

TEACHER HANDBOOK
CHEYENNE PUBLIC SCHOOL
2023-2024

RYAN BAKER, SUPERINTENDENT
WHITNEY MOORE, JUNIOR HIGH/HIGH SCHOOL PRINCIPAL
BELINDA CHALFANT, ELEMENTARY PRINCIPAL

NON-SCHOOL HOURS

Important matters or emergencies call:
580-449-1020 --Ryan Baker, Superintendent
405-612-3630 – Whitney Moore, H.S. Principal
405-545-0564 – Belinda Chalfant, Elementary Principal

STANDING COMMITTEES

STAFF DONATIONS

Nicole Barfield

TEXTBOOK COMMITTEE

Whitney Moore-Coordinator
Belinda Chalfant-Coordinator
Staff Selecting Books

INTERNAL ACT. REVIEW

Athletic Director
Building Principals
2 Teachers- Hillman/Wright
Nicole Barfield
Counselor

OKLAHOMA ACADEMIC STANDARDS (OAS)

Ryan Baker - Belinda Chalfant- Whitney Moore
Cassie Romberg- Kasey Cannon- Lori Barnett
Kara Smith- Melisa Moorman- Kari Ford
Annie Coffin- Kim Sander

ARRIVAL AND DEPARTURE OF EMPLOYEES

All staff will report by 7:40 a.m. and will remain on campus until 3:40 p.m. Morning duty arrival time to be assigned by building principal. High school teacher duty begins at 7:45 a.m. in the student lounge. Timeliness will be periodically checked to ensure adherence to arrival time. All lights and technology should be off and windows closed upon departure. Teachers are required to swipe their key cards each morning and each time they enter the building after leaving.

LEAVING SCHOOL GROUNDS

All staff must notify the building principal when the need arises to leave school grounds during the school day. You must also notify the principal when you return. If the principal is unavailable, you may then notify the administrative assistant. It will be required to sign in and out through the appropriate office.

FACULTY MEETING

Administration will have announced faculty meetings when deemed necessary, which will be called by the principals and/or superintendent. All teachers are required to attend unless prior arrangements are made. Teachers will be notified by e-mail.

PROBLEMS AND RESPONSIBILITIES

Teachers are responsible to building principals. Principals are responsible to the superintendent. When problems arise, **make sure that the proper chain of command is followed.** If you have complaints or suggestions, bring them to the appropriate principal. If we cannot arrive at a solution, which we should be able to do, you then may take it to the superintendent. Then, you have the right to take the matter to the Board of Education.

The superintendent will invite you to any meeting of the Board of Education in which you need to attend. Remember this: only official school board business takes place at and during the regular board meeting.

If at any time you have questions concerning your job, feel free to walk in the superintendent's or principal's office and discuss your concerns.

CLASSROOM PRESENCE/PREPARATION

Teachers are legally responsible for students assigned to them each period during the day. **Do not leave students unattended.** Please contact the office if you need to step out. The teacher's full attention must be focused on the students when class is in session. Preparation, planning, computer work, etc. need to be done during planning period so that the teacher is able to instruct and to supervise the class. The best classroom management tool is to be prepared when your class enters your room. All classroom doors must be locked AND closed and remain locked until the bell rings for class break.

INVENTORY

You will be responsible for checking your classroom and other assigned areas inventory at the beginning AND the end of the school year. When you sign off on the beginning of year inventory, you are 100% responsible for the EXACT same inventory at the end of the year. If you do not have access to your inventory, please contact Mr. Isch or your building principal. The building principals will check all items on the inventory at the end of the school year.

DRESS / GROOMING

Cheyenne Public Schools staff is expected to dress and to groom appropriately for the school setting. School dress standards are known to improve academics and behavior. Staff must AT LEAST adhere to the same dress code as the high school students which is as follows: Exposed body piercing will be limited to the student's ears. Clothing, accessories, and/or hair styles, which are disruptive to the educational environment or that create a risk of health or safety to any person, are prohibited at school and/or school activities. If tattoos are deemed inappropriate, you may be asked to cover them.

Disallowed clothing includes, but is not limited to the following:

- clothing that reveals the midriff or inappropriately exposed areas of the body or undergarments as well as jeans or pants of any material that have holes in them above the knee relaxed fingertip length.
- caps/hats/bandanas/hoods (indoors)
- length of shorts and or skirts/dress should be fingertip length when hands/arms are relaxed at side
- tops with straps less than 3 fingers wide are not allowed. Tops without sleeves are permissible as long as arm holes are hemmed and not gaping
- spandex or bicycle shorts
- if leggings are worn as bottoms/pants, the top MUST be fingertip length when hands/arms are relaxed
- see-through blouses (unless the top underneath is appropriate on its own)

TEACHER DONATION

If the need arises, each employee may be asked to donate \$10 to a faculty flower fund. This fund is used to send flowers, crosses, cards etc to faculty/staff after surgeries, death in family etc.

