CLAYTON PUBLIC SCHOOLS

FACULTY AND STAFF HANDBOOK

2026-2027

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SCHOOL PHILOSOPHY

Each student should have an opportunity for maximum growth in self-knowledge, in personal discipline, in citizenship, and in diversified academic experiences.

To implement these basic concepts, we shall endeavor to:

1. Be knowledgeable of the needs and motivation of each student.
2. Provide for a continued program of skill development beginning in the elementary grades and initiate programs which will be extended in secondary grades.
3. Provide instructional experiences and materials at the level of each student and encourage each t look upon education as a continuing process.
4. Provide firsthand experiences which will create curiosity and inspire the student to seek further knowledge.
5. Provide an appropriate setting for intellectual development and exploration.
6. Help students develop a sense of responsibility for their own progress and safety and for the progress and safety of others.
7. Teach the basic American ideals.
8. Encourage each student to develop worthwhile leisure time experiences by providing aesthetic and creative opportunities for his/her personal enrichment.

WHAT TO TEACH

The teacher is the most influential single factor in education. In addition to your specialized subjects of courses, there will be other things which all teachers must teach. All teachers are teachers of reading, spelling and English. A teacher has failed if they restrict themselves only to materials between the covers of the textbook. An area of major importance is character development. Without good character, it is obviously difficult, if not impossible, for any boy or girl to grow into a good and desirable citizen.

CHAIN OF COMMAND

As in any system, it is important all parts function together to make the system run efficiently. As a school system, we need to be sure we communicate with all parts of the system and we are aware of how each of the sub-systems work together to make up the entire system. Meaning the athletic department needs to communicate with the buildings, the cafeteria needs to communicate with parents, the staff needs to communicate with administration, etc. There are many more examples of how inter-related we are and there are many ways the system can break down. Here in Clayton, we pride ourselves in being a system communicating with all of our departments and stakeholders and take seriously any breakdowns in communications.

One of the most important parts of a system is to know where to go to get your questions answered or your complaint heard. In either situation, always go to the source first. Could be the **bus driver or the teacher**. If you are not satisfied with the response at this level, or if you do not receive a response, you need to go to the individual's **supervisor**. For the athletic department that would be the **athletic director**. If the issue is with a building staff member, your next level to access would be the **principal**. If you

have communicated with the supervisor and you are still not satisfied, it is time to move up the communication chain. The next person you would contact would be the **Superintendent of Schools**. If you are still not satisfied with the answer you receive or if your complaint has not been resolved, you would then contact the District Office to contact **the Board of Education**. We have a process in place allowing all community members access to the Board, either in a public session or an executive session. We ask you follow this chain of command reviewed below in a simple graphic.

Chain of Command

Staff Member » Principal » Superintendent » Board of Education

If your issue involves an athletic issue, there is a slightly different chain to follow. Here, we ask you talk to your **child's coach**, then the athletic director before you move further along the chain.

Chain of Command for Athletics

Coach » Athletic Director » Principal » Superintendent » Board of Education

We ask you to use this chain of command so you can receive a timely response from the staff member most directly involved in the situation. As you move further along the chain of command, the staff is less directly involved and usually needs time to research the situation before they can give you an answer. If you do not hear back from the person you have contacted within 24 hours, it is time to move along to the next level of the chain. We do not expect your questions or concerns to go unanswered for a long period of time.

We all look forward to a wonderful school year with few complaints. Please note compliments or acknowledgements of positive events can be directed to everyone along the chain. All of us appreciate hearing something good has happened!

TEACHER EVALUATION

Each teacher will be evaluated according to the TLE model for evaluation.

SUPPORT PERSONNEL EVALUATION

Support personnel will be evaluated each year. A copy of the evaluation will be given to the employee and a copy will be placed in the personnel file.

TEACHER'S RESPONSIBILITIES

A teacher should have a class of reasonable size, an adequate classroom, sufficient books, materials, supplies and equipment; and should be adequately paid. All rights and privileges of all other citizens should be enjoyed by teachers. A teacher should be actively involved in the consideration of suggestions for improvement and in the formulation of decisions for change. In return, a teacher has the following responsibilities to:

a. possess competence, knowledge and ability in his/her field of work, and to strive toward continued professional self-improvement.
b. maintain physical capability, mental alertness and emotional readiness to teach.
c. exhibit high standards of moral and ethical conduct, and to employ a wholesome sense of humor in dealing with people.
d. be fair and impartial in the treatment of students and to recognize the dignity of the child.
e. have the ability to exercise good judgement and a mature attitude in the performance of duties.
f. understand and accept the individual difference among children and to provide the necessary assistance that will promote successful student achievement; before, during, and after class.
g. be ready and willing to fully inform parents about capability and progress.
h. strive untiringly for harmonious rapport with students, parents and community.
i. be loyal, dedicated, and a cooperative member of the educational team, ready to work with people at all levels, and to achieve improvement.
j. be willing to assist in the various functions that contribute to total school operation.
k. be willing to participate and contribute to curriculum development and improvement, including service on the textbook selection committees directed toward the betterment of the school operation; all proceeding through the proper channels.
l. be interested in and willing to explore new approaches and innovations in teaching.
m. have an interest in the improvement of the community environment and unselfish participation in all programs that strengthen the educational program.
n. to exhibit pride in one's professional work and accomplishment.

PROFESSIONALISM

All faculty and staff should exercise professionalism in their jobs. The professionalism shown in your job should reflect in your performance and in your attitude toward the school and community.

SUBSTITUTE TEACHERS

Substitute teachers are a vital part of our educational program. Substitute teachers will be more effective if teachers will follow the suggestions listed below:

1. Give as much advance notice of his/her absence as possible.
2. Turn into the Principal's office adequate lesson plans one week in advance of current work. Lesson plans should be turned in Friday before school starts for the current week.
   Oklahoma Academic Standards concepts should be noted on lesson plans.
3. Send or leave all books and materials that the substitute will need according to the TLE Rubric.
4. A seating chart shall be in the front or back of the lesson plan book.
5. Check with the substitute for any problems that may have arisen during your absence.

