



# **SUPPORT FACULTY HANDBOOK**

## **2022-2023**

Due to the unprecedented COVID-19 Pandemic, conditions may warrant changes to the faculty/staff handbook to comply with state and federal guidelines or law. The Chouteau-Mazie School district and its employees will follow the guidelines of the Family First Coronavirus Act to ensure the safety and well-being of school staff and the community of Chouteau. Changes, if any, will be followed during the 2021-2022 school year and revisited during the negotiation held after March 1, 2022 for the 2022-2023 school year.

## GENERAL

### A. Qualifications

Support employees shall be selected on the basis of training, experience, character and general competence. An attempt shall be made to recruit well-qualified personnel and to assign them to positions wherein they can make their maximum contribution.

It follows that no discriminations shall be made with relation to race, creed, color, sex, national origin, ancestry, religion, disability or veteran status.

### B. Transfers

When an employee desires to transfer from one assignment to another within the school system, the transfer must meet the approval of the employees' immediate supervisor. This request for transfer must be submitted in writing to the Superintendent or their designee. Employee transfers deemed necessary by the administrative staff shall not be constructed in any way to be a demotion. Transfer by administrative staff will be made only when it is in the best interest of the District.

### C. Selection and Appointment

The recruitment and selection of support personnel is a responsibility of the Superintendent of Schools. Appointments shall be made by the Board of Education upon the recommendation of the Superintendent of Schools.

### D. Employment Date

The original day of employment for a new employee shall be the first day actually worked. Employees who had prior employment with the Chouteau-Mazie School District should contact the personnel office for clarification of the employment date. All new support employees must successfully complete a thirty-day probationary period.

### E. Normal Hours of Work

The basic work day, month and year for full-time support personnel shall be established by the Board of Education upon the recommendation of the Superintendent of Schools as will be determined by contracts.

### F. Salary and Wages

Yearly salaries and hourly rates of pay for various classifications of non-certified personnel shall be adopted by the board of Education.

G. Fringe Benefits

Fringe benefits will be offered to support employees who qualify according to state and federal rules and regulations.

1. Social Security

- a. School District employees shall automatically be placed under the Social Security program of the United States of America.
- b. Deductions for Social Security will be withheld from the employee's gross salary.

2. Workers Compensation

The School District will provide all School District personnel with the benefits offered by the Oklahoma Workers Compensation Act.

H. Payroll Distribution

All support employees will be paid on the same dates as certified employees.

I. Basis for Fractional Pay for Deductions

For the purposes of figuring fractional pay deductions, for salaried support employees, one-twentieth of a month's salary shall be used to determine the daily rate of salary.

J. Absence from Job

Regular job attendance is expected of every employee. An employee who is unable to report to work is expected to notify his/her supervisor as soon as possible so that temporary replacements and work schedules may be arranged accordingly. Each employee will be given specific instructions pertaining to the place and time to call in reporting work absences.

An unauthorized absence from the job during regular work hours, including absences for a portion of the work day, shall be without pay and may be grounds for dismissal.

If an emergency travel situation exists due to snow and icy roads, the employee is expected to be at work on time unless the situation is verified by a school official and work absence is authorized.

K. Vacation Year

A full year of service from July 1 through June 30. Employees shall be eligible for the next higher vacation step on June 30 of the year in which they complete the required number of years of service. In effect, an individual employed after July 15

may work some months longer than the scheduled years before reaching the next higher vacation step.

#### Creditable Years of Service

1. Service need not be consecutive. All full years of services as a contract, full-time employee of Chouteau-Mazie Public Schools will count toward vacation increments.
2. Nine and ten month contract years that have been successfully completed will count as “good” years when computing vacation due on current twelve-month employees.
3. A portion of a year on a twelve-month employee beginning after July 15 will not count as an increment year, but vacation will be granted for the portion of the year on a prorated basis.

#### Monthly Rate of Accrual

1. An employee must work one-half of the working days of a month to receive credit toward vacation for the month (starting or terminating).
2. When a person is absent more than one-half of the working days of any given month, a vacation day is not earned for that month.

#### Approval of Vacation Dates

The dates for all vacations must be approved by the immediate supervisor, and will be limited to 10 working days in a row, unless otherwise approved by the Superintendent.

#### Substitutes for Employee Vacation

It is the responsibility of the immediate supervisor to arrange vacations at a time when a substitute will not be required.

#### Vacation Accrual While on Sick Leave

1. With regard to computation of earned vacation time, absences of an employee on sick leave or vacation are considered as time served.
2. Vacation days will not be accrued after the expiration of sick leave or for absences not covered by sick leave or vacation time.