PERSONAL LEAVE POLICY

Each teacher will be allowed 3 days-per-year for personal leave. There is no monetary charge for personal days taken. Personal days must be approved by the building principal and can be denied. Teachers may be paid 100.00 dollars for each unused personal and/or sick leave day after review of the school finances for the current year.

SUBSTITUTES

Substitute teachers will be hired through the **Administration Only**. When it is necessary for you to be absent for any reason, notify the principal as soon as it is known. Substitute teachers will be paid at the rate of \$96 per day. If you have any issues with substitutes, you must report them to your building principal immediately following the incident or day of absence.

SUPPLIES AND PURCHASES

All supplies will be ordered on approval of the principal and superintendent. Make your needs known but be reasonable. All teachers must share certain types of teaching aids rather than having theirs, so to speak. All bills will be honored **if** requisitions have been properly approved **before** purchase. Please check your purchases so that the amount and materials are correct. Want lists and inventories will be prepared by each teacher before leaving school in the spring. Be sure your want lists are legible and detailed enough so that materials can be ordered in your absence. Bring in all bills promptly so that payment can be made.

All purchases that are made and charged to the school must have administrative approval before they are made. Tickets must be signed by the appropriate staff member and copies must be turned in to the secretary. Student signatures will not be accepted. If this procedure is not followed, you will be required to fill out an assumption of responsibility and could be required to pay for the goods/service.

KEY/SCAN CARDS

If you lose your key/scan card, please report it to your building principal IMMEDIATELY. This is so that we can disable it and secure the building. It will be turned back on once you let us know that it is found.

WEEKLY AGENDA

You will be sent an agenda of the week's events and other information such as duty rosters, announcements, homeroom discussion topics, etc., each week. These may contain announcements to be made to the students or instructions to teachers.

SCHOOL CALENDAR

All events sponsored by the school and those which we need to know about should be listed on the agenda sheet, which is issued weekly. Before setting the dates, either the superintendent or the principal must sanction the date and the event. Dates need to be on the master calendar in principal's office two weeks prior to event.

SOCIAL ACTIVITIES

All social activities in the name of the school must be approved by the superintendent or principal. An activity bus is available for all transportation needs on school sponsored activities by an instructor. The administration has no desire to dictate to you concerning your personal social activities outside of school; however, you must bear in mind that we are teachers and leaders of youth. No outside party shall be held in the name of the school.

SUPERVISION

The principal will be in your room from time to time to observe and to assist you in instruction. Please continue your class as though he/she is not present. The administration invites you to discuss any problem relating to instruction, and a time will be set up for these discussions at your convenience. Each week the superintendent may visit your classroom. This is NOT for evaluation or supervision.

Evaluations of teachers will be done in accordance with Oklahoma state laws.

LESSON PLANS

Detailed, daily lesson plans will be checked on a weekly basis by the principal in charge of that particular instructor. Lesson plans can be turned in weekly, biweekly or monthly. These can be (highly encouraged) emailed to the principal and will be kept in an electronic file, or online teacher website. Lesson plans are required for all certified full-time staff members, part-time staff members will be handled on an individual basis.

GRADES AND ELIGIBILITY

Grades for each subject/class need to be entered on Gradebook online weekly. A minimum of 3 grades per week/class is required to be entered into the online gradebook. Eligibility is due to the building principal on Monday mornings by the beginning of 1st hour for Elementary and Junior High/High School teachers. Lists will be sent out Monday morning. It is the teacher's responsibility to notify each student that they are failing. The office will send a message to parents informing them their child is failing.

SEMESTER TESTS

Teachers for grades 7-12th are required to give a rigorous, comprehensive semester test to all students who do not meet the following exemption policy and have not been approved by the attendance committee for approval by the deadline set by principal:

Ways to be exempt:

- Receive a semester grade of "A" in class and have 6 or less absences for the semester
- Receive a semester grade of "B" in class and have 5 or less absences for the semester
- Receive a semester grade of "C" in class and have 4 or less absences for the semester
- Semester grades of "D" will be at teacher discretion for testing

3 unexcused tardies in a class period will equal an absence for semester test exemption.

Students who have been suspended in the school year may be required to take all semester tests.

