_\_\_

Name of person requesting interpreter: \_\_\_\_\_

Date needed: \_\_\_\_\_  
(day of week) (month/day/year)

Time of meeting: \_\_\_\_\_  
From—a.m./p.m.? To—a.m./p.m.?

**NOTE: Please include your time for leaving OSD and arriving back to OSD when Requesting the interpreters.**

Speaker is: Deaf \_\_\_\_\_ Hearing \_\_\_\_\_

Building/Location of meeting \_\_\_\_\_

Topic/Title of meeting: \_\_\_\_\_

Participants: \_\_\_\_\_

Do you or your staff have a preference of interpreters'? \_\_\_\_\_

Preference for outside (statewide) interpreters? \_\_\_\_\_

On-staff interpreters available (depending on schedule):

Sue Cole

Johnnie Dodson

Roy Woodall

Return this form to **Traci Prince** at least two days in advance for on-staff interpreters (three or four days is preferred) and two to three weeks in advance notice for outside interpreters in the statewide interpreter services. **THANK YOU!**

**Please attach any materials the interpreters could review and prepare for the assignment.**

Distribution Date: \_\_\_\_\_

## Purpose of Handbook

The purpose of this handbook is to outline the organization and administration of the Oklahoma School for the Deaf, as well as provide information for members of the faculty and staff concerning basic policies guiding operational procedures.

This handbook is a reference and is by no means complete in all the details needed by everyone for maximum contribution and participation; neither does it restrict initiative, leadership, or suggestion above and beyond the contents contained herein.

## EEO/TITLE IX STATEMENT

The Oklahoma School for the Deaf does not discriminate on the basis of race, sex, color, religion, national origin, age, handicap, or veteran status in the provision of educational opportunities or employment opportunities and benefits in compliance with Title IX of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973.

## DISCLAIMER

Information contained in the Teachers' Handbook is subject to interpretation or change as considered necessary by the OSD administration.



OSD is a division of the Department of Rehabilitation Services.

DRS PUB. S11-01 Date: July 2010

The Oklahoma Department of Rehabilitation Services (DRS) is an equal opportunity employer and a provider of services and/or assistance, and is in compliance with the Civil rights Act 1964 and 1991, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act, the Americans with Disabilities Act, and Executive Order 11246, as amended. DRS does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or veteran's status in employment or provision of services.