The Superintendent shall interpret the monthly accumulated earned vacation according to the following schedule:

<u>Full Month Of Service</u>	<u>Number of Days Earned</u>		
	<u>12 Days Per Year</u>	<u>17 Days Per Year</u>	<u>22 Days Per Year</u>
1	1	1	2
2	2	2 ½	4
3	3	4	6
4	4	5 ½	7
5	5	6	9
6	6	7 ½	11
7	7	9	13
8	8	10 ½	14
9	9	11	16
10	10	13 ½	18
11	11	15	20
12	12	17	22

L. Holidays

It is the policy of the Chouteau-Mazie Board of Education that the following paid holidays may be observed by all full time 12 month support personnel.

- Independence Day
- Labor Day
- Thanksgiving (2 Days)
- Christmas (2 Days)
- New Years
- Presidents Day
- Good Friday
- Memorial Day

Official holidays that fall on Saturday shall be observed the preceding Friday; if on Sunday, the holiday shall be observed the following Monday.

Only the full-time, twelve month employee shall receive all ten authorized holidays with pay.

When a support employee is required by official duty to work a holiday, such employee may elect to: (1) take the same work period as a holiday at another time or (2) receive additional pay for the holiday period worked.

Authorized holidays falling within a support employee's vacation period will not count as vacation time.

M. Jury Duty and Court Attendance

Full time employees of the Chouteau-Mazie School District shall receive pay at the employees current salary rate when summoned for jury duty or subpoenaed as a witness before a court or legislative body on business related to public school education .

Any compensation received for said legal duties, except for mileage reimbursement, will be forfeited to the School District at the completion of the time required to satisfy the subpoena requirements.

N. Personal Telephone Calls

Telephone calls take time and tie up telephone lines. Telephone calls may occasionally be needed to conduct personal or family business, but these should be limited both in number and length of time. Unnecessary calls should be avoided during work hours.

O. Evaluation

The development of a strong, competent support staff of employees, and the maintenance of high morale among the staff are major objectives of the Chouteau-Mazie Board of Education. The selection of the right employees to fill vacancies; the determination of assignments and equitable workloads; the establishment of wage and salary policies that encourage employee achievement; and the provision of a good atmosphere in which to work are some of the major duties of the board of education. The board believes that a program of continuous evaluation is necessary to meet its requirements.

The evaluation shall cover the major areas of the employee's responsibilities and duties to the school system, and shall include, but not limited to the following,

1. Specific Work Assignment
2. Work Habits

The supervisors have the responsibility for seeing that all employees know the basis upon which they are to be evaluated, significantly in advance of the evaluation. Employees, especially if new to the district, shall look to their immediate supervisors for an explanation of duties and responsibilities.

### Standards of Evaluation

All evaluations shall be on the district-approved forms, with standard for evaluation enumerated in all areas to be evaluated. Evaluations shall be “satisfactory” or “unsatisfactory”. An evaluation of unsatisfactory requires justification and substantiation, together with suggestions for improvement.

### Who Shall Evaluate

The principal and/or the immediate supervisor shall evaluate all employees under his or her jurisdiction.

### P. Miscellaneous

This policy shall be effective immediately upon adoption by the Board of Education and shall supersede all previous policies regarding the subject matter contained herein. The Board of Education reserves the right to modify or amend this policy from time in any manner consistent with applicable law.

### Q. Dress Code

Each employee of the Chouteau-Mazie Public School District shall be expected to give proper attention to his/her personal appearance as required by work responsibilities. The Chouteau-Mazie Public School District recognizes that an appropriately dressed employee is seen as a more suitable role model. The Chouteau-Mazie Public School District further recognized that personal appearance also has a bearing on the self-esteem of all staff. Each support employee of the Chouteau-Mazie Public School District will contribute to the formation of a positive, professional public image by maintaining high standards of personal appearance through appropriate dress and grooming regardless of the job category.

## **GUIDELINES**

1. Hair must be clean, neat, and well-groomed.
2. Foundation garments shall be worn and not visible with respect to color, style, and/or fabric. No see-through or sheer clothing shall be allowed, and no skin shall be visible between pants/trousers, skirts, and shirts/blouses at any time.
3. Patches, decorations, slogans, designs, symbols, tags, marks or advertisements of beer, alcohol, drugs, cigaretts, or similar items or displays and/or expressions of obscenities, sexual referances, or similar referances deemed detrimental and disruptive to the operation of the school, education, discipline, health or welfare of students are prohibited. Clothing that has any type of drawing or words that

would be vulgar, profane, suggestive, or advertising an affiliation with drugs, alcohol, violence or gang related activities is prohibited.

4. Employees who are furnished uniforms must wear them at all times, unless otherwise specified by the direct supervisor.

**A. Pants**

1. Pants/trousers must have a hem or cuff. No cut-offs, cut-outs and/or ragged edges are permitted.
2. Pants must be sized appropriately. No hip-huggers that reveal flesh are allowed. Pants must not be excessively tight or sagging.

