

Bristow Public Schools

"Linking Learning to Life"

420 North Main

Bristow, Oklahoma 74010

(918) 367-5555



2021-2022 Substitute Teacher Handbook

**Developed by the
Professional Development Committee**

Bristow Public Schools

"Linking Learning to Life"

STEVE SPEARS
High School Principal

TERESA BARNETT
Collins Principal

CURTIS SHELTON
Superintendent

KRISTA BURDEN
Director of Instruction

LAWRENCE SEACHRIS
Middle School Principal

DEBBIE PONDER
Edison Principal

Fall 2021

Bristow Public Schools Substitute Teachers,

Thank you for choosing to become a substitute teacher; on behalf of the Bristow Board of Education and the Administration, I welcome you to the Bristow Public School District team. Each day that a substitute teacher walks into a classroom is **a day of excellent education** for our students. You are in charge when the regular teacher is absent and provide continuity in classroom instruction.

Substitute teachers play a critical role in the smooth operation of the school. It is the goal of Bristow Public Schools to provide a climate of academic excellence for all students, as well as utilize the six pillars of character: trustworthiness, respect, responsibility, fairness, caring, and citizenship. As a substitute teacher in Bristow Public Schools, you join our effort in attaining these goals.

We want your teaching experience to be productive and enjoyable. The information that follows was developed with input from teachers, administrators, and experienced substitute teachers. It is designed to provide a resource of information about our schools, procedures, policies, rules and regulations, programs, and other important items. Knowing that it is impossible to provide you with "everything you always wanted to know but were afraid to ask," I would ask that you use the names and phone numbers included to contact the people in the district who can help you the most. It is our job to assist you in any we can, and we welcome the opportunity to do so.

Yours in education,

Curtis Shelton
Superintendent

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EDISON ELEMENTARY

Principal: Debbie Ponder
Assistant Principal: Robin Little
Secretary: Karen Stice
Attendance Clerk: Tracy Wilson

Office Hours: 7:30 am to 4:15 pm
School Hours: 8:05 am to 3:50 pm
Reporting Time/Place: 7:45 am /School Office

	Lunch Times:	Recess Times:
PreK	10:30 – 11:00	11:00 – 11:25
Kindergarten	11:10 – 11:35	11:45 – 12:15
First Grade	11:45 – 12:10	12:10 – 12:35
Second Grade	12:20 – 12:45	12:45 – 1:15

Extra Duties Required: Lunch Recess, Cafeteria Duty, Afternoon Recess, Mother Meeters, Bus Duty

Substitute Folders/Lesson Plans: A substitute folder will be provided when checking in at the office. Please follow the classroom procedures and discipline plan described in the folder. Lesson plans will be left for you in the classroom. If you have any questions about the lesson plans or if you need other assistance, our teachers and staff will be happy to help you.

Absentee Slips: In the morning, send completed absentee slips to the office. In the afternoon, the slips will be returned to you. Please note any changes in attendance occurring throughout the day. The time of arrival should be written down if a student is tardy. If a student leaves before school is out, write the time the student left. Finally, initial the absentee slip and return it to the office.

Classroom Management: Students should never be left alone in the classroom, and they are not to be placed in the hallway as a form of punishment. If you need assistance, you may contact the office by using the intercom. Food, drinks, and gum should not be consumed in the classroom while students are present. Cell phones are not to be used during class time.

Edison Playground Rules:

1. Do not throw rocks or anything that can cause injury to others.
2. Go down the slides feet first.
3. Balls or toys from home are not allowed on the playground.
4. Basketballs are used for basketball only – no kicking.
5. Stay off of the grassy hills by the buildings.
6. Gum is not allowed on the playground.
7. Hard balls and footballs are not permitted because of the hazard they present.
8. Ask permission from the person on duty before leaving the playground for any reason.
9. Play safely on all equipment.
10. No one is entitled to use violence of any kind on the playground.

Students are expected to go out for playtime unless a note is sent from home. Appropriate clothing should be worn for outside activities.

Activity on the playground is supervised to provide safe recreation. The school will provide all playground equipment needed. Only equipment requested by the teacher will be allowed on the playground.

COLLINS ELEMENTARY

Principal: Teresa Barnett
Secretary: Melissa Shelton
Attendance Clerk: Sarah Vanzant

Office Hours: 7:30 am to 4:15 pm
School Hours: 8:00 am to 3:45 pm
Reporting Time/Place: 7:45 am / School Office

Lunch Times:

3 rd	11:00 – 11:50
4 th	11:30 – 12:20
5 th	12:10 – 1:00

Extra Duties Required: Lunch Recess
Report for lunch recess duty at the following times:

3 rd	11:00/11:25
4 th	11:30/11:55
5 th	12:10/12:35

Special School Rules: Please follow all posted classroom, school, and district procedures. No gum is allowed anywhere on our school site, and no eating or drinking is allowed in the classrooms, with the exception of coffee. Cell phones are not to be used during class time. Students are expected to go out for recess with the class, unless a note is received from home. Students should not come into the classroom at lunchtime without adult supervision.

