

BOISE CITY PUBLIC SCHOOLS

Boise City Schools



Go Wildcats!!

EMPLOYEE HANDBOOK

2020-2021

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PURPOSE

The purpose of this handbook is to clarify the expectations that Boise City Schools has for its employees. This manual is not intended to be all inclusive or to replace established Board of Education policies. Rather it is designed to provide basic information concerning various aspects of employment with the district. If, at any time you have questions or concerns, please contact your building Principal or the office of the Superintendent.

USE OF DISTRICT PROPERTY (DBD)

Personal property acquired by the district is intended for use by employees of the district within the scope of their employment. Use of school property, including, but not limited to, teaching materials, computer software and hardware, electronic equipment, and other equipment, outside of the scope of the employee's employment is prohibited.

OUTSIDE ACTIVITIES OF FULL TIME EMPLOYEES (DBD)

A full-time employee is defined as any teacher, administrator, support employee, or other employee contracted as a full-time employee with the district and shall include all teachers and other employees who are engaged as full-time employees for only a portion of the year because of summer vacation or any other reason. All full-time employees shall report any outside business activities or employment in writing to the superintendent. The intent of this provision is not to prohibit such activities, but to allow the superintendent to be fully aware of activities that may give rise to violations of other provisions of this policy.

Full-time employees are expected to devote their full efforts to their assigned activities during their normal business hours.

CONTRACTS (DDA)

All regular teachers of the Boise City Public Schools will be employed by written contract and considered for reemployment upon recommendation of the superintendent.

All full-time teachers will sign a contract that reflects all instructional and professional development days approved by the board.

Teachers may be required to attend workshops before the beginning of the school term, or during the school term, or following the close of school at the discretion of the administration.

Contracts and current salary schedules are on file in the office of the superintendent.

ASSIGNMENT OF TEACHERS (DK)

The superintendent and building principal shall cooperatively determine the assignment of teachers. Assignments shall be based upon the requirements of positions and the qualifications of teachers.

All teachers shall be given notice of any change in their assignments for the forthcoming year. The superintendent may establish regulations governing the assignment of teachers and other professional personnel if he so chooses.

Throughout the school year, teachers shall be assigned to additional, temporary duties. Such duties may include but will not be limited to the following:

1. Hall duty
2. Playground duty
3. Gate duty
4. Cafeteria duty
5. Late bus duty
6. Other duties as directed by the principal

TEACHER EVALUATION (DNA)

All certified staff members shall be evaluated using Tulsa's TLE Observation and Evaluation System. The evaluation instrument is a confidential document and shall be protected accordingly.

The frequency and content of the formative and summative evaluation(s) will be determined by the current guidelines of TLE and by the evaluating supervisor. After observation/evaluation conferences, a copy of the observation/evaluation will be provided to the teacher in accordance with TLE. The purpose of the TLE system is to foster a cooperative effort between the teacher and the supervisor with the goal being teacher improvement and more effective education of the students.

TERMINATION OF EMPLOYMENT TEACHERS (DO)

It is the policy of the Boise City Board of Education that professional employees, who for any reason intend to resign or who intend to retire, are encouraged to indicate their plans in writing to the board as early in the school year as plans may become firm and the decision to leave the district is made. Resignations become effective at the end of the school year in which they are submitted. Resignations to become effective earlier than at the end of the school year require a release by the board and must be considered on an individual basis. Letters of resignation may be mailed to the board by registered or certified mail or hand delivered to the superintendent of schools.

A career teacher is one that has four consecutive years of employment in the same district.

Career teachers will be subject to dismissal at any time - or will not be eligible for reemployment - for:

1. Willful neglect of duty,
2. Repeated negligence in the performance of duty,
3. Mental or physical abuse to a child,
4. Incompetency,
5. Instructional ineffectiveness,
6. Unsatisfactory teaching performance,
7. Commission of an act of moral turpitude,
8. Conviction of a felony,
9. After a finding that such person has engaged in criminal sexual activity or sexual misconduct that has impeded the effectiveness of the individual's performance of school duties, or
10. Failure to earn required staff development points.
11. Abandonment of contract.

A probationary teacher is any certified teacher with less than four consecutive years of employment in the same district.

Probationary teachers may be terminated for cause or non-renewed by the board at its discretion subject to any statutory due process requirements in effect at the time such teacher is recommended for dismissal or nonrenewal.

Layoffs deemed necessary due to lack of funds or work are possible at any time.

The board of education may vote to offer employment or to not offer employment for the subsequent school year in advance of the statutory deadline. Until a written contract is executed or until the statutory deadline passes, the board may vote to not reemploy a certified employee.

SUPPORT PERSONNEL SUSPENSION, DEMOTION OR TERMINATION **(DOAC)**

A "support employee" provides those services which are not performed by certified teachers, principals, superintendents or administrators and which are necessary for the efficient and satisfactory functioning of a school district.

Layoffs deemed necessary due to lack of funds or work are possible at any time.

When the immediate suspension of a support employee is in the best interest of the school, the superintendent may suspend the employee with pay without notice or hearing. If an employee is suspended for a period exceeding 10 days, the superintendent shall initiate termination proceedings immediately upon the beginning of suspension. However, in a case involving a criminal charge, the suspension may be delayed until the case is adjudicated at trial. Nothing herein shall prevent proceeding against the employee for termination of employment during or after the suspension.

Prior to demotion, termination, or nonrenewal and after any suspension, the support employee shall receive notice of his or her right to a board hearing if so requested. Distribution of this policy to support personnel, verified by employee signature, shall serve as notice that such employees are entitled to a hearing before final termination of employment. Employees will be notified by certified mail of board

actions to demote or terminate employment, and the support employee must request a hearing by certified mail to the board clerk within 10 working days of said notice or the employee shall be deemed to have waived his or her right to a hearing.

If a hearing is requested, the hearing shall be conducted at the next succeeding regular meeting of the board if the request is received by the board clerk at least 10 days prior to such meeting. However, a special meeting may be conducted if requested by the employee or at the discretion of the board of education, which special meeting shall be conducted no sooner than 10 days nor later than 30 days after receipt of the hearing request. The decision of the board shall be final.

The procedures of this policy only protect employees who have been employed more than one year immediately preceding adverse employment action and are suspended or discharged during a contractual period of employment, or are nonrenewed.

The Boise City Board of Education has adopted the following causes for suspension, demotion, termination, or nonrenewal of support personnel.

1. Leaving work station without authorization prior to lunch periods or end of work day.
2. Excessive unexcused absenteeism.
3. Chronic absenteeism for any reason.
4. Excessive tardiness.
5. Persistently wasting time or distracting others during working hours.
6. Leaving work area during working hours without proper notification and permission.
7. Falsification of personnel or other records (personal or another employee's records).
8. Possession of weapons on the premises at any time.
9. Removing district property, records, or confidential information from premises without proper authority.
10. Willful abuse, misuse, defacing, or destruction of district property, including tools, equipment, or other property of other employees.
11. Theft or misappropriation of property of employees, students, or of this district.
12. Sabotage.
13. Refusal to follow instructions of supervisor.
14. Refusal or failure to do work assignment.
15. Unauthorized operation of vehicles, machines, tools, or equipment.
16. Threatening, intimidating, coercing, or interfering with employees, supervisors, or students at any time.
17. The making or publishing of false, vicious, or malicious statements concerning any employee, supervisor, students, or the district.
18. Creating or contributing to unsanitary conditions.
19. Practical jokes injurious to employee's or district property.
20. Possession, consumption, or reporting to work under the influence of alcohol, nonprescribed drugs, or controlled substances.
21. Creating disturbances on the premises at any time.
22. Disregard of known safety rules or common safety practices.
23. Unsafe operation of motor driven vehicles.
24. Operating machines or equipment without safety devices provided.
25. Participating in or witnessing gambling, lottery, or any other game of chance on district property.
26. Unauthorized distribution of literature, written, or printed matter of any description on district property.

27. Posting or removing notices, signs, or writing in any form on bulletin boards of district property at any time without specific authority of the administration.
28. Poor workmanship.
29. Immoral conduct or indecency including abusive and/or foul language.
30. Making or receiving personal telephone calls during working hours, except for emergencies.
31. Walking off the job.
32. Continued poor or negative attitude while on the job, including poor relationship with other staff or students.
33. Smoking in unauthorized area or at unauthorized time.
34. Failure to dress appropriately for work assignment.
35. Refusal of job transfer within the district when transfer does not result in demotion.
36. Abuse of rest periods or meal period policies.
37. Inappropriate and/or unauthorized use of the school district's computer network or Internet connections.

38. Insubordination of any kind.
39. Racial discrimination, including racial slurs or other demeaning remarks concerning another person's race, ancestry, or country of origin and directed toward another employee, a student or a visitor.
40. Violation of any district rule or policy.
41. Violation of any administrative rule or order.
42. If it is in the best interest of the school district, any support person may be suspended, demoted, or terminated.

Violations of any of the above may lead to the suspension, demotion, or termination of the support employee.

PERSONNEL LEAVE PROGRAM (DEC)

Leave categories will include sick leave, personal business leave, jury duty leave, and military leave. When an employee needs to be granted leave from job duties, the employee MUST submit the appropriate leave request. Verbal requests do not fulfill this requirement.

Employees should use leave provided in a prudent and judicious manner. The abuse of leave by employees will not be tolerated and any employee abusing leave policies will be subject to disciplinary action up to and including termination of employment.

Unpaid Absences

Unpaid leave may be granted at the discretion of the superintendent. Any employee who believes there is a need to be absent from work for any reason not covered in the approved leave policies, may request, in writing, unpaid leave for that purpose from the immediate supervisor. If the leave is approved by the superintendent, an amount equal to one day's pay will be deducted from the employee's salary for each approved absence.

If an employee is absent without securing approval for an unpaid absence, the employee shall be denied the salary for such absence and will be considered to be engaging in willful neglect of duty and, therefore, subject to disciplinary action up to and including termination of employment.

Leave Accumulation

The employee portal that is available to all employees maintains an updated record of the type and days of accumulated leave for each employee. It is the responsibility of the employee to verify available leave prior to submitting a leave request.

FAMILY LEAVE (DECBH)

It is the policy of the board of education to provide up to 12 work weeks of unpaid leave to employees who have been employed at least one year in this school district, who have worked at least 1,250 hours during the previous 12-month period, and who have exhausted their sick leave, personal leave, and vacation time.

Eligible employees are those district employees who meet the above requirements and who request leave for one of the following reasons:

1. Birth, adoption, or foster placement of a child by an employee;
2. To care for a spouse, son, daughter, or parent who suffers from a severe health condition; or
3. For a serious health condition that the employee is experiencing.
4. To care for a covered family service member with a serious injury or illness incurred in the line of duty on active duty; or to use for any qualifying exigency arising out of the fact that a covered military member is on active duty or called to active duty status in support of a contingency operation.

All eligible employees who are family member of covered service members with a serious illness or injury incurred in the line of duty, on active duty will be able to take up to 26 workweeks of leave in a single 12-month period. Sick leave, personal leave, and vacation leave will be deducted from the 26 workweeks of eligibility.

Before an employee will be placed on unpaid family leave, the employee must first exhaust any accumulated sick leave, personal leave, and vacation time. Such sick leave, personal leave, and vacation time will be deducted from the 12 work weeks of eligibility. If both spouses are employees of this district, their total leave in any 12-month period will be limited to 12 weeks if the leave is taken (1) for the birth or adoption of a child or (2) to care for a sick parent. The right to take leave for the birth or placement of a son or daughter expires 12 months after the birth or placement with the employee.