**B. Shirts/ Blouses**

1. Shirts/blouses shall not expose the midriff. Sleeveless shirts/blouses must fit the employee appropriately.
2. Casual tee shirts (faded, sheer, out of shape or inappropriately sized) are not allowed.
3. Tank tops and spaghetti strap garments are prohibited when worn as a single garment. These garments are permissible with a sleeved shirt/jacket layered on top. Caisoles, slips, and tee shirts that are intended to be worn as undergarments may not be worn as outer garments.

**C. Skirts Dresses**

No mini-skirts, halter tops, backless, strapless and/or cut-out/see-through dresses shall be permitted.

**D. Shorts**

Shorts are not allowed, unless otherwise specified by the direct supervisor for special events or summer time duties. When allowed, shorts must be fingertip length or longer.

**E. Shoes**

1. Footwear must be worn at all times.
2. Shoes traditionally worn around the home (slippers, house shoes, or beach slippers) or to the beach (flip-flop/shower shoe design or thongs) are not permitted.
3. Tennis shoes that are clean and in good condition may be worn.
4. Depending on job duty, a direct supervisor may specify types of work shoes to be worn for the safety of the employee.

## **F. Accessories**

1. Noisy, distracting jewelry/accessories that could cause a safety hazard may not be worn. In keeping with professional decorum, earring may be worn by female employees only, and ears are the only exposed areas of the body on which pierced jewelry may be worn. Tattoos must be covered if at all possible.
2. No hats are allowed in the building unless part of the employee's uniform or religious headgear is required to be worn by the employee's religion.

**NOTICE TO SUPPORT EMPLOYEE OF SUSPENSION WITHOUT PAY, DEMOTION, OR TERMINATION**

To:

On the \_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, an initial hearing was held concerning your employment status. This will notify you of: (Mark Applicable Box)

A. Suspension Without Pay as a Disciplinary Measure.

You have been suspended from your employment without pay and other benefits as a disciplinary measure from \_\_\_\_\_, \_\_\_\_\_ to \_\_\_\_\_, \_\_\_\_\_.

B. Demotion Action.

You have been demoted from \_\_\_\_\_ to \_\_\_\_\_, with appropriate reduction in pay and other benefits, effective \_\_\_\_\_, \_\_\_\_\_.

C. Termination Action.

You have been terminated, effective as of \_\_\_\_\_, \_\_\_\_\_.

The above action has been taken for the following cause or causes:

---

---

---

---

You are entitled by law to a hearing before the Board of Education on this action. If you desire to exercise this right, you must notify the Board of Education in writing within ten (10) working days of the postmark on the envelope in which this notice is sent.

FAILURE TO REQUEST A HEARING WITHIN THE ABOVE TIME WILL RESULT IN THE LOSS OUR RIGHT TO A HEARING. ENCLOSED FOR YOUR CONVENIENCE IS A HEARING REQUEST FORM. IF YOU DESIRE A HEARING ON THE ABOVE ACTION, THE ENCLOSED HEARING REQUEST FORM SHOULD BE DELIVERED TO THE CLERK OF THE BOARD OF EDUCATION AT THE CHOUTEAU-MAZIE SCHOOL DISTRICT, 521 N MCCRACKEN CHOUTEAU, OK 74337 OR MAILED BY CERTIFIED MAIL TO THE SAME PERSON AT PO BOX 969 CHOUTEAU, OK 74337.

If you request a hearing you will be notified in writing of the date, time and place of the hearing. The hearing will be conducted at the next, or next succeeding, regularly scheduled meeting of the Board of Education if the hearing request is received at least 10 days prior to the

next, or the next succeeding regularly scheduled Board of Education meeting. However, you have the right to request a special Board meeting to conduct the hearing, which special meeting will be held no earlier than 10 days nor later than 30 days after receipt of the hearing request.

You have the following hearing rights: the right to be present in person; the right to be represented by counsel of your choice; the right to present evidence and witnesses on your behalf; and the right to confront and cross-examine witnesses on behalf of the school administration. The Board of Education at the hearing may affirm, modify and reverse the above action and may increase or decrease the severity of the above action. The decision of the Board of Education will be final.

Yours very truly,

---

Superintendent of Schools

Enclosure: Hearing Request Form

Chouteau-Mazie Public Schools  
PO Box 969  
Chouteau, OK 74337  
918-476-8376

Date:

Employee:

Address:

RE: Notice to Support Employee of Proposed Non-reemployment

This is to advise you that the Board of Education intends to consider and act on whether you should not be reemployed with the School District for the \_\_\_\_ - \_\_\_\_ fiscal year. The cause for your possible non-reemployment is as follows:

---

---

---

---

---

---

---

You are entitled by law to a hearing before the Board of Education on this action. If you desire to exercise this right, you must notify the Board of Education in writing within ten (10) working days of the postmark on the envelope in which this notice is sent. FAILURE TO REQUEST A HEARING WITHIN THE ABOVE TIME WILL RESULT IN THE LOSS OF YOUR RIGHT TO A HEARING. ENCLOSED FOR YOUR CONVENIENCE IS A HEARING REQUEST FORM. IF YOU DESIRE A HEARING ON THE ABOVE ACTION, THE ENCLOSED HEARING REQUEST FORM SHOULD BE DELIVERED TO THE CLERK OF THE BOARD OF EDUCATION AT THE CHOUTEAU-MAZIE SCHOOL DISTRICT, 521 N MCCRACKEN CHOUTEAU, OK 74337 OR MAILED BY CERTIFIED MAIL TO THE SAME PERSON AT PO BOX 969 CHOUTEAU, OK 74337.

