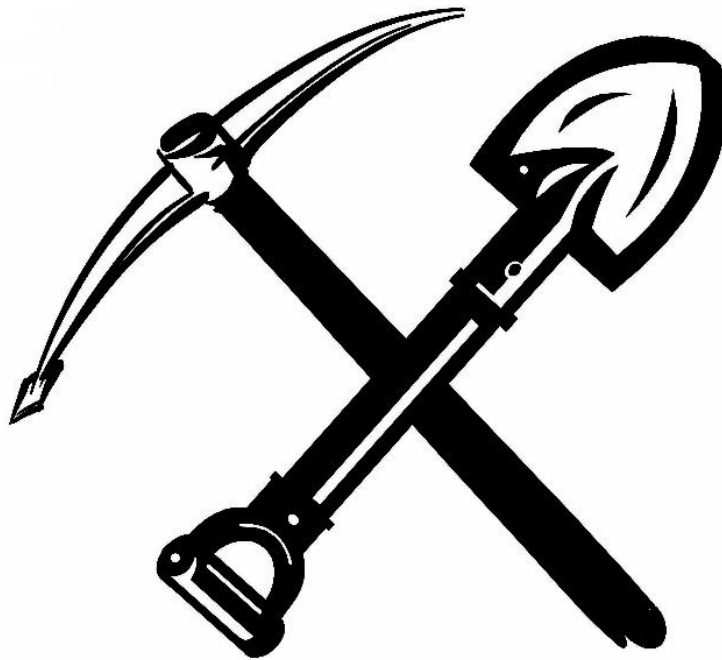


HARTSHORNE PUBLIC SCHOOLS

520 S. Fifth Street ♦ Hartshorne, Oklahoma 74547 ♦ (918)-297-2534

*Living, Learning, and
Growing*

In



The

21st Century!

STAFF HANDBOOK 2011-2012

**HARTSHORNE PUBLIC SCHOOLS
CALENDAR
2011-2012**

August 8	Professional Day	
August 9	Professional Day	
August 10	Enrollment	
August 11	School Begins	
September 5	Labor Day (Holiday)	
September 16	Parent/Teacher Conference	
October 7	End of 1st Nine Weeks	
Days Taught 42 – Professional Days 2		Total Days 44
October 10	Second Nine Weeks	
October 20	Professional Day	
October 21	Holiday	
November 18	Parent/Teacher Conference	
November 21-25	Thanksgiving Vacation	
December 16	End of 2nd Nine Weeks	
Days Taught 42 – Professional Days 1		Total Days 43
Dec. 19-Jan. 2	Christmas Vacation	
January 3	Third Nine Weeks	
January 16	Professional Day	
February 3	Parent/Teacher Conference	
Feb 13	Professional Day	
March 2	End of 3rd Nine Weeks	
Days Taught 42– Professional Days 2		Total Days 44
March 5	Begin 4th Nine Weeks	
March 19-23	Spring Break	
April 6	Snow Day	
May 18	Student’s Last Day	
May 21	Work Day (Teacher of the Year & Retirement	
	Banquet-12:00)	
May 22	Report Card Day	
Days Taught 49– Professional Days 0		Total Days 49
Days Taught 175 + Professional Days 5 = 180 Days		Total Days 180

HARTSHORNE PUBLIC SCHOOLS

BOARD OF EDUCATION

August 2, 2011

President

Floyd Alexander

Vice-President

Dr. Julie Collins

Clerk

Joe Budzinsky

Assistant Clerk

Randy Wilcox

Member

Danny Trueblood

**HARTSHORNE SCHOOL DISTRICT
BOARD OF EDUCATION MEETINGS FOR 2011**

JANUARY 6, 2011	(Thursday)
FEBRUARY 7, 2011	(Monday)
MARCH 7, 2011	(Monday)
APRIL 4, 2011	(Monday)
MAY 2, 2011	(Monday)
JUNE 6, 2011	(Monday)
JULY 7, 2011	(Thursday)
AUGUST 8, 2011	(Monday)
SEPTEMBER 8, 2011	(Thursday)
OCTOBER 3, 2011	(Monday)
NOVEMBER 7, 2011	(Monday)
DECEMBER 5, 2011	(Monday)

All meetings are held in the Harold Latham Media Center located at 520 South Fifth Street, Hartshorne, Oklahoma. Meetings will begin at 6:00 p.m.