Classroom Management/Discipline Guidelines: Students should never be left alone in the classroom and are not to be placed in the hallway for punishment. Substitutes may use "time-out" in the classroom or office. For an "out-of-control" student, please send her/him to the principal, or call the office for help.

Attendance: Note names of absent students and send to the office by 8:15. If students come in late and haven't checked in, please send them to the attendance clerk for a tardy slip. Please note for the teacher any student who leaves early or leaves due to illness so they may collect needed assignments.

Additional Information: Substitute folders that have been filled out by each teacher are provided. These folders have schedules, classroom rules, and specific information for that class. Folders will be in the office and given to subs when they check in. Subs are to return the folders to the office at the end of the day. Also, if there are inadequate lesson plans in the room, there are emergency lesson plans in the office that can be used. Teachers are available and happy to help substitutes. Substitutes need to be on time to familiarize themselves with lesson plans and the classroom. We are glad to have you substitute at Collins Elementary. 😊

BRISTOW MIDDLE SCHOOL

Principal: Lawrence Seachris
Assistant Principal: Bob Campo
Secretary: Teresa Ledgerwood
Attendance: Kim Looney

Office Hours: 7:30 am to 4:15 pm
School Hours: 8:00 am to 3:45 pm
Reporting Time/Place: 7:45 am – School Office

Lunch Period: 6th, 7th & 8th 12:25 – 1:00

Extra Duties Required: Noon Playground, Cafeteria, and Bus (after school)

Special School Rules: Stand at the door to greet students entering the classroom. Students should use a hall pass if they need to leave the classroom (to be used in extreme necessities only). There should be no food, drinks, candy, in the classroom. Cell phones are not to be used during class time and should be off and away in their lockers. Absences/tardies are to be reported each period on attendance slips provided in sub folder and will be picked up each hour. Students have been pre-assigned responsibilities to conduct G.E. practices. Please check with Mrs. Plum with questions concerning eligibility.

Classroom Management/Discipline: Lesson plans will be left in a sub folder on the desk or picked up in the office with Mrs. Ledgerwood. Seating charts, discipline information, and attendance slips will be found within the sub folder. If lesson plans are not left, or inadequate, please notify the office. For minor offenses, leave a note for the classroom teacher. Major offenses should be referred to the assistant principal, Mr. Seachris or main office. You may call our office by using the room intercom if you need assistance.

BRISTOW HIGH SCHOOL

Principal: Steve Spears
Assistant Principal: Tasha Beaty
Secretary: Erin Dobrinski
Attendance/Reception: Tammie Capps
Registrar: Linda Spencer

Office Hours: 7:30 am to 4:15 pm
School Hours: 8:00 am to 3:45 pm
Reporting Time/Place: 7:45 am – School Office
(Report to Erin Dobrinski or Tammie Capps)

Lunch Period: 11:25 to 12:00

Extra Duties Required: Check sub folder for teacher's duties or check with office.

Special School Rules: Stand at the door to greet students entering the classroom. Students should be kept in the classroom and only allowed to leave the classroom in extreme circumstances (must have hall pass). There should be no food, drink, gum, candy, etc. in the classroom. Absences/tardies are to be reported each period to Mrs. Capps. Cell phones are not to be used during class time; they should be turned off and put away.

Classroom Management/Discipline: If lesson plans are not available or are inadequate, please notify the office immediately. Students should never be left alone in the classroom. For minor offenses, leave a note for the classroom teacher. Major offenses should be referred to the assistant principal or main office. You may call our office by dialing one of the following extensions if you need assistance:

500 – Erin Dobrinski, Main Office
501 – Tammie Capps, Attendance Clerk
503 – Tasha Beaty, Assistant Principal
504 – Steve Spears, Principal

**Bristow Public Schools
School Board**

Alan Little.....	President
Billy Bryant.....	Vice-President
Dewayne Scaife.....	Member
Josh Cooper.....	Member
Julie Bell.....	Member

Administrative Staff

SUPERINTENDENT
Curtis Shelton

DIRECTOR OF INSTRUCTION
Krista Burden

HUMAN RESOURCES
Julie Paden

ENCUMBRANCE TECHNICIAN
Leisa Hallman

ADMINISTRATIVE ASSISTANT
Darla Hauck

TREASURER/BOE CLERK
Deanna Adamé

Important Telephone Numbers

Curtis Shelton, Superintendent	367-5555
Edison Elementary	367-5521
Collins Elementary	367-5551
Bristow Middle School	367-3551
Bristow High School	367-2241

Web Site

www.bristow.k12.ok.us

**Bristow Public Schools
District Procedures**

All Bristow Public School students are expected to adhere to our five district procedures as follows:

1. Students will be seated and working on assignments when class starts.
2. Students will respond properly to adults.
3. Students will respond to teacher's raised hand to gain class attention.
4. Students will not be dismissed until dismissed by the teacher.
5. Students will follow the six pillars of character – Respect, Responsibility, Citizenship, Caring, Fairness, and Trustworthiness.