If the superintendent deems it necessary or desirable, an employee may be required to provide certification from a physician of the necessity of any leave requested. The superintendent may require certification as to the date the medical condition began, the anticipated duration and prognosis, and medical facts about the medical condition and treatment.

If the superintendent deems it necessary or desirable, the superintendent may require a second opinion by a physician selected and paid for by the district. If the original opinion and the second

opinion conflict, the district may require a third opinion at the district's expense. The conclusion of the third opinion will be final and binding upon the employee and the district.

If family leave is granted for a continuing health condition, subsequent recertification may be required at the discretion of the superintendent.

Intermittent leave may be taken in lieu of continuous leave for the birth or adoption of a child only with the concurrence of the district. The employee must provide 30 days of advance notice or as many days of advance notice as are practical. Leave taken for serious health conditions of the employee or an eligible member of the employee's family may be taken intermittently without district concurrence. However, the employee may be transferred to another position that can better accommodate the employee's recurring absences. Such transfer will not reduce the employee's pay and benefits.

Upon completion of family leave, the employee will be entitled to return to the former position of employment with equivalent benefits and pay without loss of seniority or tenure. The employee will be deemed to be at work for the purposes of tenure accrual and retirement vesting and participation. The district will maintain the employee's medical insurance coverage. If the employee contributes toward the premiums, the employee will continue to pay the same rate while on leave.

SICK LEAVE CERTIFIED PERSONNEL (DEC-R1)

The board of education shall provide sick leave benefits to all certificated personnel. The board sets forth the following provisions for administering this policy:

1. The superintendent or designee shall administer this plan.
2. Teachers may be absent from duty because of personal accidental injury, illness or pregnancy, or injury, illness or death in the immediate family without loss of salary not to exceed ten days during each school year. The right to such sick leave shall be vested at the beginning of the school year. Certificated employees who have an eleven-month contract shall receive eleven sick leave days per year and those who have a twelve-month contract shall receive twelve days.
3. If sick leave is taken for bereavement purposes, the leave for that period may extend to the date of the funeral and a reasonable time thereafter to allow for travel as long as the employee has leave available to use.
4. Unused sick leave shall be cumulative to a total of sixty days and is transferable to any other school district in Oklahoma. Up to a maximum of sixty days of sick leave earned in another Oklahoma district may be transferred to this district. Sick leave so transferred must be certified by the sending district.
5. Any employee who attempts to take unfair advantage of sick leave benefits shall be subject to dismissal or other disciplinary action as provided by contract and/or state law. Any employee may be required to submit appropriate evidence concerning the cause of his absence in order to qualify for sick leave benefits. Appropriate evidence may include the following:

- A. Physician's statement endorsed by the employee
 - B. Employee statement endorsed by the principal or immediate supervisor
 - C. Copies of claim submitted for insurance benefits
 - D. Other information as may be indicated by the circumstances
6. Appropriate evidence will be submitted when requested by the principal, immediate supervisor, or the superintendent in the following situations:
- A. Sick leave claim on days of unusual or inclement weather
 - B. Sick leave claim during the last four weeks of employment
 - C. Sick leave claim on days immediately preceding or immediately following holidays or non-work days other than weekends
 - D. Reasonable cause exists to believe that sick leave benefits are being abused
7. When a teacher's accrued sick leave is exhausted and the teacher is absent due to personal accidental injury, illness, or pregnancy, the teacher shall receive full salary less the amount that would be paid a substitute teacher for a maximum of 20 days.
8. After an employee has exhausted all accumulated sick leave, personal leave, and vacation time, the employee may be eligible for up to 12 work weeks of unpaid leave under the family leave policy.
9. Sick leave benefits may be paid in addition to workers' compensation benefits; however, the sum of the payments will not exceed 100% of the employee's net pay as it existed prior to injury.

NOTE: The term "immediate family" has been defined as those close family members such as a spouse or children residing within the same household as the employee. Sick leave may also be taken for the life-threatening illness of non-dependent children, mother, father, sister, brother, grandparents, mother-in-law, or father-in-law.

SICK LEAVE SUPPORT PERSONNEL (DEC-R2)

The board of education will provide sick leave benefits to all support employees. In compliance with Oklahoma Statutes, Title 70, Section 6-104, the following guidelines are set forth:

1. For the purposes of this policy, support employee is defined as a full-time employee of the school district as determined by the standard period of labor which is customarily understood to constitute full-time employment for the type of services performed by the employee who is employed a minimum of 169 days and who provides those services which are not performed by certified teachers, principals, superintendents or administrators and which are necessary for the efficient and satisfactory functioning of a school district.
2. The superintendent of schools, or designee, shall be responsible for administering this plan.

3. A support employee may be absent from duty due to a personal accidental injury, illness, or pregnancy, or accidental injury, illness, or death in the immediate family without loss of salary. Benefits shall include paid sick leave of one day per month of employment. The one-day sick leave per month equals the number of hours the employee normally works per day.
4. Unused sick leave shall be cumulative to a total of 60 days.
5. The sick leave granted to support employees under this policy shall be vested at the time of accrual, that is, upon the completion of the first month's employment, the employee shall have accrued one sick leave day.
6. Accumulated sick leave may be transferred to another school district where a support employee is employed the next succeeding school year in accordance with that district's policies.
7. Support personnel who are employed for the first time in this district and who were employed at another school district during the year immediately preceding their employment with this district may transfer a maximum of 60 sick leave days.
8. Sick leave benefits may be paid in addition to workers' compensation benefits; however, the sum of the payments will not exceed 100% of the employee's net pay as it existed prior to injury.

NOTE: The term "immediate family" has been defined as those close family members such as a spouse or children residing within the same household as the employee. Sick leave may also be taken for the life-threatening illness of non-dependent children, mother, father, sister, brother, grandparents, mother-in-law, or father-in-law.

PERSONAL BUSINESS LEAVE (DEC-R3)

The Boise City Board of Education shall provide three days for personal business leave for full-time certified and support personnel which shall be paid for by the school district. Such leave shall be limited to personal business matters that cannot be conducted before or after school hours or on weekends. Personal business days used above the three allotted will be charged a one day's salary. Personal business leave is noncumulative.

Requests for personal business leave shall be made in writing and in advance when possible. If advance request is not possible, the written request shall be filed within one day after returning to work. Personal Business Leave may not be used for personal entertainment, recreation, gainful employment, or to seek another position. The request shall be considered by the principal and superintendent who shall approve or disapprove.

The types of situations that may qualify for personal business leave are varied. The superintendent will determine if the request falls under the category of personal leave. The following examples serve only as guidelines:

1. Family illness other than immediate family
2. Emergency business transactions
 - A. Loan closings
 - B. Other banking matters
 - C. IRS reviews
3. Legal Matters
 - A. Meetings with an attorney for personal, spouse, or children's business
 - B. Court appearances
 - C. Settling of estates
4. Miscellaneous
 - A. Attend business convention with spouse
 - B. Military obligations
 - C. Attendance at a school activity if son or daughter is participating
 - D. Attending funerals

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

1. Pleasure trips or vacations
2. Attending school activities or sporting events when son or daughter is not competing
3. Seeking other employment
4. Participating in political or social activities
5. Performing any service for compensation

Requests for personal leave shall be made in writing and in advance when possible. The request shall be considered by the principal and/or superintendent. Exceptions to this personal leave policy shall be addressed by the building principal on a case-by-case basis.

JURY DUTY SERVICE AND WITNESS LEAVE (DEC-R5)

The board of education shall grant leave to employees who have been selected for jury duty or who have been subpoenaed as a witness in a criminal, civil, or juvenile proceeding. Employees shall be paid the full, current contract salary during such service. Monies necessary to pay substitute

teachers shall not be deducted from the salary of a teacher performing jury duty. However, the amount received by the teacher for jury duty service shall be applied toward the expense of the substitute teacher.

It is the policy of the board that the school district will not provide teachers with paid leave for non-subpoenaed testimony as a witness in a child custody case involving a student in this district. If a teacher testifies as a witness as a result of being subpoenaed, any compensation received from the court by the teacher shall be applied toward the expense of a substitute teacher.

MILITARY LEAVE (DEC-R6)

The board shall provide leave to qualified employees who are members of any component of the Armed Forces of the United States (Army, Navy, Marine Corps, Air Force, Coast Guard), including members of the Army and Air National Guard and the Reserve Forces and the commissioned corps of the Public Health Service, when the employee meets the requirements set forth below and the Uniformed Services Employment and Re-employment Rights Act of 1994 (USERRA). A leave of absence for the period of active service shall be without loss of status or efficiency rating and without loss of pay during the first 30 days of such leave.

Reemployment Rights

In order to qualify for reemployment rights, the employee must be or must have been employed on a regular basis.

Employees who are employed as temporary employees for a definite, nonrecurring period of time are not eligible. In order to qualify for reemployment rights, employees must be qualified as set forth in these regulations and in The Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA).

Employees must provide advance notice of military service unless military necessity prevents such notice or unless notice is otherwise impossible or unreasonable. Such oral or written notice must be provided by the employee or by an appropriate officer of the service branch. In order to qualify for reemployment, the employee cannot be absent for a period greater than five years unless the employee qualifies for an exception as set forth below. The employee must be or have been separated from the service under honorable conditions.

If the service is less than 31 days or is for the purpose of taking a fitness-for-duty examination, the employee must report for reemployment at the beginning of the first full regularly scheduled working period on the first calendar day following completion of service plus additional time for safe travel back to the employee's residence plus eight hours.

If the service is for a period greater than 31 days but less than 181 days, the employee must submit an application for reemployment no later than 14 days following completion of service.

If the service is for a period greater than 181 days, the employee must submit an application for reemployment no later than 90 days following completion of service.

These time limits may be extended up to two years if the employee is hospitalized or is convalescing from an injury or illness caused by the military service. The two-year extension may be further extended if reporting is impossible or unreasonable due to circumstances beyond the employee's control.

An employee with less than 91 days of service will be immediately re-employed in the position the employee would have attained had the employee not been absent if all qualifications for the position are met. If the employee is not or cannot reasonably become qualified for the advanced position, reemployment will be offered in the same position held prior to military service if qualified. If the employee is not and cannot become reasonably qualified for the same position, a position of lesser status and pay will be offered.

An employee who is absent for more than 91 days will be offered reemployment under the same conditions as above except that a different position with equivalent pay, status, and seniority may be offered.

Refresher training or "update" training will be provided if appropriate and necessary.

If a qualified employee applies for reemployment and has a service-related disability, reasonable accommodations will be made if possible. If reasonable accommodations cannot be made, a position providing equivalent seniority, pay and status will be offered. If neither of these options is possible because of the disability, a position as nearly equivalent as possible in seniority, pay and status will be offered.

Employees who are reemployed under these regulations are entitled to participate in any benefits available to employees on nonmilitary leaves of absence but must pay any employee participation costs that other employees pay.

An employee who is reemployed under these regulations will not be considered as having a break in service for purposes of any applicable pension plan and the military service time will be considered for benefit vesting and accrual consistent with any state regulations or law.