Approved at the November 8, 2010 board meeting.

STAFF HANDBOOK

THE DAILY SCHEDULE

Classes begin at 8:00 a.m. All certified staff, teacher assistants, and clerical staff hours are 7:45 to 3:15. Superintendent's office staff and maintenance staff hours are 7:30 to 4:00 p.m.

TIME CLOCK – SUPPORT STAFF ONLY

All support staff will clock in and out. No exceptions. **Failure to clock in and out may result in being docked and/or dismissal.**

Here are a few basic rules concerning the time clock:

Do not call the secretaries and ask them to clock in or out for you.

Both your job and hers could be in jeopardy.

Do not clock in or out for a co-worker or ask them to clock in or out for you.

Do clock in and out if you leave the campus for any reason during the school day after checking first with your building principal or supervisor.

SCHOOL CLIMATE

Here are the staff attitudes/behaviors expected of all of us if we are to have a satisfying school climate.

Exhibit a positive, enthusiastic, and caring attitude towards each other, our kids and our school.

Be a cooperative team player. We must openly support each other—and be flexible! —as we work together toward our established school goals.

Treat information about our school (students, staff, and problems) in a professional manner. No gossiping regarding the school (in or out of school). Always follow the district's chain of command to solve a problem.

You are expected to be a self-started and self-directed learner. Whatever your job, take the initiative to regularly and systematically analyze what you are doing. Then sit down and build a plan to improve personally and professionally.

AFTER SCHOOL AND WEEKEND STUDENT ACTIVITIES

It is highly suggested that each teacher attend two student activities each semester. This builds a positive relationship between student and teacher.

ABSENCES

If you must be absent, it is imperative to call between 6:00 and 6:45 a.m. to advise the principal of your building. It takes a great deal of time to get a substitute. Advance notice is required for any planned absence.

For each class have a detailed plan that your substitute can follow.

It is the teacher's responsibility to see that the students are busy and productive.

SALARY PAYMENT AFTER LEAVE EXHAUSTED

O.S.70 Section 142 A. If, after exhausting all sick leave, a teacher is absent from his or her duties due to personal accidental injury, illness or pregnancy, the teacher shall receive for a period of not to exceed twenty (20) days his or her full contract salary less the amount:

1. actually paid a certified substitute teacher for his or her position if a certified substitute teacher is hired; or
2. normally paid a certified substitute teacher for his or her position if a certified substitute teacher is not hired.

LEAVING THE CLASSROOM

If you must go out of the classroom and/or building during the day, please make sure another staff member covers your class. Permission from the principal is required before leaving the building. Advise the principal of your whereabouts and length of absence.

DO NOT LEAVE YOUR STUDENTS UNATTENDED! This leaves you open to a lawsuit.

LOCATING THE PRINCIPAL

The secretary will always know where the principal is or the designated person in charge.

SUPPLIES

General classroom supplies are available from the business office. Students must have a signed note from a teacher listing the items requested before supplies will be issued.

KEYS

Keys are available to faculty members through the superintendent's office. You are responsible for the key and its prompt return. **Do not allow students to handle keys. Keys will not be given to students. Do not loan your classroom keys to students.**

PURCHASING PROCEDURES

See the business office for proper procedures. State law requires purchase order numbers to be issued prior to order date. Merchandise or services contracted in any other method will not be paid for by the school district.

Teachers need to fill out their purchase requisitions and attach a copy of the order for activity and general fund. The activity fund custodian will process checks on Friday mornings. Requests need to be in by Thursday afternoon to be processed on Friday. General fund warrants will be processed only once per month and requests should be in the business office by the 25th of the month.

Merchandise or services contracted through any other method will not be the responsibility of the district.