I. RESPONSIBILITIES OF SUBSTITUTE TEACHERS

- A. Ethical Behavior:** Substitute Teachers have a responsibility to conduct themselves in a professional manner at all times when carrying out their duties and are held to the same standards as our certified staff, as set forth below:

BOARD POLICY 2625

STANDARDS OF PERFORMANCE AND CONDUCT FOR TEACHERS

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 nurturing 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 commitment to students and the 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 reasonably 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, 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 students,
 - c. grant any advantage to any student.
7. Shall not use professional relationships with students for private advantage.
8. Shall not disclose information about students obtained in the course of professional service, unless disclosure serves a compelling professional purpose and is permitted or 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 entry into the teaching profession of any person known to be unqualified in respect to character, education, or other relevant attribute.
4. Shall not knowingly make a false statement concerning qualifications of a candidate for a professional position.
5. Shall not assist an unqualified person in the unauthorized practice of the teaching position.
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.
8. Shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decision or actions.

PRINCIPLE III

1. Pursuant to the Teacher Due Process Act of 1990, a career teacher may be dismissed or not reemployed for:
 - a. Willful neglect of duty.
 - b. Repeated negligence in performance of duty.
 - c. Mental or physical abuse to a child.
 - d. Incompetence.
 - e. Instructional ineffectiveness.
 - f. Unsatisfactory teaching performance.
 - g. Abandonment of contract,
 - h. Conviction of a felony,
 - i. 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, or
 - j. Failure to earn required staff development points.
2. A career teacher shall not be subject to dismissal or non-reemployment for items a, b, d, e, and f, above unless and until a written admonishment has been issued in accordance with relevant law.
3. A probationary teacher shall not be subject to dismissal or non-reemployment for inadequate teaching performance unless or until a written admonishment has been issued in accordance with relevant law.
4. Temporary teachers, substitute teachers, adult education teachers, and teachers employed in positions fully funded by private or federal grants shall not be protected by the provisions of the Teacher Due Process Act.
5. A teacher convicted of a felony shall be dismissed or not reemployed unless a presidential or gubernatorial pardon has been issued.
6. A teacher may be dismissed, refused employment, or not reemployed after a finding that such person engaged in criminal sexual activity or sexual misconduct that has impeded the effectiveness of the individual's performance of school duties:
 - a. "Criminal sexual activity" means the commission of the act defined in Section 886 of Title 21 of the Oklahoma Statutes, which is the act of sodomy; and
 - b. "Sexual misconduct" means the soliciting or imposing of criminal sexual activity (70 O.S. §6-101.22).
7. A teacher shall not be prohibited or disciplined for:
 - a. Disclosing public information to correct what the teacher reasonably believe evidences violation of the Constitution, or law, or a rule promulgated pursuant to law;
 - b. Reporting a violation of the Oklahoma Constitution, or state or federal law. Reporting would be limited to providing a spoken or written account to a supervising teachers,

administrator, school board member, representative from the State Department of Education, law enforcement official, district attorney and/or parent or legal guardian of a student directly impacted by the actions; or

- c. Taking any of the above actions without giving prior notice to the teacher's supervisor or anyone else in the teacher's chain of command.

"Reporting" means providing a spoken or written account to a supervising teacher, administrator, school board member, representative from the State Department of Education, law enforcement official, district attorney, and/or parent or legal guardian of a student directly impacted by the actions.

- 8. The school district may discipline any teacher who violates students' or parents' right to confidentiality and protection under the Family Educational Rights and Privacy Act (FERPA).

Reference: 70 O.S. §6-101.21 et seq.

70 O.S. §6-101.6b

Adopted: March 4, 2002

Revised: August 11, 2008

November 13, 2017

- B. Punctuality:** Substitute teachers are expected to be on duty at the designated time for each individual school site. Many experienced substitutes advise arriving 30 minutes before the start of school in order to allow time to find the office, to sign in, find the classroom, locate the lesson plans, prepare the room and instructional materials, and otherwise prepare for a successful day of teaching. For individual school arrival times, please refer to that site's individual information page in this manual.
- C. Other Duties as Assigned:** Occasionally, a substitute teacher may be asked to perform duties in addition to those of a substitute teacher. Also, a substitute may be asked to teach in a classroom other than the one he had agreed to teach when accepting the assignment. In both cases, the substitute is expected to demonstrate **flexibility** and **cooperation** with the school administrator in his/her attempt to meet the instructional and safety needs of the students under their care. If substitutes refuse to work an alternative assignment made by the administrator and they choose instead to leave campus, they will not be compensated for the work they decline to perform. Also, if substitutes are asked to work during a teacher's conference period for a teacher other than the one they were assigned, they are expected to accept this administrative request (at no additional pay).
- D. Departure:** When the children have been dismissed for the day or placed safely on the correct school bus, the substitute still has several more duties to perform. The room should be checked to ensure that it is restored to the way the substitute found it. Books, supplies, and instructional materials should be returned, desks placed in their original positions, etc. Successful substitutes will take a few minutes to leave a detailed note for the teacher. This can be done using one of the Substitute Teacher Reports provided. The teacher appreciates knowing how much of the lesson plan was accomplished and any other important information about the substitute's instructional efforts they might need to know. The teacher would also want to be informed of any behavior problems or unusual events that may have occurred during his/her absence. Finally, the substitute should always check out through the office when leaving for the day. This provides the office staff with an opportunity to deliver any messages to the substitute they may have and to note the time of departure. If you have been given a substitute folder or other materials from the office, these items should be returned when checking out.
- E. On Call:** Your name, telephone number, and preferred teaching area have been placed on the Bristow Schools' substitute teacher list. You will be contacted directly by school administrators or other designated school personnel. Teachers are not authorized to call their own substitutes.