Health Insurance Coverage

If requested, the school district will maintain health insurance coverage on the employee (and the employee's family) for the first 30 days of military service regardless of whether the employee is called to active duty for more or less than 30 days. However, the employee must pay any employee participation costs that other employees pay. If the employee is called to active duty for more than 30 days, the military medical benefit will provide coverage. If the employee wishes to maintain private insurance after the first 30 days (for up to 18 months), the employee must pay the full cost of the premium.

The employee (and the employee's family) may choose to go back on the district health plan immediately upon return to district employment. There will be no waiting period and no exclusion of pre-existing conditions, other than for VA-determined service-connected conditions.

LEAVE SHARING PLAN (DEFA)

The Boise City Board of Education has established a sick leave sharing program for the donation of sick leave days to and from employees of the district. The program will permit employees to donate

sick leave to another district employee who is pregnant or recovering from childbirth or who is suffering from or who has a relative or household member who is suffering from an extraordinary or severe illness, injury, impairment, or physical or mental condition which has caused or is likely to cause the employee to take leave without pay or to terminate employment.

LEAVE SHARING PROGRAM (DEFA-R1)

"Relative of the employee" means a spouse, child, stepchild, grandchild, grandparent, stepparent, or parent of the employee.

"Household members" means those persons who reside in the same home and who have duties to provide financial support to one another. The term includes foster children and legal wards even if they do not live in the household.

"Severe" or "extraordinary" means serious, extreme or life-threatening, including temporary disability resulting from pregnancy, miscarriage, childbirth, and recovery there from as determined by a leave sharing committee composed of the employee's peers and supervisors.

"District employee" means a teacher or any full-time employee of this school district.

In order for an employee to participate in the shared leave program, the employee must:

1. Meet the criteria described in this regulation; and
2. Have abided by district policies regarding the use of sick leave.

An employee may donate sick leave to another employee only under the following conditions:

1. The receiving employee or a relative or a household member of the employee must have a severe or extraordinary illness, injury, impairment, or physical or mental condition. Included within the definition of a severe or extraordinary condition is any temporary disability resulting from pregnancy, miscarriage, childbirth, and recovery there from.
2. The condition must have caused, or is likely to cause, the employee to take leave without pay or to terminate employment.
3. Donated sick leave will not be available until all sick leave which is available to the requesting employee is exhausted. Available sick leave which must be exhausted includes only earned sick leave.
4. The amount of leave to be donated is within the limit of two days per year per employee as set by the board.

Employees may not donate excess sick leave that the donor would not be able to otherwise take and the board will determine the amount of donated leave an employee may receive.

Prior to using donated sick leave, an employee requesting donated sick leave pursuant to this policy must provide a medical certificate from a licensed physician or health care practitioner verifying the severe or extraordinary nature and expected duration of the condition.

When using donated sick leave, the receiving employee shall be paid the regular rate of pay normally paid to the receiving employee. Shared sick leave usage records will be maintained separately from regular sick leave records.

Shared or donated sick leave may be used only by the recipient for the purposes specified in this policy and may not be used if the employee has been notified of a pending reduction in force or employment termination affecting the employee.

Any shared sick leave not used by the recipient during each occurrence of shared sick leave use shall be returned to the donating employee. If more than one employee donated sick leave to the recipient and all the donated sick leave was not used, the remainder will be prorated to the credit of the donating employees and its original value (based on donor's pay rate) shall be restored.

A sick leave fund will be established only on a case by case basis.

Participation in this policy is strictly voluntary. No employee shall be coerced, threatened, intimidated, or financially induced into donating sick leave for the purpose of this policy.

EMPLOYMENT PRACTICES (DC)

The Boise City Board of Education shall employ teachers on a professional basis without regard to age, race, color, sex, or national origin.

Every teacher employed in this school system must possess a valid license or certificate and shall execute a written contract with the board of education. Teacher contracts shall be considered for renewal on or before April 10 each year.

Applications shall be considered by the principal and the superintendent. Selected applicants shall be interviewed by the administration and a recommendation shall be made to the board of education who shall make the final employment determination.

Additional qualifications and terms of employment for teachers may be found in the standard teacher contract. Specific duties may be found in the teacher job description found elsewhere in this manual. Nothing in this policy manual shall be construed as limiting or expanding the terms of the employment contract.

It is the policy of the Boise City Board of Education to take action concerning the renewal or nonrenewal of all certified employees' contracts on or before April 10 each year.

The district will provide reasonable assurance in writing to support employees that the district intends to employ for the subsequent school year no later than ten days after the effective date of the education appropriation bill or by June 1, whichever is later.

The superintendent shall recommend candidates for administrative, support, and certified positions to the board. The principal(s) shall be consulted on the employment and retention of teachers.

Among other requirements for employment, the superintendent shall insure that prospective employees produce legally sufficient documents showing citizenship status. Teachers coming into the system will be given credit on the salary scale for previous experience; up to five years from out-of-state, and total experience from in-state. The superintendent may develop rules and regulations governing employment practices. Such rules and regulations, if developed, must be approved by the board of education and shall become a part of this policy.

In the event the board decides not to employ a candidate who is recommended by the superintendent, further recommendations should be made to the board by the superintendent until a selection is made.

The employment of any person with this school district shall not be made or excluded on the basis of age, sex, race, religion, national origin, handicap, pregnancy, parenthood, marriage, or for any other reason not related to individual capability to perform in the position for which employed. In accordance with Oklahoma Statutes Title 70, Section 5-113.1, the board of education shall not consider for employment in any capacity a relative within the second degree of consanguinity or affinity of a board member.

It shall be the policy of the Boise City Board of Education that recommendations for renewal or nonrenewal of teachers' contracts shall be made by the principal to the superintendent. The superintendent shall make recommendations to the board prior to April 10 each year. Principals may be requested to attend when such recommendations are to be considered by the board.

Professional staff positions are created only with the approval of the board of education. Before any new position is established, the superintendent shall present for board approval a job description specifying the required qualifications and performance responsibilities.

DRUG-FREE WORKPLACE (DCC)

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 (P.L. 101-226).

WORKPLACE DRUG AND ALCOHOL TESTING (DCCA)

It is the policy of this board of education to require drug and alcohol testing of all new applicants upon a conditional offer of employment. The refusal of a job applicant who has been offered conditional employment to take the test will be considered as a basis for not employing the applicant. Each case will be reviewed to assure compliance with current regulations of the Americans with Disabilities Act.

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

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

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

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

All employees subject to CDL requirements shall be prohibited from:

1. The use of drugs, unless a written prescription from a licensed medical specialist is provided;
2. The use of alcohol:
 - A. while on duty;
 - B. four hours before driving;
 - C. eight hours following an accident;
3. Driving a vehicle or performing safety-sensitive functions while having a breath-alcohol concentration of .04 percent or greater as indicated by an alcohol breath test.

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

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

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

1. The school district will maintain all drug and alcohol test results and related information, including, but not limited to, interviews, reports, statements and memoranda, as confidential records, separate from other personnel records. Such records, including the records of the testing facility, shall not be used in any criminal proceeding, or any civil or administrative proceeding, except in those

actions taken by the district or in any action involving the individual tests and the district or unless such records are ordered released pursuant to a valid subpoena or other court order.

2. The records described above and maintained by the district shall be the property of this school district and, upon the request of the applicant or employee tested, shall be made available for inspection and copying to the applicant or employee. The district will not release such records to any person other than the applicant, employee, or the district's review officer, unless the applicant or employee has expressly granted permission in writing, following receipt of the test results, for the district to release such records or pursuant to a valid court order.
3. A testing facility, or any agent, representative or designee of the facility, or any review officer, shall not disclose to the district, based on the analysis of a sample collected from an applicant or employee for the purpose of testing for the presence of drugs or alcohol, any information relating to:
 - A. The general health, pregnancy or other physical or mental condition of the applicant or employee; or
 - B. The presence of any drug other than the drugs or their metabolites that the district requested be identified and for which a medically acceptable explanation of the positive result, other than the use of drugs, has not been forthcoming from the applicant or employee.

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

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

The school district shall pay all costs of testing for drugs or alcohol including any school requested confirmation tests and the costs of transportation to the drug/alcohol test site. Any individual who requests a retest of a sample in order to challenge the results of a positive test shall pay all costs of the retest, unless the retest reverses the findings of the challenged positive test in which case the school district shall reimburse the individual for the costs of the retest.

A copy of this policy shall be posted in a prominent employee access area and shall be provided to each job applicant upon the applicant's receipt of a conditional offer of employment.

An employee discharged on the basis of a refusal to undergo drug or alcohol testing or a confirmed positive drug or alcohol test conducted in accordance with the provisions of the Standards for Workplace Drug and Alcohol Testing Act shall be considered to have been discharged for misconduct and shall be disqualified for unemployment compensation.

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

FAIR LABOR STANDARDS ACT (CVFA-R)

In accordance with the policy of the board of education, the following regulation shall insure compliance with the Fair Labor Standards Act within this school district.

1. This district will pay all nonexempt employees at least the federal minimum wage and time and a half for all hours worked which exceed 40 hours per week, or permit compensatory time off at the rate of one and one-half hours off duty for each overtime hour worked. Provided, however, that for any overtime hours to be credited for overtime pay such overtime hours must be approved in advance by that employee's designated superior. Failure to get approval for overtime may result in disciplinary action being taken, which may include termination of employment.
2. This district will inform employees of the law by posting information disseminated by the U.S. Department of Labor.
3. This district shall establish, through separate administrative regulations, the process of time keeping and procedurally complying with the Act.

NONDISCRIMINATION (DAA)

"The Boise City Board of Education does not discriminate on the basis of disability, race, color, religion, national origin, sex, age, or veteran status."

RECORDS INVESTIGATION (DABB)

The Boise City Board of Education believes that it has a responsibility to employ only those persons who are qualified in every respect. The board further believes that it should avail itself of means and methods provided by the legislature to assist in the selection of employees. Therefore, it is the policy of this board of education that a felony records check shall be conducted of all prospective employees. A written consent will be required from the prospective employee consenting to a felony records check to be conducted as authorized by Oklahoma law. The records check shall be initiated by the school district's written request, through the superintendent, to the State Department of Education. Effective November 1, 2012, the school district may contract with a third-party vendor who is a member in good standing with the National Association of Professional Background Screeners to perform any and all employment screenings, background checks, and credit checks.

Any person applying for employment as a substitute teacher shall only be required to have one such felony records search for the school year. Upon request of the substitute teacher, that felony records search results may be sent to any other school district in which the substitute teacher is applying to teach. The board of education may choose whether to require a national criminal history record check from a prospective substitute teacher who has been employed by the school district in the last year.

Any person who has been employed as a full-time teacher by a school district who applies for employment as a full-time teacher in another school district may not be required to have a national criminal history background check completed if the teacher produces a copy of a national criminal history record check completed within the preceding five (5) years and a letter from the school district in which the teacher was employed stating the teacher left in good standing.

Any person who has been employed as a substitute teacher by a school for a minimum of five (5) years preceding an application to be employed as a full-time teacher may not be required to have a national criminal history record check completed if the teacher can produce a copy of a national criminal history record check completed within the preceding five (5) years and a letter from the school district in which the teacher was employed as a substitute teacher stating that the teacher left in good standing.

Any person employed as a full-time teacher by a school district in Oklahoma for ten (10) or more consecutive years immediately preceding an application for employment as a substitute in the same school district is not required to have a national criminal history record check for as long as that person remains employed for consecutive years by that school. If the substitute teacher wishes to work in another Oklahoma school district, a national criminal history background check will be required.