AUDIO VISUAL

The librarian will be responsible for all a-v equipment in the building, so be sure to schedule at least one day in advance when you need equipment. If not scheduled, the equipment may not be available. All requests must be signed by the building principal.

CELL PHONES

All cell phones are to be turned off during class.

TECHNOLOGY

We are continually striving to provide the most up-to-date hardware, software, etc. that our yearly budget will allow for technology. It is very important that you be responsible for the equipment in your room (s).

Always be aware of what the students are doing and where they are going on the Internet.

Honor the signed Internet access conduct agreement.

Do not remove any computer equipment from your room. If this needs to be done, contact the technology coordinator and fill out the proper paper work first.

If you are in need of technological assistance, fill out the proper form and send it to the technology coordinator. These will be addressed in the order received.

Do not allow a non-employee to do any type of work on your equipment. This includes adding or removing software, etc.

Remember that you are responsible for the cart and all of its equipment for the time you have it checked out.

If you are aware of good sites that need to be added or bad sites that need to be deleted from the Internet please inform the technology coordinator.

Classroom teachers requesting replacement of printers will receive a black laser printer (no color) upon approval from the Superintendent. For those classroom teachers with a color printer, you will be allowed one color cartridge per school year. Cartridges are available from the business office. Please send the printer cartridge number or the printer model to the office for replacement and return your old cartridge for recycling.

The school does not provide diskettes to students, other than those enrolled in the computer labs, so do not send them to the labs or the technology director to get diskettes for their personal use. If you need diskettes for school use fill out a purchase order and turn it in to our building principal for approval.

INVENTORIES

You are responsible for an accurate inventory on everything in your classroom or place of assignment. Keep it updated. It is our only insurance policy in case of fire. At the end of the year you will receive forms for book inventory and equipment/supply inventory. Bar codes are on the more expensive equipment. List bar coded items first on inventory list.

Inventory forms are available in the business office and the principal's office. You must fill out this form to move or delete any bar coded inventory from your room. The inventory form must be signed by your principal or Debi Glenn, Technology Coordinator.

LIBRARY AND COMPUTER LAB

Do not leave your students in the library or computer lab. If it's important enough for all your students to be there, then you should be there too! Students must have a hall pass. Send them only if they have a specific purpose for being there. It is preferred study materials be taken to the classroom

1. Impress upon our students that our libraries are places for study and research.
2. Impress upon our students that we all have to take care of library materials, computers, and computer material and return them promptly to the proper place.

CARE OF YOUR CLASSROOM

Please make a special effort to keep things neat and clean. Do not allow writing on walls and desks, petty vandalism, sitting on desktops, or tables. Report maintenance problems immediately. Maintenance forms may be obtained in the principal's office. We can only build pride in our students if we set high standards.

LESSON PLANS

According to accreditation requirements written curriculum must include the Priority Academic Student Skills (P.A.S.S.). Each teacher should print a copy and be familiar with these objectives. Go to www.sde.state.ok.us website and click on Pass.

Weekly lesson plans should be left on the teacher's desk by Friday. If you know you are going to be absent, more detailed plans should be left for the substitute.

Although it's not required, it's a good idea for every teacher to distribute weekly assignments to each student on Monday (or have it written on the blackboard first thing Monday morning). It will then be the student's responsibility to get the assignments in if they are absent.

GRADE BOOK SOFTWARE

Teachers (Grades 7-12) shall record grades and attendance on the new Grade Book software.

PREPARATION PERIODS

Each teacher shall be provided a planning period each school day.

RESOURCE PEOPLE

We encourage you to bring resource people into your classroom. Suggestions when bringing someone in:

(1) Inform the secretary so she will be aware of people in our school, (2) Send someone to greet them, (3) Give them a tour of our school, (4) Escort them to the teacher's workroom, (5) Take them to the main exit door when they are finished. Courtesy and respect should constantly be stressed to your students prior to going somewhere or having people come in. Make sure someone sends them a note of thanks for their effort.

SCHEDULING EVENTS ON THE MASTER ACTIVITY CALENDAR

Activity request forms are available in the principal's office. Return completed form to principal's office at least one week prior to event.

