

Maysville Junior / Senior High School
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Faculty Handbook 2017-2018



Maysville High School Mission Statement

Maysville High School expects excellence, responsibility and respect among all members of the learning community. We strive to build a community of lifelong learners committed to preserving our democratic society.

Maysville Public School Mission Statement

The Maysville Board of Education believes that each student has a right and responsibility to succeed, to achieve to the limit of his or her ability and to take pride in his or her achievements. It is believed that every student is entitled to respect and dignity as an individual. The board recognizes that achievement of educational excellence is a joint effort of the school, the home, and the community. It is also recognized that education is a life-long process in which individuals of all ages can and should acquire new skills. The board believes that each student should graduate with marketable skills and a solid foundation upon which future skills can be built.

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SCHOOL OVERVIEW

Objectives

The objectives of the school and its staff should be to:

1. Maintain and encourage cooperation between school and community so that developmental opportunities will be offered in these areas for the student's continual growth.
2. Present to the student an adequate background in the core subjects, which will provide them a quality education, allowing them to score well on academic tests, and to function adequately in society.
3. Develop an understanding of citizenship, which will enable each student to participate responsibly in our representative form of government.
4. Offer each student opportunities to participate in a number of activities, both intellectual and physical that will contribute to the development of the whole person.
5. Provide a wide variety of skills to broaden the student's knowledge and enhance his\ her capabilities to function in society.
6. Acquaint each student with the cultural heritage of our local and global communities in order to develop a spirit of cooperation and an appreciation of our individual differences.
7. Establish a positive attitude toward learning and a sense of pride in the student.
8. Evaluate and incorporate innovative technology, methodology, and philosophy as it pertains to education.
9. Encourage students to be educationally flexible, realizing that vocations are no longer static and thus education is never-ending.

TEACHER'S CREED

I am a teacher. I accept the challenge to be sagacious and tenacious in teaching every student, because I believe every student can learn.

I accept the responsibility to create a learning environment conducive to optimum achievement academically, socially, and emotionally.

I actively pursue excellence for my students and myself.

I provide a model of decorum and respect that guides my students as well as honors them.

I affirm superlative expectations for my students and myself.

I cherish every student.

I am a teacher. I change the world one student at a time.

GENERAL MANAGEMENT

Bell Schedule

7:40	Building opens
7:56	First bell
8:00 – 8:51	First period
8:55 – 9:46	Second period
9:50 – 10:41	Third period
10:45 – 11:36	Fourth period
11:36 – 12:15	Lunch
12:19 – 1:10	Fifth period
1:14 – 2:05	Sixth period
2:09 – 3:00	Seventh period
3:00 - 3:30	Conference

Note: The bell near the end of a period indicates that it is time for the period to end. Only the teachers can dismiss the classes. An additional bell will sound during passing period to notify students they have one minute until class begins.

Reporting to Work

Report time will be no later than 7:40 a.m. each morning. All teachers may leave for the day at 3:30 pm. Exceptions can occur if prior arrangements are made with the principal. Teachers will be allowed to leave campus at lunch when not directly supervising students. Upon approval of principal, teachers may leave campus at other times when not directly supervising students. If you are planning to leave campus for any reason, remember to sign-out with the time and destination and sign-in when you return. The sign log will be located in the office for teachers. Please notify the principal or an office staff member of your departure.

Safety/Security

Staff Supervision - Outside the Classroom
(fire drill, tornado drill, emergency operating)

- Stay with your class at all times!
- Check roll.
- DO NOT leave students or assigned area and congregate with other teachers.
- Students are to stay with the class.
- DO NOT allow students to leave area unless an emergency arises.
- If you are on your planning period, go to the normal designated area to help supervise students.

FIRE DRILL SIGNAL

Repeated short bell blast

Teachers will immediately move students in single file to the closest exit. Make sure all lights are turned off once your room is cleared and the door is shut but not locked. Teachers are to be with their classes, with the last teacher making sure that the exterior doors are closed. Teachers should make sure all students (they are responsible for) are accounted for once they are outside the building. Please assist in making sure groups in the outer buildings have received the warning. The principal will give the 'all clear' signal verbally. (*Document 1 – Fire Evacuation Procedures, Document 2 – Fire Evacuation Map*)

TORNADO SIGNAL

Repeated long bell blast

Teachers should immediately move students in single file to the designated area in the gymnasium. Teachers are to be with their classes, making sure all students (they are responsible for) are accounted for once they are in the proper location. The principal will give the 'all clear' signal verbally. (*Document 3 – Tornado Evacuation Procedures, Document 4 – Tornado Evacuation Map*)

EMERGENCY OPERATING PROCEDURES

Teachers will be given a copy of the Maysville Public School Crisis Management Plan. Within the plan are the steps that will be taken in an event of various crises. Lock Down & Intruder Drills will be announced verbally with "Lock Down". Teachers are to move all students away from doors and windows with the lights off. Remain quiet until an "All Clear" is announced. (*Document 4 – Dangerous Intruder Procedures*)

COMMUNICATION

Announcements

Daily Announcements will be emailed to you at the end of each day for the following day. Please READ, PRINT & POST the bulletin in your classroom for all the students to view later in the day. This information is important and specifically for students and teachers. If a teacher wants to put an announcement in the bulletin, please have it in writing on an announcement request to the secretary by 8:00 am. Announcements will be read over the intercom at the end of 1st period each day. The intercom will be used sparingly and for emergencies only. (*Form 1 – Announcement Request*)

Mail

Each teacher has a mailbox. Please check your mailbox on a regular basis. Messages, memos, and announcements may be placed in teacher's boxes along with regular mail. An outgoing mailbox is located in the office. This is to be used for school purpose only and the mail must be in the office before noon.

Faculty Meetings

Faculty members shall attend ALL faculty meetings. High School faculty meetings will be the second Tuesday of each month at 7:40 am or 11:36 am in a location designated by the principal. This time will allow for the faculty to review calendars, share academic ideas, and plan cross-curricular activities. Any faculty whom are absent from the meeting will be responsible for obtaining the information from the principal upon their return. (*Document 6 – Faculty Meetings*)

Department Meetings

Department meetings will be held during the last two weeks of each month. The faculty will have the necessary time to review curriculum and enhance scholastic ideas for student improvement within each department. The dates and times of the meetings will be provided to all teachers and the meetings will not overlap with each other to allow administration the opportunity to attend all the meetings.

Telephone Messages

Notification of phone messages for teachers will be placed in the faculty's mailbox. Teachers will not be called out of class unless for emergency's only. Please return messages or calls before or after school, during the noon hour or during your planning period. Do not ask secretaries to make calls for you. All long distance calls should pertain to school business only. If you make a long distance call that does not pertain to school business make arrangements with the financial clerk to pay for the cost. Long distance phone codes will be given out at the beginning of the school year. **Personal cell phone use is to be limited to planning periods and lunchtime. Class time is for instructional purposes.**

Electronic Mail

E-mail will also be a form of communication utilized by the office; therefore, teachers are to check their e-mail on a regular basis. The superintendent or designee shall have access to all materials loaded or stored on the district's computers. Accordingly, no user of the district's computers shall be deemed to have a privacy right in any programs, files, or data, including contents of business or personal e-mail, loaded or stored on district computers. 15 O.S. § 776.1

ACADEMIC FOCUS

Class Preparation

All class preparation such as test making, copy work, etc. should be done during the teachers planning period, before school, or after school, not during your class periods. Do your own copying; do not depend on students or school secretaries. Do not show students how to use the machines. The best discipline is preparation.