If the applicant for employment meets all other criteria for employment in this school district, the applicant may be employed on a temporary basis for up to sixty (60) days pending receipt of the felony records search results. The temporary employment of the prospective employee shall terminate after sixty (60) days unless the school district receives the results of the national criminal history records check. The sixty (60) day temporary employment period shall begin on the first day the prospective employee reports for duty at the employing school district. If the applicant is offered permanent employment following the review of the records search, the search fee will be reimbursed in full.

FELONY RECORDS SEARCH PROCEDURES (DABB-P)

Pursuant to 70 O.S. §5-142, the Boise City School District will obtain the results of a national felony record search of the name and fingerprints of every prospective school district employee. During the first interview with each employment applicant, the applicant will be advised that:

1. The school district requires a national felony record search of every prospective employee's name and fingerprints as a condition of employment;
2. To enable the school district to request the search and obtain the results, the applicant must complete and sign an Authorization and Release form provided by the school district;
3. The school district will request a felony record search only if the superintendent of schools recommends employment of the applicant;
4. If the superintendent of schools recommends employment of the applicant, the applicant must pay the search fee, which will not exceed \$50;
5. The school district will reimburse the applicant for the search fee unless the search discloses a prior felony offense conviction;
6. If the superintendent of schools recommends employment of the applicant, the applicant must permit the Oklahoma State Bureau of Investigation to fingerprint the applicant; and
7. The applicant, if placed on duty prior to receipt of the felony search results, will be classified as a temporary employee until the school district is notified that the search is clear of any felony record.

If the felony records search reveals a prior felony offense conviction or if the applicant provides a false response to one or more of the questions on the Authorization and Release, the applicant will be denied employment and, if placed on duty prior to receipt of the search results, will be deemed to have resigned from employment with the school district, effective upon acceptance by the board of education. The board of education may accept any employee's resignation at any time within thirty (30) days after the date the school district is notified of either the unsatisfactory search results or learns of the applicant's false response, whichever is later. Under these circumstances, the employee waives any due process procedures that might otherwise be available under federal and state law and school district policies and procedures.

The school district will also request a national felony record search of the name and fingerprints of any current school district employee if the board of education recommends a search of that employee's felony record.

REDUCTION-IN-FORCE CERTIFIED PERSONNEL (DOCA)

It is the policy of the Boise City Board of Education that, in the event it becomes necessary to reduce the professional staff of this school district, reduction-in-force at any level may be based on any of the following conditions:

- Decrease in revenue,
- Decrease in student enrollment,
- Changes in educational programs or curriculum,
- Cancellation of programs, or
- Any other circumstances determined by the board.

Definitions

Career Teacher: A teacher who has completed three (3) or more consecutive complete school years in such capacity in one school district under a written contract.

Probationary Teacher: A teacher who has completed fewer than three (3) consecutive complete school years in such capacity in one school district under a written contract.

Licensed Teacher: A teacher who has been issued an emergency or provisional certificate.

In the event any of the above conditions occur, every effort will be made to accomplish the necessary reduction by attrition, voluntary resignation, or voluntary retirement. Otherwise, reduction-in-force will be made according to the following procedures:

1. The position will be the determining factor in a reduction, not the teacher occupying the position.
2. The order of termination will be as follows:
 - A. A licensed teacher in an eliminated position will be terminated first.

- B. A probationary teacher in an eliminated position will be terminated second. However, if a probationary teacher is certified for a position held by a licensed teacher, the probationary teacher will be reassigned to that position, and the licensed teacher will be terminated.
- C. A career teacher in an eliminated position will be placed in a retained position in which the teacher is, at the time of the presentation of the recommendation to reduce force, certified by standard certification, provided the position is occupied by a probationary or licensed teacher.
- D. If a career teacher is qualified for standard certification in a position held by a probationary or licensed teacher but does not have such a certificate, then such career teacher must have evidence of eligibility for such certification on file in a personnel file in the office of the superintendent at the time of the presentation of the recommendation to reduce force.
- E. If there is more than one career teacher assigned to a like position that is subject to being eliminated, the following criteria, in this order, will be used to determine which of the career teachers will be retained:
 - 1. Certification in a retained teaching position which is open. A career teacher with standard certification for the retained position will be retained over a probationary teacher, and a probationary teacher will be retained over a licensed teacher.
 - 2. Seniority in continuous, full-time, contracted, certified employment in the district.
 - 3. If certification and seniority are the same according to the above criteria, the determining factors in order of importance are:
 - a. Years of teaching experience in the retained position in the local school district.
 - b. Academic degree status:
A teacher with a doctor's degree will be retained over a teacher with a master's or a bachelor's degree; a teacher with a master's will be retained over a teacher with a bachelor's degree.
- F. If there is more than one probationary teacher or more than one licensed teacher in the position being reduced, the criteria listed in E, 1 through 3, will be used in determining which probationary teacher or licensed teacher will be retained.

Recognizing the importance of having qualified personnel to conduct extracurricular programs, the board reserves the right to retain teachers or employ new teachers regardless of the factors used above in determining which teacher(s) to reduce for the following extra duty assignments: Directors of vocal and instrumental music, and the head coaches of sports.

The board of education reserves the right to retain teachers regardless of the criteria listed above when there is a need for teachers to take extra duty assignments if no other teachers with necessary qualifications and experience are available to take the needed extra duty assignments.

The board reserves the right to select and employ all administrators regardless of factors listed above in determining which employees are to be reduced.

Personnel whose employment is terminated under the provisions of this policy shall be given priority for reemployment to fill subsequent vacancies in positions for which they have standard certification. Such reemployment shall be in reverse order of termination according to the provisions of this policy. Priority for reemployment shall extend for a period of sixty (60) days.

Any person terminated under the provisions of this policy who wishes to be considered for future vacancies must make formal application for a teaching position and must notify the superintendent by certified mail, restricted delivery, within ten (10) days following final board action on the termination, of the teacher's desire to remain an active applicant for a teaching position.

REDUCTION-IN-FORCE SUPPORT PERSONNEL (DOCB)

The Boise City Board of Education believes that every reasonable effort should be made to avoid a reduction in force at any level. However, if it should become necessary to reduce the number of full-time support employees due to lack of funds or lack of work in a particular area, the position or program will be the determining factor and not the individuals who occupy the position or serve the program.

An employee is considered to be a full-time employee if the number of hours worked is the number of hours customarily worked in that position and if that position is designated as a full-time position by the board.

A reduction in force may occur for lack of funds, lack of work because of a decline in enrollment, consolidation of programs or positions, elimination of positions, or other circumstances as determined by the board.

If termination of employment should become necessary, notices of such terminations will be made as set forth in the policy governing suspension, demotion, or termination of support employees found elsewhere in this manual.

Any necessary terminations shall begin by dismissing temporary, seasonal, or part-time employees within the job category affected. These employees shall be terminated at the discretion of the board or the board's designee. Job categories are listed alphabetically as follows:

- a. Assistants for handicapped students
- b. Bus drivers
- c. Classroom assistants
- d. Food service
- e. Maintenance/custodial
- f. Media/library assistants
- g. Office personnel/assistants

If normal attrition and the release of temporary and part-time employees do not sufficiently reduce the support staff, the following items will be considered in the reduction process in the order listed:

1. Job qualification by training and years of experience
2. In the event that two or more employees in the affected category are equal in the above factor, termination shall be made on the basis of seniority within each general job category.

Supervisors and directors shall serve at the pleasure of the board and shall not be subject to the prescribed seniority order for reductions in force. Personnel whose positions are eliminated in one category may be considered for a position in another category.

Seniority shall be defined as the total length of service as a support employee within this district. Employees who are terminated and subsequently reinstated shall retain cumulative seniority for all periods worked except for the period of termination.

Demotions in position shall follow the same procedure as terminations.

An employee who takes a voluntary demotion or a voluntary reduction in assigned time in lieu of termination shall be returned to a higher position or a position with more hours as vacancies become available, if the employee chooses to return.

CERTIFIED EMPLOYEE RESIGNATIONS AND REFERENCE REQUESTS (DDC)

It is the policy of the Boise City Board of Education that any employee may submit a written resignation from employment with the school district. The resignation must be written, dated, and signed. It must specify the date upon which the resignation is to be effective. The resignation must be mailed to the superintendent by certified mail, return receipt requested, or personally delivered to the superintendent's office and an acknowledgment of receipt inscribed on the face of the resignation. Furthermore, it is the policy of the board of education that teacher resignations must be tendered no later than fifteen (15) days after the first Monday in June.

Any individual who is a school employee, contractor, or agent of the school district is prohibited from assisting a school employee, contractor, or agent in obtaining a new job, if the individual has probable cause to believe that such employee, contractor, or agent engaged in sexual misconduct regarding a minor or student in violation of the law. This prohibition shall not apply if:

1. The information giving rise to probable cause has been properly reported to a law enforcement agency with jurisdiction over the alleged misconduct; and
2. The information giving rise to probable cause has been properly reported to any other authorities as required by Federal, State, or local law; and
3. The matter has been officially closed or the prosecutor or police with jurisdiction over the alleged sexual misconduct has investigated the allegations and notified school officials that there is insufficient information to establish probable cause that the school employee, contractor, or agent engaged in sexual misconduct regarding a minor or student in violation of the law; and
4. The school employee, contractor, or agent has been charged with, and acquitted or otherwise exonerated of the alleged misconduct; or

5. The case or investigation remains open and there have been no charges filed against, or indictment of, the school employee, contractor, or agent within four (4) years of the date on which the information was reported to a law enforcement agency.

The routine transmission of administrative and personnel files is not considered assisting a school employee in obtaining a new job and will be exempt from the requirements of the procedure listed above.

SUPPORT EMPLOYEE RESIGNATIONS (DDD)

It is the policy of the Boise City Board of Education that any support employee may submit a written resignation from employment with the school district at any time. The resignation must be written, dated, and signed. It must specify the date upon which the resignation is to be effective. The resignation must be mailed to the superintendent by certified mail, return receipt requested, or delivered to the superintendent's office and an acknowledgment of receipt inscribed on the face of the resignation.

The superintendent is authorized to accept the written resignation of any support employee and shall advise the support employee in writing that the resignation has been accepted.

The superintendent shall advise the board of the support employee's resignation and whether or not it has been accepted.

Final payment of compensation shall be processed and disbursed at the scheduled times.

SALARIES AND EXPENSES (DE)

It is the policy of the Boise City Board of Education that no teacher shall be paid less than the state schedule. Extra duties shall be compensated for as scheduled. A schedule of salaries and fringe benefits paid to administrators will be filed with the State Department of Education by October 1, each year. Hourly wages for support employees will be established by the board of education.

All teachers shall be paid not later than the 30th day of each month. If the 30th falls on a weekend or a holiday, teachers shall be paid on the last preceding school day.

All full-time employees who are exempt from the hourly wage requirements of the Fair Labor Standards Act will be paid on a twelve-month basis.

The board shall also provide for a staff leave program and reimbursement of approved expenses.

