

# Guthrie Public Schools

It is the mission of the Guthrie Public Schools to empower all students with the tools necessary to become productive members of society through a cooperative effort between student, home, school, and community

## Substitute Orientation Packet



2024-2025

# Guthrie Public Schools

## School Calendar 2024-2025

### AUGUST

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

**12, 13, & 14 Teacher In-Service**  
**15 - First Day of Classes**

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

### SEPTEMBER

**2 - Labor Day**  
**23 - Professional Day**

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

### OCTOBER

**4 - Homecoming (2:10 Dismissal)**  
**16 - End of First Quarter**  
**10 & 15 - P/T Conf (All Sites)**  
**17 and 18 Fall Break**  
**21 - Professional Day**

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

### NOVEMBER

**25-29 - Thanksgiving Break**

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

### DECEMBER

**20- End of 2nd Quarter**  
**Dec 23 - Jan. 3 Winter Break**

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

### JANUARY

**6 - Professional Day**  
**7 - Classes Resume**  
**20 - Martin Luther King Day**

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

### FEBRUARY

**17 - Teacher In-Service**

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

### MARCH

**6 & 11 - P/T Conf (All Sites)**  
**14 - End of 3rd Quarter**  
**17-21 Spring Break**

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

### April

**11 - Snow Make-Up Day 1\***  
**18 - Snow Make-Up Day 2\* (Easter)**

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

### MAY

**22 - Last Day of Classes**  
**26 - Memorial Day**

1st Quarter **44+4**  
2nd Quarter **39+1**  
3rd Quarter **48+2**  
4th Quarter **42**

173 Days Taught  
7 Professional Days  
180 Days Total

\*School will be dismissed  
if not used for bad weather

Administration - 282-8900  
High School - 282-5906  
Faver Alternative - 282-5941  
Junior High - 282-5936  
Upper Elementary - 282-5924  
Fogarty Elementary - 282-5932  
Charter Oak Elementary - 282-5964  
Cotteral Elementary - 282-5928  
Central Elementary - 282-0352  
Child Nutrition - 282-5952  
Maintenance - 282-5944  
Technology - 282-5959  
Transportation - 282-5919

Professional Day

Vacation Day

Parent/Teacher Conferences  
(4:00 p.m. - 7:00 p.m.)

Snow Make-Up Day  
(To be used in numbered order  
if days are needed)

**NOTE: Any additional inclement weather days will be made up at the end of the school year**

## **SUBSTITUTE REPORTING TIME**

ALL SITES:

All substitutes that are scheduled to substitute at any site will need to report at 7:55 AM.

**SPECIAL NOTE: Substitute teachers are responsible for familiarizing themselves with the Substitute Orientation Packet and Student Handbooks for each site. Both can be found on the Guthrie Public Schools website.**

**Each substitute acknowledges that they have access to the Guthrie Public Schools Policy Manual, which is available online at [www.guthrieeps.net](http://www.guthrieeps.net) or in the media center at each site.**

**GUTHRIE PUBLIC SCHOOLS  
2024-2025  
DIRECTORY INFORMATION**

<b>Site</b>	<b>Principal</b>	<b>Street Address</b>	<b>Phone</b>
Cotteral Elementary Pre-K – 4 <sup>th</sup> Grade	Lesley Cotton	2001 W. Noble	(405)282-5928
Central Elementary Pre-K – 4 <sup>th</sup> Grade	Dani Watson	321 E. Noble	(405)282-0352
Charter Oak Elementary Pre-K – 4 <sup>th</sup> Grade	Emily Carpenter	4900 E. Charter Oak	(405)282-5964
Fogarty Elementary Pre-K – 4 <sup>th</sup> Grade	Marsha Todd	902 N. Wentz	(405)282-5932
Guthrie Upper Elementary 5 <sup>th</sup> – 6 <sup>th</sup> Grade	Michelle Wilson-Adams Jay Benson	702 Crooks Dr.	(405)282-5924
Guthrie Junior High 7 <sup>th</sup> – 8 <sup>th</sup> Grade	Todd Bramwell Shane Robinson	705 E. Oklahoma	(405)282-5936
Guthrie High School 9 <sup>th</sup> – 12 <sup>th</sup> Grade	Dusty Throckmorton Jeanne Ambriz Justin Stevens	802 Crooks Dr.	(405)282-5906

**ADDITIONAL INFORMATION**

Guthrie Board of Education  
802 E. Vilas  
Guthrie, OK 73044  
(405)282-8900

Superintendent      Dr. Mike Simpson

## SUBSTITUTE PAY GUIDELINES

- Certified substitute teachers are paid \$75 per day and non-certified substitute teachers are paid \$60 per day.
- Employees are paid monthly on the 25<sup>th</sup>, unless that day falls on a weekend or holiday. If payday falls during a weekend or holiday, payment will be the last working day. **It is very important that you submit any changes to your address or phone number in writing to our office immediately.**
- If you are a certified substitute and you sub for a non-certified employee, i.e., a paraprofessional or TA, then you will be paid at the non-certified rate. You must sub for a certified teacher to receive certified pay.
- The payroll cutoff is different each month. The current year's payroll cutoff dates can be found on the substitute information page of the Guthrie Public Schools website.
- If you feel that a day(s) you worked as a sub is not included on your paycheck, please check with the site secretary at the school where you worked first, to verify that the day(s) was missed.
- After the missing day(s) is verified, the site secretary will inform Kary Jarred in personnel and the missed day(s) will be paid on the following month's paycheck.
- Substitutes that report to a site and find that they are not needed for that day will be placed in another suitable assignment at that site if possible. If a sub is not needed because an absence has not been canceled by the instructor and another suitable assignment is not available, the substitute will be paid for a half day.