Classroom Presence

The presence of teachers in their classrooms when students are assigned to them for instruction must be given the highest priority. Planning, preparation, and other business must be completed outside of class-time so that the teacher's full attention may be directed toward providing the best possible instruction and supervision for his or her students. In the event an extreme emergency, an administrator should be notified so that arrangements may be made for supervision of the classroom. NEVER LEAVE STUDENTS UNATTENDED. You are legally responsible for their supervision.

Course Syllabus

A syllabus for each course will be provided to each student and a copy will be turned in to the principal during the first week of school to be kept in your office file.

(SYLLABUS SAMPLE OUTLINE)

TEACHER NAME, ROOM, PHONE, E-MAIL, PLAN TIME

COURSE NAME
TEXT, PUBLISHER, COST

COURSE DESCRIPTION

COURSE OBJECTIVE/TIMELINE

CLASS PROCEDURES/ GENERAL INFORMATION/SAFETY ISSUES/ACADEMIC DISHONESTY

SUPPLIES NEEDED FOR CLASS

TIPS FOR SUCCESS

GRADING POLICY

Homework

It is imperative that students, parents, and educators realize the importance of independent practice, study, and the responsibilities and self-discipline associated with his/her independence. Homework is a natural extension of classroom instruction and does provide a necessary expansion of curriculum objectives. Homework is to be reasonable and meaningful. All homework is to be evaluated and returned promptly. This is the student's feedback and is instrumental to their success.

Instruction

No single item is more important to the delivery of quality instruction than planning. Reference should be made to the observation and evaluation. The following are the procedures for the indicators that must be included in an effective instructional activity:

Lesson Plans

Lesson plan books are provided for you to prepare guidelines for instruction in your classroom. However, flexibility must be employed to insure you are meeting the needs of students. The principal will review lesson plans periodically. You are responsible for the OAS objectives and must be denoted in your lesson plans by the number. Your lesson plans are to be detailed enough that a substitute teacher could instruct the class.

Parental Contact

Teachers are encouraged to make positive contacts with parents by phone and mail. In case of unsatisfactory behavior or grade averages below 70, teachers need to contact parents immediately. Teachers should keep copies of notices to parents and records of the date and time for phone calls.

Progress Grades & Report Cards

Each quarter progress notices will be handed out to the students. Teachers will be notified of report deadlines and will be expect to meet those deadlines. Instructions to record grades will be handed out by the counselor for teachers to input student's grades.

9-Weeks & Semester Grades will be due in the office by 3:30 pm on the following days: **Monday, October, 16th; Thursday, January 4th; Monday, March 12th; Thursday, May 10th.**

Report Cards will be sent home or ready for pick up on the following days: **Wednesday, October, 18th; Monday, January 8th; Wednesday, March 14th; Thursday, May 24th.**

Records

State regulations mandate grade books, written daily lesson plans, and attendance registers be kept by each teacher. These documents will be filed in the Principal's Office at the end of the school year.

Teacher Evaluation Process

The performance of all certified staff members will be evaluated based on the Teacher and Leader Effectiveness (TLE) Observation and Evaluation System – Tulsa Model. The evaluation procedure will follow the guidelines set forth by law, Senate Bill 426.

Standards of Performance and Conduct for Teachers

Approved by the State Board of Education, March 1992
Professional Services Division
(70 O.S. Supp. 1990 § 6-101.21 and 101.22)

Teachers are charged with the education of the youth of this state. In order to perform effectively, teachers must demonstrate a belief in the worth and dignity of each human being, recognizing the supreme 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.

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:

1. Shall not unreasonably restrain the student from independent action in the pursuit of learning;
2. Shall not unreasonably deny the student access to varying points of view;
3. Shall not deliberately suppress or distort subject matter relevant to the student's progress;
4. Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety;
5. Shall not intentionally expose the student to embarrassment or disparagement;
6. Shall not on the basis of race, color, creed, sex, national origin, marital status, political or religious beliefs, family, social, or cultural background, or sexual orientation, unfairly
 - a. exclude any student from participation in any program,
 - b. deny benefits to any student, or
 - c. grant any advantage to any student;
7. Shall not use professional relationships with students for private advantage; and
8. Shall not disclose information about students obtained in the course of professional service, unless disclosure serves a compelling professional purpose and is permitted by law or is required by law.

Principle II - Commitment to the Profession

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

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

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

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

Principle III

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

1. Willful neglect of duty;
2. Repeated negligence in performance of duty;
3. Mental or physical abuse to a child;
4. Incompetence;
5. Instructional ineffectiveness;
6. Unsatisfactory teaching performance, or
7. Any reason involving moral turpitude.

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

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

D. A teacher may be dismissed, refused employment or not reemployed after a finding that such person has engaged in criminal sexual activity or sexual misconduct that has impeded the effectiveness of the individual's performance of school duties. As used in this subsection:

1. "Criminal sexual activity" means the commission of an act as defined in Section 886 of Title 21 of the Oklahoma Statutes, which is the act of sodomy; and
2. "Sexual misconduct" means the soliciting or imposing of criminal sexual activity.

Video/Film (Instructional & Non Instructional)

The use of any video or film must be approved by the principal. Any extracurricular video or film will require written parental permission prior to their child's viewing. Alternate activities will be provided to students whose parents elect for them not to view a given video/film. No PG-13 video/film will be shown without administration approval and no R-rated video/film will be shown. Any parent who requests will be given the opportunity to preview any video/film used in the classroom. (*Form 2 – Video / Film Request*)

FACULTY RESPONSIBILITIES

Activity Calendar

A calendar showing ALL activities for the year will be kept in the principal's office. Before any dates or times are set, each organization must clear it with the principal. At this time the activity dates will be sent over and placed on the master calendar. You must file an activity request with the principal, upon review the activity will be approved or rejected. Recall the maximum number of total absences a student can obtain is ten (10) per semester. This will be strictly enforced. Therefore, do not assume all activities will be approved. Field trips for educational purposes will not count towards the 10 activity absences. (*Form 3 – Activity Request*)

Activities/Organizations will not be able to utilize additional class hours (other than those assigned) to practice or prepare for upcoming events. Students are to attend their regularly scheduled classes. If additional time is needed to prepare for events, then the time will need to be scheduled before school or after school.

All activity tee shirts must be approved by the administration if the printing is something other than Maysville High School logos. School colors are RED & WHITE.