FRINGE BENEFITS (DEAB)

It is the policy of the Boise City Board of Education to provide a fringe benefit schedule which reflects adequate compensation for professional training and experience and will participate in a Section 125 "Cafeteria" plan. The following limitations are placed upon the plan:

1. Eligibility of an employee to participate in the fringe benefit program shall be determined at the time he/she is employed.
2. An eligible dollar amount of benefits shall be established by the board to assure that all employees may benefit to the maximum of their eligibility.
3. Teacher Retirement shall be paid on the salary and fringe benefits claimed under the plan.
4. Social Security shall be paid on the salary and fringe benefits claimed under the plan.
5. The board will allow only those items it believes eligible to be covered in the plan for fringe benefits.
6. The decision of the board concerning eligible items to be covered in the plan will be final.
7. After an employee executes a contract at the first of the school year, no changes may be made in the fringe benefits plan until the next school year. Exceptions may be granted for circumstances arising beyond the control of the employee and only upon the superintendent's approval of contract modification.

WORKERS' COMPENSATION INSURANCE (CRE)

It is the policy of the Boise City Board of Education that when an employee is absent from work due to a job-related illness and/or injury, compensation will be made to the claimant by the workers' compensation carrier.

It is further understood that neither earned vacation nor sick leave time will be used in lieu of workers' compensation benefits except as described below.

The school district will provide additional benefits to the employee, in addition to the workers' compensation benefits, by permitting employees to use a portion of accrued sick leave. When sick leave is used along with worker's compensation benefits, only that amount of sick leave may be used which when combined with worker's compensation benefits will provide a combined daily benefit equal to the employee's regular daily rate of pay. Any benefits above the worker's compensation benefits will be taxed at the particular employee's normal tax rate.

In no case will the combined payments to the claimant be in excess of 100 percent of the regular contractual salary for that employee.

Sick leave may be used for time lost to job-related injuries that do not qualify for workers' compensation insurance.

PURCHASING PROCEDURES

All supplies, equipment and construction shall be purchased under a purchase order system following established procedures and regulations and complying with applicable state and federal laws and regulations of the Oklahoma State Department of Education.

These procedures apply to **ALL** purchases made from the General Fund, Building Fund, Bond Fund, and Activity Fund. The numerical order is the proper sequence to follow to execute a legal, proper purchase.

1. Request for expenditure of funds (must be itemized, priced, vendor identified, shipping charges included)
2. Receive approval for expenditures
3. Encumbrance (P.O.) issued and dated (must be itemized and priced)
4. Purchase made
5. Goods and services received and verified
(invoice or delivery ticket must be priced out and signed by person receiving goods)
6. Verified and signed invoice delivered to superintendent's office immediately
7. Invoice processed for payment at next board meeting
8. Payment made

If this process is not followed correctly for every purchase, the employee making the purchase is likely guilty of making an illegal purchase and that employee will be required to acknowledge the error and sign an affidavit that verifies that the purchase was illegally made. Repeated violations of this purchasing policy can result in disciplinary action up to and including termination.

PURCHASING CARD POLICY & PROCEDURES HANDBOOK

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1. INTRODUCTION

Boise City School has entered into an agreement with Security BankCard Center to provide qualified employees with a Visa Purchasing Card.

- A Purchasing Card is credit card that enables employees to purchase authorized goods and services on behalf of the Company. The Purchasing Card works like any other credit card. However, the differences are as follows:
 1. Cardholders may have online access to real-time transaction information.
 2. The Coordinator of the Program can make real-time changes such as, increase limits, close cards, as well as, review authorizations and declines.
 3. Additional information about the transaction may be available. For example, what was actually purchased at Lowe's.
- Purchasing cards can be used anywhere VISA is accepted, except for unauthorized vendors that have been specifically blocked from use by the Company. Any vendor from whom you currently purchase goods should be considered a potential vendor of the Purchasing Card.
- The superintendent or his/her designee with the appropriate approving authority may request cards for employees responsible for providing goods and services by completing a Purchasing Card Request Form (Appendix A). Dollar limits for purchases will be set on this form. Cardholder's will be required to sign the Cardholder Agreement (Appendix B)
- Automatic restrictions may be setup on individual cards.
 1. For instance: Sam Smith is only allowed to purchase Office Supplies. Therefore, if Sam tries to use his card at a gas pump, it will be declined by Visa and the company will be able to view the decline online.
- The purchasing cards are NOT for personal use or unauthorized purchases.
- All purchasing cards are issued through the superintendent's office.
- Card usage will be audited and may be rescinded at any time. The authorized cardholder is the only person who may use the Purchasing Card. After completion of a training session with the Purchasing Card Coordinator, you will receive your card.
- Recordkeeping is essential to ensure success of this program. Standard payment policies require retention of receipts, and other documentation. As with any credit card, you must retain original, itemized sales slips, cash register receipts, invoices or any other pertinent documentation.
- The Purchasing Card is to be used in accordance with the guidelines established within this Handbook. You are to treat this program with the same sense of responsibility and security you would use with your personal credit cards.

2. CARD PROCEDURES

How to Obtain a Card

- Your supervisor must indicate approval by completing and signing the Purchasing Card Request Form (Appendix A) and submitting the form to the Purchasing Card Coordinator in the superintendent's office.
- The Purchasing Card Coordinator will order the card, arrange for cardholder training, and will notify you when it is available to be picked up. Prior to receipt of the card you must read the Purchasing Card Procedures Handbook and sign the Purchasing Card-Cardholder Agreement Form (Appendix B).
- When you receive the card, you must sign the back of the card immediately and always keep it in a secure place. Although the card is issued in your name, it is the property of **Boise City School** and is only to be used for **Boise City School** purchases as defined in this Handbook.

How to Cancel a Card

- Contact your Supervisor or the Program Administrator for instructions.

Card Renewal

- A renewal card will automatically be mailed to the Purchasing Card Coordinator. You will be notified when the card is available.

Reporting a Lost or Stolen Card

- The cardholder must notify his or her immediate supervisor of the lost or stolen card within one (1) business day after discovering the card missing.
- Should a lost or stolen card be subsequently discovered by the cardholder, the card shall be cut in half and sent to the Purchasing Card Coordinator.

Cardholder Separation from Service

- Prior to separation from the Company, the cardholder shall surrender the purchasing card with the proper receipts and expense report documenting each transaction.
- The supervisor shall cut the card in half, and notify the company Purchasing Card Coordinator.

Purchasing Card Security

- Always keep the card in a safe place. The Purchasing Card will have the employee name embossed on the card and shall only be used by the authorized cardholder. **NO OTHER PERSON IS AUTHORIZED TO USE THE CARD.**
- The cardholder is responsible for all transactions procured with their card. Cards and card numbers must be safeguarded against use by unauthorized individuals in the same manner that a cardholder safeguards his or her personal banking information. Although the card is issued in the individual's name, it is the property of **Boise City School**.

Card Cancellation

- The Company reserves the right to cancel any card at any time. Cardholders who misuse the Purchasing Card may be subject to disciplinary action, legal action, and/or termination.

Misuse of the purchasing card includes:

1. Purchase of unauthorized item(s).
2. Use of the purchasing card by someone other than the cardholder.
3. Fraudulent or inaccurate recordkeeping.
4. Failure to obtain original, itemized receipts.
5. Failure to maintain the Purchasing Transaction Log.
6. Failure to reconcile the monthly statement by the 20th of each month.
7. Purchasing items for personal use.

3. ACCEPTABLE VISA CARD PURCHASES

- The following information provides examples of purchases that are appropriate for the purchasing card:
 1. Travel, conference expenses
 2. Approved supplies for your building, department or program
 3. Conference and seminar registrations
 4. Classroom supplies
 5. Textbooks
 6. Instructional games and toys
 7. Federal Express, United Parcel Service, United States Postal Services expenses
 8. Other miscellaneous items that apply to your budget
 9. Hardware stores and Discount stores

This list is not intended to be all inclusive. If you have specific questions, please call the Purchasing Card Coordinator for assistance.

4. UNACCEPTABLE VISA CARD PURCHASES

- The following items define where the purchasing card is NOT appropriately used:
 1. Alcoholic beverages
 2. Tobacco
 3. Lottery Tickets
 4. Cash Advances
 5. ATM withdrawals
 6. Gift certificates or gift cards
 7. Any personal purpose

This list is not intended to be all inclusive. If you have specific questions, please call the Purchasing Card Coordinator for assistance.

5. PROGRAM RESTRICTIONS

- Each VISA Purchasing Card has been assigned a transaction and/or monthly credit limit determined by the supervisor of the cardholder. All limit changes must be submitted to the Purchasing Card Coordinator using the form Appendix A.
- The Purchasing Card will be accepted for purchases of generally approved goods and services .
- Levels of credit authorization are in place to clearly define the individual purchasing limit controls. Each cardholder will have a transaction limit and/or monthly limit. Transaction limit options are listed on the Request for a Visa Purchasing Card form.
- Certain company-wide cards may have unlimited transaction amounts. Transactions falling outside the assigned level will be declined at the point of sale.
- If your card is declined by a merchant and you feel the decline should not have occurred, contact the Purchasing Card Coordinator. Do NOT ask the cashier to “try it again”. This is a fraud red-flag and could (after 3 times) lock your account from any other charges. If this occurs Security BankCard Center must unlock the account.

6. RECOURSE FOR IMPROPER USE

- In the event that improper usage of the Purchasing Card is discovered, written notification will be sent from the Purchasing Card Coordinator with a copy given to the supervisor of the cardholder.
- Corrective action may occur up to and including termination.

7. CARDHOLDER RESPONSIBILITIES

- As the person whose name appears on the Purchasing Card, you are responsible for keeping track of how the card is used, and for keeping it safe. And just like any credit card, you should protect against fraudulent use of the card.
- You must keep the original receipts for ALL purchases made with your Purchasing Card. Specifically, be sure to keep original, itemized cash register tapes, invoices showing detail of items purchased, or other relevant documentation. Your receipts help you reconcile account activity to your monthly Cardholder Statement.
- Training will be provided prior to a Purchasing Card being issued to the cardholder. During the training session, cardholders must read and sign the Acknowledgement of Receipt of the VISA Purchasing Card and Terms of Revocation Form prior to cards being issued. When the card is received, the cardholder must immediately sign the back of the card.
- When utilizing the card to purchase supplies and materials, the cardholder will check as many sources of supply as reasonable to assure best price and delivery.
- If an item is not satisfactory, received in error, damaged, defective, duplicate order, etc., the following steps should be followed:
 1. The cardholder contacts the vendor to obtain authorization to return the item(s). Every vendor is different for return policies; make sure the return meets the vendor’s criteria without incurring a restocking fee or shipping and handling fees. If available, the item(s) to be returned should be re-packed in original manufacturer’s packaging.

2. If a vendor has not replaced or corrected the item by the statement cutoff date, then the purchase of that item will be considered in dispute. Attach the completed Dispute form and send as instructed or go to www.securitybankcard.com. Click on COMMERCIAL CARDS and select the Disputes link. Complete the form and submit as requested. A copy of the dispute form should be sent to the superintendent's office.
3. Standard auditing procedures require retention of receipts and other documentation. As with any transaction you must retain the original itemized sales slips, cash register receipts, invoices, order forms and receiving documents.
4. Statement cut-off is 15th day of the month. Every cardholder must review their statement for all transactions made on the VISA Purchasing Card.
5. Reconciled, approved statements and appropriate documentation are due to the Business Office by the 20th day of each month.
6. If a transaction receipt is misplaced or not received, the cardholder shall be responsible for contacting the vendor and obtaining a duplicate copy of the receipt.
7. Disputed billing can result from failure to receive goods or services, fraud or misuse, altered charges, defective merchandise, incorrect amounts, duplicated charges, credits not processed, etc.
8. The cardholder is responsible for contacting and following up with the vendor on any erroneous charges or disputed charges as soon as possible. Most issues can be resolved this way. Attach the completed Dispute form and send as instructed or go to www.securitybankcard.com. Click on COMMERCIAL CARDS and select the Disputes link. Complete the form and submit as requested. A copy of the dispute form should be sent to the superintendent's office.

