

# TEACHER HANDBOOK



2020-21

[WWW.turpinps.org](http://WWW.turpinps.org)

# Procedures and Routines

## Introductions:

### Flower and Scholarship Fund:

Debra will take individual contributions of \$15.00 for our flower fund and voluntary contributions for the scholarship fund. Contributions may be done through payroll.

**Normal Work Day:** Teachers are to be on duty from 7:40 a.m. to 3:15 p.m.

### Employee Absence from Duty:

Please check policy DEC-R3, and then with your supervisor at the earliest possible time and after approval tell Debra so she can have a sub available as soon as possible. Approval must also be given for early departure. Each employee should prepare a detailed list of duties, timeline, class rolls, and any other necessary information. This information will prove valuable for substitutes, principals, or secretaries. Each employee should prepare a detailed class schedule and turn in to Stacey Regier and Debra Evans.

### Bus Schedule:

To help with student safety and traffic congestion, a bus schedule has been prepared. Please follow the schedule as prepared by your principals.

### Purchasing Procedures for all Purchases:

Requisition for purchases when submitted go to Principal or AD, then to superintendent for approval and on to Lynette Regier for activity accounts and Julie Martin for General Fund to encumber.

1. Start with requisition obtained from Purchase Requisition forms from WenGage applications.
2. Requisitions will be submitted to your building principal or AD for initial approval. Requisitions approved by building principal or AD will then be sent on to superintendent for final approval.
3. Purchases made on your own still need to be approved first, in order to be reimbursed. These tickets also need to be signed and dated then turned into Lynette or Julie. (sales tax cannot be reimbursed) You may obtain a tax exempt letter from Lynette or Julie.
4. If you do not place an order that has been requisitioned let Lynette or Julie know.

**Note:** Any items not purchased in the above manner will not be paid for by the school. It will be the individual making the purchase who is responsible for the bill.

### Travel:

If you are traveling on school business and need a school vehicle, bring/e-mail requests to Mr. Isaacs at least three days before the date of travel.

### Travel Expenditures:

Prior approval must be obtained from Mr. Custer before traveling. The following are procedures to use in requesting a Fleet card, acquiring a purchase order, and travel expense reimbursement forms. **All forms on school website.**

1. Secure advance approval from Mr. Custer with the use of a requisition form to include the location and dates of the event, and hotel information as needed.
2. Check with Lynette or Julie for travel. They will have Fleet cards, purchase orders. Credit cards will be signed out with Lynette or Julie.
3. Hotels must be approved with Lynette Regier or Julie Martin 1 week prior to travel. Bring check out form from hotel back to school and give to Lynette or Julie.
4. You may submit per diem and any other receipts with Purchase Requisition on WenGage Applications.
5. Receipts and credit cards will be turned in to Lynette or Julie. **ALL TICKETS MUST BE SIGNED.**

### School Safety:

All precautions will be taken to insure the safety of students and staff. As employees, be aware of what is said and what happens around you. Please report to supervisors any instances of unsafe situations or situations which may be suspicious or threatening. Any threats will be taken seriously. Also, use precaution and common sense when dealing with students on an individual basis. Students must be in visual sight of teacher at all times.

### Forms and Contracts for Current Year:

Forms to be filled out for the current year. Every employee needs to meet with Debra as soon as possible. Please only one at a time. Payments may be withheld until all forms are completed. Certified teachers cannot be paid unless a current certificate is on file. Contracts will need to be signed at a later date.

**Phone Use:**

Every employee should be allowed to perform his or her job or conduct his or her class without phone interruptions and phone lines should be kept open for school use. The following procedures will be used:

1. When calls are received for employees or students, schedules will be checked and calls will be passed through during prep periods or breaks.
2. If the employee is working or a student has a class, messages will be taken and given at breaks.
3. Employees or students should let offices know if a special situation exists that may necessitate passing a call through during class or work time.
4. Employee calls out should be made during breaks or prep time unless the call is part of the lesson.
5. Student phone use is for emergencies only.
6. Noon time and end of school phone use by students should be limited. The emergency only rule should apply. Offices (vocal, band, principals, and Supt.) should be locked so that permission is obtained to use the phone.

**Money Collection:**

All money will be collected and receipted by Debra Evans or Stacey Regier. Please turn in ASAP.

**Attendance:**

Student attendance should be taken each class period on a daily basis using your online Grade Book.

**Coaches and Activities Sponsors:**

Board policy prohibits the practice of any school activity that will interfere with regular church services. Please be aware and schedule practices accordingly.

**Alarm:**

Our vandal system contains codes whereby each employee may enter the building after hours and on weekends. Please check with the office to get codes and find out procedures for the vandal system operation. System activates from 11:00 pm to 5:00 am.

**Time Sheets:**

Each non-certified employee will need to clock in and out every day. Time sheet need to be turned in to Debra Evans on the 25<sup>th</sup> of each month. Permission from the administration must be obtained for overtime work.

**Housing regulations****Fund-Raisers September Board Meeting****Emergency Procedures****Lockup/Leaving Building****Housing-change filters****Sheltering Areas****Room Thermostats****Alarm System**

# TURPIN PUBLIC SCHOOL

P. O. Box 187  
Turpin, Oklahoma 73950  
Office: (580) 778-3333  
Fax: (580) 778-3179

Keith Custer , Superintendent  
Brett Rorabaugh, Counselor

Ashley Lehnert, High School Principal  
Kim Barnes, Elementary Principal

---

## 2020-2021 School year

### Bus schedule:

All PreK-6 kids released at 3:03 p.m..

Buses parked behind gym.

Buses leave **“PROMPTLY”** at **3:10 p.m.**

Buses unload kids as usual.

All 7-12 released at 3:03 bell

One-way road Elvira (one block) ex 7:45-8:30 to 2:30 to 3:30

**STAFF MEMBERS AND SOCIAL NETWORKING SITES**

The Superintendent and the School Principals will annually remind staff members and orient new staff members concerning the importance of maintaining proper decorum in the on-line, digital world as well as in person. Employees must conduct themselves in ways that do not distract from or disrupt the educational process. The orientation and reminders will give special emphasis to the following prohibited behaviors:

1. Improper fraternization with students using Facebook and similar internet sites or social networks, or via cell phone, texting or telephone.
  - A. Teachers may not list current students as "friends" on networking sites.
  - B. All e-contacts with students should be through the district's computer.
  - C. All contacts and messages by coaches with team members shall be sent to all team members, except messages involving medical or academic privacy matters, in which case the messages will be copied to the athletic director and the school principal.
  - D. Teachers will not give out their private cell phone or home phone numbers to students without prior written approval of the district and the parent of the minor student.
  - E. Improper private contact via e-mail or phone is prohibited.
2. Inappropriateness of posting items with sexual content
3. Inappropriateness of posting items exhibiting or advocating use of drugs and alcohol
4. Monitoring and penalties for improper use of district computers and technology

The Superintendent or designees will periodically conduct internet searches to see if teachers have posted inappropriate materials online. When inappropriate use of computers and websites is discovered, the School Principals and Superintendent will download the offensive material and promptly bring that misconduct to the attention of the school district's legal counsel for review.

Employees who engage in any of the above-referenced prohibited behaviors are subject to the possibility of penalties, including dismissal from employment, for failure to exercise good judgment in on-line conduct.

**ACTIVITY FUNDS SCHOOL SUPPORT GROUPS AND CLUBS**

The Turpin Board of Education shall exercise control over all funds on hand or hereafter received or collected, as herein provided, from student or other extracurricular activities conducted in the school district. Such funds shall be deposited to the credit of the account maintained for the benefit of the particular activity within the student activity fund. Disbursements from each of the activity accounts shall be by check countersigned by the student fund custodian and shall not be used for any purpose other than that for which the account was originally created. Provided, the board of education may direct by written resolution that any balance in excess of the amount needed to fulfill the function or purpose for which an account was established may be transferred to another account by the custodian.

The board of education may designate that any of the following revenue be deposited for the use of specific student activity accounts, or to a general activity fund within the student activity fund:

1. Admissions to athletic contests, school or class plays, carnivals, parties, dances, and promenades;
2. Sale of student activity tickets;
3. Concession sales and cafeteria or luncheon collections;
4. Dues, fees, and donations to student clubs or other organizations, provided that membership in such clubs or organizations shall not be mandatory;
5. Income or revenue resulting from the operation of student organizations or club projects, provided such revenue is not derived from the sale of property, supplies, products, or other assets belonging to the school district; and
6. Deposits for or collections for the purchase of class pictures, rings, pins. Announcements, calling cards, annuals, banquets, student insurance, and other such personal items; provided the cost of such items shall not be charged against other school funds.

All other income, revenue, deposits, or collections of any nature, including, but not limited to, laboratory fees; fees for the use of equipment owned or rented by the school district; deposits or assessments for breakage or supplies used in instructional courses; sale, exchange, lease, or rent of property; supplies or products originally acquired from funds belonging to the school district or through the management, use, or production of property belonging to the school district, shall be deposited in accordance with the provisions of Title 62 of the Oklahoma Statutes, Section 335.

Funds collected by parent organizations or booster clubs and similar organizations will not be subject to control of the board of education as part of the district's activity funds if such organizations are sanctioned by the board and meet approved guidelines. Sanctioned organizations will provide to the board of education financial records or detailed treasurer's report as requested. (See policy CRBB.)

### **Activity Fund Account Guidelines**

**Fund Raising:**

All fund raisers to be initiated during the school year must have prior approval from your principal. The sponsors, in conjunction with any officers or group members, should decide on fund raisers for the entire school year and submit those recommendations for School Board approval. Each fund raising activity shall also specify a person who is responsible for receipts and disbursements of the particular fund raiser. The activity account clerk will deal with this person in paying bills and crediting receipts.

**Accounting Procedures:**

1. Collected funds should be turned in to the activity clerk on a daily basis by the person responsible for the account. The money should be counted and that count recorded. The clerk will issue a receipt when the count is verified. These funds should be **deposited on a daily basis**, sent to the bank for safekeeping, or taken to the bank night depository. No funds should be kept overnight at home except in situations which cannot be avoided and no funds should remain at school overnight.
2. Purchases exceeding \$500 should show evidence of group action to approve such a purchase.
3. All bills requiring payment must be signed by the person responsible for the account.
4. Records should be kept that show all receipts and disbursements, the purpose of the transaction, and a fund balance. Enough information should be available to provide an audit trail for all funds and fund accounts.
5. Turpin Schools will not be responsible for lost money or for accounts that cannot be paid.
6. All Activity Fund accounts are reviewed monthly by the Turpin Board of Education.

**Sales Guidelines:**

Some fund raisers involve the sale of merchandise. In many cases the items to be sold have inflated prices to insure a profit. Groups should be especially careful with this type of fund raiser.