If you request a hearing you will be notified in writing of the date, time and place of the hearing. The hearing will be conducted at the next, or next succeeding, regularly scheduled meeting of the Board of Education if the hearing request is received at least 10 days prior to the next, or the next succeeding regularly scheduled Board of Education meeting. However, you have the right to request a special Board meeting to conduct the hearing, which special meeting will be held no earlier than 10 days nor later than 30 days after receipt of the hearing request.

You have the following hearing rights: the right to be present in person; the right to be represented by counsel of your choice; the right to present evidence and witnesses on your behalf; and the right to confront and cross-examine witnesses on behalf of the school administration. The Board of Education at the hearing may affirm, modify and reverse the above action and may increase or decrease the severity of the above action. The decision of the Board of Education will be final.

Yours very truly,

---

Superintendent of Schools

Enclosure: Hearing Request Form

Enclosure: Hearing Request Form

(TO BE SENT BY CERTIFIED MAIL, RETURN RECEIPT REQUESTED, RESTRICTED DELIVERY, AND HAND-DELIVERED TO THE SUPPORT EMPLOYEE)

HEARING REQUEST FORM

To: Clerk of Board of Education  
Chouteau-Mazie Public Schools  
PO Box 969  
Chouteau, OK 74337

\_\_\_\_\_ I hereby request a hearing before the Board of Education on the

- Suspension without pay as disciplinary measure
- Demotion
- Termination action, or
- Proposed non-reemployment

Concerning my employment. I acknowledge receipt of the Notice dated \_\_\_\_\_, \_\_\_\_\_, concerning such action.

I understand that the hearing will be conducted at the next, or next succeeding, regularly scheduled meeting of the Board of Education, or at a special meeting of the Board, at the Board's discretion, unless I check the box below requesting a special meeting of the Board of Education if the hearing request is received within 10 working days of the postmark on the envelope in which this notice came.

\_\_\_\_\_ I request a special meeting of the Board of Education, to be held no earlier than 10 days nor later than 30 days after receipt of this hearing request.

\_\_\_\_\_  
Support Employee

\_\_\_\_\_  
Date

# DISTRICT POLICIES

<b>CHOUTEAU-MAZIE PUBLIC SCHOOLS</b>		<b>DA</b>
<i>Adoption Date: October 17, 2017</i>	<i>Revision Date(s):</i>	<i>Page 1 of 5</i>

## **HARASSMENT**

The Chouteau-Mazie School District is committed to providing all students and employees with a safe school environment in which all members of the school community are treated with respect. Harassment is unlawful discrimination and will not be tolerated. Both state and federal law specifically prohibit harassment of employees and students in connection with their employment by enrollment in schools.

It is the policy of Chouteau-Mazie School District to prohibit, without qualification, unlawful harassment based on real or perceived race, color, religion, national origin, sex, sexual orientation, or disability. Students, employees and board members of the District have a duty not to harass on the above listed grounds.

This policy sets forth the rules to be followed by all students, employees and board members of the district with regard to the issue of sexual harassment. Harassment of students or employees of either sex by employees or other students of the same or opposite sex is strictly prohibited. All students, employees and board members are strictly prohibited from engaging in any form sexual harassment of any student, employee and applicant for employment, vendor representative or patron of the district.

Sexual harassment is prohibited regardless of whether or not the harassment occurs inside or outside the classroom. For example, sexual harassment is prohibited during school hours, extra-curricular activities, school-sponsored events, field trips, athletic competitions, and in the cafeteria, classroom, hallways, and school buses. Harassment is prohibited in both academic and non-academic settings.

### Definitions

“Employees” means any person who is authorized to act on behalf of the district, whether that person is acting on a temporary or permanent basis, regardless of whether or not the person is compensated. Employee denotes all staff of the school, both full-time and part-time, and includes board members and school volunteers.

“Student” means any person who is enrolled in any school participating in a program of the District.

“Sexual Harassment” is a form of unlawful harassment which means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature. Sexual harassment also includes conduct that is criminal in nature such as rape, sexual assault and stalking.