8. PURCHASING CARD CONTACT INFORMATION

Contact	Name	Email Address	Phone Number
Boise City School	Toni Thornton	toni.thornton@bcpsd.org	580-544-3110
Security Bankcard Center	Customer Service	companycards@securitybankcard.com	800-356-8085

APPENDIX A
Boise City School

REQUEST FOR A VISA PURCHASING CARD (or) REQUEST CHANGES MADE TO AN EXISTING CARD.

Use this form to request a VISA Purchasing Card or to make changes to an existing card. The form should be completed by the supervisor and sent to the Program Coordinator.

Check one:

New card request?

Changes to an existing card? If so, indicate below what changes you are requesting:

Employee Name: _____
(Please Print)

Address: _____

Email Address: _____

Office phone: _____ Cell phone: _____

Building or Work Location: _____

Department: _____

Expense Report Interim Approver(s) _____

Expense Report Final Approver(s) _____

OPTIONAL - INCLUDE ANY ACCOUNTING CODES, ETC... BELOW

Limits for the purchasing card are established by the cardholder's supervisor and should be based upon the business needs of that individual. I acknowledge and approve the Visa Purchasing Card request for the employee named above. I would like to request limits for this card as follows:

Monthly Credit Limit Required	Single Purchase Limit (Optional)	Daily Purchase Limit (Optional)	Transaction Purchase Limit – (Optional)

Administrator/Supervisor signature: _____ Date _____

APPENDIX B

**ACKNOWLEDGEMENT OF RECEIPT OF THE VISA PURCHASING CARD
AND TERMS OF REVOCATION FORM**

I agree to accept responsibility for the protection and proper use of the Purchasing Card in accordance with the terms and conditions below and in accordance with the Purchasing Card Procedures Handbook.

1. I understand that I will be making financial commitments on behalf of Company and will seek to maximize the purchasing value.
2. I understand that personal purchases are not allowed on the Purchasing Card, and I agree to use the Purchasing Card for the purchase of items for use in official business only. All purchases must comply with the purchasing policies. I understand that examples of items not to be purchased with the Purchasing Card are included in the Purchasing Card Handbook; however, I also understand this list is not all inclusive and that if I have a question about a purchase I will go to my supervisor for approval.
3. I understand that I shall be personally liable for the inadvertent/improper use of the Purchasing Card, and I agree to pay the cost of such use, (other than improper use as the result of a **lost or stolen card** which was immediately reported as required in the Purchasing Card Procedures Handbook), including fees and interest assessed against the improper purchase.
4. I understand that improper use of the Purchasing Card may be cause for disciplinary action, including termination, and that improper use of the Purchasing Card may subject me to criminal prosecution.
5. I also understand that if there are amounts, which are attributable to my improper use of the Purchasing Card, I agree to reimburse the Company.
6. I agree to abide by the guidelines contained in the Company Purchasing Card Handbook.
7. I understand that failing to follow the Purchasing Card program guidelines may be deemed an improper use of the card and could result in revocation of the Purchasing Card and appropriate disciplinary action, which may include termination.
8. I agree to provide original, itemized receipts from the supplier for each transaction made on the Purchasing Card as required in the Company Purchasing Card Handbook. Failure to report or document any purchase may be deemed an improper use of the Purchasing Card.
9. I understand that should my employment with Company terminate for any reason, the Purchasing Card must be returned to the Purchasing Card Coordinator.
10. I also understand that Company may withdraw authorization to use the Purchasing Card and require the return of the Purchasing Card at any time for any reason. If the Purchasing Card is lost or stolen, I agree to notify my immediate supervisor and the Purchasing Card Coordinator immediately.
11. I have been given a copy of the Company Purchasing Card Handbook, have read the handbook, have received training on the Purchasing Card Program and understand the requirements for Purchasing Card use.

By signing below you are acknowledging you have read the Manual and will abide by the Policies and Procedures discussed herein.

Cardholder Signature _____

Date _____

Program Administrator Signature _____

Date _____

SECURITY BANKCARD CENTER INC.
Attn: Janice P.O. Box 6139 Norman, OK. 73070

Account Number:

Fax # (405) 217-7546 Attn: Janice

All disputes must be received **in writing**, within **60 days** of the error posting to your account. **Your signature is required**. Return this form along with all documentation required. **Only check one reason for the dispute**. Only one disputed transaction per page. If more space is needed for explanation, please attach a second sheet.

Transaction Date of Charge: _____ Amount of Charge: _____

Merchant Name: _____ Merchant Location: _____

UNKNOWN CHARGE: Do not recognize this charge. I need more information to verify charge is valid. Merchant has 30 days to supply a copy of the transaction. **Date you contacted the merchant:**

_____.

RECURRING CHARGE: Membership Cancelled. If the charge is a recurring charge, i.e. Internet service accounts, monthly insurance, **you must cancel with the merchant prior to disputing charges. You must first attempt to resolve the dispute with the merchant.** Date you contact the merchant

_____. Charge cancellation date: _____, Cancellation confirmation number: _____. You may send us a copy of the merchant's cancellation confirmation letter. **Only charges that post after your cancellation date may be disputed. Without proof of cancellation we are unable to remove this charge.**

HOTEL/MOTEL CHARGE: Hotel/Motel NO SHOW charges may be disputed **only** if you have the cancellation number that the merchant provided at the time you cancelled your reservation. Cancellation Number & Date:

_____. **Without the cancellation numbers we are unable to remove this charge.**

MERCHANDISE NOT RECEIVED: **You must first attempt to resolve the dispute with the merchant.** Please describe what was ordered. _____.

State the date you contacted the merchant _____. Please list the date the merchandise was scheduled for delivery: _____

Please state the Merchants response: -

CREDIT NOT POSTED FOR CANCELLED ORDER: **You must first attempt to resolve the dispute with the merchant. Merchants have 30 days to post a credit to your account.** Credit will not post to your account if the merchandise is in your possession. Please state what was ordered: _____

_____. Was the order canceled? _____. Please supply a copy of the credit receipt, or list the date the merchant stated the credit would be processed.

CREDIT NOT POSTED FOR RETURNED MERCHANDISE: **You must first attempt to resolve the dispute with the merchant. Merchants have 30 days from the day they receive the merchandise back to post a credit to your account.** Return date: _____.

Credit will not include shipping and handling cost. We must have proof of return, **without proof of return we are unable to remove this charge.** What address was the merchandise returned to:

_____. Who signed for the return: _____. Describe what was expected, what was received and reason for the return.

___ **PAID FOR BY OTHER MEANS:** **You must first attempt to resolve the dispute with the merchant.** To dispute a charge on your credit card that you paid for by other means you must **supply us with a copy of your receipt**, if you paid cash; **or copy of front & back cancelled check**, if paid by check; or **copy of credit card statement**, if paid by different card. **Without proof of other means of payment, we are unable to remove this charge.**

___ **AMOUNT DIFFERENT:** To dispute a charge for amount different, **you must supply a copy of your receipt with the correct amount of the charge.** Without your copy of the receipt, we are unable to remove this charge. The correct amount of charge is _____. The amount charged to your account is _____.

___ **NOT AS DESCRIBED OR DEFECTIVE MERCHANDISE:** What was purchased: _____?

How is it not as described: _____?
_____?

How is it defective: _____?
_____?

Please state how you have attempted to resolve the dispute with the merchant:

FRAUDULENT CHARGE: Please contact our fraud department at 1-800-356-8085.

Cardholder's Signature

Date

Home Telephone # _____

Work Telephone # _____

JOB DESCRIPTIONS

The following Job Descriptions are intended as guides for the general expectations of the District pertaining to the various employment positions. They in no way preclude the Board of Education and/or supervisors from expecting all employees from performing employment duties deemed necessary that are not specifically outlined herein.

ADMINISTRATIVE ASSISTANT

The **Administrative Assistant**, under the direction of the Superintendent of Schools, is responsible for the coordination of all functions of the Superintendent's office.

Responsibilities of the Administrative Assistant include, but are not limited to:

- Broad knowledge of administrative functions and thorough knowledge of Board of Education policies and administrative rules and regulations.
- Serves as recording secretary for the Board of Education with responsibility for preparing and maintaining official minutes of Board of Education proceedings.
- Coordinates and disseminates the agenda and supporting documents for school board meetings.
- Revises Board of Education policies and administrative rules and regulations to ensure that they are all current.
- Working knowledge of modern office technology needed to efficiently manage data.
- Develops and initiates public relations documents.
- Works with media on public relations matters.
- Revises administrative rules and regulations.
- Prepares and coordinates the Annual Report for the district as well as each school.
- Composes letters, memorandums, and guidelines from general instructions.
- Develops public documents including informational materials.
- Performs other duties as directed by the Superintendent of Schools.
- Initiates emergency notifications for crises.

BUS DRIVER

The primary responsibility of a **Bus Driver** is to transport students to and from school and other sites within designated route(s) and to ensure the safety of the student passengers while in a school vehicle. Employees in this classification receive general supervision within a framework of standard policies and procedures. This job class is responsible for the safe operation of a school bus and for ensuring the safety of student passengers while meeting established bus schedules. Drivers may be assigned to drive wheelchair busses. All bus drivers report to the district Transportation Supervisor.

Duties/Requirements of Bus Drivers include, but are not limited to:

- Driving a school transportation vehicle within a prescribe route(s) in accordance with time schedules; picking up and discharging students at designated stops

- May operate a special ramp bus; loads and unloads students in wheelchairs on and off bus, inspecting wheelchair for operational safety; operates ramp; positions and secures wheelchair in bus
- Transporting students and teacher(s) on field trips to various locations; planning necessary route(s) and stops as needed
- Maintaining order and proper discipline of student passengers according to district policy
- Conducting safety and operational inspection of assigned vehicle daily
- Reporting needed mechanical repairs when necessary
- Servicing buses with gas, diesel fuel, and oil; checks and when necessary fills tires and batteries
- Performing periodical safety drills as required by law; completing necessary reports upon request
- Maintaining cleanliness of vehicle to ensure safe operating condition
- Completing periodic mileage and other reports including passenger counts
- Attending all meetings regarding safety, first aid and training updates as required
- Washing bus as needed
- Performing related duties as required
- Possess a valid and appropriate Oklahoma Driver's License
- Possess a safe driving record
- Knowledge of basic first aid practices, procedures, and techniques
- Knowledge of safe driving practices
- Ability to read and write at a level necessary to successfully perform the required duties
- Ability to understand and carry out both oral and written instructions in an independent manner
- Ability to establish and maintain proper student conduct on school vehicle
- Ability to drive a school bus safely and efficiently
- Ability to exercise good judgment and extreme caution while driving
- Ability to maintain valid certification as school bus driver according to state regulations
- Ability to meet the physical requirements necessary to safely and effectively perform required duties
- Ability to establish and maintain effective work relationship with those contacted in the performance of all required duties

CLASSROOM TEACHER

IMMEDIATE SUPERVISOR: Building Principals

GENERAL DUTIES: The Teacher promotes and develops successful learning for students, performs instructional and related duties in accordance with District Policies and terms of the teacher contract. The Teacher also maintains a cooperative attitude with staff, parents, and students.