Alcohol & Dangerous Substance Reporting

Whenever a student is suspected of using, consuming, possessing, or being under the influence of drugs or alcohol, it should be reported to a school administrator or counselor immediately. They will verify such suspicion by observation or documentation. Whenever it appears to any public school teacher that a student may be under the influence of low point beer as defined in Section 163.2 of Title 37 of the Oklahoma Statutes (any beverage containing from .5% to 3.2% alcohol by weight), or a controlled dangerous substance as defined in section 2-101 of Title 63 of the Oklahoma Statutes, the teacher shall report the matter to the school principal or their designee. As provided by law, no officer or employee of the district or any member of the Board of Education shall be subject to any civil liability for any statement, report, or action taken in assisting or referring for assistance to any medical treatment or social service agency or facility or any substance abuse prevention and treatment program for reporting any student reasonably believed to be abusing or incapacitated by the use of low point beer, alcohol beverages or controlled dangerous substances unless such assistance or referral was made in bad faith or with malicious purpose. No such officer or employee of the school district or member of the Board of Education shall be responsible for any treatment costs incurred by a student as a result of any such assistance or referral to any medical treatment, social service agency or facility, or substance abuse prevention and treatment program.

Attendance Procedures

For each class, the teacher needs to check roll and record absences. Within five minutes after the tardy bell an office aide will come by to pick up the absentee slip. A student arriving to class tardy without permission will be recorded as tardy. Teachers will keep track of student tardiness to be tallied toward semester test exemptions. If a student is not present in the class for a minimum of thirty-five (35) minutes, then they will be considered absent for the entire class. If a student is absent from school, upon returning they must report to the office to receive an admit slip before being admitted to class. If a student does not have an admit slip, the teacher is not to admit them to class before following procedure. Students assigned to your class and not reported, subject the teacher, principal, and school to liability and lawsuits.

If a student leaves a classroom, they must have a corridor pass stating where they are going. Students are not to be admitted to any room during class time without having a corridor pass signed and approved by the sending teacher.

Sponsors or teachers who plan on taking students out of school for the day will be required to supply a list of those students to the attendance clerk. This list will excuse the students for the day.

Care of the Building & School Equipment

Our building is large and hard to manage. Please help the custodian by having students pick up papers and other debris and straightening up each day. Encourage students not to litter the area around the buildings and to take pride in the appearance of their school. Teachers should model the behavior desired for their students by keeping a neat and orderly room and by helping in the clean-up effort. Ultimately, teachers are responsible for the reasonable use

and maintenance of all supplies, furniture, and resources. Report any items that need repair or special attention to the principal, not the custodian.

Teachers are responsible for closing their windows, turning off their lights, turning off computers, picking up excess trash, and adjusting the thermostats before leaving their room for the day. Thermostats are to be raised to 85 degrees in the warm months and lowered to 60 degrees in the colder months.

Please be alert to students writing on walls, desks, books, or other school property. Instances of property destruction are to be reported to the principal immediately.

No food or drinks are allowed within the buildings, except for the designated areas (student lounge, FACS kitchen), unless you are having a special event in your classroom. If this is the case, please denote the special event within your lesson plans.

Classroom Management

All teachers will be expected to post their classroom management policies (classroom rules, student expectations, etc.) within their room. Address these issues at the beginning of the school year and periodically throughout the year. A copy of your policy must be in your office file before the first day of school begins.

Keep students in the classroom. Do not allow them to go unnecessarily to the bathroom, drinking fountains, lockers, office, or to other classrooms. Use corridor passes at all times.

Class Sponsor

All teachers are eligible for class sponsorship. If for some reason you feel you should be exempt, you can visit with the principal to discuss the situation. Class sponsors are responsible for fundraiser activities, homecoming float supervision and various other events that pertain to the class. (Document 7 – Class Sponsorship)

Counselors Office

Students should have a hall pass signed by the sending teacher before going to the counselor's office. Otherwise, the counselor will send a request for a student to go to their office. Students must check in with their classroom teacher before going to the counselor's office. If the counselor is not available, the student is to sign the 'appointment sheet' within the office and the counselor will send for the student as soon as possible. Students are not to wait outside the counselor's office unless directed to do so by the counselor. The counselor will send the student back to class as soon as possible.

Covering Classes

On occasion, situations arise when a teacher must leave the building for an emergency. In some instances there will not be sufficient time to call in for a substitute teacher. On these occasions, a teacher may be asked to cover for another teacher during their planning period. This will be kept to a minimum, but is a necessary backup for all teachers. If a teacher must leave their class due to an emergency, that teacher must find someone to cover before they check out through the office.

Eligibility Reports

Teachers will be required to turn in an eligibility report on all students after the third week (during the fourth week) of each semester and each succeeding week thereafter. The grade to report is a semester grade **not** a nine-weeks grade. The period of probation and ineligibility will always being the Monday following the day eligibility is checked. The reports will be due Thursday's at 3:00 pm. Eligibility checks will begin for the 1st semester - **September 7th** and for the 2nd semester – **February 1st**. Each teacher will be required to turn in the eligibility check sheet to the office with the signatures of the students verifying notification of ineligibility or probation. A deficiency notice is also to be filled out for each student who is turned in for failing grades. The notice will be mailed home. (*Form 4– Eligibility List, Form 5 – Deficiency Notice*)

Fundraising

Fundraiser dates are submitted to the principal to ensure no overlap and to eliminate repetition. A list of generic fundraisers will be submitted for approval by the school board during the summer for the up-coming school year. It is suggested that if an organization conducts a fundraiser, they perform one (1) community service project within the Maysville community. This project is at the sponsor's discretion and preformed prior to the end of the school year.

For each activity a tentative Activity Budget is to be submitted to the office during the first week of school. This will assist in the regulating the funding throughout the school year. (*Form 6 – Activity Budget*)

Graduation

All faculty members are invited and encouraged to attend and sit together during the commencement exercise. A special place will be reserved for faculty members.

Injury of a Child

If a child is injured or ill and the parent needs to be contacted, the teacher shall notify the principal or counselor. If they are not available, then the teacher shall call the parent. (Please do not ask the secretary to do this for you.) An accident report is to be completed and on file in the office the day the incident occurred. (*Form 7– Personal Injury Report*)

Inventory

All teachers will prepare an inventory of their respective room at the end of each year. Inventory is all or any new equipment as it is received. New teachers may receive a copy of the previous year's inventory for their classroom.

Keys

Extreme caution should be taken at all times to prevent loss of keys. The teacher will not loan a student a school key. In the event a key is lost, the office should be notified immediately. Please check with Mrs. Grimes about all your keys prior to the end of the first 9-weeks, copies of all your keys must be in the office's main key storage facility.

Leave Policy

Teachers are granted ten (10) sick days, three (3) personal business days, five (5) bereavement days for immediate family and two (2) emergency leave days for events of a catastrophic nature.

Media Center & Computer Lab

The media center and computer lab should be used but not abused. Do not send students to either one. The students utilize the media center before school, after school, during noon break, or go as a class with the teacher. If a class is in the Media Center or Computer Lab, the teacher is responsible for the class' behavior not the media specialist or lab instructor. Room 10 computer lab sign-up will be located with the computer teacher.

Parking

Faculty parking is located north of the building and along the east side of the gymnasium. Student parking is on the south side of the gymnasium and in the southeast parking lot across the street.

Planning Period

The teachers' planning period is a part of their regular workday and should not be used for personal business and certainly not to leave the building. If however, an emergency arises and the teacher should have to leave the building during their planning period or prior to 3:30 pm, they must gain approval by the principal and fill out the sign-out log.