- F. Confidentiality:** Substitutes are held to the same degree of confidentiality as other school personnel. Substitutes who are made privy to information regarding students or school staff may not discuss this information or community concerns with any other parties except legitimate school authorities. Administrators or appropriate staff members should be consulted by substitutes if there is a need to relay information regarding the health, safety, or well-being of students or school staff.
- G. School Safety:** Tornado, Fire, Code Red, and Code Blue safety procedures should be posted in each classroom. Since the procedures for these vary from classroom to classroom, please locate these and familiarize yourself with the signal and procedures for the particular classroom in which you are substituting.

II. PAYROLL AND EMPLOYMENT ISSUES

A. Rates of Pay

<u>Substitute Qualifications</u>	<u>Full Day</u>	<u>Half Day</u>
<u>Certified Teacher</u>	<u>\$ 65.00</u>	<u>\$ 32.50</u>
<u>Non-Certified Teacher</u>	<u>\$ 55.00</u>	<u>\$ 27.50</u>

B. Pay Method/Frequency:

1. Substitutes will be paid on a **monthly** basis. Pay day is the 15th of each month following the month worked. Your monthly compensation will be direct deposited into your bank account. If the 15th is on a Friday, Saturday or Sunday, payroll will be direct deposited on the preceding Thursday when school is in session.
2. It is advisable that the substitute keep a log of dates, times, schools, and job assignments when working as a substitute so that they may more easily verify the accuracy of their paychecks at the end of each pay period.
3. All questions regarding your paychecks should be directed to the Administration Office, 367-5555, ext. 108.

C. Restrictions: The following restrictions for service apply:

1. No substitute teacher who holds a bachelor's degree or has a lapsed or expired certificate shall be employed for a total period of time in excess of 145 days per school year and may not be employed for the same assignment for more than 145 days during a school year.
2. Non-certified substitutes shall not be employed for more than 135 days during a school year and may not be employed for the same assignment for more than 135 days during a school year.

III. DRESS/GROOMING

Substitutes should exercise discretion and good judgment in their attire. Dress should be appropriate for the assignment. T-shirts and jeans are discouraged in the classroom, except in physical education. More detailed rules for professional dress and grooming are as follows:

- A. Bristow Public School employees shall maintain high standards of professional appearance, thereby reflecting the dignity of the education profession and serving as role models for students.
- B. Shorts and other garments resembling shorts are generally not acceptable attire for the classroom. Jeans are not acceptable professional dress. Jeans may be worn on Thursdays and on other occasions approved by the principal. On occasions when jeans are permitted in the regular classroom, "dress" jeans are the recommended norm.
- C. Collarless T-shirts are generally not acceptable, except when worn as school colors on Thursday only in conjunction with school spirit; i.e., Bristow/Purple Pirate attire, or on occasions approved by the principal.
- D. Substitute teachers are bound by the dress code for professional employees.

IV. SUBSTITUTE EMPLOYEE AGREEMENT FOR THE ACCEPTABLE USE OF THE DISTRICT'S ELECTRONIC COMMUNICATIONS SYSTEM

Although substitute employees will be given access to District telephones, they generally are not given access to District computers or other electronic communications systems. On specific, rare occasions approved only by District Administrators, substitute employees may be given access to the District's electronic communications system. The electronic communications system is defined as the District's network, servers, computer workstations, telephones, peripherals, applications, databases, library catalog, online resources, Internet access, e-mail, and any other technology designated for use by an authorized supervisor to the substitute employee.

With this educational opportunity comes responsibility. It is important that Bristow Public School employees read the Code for Conduct for Internet and Other Computer Network Access and the Internet Access Conduct Agreement, and then ask any questions if help is needed to understand them. Inappropriate use of the District's electronic communications system will result in the consequences set forth in the "Failure to Follow Policy" Section of the Code of Conduct for Internet and Other Computer Network Access policy. It is the employee's responsibility to follow the rules for appropriate and acceptable use, as set forth below:

BOARD POLICY 6125

CODE OF CONDUCT FOR INTERNET AND OTHER COMPUTER NETWORK ACCESS

The purpose of providing Internet and other computer network access in this district is to promote the exchange of information and ideas with the global community. The following represents a guide to the acceptable use of the technology provided by this district and/or used while on district premises. All technology use (including cell phones, jump drives, etc.) must be consistent with the policies and goals of this school district. Inappropriate use of district technology will result in the loss of technology use, disciplinary action, and/or referral to legal authorities.