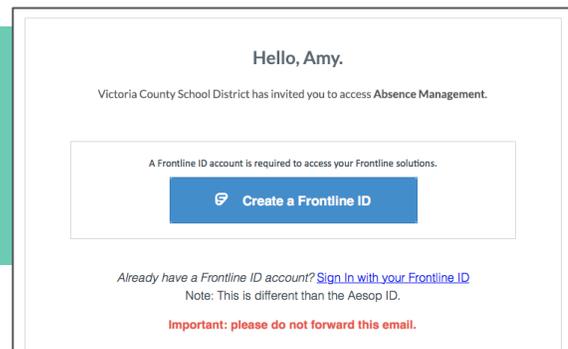


# Frontline Absence Management

## GETTING STARTED

You will receive an invitation email to create a Frontline ID account.

Your email will be in your Guthrie Public School email account. Go to gmail.com, click Sign in link at the top. Enter your firstname.lastname@guthrie.net. Enter your password and click next. Locate your invitation.



Click **Create a Frontline ID** within the invitation email.

This selection takes you to a Sign In page where you must create login credentials in accordance to Frontline requirements.

## CREATING AN ACCOUNT

Create your username- Frontline requires the use of your district email address as your username .

Create your password- The password must have 1 alphabet character, 1 number or special character, and 8 total characters. Please keep a record of the username and password you chose. You will be responsible for entering your absences and will need this information to do so.

Include an email address to provide a means for password recovery/verification and click the checkbox to accept the terms and conditions.

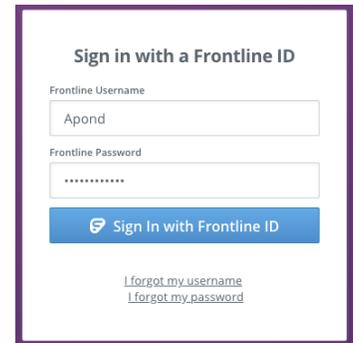
Once you are finished, click **Create Frontline ID**.

The system will prompt you to confirm your email as a final verification step. Once completed, the system enables access with your new username and password and requires these credentials for any future logins.

## SIGN ON PAGE

With the creation of your new Frontline ID account, you can access all your Frontline applications through a single sign-on page.

Go to [app.frontlineeducation.com](http://app.frontlineeducation.com), enter your new username and password, and click **Sign In**. The system recognizes your account configurations and presents applicable options based on your organizational setup.



**Sign in with a Frontline ID**

Frontline Username  
Apond

Frontline Password  
\*\*\*\*\*

**Sign In with Frontline ID**

[I forgot my username](#)  
[I forgot my password](#)

If you belong to multiple organizations, the system will prompt you to choose which organization you want to access, and once selected, you will then choose from a list of your accessible Frontline applications.



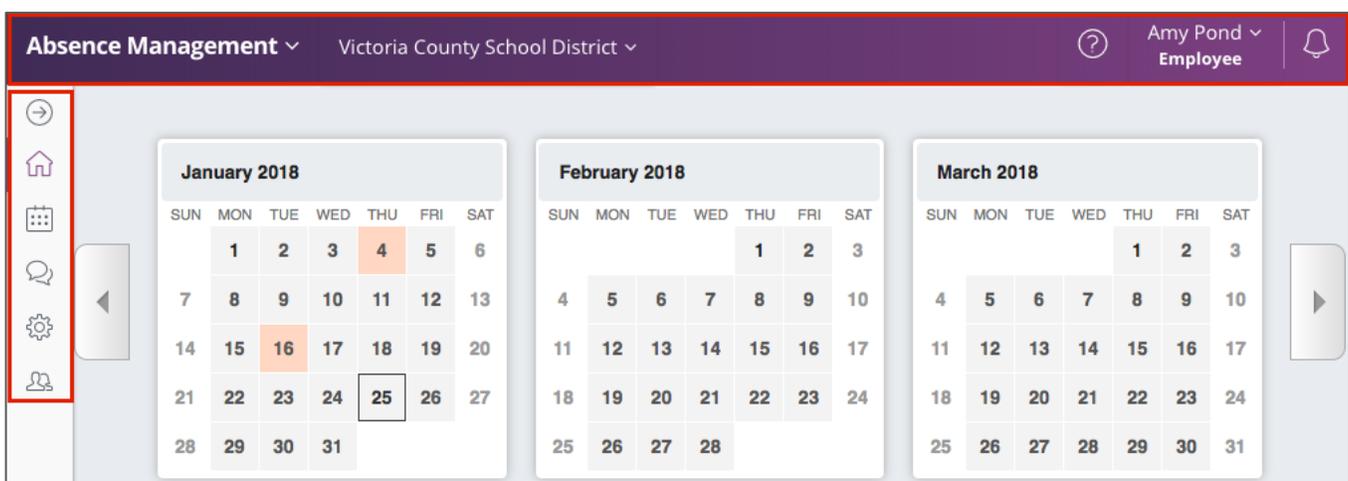
Victoria County School District  
**Select an Application**

Absence Management *formerly Aesop*

Time & Attendance *formerly VeriTime*

## LAYOUT

When you log in, the system will display a side navigation bar that hosts application-specific options, and you will have a series of selectable options along the top purple bar. From this top bar, you can alternate between applications/districts (if applicable), access help resources, and manage your account.