1. Make sure that the entire group is involved in making the decision to use this type of fund raiser.
2. It is usually best to pre-sell and then order.
3. It is usually best to make sure, before purchase, that any unsold items may be returned. This should be specified in writing by the company involved in the fund raiser.
4. If pre-selling is not possible, smaller amounts of products should be purchased for sale. If sales are good, more can be ordered.
5. Accurate records should be kept of items for sale by individuals. The sponsor and seller should each have a copy of items checked out for sale and the respective price of each item. The copy should be signed by the seller. It should be understood that the seller is responsible for either the money or product to balance the account.
6. Sellers should be given short timelines for delivery of the product and for collection of the money.
7. Fund raisers should not interfere with the daily classroom activities at school.
8. Checks should be made out to the Activity Fund or the appropriate fund account and should be endorsed with an Activity Fund stamp.
9. Adults should be responsible for making change or collecting money in concession stands.

**Donations:**

Any donations that are received should be turned in to the activity clerk on a daily basis and should be credited to the appropriate account. Checks should be made out to the activity fund or the appropriate account and should be endorsed with an Activity Fund stamp. Receipts should be written for donations and returned to the donee.

**TEACHERS DUTIES AND RESPONSIBILITIES (REGULATION)**

In accordance with the policy of the board of education, the following shall govern the duties and responsibilities of teachers employed by the Turpin Public School system.

**Teachers shall:**

1. Attend scheduled workshops before the start of the school term and following the end of the school term or other approved workshops of equal length and in the teacher's field of study.
2. Be present in their assigned work places at 8:00 each morning. Full-time teachers shall remain at their work places until 3:20 p.m. Part-time teachers shall be present in their assigned work places at least 10 minutes prior to the start of their classes and shall remain until 10 minutes after their last assigned class ends.
3. Attend promptly all meetings called by the principal or superintendent.
4. Submit a complete roll of classes to the principal's office by the second week of each semester.
5. Keep informed concerning the selection of suitable teaching materials, the adoption of effective methods of instruction, and the application of procedures for evaluating the effectiveness of teaching.
6. Assist in the preparation of the teaching program and class schedules.
7. Assume responsibility and accountability for supplies, equipment, apparatus, and other school property within their area of instruction or supervision.
8. Follow established purchasing guidelines in the requisitioning of supplies and equipment and shall not act as purchasing agents for school books or supplies.
9. Make recommendations to the principal and superintendent for changes of textbooks for adoption and shall serve on the textbook selection committee if selected by co-workers.
10. Devote themselves during school hours to the duties of their respective assignments and will give careful attention to instruction, discipline, manner, and habits of their students.
11. Supervise students from the time they arrive at school until the time they leave the school premises. Playground duty, study halls, and special activity assignments should be considered as much a part of the teaching assignment as the regularly scheduled class periods. Teachers will be in the halls between classes.
12. Assume responsibility for the discipline of their respective classrooms. Students shall not be excluded from classes without good cause. The aid and counsel of the principal shall be sought on questions of discipline and special misconduct cases shall be referred to the principal.
13. Report student misconduct.
14. Maintain proper records of the work and progress of students. They shall report to the principal any student whose progress or advancement warrants reclassification, and any student who, for any cause, fails to properly complete assigned classroom work. Teachers shall assign, grade, and return to the student any required make-up work for excused absences.
15. Give careful attention to the health and well-being of the students in their care, paying attention to such problems as weak eyes, defective hearing, and other common health problems. Teacher's should also observe the eating habits of students and encourage them to improve their personal health programs. If any child lacks proper food or clothing, teachers should refer the student to the principal or superintendent who may seek assistance from local civic organizations. In questions related to student health, reference should be made to the health guidelines published by the Oklahoma State Department of Health and the State Department of Education.
16. Assist in conducting fire drills and storm drills.
17. Plan class work and secure necessary materials so as to eliminate trips out of the classroom. Teachers shall not send students on errands during school hours. Only the principal may send students on errands and for school business only.
18. Refrain from participating in fund raising campaigns during school hours unless such campaigns have been approved by the superintendent and the board.
19. Remain with their respective class or sponsored class during assembly programs.
20. Regulate the room temperature, sunlight, and other physical factors to make the assigned room comfortable. Lights should be turned off when leaving the room.
21. Notify the principal as soon as possible if a substitute teacher is needed in the event they find they will be late or absent because of unforeseen emergencies. Teachers shall not be absent from their classrooms without prior notice to the principal.
22. Perform other duties as assigned by the principal.

Teachers are encouraged to attend and/or show interest in all school-related functions, not just those activities in which they are specifically concerned.

At the end of the school year, each teacher must have the following completed and ready to hand in before checking out:

1. Completed inventory of all supplies and equipment in the assigned classroom/department
2. Semester grade sheets completed
3. Inventory list of textbooks
4. Want list for following school year
5. All incomplete grades changed
6. Textbooks properly stored
7. Sponsors must insure all organizational bills are paid
8. Must be cleared by principal before departure



# TURPIN BOARD OF EDUCATION

DCCA

## Workplace Drug and Alcohol Testing

It is the policy of this board of education to request or require an employee or new applicant to undergo drug and/or alcohol testing as set forth below and when the superintendent is satisfied that there exists a reasonable suspicion that the employee has violated this policy or any other school policy concerning the use of drugs and/or alcohol.

This school district may request or require a school district employee to undergo drug and/or alcohol testing as set forth below and when the superintendent is satisfied that there exists a reasonable suspicion that the employee or some other person has sustained a work-related injury or the school district's property has been damaged as a direct result of the employee's use of drugs or alcohol.

This school district will require school bus drivers, mechanics, maintenance employees, and any employee who is required to obtain a commercial driver's license (CDL) to undergo drug or alcohol testing prior to employment and on a random selection basis. The superintendent shall ensure that employees who are selected for random testing are selected on a basis that is entirely random and on a basis which results in an equal probability that any employee from a group of employees subject to the selection mechanism will be selected and does not give the district discretion to waive the selection of any employee selected.

This school district will require bus drivers, mechanics, maintenance personnel, and any district employee who is required to obtain a commercial driver's license (CDL) to undergo drug or alcohol testing during routine employee fitness-for-duty medical examinations.

All employees subject to CDL requirements shall be prohibited from:

1. The use of drugs, unless a written prescription from a licensed medical specialist is provided;
2. The use of alcohol:

- A. while on duty;
- B. four hours before driving;
- C. eight hours following an accident;

3. Driving a vehicle or performing safety-sensitive functions while having a breath-alcohol concentration of .04 percent or greater as indicated by an alcohol breath test.

This school district will require periodic drug and alcohol testing without prior notice of any employee who has tested positively under this policy, who has participated in a drug or alcohol dependency treatment program as a result of this policy, or an employee who is required to obtain a commercial driver's license (CDL).

All employees subject to this drug and alcohol testing policy will be tested for alcohol, marijuana, cocaine, opiates, amphetamines, phencyclidine and their metabolites and any other drug or combination of drugs currently included in the provisions promulgated by the Oklahoma State Board of Health or as required by federal law.

The school district shall maintain the results of any drug/alcohol test in confidentiality. The employee who participates in a drug/alcohol test will be provided an opportunity to review and to obtain copies of any information and records pertaining to the drug/alcohol test.

1. The school district will maintain all drug and alcohol test results and related information, including, but not limited to, interviews, reports, statements and memoranda, as confidential records, separate from other personnel records. Such records, including the records of the testing facility, shall not be used in any criminal proceeding, or any civil or administrative proceeding, except in those actions taken by the district or in any action involving the individual tests and the district or unless such records are ordered released pursuant to a valid subpoena or other court order.
2. The records described above and maintained by the district shall be the property of this school district and, upon the request of the applicant or employee tested, shall be made available for inspection and copying to the applicant or employee. The district will not release such records to any person other than the applicant, employee, or the district's review officer, unless the applicant or employee has expressly granted permission in writing, following receipt of the test results, for the district to release such records or pursuant to a valid court order.
3. A testing facility, or any agent, representative or designee of the facility, or any review officer, shall not disclose to the district, based on the analysis of a sample collected from an applicant or employee for the purpose of testing for the presence of drugs or alcohol, any information relating to:

- A. The general health, pregnancy or other physical or mental condition of the applicant or employee; or
- B. The presence of any drug other than the drugs or their metabolites that the district requested be identified and for which a medically acceptable explanation of the positive result, other than the use of drugs, has not been forthcoming from the applicant or employee.

Provided, however, a testing facility shall release the results of the drug or alcohol test, and any analysis and information related thereto, to the individual tested upon his/her request.

Drug/alcohol tests required pursuant to this policy will be conducted during or immediately after the regular work period for current employees and shall be deemed work time for purposes of compensation and benefits for current employees.

The school district shall pay all costs of testing for drugs or alcohol including any confirmation tests and the costs of transportation to the drug/alcohol test site. Any individual who requests a retest of a sample in order to challenge the results of a positive test shall pay all costs of the retest, unless the retest reverses the findings of the challenged positive test in which case the school district shall reimburse the individual for the costs of the retest. A copy of this policy shall be posted in a prominent employee access area and shall be provided to each job applicant upon the applicant's receipt of a conditional offer of employment. An employee discharged on the basis of a refusal to undergo drug or alcohol testing or a confirmed positive drug or alcohol test conducted in accordance with the provisions of the Standards for Workplace Drug and Alcohol Testing Act shall be considered to have been discharged for misconduct and shall be disqualified for unemployment compensation.

The superintendent is directed to prepare regulations to implement and support this policy. When approved by the board of education, such regulations will be incorporated into this policy and will become a part hereof.