Procedures for the School Day

Teachers should be at school by 7:40 a.m. to give students extra help when needed, for parent conferences, to complete preparations for the first class, or to conduct their duty. If you cannot be at school by 7:40 a.m., you are to notify the principal. Each teacher will follow his or her schedule as found on the class schedule sheet. Be sure to post your duty days, so students and parents will know when you will be out of your room.

Repairs

The need for repairs or maintenance to the room furniture or equipment should be reported on a repair form for the maintenance department. A copy will be kept on file by the principal. Needed computer repairs should be turned into the office on a separate request. (*Form 8 – Maintenance Request, Form 9 – Computer Repair Request*)

Requisition & Purchasing Procedures

Before purchases can be made a requisition form must be filled out in the office and signed by the Principal and Accounts Secretary for the Activities accounts or by the Principal and Superintendent for the General account. A purchase order number will be assigned and a copy of the requisition returned to the teacher before orders are placed or purchased. Receipts must be kept for reimbursement and for verification of purchase. The individual whom placed the order must sign all receipts. Reimbursements should only occur in emergency situations. If a teacher or sponsor purchases materials prior to receiving a purchase order number, that individual may be held personally responsible for the payment. (*Form 10 – General Fund Purchase Order; Form 11 – Activity Fund Purchase Order, must be printed on blue paper; Form 12 – Reimbursement Form*)

School Funds

All school funds must be deposited on a daily basis with the activities clerk by 1:00 pm. Teachers/Sponsors are not to hold money over for a later deposit. All sponsors will be issued a receipt book and will be required to issue receipts for all monies collected. Numbered receipt will be issued and books kept on each account. The money will be deposited into the activity bank account on a daily basis. It is the sponsor's responsibility to ensure proper accounting of all collected monies. Students are not allowed to purchase goods for you without a signed permission slip from the principal.

Special Duty

Special duties are a vital part of every teacher's responsibility. It is imperative that each teacher assumes his or her share of the responsibility of a given assignment. Therefore, close observation is necessary. Staff is expected to correct inappropriate student behavior. All teachers shall assume the responsibility of supervision of students. Hall supervision is your responsibility during class changes. Stand outside your door to observe class changes, and extinguish any problems that may arise. High visibility of the faculty has a positive effect on student behavior.

Daily Duties will consist of:	Be on duty at:
One teacher for the Gym/Concession Area	7:40 – 7:56
One teacher for Morning Detention (their room)	7:40 – 7:56
One teacher for the Outside Front	11:36 – 11:55
One teacher for the Outside Front	11:55 – 12:15
One teacher in the Student Lounge/Auditorium Lobby	11:55 – 12:15

All teachers on duty are to be mobile and visible at all times.

Duty is your responsibility; do not make yourself liable by being late or not on duty. Do not become stationary; move about the students to ensure visibility. Students may enter the main doors of the high school to access the bathrooms or water fountain. The only indoor area for congregating is the gym/concession area during breakfast time and the student lounge/auditorium lobby during lunch time. If a student plans to visit with a teacher, a note from said teacher is needed to verify the teacher will be present in the classroom. If you are going to be gone from school, it is your responsibility to find a replacement for **your** duty. (*Document 8 – Teacher Duty Assignment*)

Semester Test

All teachers will develop semester tests in all of their classes, academic as well as activity. A copy of the test will be turned in with your lesson plans for that week. The teachers are to keep students having to test in their rooms the entire testing period. The students will not be allowed to check out if they finish their test prior to the end of the time allotted. Students who have reached exemption status will have the option to take the test. The test will not hurt their final grade; it can only help them. They will be counted absent if not present whether exempt or not.

Sexual Harassment/ Nondiscrimination Policy

The Board of Education of Maysville Public Schools forbids discrimination against, or harassment of any student or employee on the basis of disability, sex, age, race, color, and national origin in its programs or activities. The Board of Education will not tolerate harassment by any of its employees or students and employees including substitute teachers, non-employee volunteers, or anyone whose work is subject to the control of school personnel. The Board of Education authorizes the Superintendent to develop procedures for implementation of this policy. Any student or employee found to have engaged in harassment of other students or employees shall be subject to appropriate punishment subject to the applicable procedural, and due process requirements. The District prohibits retaliation against individuals who make complaints opposing discrimination or who participate in any investigation or administrative process related to a complaint of discrimination.

Special Services

The Special Education Department works through the Directors of Special Education to provide diagnostic testing and placement for students with learning disabilities, mental retardation, and those in need of homebound instruction or other special services. If a teacher feels a student needs to be referred for these services forms for the teacher to complete are located in the main office. By Oklahoma State Law, teachers are required to follow any or all special needs for students in the classroom. All teachers will be held responsible for correctly following a students' Individual Education Plan. If a team meeting is scheduled during your planning time then you will be expected to attend.

Staff Development

The state requires teachers to earn 15 points toward staff development per year. Two are required yearly – FERPA and Blood borne Pathogens. Point verification will need to be turned into the staff development chairman prior to

May 1st. If any expenses arise while attending professional development, an expense voucher can be completed (accompanied with the receipts) and turned into the financial clerk upon your return to campus. Reimbursement will only occur if a purchase order is approved prior to the expense. High school teachers will dress professionally at all staff development opportunities within the district unless informed otherwise.

Student Discipline

Every teacher should keep a notebook of disciplinary actions. Documentation (i.e. dates, times, misbehavior, action taken) should be kept to assist in future actions against student misbehavior. Copies of all correspondence with parents should be placed in the teacher's discipline notebook. Teachers are to handle most inappropriate behavior in his or her classroom. Exceptions include a student who is defiant, violent, threatening, harmful to persons or property, vulgar, destructive to property, or when a behavior is chronic. If a student brings any kind of weapon (toy or real) to school, they are to be sent directly to the office for the principal to handle. If a situation arises that a student must be sent to the principal's office, they are to report to the office with a completed disciplinary referral form in hand. The teacher is to have documentation of the action. (*Form 13 – Discipline Referral*)

If a teacher promises a specific punishment, then that teacher is responsible for the punishment. Be sure a prescribed punishment is in the guidelines of the school discipline policies.

Student Dismissal Procedure

No staff member shall excuse any student from school prior to the end of the school day, or into any person's custody, without the direct approval and knowledge of the principal or their designee. Teachers are not to dismiss students early for lunch. Teachers are to supervise students up through the time of the bell. Teachers are held liable if students are released prior to the bell.

Student Suspension Procedure

If student behavior warrants suspension, the student will have the opportunity to appeal the suspension to a suspension appeals committee composed of teachers and administrators not involved in the suspension decision. Suspended students have the right to make up their work in their core classes **at 90% credit**. Suspension assignment sheets will be distributed to the teacher of record for the suspended student. The work is to be completed and turned in the day of their return. Even though students suspended are dropped from the attendance roll, for total absences, test exemption, etc. suspended students are to have these absences counted towards their total. Suspension days are considered unexcused absences.

