

**CLASSIFIED STAFF HANDBOOK  
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## **WELCOME**

Welcome to the Bancroft-Rosalie Schools. This handbook has been developed to acquaint you with the school system. Some of your questions should also be answered. This is not meant to be a complete set of regulations. All staff members should become familiar with section 0300 (Personal) of the Board of Education policies and the negotiated agreement. A copy of these documents is available in the staff employment manual. If you would like clarification of questions generated by this handbook, feel free to contact the Admin. Keep the employment manual close at hand for reference throughout the year.

### **DUTY HOURS OF EMPLOYEES -**

**Classified staff includes:** Teacher aides, cooks, custodians, secretarial staff, and bus drivers. Support staff hours are job specific. Normal hours are listed in each classified staff contract.

Employees are expected to be in attendance at meetings which are announced by the superintendent or other authorized supervisory personnel, except when a meeting is designated as an optional meeting. Legitimate reasons for absence from meetings called by supervisory personnel shall be the same as those recognized as legitimate reasons for absence from regular duties. Meetings may be scheduled before the regular school day begins, during the school day, after dismissal of classes in the afternoon, or during evening hours, provided reasonable notice is given in advance.

Administrative and supervisory personnel shall exercise every possible means to schedule meetings in such a manner as to cause minimum interference with the work day.

All classified staff must sign your Time Cards before you hand them in at the end of the month.

### **NOTICE OF NONDISCRIMINATION**

Bancroft-Rosalie Community School does not discriminate on the basis of race, color, national origin, sex, disability, marital status, or age in admission or access to, or treatment of employment in, its programs or activities.

It is the intent of Bancroft-Rosalie Community School to comply with both the letter and the spirit of the law in making certain discrimination does not exist in its policies, regulations and operations. Grievance procedures have been established for anyone who feels discrimination has been shown by Bancroft-Rosalie Community School.

Inquires regarding grievance procedures or the application of these policies of nondiscrimination can be obtained by contacting the Superintendent at box 129, Bancroft, NE 68004 or call 402-648-3336.

### **AUTHORITY AND RESPONSIBILITY**

Please read the student handbook to acquaint yourself with the conduct expected of the students. Every employee will have authority and the responsibility to supervise any and all students within the building or on school grounds or at any school sponsored activity at home or away from home. It is your responsibility to report any and all suspected child abuse or neglect to the Administration.

### **BULLYING POLICY**

One of our missions of the district is to provide a physically safe and emotionally secure environment for all students and staff. Positive behaviors (non-violence, cooperation, teamwork, understanding and acceptance of others) are to be encouraged in the educational program and are required of all staff. Inappropriate behaviors (bullying, intimidation, harassment) are to be identified and students and all staff are required to avoid such behaviors. Strategies and practices are to be implemented to reinforce positive behaviors and to discourage and protect others from inappropriate behaviors.

### **BLUE CROSS-BLUE SHIELD HEALTH INSURANCE**

If you are declining enrollment for yourself or your dependents (including your spouse) because of other health insurance coverage, you may in the future be able to enroll yourself or your dependents in this plan, provided that you request enrollment within 30 days after your other coverage ends. In addition, if you have a new dependent as a result of marriage, birth, adoption, or placement for adoption, you may be able to enroll yourself and your dependents, provided that you request enrollment within 30 days after the marriage, birth, adoption, or placement for adoption.

## **TRANSPORTATION**

Any staff member requiring transportation must report departure times, number of students, and other relevant information to the principal, or fill out a transportation request form. Sign all receipt and identify vehicle when purchasing gas. Fill the vans at Co-op when it is open and at Ru-de's when Co-op is closed. Bus Drivers are to spread out gas/fuel purchases between Smith's Station, Co-op, and Corner Service, but use common sense when deciding where to fill-up. Only staff members who have a school bus permit will receive Activity pay for transporting students. The following capacity limits were set according to Federal Law, they are as follows: White Van capacity is Ten plus the driver. Silver Mini Van capacity is Six plus the driver. All passengers in school vans must wear a seat belt. Use of School Vehicles for personal use is not allowed.