Upon approval, the event will be listed on master calendar.

STUDENT ASSISTANTS

Student assistants are there to assist you. Try to make their work interesting, challenging, and meaningful. They should not be wandering around the school. Assistants are not to leave the building without approval from their respective principals. Student assistants are allowed to use the copy machine in the library only.

HALL PASSES

Students are not allowed out of the classroom except for an emergency. Students must have a hall pass if leaving the classroom.

If students are misbehaving in the halls, confront them and handle the problem. (this is your professional obligation).

Many problems can be avoided by not allowing students out of the classroom. Our schedule allows ample time for restroom breaks, etc. Be firm!

Do not allow students to come to your door and talk to students in your class.

PROGRESS NOTES

Parents will be notified of failure or a significant drop in grades weekly.

Progress reports on every student should be mailed out the 5th week of each nine-week reporting period.

Reports on students making D's and F's will be mailed, others will be sent home by the student.

Report the progress of students to their parents on a regular basis. Do not wait until the last week of the term to tell a student and his/her parents that he/she is failing! Remember, try to send out as many "good" work slips as "poor" work slips. A telephone call is preferred.

PARENT CONFERENCES

All of us should take the initiative to contact parents regularly regarding their child's progress, good or poor. A phone call or a personal note, not a form letter, can convey the message. Please contact at least one parent each week with a positive message.

If you need assistance with a parent conference, contact the principal. They will gladly assist you. Have all of the facts straight and in writing. Bring the facts and your grade book to the conference.

TESTING

We need to prepare our students for standardized testing. Follow the guidelines of Alpha Plus and incorporate it into your curriculum.

DRUGS/ALCOHOL/TOBACCO POLICY

The school district shall be drug free, alcohol free, and tobacco free. No smoking or tobacco chewing on school property or in a school vehicle. The school board has asked that this directive be strictly enforced.

DEALING WITH DRUGS/ALCOHOL/TOBACCO

These are “touchy” at best, so be sure to follow these specific steps listed below:

1. Isolate the alleged offender outside the classroom
2. Never accuse the alleged offender
3. Simply state, “you don’t look/or aren’t acting normal. Let’s go to the principal’s office and talk this over.”
4. Do not give the alleged offender an opportunity to reply. Simply turn away and come to the office, but make sure you keep the student in your full view on the way, or send someone for the principal.

REPORTING STUDENTS UNDER THE INFLUENCE OF OR POSSESSING ALCOHOLIC BEVERAGES OR CONTROLLED DANGEROUS SUBSTANCES - ADOPTED BY THE BOE FEBRUARY 5, 1996

It is the policy of the Hartshorne Board of Education that any administrator, teacher, or counselor who has reasonable cause to suspect that a student may be under the influence of, or that said student has in his or her possession, alcoholic beverages – including the legally nonintoxicating beverage commonly referred to as 3.2 beer (low-point beer) – or controlled dangerous substance as defined by law shall immediately notify the principal of such suspicions. The principal shall immediately notify the superintendent of schools and a parent or legal guardian of said student, if possible.

Any search, seizure, or subsequent disciplinary action shall be subject to any applicable school policy, regulation, state law, or student handbook rule.

Every administrator, teacher, or counselor employed by the board of education who has reasonable cause to suspect that a student is under the influence of, or has possession of, alcoholic beverages (including 3.2 beer) or a controlled dangerous substance and who reports such information to appropriate school officials shall not be subject to civil liability.

This policy shall be distributed to each classroom teacher. Receipt shall be acknowledged in a form to be determined by the superintendent.

Reference: 70 O.S. Sec. 24-138
63 O.S. Sec. 2-101, et seq.
70 O.S. Sec. 24-102
37 O.S. Sec. 5163.2

HARMFUL WEAPONS

If a student is in possession of a harmful object, it should immediately be confiscated by the teacher or sponsor in a non-forceful manner. Contact the principal or sponsor at that time.