6. As soon as you know you cannot be at school, call your building principal or secretary. Please call **AS EARLY AS POSSIBLE.**
7. If the teacher is absent over an extended period, he/she and the substitute are to remain in contact if possible. This procedure will keep the regular teacher posted on the class's progress and allow him/her to advise the substitute on lesson plans and other phases of the instructional program.
8. The regular teacher will notify the Principal's office in advance of the date he/she plans to return to work.

EMPLOYEE LEAVE

SICK LEAVE

The Clayton School Board of Education grants sick leave with full pay to all full-time certified and support personnel employees. This is to give an employee financial protection in case of personnel illness and to protect the welfare of the children. Any absence for illness shall be certified by the principal or the administrative official who shall be responsible for its validity.

Certified employees shall accumulate paid sick leave of one day per month of employment (10 days for a 10-month employee) to be used for absence due to personal accidental injury, illness or pregnancy or accidental injury or illness of a member of the employee's immediate family. Sick leave will be vested at the beginning of each school year, cumulative to sixty (60) days. (SB 217)

Support employees shall accumulate paid sick leave of one day per month of employment (10 days for a 10-month employee) not to exceed the number of hours per day for which they are regularly employed, cumulative to a total of 60 days.

Sick leave is interpreted as the time when personal accidental injury, illness or pregnancy or accidental injury or illness of a member of the employee's immediate family keeps an employee from being present to conduct his/her regular daily work. Immediate family is defined as father, mother, brother, sister, husband, wife, child, grandparent, or grandchild. This also includes dental, physical and eye examinations for employee and dependents in the immediate family. Any misuse or use of sick leave for other purposes will result in disciplinary action or termination.

Each employee is responsible for filling out **"EMPLOYEE REPORT OF ABSENCE"** forms. Forms may be obtained from the secretaries in the Principal's office. Reason for absence must be stated on the form. This form is to be filled out on the first day of return.

A. The definition of what qualifies for sick leave has been expanded to include accidental injury and pregnancy.
B. When sick leave is exhausted, certified employees shall receive full contract pay less the amount actually paid his/her substitute teacher for an additional twenty (20) days.
C. Sick leave may not be used as vacation or leave at time of termination of service. When the employee severs connection with the school district for any reason, all his/her accumulated sick leave is cancelled. If he/she is employed by another school district, the accumulated sick leave may be transferred to the receiving district, up to sixty (60) days.

D. Substitutes for certified absences due to professional duties will be provided by the school.

JURY LEAVE

Clayton School District shall grant employees leave for jury duty and shall pay the employee during such service the full contract salary. The District may deduct any compensation received for serving as a juror from the employee's salary during such service. 70 OS 6-104(c)

EMERGENCY LEAVE

Full-time certified and support personnel will be allowed two (2) days emergency leave per school year. Part-time personnel will be allowed one (1) day emergency leave per school year.

Emergency leave is interpreted as a sudden, generally unexpected occurrence or unavoidable set of circumstances demanding immediate actions which takes the employee away from their duties. Emergency leave will be determined by the building principal and/or superintendent.

Emergency leave is non-cumulative.

PERSONAL LEAVE

Clayton School District shall provide for all full-time certified and support personnel three (3) personal business leave days per school year. Part-time employees will be allowed two (2) days personal business leave days per year. Such leave is limited to personal business matters that cannot be conducted after school hours or on the weekend.

Requests for personal leave shall be made in writing three days in advance of time needed. Types of situations that may qualify for personal business are varied and numerous. The following examples serve as guidelines:

A. Family illness other than immediate family
B. Urgent business transactions
    a. Loan closings
    b. Other banking matters
    c. IRS reviews
    d. Funerals
C. Legal matters
    a. Meetings with attorney for personal, spouse or children's business
    b. Court appearances when subpoenaed as a witness
    c. Settling of Estates
D. Miscellaneous
    a. Attend business convention with spouse
    b. Military obligations

The following examples are types of absences that will not be approved for personal business leave without administrative prior approval:

A. Vacations
B. Attending school activities or sporting events
C. Seeking other employment

D. To participate in political or social activities
E. To perform services for compensation
F. Court appearances when employee is a plaintiff in a lawsuit

Any misuse of the leave policy with Clayton School District could result in loss of compensation or termination of employment.

Personal leave not used at the end of the year will be rolled over to sick leave for the coming academic year.

FUNERAL LEAVE

1. Provide for all school employees up to five (5) days per year funeral leave for immediate family members without loss of pay.

2. Immediate family members are defined as follows: father, mother, brother, sister, husband, wife, child, grandparent, or grandchild.

3. Funeral leave for immediate family members exceeding five (5) days will be counted as loss of pay for support personnel. Substitute teacher for certified personnel will be paid by the employee.

4. Arrangements for funeral leave not considered as immediate family will be approved or disapproved by the Superintendent of Schools.

5. It is the intent of the Board of Education that the employee be given all due consideration, by the Administration, in working with the employees of Clayton Public Schools concerning funeral leave.

MILITARY LEAVE:

It is the policy of Clayton Public Schools to provide certified and support personnel who are a component of the Armed Forces in the United States including the members of the National Guard, leave when that employee is ordered by proper authorities to active duty or service. Military leave shall not be without loss of status, efficiency rating, pay or benefits during the first thirty (30) days of such leave.

LEAVE OF ABSENCE

Having successfully completed three consecutive years in the Clayton School System, a teacher may be granted a one year leave of absence for educational improvement, extended illness or related circumstances, if approved by the Board of Education.