## **WEDNESDAY, SUNDAY ACTIVITIES**

No student activities are to be scheduled on Wednesday night or Sunday unless approved by the administration.

## **GYM USE**

Students in the gym after school hours need to have a sponsor with them. Do not open the gym for anyone other than student use and then only if you are going to be in the gym to supervise them. Outside groups are to go through the administration and the custodians.

## **PURCHASING - BUDGETS**

No purchases will be made without prior approval of the superintendent. After initial approval, submit a completed purchase order to the superintendent for any supplies needed, and upon approval the office will do all ordering.

## **SALESMEN**

Any agent or business representative calling on school personnel about school matters such as school equipment, school supplies, and the like, shall first obtain the permission of the principal or superintendent and it is the duty of the school employee to ascertain that the representative has such permission. (Any employee who orders any supplies without express authorization of the superintendent for such orders shall be personally liable for payment of bill and for the material ordered).

## **COMMUNICATION**

Communication is a two-way street. If you do not understand something or need more information, please ask the appropriate person. This is usually your immediate supervisor.

## **NEWS RELEASES**

The superintendent and principal are responsible for all news releases from the school unless otherwise delegated. Anything begin sent out of the school must be cleared by the building principal.

## **COMMUNITY RELATIONS**

It is imperative for all staff to display a positive outgoing image to the community patrons.

## **DAILY PROCEDURES:**

### **STAFF WORKROOM**

All employees are welcome and encouraged to use the staff workroom. Classified staff may take one fifteen minute break for every 4 hours worked.

Negative talk in the lounge is destructive. Be careful of your talk in the workroom (as well as elsewhere). Do not give cause for embarrassment of a student or fellow worker. Don't talk about students or their problems. Help create a lounge environment that is positive and uplifting, encourages loyalty and respect for others, and helps everyone enjoy their work even more.

Also, it is your duty to help keep the workroom clean. There will be no smoking or the use of Smokeless Tobacco in the Bancroft-Rosalie school buildings or in any school vehicles.

**PHOTOCOPYING**

Most photocopying may be done by office personnel. Work turned in by 3:30 will be available by 8:00 a.m. the next day, work turned in by 8:30 will be available at 12:35 p.m. The library photocopier is for library use only. Personal copies are 10 cents a page.

**INJURIES**

Report any injury to the office immediately. A first aid cabinet is located in the Teacher workroom. Depending on the injury, the supervising teacher(s) may need to fill out an accident report.

**LUNCH**

Lunch count will be taken at the beginning of 1st period through the use of our computer network. A lunch rotation will be posted and distributed. Please abide by this every school day.

Staff members supervising students are to lead their class down to the lunch line and are responsible for the students until they enter the gym.

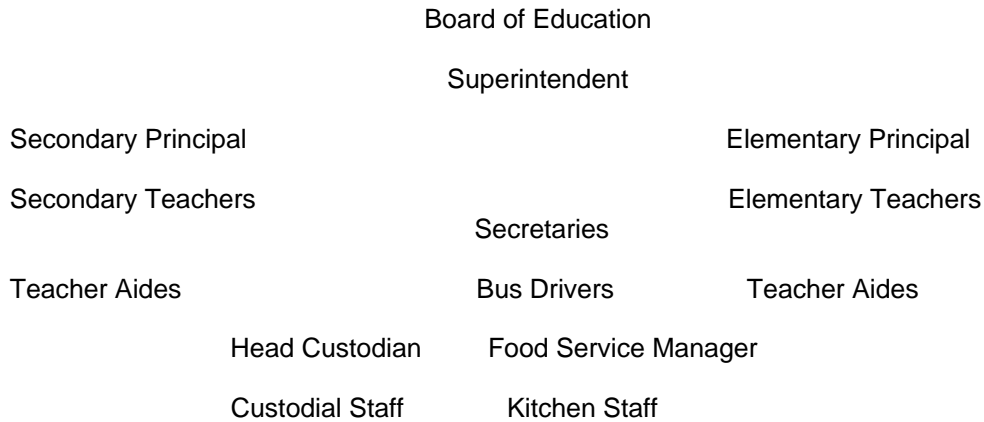
**PARKING**

Parking for staff will be on the east, north or west sides of the school building. Be considerate of others; utilize the space efficiently.