#### A. Sexual Harassment of an Employee of the School District

“Sexual harassment” is defined as unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature by one employee toward another employee with:

1. Is made an explicit or implicit term or condition of an employee’s employment; or

### **SEXUAL HARASSMENT (Cont.)**

<b>CHOUTEAU-MAZIE PUBLIC SCHOOLS</b>		<b>DA</b>
<i>Adoption Date: October 17, 2017</i>	<i>Revision Date(s):</i>	<i>Page 2 of 5</i>

2. Is used as a basis for employment decisions affecting that employee; or
3. Has the purpose or effect of unreasonably interfering with an employee’s work performance, or creating an intimidating, hostile, or offensive working environment.

**B. Sexual Harassment of a Student of School District**

“Sexual harassment” is defined as unwelcome sexual advances, requests for sexual favors and other unwelcome verbal or physical conduct of a sexual nature by any person toward a student which:

1. Is made a term or condition, either implicitly or explicitly, of obtaining an education; or
2. Is used as a basis for decisions affecting an individual’s education; or
3. Has the purpose or effect of substantially interfering with a student’s educational performance or creating an intimidating, hostile, or offensive learning environment.

In order to constitute sexual harassment, the conduct at issue must be unwelcome. Sexual conduct between an elementary age student and an adult employee will not be considered welcome. In addition, conduct between a secondary age student and adult is presumptively unwelcome.

**Examples of Sexual and Other Harassment**

Examples of sexual harassment include, but are not limited to: unwelcome touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, pressure for sexual activity whether written, verbal or through physical gestures, display or sending of pornographic pictures or objects, obscene graffiti, and spreading rumors related to a person’s alleged sexual activities. For example, demeaning comments about a student’s ability to excel in a class historically considered a “boy’s” or a “girl’s” subject may constitute sexual harassment.

Examples of harassment because of race, national origin, religion or disability include, but are not limited to: slurs, epithets, insults, jokes or derogatory comments; verbal or physical abuse of a person; intimidation (physical, verbal or psychological); or impeding or blocking movement of a person.

This prohibition against sexual harassment does not preclude legitimate, nonsexual physical contact such as the use of necessary interventions to avoid physical harm to persons or property.

**Penalties**

Penalties shall be imposed based on the facts taken as a whole and the totality of the circumstances such as the nature, extent, context and gravity to such activities or incidents.

**SEXUAL HARASSMENT (Cont.)**

Any employee engaging in sexual or other harassment will be subject to disciplinary action, including but not limited to suspension, demotion, forfeiture of pay or benefits (as permitted by law) and termination.

<b>CHOUTEAU-MAZIE PUBLIC SCHOOLS</b>		<b>DA</b>
<i>Adoption Date: October 17, 2017</i>	<i>Revision Date(s):</i>	<i>Page 3 of 5</i>

Any student engaging in sexual or other harassment is subject to any and all disciplinary action which may be imposed under the school district's student discipline policy.

Reporting to School District

A. By Students

The District encourages students who have been sexually or otherwise harassed or who know of sexual or other harassment to report the claim. Students should report any incident of sexual or other harassment to any teacher, guidance counselor, school administrator, superintendent, or board member.

B. By Employees

Any employee of Chouteau-Mazie School District who witnesses, overhears, suspects or receives a report of harassment shall immediately report the incident to either the superintendent or any board member of the District. If the report of the incident occurs after normal school hours, an employee should contact the superintendent or any school board member at home.

C. The Report

If possible, the report should be made in person or in writing, signed by the reporting party.

However, in order to encourage full, complete and immediate reporting of such prohibited activities, any person may report such incidents anonymously in writing by mailing the reports to the personal attention of either the superintendent or a board member.

All reports should state:

1. The name of the alleged harassing student, employee, board member, or other person;
2. The person(s) being harassed;
3. The nature, context and extent of the prohibited activity;
4. The dates of the prohibited activity, and;
5. Any other information necessary to fully report an investigation of the matter.

**SEXUAL HARASSMENT (Cont.)**

Reports to Outside Officials

Any employee who is subjected to job related sexual harassment is entitled to protection under Title VII of the Civil Rights Act of 1964 and the Oklahoma Anti-Discrimination Act. Likewise, a concerned employee may report an allegation to both school officials and to the United States Equal Employment Opportunity Commission, or the Oklahoma Human Rights Commission.

<b>CHOUTEAU-MAZIE PUBLIC SCHOOLS</b>		<b>DA</b>
<i>Adoption Date: October 17, 2017</i>	<i>Revision Date(s):</i>	<i>Page 4 of 5</i>

Good faith reporting of charges of sexual or other harassment will not result in reprisals or retaliation. Reprisals and retaliation, due to a sexual harassment allegation, are prohibited.

Administrative Responsibility and Action

The Chouteau-Mazie School District is committed to promptly and thoroughly investigating all reports of harassing conduct. When a report is received, the District will conduct a thorough and impartial investigation. To ensure impartiality, no person who is the subject of a complaint shall conduct the investigation.