**Absence Management** Victoria County School District Amy Pond Employee

Home, Calendar, Chat, Settings, Profile

January 2018							February 2018							March 2018						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6					1	2	3					1	2	3
7	8	9	10	11	12	13	4	5	6	7	8	9	10	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24	18	19	20	21	22	23	24
28	29	30	31				25	26	27	28				25	26	27	28	29	30	31

If you have any additional questions, please reference your application's Learning Center!





# Mobile App

Districts that purchase the Frontline Insights Platform also gain access to the Frontline Education mobile app! The app provides increased accessibility to job alerts and other job acceptance tools.

## REQUIREMENTS

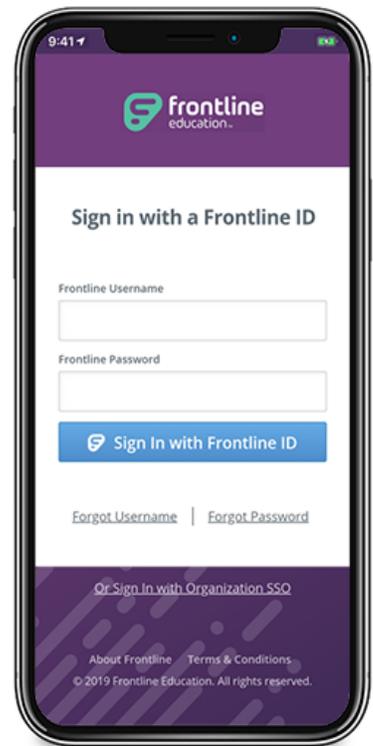
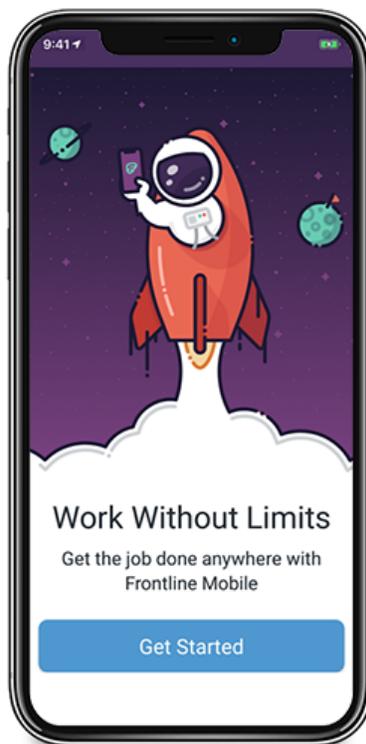
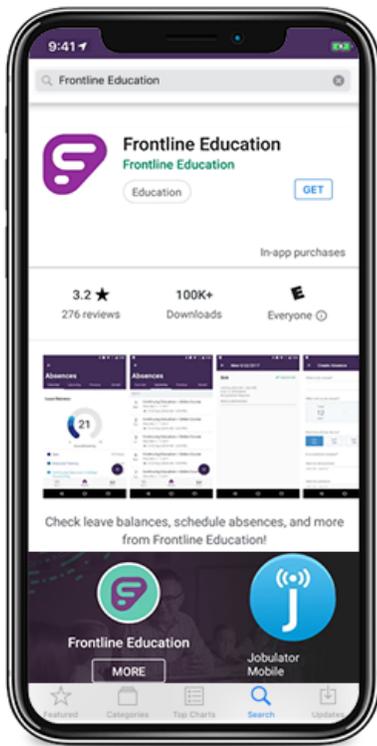
You must have the following qualifications to access the app:

- Your district must utilize the Frontline Insights Platform.

## GETTING STARTED

Access the app store on your mobile device and download the Frontline Education app. Once the download is complete, you will click **Get Started** to proceed to a sign in page. From there, enter your Frontline ID account and click **Sign In**.

\*Please note that once signed in, you may be prompted to select an organization.



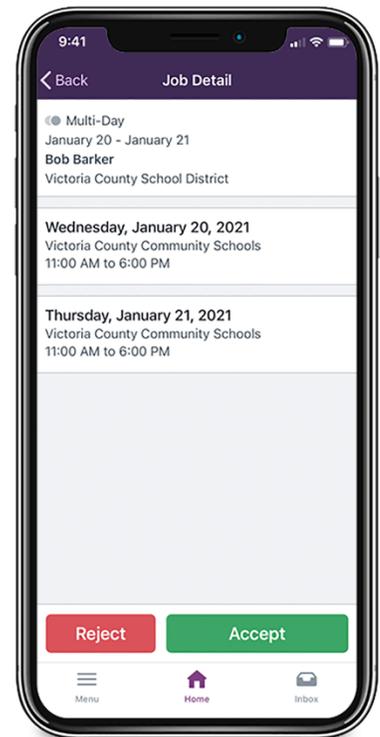
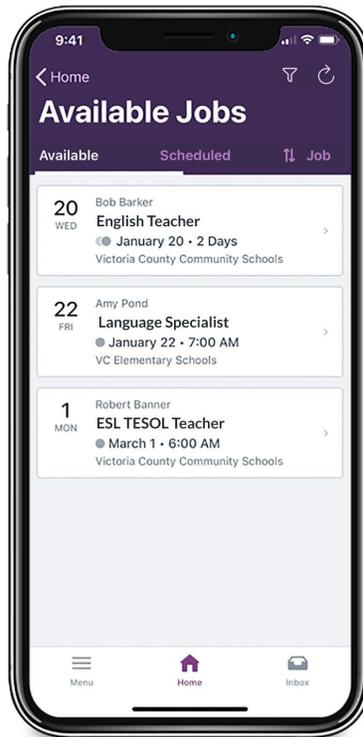
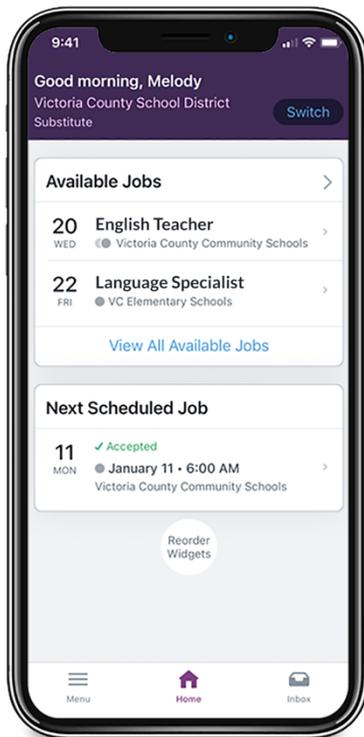
## HOMEPAGE