**BULLETIN**

A daily bulletin will be distributed each day with important information through the use of our computer network.

**CHAIN OF COMMAND**



Please observe the chain of command when problems arise or important decisions need to be made.

**CLASSIFIED STAFF - EMPLOYEE GRIEVANCE PROCEDURE**

It is the policy of this District that all grievances shall be resolved as quickly as possible and at the lowest step possible.

The use of this procedure is not required if the grievant(s) prefers other alternatives such as the Office for Civil Rights (OCR) or the courts. The procedure is available in the office of the superintendent. Hearings and conferences under this procedure shall be conducted at a time and place, which will afford a fair and equitable opportunity to all persons.

**Step I**

Any employee(s) utilizing this grievance procedure shall discuss the issue orally with his/her immediate supervisor within ten (10) days from the occurrence or within ten (10) days from the employee(s) becoming aware of the issue giving rise to the disagreement through the use of reasonable diligence. The employee must make it clear to the supervisor that they are utilizing the grievance

procedure. The discussion shall take place at a mutually agreeable time. The supervisor shall respond orally as quick as possible, but not later than five (5) days from the time of discussion.

### 3

#### **Step II**

If the problem is not resolved, the grievance should be informally referred to the principal. A meeting must be held within five (5) days from the referral and an oral response made within five (5) days. The employee must make it clear to the supervisor that they are utilizing the grievance procedure.

#### **Step II**

If the issue cannot be resolved informally, a written grievance may be submitted by the employee(s) to the principal within ten (10) days of the receipt of the informal response. The grievance must be dated and names of all witnesses and the chosen representative, if any.

A statement of possible relief to resolve the issue should be offered. A meeting with the grievant(s) and the representative shall be held within five (5) days at a mutually agreeable time. A written response shall be submitted to the grievant(s) within ten (10) days.

#### **Step IV**

If the grievance is not resolved satisfactorily at Step III, the grievant(s) may appeal in writing to the superintendent within ten (10) days of the receipt of the Step III response. A meeting shall be called within five (5) days to discuss the issue and a written response shall be given within an additional five (5) days. Minutes of this meeting should be maintained and signed by each party.

#### **Step V**

If the grievance is not resolved satisfactorily at Step IV, the grievant(s) may appeal the issue in writing to the School Board. The Board shall hear the presentation of the grievance within sixty (60) days. The Board President shall assure that a written response shall be made to the grievant(s) within ten (10) days of the Board meeting at which the grievance was heard.

### **STAFF ABSENCES**

- 1) All staff members who are absent from school for any reason must complete and turn in a staff absence form immediately upon their return.
- 2) Absence requests must be accompanied by a staff absence form with appropriate information completed.
- 3) A Personal leave request form must be turned in four (4) days in advance.
- 4) Staff members that are sick for more than 2 days in a row may be required to bring a note from their attending physician explaining their illness.
- 5) A classified staff member who is ill and cannot be on the job should call their immediate supervisor between 6:30 - 7:00 a.m.
- 6) Absences during the school year must be either used as Personal, Sick or Vacation (for those it applies to) days. Clocking out early or coming in late or use of vacation days during the school year must be approved by the administration in advance. Vacation days should be used when school is not in session. Staff must use personal days or take unpaid leave if gone during the school day.
- 7) Teachers/staff who are serving Jury Duty will receive paid leave time, but any compensation received from the courts other than mileage must be signed over to the school district.

### **BEREAVEMENT LEAVE:**

Each staff member shall be granted bereavement leave (up to five (5) days) to be assessed against accumulative sick leave due to a death in his or her own or their spouses' immediate family. (Immediate family for this section refers to an employee's or spouse's child, parents, brother, sister, grandparents, aunts, uncles, nephews, and nieces.