If leave of absence is granted, the teacher is to return to work at the beginning of the fall semester. It shall be the obligation of the teacher to notify the Administration confirming intent to accept a teaching assignment by April 25th. If the teacher does not do so, the teacher shall be deemed to have resigned as of the leave commencement date.

Since the teacher is on leave of absence, provisions may be made with the Administration whereby payment can be made to retain all professional membership and insurance and all legal areas.

If the classroom teacher on leave of absence does not return, then the substitute will be given preferential consideration for reemployment. Upon acceptance of other employment privileges under leave of absences shall be rescinded.

FAMILY LEAVE

It is the policy of the Board of Education to provide up to twelve (12) weeks of unpaid leave to employees who have been employed at least one year in this school district, who have worked at least 1,250 hours during the previous twelve-month period, and who have exhausted their sick leave, personal leave, and vacation time.

Eligible employees are those district employees who meet the above requirements and who request leave for one of the following reasons:

1. Birth, adoption, or foster placement of a child by an employee;
2. To care for a spouse, son, daughter, or parent who suffers from a severe health condition; or
3. For a severe health condition the employee is experiencing.

Before an employee will be placed on unpaid family leave, the employee must first exhaust any accumulated sick leave, personal leave, and vacation time. Such sick leave, personal leave, and vacation time will be deducted from the twelve work weeks of eligibility.

If the superintendent deems it necessary or desirable, an employee may be required to provide certification from a physician of the necessity of any leave requested. The superintendent may require certification as to the date the medical condition began, the anticipated duration and prognosis, and medical facts about the medical condition and treatment.

If the superintendent deems it necessary or desirable, the superintendent may require a second opinion by a physician selected and paid for by the district. If the original opinion and the second opinion conflict, the district may require a third opinion at the district's expense. The conclusion of the third opinion will be final and binding upon the employee and the district.

If family leave is granted for a continuing health condition, subsequent recertification may be required at the discretion of the superintendent.

Intermittent leave may be taken in lieu of continuous leave for the birth or adoption of a child only with the concurrence of the district. The employee must provide thirty days of advance notice or as many days of advance notice as is practical. Leave taken for serious health conditions of the employee or an eligible member of the employee's family may be taken intermittently without district concurrence. However, the employee may be transferred to another position that can better accommodate the employee's recurring absences. Such transfer will not reduce the employee's pay and benefits.

Upon completion of family leave, the employee will be entitled to return to the former position of employment with equivalent benefits and pay without loss of seniority or tenure. However, the leave time will not be counted toward tenure.

CLAYTON SCHOOLS' STATEMENT OF RIGHTS

Parents and eligible students have the following rights under the Family Educational Rights and Privacy Act and this policy:

1. The right to inspect and review the student's education records within 45 days of the day the School District receives a request for access.

   Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading or in violation of student rights.

   Parents or eligible students may ask the School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading or in violation of student rights.

   If the School District decides not to amend the record as requested by the parent or eligible student, the School District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

   One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student participating in a school service program or serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

   A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

   Upon request, the School District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the student of records request unless it

states in its annual notification that it intends to forward records on request.

4. The right to file a complaint with the U. S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U. S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

All rights and protections given parents under the FERPA and this policy transfer to the student when he or she reaches age eighteen (18) or enrolls in a post-secondary school. The student then becomes an "eligible student".

Translation will be provided to non-English speaking parents in their native language, if needed.

POLICY WITH REGARD TO EMPLOYEES FOR A DRUG-AND ALCOHOL-FREE WORKPLACE

In order to maintain a healthy educational and working environment in the School District's schools, and to comply with the requirements of the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989 for purposes of receiving federal assistance, the Board of Education adopts the following policies and regulations:

1. Use, possession, dispensing, manufacture, sale or distribution or conspiring to sell, distribute or possess or being in the chain of sale or distribution, or being under the influence of a controlled substance, alcoholic beverage, or low-point beer (as defined by Oklahoma law, i.e., 3.2 beer) in any of the School District's facilities, on School District property (including vehicles) or at a School District sponsored function or event by a School District employee is prohibited. Violation of this prohibition shall result in disciplinary action, which may include dismissal or nonrenewal of employment. Violations which constitute criminal acts will be referred for prosecution.

2. Employees who are engaged in the performance of work under the terms of a federal grant must, as a condition of employment, notify a School District administrator in writing of any drug conviction (including a plea of nolo contendere) for a violation of a criminal drug statute which occurred at a School District workplace within five calendar days after the conviction. The conviction shall result in dismissal or nonrenewal.

3. The conviction shall be reported in writing by the School District's grant administrator to the relevant federal granting agency within 10 calendar days of the notification by the employee or other actual notice of the conviction.

4. This policy statement shall be included in the School District's employee manual, and shall be distributed to all employees at the commencement of each school year.

5. The employee in-service training period prior to the commencement of each school year shall include a review and discussion of the dangers of drug and alcohol abuse in the workplace, the School District's policy for a drug-and alcohol-free workplace, the penalties for violating the policy, and available sources of information, counseling, rehabilitation and re-entry programs regarding drug and alcohol use.

Clayton Public Schools shall make a good faith effort to maintain a drug-free workplace through implementation of the above policy. All grants shall be performed at the Administration offices of Clayton Public Schools, Clayton, Pushmataha County, Oklahoma, 74536.

NON–DISCRIMINATION

Clayton Public School District 1–10 does not discriminate on the basis of race, color, religion, sex, national origin, qualified disability or veteran status. The District is aware of the provisions of applicable federal and state statutes and regulations prohibiting discrimination and intends to comply with them. Inquiries concerning the application of this policy may be referred to [names, titles, addresses, phone numbers]. The school district has adopted Grievance Procedures for filing, processing and resolving alleged discrimination complaints. Employees can obtain a copy of the Grievance Procedures from their school principal or the superintendent. Contact the persons listed above for further information about the Grievance Procedures.