HARASSMENT POLICY

It is the policy of Hartshorne Public Schools that harassment of students by other students, personnel, or the public will not be tolerated. This policy is in effect while the students are on school grounds, in school transportation, or attending school-sponsored activities, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district.

Harassment is intimidation by threats of or actual physical violence; the creation by whatever means of a climate of hostility or intimidation; or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual. Harassment includes but is not limited to harassment on the basis or race, sex, creed, color, national origin, religion, marital status, or disability.

As used in the School Bullying Prevention Act, “harassment, intimidation, and bullying” means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student’s property, place another student in reasonable fear of harm to the student’s person or damage to the student’s property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school’s educational mission or the education of any student. Harassment, intimidation, and bullying include, but are not limited to, a gesture, or written, verbal, or physical act. Such behavior is specifically prohibited.

Harassment set forth above may include, but is not limited to, the following:

1. Verbal, physical, or written harassment or abuse;
2. Repeated remarks of a demeaning nature;
3. Implied or explicit threats concerning one’s grades, achievements, etc;
4. Demeaning jokes, stories, or activities directed at the student;
5. Unwelcome physical contact.

The superintendent shall develop procedures providing for:

1. Prompt investigation of allegations of harassment;
2. The expeditious correction of the conditions causing such harassment;
3. Establishment of adequate measures to provide confidentiality in the complaint process;
4. Initiation of appropriate corrective actions;
5. Identification and enactment of methods to prevent reoccurrence of the harassment; and
6. A process where the provisions of this policy are disseminated in writing annually to all staff and students.

A copy of this policy will be furnished to each student and teacher in this school district.

NONDISCRIMINATION POLICY

The Board of Education of Hartshorne Public School resolves that discrimination because of sex, race, creed, or age will be eliminated from the Hartshorne School. No individual because of sex, race, creed, or age will be limited from activities except those exempt by law and no person will be discriminated against because of sex, race, creed, or age in the employing, promotion, and dismissal process. Full Policy and Procedures may be obtained from the Superintendent's office.

SAFE SCHOOL POLICY

Please refer to your emergency procedures guide for information.

NOTE: For All Staff Members – In case of fire or bomb threat situations – when evacuating rooms, please do not lock the doors.

How to activate CALL TRACE in case of BOMB THREAT OR OTHER THREATENING TYPE OF CALLS - Dial #057 on the line call has been received on immediately after hanging up.

DISCIPLINE REFERRAL

When you have reason to refer a student for discipline, fill out a referral form.

DUTIES

Be on duty according to your schedule. If for any reason you cannot fulfill your duty, you are responsible for a replacement.

HALL DUTY BETWEEN CLASSES

All teachers are on duty as classes begin, change, or are released. Each teacher needs to be near their classroom door, or in the hallway, or in their assigned place. When the bell rings, remind students to move along, close your classroom door, and lock it. This will help eliminate some of the tardiness.

SPONSORS AND TEACHERS

Remain with students if you require them to stay after school.

GETTING STUDENTS OUT OF ANOTHER TEACHER'S CLASS

Please be courteous. Ask a teacher before you take a student out of class. Two day advance notification is required for planned class activities. Send a list of participating students to all teachers. It is the teacher's responsibility to check the list. Should a student fail to attend the activity, it is your responsibility to notify the office no later than the next morning.

ASSEMBLIES

When you are in charge of an assembly, be sure you are ready before we ring the bell.

Teachers are required to attend all assemblies, including pep rallies, to assist with control. If you need to be excused from the assembly, contact your building principal.

ATHLETIC/STUDENT ACTIVITIES

All student activities will be approved by the building principal.

PARTIES

Any party or luncheon must receive prior approval from the principal.

MONEY OWED BY STUDENTS, TEXTBOOKS LOST, ETC.

Turn in a list of any student who owes money, has lost a textbook, or damaged the book, etc. at the end of each school year.