### **SCHOOL DISMISSAL**

The superintendent has the authority to dismiss school in cases of inclement weather. This information will be routed to local radio and TV stations. School cancellation information can be heard on KFAB - Omaha; KWPN - West Point; Sioux City radio and TV stations. A phone tree will be established. Each person is responsible for calling the person below in case of cancellation. If that person is unavailable, go on to the next one.

### **STAFF DEVELOPMENT**

Staff development for classified staff will be arranged by the superintendent with an expense limit

of \$100 per staff member.

**After School bus route procedures**

The purpose of the after-school bus routes is to provide after-school opportunities for students who ride the bus from Rosalie. These opportunities may include, but are not limited to: getting help from teachers, completing assignments, staying after school for teachers, sports and activity practices, and completing other school-related business that could not be taken care of during the regular school day.

Because it is important in this school district to provide equal opportunities for both students that live in Bancroft and students that require bus transportation to and from Bancroft, nothing shall be done to discourage the appropriate use of the after-school bus route. School administrators will be responsible for determining what is and is not an appropriate reason for using the after-school bus.

**Bus Driver Procedures:**

1. The first after-school bus will leave at 4:20 p.m. The driver is to check to be sure that all students needing a ride are on the bus prior to leaving. Any problems are to be reported to the Administration.
2. The High Ability bus will leave at 5:15 p.m. on Mondays when the high ability group meets.
3. After-practice bus routes will leave according to the schedule posted in the daily school announcements.
4. The school van will be used when there are ten or less students. A bus will be used when there are more than ten students.
5. After students exit the bus in Rosalie, the driver is to exit the bus and supervise the students while they are leaving the school grounds. Watch for bullying and fighting, and any unusual situations, such as strangers hanging around the school area.

**CLASSIFIED STAFF PERFORMANCE APPRAISAL**

A formal evaluation of each classified staff member will be completed prior to April 1 of each school year. The staff member will receive a copy of the completed evaluation. The Classified Staff Performance Appraisal form will be used:

**Classified Staff Performance Appraisal**

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

**Performance Area: Quantity of Work**  
**The Employee:**

**a. Consistently completes an acceptable amount of work.**  
\*      **Meets Expectations**      \*      **Does Not Meet Expectations**

**b. Completes work on schedule.**  
\*      **Meets Expectations**      \*      **Does Not Meet Expectations**

**Performance Area: Quality of Work**

**The Employee:**

- a. **Completes work accurately, neatly and effectively.**  
\*            **Meets Expectations**       \*            **Does Not Meet Expectations**
  
- b. **Follows instructions.**  
\*            **Meets Expectations**       \*            **Does Not Meet Expectations**
  
- c. **Is thorough when working on a task.**  
\*            **Meets Expectations**       \*            **Does Not Meet Expectations**

**Comments:**

**Performance Area: Work Habits**

**The Employee:**

- a. **Is regular in attendance.**  
\*            **Meets Expectations**       \*            **Does Not Meet Expectations**
  
- b. **Follows the approved number of working hours.**  
\*            **Meets Expectations**       \*            **Does Not Meet Expectations**
  
- c. **Follows the rules and regulations of the school.**  
\*            **Meets Expectations**       \*            **Does Not Meet Expectations**
  
- d. **Follows established safety practices.**  
\*            **Meets Expectations**       \*            **Does Not Meet Expectations.**

**Performance Area: Personal Relations**

**The Employee:**

- a. **Maintains good work relations with fellow employees.**  
\*            **Meets Expectations**       \*            **Does Not Meet Expectations**
  
- b. **Maintains good work relations with supervisors.**  
\*            **Meets Expectations**       \*            **Does Not Meet Expectations**
  
- c. **Maintains good relations with the public.**  
\*            **Meets Expectations**       \*            **Does Not Meet Expectations**

**Comments:**

**Administrator's Recommendation:**

- \* **Reemployment recommended.**
- \* **Reemployment not recommended.**
- \* **No recommendation made at this time.**

\_\_\_\_\_  
Employee's Signature/Date

\_\_\_\_\_  
Supervisor's Signature/Date

(Signatures indicate the content of this document has been discussed. Explanatory comments needed for all ratings not meeting expected performance. Copies to employee and supervisor.)

**Employee's Comments**