ESSENTIAL REQUIREMENTS:

1. An appropriate degree in an appropriate field of education
2. Holds an appropriate license from Professional Standards/Certification of the State Department of Education of Oklahoma
3. Demonstrates command of the oral and written English language
4. Ability to effectively work and communicate with students, parents, and school personnel from diverse cultures or backgrounds related to the job
5. Maintain integrity of confidential information relating to students, staff, or district patrons
6. The ability to work harmoniously with others.

ESSENTIAL RESPONSIBILITIES:

The competent teacher will:

1. Provide a variety of classroom techniques and methods
 - a. Promote high levels of achievement in relation to individual student abilities
 - b. Use techniques and methodologies appropriate to student abilities
 - c. Utilize current and relevant subject matter
2. Demonstrate knowledge of and ability to use research-based principles of effective instruction
 - a. Organize instruction using learning objectives with clearly defined student outcomes
 - b. Employ teaching strategies congruent with planned student outcomes
 - c. Select teaching strategies emphasizing student involvement
 - d. Monitor student learning and pace instruction accordingly
3. Develop and maintain an environment conducive to effective student learning
 - a. Develop written rules of classroom behavior and communicate those rules to all students
 - b. Enforce written rules for classroom behavior
 - c. Communicate course goals and academic expectations to students
 - d. Provide for the health and safety of students in all instructional settings
4. Prepare effectively for class
 - a. Prepare daily lesson plans
 - b. Provide instruction predicated on course goals and objectives
5. Develop and communicate appropriate grading standards to students
 - a. Establish written grading standards that are clear and incorporate a variety of graded activities
 - b. Assure that grading standards are explained and available to parents
6. Develop and maintain positive interpersonal relationships
 - a. Model personal behaviors of honesty, fairness, courtesy and consideration
 - b. Maintain a cooperative relationship with administration, staff, students and parents
 - c. Share appropriate information with parents and with other staff members
7. Provide documentation of students' progress
 - a. Provide timely and accurate feedback/documentation to students, parents, and appropriate staff members
 - b. Assign and check homework and provide feedback to students
 - c. Maintain appropriate records of student performance
8. Build motivation and interest in learning
 - a. Exhibit personal interest and encourage student interest in the subject area
 - b. Maintain a current awareness of literature/activities in subject area
9. Maintain an ongoing personal program of professional growth and development
 - a. Develop and implement annually an approved plan for professional growth and development

- b. Identify and request to attend professional workshop activities intended to increase the teacher's instructional effectiveness
- c. Participate in District sponsored in service offerings appropriate to assignment

NOTE: This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's goals.

WORK PLACE EXPECTATIONS

1. Work effectively with and respond to people from diverse cultures or backgrounds
2. The employee will demonstrate professionalism and appropriate judgment in behavior, speech, and dress in a neat, clean, and appropriate professional manner for the assignment and work setting
3. Have regular and punctual attendance
4. Confer regularly with immediate supervisor
5. Follow all District policies, work procedures, and reasonable requests by proper authority.

CUSTODIAN

A responsible **custodian** maintains and protects our facilities. The external and internal appearance of a building reflects on the occupants. It is important for a custodian to be careful and thorough in working, cleaning and tidying the premises, as well as preventing vandalism.

The custodian will be supervised and report directly to the Maintenance Supervisor.

Custodian responsibilities include, but are not limited to:

- Ensuring spaces are prepared for the next day by taking out trash, tidying furniture and dusting surfaces
- Sweeping and mopping floors, vacuuming carpets
- Washing and sanitizing toilets, sinks and showers and restocking disposables
- Sanitizing each classroom and office
- Wipe mirrors and windows
- Clean entrances
- Report major damages to Maintenance Supervisor
- Secure facilities after operating hours by locking doors and closing windows
- Undertake any and all custodial tasks as required by the Maintenance Supervisor and/or Administration

LIBRARIAN

The **Librarian** works with teachers and other educators to build and strengthen connections between student information and research needs, curricular content, learning outcomes, and information resources. The Librarian demonstrates his or her role as an essential and equal partner in the instructional process by:

- Participating in the curriculum development process at both the building and district level to ensure that the curricula include the full range of literacy skills (information, media, visual, digital, and technological literacy) necessary to meet content standards and to develop lifelong learners
- Collaborating with teachers and students to design and teach engaging inquiry and learning experiences and assessments that incorporate multiple literacies and foster critical thinking
- Participating in the implementation of collaboratively planned learning experiences by providing group and individual instruction, assessing student progress, and evaluating activities
- Joining with teachers and others to plan and implement meaningful experiences that will promote a love of reading and lifelong learning
- Providing and planning professional development opportunities within the school and district for and with all staff, including other school librarians
- Providing leadership and expertise in the selection, acquisition, evaluation, and organization of information resources and technologies in all formats, as well as expertise in the ethical use of information.
- Developing and maintaining a collection of resources appropriate to the curriculum, the learners, and the teaching styles and instructional strategies used within the school community by cooperating and networking with other libraries, librarians, and agencies to provide access to resources outside the school
- Modeling effective strategies for developing multiple literacies
- Evaluating, promoting, and using existing and emerging technologies to support teaching and learning, supplement school resources, connect the school with the global learning community, communicate with students and teachers, and providing access to library services
- Providing guidance in software and hardware evaluation, and developing processes for such evaluation
- Understanding copyright, fair use, and licensing of intellectual property, and assisting users with their understanding and observance of the same
- Organizing the collection for maximum and effective use
- Empowering students to become critical thinkers, enthusiastic readers, skillful researchers, and ethical users of information

LIBRARY AIDE

The **Library Aide** ensures smooth and efficient operation of the Library and sets daily priorities based on knowledge of the overall function of the library and performs work as required or assigned.

The duties of the Library Aide include, but are not limited to:

- Plans, initiates and carries to completion, clerical, secretarial and administrative activities related to the operation of the school's library
- Maintains student library use records and accounts including overdue notices and the collection of fines
- Shelves books and other library materials
- Maintains library materials inventory
- Receives and processes new library materials
- Supervises and trains student library aides

- Supervises students in the library

MAINTENANCE ASSISTANT

A **Maintenance Assistant's** responsibilities include removing trash and recyclable materials, overseeing the work of contracted vendors as required, as well as attending training, safety programs, and staff meetings. A Maintenance Assistant should have the ability to prepare accurate repair and cleaning reports, be hard-working, have good hand-eye coordination, and able to lift heavy objects as required. Additionally, a Maintenance Assistant should be able to safely operate hand and power tools as well as demonstrate excellent problem-solving and time management skills. A Maintenance Assistant reports to the district Maintenance Supervisor.

A Maintenance Assistant's responsibilities include, but are not limited to:

- Completing minor repair work, which includes repairing doors, locks, door frames and handles as well as replacing light bulbs, sockets, switches, and window glass.
- Performing basic plumbing tasks, which includes unclogging drains as well as fixing leaking faucets and toilets.
- Performing regular cleaning duties, which includes sweeping, dusting, mopping, and vacuuming.
- Maintaining all outdoor areas, which entails mowing, trimming, and edging the lawn as well as shoveling snow and ice as required.
- Inspecting control panels and electrical wiring to detect any issues that require immediate attention.
- Taking inventory of maintenance supplies and notifying the Supervisor of low or depleted supplies.
- Promptly responding to requests for emergency repairs and clean-ups.
- Ensuring that all maintenance equipment is in good working order.
- Performing any other duties assigned by the Maintenance Supervisor and/or Administration.

MAINTENANCE SUPERVISOR

The **Maintenance Supervisor** will manage maintenance in our facilities. The Maintenance Supervisor will be responsible for recommending the hiring of staff to the Superintendent and for training staff and ensuring the smooth running of upkeep or repair operations.

An excellent maintenance supervisor must be reliable and have a great eye for detail. They must have technical skills and knowledge of various crafts such as carpentry, plumbing etc. Leadership and knowledge of administrative tasks such as scheduling are also essential.

The goal is to ensure that facilities are in a good and safe condition at all times. The Maintenance Supervisor will be the direct supervisor of all maintenance and custodial staff and will report directly to the Superintendent.

The responsibilities of the Maintenance Supervisor include, but are not limited to:

- Inspect facilities periodically to determine problems and necessary maintenance
- Prepare maintenance schedules and allocate work
- Supervise and train maintenance and custodial employees
- Hire, with Superintendent approval, and supervise tradesmen during installations, repairs or maintenance (Electricians, Plumbers, etc.)
- Inspect and maintain building systems (heating, ventilation, etc.)
- Contribute to the development of maintenance budget and ensure compliance
- Monitor inventory of materials and equipment

- Participate in coordination of projects (e.g. renovations)
- Ensure adherence to quality standards and health and safety regulations
- Undertake any and all maintenance tasks as required by the Superintendent and Board of Education

PRINCIPAL

The administrative head of each school shall be the principal, and he/she, along with the other personnel, shall be subject to the direction of the superintendent and shall be governed by such general regulations as he/she may prescribe.

Duties and Responsibilities

The duties and responsibilities of the principals shall be:

1. Responsibility for the conduct of their respective schools and for the condition of the school premises. They shall have the care and oversight of the building and grounds and shall be held responsible for their protection on the part of the students.
2. Responsibility for organizing and administering the school to which he is assigned in conformity with the approved policies of the superintendent.
3. Responsibility to contribute to the formulation and a continuous evaluation of school policies, working cooperatively with the superintendent, other principals, teachers, and other personnel.
4. Responsibility to cooperate with the superintendent in the supervision of all personnel assigned to his school.
5. Responsibility to cooperate with the superintendent in evaluation and the transfer or dismissal of personnel.
6. Responsibility to coordinate the services of the faculty and all other personnel operating within the school in the interest of good instruction. He/she shall acquaint the teaching staff with the course of study and see that it is properly followed.
7. Responsibility for all phases of pupil personnel administration within his building. He/she shall, through the faculty, see that all students are acquainted with the school rules and regulations pertaining to the students; so that students may have clear understanding of the rules by which they are governed.
8. Responsibility to carry on, in cooperation with teachers, continuous research relative to the school's program.
9. Responsibility to cooperate with the superintendent in the preparation of curriculum guides and he/she shall be responsible for assigning teachers in their use.

10. Responsibility to counsel with teachers on matters which pertain to their daily work and to their efficiency and as a member of the faculty group, to their plans for continuous professional growth. He/she shall meet with teachers individually and as a group to discuss topics pertaining to all phases of their work as times and need may direct.
11. Responsibility to advise and report on the proper operation and maintenance of the school. He/she shall inspect the different rooms as often as necessary to ascertain their condition and see that the duties of custodians are properly performed.
12. Responsibility to keep or cause to be kept completely and accurately, all pupil records in his school. The records are to be available for ready reference to administrators and teachers for interpretation to parents; the safe custody of records shall be his responsibility.
13. Responsibility to cooperate with the superintendent in planning and administering the use of the school facilities during school hours, such as playground, lunchroom, gymnasium facilities, etc., and the supervision of students using the facilities so that maximum contribution is made to the well-being and the education of the students.
14. Responsibility to organize and administer a plan for making available to teachers the instructional material provided.
15. Responsibility for the accurate accounting of money handled in connection with the school's activity program and/or lunch program.
16. Responsibility for the accurate accounting of all textbooks, instructional material, and supplies as well as maintaining up-to-date inventories.
17. Responsibility to carry on all phases of school organization and of pupil administration so as to build and maintain a favorable attitude toward the school on the part of its patrons.
18. Responsibility to direct his/her efforts in a constructive manner toward the coordination of all policies which constitute the rules and regulations of the board.
19. Responsibility to maintain hours at the school office so that the office is open not less than thirty minutes before the start of school and closed no sooner than thirty minutes after the close of school.
20. Responsibility to direct in his/her assigned school a program of evaluation as outlined in the overall plan for appraisal.
21. Responsibility for discipline of students of all school activities, home and away.