STUDENT ATTENDANCE POLICY

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The policy of Hartshorne School District is that attendance at school is the responsibility of students and their parents. All students are expected to attend school regularly and to be on time for classes in order to benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. There is a direct relationship between poor attendance and class failure. Students who have good attendance generally achieve high grades and are much more employable after leaving high school. The terms "excused" and "unexcused" are not used. Students will be given a minimum two days for each day missed to make up work. It is the responsibility of the student, not the teacher, to make arrangements for make up work. After 8 absences from any class period during a semester, the teacher will fill out a form letter and forward it to the office. The principal will send a letter to the parent and they will be required to contact the school.

After 9 absences from any one class during the semester, the student will be required to make-up time after school or attend Saturday school. Students will only be allowed to make-up 9 days per any class period missed in a semester. If a student fails to make-up time they will receive an "F." There will be no exceptions other than catastrophic circumstances as determined by the Principal. School activities are exempt and will not count toward the total 9 absences. However, a student should not be encouraged to participate in school-sponsored activities if he or she has excessive absences.

Parents will call, preferably the day the student is absent, with the reason the student is not in school.

Elementary Student Attendance and Absenteeism

If a child is absent without a valid excuse four (4) or more days within a four week period or is absent without a valid excuse for ten (10) or more days within a semester, the attendance officer shall notify the parent, guardian or custodian of the child and immediately report such absences to the district attorney in the county wherein the school is located for juvenile proceeding pursuant to Title 10 at the Oklahoma Statutes.

CAMPUS RULES

Hartshorne School has a closed campus for grades K through 12.

DRESS CODE

Dress professionally! The staff will set the atmosphere. Jeans may only be worn on the last working day of the week unless there is an awards assembly or a special event. No body piercing jewelry, except earrings will be acceptable.

Professional dress is required on parent-teacher conference days.

STUDENT HANDBOOK

All staff members need to be familiar with the entire student handbook rules.

SPONSOR RESPONSIBILITIES

1. Sponsors are personally responsible for the behavior and safety of students at practices, performances, fundraisers, etc. Sponsors are expected to attend all practices of their group. Students are never to be left unsupervised on school grounds.
2. Maintenance and equipment inventory involved in the activity.
3. Fund raisers—obtain a yellow form from the business office. You will need approval for fundraisers first from your building principal and then the Board of Education. Fund raiser requests will be approved at the September board meeting. Fund raiser requests after the September board meeting will need to be discussed with the Superintendent. Take the signed form to the business office to be placed on the board agenda. Requests need to be in at least 5 days prior to the board meeting. Absolutely nothing can be sold on the school grounds or in the name of a school organization by a booster club or students anywhere without board approval.

Please try to coordinate with other organizations and do not schedule fundraisers at the same time or with a similar product. The first request will be given preference. If you know that a certain organization usually sells a product at a certain time, please do not ask to sell the same thing. If you are going to need fundraisers in the summer, be sure and get your request in by the May board meeting.

Emphasize to the students that they are responsible for the collection of money and distribution of the products. The money should be turned in promptly to the sponsor. Be sure to give the student a receipt for the money.

4. Supervision of fund raising activity- when funds are being raised for a group of our students we want to be sure that the product/service being offered is of good quality. Use companies who have good reputations. Ask for references and check them! If the students will be selling a product, give them some direction. Make sure they use common courtesy and have all of their facts straight about the reason for the fundraiser, delivery dates, and prices. Remind students they are representing our school and need to be appreciative for the community's support.
5. Dances – dances after the ball games can be used as fundraisers. They are not school sponsored but can be sponsored by various organizations or booster clubs. If a booster club is sponsoring, it will be necessary for a representative to get a building request form from the superintendent's office and have it approved by the superintendent. Bear in mind that these can be a major responsibility. The first organization to ask for a time will be given preference. A certified member of the school staff must be present at dances.

The sponsor assumes responsibility to open the building for the DJ, the safety of the students at the dances, clean up of any area used, securing of the building after the dance.

Students who have graduated cannot attend these dances.

It is advisable that you have a number of parents to assist you with this type of project.