All Internet and other computer network users will be expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Messages should not be abusive to others.
2. Take pride in communications. Check spelling and grammar.
3. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language, symbols, or pictures.
4. Protect password confidentiality. Passwords are not to be shared with others. Using another user's account or password or allowing such access by another may be permitted only with the approval of the supervising teacher or system administrator.

5. Do not reveal your personal address or telephone number or those of other persons. No student information protected by FERPA should be electronically transmitted or otherwise disseminated through the network.
6. Do not disguise the point of origin or transmission of electronic mail.
7. Do not send messages that contain false, malicious, or misleading information that may be injurious to a person or a person's property.
8. Illegal activities are strictly prohibited: transferring offensive or harassing messages; offering for sale or use any substance the possession or use of which is prohibited by the school district's staff and student policies; viewing, transmitting, or downloading pornographic materials that encourage others to violate the law; intruding into the networks or computers of others; and downloading or transmitting confidential, trade secret information, or copyrighted materials.
9. The district technology is not to be used for playing multi-user or other network intensive games, commercial ventures, Internet relay chat lines, or downloading excessively large files.
10. No charges for services, products, or information are to be incurred without appropriate permission.
11. Do not use the network in such a way that you would disrupt the use of the network by other users.
12. Users shall respect the privacy of others and not read the mail or files of others without their permission. Copyright and licensing laws will not be intentionally violated.
13. Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, Internet, or any other agencies or other networks that may be accessed. This includes, but is not limited to, the uploading or creation of computer viruses.
14. Report security problems to the supervising teacher or system administrator.
15. Violators of this policy shall hold the district, including its employees and agents, harmless against any and all causes of action, damages, or other liability resulting from the willful or negligent violation of this policy.

Adopted: August 9, 2004

Revised: August 11, 2008

**BOARD POLICY 6150
INTERNET AND OTHER COMPUTER NETWORKS ACCEPTABLE USE AND
INTERNET SAFETY POLICY**

The Bristow Public School district is pleased to make available to students and staff access to interconnected computer systems within the district and to the Internet, the worldwide network that provides access to significant educational materials and opportunities.

In order for the school district to ensure the continued accessibility of its computer network and the Internet, all students and staff must take responsibility for appropriate and lawful use of this access. Students and staff must understand that one person's misuse of the network and Internet access may jeopardize the ability of all students and staff to enjoy such access. While the school's teachers and other staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Below is the Acceptable Use and Internet Safety Policy, which is the ("policy") of the school district that provides Internet access to the school district. Upon reviewing, signing, and returning this policy as directed, each student and staff member agrees to follow the policy and will be given the opportunity to enjoy Internet access at school. If a student is under 18 years of age, he or she must have his or her parent or guardian read and sign the policy. The school district shall not provide access to any student who, if 18 or older, fails to sign and submit the policy to the school as directed or, if under 18 does not return the policy as directed with the signatures of the student and his or her parent or guardian.

Listed below are the provisions of the agreement regarding computer network and Internet use. The district has designated a staff member to whom users may direct questions. If any user violates this policy, the user's access will be denied or withdrawn, and the user may be subject to additional disciplinary action.

Personal Responsibility:

By signing this policy, the user agrees not only to follow the rules in this policy, but also to report any misuse of the network to the person designated by the school for such reporting. Misuse means any violations of this policy or any other use that is not authorized under this policy, and having the effect of harming another or his or her property.

Term of the Permitted Use:

A student or staff member who submits to the school, as directed, a properly signed policy and follows the policy to which he or she has agreed will have computer network and Internet access during the course of the school year only. Students and staff will be asked to sign a new policy each year during which they are students or staff members in the school district before they are given an access account.

Acceptable Uses:

1. **Educational Purposes Only.** The school district is providing access to its computer networks and the Internet for educational purposes only. If the user has any doubt about whether a contemplated activity is educational, the user may consult with the person(s) designated by the school to help decide if a use is appropriate.
2. **Unacceptable Uses of Network.** Among the uses that are considered unacceptable and which constitute a violation of this policy are the following.
 - A. Uses that violate the law or encourage others to violate the law. Do not transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the school district's student discipline policy; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the network or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the network are not marked with the copyright symbol, the user should assume that all materials are protected unless there is explicit permission on the materials to use them.
 - B. Uses that cause harm to others or damage to their property. For example, do not engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than the user is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, "Trojan horse," "time bomb," or other harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.
 - C. Uses that jeopardize the security of student and staff access and of the computer network or other networks on the Internet. For example, do not disclose or share your password with others; do not impersonate another user.
 - D. Uses that are commercial transactions. Students, staff, and other users may not sell or buy anything over the Internet. The user should not give others private information about the user or others, including credit card numbers and social security numbers.
3. **Netiquette.** All users must abide by rules of network etiquette, which include the following:
 - A. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
 - B. Avoid language and uses that may be offensive to other users. Do not use access to make, distribute, or redistribute jokes, stories, or other material that is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.