SEXUAL HARASSMENT

All students, employees and board members are strictly prohibited from engaging in any form of sexual harassment of any student or employee of the School District. In the case of a student of the School District, "sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors and other unwelcome verbal or physical conduct of a sexual nature by any person towards a student. Any student engaging in sexual harassment is subject to any and all disciplinary action which may be imposed under the School District's code of student conduct.

In case of an employee of the School District, "sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature by one employee towards another employee which (a) is made an explicit or implicit term or condition of an employee's employment, or (b) is used as a basis for employee decisions affecting that employee or (c) has the purpose or effect of unreasonably interfering with an employee's work performance, or creating an intimidating, hostile or offensive working environment. Any employee engaging in sexual harassment is subject to disciplinary action, including but not limited to suspension, demotion, forfeiture of pay or benefits and termination.

Reporting Sexual Harassment:

An employee who is or has been subjected to sexual harassment or knows of any student or employee who is or has been subject to sexual harassment should report those incidents to his or her principal, or a board member, the superintendent or one of the School District's compliance coordinators. If a report of sexual harassment needs to be made after normal school hours, then the employee may contact the superintendent, principal or any board member at home.

It is preferred that all such reports be made in person or in writing signed by the reporting party. However, in order to encourage full and complete reporting of such prohibited activities any person may report such incidents in writing and anonymously by providing such reports to the personal attention of any of the above–designated persons.

All reports of sexual harassment should state the name of the student or employee involved, the nature, context and extent of the prohibited activity, the dates of the prohibited activity and any other information necessary to a full report and investigation of the matter.

For Further Information

Title IX of the Educational Amendments of 1972 prohibits discrimination on the basis of sex in education programs and activities. Contact the School District's Title IX coordinator at P.O. Box 190, Clayton, OK 74536-0190, 918-569-4156 for further information concerning Title IX or to initiate a complaint under the School.

District's Grievance Procedures for Filing, Processing and Resolving Alleged Discrimination Complaints. Employees can obtain a copy of the Grievance Procedures from their school principal or the superintendent.

IDEA/504/ADA HARASSMENT

The Clayton Public Schools prohibits disability harassment under Section 504 and Title II of the Americans with Disabilities Act. Disability harassment includes intimidation or abusive behavior toward a student based on disability that creates a hostile environment by interfering with or denying a student's participation in or receipt of benefits, services or opportunities in the school's program. Harassing conduct may include verbal acts and name-calling, nonverbal behavior such as graphic and written statement, or conduct that is physically threatening, harmful or humiliating.

The following are examples of harassment:

1. Students continually remark out loud to other students during class that a student with a disability does not belong in the class; as a result, the harassed student has difficulty doing work in class and her grades decline.

2. A student repeatedly places classroom furniture or other objects in the path of classmates who use wheelchairs, impeding the classmates' ability to enter the classroom.

3. A teacher subjects a student to inappropriate physical restraint because of conduct related to his disability, with the result that the student tries to avoid school through increased absences.

4. A school administrator repeatedly denies a student with a disability access to lunch, field trips, assemblies and extracurricular activities as punishment for taking time off from school for required services related to the student's disability.

5. A teacher repeatedly belittles and criticizes a student with a disability for using accommodations in class, with the result that the student is so discouraged that she has great difficulty performing in class and learning.

6. Students continually taunt or belittle a student with disability by mocking and intimidating him so he does not participate in class.

Contact the School District's Section 504/ADA Coordinator (Diane Erwin, Special Education Director, P.O. Box 190, Clayton, OK 74536, telephone 918-569-4492 fax 918-569-4680 e-mail derwin@clayton.k12.ok.us) for further information concerning disability harassment or to initiate a complaint under the School District' Grievance Procedures for Filing, Processing and Resolving Alleged Discrimination Complaints. Students and their parents can obtain a copy of the Grievance Procedures from their school principal or the superintendent.

THE SCHOOL BULLYING PREVENTION ACT

The Oklahoma Legislature established the School Bullying Prevention Act with the express intent of prohibiting peer student harassment, intimidation, and bullying. These terms include, but are not limited to any gesture, written or verbal expression, or physical act that a reasonable person should recognize will:

1. harm another student;

2. damage another student's property;

3. place another student in reasonable fear of harm of the student's person or damage to the student's property; or

4. insult or demean any student or group of students in such a way as to disrupt or interfere with the school district's education mission of the student or other students.

5. threatening behavior, harassment, intimidation and bullying by electronic communication, whether or not the communication originated at school.

The Board of Education has also adopted a policy prohibiting harassment, intimidation, and bullying, which defines and explains this conduct and the Clayton School District's response to this legislative mandate. Students and their parents can obtain a copy of the policy from their school principal or the superintendent.

Students should report acts of intimidation, harassment or bullying toward them or other students to school personnel.

Parents should:

- Encourage their children to report incidents when they occur by notifying school personnel;

- Take advantage of opportunities to talk to their children about bullying;

- Inform the school immediately if they think their child is being bullied or is bullying other students;

- Watch for symptoms that their child may be a victim of bullying and report those symptoms; and

- Cooperate fully with school personnel in identifying and resolving incidents.

USE OF SCHOOL TELEPHONES

Teachers and/or students will not be called to the school telephone during a class period unless it is an urgent matter.

Students will not be allowed to use the telephone except for emergencies.

DISTRIBUTION OF INFORMATION CONCERNING STUDENTS AND SCHOOL RELATED PERSONNEL

Personal identifiable information concerning students will be treated confidentially in accordance with the requirements of the Family Educational Rights and Privacy Act and state law. With limited exceptions, the consent of a student's parent or an eligible student is required before such information is available for inspection, review or copying under FERPA. Except as otherwise provided by the Oklahoma Open Records Act or other provisions of state law, personal information concerning school personnel will not be made available to any person or agency without the written consent of the employee. At no time will general distribution of personnel or student rosters be provided for commercial use.