The homepage posts potential job assignment opportunities. From here, you can select the **View all Available Jobs** link to reference a comprehensive list of all potential jobs in your district. \*Once an available job is selected, you can then review the job’s details and opt to accept the assignment.

## MENU/SIDE NAVIGATION

The “Menu” option opens a side navigation bar where you can access current tools and settings.

<b>Available Jobs</b>	Reference all available jobs within your view. (This section includes an “Available” and "Scheduled" tab, as well as sorting and filter options to further define your results.)
<b>Calendar</b>	View the dates for any previously worked assignments, as well as upcoming, accepted jobs. (These dates will be highlighted on Android and dotted on IOS ). If you click on the highlighted/dotted dates, you can view the job details for that date.
<b>Inbox</b>	Review any received web alerts from your district.
<b>Help Center</b>	Access online help resources specific to your Frontline mobile app.
<b>Settings</b>	Review your current district details and user preferences, or log out.
<b>Feedback</b>	Please provide feature-related feedback or use this tab to contact Mobile Support with any questions/issues you may have regarding the app.



## When Aesop calls you

When you answer the phone, say "Hello" and Aesop will present the following options:

If you are interested in a job, Press ①

Aesop will play you the School District Name and the School Name.

Enter your Pin number followed by the pound key ('#')

Aesop will now read off all the details of the assignment.

- To accept the assignment, Press ①
- To hear the assignment again, Press ②
- To reject but allow additional Calls today, Press ③
- To reject this assignment and prevent additional calls today, Press ④

**i** When you have successfully accepted an assignment Aesop will play back the confirmation number.

To prevent Aesop from calling you again, Press ②

To prevent Aesop from calling you again, Press ②

- If you select this option then Aesop will never call you again.

[www.aesopeducation.com](http://www.aesopeducation.com)

## When you call Aesop

1. Dial 1.800.942.3767
2. Enter your ID number followed by the pound key ('#')
3. Enter your PIN number followed by the pound key ('#')

**i** Pressing the star key (\*\*) will always take you back one menu level anywhere in the phone system.

To Hear a List of Available Assignments, Press ①

Aesop will play you a list of up to five available jobs.

- To accept the assignment, Press ①
- To hear the assignment again, Press ②
- To reject this assignment and not hear it again, Press ③
- To listen to the next assignment, Press ④
- To replay a bypassed assignment, Press ⑤
- To return to the Main Menu, Press ⑥

**i** When you have successfully accepted an assignment Aesop will play back the confirmation number.

1.800.942.3767

## When you call Aesop

To Review or Cancel your Upcoming Assignments, Press ②

- To review your assignments for the next 7 days, Press ③

• To return to the previous menu, Press \*

Aesop will now read off all the details of the assignment.

- To hear this again, Press ②
- To cancel this assignment, Press ③
- To listen to the next assignment, Press ④
- To return to the Main Menu, Press ⑥

To Review or Cancel a Specific Assignment, Press ②

Aesop will ask you to enter the confirmation number.

- To cancel this assignment, Press ③
- To listen to the next assignment, Press ④
- To return to the Main Menu, Press ⑥

**i** Please note that some options may not be available to you.

Available 24/7

## **PHILOSOPHY OF GUTHRIE PUBLIC SCHOOLS**

Our democratic form of government and our way of life depends to a great extent upon how well the public schools do the job of educating our students and training them for responsible citizenship. This is the purpose for which the system of free public schools exists.

Inherent in our philosophy of life in the United States is the belief that all members of society shall lead productive lives. As such, education, either directly or indirectly, is geared to this goal. Because our heritage has developed the idea that work is an integral part of our lives, education strives to implement this idea so that our way of life will be perpetuated through individual success.

The basic foundation of our educational system rests in the principles set forth in our country's constitution; therefore, our function in the Guthrie Public Schools is to provide the opportunity for each student to develop the skills and attitudes which will promote these ideals. To achieve this end, the school will attempt to foster adequate emotional stability, intellectual understanding, physical development, and social competence.

The school will take its place beside the home and the church in helping each child establish standards by which he/she may develop qualities and attitudes that will enrich and strengthen his/her life.

### **MISSION STATEMENT**

It is the mission of the Guthrie Public Schools to empower all students with the tools necessary to become productive members of society through a cooperative effort between student, home, school, and community.

### **OUR BELIEFS**

The Guthrie Public School District believes in the worth and dignity of each individual, in that people are our greatest resource and children are our future. The following beliefs are based on this premise:

#### **LEARNING**

All people can learn, given appropriate opportunity and support.

#### **TEACHING**

High expectations produce high achievers.

The teaching-learning process is the primary function of this district.

Diversity enriches life.

#### **LEARNING ENVIRONMENT**

Everyone is entitled to a safe, caring educational environment.