Adoption Date:

Revision Date(s): 6/99

Page 1 of 2

**WORKPLACE DRUG AND ALCOHOL TESTING(REGULATION)**

The following regulations implement and support the policy of the board of education regarding drug and alcohol testing of applicants and employees:

Drug and alcohol testing standards and procedures of this school district shall conform fully with the provisions of the State Board of Health. Testing facilities used by this district shall provide evidence of having met all licensing and/or certification requirements of the State Board of Health including the following:

1. Samples shall be collected and tested only by individuals deemed qualified by the State Board of Health. Such samples may be collected on the premises of the school district or at a testing facility.
2. Only samples deemed appropriate by the State Board of Health for drug and alcohol testing shall be collected;
3. The collection of samples shall be performed under reasonable and sanitary conditions;
4. Samples shall be collected in sufficient quantity for splitting into two separate specimens, pursuant to rules of the State Board of Health, to provide for any subsequent independent analysis in the event of challenge of the test results of the main specimen;
5. Samples shall be collected and tested with due regard to the privacy of the individual being tested. In the instances of urinalysis, no representative, agent or designee of the school district shall directly observe an applicant or employee in the process of producing a urine sample; provided, however, collection shall be in a manner reasonably calculated to prevent substitutions or interference with the collection or testing of reliable samples;
6. Sample collection shall be documented, and the documentation procedures shall include:
  - A. labeling of samples so as reasonably to preclude the probability of erroneous identification of test results, and
  - B. an opportunity for the applicant or employee to provide notification of any information which the applicant or employee considers relevant to the test, including identification of currently or recently used prescription or nonprescription drugs, or other relevant information;
7. Sample collection, storage, and transportation to the testing facility shall be performed so as reasonably to preclude the probability of sample contamination or adulteration;

The following steps will be taken when an employee's medical exam is positive for the presence of drugs or alcohol:

1. The employee will be notified of the results of the test. The applicant or employee has a right to obtain all information and records relating to that individual's testing.
2. The employee will be advised of the outcome of the drug screening and will be immediately removed from the current job assignment.
3. The employee will be given a reasonable opportunity for rebuttal of the results.
4. To continue employment with the district, the employee must develop a written plan for improvement with the employee's supervisor. As an element of every plan for improvement, the employee will be encouraged to voluntarily seek professional assistance and/or participate in an appropriate rehabilitation program.
5. The employee will be suspended until the employee has tested negative on a follow-up drug screening. The follow-up drug screening will be administered no earlier than seven nor more than forty-five calendar days following the initial positive drug screening. The physician who administered and interpreted the initial drug screening will make a recommendation to the district as to the amount of time that is appropriate before administering the follow-up drug screening, depending on the type and amount of chemical substance initially detected in the employee's system. The employee may use existing accrued leave during this suspension. If the employee does not have sufficient accrued leave to cover the absence, the leave will be without pay. All employees hereby affected by this policy and regulation will be provided appropriate due process procedures.
6. If the follow-up drug screening is negative, the employee may be returned to regular assignment. If the drug screening is positive, procedures for the employee's termination will be implemented in accordance with this policy and the district's employment termination policies.
7. Any employee whose drug screening is positive a second time, regardless of the length of time which has passed since the first positive test, will be recommended to the board for dismissal. Any employee who has once tested positive may be subject to random drug screening sampling while employed by the district.

To ensure that reasonable suspicion does exist that an employee is under the influence of an illegal chemical substance, or any chemical substance (including alcohol), which impacts the ability of the employee to safely perform the required functions of the position, the following inquiry procedures will be followed:

1. The supervisor will investigate and compile the facts. The supervisor will verbally report the facts to the superintendent.
2. The superintendent will determine whether or not the facts warrant continued investigation.
3. The superintendent will review the facts. If the superintendent believes that reasonable suspicion does exist, the superintendent will convene an advisory panel to recommend whether or not the employee should be directed to take a drug screening. The panel will be comprised of the a disinterested party designated by the superintendent and an administrator to be designated by the employee.
4. The employee shall be notified in writing of the allegations, the right to select an administrator for the advisory panel, the hearing procedures to be followed, and the right to representation of the employee's choosing during the hearing.
5. By signing a voluntary consent form, the employee may agree to submit to drug screening, in which case a hearing may not be necessary.
6. The panel will meet as soon as possible, but no later than five working days after the employee has been notified of the allegations. The employee will be given an opportunity to respond to the allegations. The panel will consider the facts and make a recommendation to the superintendent within two days after the hearing.
7. The superintendent will notify the employee in writing of the recommendation of the panel and issue the directive to require the employee to take the drug screening, if appropriate.

## **REPORTING SUSPECTED CHILD ABUSE AND/OR NEGLECT**

In accordance with Oklahoma law, teachers are required to report suspected cases of physical abuse or neglect involving students to the statewide tollfree hotline of the Department of Human Services. The statewide DHS hotline number is 1-800-522-3511. The board of education fully supports that requirement and has established this policy to facilitate such reporting.

Every teacher, support person, or other employee of this school district shall report any suspected physical, mental, or sexual abuse or neglect of any school student to the Department of Human Services by telephone. The employee shall also inform the building principal who will advise the superintendent that the report was made using Form FFG-E.

The reporting obligations under this section are individual, and no employer, supervisor or administrator of a person required to provide information pursuant to this section shall discharge, or in any manner discriminate or retaliate against, any such person who in good faith provides such child abuse reports or information, testifies, or is about to testify in any proceeding involving child abuse or neglect; provided, that such person did not perpetrate or inflict such abuse or neglect. Any such employer, supervisor, or administrator who discharges, discriminates, or retaliates against such person shall be liable for damages, costs, and attorney fees. Any person who knowingly and willfully fails to promptly report any incident of child abuse may be reported by the Department of Human Services to local law enforcement for criminal investigation and, upon conviction thereof, shall be guilty of a misdemeanor. Any person who knowingly and willfully makes a false report, or makes a report that the person knows lacks factual foundation may be reported by the Department of Human Services to local law enforcement for criminal investigation and, upon conviction thereof, shall be guilty of a misdemeanor.

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

The school district shall post, in a clearly visible location in a public area of the school that is readily accessible to all students, a sign in English and Spanish that contains the toll-free number operated by the Department of Human Services.

**REFERENCE:** 10 O.S. §7101, et seq.  
21 O.S. 1981, §846, 847  
63 O.S. §1-120 (G)  
Atty. Gen. Op. No. 78-202 (Dec. 28, 1978)

**SUSPECTED CHILD ABUSE REPORT FORM**

CHILD'S NAME: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ SCHOOL: \_\_\_\_\_

PARENT(S)/LEGAL GUARDIAN: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

I hereby acknowledge that I have a statutory duty to report any suspected abuse to DHS. I further understand that merely filing this report does not absolve me of my statutory duty to report this directly to DHS.

A copy of this suspected child abuse or neglect report may be filed with the Department of Human Services, the supervising administrator and the Superintendent of Schools. The supervising administrator will also need to contact the DHS.

Describe the nature and extent of the suspected child abuse or neglect: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe any evidence of previous suspected child abuse or neglect: \_\_\_\_\_

\_\_\_\_\_

Names of persons present during the interview with the child: \_\_\_\_\_

\_\_\_\_\_

Name of investigating social worker with the Department of Human Services (if known): \_\_\_\_\_

Signature of Person Filing Report: \_\_\_\_\_

Signature of Supervising Administrator: \_\_\_\_\_

## **SCHOOL SECURITY DRILLS**

The following are the planned procedures for responding to a school campus intrusion/crisis. If a teacher, student, or administrator is made aware of an intruder, violence, weapons, acts of terrorism, or other crisis within the school campus, the following actions should be taken:

1. Notify the office immediately by intercom or in person, whichever is fastest (no student messengers).
2. Do not confront any intruder. Instead, notify the principal/office, unless a student is in imminent danger.
3. The principal/office will announce over the intercom, "This is a security drill, please take action at this time." The office will also notify the police, ambulance, superintendent, etc., and will immediately shut off all school bells.
4. Teachers' immediate responsibilities shall be:
  - Lock all classroom doors (all inside)
  - Close all windows, window blinds/curtains
  - Turn all classroom lights off
  - Gather all students in an obscure corner of the room
  - Keep students orderly and quiet
  - Refrain from using the intercom unless the intruder is visible and office contact is necessary
  - Do not leave the classroom/students at any time
5. The principal shall close all hallway doors in the building.
6. The principal shall announce over the intercom that the drill is "over" and any explanation will be given at that time.
7. Turpin Public Schools shall provide professional counseling to students, parents, and faculty after such a crisis is resolved.

A minimum of one lockdown drill will be conducted at each school site within the district on an annual basis. The board of education and administration shall make a determination each year as to the extent of student involvement in the lockdown drill. Staff shall be required to participate in the drill.

**SAFETY DRILLS**

The School District will conduct ten (10) safety drills each school year. The Superintendent shall be responsible for ensuring that all ten (10) drills have been appropriately conducted at each school site within the school district. It shall be the duty of the site principal, under the direction of the superintendent, to conform to the written plans and procedures adopted by the school district. All students and teachers shall participate in the safety drills. The extent of student involvement in intruder drills shall be determined by the superintendent in consultation with the building principal. The ten (10) drills shall consist of the following:

1. Lockdown drills. A minimum of two (2) lockdown drills shall be conducted at each site within the school district each school year. No lockdown drill can be conducted at the same time of day as a previous lockdown drill in the same school year, and no more than two drills shall be conducted in the same semester. Lockdown drills shall be conducted for the purpose of securing school buildings to prevent or mitigate injuries or deaths that may result from a threat on or near the school.
2. Fire drills. Each site school shall conduct a minimum of two (2) fire drills per school year. Each fire drill shall be conducted within the first fifteen (15) days of each semester. The fire drills shall include the sounding of a distinctive audible signal designated as the fire alarm signal.
3. Intruder drills. Each school site shall conduct a minimum of two (2) intruder drills per school year. Intruder drills are conducted for the purpose of mitigating injuries or deaths by executing a plan as an alternative to the lockdown method. Each intruder drill shall be conducted within the first fifteen (15) days of each semester.
4. Tornado drills. Each school site shall conduct a minimum of two (2) tornado drills per school year. Tornado drills are required to be conducted in the months of September and March.
5. Safety drills. Each school site shall conduct a minimum of two (2) safety drills per year that can consist of any of the aforementioned drills.

Documentation of completion of the drills shall be maintained. Records for each fire drill shall be preserved in writing for at least three years and made available to the State Fire Marshal or the marshal's agent upon request. The school district shall document all other safety drills in writing and by school site with a copy of the report remaining at the school, a copy filed with the district administrative office, and a copy with the Institute for School Security Resources.

**REFERENCE:** ~~63 O.S. §176~~  
70 O.S. § 5-148  
70 O.S. § 5-149

\*Evacuation of the building to various safe locations in a random order is preferred so that anyone threatening harm will not have prior knowledge of the evacuation route and safe areas.

**SAFETY DRILLS**

The School District will conduct ten (10) safety drills each school year. The Superintendent shall be responsible for ensuring that all ten (10) drills have been appropriately conducted at each school site within the school district. It shall be the duty of the site principal, under the direction of the superintendent, to conform to the written plans and procedures adopted by the school district. All students and teachers shall participate in the safety drills. The extent of student involvement in intruder drills shall be determined by the superintendent in consultation with the building principal. The ten (10) drills shall consist of the following:

1. Lockdown drills. A minimum of two (2) lockdown drills shall be conducted at each site within the school district each school year. No lockdown drill can be conducted at the same time of day as a previous lockdown drill in the same school year, and no more than two drills shall be conducted in the same semester. Lockdown drills shall be conducted for the purpose of securing school buildings to prevent or mitigate injuries or deaths that may result from a threat on or near the school.
2. Fire drills. Each site school shall conduct a minimum of two (2) fire drills per school year. Each fire drill shall be conducted within the first fifteen (15) days of each semester. The fire drills shall include the sounding of a distinctive audible signal designated as the fire alarm signal.
3. Intruder drills. Each school site shall conduct a minimum of two (2) intruder drills per school year. Intruder drills are conducted for the purpose of mitigating injuries or deaths by executing a plan as an alternative to the lockdown method. Each intruder drill shall be conducted within the first fifteen (15) days of each semester.
4. Tornado drills. Each school site shall conduct a minimum of two (2) tornado drills per school year. Tornado drills are required to be conducted in the months of September and March.
5. Safety drills. Each school site shall conduct a minimum of two (2) safety drills per year that can consist of any of the aforementioned drills.