6. If you are using school facilities or taking your students to an event, the following steps must be taken.
 1. Check the calendar to see if other school functions or trips are scheduled for that date.
 2. Fill out the blue activity form (you can obtain these from either the building secretary or the superintendent's office). If you are using school facilities, please be specific concerning the area of the building you intend to use and the length of time you intend to be there.
 3. Make arrangements if you will need keys or special equipment for your activity such as a PA system, microphones, overhead, etc. If you are going to use facilities such as the cafeteria, library, or another teachers' classroom, please have the courtesy to speak to the librarian, food service director, or teacher about your event.
 4. Whatever area you use should be left in the same condition in which it was found. If you use the cafeteria, clean whatever utensils you use, clean the tabletops, put the chairs up, sweep and mop the floor. If students have food or pop in any area, make sure the cans are placed in the trash and all wrappers, etc, are picked up.
 5. Bus trips – bus request forms are available in the superintendent's office. If you are going on a trip fill out the bus request form in addition to the activity form. Both forms must be signed by the principal. All athletic trips must be approved by Mickey Beare. Please turn the bus request form in to the superintendent's office well before your trip. Rhonda McCullar will then give the bus request to Tommy Morrow, transportation director. He will schedule your transportation. If you cancel the trip please let them know as soon as possible. At certain times of the year, scheduling is a nightmare. Get your request in early! Then check again a day or so before the trip to make sure there has been no communication breakdown.

You are responsible for the bus being returned in a clean condition. Do not let students exit the bus without picking up trash, pieces of uniforms, etc.

6. Do not take students on an out of town trip of any kind without a signed medical release form. Your building secretary will have these on file and you can make copies for your group. Medical facilities will not treat a minor without this form or verbal permission from the parent. This form is important to the safety of our students.
7. Please prepare a list of the students who will be participating in your activity. This list needs to be in the teachers boxes several days prior to the event. Check to make sure the students are all eligible to participate. Do not count on a student to inform

you. Please be courteous, if your activity conflicts with another, try to work it out with the other sponsor/classroom teacher in an amicable and professional manner. Usually the event scheduled first would have preference but there are always unusual circumstances to consider. We should all want to do what is in the best interest of the student.

MANAGEMENT OF ANY FUNDS-GENERAL FUND OR ACTIVITY FUND

GENERAL FUND-this is money in the regular school budget. Obtain a purchase requisition form from the business or principal's office. If you are sponsoring an activity, find out from the superintendent if you have a general fund budget.

ACTIVITY FUND – this is money that has either been raised through your group's fund raising or money that students deposit into the account for a trip, competition fees, etc. Obtain this form from the business or principal's office. You must issue a receipt for any money you receive that will be deposited into your activity fund account. Receipt books are available in the business office. At the end of the year your receipt books will be turned in to the business office. The school auditor will check the deposits and receipts. Please keep accurate records!

DEPOSITS INTO ACTIVITY FUND – deposits into activity fund need to be taken to your building secretary along with an activity fund deposit form, available from building secretaries or from the business office. Monies should be counted, straightened, and coins rolled. On the deposit form, please list the date, amount, account to be credited, and a brief description of the source of revenue, such as sales, admissions, etc, and your receipt number from your organization's receipt book.

Nothing can be purchased through either the activity fund or general fund without prior approval and a valid purchase order number.

The purchase requisition must first be signed by your building principal, regardless which fund is being used. General fund requisitions will then go to the superintendent for final approval. If approved, the business office will give you a purchase order number. Only then, can you order your merchandise. After the principal signs the activity fund purchase requisition, go to the business office for a number before you place the order. The superintendent does not have to approve purchases through the activity fund. Remember, no purchase order number for any fund will be issued without a signature from the principal and/or the superintendent.

Payments through either general fund or activity fund will require an invoice for the products/services received.

Please do not wait until the last minute if you are going to need a check or need to have an invoice paid. General fund checks are written once a month and activity fund checks are written once a week. Check with the business office to see when your request is needed in order to process.

Checks issued through the general fund are not released until the product is received or the service rendered, an invoice received, and the board of education has approved payment at the regular monthly meeting. This is the law!