Education is a partnership with student, home, school, and community.

Mutual trust will exist within the school environment.

#### **EXIT OUTCOMES (Our vision for a well-educated student)**

Our Students Will:

Be cooperative learners and workers

Have a strong knowledge base

Have positive self-esteem

Show concern for the welfare of others

Be self-directed, life-long learners

Be productive members of society

Be creative and complex thinkers

Be problem solvers

## **BOARD POLICY**

### **PERSONNEL:**

#### **SUBSTITUTE TEACHERS**

Prior to the beginning of school, substitute applications will be accepted at the Guthrie Board of Education, 802 E. Vilas, Guthrie, OK 73044. In accordance to state law every applicant must have a background check. The cost of the background check is incurred by the applicant. Upon completion of the application and the background check the Superintendent or designee will approve the applicant to be placed on the substitute list. Substitutes cannot be placed or employed until they have been officially placed on the substitute list. Applicants must have a current driver's license and social security card to present to the personnel office when applications are submitted.

#### **APPLICATIONS**

Applications for substitute teaching can be obtained at the Guthrie Board of Education Office at 802 E. Vilas, Guthrie, OK 73044 or on the GPS website at [www.guthrieps.net](http://www.guthrieps.net) under the "Employment" tab.

#### **QUALIFICATIONS**

The District shall attempt to hire certified teachers as substitutes whenever possible.

#### **PAY**

The rates for substitute pay shall be set by the Board and recorded in the Board Minutes.

#### **PERFORMANCE**

A substitute shall be subject to all duties of a regular classroom teacher.

## CODE OF ETHICS

- I realize that as a substitute teacher, my relationships with public school administrators, teachers, and students should be on a professional basis.
- I understand that classroom teacher-pupil relationships are professional relationships; and that I must respect their professional confidence. What I observe in my classroom visits is not material for community conversation.
- I realize that my classroom visits are for the purpose of furthering my own understanding of the educational process. I enter the classroom as a guest and as an apprentice, not as a critic teacher.
- I understand that I should avoid comparison of teacher and schools in which I have visited or taught. I must be concerned with educational issues – personalities are irrelevant to such consideration.
- I understand that my future success as a teacher will depend as much on ethical behavior as it will on academic achievement.
- I realize that I am in the classroom to facilitate instruction and that my personal relations with anyone, student or staff, does not change my behavior and that I will treat all individuals with dignity and respect.
- I understand, further, that my inability to live by this Code of Ethics will raise serious questions in the minds of the faculty as to my suitability for the profession and may result in my disqualification; regardless of the distinction I may have academically.

## **DUTIES & RESPONSIBILITIES OF SUBSTITUTE TEACHERS**

1. You should expect to perform the duties assigned to the regular teacher (in addition to teaching the class).
2. You should follow the lesson plans of the regular teacher. Report to the principal if lesson plans are not complete or available.
3. You should check student assignments as appropriate for correct, complete and incomplete student work.
4. You should leave for the teacher any discipline infractions.
5. You are expected to have firm but friendly control of the class.
6. You should refer serious disciplinary infractions to the principal or assistant principal.
7. You should keep a careful record of attendance.
8. You should confer only with the principal concerning any problems you have in adjusting to a particular classroom unless the principal designates another teacher to help you.
9. Remember – all information about students is confidential information and should be treated as such by you.
10. You should refer first-aid concerns to the main office personnel.
11. You are in a unique position to interpret the education program to the community, either favorable or unfavorable. It is not expected that there will be complete agreement on the part of everyone as to the value of various techniques and procedures. However, it is expected that you will be discreet in what you say about other teachers. If you do not agree with or understand why a certain procedure is followed, the principal will be glad to talk with you about it and explain the circumstances and conditions involved.
12. Substitutes are paid at a full- or half-day rate. Substitutes may be assigned, during the contract day, to cover unassigned classrooms if needed.

## **CONFIDENTIALITY**

The legal basis for confidentiality comes from two federally enacted laws. The first is the family Education Rights and Privacy Act (FERPA). The second is the Individuals with Disabilities Act (IDEA), which was passed in 1992 and reauthorized in 1997. Both of these federal laws apply to all schools.

Consider Your Conversations:

1. What is discussed?
2. Where it takes place.
3. Who is listening?
4. Why the discussion took place.

Quick suggestions to remember:

1. Do not talk about a specific child/student.
2. Never open a grade book where a parent or other students can see the grades.
3. Do not leave modification sheets lying visible on the top of your desk.
4. What occurs at school in relation to students should stay at school and should only be discussed with your school administrator(s).

## **DRESS CODE**

The dress and grooming of the District employees shall be clean, neat, in a manner appropriate for their assignments, and in accordance with any additional standards established by their supervisors and approved by the Superintendent.

## **SMOKE-FREE POLICY/DRUG-FREE WORKPLACE**

### **USE OF DRUGS AND CONTROLLED SUBSTANCES BY EMPLOYEES (DRUG-FREE WORKPLACE)**

In recognition of the clear danger resulting from drug abuse, and in good faith effort to promote the health, safety, and welfare to employees, students and the community, it is the policy of this school district to provide a drug-free workplace in compliance with the Drug-Free Schools and Communities Act Amendment of 1989.