Administrative Decisions

1. All major problems of administration encountered by teachers shall be referred to the principal, where they will be handled in terms of existing board policy or referred through existing channels to the board for adoption of policies to cover similar situations.

2. Problems for which no policy exists and which require immediate decisions, will be resolved by the principal and teachers in the building, subject to review by the superintendent and the board.

PRINCIPAL'S SECRETARY

The role of the **Principal's Secretary** is to assist the Principal in the administration of assigned school site by performing a variety of complex and responsible secretarial and routine administrative support functions and to direct and coordinate the work flow and activities processed through the school's office. A Principal's Secretary receives limited supervision within a broad framework of policies and procedures. A Principal's Secretary may direct and coordinate the work of others. . This job requires in depth knowledge of school site operations and administrative procedures as well as a high level of secretarial skills, and the ability to function in a highly independent manner. The Principal's Secretary reports directly to the building Principal. The duties of the Principal's Secretary include, but are not limited to:

- Performing a wide variety of complex and responsible clerical and secretarial support duties as well as relieving the school principal of routine administrative functions not requiring his/her immediate attention
- Directing and coordinating the work of district personnel to meet established timelines; assisting in the performance of a wide variety of the more difficult clerical assignments
- Taking and/or transcribing dictation of letters, memoranda, and other documents
- Acting as receptionist for the assigned Principal; screening visitors and phone calls
- Maintaining confidential files and communications as well as an appointment schedule for assigned Principal; setting up and arranging meetings and conferences
- Acting as resource person to teachers, students, parents, and the general public regarding general and specific information on the policies, procedures, and activities of assigned school site
- Arranging for and assigning substitutes to fill teachers' absences, both full and partial days, to ensure adequate classroom coverage
- Collecting necessary information and maintains a variety of logs and records related to certified and support employees, personnel transactions, hourly work records, absences, etc., as well as substitute logs and records
- Ordering materials, supplies, and equipment; maintaining records of purchase orders, invoices, and expenses to date; and inventories and logs same upon arrival
- Maintaining routine bookkeeping records; transferring and depositing monies as necessary
- Maintaining, monitoring, and recording of expenditures; reconciling ledger printouts and posting expenditures to budget sheets
- Assisting Principal with gathering/calculating budget requests and preparing reports
- Maintaining inventory and control system of school keys; issuing, collecting, and maintaining related files
- Reviewing and verifying reports, records, and other material for accuracy, completeness, and conformity with established standards

- Composing and typing correspondence, memos, and/or reports on own initiative from marginal notes, or from oral and written directions
- Collecting data/information and compiling reports and other materials requiring the use of independent judgment and knowledge in assembling and categorizing data
- Distributing materials and information to teachers, students, and other staff members and ensuring timely responses
- Performing all related duties as required by the Principal

SPECIAL EDUCATION TEACHER

In addition to all of the duties outlined in the Classroom Teacher section, a **Special Education Teacher** also has the following duties and responsibilities:

- Provide Special Education services (virtual and/or face to face) in accordance with the IEP
- Demonstrate knowledge of specialized methodology for teaching students with disabilities
- Demonstrate knowledge of specialized curriculum
- Demonstrate knowledge of Assistive Technologies
- Facilitate IEP Teams for students with special needs
- Write and Implement student IEP
- Compile and Maintain Special Education Compliant Files
- Conduct assessments as needed for special education eligibility
- Monitor and report progress toward IEP Goals and Objectives
- Complete all activities required for compliance with IDEA
- Maintain accurate special education records
- Submit required reports and documentation to administration
- Demonstrate thorough knowledge of Special Education policies and procedures
- Demonstrate thorough knowledge of basic computer skills including, but not limited to Microsoft Word, Outlook and Excel
- Support students and parents with student placement, curriculum, and instructional issues
- Respond within a reasonable time to student, parent and staff inquiries via phone and/or e-mail during the regular work week
- Develop positive relationships with teaching adults, students and staff members
- Keep detailed documentation from parent/student conferences
- Alert administrators of any concerns about student progress and/or truancy
- Promptly send information from administration to families in class
- Work with the administration to prepare students for standardized tests (including the logistics of selecting testing sites)
- Serve as test administrators for site-based proctored standardized testing
- Participate in the school's self-evaluation program
- Support administrators with school information sessions
- Share in the workload of general projects (work in team environments and situations)
- Lead parent orientations for Special Education students
- Create personal Professional Development Projects
- Assist with various projects throughout the year with colleagues and administration, as needed
- Participate in a staff conference calls during the school year

- Maintain physical special education files for assigned students on a minimum of monthly basis

SPECIAL EDUCATION TEACHER ASSISTANT

In addition to all of the duties outlined in the Teacher Assistant section, a **Special Education Teacher Assistant** also has the following duties and responsibilities:

- Assist students in completing classroom assignments, homework and projects.
- Assure student understanding of classroom rules and procedures and assist students by answering questions, providing proper examples, emotional support, friendly attitude and general guidance.
- Read to students, listen to students read and observe students reading abilities as assigned.
- Assist students with letter and word pronunciation and recognition.
- Assist students with math, spelling and writing exercises and assignments.
- Assist assigned teacher with the implementation of lesson plans.
- Administer various tests as directed.
- Prepare mandated reports and documentation as required.
- Tutor individual or small groups of students, reinforcing instruction as directed by the teacher.
- Monitor and oversee student drills, practice and assignments in various subjects.
- Confer with the teacher concerning lesson plans and materials to meet student needs and assist with the implementation of lesson plans.
- Grade student tests and assignments, recording of grades and attendance, lunch reports and maintaining student records and files as assigned.
- Operate and care for instructional equipment and materials as assigned by the teacher. This includes preparing the room for the activity, obtaining the required material and equipment, operation of the equipment and the return of all materials and equipment to storage.
- Assist the certificated teacher with the supervision of students during non-instructional times, such as emergency drills, assemblies, cafeteria, restrooms, field trips, hallways, playground and bus loading / unloading activities.
- Assist students with clothing, wash-up and toilet routines, including diapering if necessary.
- Assist with lunch, snacks and other clean-up duties, as assigned.
- Assure the health and safety of students by following established practices and procedures and maintain the learning environment in a safe, orderly and clean manner.
- Observe and control behavior of students in the classroom according to approved procedures, monitor students during outdoor activities as directed, become familiar with student IEP goals and report progress regarding student performance and behavior to supervising teacher.
- Participate in professional growth activities.
- Participate in in-service training programs.
- Follow the communicated policies and procedures of the school district.
- Demonstrate professional responsibility and ethical behavior.

- Assume responsibilities outside the classroom
- Demonstrate the ability to react well under pressure, handle and balance multiple demands at one time, work with frequent interruptions and perform duties and tasks at expected levels of professionalism.
- Demonstrate extensive knowledge of, and ability to, perform duties in full compliance with all district, Board of Education, State and Federal laws, methods, requirements, policies, procedures and activities pertinent to the duties of this position.
- Demonstrate ability to work independently with minimum supervision.
- Demonstrate ability to use independent judgment and initiative to act without being asked.
- Demonstrate effective and appropriate interpersonal relationships with students, educational staff, parents and staff.
- Respect the confidentiality of information regarding students and be discreet in dealing with parents and educational personnel.
- Perform all other duties as assigned by supervisor(s).

TEACHER ASSISTANT

Teacher Assistants support classroom teachers by assisting with instruction and clerical tasks. In the classroom, Teacher Assistants responsibilities may include working with students who need additional instruction, preparing materials and equipment for activities, and discussing students' progress with their teacher.

A Teachers Assistant's duties include, but are not limited to:

- Working with the lead teacher to monitor the class schedule
- Assisting teachers with lesson preparation by getting materials ready and setting up equipment
- Revising lesson material with students individually or in small groups
- Ensuring that the classroom environment is safe and clean
- Overseeing students during non-classroom times including in-between classes, during lunch, and on field excursions
- Collaborating with lead teachers to recognize issues students are facing and recommending solutions
- Documenting student progress and communicating with parents to keep them informed
- Helping lead teachers to create lesson plans
- Complying with state, school, and class rules and regulations
- Attending all training classes, parent conferences, and faculty meetings

TECHNOLOGY ANALYST

A **Technology Analyst** improves and maintains the district's information technology system. The Analyst is tasked with examining the function of computer systems, identifying problems and areas for improvement in execution, and designing solutions. This may involve the development of new software solutions, the implementation of new hardware, testing to maximize function and compatibility, and a constant monitoring of systems to address issues as they arise and ensure smooth, consistent operations.

Technology Analyst tasks include, but are not limited to:

- Responsible for the creation and implementation of processes, workflow, technology solutions and technology frameworks within the district.
- Follow industry standards when creating educational/business/functional/system requirements.
- Configure requirements for improvements or new additions to the current computer system.
- Responsible for computer system maintenance policies relative to the needs of the district.
- Responsible for maintenance and improvements/enhancements to the existing technology within the district.

TRANSPORTATION SUPERVISOR

The **Transportation Supervisor** organizes and coordinates the activities of district transportation, supervises all transportation staff, manages the transportation budget in cooperation with the Superintendent to whom the Transportation Supervision directly reports.

Duties of the Transportation Supervisor include, but are not limited to:

- Supervise and evaluate all transportation systems of the District
- Contribute to the development of an annual budget for transportation department expenditures.
- Participate in long-range budget planning for equipment replacement
- Adhere to District policies regarding purchasing procedures.
- Provide long-range planning for transportation department.
- Participate in the development of time and cost estimates for major vehicle repairs.
- Determine the appropriateness of vehicle service requests and authorize work to be completed.
- Oversee purchases of repair parts and department supplies.
- Establish standards of maintenance and preventative maintenance for district vehicles.
- Maintain all necessary maintenance records for district vehicles.
- Ensure that standards consistent with all applicable laws and regulations are maintained.
- Manage compliance of all safety regulations governing pupil transportation.
- Inspect all district vehicles on a regular basis to determine that high standards of cleanliness, safety, and security are maintained.
- Supervise all bus drivers.
- Participate in any weather-related changes deemed necessary to district transportation
- Periodically check driver logs and mileage sheets, also maintain end of the year mileage reports.
- Schedule, allot time, and assign driver personnel for all student transportation within the district.
- Design and periodically revise bus schedules and routes according to fluctuations in the number of passengers.
- Maintain transportation records and prepares reports
- Respond to and participate in investigate accidents involving district vehicles
- Respond to and investigate complaints regarding district vehicles and student transportation.
- Investigate and effectively resolve employee conduct problems in the work place
- Perform other duties as assigned.