Student Withdrawals

If withdrawal from school is planned, students should notify the office of their intention and receive a withdrawal slip to be presented to each of their teachers and the librarian. Students withdrawing should do so only before or after school. If students have any school owned books, equipment, supplies, or library books, they must return them to the teacher who distributed them. After the student gets each teacher's signature on their clearance slip, they are to present it in the office and receive any refund that is due. Any obligation to the school must be taken care of before a transcript of credits will be sent to the school requesting them. A telephone call or other verification from the parent or guardian must accompany the student's request for withdrawal from school.

A student who drops out of school without notifying the principal or fails to turn in state textbooks will be recorded as a dropout and will not receive grade credit or a transcript.

Substitute Teachers

In the event of illness, the teacher is to contact Mrs. Grimes by 7:00 a.m. the day of the absence. If a teacher knows they are going to be absent from school prior to the absence, they are to complete a form in the office. (This would be on a personal basis or for a planned ballgame/activity/field trip and must be completed three (3) days prior to the absence.) Please do not wait until the last minute to make arrangements for the absences. Substitute forms must be filled out at least one week in advance. (*Form 14 – Personnel Leave Form*)

Within the first week of school, all teachers will be required to turn in a substitute folder. The folder must hold your informative sheet, classroom management plan/expectations, course syllabi, class rolls and five days' worth of activities that enhance the curriculum for each course taught. A red substitute folder will be provided to you.

Teacher Attire

A professional appearance is very important. Teachers are to follow the following guidelines. If there is a question about the appropriateness of a garment, it's probably not appropriate. Teachers will be held to the same standards as students with a few enhancements:

- Clothing attire must be neat and clean.
- Jeans and wind suits are not acceptable except on Fridays.
- Sweats, warm-ups are not acceptable except by teachers involved in PE or Athletic settings.
- Shorts are inappropriate and are not to be worn, except by teachers in a PE setting (not to be worn once back in the classroom) or otherwise directed by the building principal.

Textbooks

Teachers are encouraged to require book covers for all textbooks. A list of students who are not to be issued textbooks for after-hour use will be provided to you at the beginning of the school year. These students either lost or damaged books the previous year and did not pay for the book. At the end of the school year, each teacher is to turn in textbook damage sheets to the textbook coordinator. (*Form 15 – Damage or Lost Textbook Forms*)

Visitors

Parents are welcome to visit our school at any time. Parents who desire to visit with any teacher may do so between 3:00 and 3:30 p.m. each day. The school is open to properly accredited visitors at all times. A guest must secure a visitor's permit from the office. Students from other schools and young children are not usually admitted as visitors.

MISCELLANEOUS

The principal is to assist the teachers in their pursuit of educating the students, along with directing all the other aspects of a smoothly run school. Teachers are to inform the principal of any unusual happenings in the classrooms or on campus.

Alarm System

Teachers are to use their last four (4) digits of their social security number to arm the hallways. The offices have their own alarms besides the hallway alarm. Alarm codes will be give out at the beginning of the school year.

Behavior at School Sponsored Activities

Teachers must visit with students in advance about how to act at extra-curricular activities. The students should understand that their misbehavior could result in them being banned from attending further activities. Teachers are to confront and stop inappropriate behavior by Maysville Junior / Senior High School students during these activities. If the negative behavior continues, the teacher is responsible for bringing the student to the attention of an administrator.

Interior Classroom Windows

Under no circumstances are decals, border, student work, or paper of any sort to be placed in windows adjacent to classroom hallways. The custodial staff has been instructed to remove it immediately.

State Required Testing

Student activities will be limited during the state testing window.

Teamwork

It is extremely important that the school personnel function as a cohesive team. We must consider ourselves one body and work together toward our goals as educators. Differences are to be handled in a professional manner.

Wireless Communication

Students in the Maysville Public Schools will be allowed to carry wireless telecommunications devices during regular school days and hours subject to the following conditions:

- Since the primary purpose for allowing personal wireless telecommunications devices for students is a matter of personal safety these devices are not for receiving messages during regular school hours and will remain turned off.
- Phone messages for students will be received in the principal's office.
- Students wishing to make calls will obtain permission from the classroom teacher to go to the principal's office to make such a call.
- Students who misuse their wireless telecommunications devices will receive a warning, lose their wireless telecommunications devices privileges for a specified time, and/or may be suspended from school for repeated violations. *Board Policy FNG*

DOCUMENT OVERVIEW

Document 1 – Evacuation Drill Dates
Document 2 – Fire Evacuation Procedures
Document 3 – Fire Evacuation Map
Document 4 – Tornado Evacuation Procedures
Document 5 – Tornado Evacuation Map
Document 6 – Dangerous Intruder Procedures
Document 7 – Faculty Meetings
Document 8 – Class Sponsorship
Document 9 – Teacher Duty Assignment

FORM OVERVIEW

Form 1 – Announcement Request
Form 2 – Video / Film Request
Form 3 – Activity Request
Form 4 – Eligibility List
Form 5 – Deficiency Notice
Form 6 – Activity Budget
Form 7 – Personal Injury Report
Form 8 – Maintenance Request
Form 9 – Computer Repair Request
Form 10 – General Fund Purchase Order
Form 11 – Activity Fund Purchase Order (must be printed on blue paper)
Form 12 – Reimbursement Form
Form 13 – Discipline Referral
Form 14 – Personnel Leave Form
Form 15 – Damage or Lost Textbook Forms

Maysville Junior / Senior High School
Evacuation Drill Dates
2017-2018

Mon., August 14, 2017	8:05 a.m.	Diagnostic Drill Test
Wed., August 16, 2017	8:50 a.m.	Fire Drill
Wed., August 23, 2017	2:02 p.m.	Intruder Drill
Wed., September 13, 2017	12:24 p.m.	Tornado Drill
Wed., October 11, 2017	9:55 a.m.	Emergency Drill (Bus Evac)
Wed., November 8, 2017	1:05 p.m.	Fire Drill
Wed., January 10, 2018	10:35 a.m.	Fire Drill
Wed., January 17, 2018	9:42 a.m.	Intruder Drill
Wed., February 14, 2018	2:14 p.m.	Emergency Drill (Bomb Threat)
Wed., March 14, 2018	11:31 a.m.	Tornado Drill
Wed., April 11, 2018	2:55 p.m.	Fire Drill