With the intent that all employees have notice and knowledge of the ramifications concerning illegal chemical substance use, possession, purchase, sale, or distribution when the employee is on duty or on school property, the Guthrie Board of Education has adopted the following policy and regulations on testing of employees and applicants for employment with regard to use of illegal chemical substances. (See D-9 in the Guthrie Public Schools Policy Manual)

### **SMOKING ON SCHOOL PREMISES PROHIBITED**

The Guthrie board of Education recognizes that tobacco smoking has been shown to be responsible for much illness and early death. Smoke-laden air also affects the nonsmoker's health and causes discomfort. Therefore, in an effort to provide a pleasant and safe environment, the entire school district facilities are designated as nonsmoking. (See C-9 in the Guthrie Public Schools Policy Manual)

## ARRIVING AT SCHOOLS

Veteran substitute teachers recommend that you familiarize yourself with the district/site before taking your first assignment. The length of your workday depends on the assignment for which you are substituting. **All substitutes should coordinate arrival and departure times with the respective campus administrator and remain on campus until the end of the instructional day in accordance with the respective grade level.**

When you arrive at school, check in at the office. The principal or secretary will:

1. Give you necessary instructions.
2. See that you are shown to the classroom and helped to locate needed materials.
3. Explain any unusual procedures for the day.
4. Introduce you to a nearby teacher, preferably one of the same grade/subject who may be of assistance.
5. Be on call to help in case of emergency or unforeseen problems.

Suggestions:

1. Report to the main office and clock in.
2. Pick up student rosters or other necessary information.
3. Assemble needed materials (books, papers, etc.)
4. Locate the seating chart (if there is one).
5. Take attendance as appropriate with the site procedures.
6. Find the place where the teacher meets his/her students at the beginning of the day.
7. Be prompt in arriving and beginning class. This will help command respect.
8. Follow the teacher's plan as closely as possible.
9. Report immediately to the principal if an accident or problem occurs that is serious enough to need attention.
10. Be understanding and considerate of your students. Students should not call you by your first name.
11. Do not give students candy or any other food item.
12. Do not give students medication of any kind.

***ACCEPTABLE USE OF INTERNET AND ELECTRONIC AND DIGITAL COMMUNICATIONS DEVICES***

The forms of electronic and digital communications change rapidly. This policy addresses common existing forms of electronic and digital communication (email, texting, blogging, tweeting, posting, etc.) but is intended to cover any new form of electronic or digital communication which utilizes a computer, phone or other digital or electronic device.

As a part of the resources available to students and employees, the district provides Internet access at each school site and at its administrative offices. The district intends for this resource to be used for educational purposes and not to be used for conduct which is harmful. This policy outlines the district's expectations regarding Internet access. The ability to access the Internet while on school property is a privilege and not a right. Access cannot be granted until an individual has completed an "Internet Access Agreement" and access may be revoked at any time.

Any individual using district resources to engage in electronic or digital communications has no expectation of privacy. Further, employees and students must be cognizant of the fact that electronic or digital communications which occur on private equipment are often permanently available and may be available to school administrators.

Employees and students are expected to use good judgment in all their electronic or digital communications - whether such activities occur on or off campus or whether the activity uses personal or district technology. Any electronic or digital communication which can be considered inappropriate, harassing, intimidating, threatening or bullying to an employee or student of the district - regardless of whether the activity uses district equipment or occurs during school/work hours - is strictly forbidden. Employees and students face the possibility of penalties, including student suspension and employee termination, for failing to abide by district policies when accessing and using electronic or digital communications.

The Internet provides users the ability to quickly access information on any topic - even topics which are considered harmful to minors. The district's IT department has attempted to filter this access in order to protect students from harmful content. In the event inappropriate material is inadvertently accessed, students should promptly report the site to their teacher so that other students can be protected. No individual is permitted to circumvent the district's privacy settings by accessing blocked content through alternate methods. In the event an employee needs access to blocked content, he/she should make arrangements through the building principal or IT director.

Although the district's IT department has taken appropriate steps to block offensive material, users may unwittingly encounter offensive material. All users of the district's electronic resources are required to exercise personal responsibility for the material they access, send or display, and must not engage in electronic conduct which is prohibited by law or policy. If a student inadvertently accesses or receives offensive material, he/she should report the communication to the assigned teacher. If an employee accesses or receives offensive material, he/she should report the communication to the building principal or IT director. No individual is permitted to access, view or distribute materials which are inappropriate or create a hostile environment.

Internet Access - Terms and Conditions.

Acceptable Use - Students. Students agree to access material in furtherance of educational goals or for personal leisure and recreational use which does not otherwise violate this policy. No student may make an electronic or digital communication which disrupts the education environment - even if that communication is made outside of

school or on personal equipment. Types of electronic or digital communications which can disrupt the education environment include, but are not limited to:

- Sexting
- Harassing, intimidating, threatening or bullying posts, tweets, blogs, images, texts, etc.
- Distributing pictures, recordings or information which is harmful or embarrassing

Students who engage in electronic or digital communications which disrupt the education environment are subject to disciplinary action, including suspension from school. Depending on the nature of the electronic or digital communication, students may also be subject to civil and criminal penalties.

Acceptable Use - Employees. Employees agree to access material in furtherance of educational goals, including research and professional development. Employees are also permitted to judiciously use the district's electronic resources for limited personal use, provided that the use is of no cost to the district, does not preempt business activity, impede productivity, or otherwise interfere with work responsibilities. Electronic or digital communications made using district owned equipment must be professional in nature and cannot be used for the exercise of the employee's free speech rights.

Any electronic or digital communication in which the employee can be identified as an employee of the district – regardless of whether the communication is made with district owned equipment or during work hours - must be a professional communication. Accordingly, if the individual is identifiable as a district employee, electronic or digital communications must not contain sexual, harassing, discriminatory or immoral content. Further, the communication cannot promote the use of tobacco, drugs, alcohol or be otherwise inconsistent with the district's objectives.