Copies of semester tests must be turned in to the principal by the deadline given. The test must take up the two allotted class periods and students are not allowed to leave before the testing window is complete. Special arrangements for students to test at a different time or date must be approved by administration.

REPORTS, REGISTERS, AND RECORDS

Certain records are vitally important. You will keep them according to the instructions of your principal. Excused absences are treated the same as unexcused absences as far as the register is concerned.

Each teacher shall keep a record of each student's performance in his/her class. This will include a file consisting of the daily work, tests, and special projects of each student.

REPORT CARDS

Grades will be given every semester in grades 1-12. Each teacher shall be responsible for keeping a grade book containing a record of each student's grades as well as attendance. Each teacher is responsible for his/her subjects in grades 1-6. Report cards will go out as soon as possible following the close of the nine weeks period or semester period. The grading schedule is as follows:

- A = 90-100
- B = 80-89
- C = 70-79
- D = 69-65
- F = Below 64

ABSENCES AND TARDIES

Students that are tardy must obtain a tardy slip (for any reason) from the principal's office before being allowed in the classroom. Tardies and absences should be checked at the beginning of each class. Classroom teachers will be responsible for this. **Attendance must be taken on Gradebook within the first 10 minutes of class.**

1. All students who are tardy must be sent to the office for a tardy slip, and those students who have forgotten supplies or books must be sent to the office as well. No students are to be in the halls without getting a tardy. Bathroom breaks are for emergency only during class and still require a tardy slip.
2. Teachers must send a note (or call the office) with students, when you are responsible for them being tardy to their next hour class. The student must bring the note by the office to get the proper paperwork. If a note does not accompany them, the student will be given an unexcused tardy or absence.

MEDICATIONS

There will be no medications given in the classroom. If the student has a medical **emergency only** send them to the office for medicine. All students should, otherwise, take medicine during the class breaks.

HOMEROOM TEACHERS

Homeroom teachers are the teachers who have the class for the first period in the morning. Home room teachers will be responsible to hold discussions on various topics, which will be included in the weekly memorandum, lunch counts for that day, and breakfast counts for the next school day.

THE BIBLE

The Bible will be respected as any other book in the libraries of the school.

TRANSCRIPTS AND CERTIFICATES

One of the first duties of the teacher is to file a complete official transcript and original certificate in the superintendent's office. The first month's salary cannot be paid until this has been done.

DUTIES OF TEACHERS

Other than regular classroom work, all teachers should stand in such a position as to be able to see in your room as well as the hall between bells. **Teachers will be at their work stations by the ringing of the first bell.** This takes extra effort on the part of each teacher, but it will certainly eliminate confusion. Teachers will be assigned playground, hall, and lunchroom duties as well as duties for extra-curricular activities when it is necessary. Each teacher is on duty as soon as he or she arrives at the school grounds. Each time we do not correct students in need of discipline, we have failed to execute our responsibility.

END OF YEAR AWARDS ASSEMBLIES

Teachers of core subjects are expected to present academic recognition at the end of year awards assembly. If you would like to place an order for awards that must be completed by the deadline given by principal. Coaches of JH athletics will also be expected to present certificates and speak at the 7-11 awards assembly.

GROUNDS DUTY TEACHER

The teacher or teachers assigned to patrol the playground or any outside area should be on duty as soon as students are released to these areas. Any misconduct should be taken care of immediately.

STUDENT LOUNGE DUTY/CAFETERIA DUTY

The student lounge duty teacher(s) must eat lunch @12:10 so he/she can be on duty when students are in the lounge/outside area. Teachers must be on duty **promptly** and have supervision of students. **No students are to be downstairs from the lounge area without written or verbal permission from teacher. Students are allowed outside if given permission from the duty teacher, then please keep an eye on them. If you are on duty in the cafeteria (you and your duty partner determine who goes where) then you are to be up watching the students and when the cafeteria is clear, report to the student lounge to assist.**

CHILDREN

When your personal children are at school they are to be treated as "students". This means they are NOT to receive special treatment from you or any other staff member. Please do not allow your children to not follow proper protocol as all other students do. Also, please check with your principal before bringing your children to a staff event such as professional development days or staff meals.

DISCIPLINE

Each teacher will be charged with discipline of his/her own class. Students should be permitted to leave the room only in an emergency. Feel free to call on the office for help, if you cannot resolve the situation. Constant help from the office soon harms the student's respect for the teacher. Remember the administration is backing you in your discipline measures. Also, many times, counsel and discussion with the administration about a problem, which appears to be developing, will reveal the trouble spot before it is too late or out of hand. Please fill out a discipline slip to be mailed home and documented in the student information system.