- C. Do not assume that a sender of e-mail is giving his or her permission for the user to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should be done only with permission or when the user knows that the individual would have no objection.
 - D. Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format that the recipient can open.
4. **Cyber Bullying.** Cyber Bullying is when one or more people intentionally harm, harass, intimidate, or reject another person using technology. This includes but is not limited to the following:
- A. Sending mean or threatening messages via email, IM (instant messaging), or text messages.
 - B. Spreading rumors about others through email, IM, or text messages.
 - C. Utilizing a Web site or MySpace (or other social-networking) account to target another student or other person(s).
 - D. Sharing fake or embarrassing photos or videos of someone with others via a cell phone or the Web.
 - E. Stealing another person's login and password to send mean or embarrassing messages from his or her account.

It shall be the policy of Bristow Public Schools that cyber bullying will not be tolerated under any circumstances. A student caught violating this policy will lose computer privileges and these actions may result in further disciplinary action including suspension or expulsion from school of the student(s) involved. In addition, violators and their parents/guardians may be subject to civil and/or criminal penalties as specified by Oklahoma and/or federal law.

Internet Safety

1. **General Warning; Individual Responsibility of Parents and Users.** All student users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guides to materials shun. If a student or staff member finds that other users are visiting offensive or harmful sites, he or she should report such use to the building principal.
2. **Personal Safety.** Be safe. In using the computer network and Internet, the user should not reveal personal information such as the user's home address or telephone number. The user should not use his/her real last name or any other information which might allow a person to locate the user without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone "met" on the computer network or Internet without a parent's permission (if the user is under 18). Regardless of the user's age, the user should never agree to meet a person the user has only communicated with on the Internet in a secluded place or in a private setting.
3. **"Hacking" and other Illegal Activities.** It is a violation of this policy to use the school's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.
4. **Confidentiality of Student Information.** Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by law, for internal administrative purposes or approved educational projects and activities.

5. **Active Restriction Measures.** The school will utilize filtering software or other technologies to prevent users from accessing visual depictions that are (1) obscene, (2) pornographic, or (3) harmful to minors. The school will also monitor the online activities of users, through direct observation and/or technological means, to ensure that users are not accessing such depictions or any other material that is inappropriate for minors. Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older. The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that:
- taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
 - depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
 - taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
6. All students will be educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.

Privacy

Network and Internet access is provided as a tool for the user's education. The school district reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted and received in connection with such usage. All such information files shall be and remain the property of the school district and no user shall have any expectation of privacy regarding such materials.

Failure to Follow Policy

The user's use of the computer network and Internet is a privilege, not a right. A user who violates this policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the school district may refuse to reinstate for the remainder of the student's enrollment or the staff member's employment in the school district. A user violates this policy by his or her own action or by failing to report any violations by other users that come to that attention of the user. Further, a user violates this policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The school district may also take other disciplinary action in such circumstances.

Warranties/Indemnification

The school district makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. It shall not be responsible for any claims, losses, damages, or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user (or his or her parent(s) or guardian(s)) arising out of the user's use of its computer networks or the Internet under this policy. By signing this policy, users are taking full responsibility for their own use, and the user who is 18 or older or the parent(s) or guardian(s) of a minor student are agreeing to indemnify and hold the school, the school district, and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or the parent(s) or guardian(s) of a minor student agree to cooperate with the school in the event of the school initiating an investigation of a user's use of his or her access to its computer network and

the Internet, whether that use is on a school computer or on another computer outside the school district's network.

Updates

Users, and if appropriate, their parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new policy reflecting developments in the law or technology or changes in district policy. Such information must be provided by the user (or his/her parent(s) or guardian(s)) or such new policy must be signed if the user wishes to continue to receive service. If after account information is provided, some or all of the information changes, the user must notify the person designated by the school to receive such information.

*REFERENCE: 21 O.S. §1040.75, §1040.76
Children's Internet Protection Act of 2000 (HR 4577, P.L. 106-554)
Communications Act of 1934, as amended (47 U.S.C. 254 [h], [l])
Elementary and Secondary Education Act of 1965, as amended (20 U.S.C. 6801 et seq., Part F)*

*CROSS-REFERENCE: Policy DOBC, Disciplinary Procedures, Certified Employees
Policy EFBC, Computer Usage
Policy EFEA, Using Copyrighted Materials*

*Adopted: August 9, 2004
Revised: April 12, 2010*

IMPORTANT: PLEASE GO TO THE LAST PAGE OF THIS HANDBOOK TO REVIEW AND SIGN THE INTERNET ACCESS CONDUCT AGREEMENT. THIS MUST BE SIGNED BEFORE YOU SUBSTITUTE TEACH.

BOARD POLICY 6170R INTERNET FILTERING (REGULATION)

The Internet changes rapidly, making it impossible to filter all objectionable sites. Therefore, the staff role in supervising and monitoring student access to the Internet is critical. Additionally, staff members have the responsibility to monitor their own navigation on the Internet to avoid undesirable sites.