During and after the investigation, confidentiality shall be maintained, as far as reasonably possible; provided however, nothing in this policy shall preclude public disclosure of any information of a personal or confidential nature during the course of any suspension, dismissal, non-renewal hearing or resulting litigation.

After all facts and circumstances are reviewed, the District shall take any and all disciplinary actions to prevent further harassment. Possible disciplinary or remedial actions include, but are not limited to: education, training and counseling, transfer, and/or suspension of a student, and education, training, counseling, transfer, suspension and/or termination of an employee.

Upon receipt of a formal or informal report of sexual or other harassment, the superintendent shall do the following as quickly as possible:

1. Obtain an oral or written statement from the individual who allegedly was sexual harassed. The statement should contain information necessary to conduct a full investigation of the matter. Relevant information includes, but is not limited to: the name of the alleged harassing student, employee or board member; the person(s) being harassed; the nature, context and extent of prohibited activity; the dates of the prohibited activity; and the name of any witnesses;
2. Take appropriate and reasonable steps to separate and protect the individual who is allegedly being sexually harassed from the alleged harasser, until the matter can be fully investigated and the appropriate remedial steps taken;
3. Keep the individual who is allegedly being sexual harassed reasonably apprised, to the extent allowed under federal and state privacy laws and regulations, of the investigation and the actions taken as a result of the investigation;

**SEXUAL HARASSMENT (Cont.)**

4. Conduct a full and complete investigation, to the extent reasonably possible, regarding the alleged sexual harassment. This investigation includes, but is not limited to: interviewing the allegedly harassed individual, interviewing any witnesses, interviewing the alleged harasser, and reviewing supporting documents;
5. Review the facts of the investigation and take into account the totality of the circumstances. Nature, extent, context and gravity of activities must be taken to account. Based on both the facts of the investigation and the surrounding circumstances, the superintendent or board member shall take or recommend the taking of

<b>CHOUTEAU-MAZIE PUBLIC SCHOOLS</b>		<b>DA</b>
<i>Adoption Date: October 17, 2017</i>		
<i>Revision Date(s):</i>		<i>Page 5 of 5</i>

appropriate measures. Appropriate measures include but are not limited to: suspension, demotion, forfeiture of pay or benefits (as permitted by law), termination, or reassignment;

6. Report the allegations to appropriate authorities, including law enforcement and the Department of Human Services.

In instances where the report is received by a school official or board member, the report shall be promptly relayed to the superintendent for investigation except in instances where the report names the superintendent as a person responsible for harassment. In any instance in which the superintendent is deemed to have a conflict with regard to the investigation of a report of harassment, the report may be conveyed to the school's legal counsel for investigation or for designation of an appropriate investigator.

**REFERENCE: Title VII of the Civil Rights Act of 1964**  
**29 CFR §1604.1, et seq.**  
**34 CFR Part 106**  
**20 USC §§1681-1688**  
**29 USC §794**  
**42 USC §§2000d-2000d-7**  
**42 USC §§2000e-2000e-17**  
**42 USC §2000e-2**

<b>CHOUTEAU-MAZIE PUBLIC SCHOOLS</b>		<b>DAA</b>
<i>Adoption Date: August 29, 2017</i>	<i>Revision Date(s):</i>	<i>Page 1 of 2</i>

## NONDISCRIMINATION

There will be no discrimination in the Chouteau-Mazie Public Schools because of race, color, sex, national origin, religion, disability, veteran status, sexual orientation, or age in its programs, services, activities and employment. This policy will prevail in all matters concerning staff, events, students, the public, employment, admissions, financial aid, educational programs and services, facilities access, and individuals, companies, and firms with whom the board does business. Racial discrimination shall include racial slurs or other demeaning remarks concerning another person's race, ancestry, or country of origin and directed toward an employee, a student or a visitor.

The board directs the superintendent of schools to prepare necessary rules, regulations, and procedures to insure that all local, state, and federal laws, regulations, and guidelines are followed.

The following statement will be included in all course announcements, bulletins disseminated to all students, materials used for recruiting or describing programs and training, application or enrollment forms, brochures, and catalogs:

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

The following people have been designated to handle inquiries for the District's non-discrimination policies:

Section 504/Title II of the Americans with Disabilities Act Coordinator (for questions or complaints based on disability)

Superintendent  
Chouteau-Mazie Public Schools  
P.O. Box 969, Chouteau, OK 74337  
(918) 476-8386

Title IV of the Civil Rights Act Coordinator (for questions or complaints based on race, color and national origin)

Superintendent  
Chouteau-Mazie Public Schools  
P.O. Box 969, Chouteau, OK 74337  
(918) 476-8386

Title IX Coordinator (for questions or complaints based on sex)

Athletic Director  
Chouteau-Mazie Public Schools  
P.O. Box 969, Chouteau, OK 74337  
(918) 476-8386

Age Act Coordinator (for questions or complaints based on age)