WORKBOOKS

Workbooks, which are necessary and will be used appropriately, will be supplied free of charge to the students by the Board of Education. If a student loses or damages a workbook they are responsible for paying for it BEFORE they can be issued a new one. Mrs. Ueland can get you the appropriate price.

COLLECTING MONEY

You will give a receipt for all money you collect. Teachers are responsible for collecting monies from students for their prospective activity accounts. Once collected, money is to be turned in **DAILY** to Mrs. Barfield, before she goes to the bank (approx.. 1:30 p.m.). Also, please make sure you get a receipt when you turn money into the office. You may obtain a receipt book from Mrs. Barfield.

RETURN CHECK POLICY

Returned checks will be handled in the following manner: The amount of returned check will be taken out of the activity fund bank account as well as the activity fund sub-account. The check will then be given back to the teacher in charge of the activity fund account for collection.

CAFETERIA

The price for teachers is \$1.25 per lunch and \$1.00 for breakfast. Please scan your card before entering the cafeteria. You must scan your card if you plan to eat from the salad bar.

USE OF TELEPHONES

Students are to have permission from the staff to use the telephone. Students making an authorized call will use the phone in the high school secretary's office only. Do not allow students to use your school phone in your classroom.

The telephone is primarily for business use. Students are not to be called from classes to the telephone for anyone except their parents or guardians. Callers will be asked to leave their number, and students may call between classes with proper permission.

CELL PHONES

At the request of the Cheyenne Board of Education and the administration, do not use your cell phones during class time. Cell phones may be used during your prep/plan hour and during your lunch time provided that you are not on morning or noon duty. You may feel free to give your family members, children, etc., Mrs. Moore's cell phone

number, (405) 612-3630, as well as the office number and extensions. You will be contacted immediately if there is an emergency.

DRUG FREE WORKPLACE

Student and employee safety is of paramount concern to the Cheyenne Board of Education. Employees under the influence of alcohol, drugs, or controlled substances are a serious risk to themselves, to students, and to other employees. Therefore, the Board of Education will not tolerate the unlawful manufacture, use, possession, sale, distribution or being under the influence of drugs or controlled substances. Nor shall the board tolerate the unlawful use of or being under the influence of alcohol (including 3.2 beer) by an on-duty employee. Any employee who violates this policy will be subject to disciplinary action, which may include employment termination.

Each employee of the Cheyenne School District is hereby notified that, as a condition of employment, the employee must abide by the terms of this policy, and will notify the superintendent of any criminal drug statute conviction for the violation occurring in or on the premises of this school district, or while engaged in regular employment. Such notification must be made by the employee to the superintendent not later than five days after conviction. The superintendent will provide notice of such violation to the Impact Aid Program, United States Department of Education, or other appropriate government agency within ten days after the superintendent receives such notification.

Thirty days following receipt of the above notification, the district will take appropriate disciplinary action which includes termination or can require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program.

Each employee will attend a district drug-free awareness program at which employees will be informed about the dangers of drug abuse in the workplace; this policy of maintaining a drug-free workplace; available drug counseling, rehabilitation, and employee assistance programs; and the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

The Board of Education recognizes that employees who have a drug abuse problem should be encouraged to seek professional assistance. An employee who requests assistance shall be referred to a treatment facility or agency in the community if such facility or agency is available.

The Board of Education hereby commits itself to a continuing good faith effort to maintain a drug-free workplace.

E-MAIL

Check your e-mail on a regular basis. E-mail will be used by the offices to get information to all teachers. The superintendent shall have access to all materials loaded and/or stored on the district's computers. Accordingly, no user of the district's computers will be deemed to have privacy rights in any programs, files, or data loaded into or stored in faculty mailbox each day.

TITLE VI, TITLE IX

Cheyenne Public Schools are in compliance with Title VI of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, and other Federal laws and regulations, do not discriminate on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal in any of the policies, practices or procedures and provides equal access to the Boy Scouts and other designated youth groups. This includes but is not limited to admissions, employment, financial aid, and educational services.