Fire Evacuation Procedures

Signal: Short Blasts of School Bell

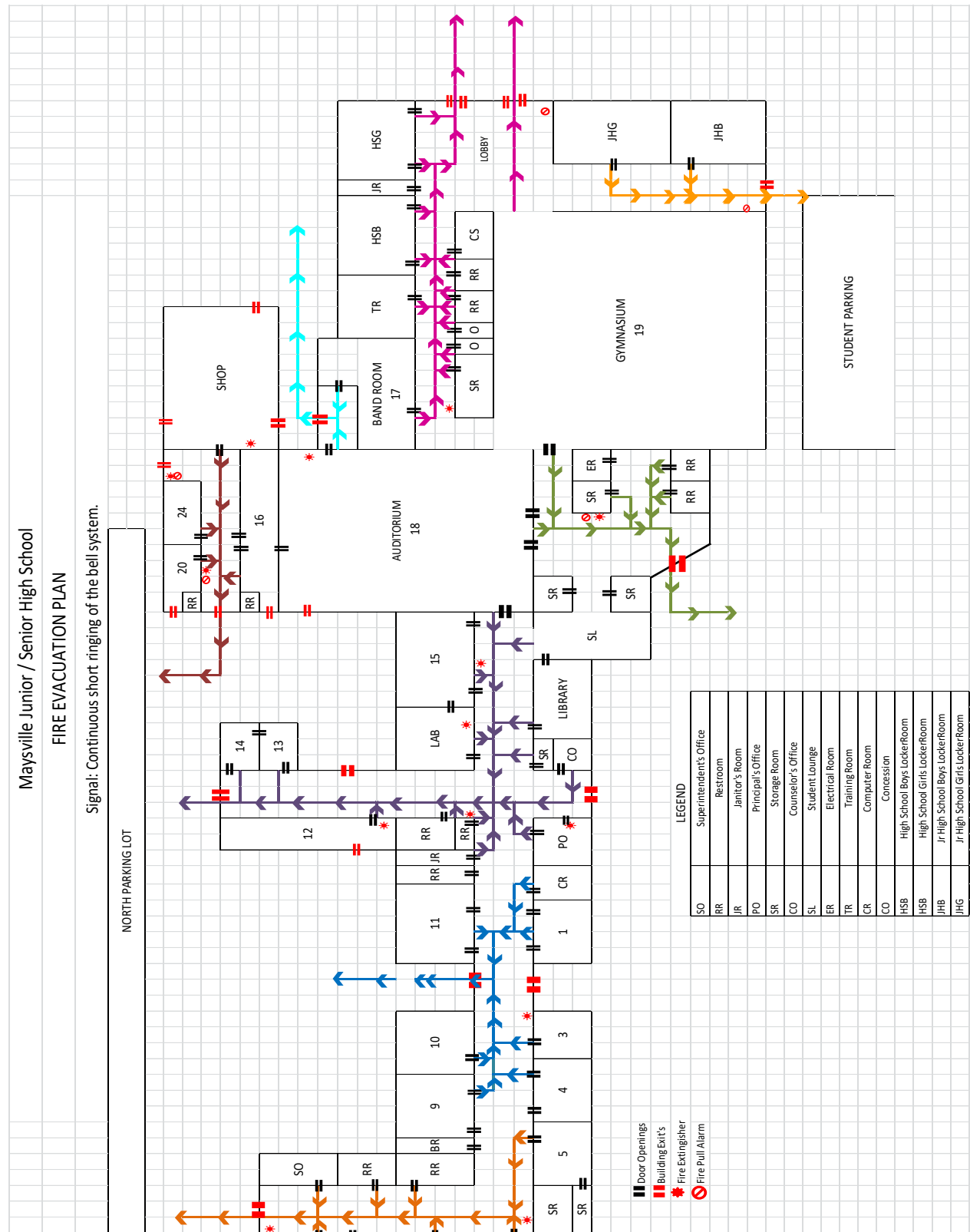
Procedure:

Students should be taken from the room and building in an orderly manner. Check the fire drill map for the exit route each room is to take out of the building.

The teacher will be the last one out of the room, making sure he/she has taken their grade book. Close all windows and doors.

Once the teacher has taken his/her class a good distance from the school, the teacher will keep the students in a group and call roll using the grade book as a guide. Report anyone missing to the counselor. Do Not Go Back Into The Building.

Students and teachers will remain far away from the building until the all-clear signal is given. The signal will be either a verbal all clear from the principal or one long blast of the bell.



Tornado Evacuation Procedures

Signal: Long Blasts of School Bell

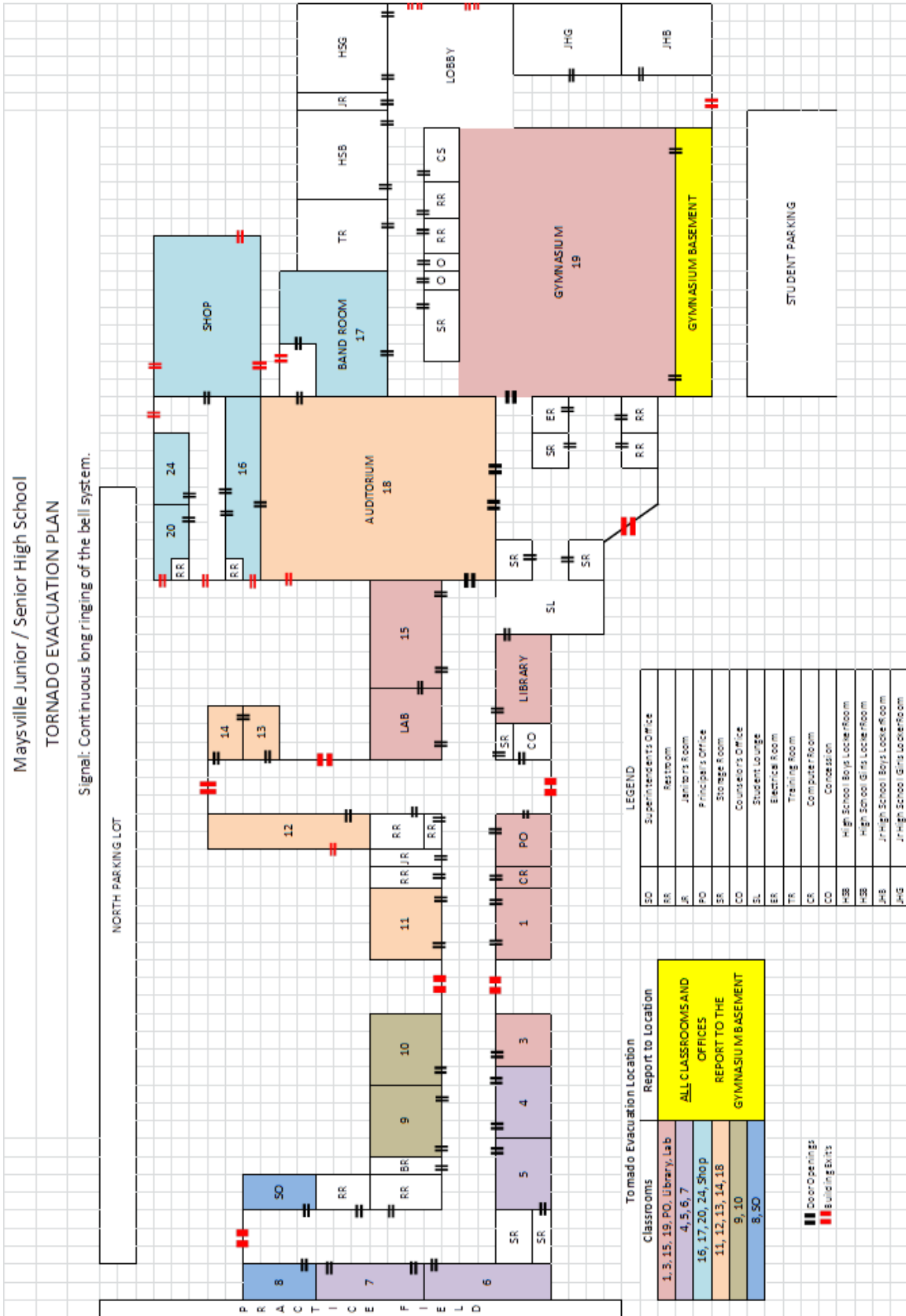
Procedure:

Teachers are to move student in single file to the designated shelter area, refer to the tornado evacuation map.