Documentation of completion of the drills shall be maintained. Records for each fire drill shall be preserved in writing for at least three years and made available to the State Fire Marshal or the marshal's agent upon request. The school district shall document all other safety drills in writing and by school site with a copy of the report remaining at the school, a copy filed with the district administrative office, and a copy with the Institute for School Security Resources.

**REFERENCE:** ~~63 O.S. §176~~  
70 O.S. § 5-148  
70 O.S. § 5-149

\*Evacuation of the building to various safe locations in a random order is preferred so that anyone threatening harm will not have prior knowledge of the evacuation route and safe areas.

## **DRUG AND ALCOHOL TESTING PROGRAM BUS DRIVERS**

Employees who operate school vehicles are subject to drug and alcohol testing if a commercial driver's license is required to operate a school vehicle which transports 16 or more persons, including the driver, or which weighs 26,001 pounds or more. For the purposes of this testing program, the term "employees" includes applicants who have been offered a position to operate a school vehicle.

Employees operating a school vehicle as described above are subject to preemployment drug testing and random, reasonable suspicion, post-accident, return-to-duty, and follow-up drug and alcohol testing. Employees operating school vehicles shall not perform a safety-sensitive function within four hours of using alcohol. Employees governed by this policy shall be sensitive function within four hours of using alcohol. Employees governed by this policy shall be subject to drug and alcohol testing beginning the first day they operate or are offered a position to operate school vehicles and will continue to be subject to drug and alcohol testing as long as they may be required to perform a safety-sensitive function as it is defined in administrative regulations. In the event that the employee is unable to be administered one form of drug testing then another form of drug testing shall be administered. (See DCCB-R) Employees with questions about the drug and alcohol testing program may contact the superintendent.

Employees who violate the terms of this policy will be subject to discipline up to and including termination. Employees who violate this policy may be required to successfully participate in a substance abuse evaluation and, if recommended, a substance abuse treatment program. Employees required to participate in and who fail to or refuse to successfully participate in a substance abuse evaluation or recommended substance abuse treatment program will be subject to discipline up to and including termination.

It is the responsibility of the superintendent to develop administrative regulations to implement this policy. The superintendent shall also inform applicants of the requirement for drug and alcohol testing in notices or advertisements for employment, in the application form, and personally at the first interview with the applicant.

The superintendent shall also be responsible for publication and dissemination of this policy and its supporting administrative regulations to employees operating school vehicles. The superintendent shall also oversee a substance-free awareness program to educate employees about the dangers of substance abuse and notify them of available substance abuse treatment resources and programs.

### **EMPLOYMENT ACKNOWLEDGMENT FORM**

I have received, read and understand the Turpin Public School's Drug and Alcohol Testing Program. I agree to submit to drug and alcohol tests at any time as a condition for my initial or continued employment. I understand that my failure to comply with this policy or a violation of the policy may result in disciplinary action up to and including termination of employment.



# **TURPIN PUBLIC SCHOOL**



*P.O. 187  
Turpin Oklahoma 73950  
Office: 580-778-3333  
Fax: 580-778-3179*

*Keith Custer, Superintendent  
Brett Rorabaugh, Counselor*

*Ashley Lehnert, High School Principal  
Kim Barnes, Elementary Principal*

---

In order to comply with the requirements of the Asbestos Hazard Emergency Response Act (AHERA) of 1987, 40 CFR Part 763-Asbestos Containing Materials in Schools, Turpin School has been inspected and an asbestos Management Plan was developed outlining sampling analyses and response actions if necessary. The Management Plan is available for viewing, in Superintendent's office from 8:00 a.m. to 4:00 p.m.

# TURPIN SCHOOL SAFETY MANUAL

This document is furnished by Comp Source Oklahoma for informational purposes only. It is not intended to be a condition of coverage, nor should it be construed as legal advice or a recommendation by CompSource Oklahoma

## SAFETY MANUAL

Policy Statement

Introduction

Safety Responsibility

Management's Responsibilities  
Supervisor's Responsibilities  
Employee's Responsibilities

Accident Investigation

Emergency Action Plans

Workplace Violence

Bloodborne Pathogens

Ergonomics

Recordkeeping

Drug Policy

Right to Know/Hazard Communication

Temperature Extremes

General Policies For All Departments

Housekeeping  
Personal radios/music players  
Emergency Action Plan

Heavy Equipment

Motor Vehicle Operation

Mowers/Tractors

Materials Handling and Storage.

Portable Power Tools

Hand Tools

Personal Protective Equipment

Eye Protection.

Foot and Hand Protection

Hearing Protection

Head Protection

## TURPIN SCHOOLS SAFETY POLICY STATEMENT

As a *Turpin School* employee, you are a valuable asset to the company. The policy of *Turpin Schools* is to provide a working environment free of uncontrolled hazards in support of its goal in providing a safe and healthy workplace. We want, and expect, you to perform your job in a safe manner in response to the circumstances that may arise during the course of your employment.

## INTRODUCTION

This manual contains safety policies developed to control the risks associated with company operations. It is understood that it is impossible to attempt to write a rule for every future work scenario and, therefore, while many policies are detailed in this manual, others dealing with your specific job responsibilities may be given to you by your supervisor or their designee specific to the recognized job tasks at hand. This manual has been designed for a single purpose; to assist you in avoiding workplace injuries or illness.

If you have a suggestion that could reduce the potential for accidents in your work operations and would make your place of employment even safer, please talk with your supervisor or supervisor designee. Please remember that at *Turpin Schools*, accident prevention is a part of every employee's job.

Accidents are the result of unsafe conditions and/or unsafe acts or practices. Many accidents are caused by the use of unsafe equipment, using tools in an unsafe manner, or by neglecting to follow the safe methods of doing your job.

Please note that violations of company safety policies or unsafe practices could result in severe and painful injury, as well as termination of employment, as compliance with company safety policies is a condition of employment. Failure to follow either established company policies or supervisor's directions subject the employee to the company's disciplinary procedures.

Questions and requests for additional information relative to the contents of this manual should be directed to your immediate supervisor/manager/foreman or their designee.

## SAFETY RESPONSIBILITY

### 1. MANAGEMENT RESPONSIBILITIES

Every employee of *Turpin Schools* is responsible for their own personal safety. This begins with company management and extends throughout the organization. Company management is responsible for providing a safe work site and adequate supervision of its operations. This includes, as applicable, the provision of tools and equipment, proper safety equipment/clothing, training and on-site direction. In addition, management is responsible for implementing the following:

- a. Periodic inspections.
- b. Ensure that prompt preventative and corrective action is taken on unsafe conditions/actions.
- c. Ensure that all accidents are investigated and reported.
- d. Review reports of accidents and ensure appropriate corrective actions are taken.

## 2. SUPERVISOR'S RESPONSIBILITIES

- a. Promote safety awareness and demonstrate a proper safety attitude by example.
- b. Train all employees in the safest way to do their jobs and point out where hazards exist.
- c. Make sure that the necessary safety equipment and protective devices for each job are provided and properly used.
- d. Conduct frequent safety inspections of all work areas and operations in order to improve housekeeping and eliminate unsafe conditions while encouraging safe work methods.
- e. Take prompt corrective action whenever unsafe conditions and unsafe actions are observed.
- f. Investigate and report to management all accidents and incidents involving company personnel and/or property.
- g. Review work change practices and newly purchased equipment for potential risks being introduced into the operations.
- h. Inform employees regarding disciplinary policy for violations of safety policies and take appropriate action when warranted.

## 3. EMPLOYEE'S RESPONSIBILITIES

- a. Follow company safety practices, policies, procedures and specific supervisor instructions.
- b. Report unsafe conditions and practices to the supervisor.
- c. Keep work areas clean and orderly at all times.
- d. Operate only equipment you have been authorized and instructed to safely use.
- e. Report all accidents/incidents immediately to the supervisor and complete an accident report as soon as possible.

## IF YOU HAVE AN ACCIDENT

- a. All accidents/incidents, no matter how minor, shall be reported immediately to your supervisor. Prompt reporting will ensure proper treatment (if required) and a rapid correction of unsafe conditions or behavior causing or contributing to the accident.
- b. The supervisor will arrange for transportation and accompany the injured employee to the medical facility to facilitate paperwork and address questions by both the treating physician and injured/ill employee.
- c. The supervisor and employee must complete the company's accident report forms as soon as possible and route as directed.
- d. First aid and CPR shall be performed only by trained personnel.
- e. All employees will follow established Bloodborne Pathogens procedures.

## EMERGENCY ACTION PLANS

Emergencies (fire, severe storms, bomb threats, etc.) require immediate action by all employees and visitors. The following emergency action plans have been developed with supervisors/managers or their designee responsible for monitoring and overseeing the evaluation/activities.

Supervisors/Managers or designee for their respective areas will: direct actions of personnel; be familiar with the location of fire extinguishers; be aware of individuals who have first aid or CPR training; be aware of individuals that will need special assistance during building evacuation and make arrangements to assure their safety; familiarize employees with evaluation route; ensure their building area is clear and account for personnel after building evacuation.

### Fire Evacuation

- a. When the fire alarm sounds, turn off all equipment and walk to the nearest stairway/exit out of the building (do not use elevator).
- b. Assemble away from the building at the manager's designated area.
- c. Assist persons with special needs to designated areas (persons unable to use stairs should wait in the stairwells for Fire Department rescue).
- d. Managers or their designee will account for all individuals from their areas. Employees will remain outside until the all clear is given.

### Severe Storms – Tornadoes

In severe weather, you are safer in the building than in the open and, therefore, you should not leave the building during these events. If the need arises, you should move to the designated storm shelter in your work area.

### Bomb Threats

While some bomb threats are hoaxes, each one must be treated seriously. The receiver of the bomb threat should attempt to obtain as much information as possible regarding the threat. The incident should be reported immediately to your supervisor. Evacuation procedures are the same as a fire evacuation.

## VIOLENCE IN THE WORKPLACE

Violence in the workplace by customers and/or co-workers is becoming more common. For this reason, it is the policy of Turpin Schools that physical violence, or the threat of violence, even in a joking manner, is not appropriate in the workplace and may result in disciplinary action.

Company employees are to report all violence or threats of violence to their supervisor and/or manager at the earliest opportunity. Report the actual behavior or threats that were made, give the facts of where and when it happened, who witnessed it, and what was said.