Superintendent

<b>CHOUTEAU-MAZIE PUBLIC SCHOOLS</b>		<b>DAA</b>
<i>Adoption Date: August 29, 2017</i>	<i>Revision Date(s):</i>	<i>Page 2 of 2</i>

Chouteau-Mazie Public Schools  
P.O. Box 969, Chouteau, OK 74337  
(918) 476-8386

**NONDISCRIMINATION (Cont.)**

**REFERENCE:** Oklahoma Constitution, Article 1, Section 6  
Title 6, Title 7, Civil Rights Act of 1964 as amended by the Equal Employment Opportunity Act of 1972  
Executive Order 11246, as amended by Executive Order 11375  
Equal Pay Act, as amended by the Education Amendments of 1972  
Rehabilitation Act of 1973, §504  
Education for All Handicapped Children Act of 1975  
Immigration Reform and Control Act of 1986  
Americans With Disabilities Act of 1990, 42 U.S.C. §12101  
Individuals With Disabilities Education Act, 20 USC §1400, et seq.

<b>CHOUTEAU-MAZIE PUBLIC SCHOOLS</b>		<b>DAA-E</b>
<i>Adoption Date: October 31, 2017</i>	<i>Revision Date(s):</i>	<i>Page 1 of 1</i>

**DISCRIMINATION FORM**

TO: Title IX/504/ADA Coordinator -

1. Name and Address of Charging Party (Grievant):
  
2. Date:
  
3. Phone numbers where Grievant may be reached:  
Home:  
Cell:  
Other:
  
4. Statement of grievance (please provide as detailed a statement as is possible and feel free to attach supplemental pages if necessary for a complete understanding of your concerns):
  
5. Please identify any documents or other materials which support your grievance. If documents or materials are in your possession, please attach copies to this grievance.
  
6. Please identify what action or relief you are seeking as a result of this grievance.

Signature of Grievant

**IF, AS A RESULT OF A DISABILITY, YOU NEED ASSISTANCE IN COMPLETING THIS FORM  
PLEASE CONTACT THE DISTRICT'S TITLE IX/504 COORDINATOR,  
[NAME]  
[TELEPHONE] [FAX]  
FOR ASSISTANCE OR ACCOMODATION**

<b>CHOUTEAU-MAZIE PUBLIC SCHOOLS</b>		<b>DAA-P</b>
<i>Adoption Date: October 17, 2017</i>	<i>Revision Date(s):</i>	<i>Page 1 of 7</i>

## **GRIEVANCE PROCEDURE FOR FILING, PROCESSING AND RESOLVING COMPLAINTS ALLEGING DISCRIMINATION**

The following procedures will be used by any person, including personnel and students for the filing, processing, and resolution of alleged discrimination complaints.

### Definitions

1. **Discrimination Complaint:** A written complaint alleging any policy, procedure, or practice to discriminate on the basis of race, color, religion, national origin, sex, qualified handicap, veteran status, or other perceived discrimination.
2. **Student Grievant:** A student of the Chouteau-Mazie Public School District who submits a complaint alleging discrimination based on race, color, religion, national origin, sex, or qualified handicap.
3. **Employee Grievant:** An employee of the Chouteau-Mazie Public School District who submits a complaint alleging discrimination based on race, color, national origin, religion, sex, age, qualified handicap, or veteran status.
4. **Public Grievant:** Any person other than a student or employee or employment applicant who submits a complaint alleging discrimination based on race, color, national origin, religion, sex, age, qualified handicap, or veteran status.
5. **Title IX, 504 and ADA Coordinator (Coordinator):** The person(s) designated to coordinate efforts to comply with and carry out responsibilities under Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Americans With Disabilities Act of 1990, and other state and federal law addressing equal educational opportunity. The Coordinator is responsible for processing complaints and serves as moderator and recorder during hearings.
6. **Respondent:** The person alleged to be responsible for the violation alleged in a complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the complaint.
7. **Day:** Day means a working day. The calculation of days in complaint processing shall exclude Saturdays, Sundays, and holidays.

### Pre-Filing Procedures

Prior to the filing of a written complaint, the grievant is encouraged to visit with the building principal, and reasonable effort should be made to resolve the problem or complaint.





<b>CHOUTEAU-MAZIE PUBLIC SCHOOLS</b>		<b>DAA-P</b>
<i>Adoption Date: October 17, 2017</i>	<i>Revision Date(s):</i>	<i>Page 4 of 7</i>

(including harassment or retaliation). For purposes of this policy, a parent or guardian’s complaint or grievance shall be handled in the same manner as a student’s complaint would be.

**Title VI, Title IX, 504/Title II, and Age Act Coordinator(s):** The person(s) designated to coordinate efforts to comply with and carry out responsibilities under Title VI of the Civil Rights Act, Title IX of the Education Amendments of 1972, Title II of the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973,

the Age Discrimination Act and any other state and federal laws addressing equal educational opportunity. The Coordinator under Title VI, IX, Section 504/Title II and the Age Act is responsible for processing complaints and serves as moderator and recorder during hearings. The Coordinator of each statutory scheme may be the same person or different persons.