The following employees have been designated to handle questions and complaints of alleged discrimination:

Title IX Coordinator

Name and/or Title: High School Principal
Address: PO Box 650, Cheyenne, OK 73628
Telephone Number: (580) 497-3371
Email: whitney.moore@cheyenne.k12.ok.us

Section 504/ADA Coordinator

Name and/or Title: Special Education Director
Address: PO Box 650, Cheyenne, OK 73628
Telephone Number: (580) 497-3371
Email: kari.ford@cheyenne.k12.ok.us

Civil Rights Compliance Coordinator

Name and/or Title: Superintendent
Address: PO Box 650, Cheyenne, OK 73628
Telephone Number: (580) 497-3371
Email: ryan.baker@cheyenne.k12.ok.us

Foster Care Point of Contact

Title: Counselor
Address: PO Box 650, Cheyenne, OK 73628
Telephone Number: (580) 497-3371
Email: dixie.collins@cheyenne.k12.ok.us

STANDARDS OF PERFORMANCE AND CONDUCT OF TEACHERS

Professional Services Division

Teachers are charged with the education of the youth of this State. In order to perform effectively, teachers must demonstrate a belief in the worth and dignity of each human being, recognizing the supreme importance of the pursuit of truth, devotion to excellence, and the nurture of democratic principles.

In recognition of the magnitude of the responsibility inherent in the teaching process and by virtue of the desire of the respect and confidence of their colleagues, students, parents, and the community, teachers are to be guided in their conduct by their commitment to their students and their profession.

PRINCIPLE I

COMMITMENT TO THE STUDENTS

Oklahoma Administrative Code (OAC) 210:20-29-3 – Effective June 25, 1993

The teacher must strive to help each student realize his or her potential as a worthy and effective member of society. The teacher must work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the teacher:

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

PRINCIPLE II

COMMITMENT TO THE PROFESSION

Oklahoma Administrative Code (OAC) 210:20-29-4 – Effective June 25, 1993

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

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

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

1. Shall not, in an application for a professional position, deliberately make a false statement or fail to disclose a material fact related to competency and qualifications;
2. Shall not misrepresent his/her professional qualifications;
3. Shall not assist any entry into the profession of a person known to be unqualified in respect to character, education, or other relevant attribute;
4. Shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position;

5. Shall not assist an unqualified person in the unauthorized practice of the profession;
6. Shall not disclose information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law;
7. Shall not knowingly make false or malicious statements about a colleague; and
8. Shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decisions or actions.

PRINCIPLE III

Title 70, Oklahoma Statute, Section 6-101.22

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

1. *Willful neglect of duty;*
2. *Repeated negligence in performance of duty;*
3. *Mental or physical abuse to a child;*
4. *Incompetency;*
5. *Instructional ineffectiveness;*
6. *Unsatisfactory teaching performance; or*
7. *Commission of an act of moral turpitude.*
8. *Abandonment of contract.*

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 this 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 this subsection:

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

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.

Extracurricular Instructors Guide

Please turn in **names** of students, **times** of departure and the **event** to **all teachers, cafeteria manager, high school office** and **principal three days** before students are to be out of school for any activity. Add to list on teacher google classroom.

Please communicate with parents, students and the high school office about changes in schedules, departure times, etc. OFFICE first.

Please keep **all** doors locked during school and make sure that doors are locked when leaving for the day, especially gym, locker room doors etc.

All announcements that are turned into the high school office need to have approval from high school principal and be neatly printed or typed. PLEASE write up announcements to brag on your students and principal will announce! We want to celebrate your kids

Eligibility is due by Friday at 2:30 p.m. and will be populated soon after. Cheyenne Public School Athletic Director will have a list of **Ineligible** students each by Monday morning. An ineligible list will also be provided to each teacher. **It is illegal to compete with an ineligible student. This is the sponsor/coach's responsibility.**

Transportation requests need to be turned in to Mrs. Moore **one week** prior to when the vehicle is needed. If this is not followed, a vehicle may not be available for your use. It is your responsibility to check to see what vehicle you are assigned AND take that vehicle you are assigned.

When you send students late to their next class please send a note (or call office) with them stating whether they were late as a result of being with you. All students will need to get an excused tardy before going to their next class. This will only be excused in a few cases; you need to ensure that your students are on time to their next class.

Please make sure seventh hour junior high female/male students do not wear athletic, practice clothing to their eighth hour class.

No students are to drive to the Industrial Arts Building, Ag Ed Building, Softball/Baseball Field or to the Old Gym during the **school day**. Students that **MUST** go to their vehicle to retrieve gym clothes/bags must go through the office and they **MAY** receive an unexcused tardy if it becomes a regular issue.

“Next to last student rule”: please implement a policy that the next to last student (male or female) at an event whether home or away, must stay until the last student leaves. This will help protect you from being alone with a single student whether same sex or not.

When transporting to or from an event, students of the opposite sex, please make sure there are at least two students with you. We are trying to avoid one male teacher with one female student or vice versa.