Employees are required to maintain appropriate electronic boundaries with students. Such boundaries require that employees refrain from engaging in electronic or digital communications which show an undue interest in select student(s), are of a personal nature, model inappropriate conduct or are otherwise inconsistent with the district's mission and goals. In order to maintain appropriate boundaries, the district encourages employees to:

- Send group texts or emails
- Use separate personal and school electronic accounts
- Obtain written parental permission prior to posting pictures of minors
- Respect individual privacy, including privacy rights granted by FERPA

Employees are expressly forbidden from using electronic or digital communication in a manner inconsistent with their position as a role model for students. Any employee who engages in inappropriate electronic or digital communication with students is acting outside the scope of his/her employment with the district.

Prohibited Use. Users specifically agree that they will not use the Internet to access material which is: threatening, indecent, lewd, obscene, or protected by trade secret. Users further agree that they will not use the district's electronic resources for commercial activity, charitable endeavors (without prior administrative approval), product advertisement or political lobbying.

Parental Consent. Parents must review this policy with their student and sign the consent form prior to a student being granted Internet access.

Privilege of Use. The district's electronic resources, including Internet access, is a privilege which can be revoked at any time for misuse. Prior to receiving Internet access, all users will be required to successfully complete an Internet training program administered by the district.

Internet Etiquette. All users are required to comply with generally accepted standards for electronic or digital communications, including:

- a. **Appropriate Language.** Users must refrain from the use of abusive, discriminatory, vulgar, lewd or profane language in their electronic or digital communications.
- b. **Content.** Users must refrain from the use of hostile, threatening, discriminatory, intimidating, or bullying content in their electronic or digital communications.
- c. **Safety.** Students must not include personal contact information (name, address, phone number, address, banking numbers, etc.) in their electronic or digital communications. Students must never agree to meet with someone they met online and must report any electronic or digital communication which makes them uncomfortable to their teacher or principal.
- d. **Privacy.** Users understand that the district has access to and can read all electronic or digital communications created and received with district resources. Users agree that they will not use district resources to create or receive any electronic or digital communications which they want to be private.
- e. **System Resources.** Users agree to use the district's electronic resources carefully so as not to damage them or impede others' use of the district's resources. Users will not:
  - install any hardware, software, program or app without approval from the IT department
  - download large files during peak use hours
  - disable security features
  - create or run a program known or intended to be malicious
  - stream music or video for personal entertainment
- f. **Intellectual Property and Copyrights.** Users will respect others' works by giving proper credit and not plagiarizing, even if using websites designed for educational and classroom purposes (See [www.copyright.gov/fls/fl102.html](http://www.copyright.gov/fls/fl102.html)) Users agree to ask the media center director for assistance in citing sources as needed.

**Limitation of Liability.** The district makes no warranties of any kind, whether express or implied, for the services provided and is not responsible for any damages arising from use of the district's technology resources. The district is not responsible for the information obtained from the use of its electronic resources and is not responsible for any charges a user may incur while using its electronic resources.

**Security.** If a user notices a potential security problem, he/she should notify the IT director immediately but should not demonstrate the problem to others or attempt to identify potential security problems. Users are responsible for their individual account and should not allow others to use their account. Users should not share their access code or password with others.

If a user believes his/her account has been compromised, he/she must notify the IT director immediately. Any attempt to log on to the district's electronic resources as another user or administrator, or to access restricted material, may result in the loss of access for the remainder of the school year or other disciplinary measures.

**Vandalism.** No user may harm or attempt to harm any of the district's electronic resources. This includes, but is not limited to, uploading or creating a virus or taking any action to disrupt, crash, disable, damage, or destroy any part of

the district's electronic resources. Further, no user may use the district's electronic resources to hack vandalize another computer or system.

Inappropriate Material. Access to information shall not be restricted or denied solely because of the political, religious or philosophical content of the material. Access will be denied for material which is:

- a. Obscene to minors, meaning (i) material which, taken as a whole, lacks serious literary, artistic, political or scientific value for minors and, (ii) when an average person, applying contemporary community standards, would find that the written material, taken as a whole, appeals to an obsessive interest in sex by minors.
- b. Libelous, meaning a false and unprivileged statement about a specific individual which tends to harm the individual's reputation.
- c. Vulgar, lewd or indecent, meaning material which, taken as a whole, an average person would deem improper for access by or distribution to minors because of sexual connotations or profane language.
- d. Display or promotion of unlawful products or services, meaning material which advertises or advocates the use of products or services prohibited by law from being sold or provided to minors.
- e. Group defamation or hate literature, meaning material which disparages a group or a member of a group on the basis of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information or advocates illegal conduct or violence or discrimination toward any particular group of people. This includes racial and religious epithets, "slurs", insults and abuse.
- f. Disruptive school operations, meaning material which, on the basis of past experience or based upon specific instances of actual or threatened disruptions relating to the information or material in question, is likely to cause a material and substantial disruption of the proper and orderly operation of school activities or school discipline.

Application and Enforceability. The terms and conditions set forth in this policy shall be deemed to be incorporated in their entirety in the Internet Access Agreement executed by each user. By executing the Internet Access Agreement, the user agrees to abide by the terms and conditions contained in this policy. The user acknowledges that any violation of this policy may result in access privileges being revoked and disciplinary action being taken. For students, this means any action permitted by the district's policy on student behavior. For employees, this means any action permitted by law, including termination of employment.