Informational notes or literature need building principal approval prior to distribution to students. Political advertisements are not to be sent home by students.

VISITORS

ALL visitors must obtain permission through the respective building principal's office before visiting any student, school personnel, classroom or other facility.

SALESMEN, AGENTS AND VENDORS

Agents, salesmen, solicitors and vendors are not to call on teachers during school hours except by permission of the principal or superintendent with the consent of the teacher. Teachers who need to speak with salesmen need to notify the building principal or make arrangements so that classes are covered.

DISMISSAL OF SCHOOL DUE TO INCLEMENT WEATHER/EXCESSIVE STUDENT ILLNESS

When conditions exist, which may endanger the health and safety of students and school and school personnel, Clayton School System will close until such conditions have passed. For school personnel the school website, social media and school messaging system will be used.

COMPLAINTS AND GRIEVANCES

Proper steps for employee personnel complaints and grievances are:

1. An employee who feels he/she has a grievance should present the matter orally or in writing to his/her principal/supervisor. No grievance shall be considered or processed unless it shall have been presented at the appropriate level within ten (10) days after the aggrieved person knew or should have known of the act or condition on which the grievance is based; and, if not so presented, the grievance shall be considered forever waived.

2. If an employee feels that his/her problem has not been resolved, he/she may present it to the Superintendent in the presence of the principal. This meeting shall occur within five (5) working days of the receipt of a written request from the employee.

3. If the problem is unresolved after Step 2, the complainant may request in writing to the Superintendent for a hearing before the school board at the next regularly scheduled board meeting.

The decision of the Board shall be final, unless further legal action is required.

USE OF SCHOOL VEHICLES

Any person using school district equipment or vehicles for personal use may be subject to disciplinary action which could include termination or dismissal.

ATTENTION all operators of Clayton Public School District vehicles:

1. All records must be filled out for each trip taken.
2. Vehicles must be cleaned by any person operating the vehicle.
3. No school vehicle shall be driven unless approved by the Transportation Director and/or Superintendent. A vehicle request form must be filled out.
4. **ALL** school vehicles will be parked on school premises when not in use.
5. When keys to school vehicles are picked up in the Principal's office, please return them as soon as you return to school or at the beginning of the next working day.
6. There will be no food or drinks allowed on route buses.

COPY MACHINES

School employees will be charged ten (10) cents per copy for personal use of the copy machine.

PROFESSIONAL DEVELOPMENT

The Board of Education stipulates that Clayton School certified personnel must complete a minimum of five (5) days during each school year. These days will be authorized by prior approval of the activity by the Superintendent of Schools and will follow the guidelines as established by the Staff Development Committee and the Board of Education of Clayton Public School. The District shall keep a record of each staff development activity in the Superintendent's office.

TEACHER'S MEETINGS

Teachers must attend all meetings called or approved by the Administration. Teachers are expected to attend those professional meetings in which they are given days off from school to attend. Local teacher's meetings will be called as needed by the building principals.

STUDENT ACTIVITIES

All activities involving students as a school group, either during or outside normal school hours, must have approval of the principal prior to any plans made with students. Get these events logged on the calendar as early as possible. These events shall be on the school calendar by October 1st for the entire school year and all events must be completed by May 1st. Any activity that is scheduled will be confirmed ten (10) days in advance so that all personnel involved can be notified, such as Superintendent, Principal, Secretary, Cafeteria and bus drivers.

CLASS SPONSORED ACTIVITIES AND TRIPS

Anytime students are involved in school activities, meetings, trips, etc., they are to be accompanied by their sponsors.

There is a limit of ten (10) days that a student will be allowed to attend school activities which will keep them from attending class. Sponsors will turn in a complete list of students attending well in advance of the day of the trip to the building principals.

PARENT/TEACHER CONFERENCES

Parent/teacher conferences are a vital part of the teacher's work. Two parent/teacher conferences will be held during the year to discuss student progress. Additional conferences are encouraged as deemed necessary by either the parent or the teacher.

It is futile to try to deal with an irate parent over the telephone. Arrange a personal chat at the earliest convenience.

Whether you do or not, don't convey to any citizen the impression that you hold yourself superior to him. Appearances are notoriously deceiving and you could be wrong.

Parents see you through the eyes of their children. Spread community satisfaction – uphold and support **YOUR** school!

It is natural and normal for each parent to believe that the sun rises and sets in his/her child. If you must chip away at this illusion, do so as kindly as possible. Never, but never, criticize another teacher to the general public.

CLASS AND ORGANIZATIONAL MEETINGS

Class and organizational meetings will be approved by the principals. If you find it necessary to call a meeting, it must be placed in the school calendar one week prior to the date. It is the responsibility of the sponsor of the class or organization to schedule meetings. Otherwise, it will be taken for granted that no meeting is necessary.

CLASSROOMS AND HALL TRAFFIC

During changes of class, at noon and when the school day ends, each teacher will step to the door of the classroom and help maintain order. Teachers are to stand in the hall or at their door during the time students have been dismissed to go to their next class.

FIRE AND TORNADO DRILL INSTRUCTIONS

The fire signal is a continuous blast of the fire alarm bell, at which time students are to leave the classroom at a fast walk to designated areas.

The tornado signal is short consecutive rings of the bell.

Each principal will go over specific fire and tornado drill instructions.

SECURITY/LOCKDOWN DRILLS

Security/Lockdown drills are conducted as a response to active shooters, dangerous intruders, or incidents presenting a potential danger to the school community.

Security drills will be performed at least four (4) times a year.

CLOSED CAMPUS

Clayton Public School has a closed campus policy. Building principals will have the authority to grant permission to leave campus only under emergency conditions. This applies to students and employees.