SCHOOL CREDIT CARD ADMINISTRATIVE REGULATIONS

In accordance with the policy of the board of education, the following regulations shall apply to the usage of the school credit card:

1. The credit card will be maintained in the superintendent's office. The use of the credit card will be carefully controlled by the superintendent.
2. The superintendent and the superintendent's designee are the only district employees authorized to charge expenditures on the card.
3. Personnel desiring use of the card must obtain approval through the superintendent's office.
4. The card may be checked out from the business office by the certified employee who is serving as a sponsor for a board-approved activity. The visa card will not be issued unless the employee has a signed purchase order on file with the encumbrance clerk prior to checking it out.
5. A card usage log will be maintained in the superintendent's office and will include the following information:
 - A. The signature of the employee checking out the card
 - B. The activity for which the card is to be used
 - C. The date the card is checked out
 - D. The date the card is checked in
 - E. Verification of receipts turned in for all purchases. Receipts for gasoline purchases must include the license number or vehicle number. All receipts must be signed by the employee.
6. Purchases are to be made only by the employee whose signature is recorded on the usage log as checking out the card. Students may not utilize the card, sign receipts, or return the card. The card must be returned (**in person**) by the employee who checked it out.
7. Purchases made which are not approved by the board will be reimbursed to the school district within 10 days of notification. Anyone making such purchases may be prohibited from future use of the card.

8. Personal use of the card is prohibited at all times. All usage of the credit card will require the acquisition of an itemized original invoice from the vendor in addition to the credit card invoice customer copy. Purchases made with the credit card will not be approved for payment without both the original invoice and the customer copy of the credit card invoice.

HARTSHORNE SCHOOL DISTRICT TRAVEL AND EXPENSE POLICY

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

Day workshops will be reimbursed through payroll in accordance with IRS regulations. The reimbursement will be paid in quarterly intervals designated by the superintendent. Reimbursement will be paid within the calendar year in which the expense was incurred.

The school will reimburse reasonable costs for workshops scheduled for two or more days, subject to the availability of funds, for approved and documented travel. Lodging expense will be reimbursed at actual cost when documented by itemized receipts. If at all possible, lodging arrangements will be made prior to the trip with approval of the superintendent.

Documented meal costs will be reimbursed in an amount not to exceed \$30.00 per day when appropriate itemized receipts are provided. The costs of meals and incidental expenses for group meetings conducted for the general improvement of the school system may be approved as a separate item by the board.

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

School vehicles, when available, may be used for official business only. Private vehicles may be used when school vehicles are not available. If a school gasoline credit card is used, mileage will not be reimbursed. Mileage expense will be reimbursed at current state rate per mile using the most recent map available when a school gasoline credit card is not used. Unless approved by superintendent prior to trip, roundtrip mileage to Oklahoma City will be reimbursed at 300 miles and Tulsa at 250 miles.

Claim forms for travel expenses are available in the business office.

Adoption Date: 12-8-2003

Revision Date(s) August 4, 2008

HARTSHORNE PUBLIC SCHOOLS

520 South Fifth Street
Hartshorne, Oklahoma 74547
Phone: 918-297-2534
Fax: 918-297-2698

Administrators

Mark Ichord – Superintendent
Mike Reddick – High School Principal
John Bernardi – Junior High Principal
Brian Akins – Elementary Principal

Board of Education

Dr. Julie Collins – President
Randy Wilcox – Vice President
Joe Budzinsky – Clerk
Casey McCoy – Asst Clerk

Teachers/ Support Employees:

The Hartshorne Public School facilities have been inspected for asbestos using the Asbestos Hazard Emergency Response Act (AHERA) guidelines, by certified AHERA inspectors and management planners.

At this time, I am able to report to you that asbestos has been found in several areas of the school district facilities. Samples of all suspect building materials were taken and analyzed by approved laboratory. The information gained through the AHERA has been used to construct an “Asbestos Management Plan.” This plan details response actions as well as other pertinent actions to be taken by personnel that may come into contact with asbestos.

A copy of the entire management plan, as submitted to the Department of Health, is on file and open for inspection in the Superintendent’s Office.

Sincerely,

Mark Ichord
Superintendent