Any employee who observes anyone with a weapon on the premises shall report the observation immediately to their supervisor and/or manager at the earliest opportunity.

Smoking is prohibited outside of designated "Smoking Areas."

Make visual checks for unsafe conditions before starting any machinery or equipment. Make all daily operator checks before starting machinery or equipment.

Do not start equipment/machines without a visual check to ensure work area is clear.

Do not leave any machines or equipment running while unattended.

Loose clothing, long hair and/or jewelry shall not be worn by personnel who work around or near moving machinery or equipment.

All guards must be in place before and while operating the equipment/machinery.

Appropriate Lockout/Tagout procedures will be followed prior to any repair work being performed on any machinery and/or equipment.

## **PERSONAL PROTECTIVE EQUIPMENT**

### **Eye Protection**

Appropriate safety glasses, goggles, or face shields shall be worn when the work may result in a potential risk of injury to your face/eyes. Safety glasses and goggles are provided by the company and employees are responsible for keeping track of and maintaining the equipment in good condition. Damaged equipment must be replaced immediately.

Some work examples where proper eye protection must be worn include exposure to:

- a. Relatively large flying particles (chipping, grinding, etc.).
- b. Dust and small flying particles (grinding, using power tools, etc.).
- c. Splashing liquid (transfer of products, etc.).
- d. Injurious sprays and mist (spraying, use of products, etc.).
- e. Injurious radiant energy (welding, furnace tending, etc.).

### **Head Protection**

Approved head protection (hard hats) must be worn when the work may result in a potential risk of injury to your head. Head protection must be worn as recommended by the manufacturer to include replacement by the stamped date. Employees are responsible for keeping track of and maintaining this equipment in good condition.

### **Hearing Protection**

The company has elected to implement a Hearing Conservation Program to control the risks associated with high noise levels in the work area. Approved ear protection shall be worn under all work conditions that have been determined by the company to exceed acceptable noise levels. Hearing protection shall be provided by the company and employees are responsible for keeping track of and maintaining the equipment in good condition.

### **Respiratory Protection**

The company has elected to implement a Respiratory Protection Program to control the risks associated with workplace exposure to dusts, vapors, fumes and/or other airborne particulate. Approved respirators shall be worn when working in or near areas designated by the company as potentially hazardous due to inhalation exposures. Employees are responsible for keeping track of and maintaining the equipment in good condition.

### **Foot and Hand Protection**

Shoes or boots suitable to the type of work and work area conditions shall be worn at all times. Slip resistant soles may be required in some operations. Safety-toed footwear may be required in those situations where a higher-level risk of foot injury exists. Open toe shoes are prohibited from all work areas outside of offices.

Hand protection will be chosen based on the risk potential and utilized by the employee during the performance of their assigned work activities. However, in operations such as pedestal grinding or other situations where the glove may cause or contribute to an injury, other methods of hand protection shall be used. Consult your supervisor in regard to glove selection and use.

### **Outerwear Protection**

The use of Tyvek or other non-porous clothing increases the risk of heat stress. Employees utilizing these garments will be monitored during the work performance.

## **FALL PROTECTION**

Work on raised platforms, ladders or other elevated work locations creates the risk of serious injury. Appropriate fall protection in the form of railings, barriers or personal fall protection harnesses will be used anytime work is performed above normal grade or finished floor.

## **HAND TOOLS**

Hand tools are to be used only for the purpose for which they are designed. They will be inspected before use and replaced as required.

Smoking is prohibited outside of designated "Smoking Areas."

Make visual checks for unsafe conditions before starting any machinery or equipment. Make all daily operator checks before starting machinery or equipment.

Do not start equipment/machines without a visual check to ensure work area is clear.

Do not leave any machines or equipment running while unattended.

Loose clothing, long hair and/or jewelry shall not be worn by personnel who work around or near moving machinery or equipment.

All guards must be in place before and while operating the equipment/machinery.

Appropriate Lockout/Tagout procedures will be followed prior to any repair work being performed on any machinery and/or equipment.

## **PERSONAL PROTECTIVE EQUIPMENT**

### **Eye Protection**

Appropriate safety glasses, goggles, or face shields shall be worn when the work may result in a potential risk of injury to your face/eyes. Safety glasses and goggles are provided by the company and employees are responsible for keeping track of and maintaining the equipment in good condition. Damaged equipment must be replaced immediately.

Some work examples where proper eye protection must be worn include exposure to:

- a. Relatively large flying particles (chipping, grinding, etc.).
- b. Dust and small flying particles (grinding, using power tools, etc.).
- c. Splashing liquid (transfer of products, etc.).
- d. Injurious sprays and mist (spraying, use of products, etc.).
- e. Injurious radiant energy (welding, furnace tending, etc.).

### **Head Protection**

Approved head protection (hard hats) must be worn when the work may result in a potential risk of injury to your head. Head protection must be worn as recommended by the manufacturer to include replacement by the stamped date. Employees are responsible for keeping track of and maintaining this equipment in good condition.

### **Hearing Protection**

The company has elected to implement a Hearing Conservation Program to control the risks associated with high noise levels in the work area. Approved ear protection shall be worn under all work conditions that have been determined by the company to exceed acceptable noise levels. Hearing protection shall be provided by the company and employees are responsible for keeping track of and maintaining the equipment in good condition.

### **Respiratory Protection**

The company has elected to implement a Respiratory Protection Program to control the risks associated with workplace exposure to dusts, vapors, fumes and/or other airborne particulate. Approved respirators shall be worn when working in or near areas designated by the company as potentially hazardous due to inhalation exposures. Employees are responsible for keeping track of and maintaining the equipment in good condition.

### **Foot and Hand Protection**

Shoes or boots suitable to the type of work and work area conditions shall be worn at all times. Slip resistant soles may be required in some operations. Safety-toed footwear may be required in those situations where a higher-level risk of foot injury exists. Open toe shoes are prohibited from all work areas outside of offices.

Hand protection will be chosen based on the risk potential and utilized by the employee during the performance of their assigned work activities. However, in operations such as pedestal grinding or other situations where the glove may cause or contribute to an injury, other methods of hand protection shall be used. Consult your supervisor in regard to glove selection and use.

### **Outerwear Protection**

The use of Tyvek or other non-porous clothing increases the risk of heat stress. Employees utilizing these garments will be monitored during the work performance.

## **FALL PROTECTION**

Work on raised platforms, ladders or other elevated work locations creates the risk of serious injury. Appropriate fall protection in the form of railings, barriers or personal fall protection harnesses will be used anytime work is performed above normal grade or finished floor.

## **HAND TOOLS**

Hand tools are to be used only for the purpose for which they are designed. They will be inspected before use and replaced as required.

Tools with burrs, cracks, mushroom heads, broken, loose or splintered handles shall not be used. Turn them in for repair or replacement.

Do not leave tools on overhead work areas or areas where they pose a potential risk of injury or where they will fall and strike someone working below.

Never leave tools lying around where they may be tripped over or interfere with other work in progress.

Do not carry an edged or pointed tool in pockets or belts unless the point or edge is protected.

### **PORTABLE POWER TOOLS**

Never use any portable power tools without checking for both proper safeguard operation, (e.g. safety on pneumatic nail gun and spring loaded guard on skill saw) and electrical continuity. Questionable items should be inspected and tested by qualified personnel. Always report defects or minor shocks on any piece of equipment. Any electrical equipment or cord without a ground prong intact shall not be used.

Ground fault circuit interrupters (GFCIs) shall be used in all wet locations.

Electrical cords should be protected from damage by oil or wear and not left in aisles where they may be run over by trucks or other equipment or cause a tripping hazard. Never run an electrical cord through a doorway.

### **LADDERS**

Do not use chairs, boxes or other objects in lieu of approved ladders.

Ladders must be regularly inspected before use. All defective ladders (weakened, broken or missing steps, broken side rails, etc.), must be tagged, removed from service and reported to the supervisor immediately. All portable ladders shall have non-skid bases.

In placing an extension ladder, the ladder should be one foot out for every four feet up and the ladder should extend at least three feet above the roofline and be tied off at the top.

When using a step-ladder longer than ten feet high, another person must hold the ladder.

Use both hands when ascending and descending ladders and always face the ladder.

Only one employee is to use a ladder at any time.

Do not climb higher than the second step from the top of a step-ladder. Do not climb straight ladders higher than the third step from the top.

Do not use metal ladders near energized electrical circuits.

### **MATERIALS HANDLING AND STORAGE**

Employees shall evaluate the object(s) to be lifted prior to attempting the lift. Get help or divide the load and always utilize proper body mechanics when lifting.

Lifting aids such as portable cranes, hand trucks, skids, hoists or power lift trucks should be used to move heavy objects whenever possible.

Work gloves should be worn when handling heavy or rough objects. Foot protection is required when there is a potential risk of foot injury.

When moving materials on hand trucks or dollies, push rather than pull whenever possible.

Do not stand under loads which are suspended by ropes, chains or cables. Stand clear when ropes, cables and chains are under tension. Check the rope, cable or chain prior to use as a lifting aid.

When power equipment is being used to raise or lower materials outside of the operator's direct view, one person in clear view of both the load and the operator shall give standard hand signals and the operator shall accept his signals only.

Stack materials/containers securely, using cross tier or pyramid methods.

Damaged containers should be isolated for evaluation prior to storage or use.

All pallet/container protruding nails must be bent over or removed as soon as possible.

Adequate lighting shall be provided for all work areas. If in doubt about the light level, notify your supervisor for evaluation.

### **MOWERS/TRACTORS**

Due to the risks associated with working on and around mowers/tractors, the company has implemented a program that includes the following requirements:

Only authorized and certified personnel shall operate mowers/tractors.

Operators are responsible for attentive driving and personal awareness of their surroundings and possible changes in the work area.

### **MOTOR VEHICLE OPERATION**

In recognition of the high risks associated with motor vehicle operation, the company has implemented the following requirements:

- a. All employees who drive company vehicles must have a valid Oklahoma driver's license, operator, commercial or chauffeur's license, as required for the equipment being operated.
- b. Only company employees are permitted to operate or ride in company owned equipment/vehicles.
- c. Employees are required to obey all Oklahoma traffic regulations. Costs for violations of traffic laws are the responsibility of the employee. Employees convicted of two or more traffic moving violations within a 12-month period will not be allowed to operate company vehicles.
- d. Employees must report all vehicle accidents as required by city and state accident reporting procedures. Employees involved in vehicle collisions will report the incident to their supervisor or designee immediately after contacting the local law enforcement agency.

### **HEAVY EQUIPMENT**

Do not attempt to operate any power equipment such as cranes, graders or bulldozers without receiving proper instruction and authorization.

When walking in proximity of heavy equipment operations, keep clear of equipment when operators cannot see you.

When working in close proximity to moving traffic, ensure that proper barricades have been placed around the work zone.