There will be a sign in and out sheet for parents who feel it is necessary to pick up their child. This does not mean that the absence will be excused when the student returns to school. This determination will be made by the principal based on existing school policy. Visitors must check in at the principal's office. They are not allowed to sit in on classes or be on the school campus.

DISCIPLINE

Each teacher is expected to control the discipline in their room. No one else can do this for you. Control of the class is one of the prime essentials for successful teaching. **TO SACRIFICE DISCIPLINE FOR TEMPORARY POPULARITY IS A MISTAKE ALMOST IMPOSSIBLE TO COUNTERACT!**

A majority of disciplinary problems can be avoided in advance by **CONSISTENTLY** adhering to the policies and regulations of the school.

EXAMPLE:

> The teachers who are at their assigned duty station on time; who go about their tasks in an orderly and dignified manner; who follow a well-planned lesson; insist on work being in on-time; who cultivate a sense of humor; and who try to see the student's point of view will have few disciplinary problems.

Too-frequent dispatch of students to the office for discipline will be frowned upon. For one thing, students and administration interpret this practice as an admission of weakness on your part. Remember, however, the administrators are ready to confer with you anytime a problem should arise which you feel demands their attention. Feel free to seek their counsel or assistance at any time.

No teacher may permanently dismiss a student from their class prior to a conference with and approval of the administration.

The Board of Education of Clayton Public Schools has authorized the use of corporal punishment as one of the disciplinary tools available to teachers. Corporal punishment will be administered in the presence of the principal or designee, in the principal's office or another private area.

Discipline is the responsibility of **ALL** teachers and administrators at **ALL** times in **ALL** places. All teachers are responsible for discipline of any student when the need arises, whether or not they have that particular student in class.

NO TEACHER may send a student home for any reason. Anytime a student needs to be sent home, it will be done by an administrator.

BE FRIENDLY, BUT FIRM!

GRADING REQUIREMENTS

Teachers are required to have proof of the student's grades; therefore, at least two (2) grades per week should be assigned each student during a nine-week period.

Progress reports will be mailed to parents the fourth week of each nine-week period and at the end of each nine (9) week period. Students that are making a D or F and those that are working below capabilities will be reported to the principal.

Report cards will be mailed out during the week following the end of each semester. The report will show the student's attendance record and list the number of absences. It will also list grading in subject matter achievement.

All students will receive a numerical grade when work is done in each class taken according to the following scale:

A - Excellent	90 -100
B - Above Average	80 - 89
C - Average	70 - 79
D - Below Average	60 - 69
F - Failure	59 and below

CLARIFICATION FOR VALEDICTORIAN AND SALUTATORIAN

To be eligible for valedictorian or salutatorian honors as a senior, students must have been enrolled as a student in Clayton School for their last four semesters of work not including the final semester of their senior or eighth grade year. Senior valedictorian and salutatorian will be the graduating student who has the highest and second highest seven semester grade point average in class. Alternative Education students will not be

eligible for Valedictorian or Salutatorian. Virtual students must take onsite semester tests to be eligible.

GRADE POINT AVERAGE WILL BE CARRIED TO FOUR DECIMAL PLACES. In case of a tie for valedictorian or salutatorian, all students tying will be named co-valedictorian or co-salutatorians and will be ranked the same.

TO BE ELIGIBLE FOR VALEDICTORIAN AND SALUTATORIAN A STUDENT IS NOT REQUIRED TO TAKE HONOR CLASSES.

CLASS RANKING

Use point average scale carried to four decimal places.

HONORS BANQUET - The annual Honors Banquet is held to recognize and celebrate the academic achievements of our outstanding students. Attendance at the Honors Banquet is by invitation only, based on the following academic and extracurricular honors. Eligibility Criteria: Students meeting one or more of the following criteria will receive an invitation to attend the Honors Banquet:

1. Valedictorians - Students with the highest academic ranking in the graduating class
2. Salutatorians - Students with the second highest academic ranking in the graduating class
3. Students who have placed in academic or curriculum-based contents during the current school year
4. Students with a cumulative GPA of 3.5 or higher
5. Members of the National Honor Society in good standing
6. Members of the Oklahoma Honor Society

Invitations will be extended based on academic records and verified achievements up to the first semester of the current academic year and curriculum contents held in the current academic year.

SUPERINTENDENT'S HONOR ROLL

Students having all A's for the last semester of the previous year and the first semester of the current year will receive an award at the end of the year.

PRINCIPAL'S HONOR ROLL

Students having no grade below all B's for the last semester of the previous year and the first semester of the current year will receive an award at the end of the year.

OKLAHOMA HONOR SOCIETY

Membership in the Oklahoma Honor Society is limited to students who have grade averages in the top 10% of the student body.

NATIONAL HONOR SOCIETY - Candidates eligible for election to the National Honor Society must be members of the junior or senior class. To be eligible for membership consideration, students must have a cumulative unweighted grade point average of 3.70,

and meet established standards of leadership, service, and character. Leadership is based on a student's participation in school activities. To meet the service requirements the student must actively participate in school and/or community service. Four (4) hours of service to the community will be required for election to the National Honor Society. Character is measured in terms of integrity, behavior, ethics, and cooperation with both students and faculty. Any student who has been convicted of a felony shall not be eligible for membership in the chapter.

GRADE BOOKS

Your online grade book is an official record of the grades, attendance and absences of each student. It should be maintained with utmost diligence.

Be very careful in keeping attendance records and making reports. Your daily attendance report is one of the most important reports you will maintain. It is the base and source of all permanent attendance reports and records.

Take roll immediately at the beginning of each class. Attendance is taken on the teacher's computer each period. Notify the office immediately if you learn later that your report was in error. High School students who have been absent or tardy are required to get an admittance slip from the office before returning to class. No teacher will admit a student back to class without this slip. Admits will be signed by each of the student's teachers.

Admit slips may be picked up in the HS office between 7:30am and 7:40am.