Make sure lights are turned off once your room is cleared and the door is shut but not locked.

Teachers are to take roll once they have reached the shelter area.

The signal to return to the classrooms will be either a verbal all clear from the principal or one long blast of the bell.



Intruder Procedures

“LOCK DOWN”

Will be announced over the intercom

Procedure:

LOCK DOWN

Go immediately to the nearest classroom or office.

Lock All Doors!

Turn out lights.

Move away from all windows and doors, out of sight.

Wait for instructions.

Ignore all bells!

Bomb Threat Procedures

“BOMB THREAT”

Will be announced over the intercom

Procedure:

Students should be taken from the room and building in an orderly manner. Walk the students quickly and safely to the southeast corner of the student parking lot. In case of an actual bomb threat the First Baptist Church will be the designated location for all students. Students and teachers will not return to the building until an all-clear verbal command is given by the principal.

Maysville Junior / Senior High School
Faculty Meetings

Date	Time	Location
Tuesday, September 12, 2017	7:40 a.m.	Lounge
Tuesday, October 10, 2017	11:36 a.m.	Mexican Pot Luck Luncheon
Tuesday, November 14, 2017	7:40 a.m.	Lounge
Tuesday, December 12, 2017	11:36 a.m.	Soup/Chili Pot Luck Luncheon
Tuesday, January 9, 2018	7:40 a.m.	Lounge
Tuesday, February 13, 2018	11:36 a.m.	Italian Pot Luck Luncheon
Friday, March 2, 2018	Prof. Day #4	TBA
Tuesday, April 10, 2018	11:36 a.m.	Salad Pot Luck Luncheon
Tuesday, May 10, 2018	Prof. Day #5	TBA

Class Sponsorship 2017-2018

Class of 2018, 12th grade – Kesler, West

Class of 2019, 11th grade – Bell, Queener

Class of 2020, 10th grade – Bertolozzi, Murray

Class of 2021, 9th grade – Bluejacket, Cayton

Class of 2022, 8th grade – Arnold, Morpew

Class of 2023, 7th grade – Carter, Woodard

Teacher Duty Assignment 2017-2018

Time / Location	1st 9-Weeks	2nd 9-Weeks	3rd 9-Weeks	4th 9-Weeks
7:40 – 7:56 am				
Gym/Concession Breakfast Area *	Arnold	Queener	Arnold	Queener
Detention	Bluejacket	Cayton	Bluejacket	Cayton
11:36 – 11:55 am				
Outside Front	West	Morphew	West	Morphew
11:55 – 12:15pm				
Outside Front	Murray	Kesler	Murray	Kesler
Stud. Lounge / Aud. Lobby	Woodard	Bell	Woodard	Bell

Bertolozzi was not included on this schedule due to mobility between school sites and his duty assignments at the elementary.

Carter was not included on this schedule due to mobility between school sites and counseling responsibilities of individual and groups of students. These times may be the only time she can meet with the students.

*All students will report to the gym/concession breakfast area in the mornings. Students will not be allowed to congregate in the front of the building or in the lounge, due to minimal supervision, prior to the start of school.

Announcement Request Form

Today's Date: ___ / ___ / ___ Teacher/Organization: _____

Date(s) to make announcement in bulletin: ___ / ___ / ___

Announcement:

APPROVED

DENIED

Reason: _____

Principal's Signature: _____ Date: ___ / ___ / ___

Announcement Request Form

Today's Date: ___ / ___ / ___ Teacher/Organization: _____

Date(s) to make announcement in bulletin: ___ / ___ / ___

Announcement:

APPROVED

DENIED

Reason: _____

Principal's Signature: _____ Date: ___ / ___ / ___

Video/Film Request Form

Date of Request: _____ / _____ / _____

Title of Video/Film Requested: _____

Date(s) to Show Video: _____ / _____ / _____

Classes to view video: _____

Rating of Video: _____

Purpose For Use – Please include each OAS objectives you are meeting:

Instructor's Signature

Media Center Coordinator's Signature

Building Administrator's Signature

**Maysville Junior / Senior High School
Deficiency Notice**

Student Name _____ Teacher _____

Current average _____ Subject _____

Your child is on **probation/ineligible** for the week of _____.

Missing assignments _____

Please contact me during my planning period from _____ to _____

Teacher's Signature _____ Date _____

**Maysville Junior / Senior High School
Deficiency Notice**

Student Name _____ Teacher _____

Current average _____ Subject _____

Your child is on **probation/ineligible** for the week of _____.

Missing assignments _____

Please contact me during my planning period from _____ to _____

Teacher's Signature _____ Date _____

Maysville Junior / Senior High School
Activity Budget Form

School Year 20__ - 20__

Organization _____

Sponsor(s) _____

(1) Beginning of Year Balance: _____

Anticipated Purchases / Entry Fees:

Estimated Cost:

(2) Estimated Total Cost: _____

(3) Anticipated Revenue Total from Fundraisers: _____

End of Year Projected Balance: _____

(1) – (2) + (3) = Projected Balance

Maysville Junior / Senior High School

Personal Injury Report

Name of Student _____ Grade _____

Type of Injury _____

Where did accident occur? _____

Went to doctor? Yes No (Circle)

How did accident happen, briefly? _____

Attending Person _____ Date ____ / ____ / ____

MAYSVILLE JUNIOR / SENIOR HIGH SCHOOL
MAINTENANCE REQUEST

Instructions: Send one copy to Director of Maintenance. Work will be scheduled relative to the urgency of the request.

School: _____ Date: _____

We need the following repairs (Check nature below): _____

Principal

_____ Emergency: Should be completed immediately – is necessary for safe operation of building.

_____ Normal: Should be completed as soon as possible in the next two to three weeks.

_____ Long Range: Should be completed when funds are available as a part of our long range planning and budgeting.

Description of Repairs or Maintenance	Teacher or Room

Repairs Authorized: Date _____

Director of Maintenance

Work to be done by: _____ Maintenance and/or Custodial Staff
_____ Private Contact

Date when work is scheduled to be done: _____

Date work was completed: _____

Maysville Public School

Phone: 405-867-4410

Fax: 405-867-4864

System Repair/Maintenance Report

Date: _____ Teacher: _____ Room: _____

<p>**This section completed by the School, requesting computer maintenance.</p> <p>Computer Info: _____</p> <p>Problem: _____</p> <p>_____</p> <p>_____</p> <p>How Long: _____</p>
<p>**This section completed by Craig's PC's at the time of on-site inspection.</p> <p>Date: _____ Tech: _____</p> <p>Diagnosis: _____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>Repair Work Completed:</p> <p>_____ On Site _____ At Craig's</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>

*This section is to be signed and dated on the School's premises by both individuals. By signing, both parties are in agreement that the information that is provided in each section above is true and accurate.