**WEAPONS-FREE SCHOOLS**

It is the policy of this school district to comply fully with the Gun-Free Schools Act.

1. Any student in this school district who uses or possesses a firearm at school, at any school-sponsored event, or in or upon any school property including school transportation or school-sponsored transportation may be removed from school for one full calendar year or longer.

The superintendent or designee may modify the provisions of this policy on a case-by-case basis. However, any substantial modification must be reported to the board of education at its next meeting.

Firearms are defined in Title 18 of the United States Code, Section 921, as (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device including any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or any device similar to the above.

Such firearm or weapon will be confiscated and released only to a law enforcement authority.

2. Oklahoma Statutes, Title 21, Section 1280.1 prohibits any person to have in such person's possession on any public or private school property or while in any school bus or vehicle used by any school for transportation of students or teachers any firearm or weapon as defined in Title 21, Section 1272, below:

"...any pistol, revolver, shotgun or rifle whether loaded or unloaded, or any dagger, bowie knife, dirk knife, switchblade knife, spring-type knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, blackjack, loaded cane, billy, hand chain, metal knuckles, or any other offensive weapon, whether such weapon is concealed or unconcealed."

Students with disabilities are subject to this policy and will be disciplined in accordance with the Individuals with Disabilities Act and Section 504 of the Rehabilitation Act.

An exception to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of firearms or archery equipment. In addition, exceptions will be made for a gun, knife, bayonet or other weapon in the possession of a member of a veterans group, the national guard, active military, the Reserve Officers' Training Corp (ROTC) or Junior ROTC, in order to participate in a ceremony, assembly or educational program approved by the principal or chief administrator of a school district where the ceremony, assembly or educational program is being held; provided, however, that the gun or other weapon that uses projectiles is not loaded and is inoperable at all times while on school property.

A handgun may be carried in a motor vehicle pursuant to a valid handgun license authorized by the Oklahoma Self-Defense Act onto property set aside by a public or private elementary or secondary school for the use or parking of any vehicle; provided, however, said handgun shall be stored and hidden from view in a locked motor vehicle when the motor vehicle is left unattended on school property.



less than one calendar year (for weapons other than firearms) as determined by the superintendent or the superintendent's designee. Disciplinary action will be determined on a case-by-case basis.

Students found to be in violation of this policy shall be referred to the appropriate criminal or juvenile justice system. Any firearms found on the premises shall be reported to law enforcement and will immediately be turned over to local law enforcement as per state law requirements.

**REFERENCE:** 18 U.S.C. §921  
21 O.S. §1271.1, §1280.1  
70 O.S. § 24-132.1

**NOTE :** The district is required to include, in each application to the State Department of Education for assistance under the Elementary and Secondary Education Act of 1965, a description of the circumstances surrounding any expulsions imposed under this policy, including the name of the school; the number of students expelled from the school, and the type of weapons concerned.

*THIS POLICY REQUIRED BY LAW.*

**HOUSING REGULATIONS**

The following housing regulations were considered and adopted by the Turpin Board of Education. The regulations are to become a part of the employee's contract.

For the convenience of the Turpin Board of Education in helping to maintain and preserve the teacherages, as well as looking after school property, it shall be the policy of the board to keep the houses occupied by school district employees at all times.

1. Housing has been provided for use by the employees of Turpin Public Schools at considerable expense and the cooperation of the occupants in maintaining the homes in first class condition will be expected at all times. It is agreed and understood that the premises shall be used by the employee and family as a private living dwelling only and a business enterprise will not be operated within the premises.
2. The board of education does not desire to infringe on the privacy of the employees' homes, but does reserve the right to make periodic inspections of all homes and make such repairs as may be found necessary from time to time. Advance notice of entry will be given whenever feasible.
3. Employees are requested to call to the superintendent's attention any needed repairs to roofs, plumbing, wiring, heating, air conditioning, walls, doors, windows, screens, etc. All emergency repairs will be made without delay. All other proposed house maintenance must have the prior approval of the board of education.
4. Employees are not to make any alterations or additions to the house, nor cause the same to be made by any other person. This is strictly forbidden and violation of this regulation shall be considered a breach of the contract and grounds for possible eviction, as well as a disciplinary matter for the employee.
5. Occupants of teacherages are asked to take precaution in locking their doors and windows when leaving the premises overnight. Each occupant is requested to leave an extra key on file in the superintendent's office for use in event emergency entry into the house is required.
6. Employees are asked to respect the property as their own and keep up all minor repairs. Employees are expected to pay for any repairs needed because of negligence, carelessness, or accidents for which they may be judged responsible.
7. During the summer months, if an occupant is to be gone from the premises for an extended period of time, the occupant shall be responsible ensuring the yard is maintained.
8. It shall be the policy of the board of education to allow the occupants to repaint the interior of the home. The district shall furnish the paint and materials and the occupants shall be expected to provide the labor.
9. Carpeting will be replaced in school owned housing based upon original need so that the entire house can be carpeted with the same style of carpeting. Guiding principles will be the need, wear, and care that has been given over time. The superintendent will make decisions as to replacement.
10. It shall be the occupant's responsibility and obligation to maintain the district-owned carpet in good condition. The expense for cleaning and shampooing shall be borne by the occupant.
11. If ceiling fans are installed in the teacherage in place of existing light fixtures, it will be the responsibility of the occupant to either leave the fans or replace the fixtures upon termination of employment with the school district.

12. The school district provides insurance on each house, but the coverage does not include the occupant's furnishings or personal belongings. Occupants are encouraged to contact their private insurance agent to purchase insurance coverage for these items.
13. It is understood that any teacher who lives in housing furnished by the district must vacate the house when the teacher's contract is terminated. In an effort to be fair to the employees, the occupant shall have 30 days after the last teaching day of school to have the contents of the house removed to another location.
14. Due to the various sizes of families and the need for more room, the board reserves the right to assign the houses.
15. Employees may have pets, but any damages to the property by employee pets will be the responsibility of the employee.

## SCHOOL TRANSPORTATION (REGULATIONS)

In accordance with the policy of the board of education, the following regulations shall apply to the district's school transportation program. Responsibility for implementing these regulations shall be delegated to the supervisor of transportation.

### School Bus Maintenance

1. All school buses purchased and used by the district will meet or exceed any and all state and federal minimum safety construction standards. (SDE Regulation)
2. The district shall have each school bus mechanically inspected annually by an approved Department of Public Safety fleet inspector. (SDE Regulation)
3. The driver shall perform a daily pre-trip safety inspection of the vehicle. The inspection shall include brakes, lights, tires, exhaust system, gauges, windshield wipers, steering, and fuel. The driver shall make a daily written report describing the condition of the bus and listing any deficiencies. This report is to remain on file with the superintendent or designee for a period of ninety (90) days. (SDE Regulation)
4. Any school bus deemed unsafe shall immediately be placed out of service until all necessary repairs are made. All repairs to school buses shall be made by a duly qualified automotive technician.
5. It is the responsibility of all drivers to clean and refuel any bus entrusted to their operation. It is furthermore the responsibility of all school bus drivers to inform the supervisor of transportation when routine maintenance is required.
6. The district shall adopt a preventative maintenance schedule to prolong the life of all school buses and to ensure the safety of the passengers. This schedule shall be developed by the supervisor of transportation.

### School Bus Drivers

1. Any person employed as a school bus driver, whether full- or part-time, shall hold the appropriate driver's license and endorsements required by the Department of Public Safety for the operation of a school bus.
2. Any person employed as a school bus driver, whether full- or part-time, shall successfully complete a school bus drivers course and hold a school bus driver's certificate as required by the Oklahoma State Department of Education (SDE).
3. The driving records of all school bus drivers shall be checked annually and all drivers must meet the requirement of the SDE for school bus drivers' records. All new drivers shall have a felony records check conducted prior to employment and must meet SDE requirements.
4. All school bus drivers shall have an annual health certificate signed by a physician licensed by this state filed in the superintendent's office attesting that such physician has examined the driver and that the driver has no sign or symptoms of ill health, and is otherwise, from the observation of such physician, physically and mentally capable of safely operating a school bus. (SDE Regulation)
5. The use of tobacco by a school bus driver is not permitted during the operation of the bus. The use of any intoxicating beverage and/or controlled dangerous substance by the driver within 8 hours prior to or during the operation of a school bus is strictly prohibited. (SDE Regulation)
6. Any school bus driver involved in a school bus accident resulting in personal injury, property damage of \$500.00 or more, or charged with a violation of traffic law shall submit to a screening test to detect if alcohol or a controlled dangerous substance was used by the driver prior to school bus operation (see CN-A1).
7. All school bus drivers shall be evaluated annually for job performance purposes. All new drivers shall be evaluated within the first 90 days of the beginning of the school year. All drivers shall receive written notification of the date of evaluation one week prior to evaluation. All procedures relative to and including the written evaluation form shall be on file in the office of the supervisor of transportation. These procedures shall be available to any interested party upon request. Any school bus driver receiving a deficiency or reprimand may respond in writing to the transportation director within 10 working days. A written plan of improvement shall be furnished to the school bus driver. A formal reevaluation shall be scheduled within 30 days. All evaluations shall be made available to the board of education and may be introduced as evidence in any disciplinary action or termination of employment hearings. Immediate termination of employment shall be made for any of the following reasons:
  - A. Failure to conduct a thorough daily pre-trip inspection;
  - B. The use of alcohol or any controlled dangerous substance within eight hours prior to the operation of a school bus.
  - C. Operating a school bus in a careless or wanton manner without regard for the safety of persons or property or in violation of the conditions outlined in 47 O.S. §11-801:
    1. No person shall drive a school bus at a speed greater than a maximum of 55 miles per hour on paved two lane roads, except on the state highway system and the turnpikes, where the maximum shall be 65 miles per hour.
    2. On any highway outside of a municipality, the speed limit in a properly marked school zone shall be a maximum of 25 miles per hour, unless otherwise determined by the Oklahoma Department of Transportation.
    3. Many school bus routes will not warrant speeds even as high as 15 miles per hour. A driver must always adapt driving to conditions.
  - D. Failure to stop for a railroad crossing in a school bus when children are being transported; failure to exercise proper judgment at any railroad crossing, endangering the safety of any school children.
  - E. Conviction of any crime of moral turpitude involving children.
  - F. Abuse of sick leave; excessive absenteeism and/or tardiness.
8. Any school bus driver shall be suspended with pay pending the outcome of an investigation of any charge of recklessly endangering the safety of persons or property while operating a school bus or any charge of moral turpitude involving children.
9. All school bus drivers shall comply with requirements of the supervisor of transportation regarding attendance of and participation in in-service and periodic safety meetings for the purpose of increased student safety.
10. All school bus drivers shall dress appropriate to the operation of a school bus. Prohibited articles of clothing shall include:
  - A. Thong-type sandals;

- B. Halter tops or see-through blouses;
  - C. Dresses shorter than three inches above the knee;
  - D. Any article of clothing with logos promoting alcohol or tobacco products, phrases that are sexually implicit or suggestive, and phrases containing profanity;
  - E. Any gang-related paraphernalia.
11. Substitute and activity school bus drivers shall meet all the requirements prescribed for regular bus drivers.