Students are required to make up all class work and assignments missed during an absence. They should be given a definite, specific piece of work to do and specified time in which to complete it. Limitations on this will be left to the teacher's discretion. If the absence is excused or unexcused the student will be allowed to make up the work. If the teacher is absent, no grade will have any more weight than a daily grade. Any grades given due to absences that lowers the students average a letter grade or more should be reported to the parent and the principal's office immediately.

When a student withdraws from school, the student will obtain a check-out sheet from the office to be filled out by his/her teachers. This will include lunch bills, library, etc. The principal will give final approval upon the completion of the form.

Each student's attendance record is most important. Not only is state law students of school age (5-18 years of age inclusive) must attend school, but the student should remember college admission offices and future employers will carefully evaluate their attendance records.

Students K-12 must attend school ninety (90%) percent of the time in order to receive credit for that school year.

When a student has been absent from school for four consecutive days, the principal will notify the parents or guardians by certified, return receipt requested, letter, of the attendance policy, and the number of days absent. The parent or guardian should then contact the principal for a parent/student/principal conference. Students will be dropped from the roll after being absent for ten (10) consecutive days.

Students should not come to school with a fever or communicable disease. Must be fever free without medicine.

ADDITIONAL GUIDELINES FOR TEACHERS AND STAFF

Teachers are responsible for the care of their classrooms. Stress respect for school furniture. The responsibility for the condition of furniture, whiteboards, smartboards, walls, books, computers/laptops and other items rests with the teacher(s) in charge. **KEYS MUST NOT BE RELEASED TO STUDENTS OR PLACED IN OR ON DESKS!**

Students are to be discouraged from going to their lockers except between classes. Do not allow students out of class without a hall pass indicating their destination.

To build and maintain respect in the teacher/student relationship, avoid undue familiarity.

Teachers and Staff will not "friend" students on Facebook. Teachers and Staff will not contact students through Facebook, Snapchat, Twitter, Instagram, or any other social media sites, with the exception of school approved social media. The district maintains a website that Teachers and Staff may use to contact students after normal school hours. **As a teacher your public postings outside of school should reflect well upon your school and our students. Teachers and staff will not put anything negative on Facebook that has any reference to the school or any employee. All employees have a responsibility to always promote the school in a positive manner.**

Students and employees are not permitted to use any Tobacco, Vape or Vaping products on school grounds; Clayton School is a Tobacco, Vape or Vaping products -free campus.

Students who bring their lunch and wish to eat in the building will do so in the cafeteria.

Daily assignment grades should be kept in your grade book. Semester tests may be given in all subjects during the final week of each semester. Other tests may be given at the discretion of the teacher but are not to take the place of the semester exams. Semester Test exemption: All "A"s and no more than 3 absences, "A"s and "B"s and no more than two absences, "A"s, "B"s and "C"s and no more than 1 absence.

Mailboxes have been assigned to each teacher. Teachers are required to check their mailbox and e-mail for bulletins on a regular basis

A permanent information file on every student is maintained in the principal's office. This is an accumulative record dating from the child's first entry into Clayton School. A copy may be kept in the Counselor's office for the purpose of individual student counseling.

These records are in the confidential classification and under no circumstances should they be discussed with anyone other than the people directly concerned, and then in such a manner that only good can come from the discussion.

Report promptly to the principal any accident or illness of students. Accidents of a serious nature are to be reported in writing as soon as possible. Include date, time of accident, nature of accident, and care the student received.

Faculty members are not to send students outside the building on errands unless permission has been secured from the principal. Errands within the building should be limited to an emergency. No teacher should permit students to leave the classroom for any reason without a pass or written permission from the office.

All public school employees occupy a special position within the educational community, particularly with respect to their ability to serve as a positive influence for students. Employees are expected to dress appropriately and in a manner in keeping with their professional status. All employees should keep in mind what constitutes good taste, appropriate grooming and appearance. Good taste is defined as attire that would not offend students, parents, visitors and fellow employees. Dress and personal grooming must not offend common standards of decency: contain language which refers directly or indirectly to drugs, alcohol or tobacco; contain direct or indirect sexual references; present health or safety problems; or otherwise constitute inappropriate dress or grooming for the educational process in which the employee is engaged. The clothing worn should conform to job duties. The exceptions to this policy are when days that have been designated as a theme day, special event, or particular class activities.

Teachers are to report to school no later than 7:30 a.m. and leave no sooner than 3:15 p.m. or until buses have left and all car riders have been picked up.

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GENERAL ADMINISTRATIVE POLICIES AND PROCEDURES

PAYROLL

Employees will fill out payroll forms at the beginning of each school year. **Pay will be on the twenty-fifth (25th) of each month**. For more detailed information, see complete school policy manual in Administrative offices or online.

ON-THE-JOB INJURIES AND ACCIDENTS

If an employee has an accident or is injured on the job, an accident report must be filled out and given to the Superintendent's office. This needs to be done as soon as possible, preferably on the day of the accident

PURCHASING PROCEDURES

It is the policy of the school to fulfill all reasonable requests for supplies. This totals up to quite an item of expense. Please see that supplies requested by you are not carelessly or wastefully used.

When ordering supplies or making purchases, employees shall do the following:

1. Pick up a purchase request form from the Principal's office or Superintendent's office.
2. Fill out a request form completely including:
    - A. Account charged against:
        - a. **GENERAL FUND** – specific classroom materials, teaching aides and equipment; list class title (library, FACS, Vo-Ag, etc.)
        - b. **ACTIVITY FUND** - clubs or organizational purchases (Athletics, FFA, FCCLA, Yearbook, Band, Class of 2025, etc.)
    - B. Company name from whom you're ordering.
    - C. Complete address of Company
    - D. Company phone number and fax number
    - E. Ship to Address
    - F. Quantity and product number of items needed
    - G. Description of items needed

H. Cost of item needed
I. Shipping if applicable; estimate 10% shipping if amount is unknown

3. Sign and date purchase request form.
4. Return the purchase request form to the Principal's office for approval. **DO NOT PLACE ORDER UNTIL A COPY OF THE APPROVED REQUEST WITH A PURCHASE ORDER NUMBER IS RETURNED TO YOU.** You may then order the items requested.