Filtering should be viewed as only one of a number of techniques used to manage student access to the Internet and encourage acceptable usage. Filtering should not be viewed as a foolproof approach to preventing access to inappropriate material and should be used in conjunction with:

- Educating students to be "net-smart;"
- Using recognized Internet getaways as a searching tool and/or homepage for students, in order to facilitate access to appropriate material;
- Using "Acceptable Use Agreements;"
- Using behavior management practiced for which Internet access privileges can be earned or lost; and
- Appropriate supervision, either in person and/or electronically.

The placement of filters on district computers/computer systems is viewed as an exercise of the board's ability to determine educational suitability of all material used in the schools.

Filters may be utilized with district schools to (1) block pre-selected sites, (2) block by word, (3) block entire categories like chat and newsgroups, and (4) through a pre-selected list of approved sites.

Criteria for Filtering of Objectionable Sites

Anything that falls under at least one of the following categories shall be blocked. This list may be updated/modified as required.

___ **Nudity/Pornography**

- ___ Prevailing U.S. standards for nudity (e.g., genitalia, female breasts)
- ___ Provocative semi-nudity (e.g., lingerie models)
- ___ Sites that contain pornography or links to pornographic sites
- ___ **Exceptions:** Classical Nudity (e.g., Michelangelo)

___ **Sexuality**

- ___ Sites that contain material for a mature level (elementary/middle school levels)
- ___ Images or descriptions of sexual aids
- ___ Descriptions of sexual acts or techniques
- ___ Sites that contain inappropriate personal ads

___ **Violence**

- ___ Sites that promote violence
- ___ Images or a description of graphically violent acts (rape, dismemberment, torture, etc.)
- ___ Graphic autopsy or crime-scene images

___ **Crime**

- ___ Information on performing criminal acts (e.g., drug or bomb making, computer "hacking")
- ___ Illegal file archives (e.g., software piracy)

___ **Drug Use**

- ___ Sites that promote the use of illegal drugs
- ___ Material advocating the use of illegal drugs (e.g., marijuana, LSD) or abuse of any drug (e.g., drinking-game rules)
- ___ **Exceptions:** Material with valid educational use (e.g., drug-use statistics)

___ **Tastelessness**

- ___ Images or descriptions of excretory acts (e.g., vomiting, urinating)
- ___ Graphic medical images outside of a medical context
- ___ **Exceptions:** Graphic medical images within a medical context

___ **Language/Profanity**

- ___ Passages/words too coarse to be softened by the word filter
- ___ Profanity within images/sounds/multimedia files
- ___ Sexually or racially tinged language

NOTE: The focus is on American English, but profanity in other languages or dialects will be blocked if brought to our attention.

___ **Discrimination/Intolerance**

- ___ Material advocating discrimination (e.g., racial or religious intolerance)

___ Sites that promote intolerance, hate, or discrimination

___ **Interactive Mail/Chat**

___ Sites that contain or allow inappropriate e-mail correspondence

___ Sites that contain or allow inappropriate chat areas

___ **Inappropriate Banner Acts**

___ Advertisements containing inappropriate images

___ **Gambling**

___ Sites that allow or promote online gambling

___ **Weapons**

___ Sites that promote illegal weapons

___ Sites that promote the use of illegal weapons

___ **Other Inappropriate Material**

___ Body modifications: tattooing, branding, cutting, etc.

___ **Judgment Calls**

___ Whether a page is likely to have more questionable material in the future (e.g., sites under construction whose names indicate questionable material)

Procedure for Suggesting Sites to be Blocked

If district staff members observe a site that they believe to contain inappropriate material according to the above criteria, they may request that the site (URL) be blocked. Education Technology staff will review the site for inappropriateness. If the site meets the criteria for filtering, steps will be taken to block the site.

REFERENCE: Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Provisions Act, as amended by section 513 of PL 93-568, codified at 20 U.S.C. 1232g.). Dept. of Education. 34 CFR. Part 99 (May 9, 1980 45 FR 30802) regs. Implementing FERPA enacted as part of 438 of General Education Provisions Act (20 U.S.C. 1232g), parent and student privacy and other rights with respect to education records, as amended 11/21/96. Public Law 94-553, The Copyright Act of 1976, 17 U.S.C. 101 et seq.

Adopted August 9, 2004

Helpful Hints for Successful Substitute Teaching

1. Arrive early, not just at the required time.
2. At each school, familiarize yourself with locations of fire extinguishers, emergency exit routes, intercom buttons to the office, posted tornado and fire drill procedures, Code Blue and Code Red procedures, etc.
3. Keep a sense of humor; it helps both the digestive system and the climate in the classroom.
4. Expect to be challenged; it comes with the territory at all grade levels.
5. Be prepared with age appropriate activities for short time spans, transitions, etc. Samples of some of these types of activities are in the back of this handbook. Notify the school site's office if there are no lesson plans or if the lesson plans are inadequate.
6. Let the teacher know specifically what lessons weren't completed in your detailed note left for the teacher at the end of the day. Explain the reasons why, if needed. Elementary and secondary copies of report forms are included in the back of this handbook.