Teacher Signature: _____

Technician's Signature: _____

MAYSVILLE PUBLIC SCHOOLS
600 1ST STREET
MAYSVILLE, OK 73057

GENERAL FUND PURCHASE REQUEST

DATE _____

Vendor: _____

Description	Catalog #	Cost

Subtotal: _____
Shipping: _____
Total: _____

Signature of Teacher or Person Ordering _____

Principal's Signature _____ Date _____

Central Office Information

Purchase Order# _____
OCAS _____
Inv# _____
Superintendent _____
Date: _____

Maysville Public Schools Activity Fund Request Purchase Order

To: Rhonda Blish, Administration Office

DATE: _____

*To be used primarily for:

Grade: _____

FROM: _____

Subject: _____

Special: _____

ACTIVITY FUND # _____

EST. COST \$ _____ REFUND \$ _____ AMOUNT \$ _____

VENDOR: _____

ZIP _____

REASON FOR REQUEST: _____

SPONSOR

SIGNATURE: _____ DATE: _____

BUILDING

PRINCIPAL: _____ DATE _____

ACTIVITY CLERK: _____ DATE _____ F.A. _____

VENDOR # _____ OCAS CODE # _____

**If you receive invoices, statements, or charges to be paid, please attach to this form. If you are being reimbursed, attach paid documents. THANKS!

MAYSVILLE PUBLIC SCHOOLS

REIMBURSEMENT FORM

NAME: _____ DATE: _____

Date Type of Meeting Place Mileage Meals Lodging Registration

Date	Type of Meeting	Place	Mileage	Meals	Lodging	Registration

Form 13 – Discipline Referral

Maysville Junior / Senior High School DISCIPLINE REFERRAL					
Student	Date of Incident	Time			
Class/Grade	Location	Teacher			
Reason for Referral: <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; vertical-align: top;"> <input type="checkbox"/> Tardiness/Absence (Unexcused) <input type="checkbox"/> Excessive Talking <input type="checkbox"/> Disobedience / Disrespect <input type="checkbox"/> Other: _____ </td> <td style="width: 33%; vertical-align: top;"> <input type="checkbox"/> Did Not Complete Class Work <input type="checkbox"/> Lack of Class Materials <input type="checkbox"/> Poor Attitude <input type="checkbox"/> Disturbing Class </td> <td style="width: 33%; vertical-align: top;"> <input type="checkbox"/> Mischief <input type="checkbox"/> Littering <input type="checkbox"/> Fighting <input type="checkbox"/> Property Destruction <input type="checkbox"/> Bullying </td> </tr> </table>			<input type="checkbox"/> Tardiness/Absence (Unexcused) <input type="checkbox"/> Excessive Talking <input type="checkbox"/> Disobedience / Disrespect <input type="checkbox"/> Other: _____	<input type="checkbox"/> Did Not Complete Class Work <input type="checkbox"/> Lack of Class Materials <input type="checkbox"/> Poor Attitude <input type="checkbox"/> Disturbing Class	<input type="checkbox"/> Mischief <input type="checkbox"/> Littering <input type="checkbox"/> Fighting <input type="checkbox"/> Property Destruction <input type="checkbox"/> Bullying
<input type="checkbox"/> Tardiness/Absence (Unexcused) <input type="checkbox"/> Excessive Talking <input type="checkbox"/> Disobedience / Disrespect <input type="checkbox"/> Other: _____	<input type="checkbox"/> Did Not Complete Class Work <input type="checkbox"/> Lack of Class Materials <input type="checkbox"/> Poor Attitude <input type="checkbox"/> Disturbing Class	<input type="checkbox"/> Mischief <input type="checkbox"/> Littering <input type="checkbox"/> Fighting <input type="checkbox"/> Property Destruction <input type="checkbox"/> Bullying			
Previous Action by the Teacher: _____ _____					
Principal Comments: _____ _____					
Teacher Signature		Principal Signature			

Maysville Junior / Senior High School DISCIPLINE REFERRAL					
Student	Date of Incident	Time			
Class/Grade	Location	Teacher			
Reason for Referral: <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; vertical-align: top;"> <input type="checkbox"/> Tardiness/Absence (Unexcused) <input type="checkbox"/> Excessive Talking <input type="checkbox"/> Disobedience / Disrespect <input type="checkbox"/> Other: _____ </td> <td style="width: 33%; vertical-align: top;"> <input type="checkbox"/> Did Not Complete Class Work <input type="checkbox"/> Lack of Class Materials <input type="checkbox"/> Poor Attitude <input type="checkbox"/> Disturbing Class </td> <td style="width: 33%; vertical-align: top;"> <input type="checkbox"/> Mischief <input type="checkbox"/> Littering <input type="checkbox"/> Fighting <input type="checkbox"/> Property Destruction <input type="checkbox"/> Bullying </td> </tr> </table>			<input type="checkbox"/> Tardiness/Absence (Unexcused) <input type="checkbox"/> Excessive Talking <input type="checkbox"/> Disobedience / Disrespect <input type="checkbox"/> Other: _____	<input type="checkbox"/> Did Not Complete Class Work <input type="checkbox"/> Lack of Class Materials <input type="checkbox"/> Poor Attitude <input type="checkbox"/> Disturbing Class	<input type="checkbox"/> Mischief <input type="checkbox"/> Littering <input type="checkbox"/> Fighting <input type="checkbox"/> Property Destruction <input type="checkbox"/> Bullying
<input type="checkbox"/> Tardiness/Absence (Unexcused) <input type="checkbox"/> Excessive Talking <input type="checkbox"/> Disobedience / Disrespect <input type="checkbox"/> Other: _____	<input type="checkbox"/> Did Not Complete Class Work <input type="checkbox"/> Lack of Class Materials <input type="checkbox"/> Poor Attitude <input type="checkbox"/> Disturbing Class	<input type="checkbox"/> Mischief <input type="checkbox"/> Littering <input type="checkbox"/> Fighting <input type="checkbox"/> Property Destruction <input type="checkbox"/> Bullying			
Previous Action by the Teacher: _____ _____					
Principal Comments: _____ _____					
Teacher Signature		Principal Signature			

Maysville Junior / Senior High School

Personnel Leave Form

Teacher _____

Last Four Digits of SSN _____

Date Filling out Form _____

Date of Absence(s) _____

Purpose of Absence:

- Sick Leave
- Personal Business Leave
- Emergency Leave
- Legal Leave
- Military Leave
- Bereavement Leave
- Maternity/Paternity Leave
- Association Leave
- Professional Leave

School Business

Teacher Signature: _____

_____ Approved

_____ Denied

Principal Signature: _____

(If for any reason you are going to be absence any portion of a day, a copy of this form is to be on file in the office.)

DAMAGED OR LOST
TEXTBOOKS

STUDENT _____ GRADE _____

SUBJECT _____

TEXTBOOK TITLE _____

PUBLISHER _____

ISBN NUMBER _____

(To be completed by textbook coordinator.)

AGE OF BOOK/YEAR IN ADOPTION CYCLE _____

PRICE OF BOOK _____

This student has either lost the above textbook or has been responsible for significant damage to the textbook.

_____ DAMAGED
Description of damage _____

_____ LOST

TEACHER SIGNATURE

STUDENT SIGNATURE