NOTE: If an invoice is received in the Superintendent's office without a purchase order number, the organization or person responsible for ordering the items will be liable for the bill.

Purchase request forms will be used by the Activity Fund and Child Nutrition Fund as well as the General Fund and Building Fund.

When filling out purchase orders, please circle activity for activity fund, general for general fund, building for building fund, it will avoid confusion in the accounting office since we have four funds to take purchase orders from. Please turn purchase orders in **DAILY** as this will allow the central office to keep better track of encumbrances and expenditures.

Also, when you use credit cards (Walmart, Mastercard, Staples, Fuelman, etc.) please sign receipts and turn them in immediately. Tickets must be turned in the next day after purchase.

REVENUE PROCEDURES

Oklahoma Statutes require activity and appropriated funds to be deposited on a daily basis. If daily collections are less than $100, then funds may accumulate to $100 before a deposit must be made. Money must be deposited not less than one time per week, regardless of whether the monies total $100. Our auditors pointed out that deposits are not being made on a daily basis, so we must all work together to correct this.

All money collected from student activities and all expenditures made in the various activity accounts will be handled through a single bank account called "**CLAYTON SCHOOL ACTIVITY FUND"**. The Superintendent's office will be responsible for making all deposits in this fund and drawing all checks thereon.

All monies collected by sponsors from students will be receipted using a triplicate receipt. All checks will be listed by name and amount on a duplicate checklist slip. A copy of each receipt issued and a copy of the checklist slip listing checks will be turned in with the money at the Principal's office. All monies collected from student activities will be turned into the Principal's secretary on a daily basis. The Principal's secretary will turn the money into the Treasurer on a daily basis. All monies should be rolled, organized and counted before being turned in. Any person collecting monies will be liable for the total amount collected. Be sure to obtain a receipt when money is turned in. **MONEY TURNED IN MUST BALANCE WITH RECEIPTS ISSUED.**

At the end of each month, sponsors of accounts in the Activity Fund will be notified of their account balances by the Superintendent's office. Each sponsor is responsible for reconciling their accounts at the end of each month.

PURCHASE REQUEST

ORDER NUMBER

PHONE # FAX #

SHIP TO
CLAYTON PUBLIC SCHOOL
ATTN: _____
329 NORTH 1ST STREET
CLAYTON, OK 74536-0190

BILL TO
CLAYTON PUBLIC SCHOOL
ATTN: SUPERINTENDENT'S OFFICE
P. O. BOX 190
CLAYTON, OK 74536-0190

FUND: GENERAL BUILDING ACTIVITY CO-OP

FY	FUND	PROJECT	FUNCTION	OBJECT	PROGRAM	SUBJECT	JOB CLASS	SITE

QTY	PRODUCT NUMBER	ITEM AND DESCRIPTION	UNIT PRICE	TOTAL
		SUBTOTAL		
		SHIPPING		
		TOTAL THIS ORDER		

REQUESTED BY _____ DATE REQUESTED _____

PRINCIPAL APPROVAL _____ DATE APPROVED _____

SUPERINTENDENT APPROVAL _____ DATE APPROVED _____

TRAVEL AND EXPENSE REIMBURSEMENT POLICY

It is the policy of the Board of Education that official school travel for Board members must be approved in advance by the Board and travel for employees will be approved in advance by the building administrator and the superintendent. Requests and arrangements for employee travel will originate from the appropriate building administrator's office.

Effective July 1, 2007, the Oklahoma State Department of Education and our auditor has instructed the Board of Education to adopt a policy which states the school district cannot reimburse for any meals except for documented and approved overnight travel.

The school will reimburse reasonable costs, subject to the availability of funds, for approved and documented overnight travel. Lodging expenses should be approved through the Superintendent's office prior to departure of travel by a purchase order request. ***ALL RESERVATIONS*** **will be made in the Superintendent's office**. State government /educational rates should be utilized whenever possible. While business phone calls are an allowable expense, personal phone calls must be paid to the hotel when checking out. Food may be charged to the room, but food ticket must be itemized and attached to the lodging bill.

Meal costs will be reimbursed on a per diem basis of $40.00 per day for overnight workshops. Per diem rates will not exceed those provided in 74 OS 500.8; as allowed state employees under the State Travel Reimbursement Act. The cost of meals and incidental expenses for group meetings conducted for the general improvement of the school system may be approved as a separate item by the Board.

Expenses for registration, parking, toll charges, and similar expenses will be reimbursed when documented by receipt.

School vehicles, when available, may be used for official business only. Private vehicles may be used when school vehicles are not available. If a school vehicle is used, mileage will not be reimbursed. ***Mileage expense will be reimbursed at the current federal rate. Employee will be responsible for beginning and ending mileage. This must be turned in using a travel claim form.***

Claim forms for travel expenses are available in the building administrator's office. The forms will be completed, along with the allowable expense receipts attached, and given to the respective building administrator for approval and delivered to the business office for payment ***immediately*** upon returning from the trip. Travel expenses, at the end of the fiscal year, cannot be paid after June 30th.

The custodian of a school activity fund may provide cash advances to sponsors for travel expenses on behalf of school district students and sponsors of certain school activities. The cash advances ***may come only from the school activity subaccount*** directly involved in the travel of such students or sponsor and only if the travel is one of the stated functions or purposes for the establishment of the subaccount. Receipts must be turned in to the custodian of the activity fund in the Superintendent's office immediately upon return from the trip. Any unused cash will be redeposited back into the subaccount of the activity fund.