Education of Students Regarding Appropriate On-Line Behavior. In compliance with the Protecting Children in the 21st Century Act, Section 254(h)(5), the district provides education to minors about the appropriate use of the district's electronic resources, including interacting with others on social networking and chat sites, and cyber bullying. As a part of that education, guidelines on cyber bullying and internet safety for students are attached to this policy.

**Cyber Bullying and Internet Safety Fact Sheet**

People can be bullied in lots of ways, including through cyber bullying. Cyber bullying is when someone sends or posts things (words, pictures, recordings) that are mean, embarrassing or make people feel scared, embarrassed or uncomfortable. Even if they don't do this at school sometimes cyber bullying makes things at school hard. No student is allowed to disrupt school through cyber bullying.

Cyber bullies work in lots of ways, but here's some of their most common:

- Send or post mean messages
- Make up websites or accounts with stories, cartoons, pictures or "jokes" that are mean to others
- Take embarrassing pictures or recordings (without asking first)
- Send or post stuff to embarrass others
- Hack into other people's accounts or read their stuff
- Hack into other people's accounts and send or post their private stuff
- Pretend to be somebody else to get someone to give them private info
- Send threats

If you're a cyber bully knock it off! Ask your principal/counselor how you can make things right.

If someone is cyber bullying you, there's something you can do about it:

- Don't respond to and don't ignore a cyber bully. Instead, tell an adult you trust. If cyber bullying follows you to school, tell your teacher, counselor or principal.
- Even if what the bully does is embarrassing, don't delete it. Instead, get a copy so you can prove what happened.
- Have an adult help you contact a company representative (cell phone company, Yahoo, Facebook, Twitter, etc.) about blocking or removing the bad stuff.

You can't always stop people from being mean, but there are ways to help yourself:

- Don't give out your personal info in electronic or digital communications
- Don't tell anyone but your parents what your login name, password or PIN number is
- Don't post or send embarrassing pics or recordings (even on your own sites) - bullies love to copy your stuff

Suggestions for Parents:

- Help your child understand the permanent nature of electronic or digital communications
- Talk to your child about understanding, preventing and responding to cyber bullying
- Contact your student's school for help if you suspect your child is being cyber bullied – or if you suspect your child is engaging in cyber bullying

**GUTHRIE SCHOOL DISTRICT**  
**STUDENT INTERNET ACCESS AGREEMENT**

***STUDENT SECTION:***

Student Name \_\_\_\_\_ Grade \_\_\_\_\_  
(Last) (First) (Middle)

School \_\_\_\_\_

Home Address \_\_\_\_\_ Home Phone No. \_\_\_\_\_

I have received a copy of the Internet Acceptable Use Policy and Student Handbook. I have read and agree to abide by their provisions. I understand that any violation of the use provisions may result in disciplinary action including, but not limited to, suspension and/or revocation of network privileges and suspension from school.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

***SPONSORING PARENT OR GUARDIAN SECTION (Required):***

I have read the Internet Acceptable Use Policy and Student Handbook for Guthrie Public Schools. I understand that the School District has taken reasonable precautions to ensure that access to controversial material is limited to the extent possible. I realize, however, that it is not possible to completely prevent access to inappropriate material. I will monitor my child's use of the network and his/her access to the Internet, and will accept full responsibility for supervision in that regard if and when my child's use is not in a school setting. I hereby release the School District from liability in the event that my child acquires inappropriate material through use of the District's computing resources or the Internet. I hereby request that the District issue an account for my child and certify that the information contained on this form is correct.

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

Home Address \_\_\_\_\_ Home Phone No. \_\_\_\_\_

*Student Access Agreement must be renewed each academic year.*

**GUTHRIE SCHOOL DISTRICT**  
**EMPLOYEE INTERNET ACCESS AGREEMENT**

Employee Name: \_\_\_\_\_  
(Last) (First) (Middle)

Position: \_\_\_\_\_

School or Site: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone No.: \_\_\_\_\_

I have received a copy of the Internet Acceptable Use Policy. I have read and agree to abide by its provisions. I understand that any violation of the use provisions may result in disciplinary action including suspension and/or revocation of network privileges as well as any discipline allowed by law including termination of employment.

Employee's Signature: \_\_\_\_\_

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

## **MEDICATION POLICY**

A student who must take prescription medicine during the school day must, upon arriving at school with the medicine, bring a written request from his/her parent/guardian and the medicine, in its original, properly labeled container, to the principal's office for keeping and administering by the principal or authorized District employee pursuant to District policy F-14.

## **SAFETY PROCEDURES**

Student safety on campus or at school related events is a high priority of the district. Although the district has implemented safety procedures, the cooperation of students is essential to insure school safety. Parents will be contacted when the conduct of a student endangers the safety of themselves, staff, or other students. Any such occurrences in the classroom should be reported to the office immediately.

From time to time, students, teachers, and other district employees will participate in drills of emergency procedures. The drills will be in accordance with campus Crisis Management Plans and will be both announced and unannounced. All students and staff are expected to follow all instructions as directed by those authorities conducting the drill.

PRINCIPLE III  
(continued)

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

*A teacher shall be dismissed or not reemployed unless a presidential or gubernatorial pardon has been issued, if during the term of employment the teacher is convicted in this state, the United States, or another state of:*

- 1. Any sex offense subject to the Sex Offender Registration Act in the state or subject to another state's or the federal sex offender registration provisions;  
or:*
- 2. Any felony offense.*

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

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

*As used in this section, "abandonment of contract" means the failure of a teacher to report at the beginning of the contract term or otherwise perform the duties of a contract of employment when the teacher has accepted other employment or is performing work for another employer that prevents the teacher from fulfilling the obligations of the contract of employment.*

Signed into Law  
April 25, 2006