7. Don't feel threatened or uncomfortable when administrators visit your classroom. They can be great help in maintaining discipline. Administrators are there to support you.
8. Make sure the students know your name, but don't let them call you by your first name; it diminishes the respect you want to establish and maintain.
9. Immediately familiarize yourself with the "good students" identified by the teacher or others familiar with the class. Mention their helpfulness in your note to the teacher. This works particularly well with younger students.
10. Expect interruptions. Fire drills, electrical outages, playground injuries, visits from other teachers, students being "pulled out" for other programs or services are all part of the professional educator's day.
11. When in doubt, confused, or otherwise unable to carry out your duties, seek help from another teacher at the same grade level (elementary) or subject area/teacher nearby (secondary). The administrators and office personnel are also there to provide assistance.
12. If referral slips are used, such as nurse's slips or discipline slips, attach copies, if available, to the daily report left for the classroom teacher. If a copy is not available, make a note of the referral on the daily report and the reason for it.
13. Do more than required. Your extra efforts will be noted and appreciated by both students and staff.
14. Circulating throughout the classroom keeps students on task, allows teachers to monitor students requiring assistance, and diminishes discipline issues.

Five Skills for Effective Behavioral Management

Being an effective substitute teacher requires being able to manage student behavior. Developing this skill will prevent classroom management problems, as well as prepare you to manage challenging situations that may occur. According to Substitute Teacher Handbook, Utah State University, these effective management skills are:

1. **The ability to teach expectations** – Provide boundaries and establish standards for student success.
2. **The ability to get and keep students on task** – Students are actively engaged in the assignment. Circulating around the classroom is helpful in keeping students on task.
3. **The ability to maintain a high rate of positive teacher-to-pupil interactions and risk-free student response opportunities** – Recognize students with positive verbal praise or simply a smile, nod, etc. and allow time, if appropriate, for students to respond or ask questions during class.
4. **The ability to respond non-coercively** – Teachers should avoid attempting to achieve student compliance through force or threats. Ignore behaviors that have a minimum effect on the learning environment. Attempt to redirect inappropriate behaviors back to the assigned task.
5. **The ability to avoid being trapped** – Use positive interactions and a common sense approach to keep students on track. Avoid asking too many questions about inappropriate behaviors, as well as communicating with sarcasm, threats, and pleading with the class. The use of physical and verbal abuse is inappropriate, except in extreme cases.

Resources for Successful Substitute Teaching

There are literally hundreds of good "sites" available on the Internet for substitute teachers. To get you started, here are a few excellent sites to explore. Take some time to check them out.

1. www.teachingchannel.org This site offers videos on various subjects, such as classroom discipline and management techniques.
2. www.subed.usu.edu This is the site created and maintained by the Substitute Teacher Training Institute at Utah State University. It contains many articles and resources for substitute teachers and

managers. There is also a self-assessment one can take to test their readiness and effectiveness as a substitute teacher.

3. www.supersubstituteteachers.com This site has tips and resources specifically for substitute and occasional teachers.
4. www.proteacher.com Select "Substitute Teachers" from the main menu on the left and read all about it. This site serves as a bulletin board for substitute teachers. In addition to lots of helpful hints and success stories, there is plenty of room for commiseration so you won't feel alone in your experiences as a substitute.
5. www.educationworld.com/a_curr/curr260.shtml Education World Online Substitute Survival Kit includes songs, games, lesson activities, and templates to help a sub survive even the most difficult experience! See more at:
http://www.educationworld.com/a_curr/curr260.shtml#sthash.TJn5GNBv.dpuf.

Books and other Resource Materials:

In addition to the excellent resources available through the internet, there are many books, videotapes, magazines, and handbooks available to assist the substitute teacher. The internet sources listed above all have links to additional materials. Each school site maintains a professional section of resources in its media center. Substitutes interested in these materials should contact one of the media specialists at each school site. The following books are available:

The First Days of School, Harry Wong and Rosemary T. Wong
Substitute Teacher Handbook, Utah State University

**INTERNET ACCESS CONDUCT AGREEMENT
FOR SUBSTITUTE TEACHERS**

Every substitute teacher must read and sign below:

I have read, understand, and agree to abide by the terms of the Acceptable Use and Internet Safety Policy on pages 12-17 of this handbook. Should I commit any violations or in any way misuse my access to the school district's computer network and the Internet, I understand and agree that my access privilege may be revoked and school disciplinary action may be taken against me. I understand I have no expectation of privacy with regard to my use of the school district's technology.

I have also completed the required online professional development located under the Professional Development Quick Link on the school's website (www.bristow.k12.ok.us) that includes the following: Reporting Child Abuse, Bloodborne Pathogens with quiz, FERPA and the review of other designated board policies.

User's Name (print clearly) _____ Home Phone: _____

User's Signature: _____ Date: _____

Address: _____