**School Bus Route**

1. Transportation shall be restricted to use for the students of this school district who reside within the boundaries of the school district. All Oklahoma State Board of Education Regulations regarding school bus routes shall be strictly adhered to.
2. All school bus stops shall be selected with the safety of the children at the bus stop the first consideration. When possible, a bus stop shall be located within one-half (½) mile of the home of each child being transported.
3. All school bus routes shall be evaluated annually. A copy of the evaluation shall be forwarded to the government agency responsible for maintaining the roadway if any physical hazards are noted. If identifiable hazards exist on a school bus route, all drivers shall exercise due caution. Route and bus stop changes may be made at the discretion of the supervisor of transportation.
4. School bus drivers may not deviate from established school bus routes without the written permission of the director of transportation.
5. It is the duty of the parents or legal guardian to have their children at the bus stop at the proper time. No children may board any school bus except at a designated bus stop.
6. No children shall be discharged from their school bus at any point except the designated bus stop unless permission from the parent or guardian is furnished to the director of transportation or his designee. Furthermore, no child shall be released to anyone except the parents having legal custody unless written permission is furnished to the director of transportation or the principal.

**Auxiliary or Activity Transportation**

1. Any person operating a school bus for auxiliary transportation purposes shall adhere to all school transportation policies regarding driver qualifications and operational procedures.
2. No school buses will be utilized for any activity trip prohibited by Oklahoma State Board of Education regulations.
3. It is the responsibility of the parents or legal guardians of all children riding activity buses to have their children at the designated site for departure and arrival of all activity trips.
4. All adults transported in connection with activity trips must be designated sponsors or appropriate school personnel such as the superintendent, principal, or sponsor.
5. All requests for auxiliary transportation must be made to the director of transportation or principal prior to the trip.

**Student Discipline**

1. Due to the serious nature of student transportation, no disruptive behavior shall be tolerated on any school bus that might endanger the life of any student transported.
2. During a school assembly or upon enrollment, all students will be presented with a copy of the school bus rider rules. These rules must be discussed with each child by their parent or legal guardian and each parent or legal guardian must sign a written statement supporting the school district in the enforcement of these rules (see CN-A2).
3. Any violation of these rules could result in the following:
  - A. Two-day suspension of school bus riding privileges;
  - B. Two-day in-house suspension;
  - C. Suspension of bus riding privileges.
4. Any student carrying alcohol, a controlled dangerous substance, firearm, or weapon on any school bus will lose school bus riding privileges for the remainder of the school year and shall be reported to the appropriate enforcement agency.
5. All school bus riding rules and discipline policies shall apply both to school bus routes and to all activity trips.

**School Bus Accidents and Emergencies**

1. All students transported in school buses shall receive instructions in safe riding practices and will participate in emergency evacuation drills within the first two weeks of each semester. All students riding on activity trips shall be included. These drills shall be conducted on school grounds under the direction of the director of transportation. Documentation of these drills shall be kept on file at the office of the supervisor of transportation and available to interested parties.
2. In the event of an accident, the following procedures shall be strictly followed by the bus driver:
  - A. The bus must be stopped and the driver should preserve the accident scene, evacuate the students from the school bus if necessary, and render first aid to the best of the driver's abilities to any injured children or parties.
  - B. The bus driver will notify the proper authorities and the supervisor of transportation.
  - C. The school bus driver shall make no comments to any party involved, witnesses, or students except to furnish proof of driver's license and school bus driver certification upon request. Any comments made to the investigating officer shall be contained to answering direct questions. At the accident scene, the school bus driver shall not submit to any media or press interviews unless approved by the superintendent. The school bus driver shall obtain the name and address of all witnesses to the accident.
3. The superintendent or designee shall be responsible for any communications with the various press or media outlets. A person shall be designated as spokesperson in the absence of the superintendent or designee.
4. Upon request, in the event of serious injury or death of a student, the principal shall consider contacting the mental health authorities and/or the ministerial alliance to arrange counseling sessions for parents, students, and all school employees.
5. All school bus accidents shall be investigated and the proper reports shall be submitted to the State Department of Public Safety and the State Department of Education as per state law and regulations.

6. In the event of any serious school bus accident, especially any involving personal injury, the superintendent will inform the chief legal counsel of the school district of the events surrounding the accident. Notification to the insurance carrier shall be made by the director of transportation.

### Parental Grievance Procedures

1. All parental grievances relating to student discipline and transportation services must be initiated with the principal.
2. In cases of disciplinary action concerning student suspension from school transportation, all decisions of the superintendent shall be final pending a formal hearing conducted by the board of education. All hearings must be requested in writing by the child's parent or legal guardian.
3. All inquiries regarding school bus stops shall be initiated with the supervisor of transportation, principal, or superintendent or his/her designee.
4. All complaints regarding any unsafe driving practices involving a school bus driver shall be directed to the school administration or superintendent for formal action. Documentation forms will be available in the office of the supervisor of transportation (see CN-A3).

### Fuel is for Turpin School Vehicles

1. Fuel is to be pumped into Turpin School vehicles only. Prior approval must be received from the Turpin School superintendent for any exceptions.
2. The following information must be provided on any charge ticket for fuel:
  - A. Number or make of vehicle (All school vehicles will have school tags)
  - B. Odometer reading
  - C. Date
  - D. Signature of person fueling the vehicle
  - E. Signature or initial of store clerk
  - F. Type of fuel purchased
  - G. Amount of fuel purchased
  - H. Mower or ATV fuel may be purchased 20 gallons at one time and pumped into portable containers. Mower or ATV fuel should be noted on the receipt. If a vehicle and portable fuel containers are purchased at the same time, two receipts should be written.
3. The person fueling the vehicle must be given a receipt with the information listed in the above number 2. Failure to comply with this policy will result in Turpin Public Schools not paying for fuel.
4. Equity credit cards should be retained in the Transportation Director's office. These cards should be checked out for after hours or weekend purchases and returned after use with receipt with information listed in the above number 2. Receipts should be turned in the next regular business day.
5. Shell credit cards should be checked out from the Encumbrance Clerk with prior approval from the Superintendent. The Shell credit cards are for out of town trips in which fuel will need to be purchased. Returned receipts must be signed with the vehicle mileage and returned to the Encumbrance clerk immediately upon returning to school. The driver must fill in the same information in the vehicle log book.
6. Log books will be kept in each Turpin Public School vehicle/bus. The log book is to be kept for each out of town trip made in the district vehicle/bus. The Superintendent may devise whatever form is deemed needed to comply with this policy. Anything that happens to the vehicle is to be recorded in the log book along with required information.
7. School bus drivers: An inspection form is to be done Daily as required by the Oklahoma State Department of Education. Any problems, needs or incident/accidents should be turned in immediately to Transportation Director. **BUS DRIVERS ARE RESPONSIBLE TO CHECK BUSES AFTER TRIPS/ROUTES.**
8. Being able to ride a school bus is a privilege. That privilege may be revoked by the Transportation Director for violation of the student code of conduct.
9. Transportation requisitions must be filled out by school personnel wanting to use school vehicles. These forms are to be e-mailed/given to the Transportation Director. **No form, no vehicle.** For extra curricular activities, directors/coaches should give schedules to the Transportation Director to schedule trips.
10. Spare buses must be maintained in safe, runnable condition. It is required that one large bus (35 passenger or more) and one small bus (20 passenger) or less be available on short notice in case regular buses cannot be used.
11. School vehicles are required to be washed and cleaned, both inside and outside, on a regular basis.

**PERSONAL BUSINESS LEAVE  
(REGULATIONS)**

The board of education shall provide (2) two days for personal business leave for teachers with 0 to 5 years in the district, (3) three days of personal business leave for teachers with 6 to 10 years in the district, (4) four days of personal business leave for teachers with 11 to 15 years in the district and (5) five days of personal business leave for teachers with 16 and over years in the district. Such leave shall be limited to personal business matters that cannot be conducted before or after school hours or on weekends. Personal business leave is noncumulative.

Requests for personal business leave shall be made in writing and in advance when possible. If advance request is not possible, the written request shall be filed within one day after returning to work. The request shall include a signed statement that indicates the reason for the leave. The request shall be considered by the principal and superintendent who shall approve or disapprove.

The types of situations that may qualify for personal business leave are varied. The following examples serve only as guidelines:

1. Family illness other than immediate family
2. Emergency business transactions
  - A. Loan closings
  - B. Other banking matters
  - C. IRS reviews
3. Legal Matters
  - A. Meetings with an attorney for personal, spouse, or children's business
  - B. Court appearances
  - C. Settling of estates
4. Miscellaneous
  - A. Attend business convention with spouse
  - B. Military obligations
  - C. Attendance at a school activity if son or daughter is participating
  - D. Attending funerals
  - E. Pleasure trips or vacations
  - F. Attending school activities or sporting events when son or daughter is not competing
  - G. Seeking other employment

**H. Participating in political or social activities**

The following examples are types of absences that will not be approved for personal business leave:

1. Performing any service for compensation
2. The day before or the day after a school break, (i.e. In-service days, Labor Day, Fall Break, President's Day, Christmas Break, Spring Break, Good Friday, Last Day of School).
3. Parent/Teacher Conferences

Any personal leave request beyond the provided amount of days or outside the guidelines of this policy will require prior approval by the Board of Education.

Year-round administration and support staff shall be granted (3) three personal business leave with 0 to 5 years in the district, (4) four days of personal business leave with 6 and over years in the district, noncumulative.

Year-round Administration and Support Staff Vacation Days: The administration and support staff will receive (14) fourteen days of vacation, noncumulative. Unused vacations day may be used to the discretion of the administration and staff.

Summer hours: Starting the week after the end of school normal business hours will be 8:00 to 3:00 Monday through Thursday. Fridays will be consider as a vacation day. The district will be closed in observance of Memorial Day and Fourth of July.

**REFERENCE:** 70 O.S. §6-104  
Atty. Gen. Op. No. 77-217 (Aug. 19, 1977)

**NOTE:** Referenced statute requires each school district to provide a minimum of three days for personal leave to certified and support personnel. However, "a local board of education is authorized to adopt reasonable rules, regulations and policies defining activity which shall be deemed to constitute or qualify as 'personal business' leave. In adopting such a definition, the ordinary and every day commonly understood meaning of the phrase 'personal business' should be followed." Atty. Gen. Op. No. 77-217 (Aug. 19, 1977)



**TEACHER TERMINATION PROCEDURES**

In accordance with the policy of the board of education, the following procedures shall be followed in terminating the employment of career and probationary teachers.

Whenever the superintendent recommends to the board of education that a teacher employed within this school district be dismissed or not reemployed, the superintendent's written recommendation shall set forth the basis for the recommendation. The recommendation shall include the specific statutory grounds on which a career teacher should be dismissed or not reemployed, or the cause for which a probationary teacher should be dismissed or not reemployed, and shall include the underlying facts supporting the recommendation.

Whenever the board of education receives a recommendation for the dismissal or nonreemployment of a teacher, the board or individual designated by the board shall mail, or cause to be mailed, a copy of the recommendation to the teacher, by personal delivery to the teacher with a signed acknowledgement of receipt, or serve the recommendation and notice of hearing by process server. If mailed, such mailing will be by certified mail, restricted delivery, return receipt requested. The notice must specify the statutory grounds - for career teachers - or the cause - for probationary teachers - upon which the recommendation is based and shall include the teacher's right to a hearing before the board and the date, time, and place set by the board for hearing. Such hearing shall be held within the school district no sooner than twenty days nor later than sixty days following the teacher's receipt of notice unless the teacher advises that no hearing is desired. The board delegates the superintendent, as its agent, to set a time, date, and place for the hearing after consultation with the board president.

Hearing procedures for teachers shall be as follows:

1. The parties to the hearing are the probationary teacher and the superintendent or designee, and they shall be afforded the following rights at any hearing held pursuant to these regulations:
  - A. The right to be represented.
  - B. The right to present witnesses in person or to present their testimony by interrogatories, affidavits, or depositions if agreed to by the parties. A list of all witnesses shall be furnished to the other party at least five (5) days before the hearing.
  - C. The right to cross-examine witnesses.
  - D. The right to testify in his/her own behalf and present evidence and argument on all issues involved.
  - E. The right to have an orderly hearing.
  - F. The right to have an impartial decision based upon the evidence presented.
2. The board president or, in case of absence, a designee, shall be the presiding officer at the hearing.
3. The hearing shall be convened by the board president who shall state the purpose of the hearing, introduce the parties, and administer the oath to all persons who will testify.
4. Upon the request of either party, the presiding officer may exclude from the hearing room the witnesses not at the time under examination, except that a party to the proceeding and his/her representative shall not be excluded.
5. At the hearing, the burden of proof shall be on the superintendent and the standard of proof shall be by a preponderance of the evidence.
6. The local board of education shall maintain such a record (including a tape or other electronic or digital recording of the hearing and any documents or evidence presented to the board) for two (2) years from the date of the hearing.
7. Informal disposition of any recommendation for dismissal or nonrenewal may be made by written stipulation, agreed settlement, consent order, or default.
8. The order of the procedures shall be:

# TURPIN BOARD OF EDUCATION

DO-R

8. The order of the procedures shall be:
  - A. Opening statement by the superintendent.
  - B. Opening statement by the teacher.
  - C. Presentation of the superintendent's evidence, followed by cross-examination of witnesses by the teacher.
  - D. Questions by the board members.
  - E. Presentation of the teacher's evidence, followed by cross-examination of witnesses by the superintendent.
  - F. Questions by the board members.
  - G. Presentation of rebuttal and surrebuttal evidence as necessary.
  - H. Closing argument by the superintendent.
  - I. Closing argument by the teacher.
  - J. Deliberation by the board members.
  - K. Vote by the board to accept or reject the superintendent's recommendation and recitation of findings of fact upon which the decision is based.
9. Presentation and consideration of evidence shall abide by the following:
  - A. Only evidence that reasonably relates to the issues before the board, as reflected in the notice to the teacher, should be deemed relevant.
  - B. Strict rules of evidence as required by a court of law shall not apply in these hearings.
  - C. Rulings on admissibility of evidence will be made by the presiding officer.
  - D. Documentary evidence may be received in the form of copies or excerpts.
  - E. Documentary evidence presented to the board shall be marked with a distinguishing number or letter such as Teacher's Exhibit #1 or Superintendent's Exhibit #1.
  - F. While hearings are open to the public, no questions or statements will be allowed by members of the public attending the hearing except through the parties or their council.

The board of education may convene into executive session to deliberate findings of fact. After due consideration of the evidence and testimony presented at the hearing, the board of education shall vote in open meeting whether or not to dismiss or nonreemploy the teacher. The board's decision shall include a recitation of the basic or underlying facts relied upon by the board in reaching its decision. The teacher shall be notified in writing of the board's decision by certified mail, restricted delivery, return receipt requested, or substitute process as authorized by law within ten (10) business days of the hearing. The decision of the board regarding a teacher shall be final and nonappealable.

The board of education must forward hearing information concerning career and probationary teachers to the State Board of Education on a prescribed form available from the administrative office. The superintendent or designee shall notify the State Board of Education within ten (10) days of the dismissal or nonreemployment of a probationary or career teacher for either criminal sexual activity as defined in 21 O.S. & 886 (sodomy) or sexual misconduct as defined at 70 O.S. & 5-144.

*Adoption Date:*

*Revision Date(s): 11/23/98, 5/31/00, 7/15/03,  
12/04, 07/11, 05/12, 09/13*

*Page 2 of 2*

**SALARY PAYMENT SCHEDULE**

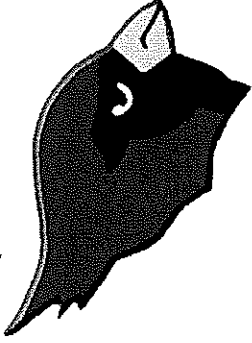
It is the policy of the Turpin Board of Education that all salary checks or direct deposit will be issued on the first day of each month. If the first day of the month occurs on a weekend, checks or direct deposit will be issued on the first business day of the month.

All full-time employees will be paid on a twelve-month basis.

For the purpose of computing fractional pay or deductions, the monthly salary divided by the work days in the month will determine the daily rate of salary for bus drivers and clerical, custodial, and lunchroom personnel.

# 2020 - 2021 School Calendar

## Turpin Public School



August 2020						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2020						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

November 2020						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

January 2021						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2021						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2020						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Dec-20						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2021						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

May 2021						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Classes not in Session	
Labor Day	Sep 7, 2020
P/T Conf.	Oct 14, 2020
Fall Break	Oct 14-16, 2020
Thanksgiving	Nov 23-27, 2020
Christmas Break	Dec 21, 2020 - Jan 1, 2021

Classes not in Session	
President's Day	Feb 15, 2021
P/T Conf.	Mar. 12, 2021
Spring Break	Mar 15-19, 2021
Good Friday	April 2, 2021
Fridays Off	April 30, May 7, 2021

Professional Development Days - No School	
Aug 17, 24, 25, 26, 2020	
Jan 4, 2021	
162 Days Taught + 2 P/T Days +	
5 Professional Development Days = 169 Days	

Quarter Information Days Taught			
	Begins	Ends	Days
1st Quarter	Aug 10, 2020	Oct 9, 2020	31
2nd Quarter	Oct 12, 2020	Dec 18, 2020	42
3rd Quarter	Jan 4, 2021	Mar 5, 2021	43
4th Quarter	Mar 8, 2021	May 13, 2021	46

	1	2	3	4	5	6	7
	1st Hour	2nd Hour	3rd Hour	4th Hour	5th Hour	6th Hour	7th Hour
Teachers	8:10-9:02	9:06-9:58	10:02-10:54	10:58-11:50	11:54-12:19 12:46-1:11	1:15-2:07	2:11-3:03
Barnes, Jake	Gov/Fin Lit	Gov/Fin Lit	PLAN	Drivers Ed	ENGLISH IV	Drivers Ed	JH Athletics
Bebermeyer, Garrett	8th Science	9th Science	DriversEd	PLAN	8th Science	9th Science	JH Athletics
Buller, Ryan	Phys/Anatomy	11/12 Zoology	10th Biology	PLAN	10th Biology	11/12 Chemistry	Phys/Anatomy
Burns, Phillip	3/4 Music	Edgenuity	PLAN	Edgenuity	5/6 Music	JH Band	HS Band
Groves, Alex	7th Math	7th Math	8th Math	Algebra I	8th Math	Algebra I	PLAN
Hannah, Justin	Wellness	Wellness	Wellness	Wellness	PLAN	5/6 Athletics	JH Athletics
Harris, Mike	PLAN	Geo/OK History	World History	US History	Geo/OK History	US History	World History
Hendrich, Chelsea	8th ELA	7th ELA	8th ELA	ENGLISH I	7th ELA	PLAN	ENGLISH I
Kinser, Bradley	7th Social Studies	8th Social Studies	7th Social Studies	8th Social Studies	Edgenuity	PLAN	JH Athletics
Nelson, Jesse	Comp Sci I	Comp Sci II	7th Science	Comp Sci II	7th Science	PLAN	JH Athletics
Peters, Jamie	ENGLISH II	ENGLISH II	ENGLISH III	PLAN	AP English	Leadership	Speech
Robinson, Braydon	Algebra II	Algebra II	Algebra III	Geometry	Geometry	PLAN	JH Athletics
Robinson, Lance	3/4	PK/K	1st/2nd	PLAN	HS Wellness	5/6 PE	JH Athletics
Whiteley, Anita	ART	ART	Art	JH ART	PLAN	JH Art	ART
Whiteley, Jacob	HS Vocal	PK/K	1st/2nd	JH Vocal	5/6 Music	Edgenuity	PLAN
Buller, Kim						Yearbook & Newspaper	
Mendoza, Mario	Edgenuity	Edgenuity	Edgenuity	Edgenuity	Plan	Edgenuity	Edgenuity
Teacher's Aides	TBD	TBD	TBD	TBD	TBD	TBD	TBD

# Class Schedule

<b>1<sup>st</sup></b>	<b>Hour</b>	<b>8:10-9:02</b>
<b>2<sup>nd</sup></b>	<b>``</b>	<b>9:06-9:58</b>
<b>3<sup>rd</sup></b>	<b>``</b>	<b>10:02-10:54</b>
<b>4<sup>th</sup></b>	<b>``</b>	<b>10:58-11:50</b>
<b>5<sup>th</sup></b>	<b>``</b>	<b>11:54-1:11</b>
<b>6<sup>th</sup></b>	<b>``</b>	<b>1:15-2:07</b>
<b>7<sup>th</sup></b>	<b>``</b>	<b>2:11-3:03</b>

# **Turpin School Grade Scale**

<b>90-100</b>	<b>A</b>	<b>Excellent</b>
<b>80- 89</b>	<b>B</b>	<b>Above Average</b>
<b>70- 79</b>	<b>C</b>	<b>Average</b>
<b>60- 69</b>	<b>D</b>	<b>Below Average</b>
<b>59</b> and below	<b>F</b>	<b>Failing</b>
	<b>I</b>	<b>Incomplete</b>