Section 504/Title II Coordinator – Special Services Director (for questions or complaints based on disability concerning students) and Section 504/Title II Coordinator – Personnel Director (for questions or complaints based on disability concerning employees, patrons and other adults)

Chouteau-Mazie Public Schools  
P.O. Box 969, Chouteau, OK 74337  
(918) 476-8386

Title VI (for questions or complaints based on race, color and national origin), Title IX (for questions or complaints based on sex), and Age Act (for questions or complaints based on age) Coordinator – Personnel Director

Chouteau-Mazie Public Schools  
P.O. Box 969, Chouteau, OK 74337  
(918) 476-8386

**Respondent:** The person alleged to be responsible for the alleged discrimination contained in a complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the complaint.

**Day:** Day means a working day when the District’s main administrative offices are open. The calculation of days in complaint processing shall exclude Saturdays, Sundays and legal holidays.

**Pre-Filing Procedures**

Prior to the filing of a written complaint, the student, parent or guardian, employee or patron is encouraged to visit with the building principal or the Coordinator, as applicable, and reasonable effort should be made by the District at this level to resolve the problem or complaint.

**DISCRIMINATION COMPLAINTS, PROCEDURES (Cont.)**

**Filing, Investigation, Hearing and Review Procedures**

The Grievant submits a written complaint to the Coordinator, as applicable, stating the basis, nature and date of the alleged discrimination, the names of the persons responsible (where known) and requested action. If the applicable

<b>CHOUTEAU-MAZIE PUBLIC SCHOOLS</b>		<b>DAA-P</b>
<i>Adoption Date: October 17, 2017</i>	<i>Revision Date(s):</i>	<i>Page 5 of 7</i>

Coordinator is the person alleged to have committed the discriminatory act(s), then the complaint should be submitted to the Superintendent for assignment. Complaint forms are available from the offices of the District’s Coordinators.

The Coordinator conducts a complete and impartial investigation within 10 days of receiving the complaint, to the extent reasonably possible, which shall include but not be limited to, interviewing the Grievant and any witnesses, review of documents and interviewing the Respondent. The Coordinator will ask the Respondent to (a) confirm or deny facts; (b) indicate acceptance or rejection of the Grievant’s requested action; and (c) outline alternatives. As to complaints of discrimination by students, parents or guardians and school employees, the Coordinator will disclose the complaint, the identity of the Grievant and information regarding the person who allegedly committed the discriminatory act only to the extent necessary to fully investigate the complaint and only when the disclosure is required or permitted by law. If a Grievant wishes to remain anonymous, the Coordinator will advise him or her that such confidentiality may limit the District’s ability to fully respond to the complaint. If a Grievant asks to remain anonymous, the Coordinator will still proceed with the investigation.

Within 10 days after completing the investigation, the applicable coordinator will issue a written decision to the Grievant and Respondent.

If the Grievant or Respondent is not satisfied with the decision, he or she must notify the applicable Coordinator, in writing, within 10 days and request an appeal to the Superintendent. The written appeal shall contain a specific statement explaining the basis for the appeal.

With 10 days after receiving the appeal request, the applicable Coordinator will refer the matter to the Superintendent for a hearing. If the Superintendent is the person alleged to have committed the discriminatory act(s), then a different decision maker will be appointed to maintain impartiality. The Coordinator will schedule the hearing with the Grievant, the Respondent and the Superintendent. The hearing will be conducted within 10 days after the Coordinator refers the matter to the Superintendent for hearing.

At the hearing, the Superintendent will review the information collected through the investigation and may ask for additional oral or written evidence from the parties and any other individual he or she deems relevant. The applicable Coordinator will make arrangements to audiotape any oral evidence presented. In circumstances involving allegations of sexual harassment, the Coordinator may determine that it is appropriate and reasonable to separate the individual who is allegedly being sexually harassed from the alleged harasser in the hearing.

Within 10 days after completing the investigation the Superintendent will issue a written decision to the Grievant and Respondent.

**DISCRIMINATION COMPLAINTS, PROCEDURES (Cont.)**

If the Grievant or Respondent is not happy with the decision, he or she must notify the Superintendent, in writing, and request an appeal to the Board of Education. The written appeal shall contain a specific statement explaining the basis of the appeal.

The Superintendent will notify the Board of Education, in writing, within 5 days after receiving the appeal. The clerk will place the appeal on a board agenda within 30 days from the date of notification to the Board of Education.

<b>CHOUTEAU-MAZIE PUBLIC SCHOOLS</b>		<b>DAA-P</b>
<i>Adoption Date: October 17, 2017</i>	<i>Revision Date(s):</i>	<i>Page 6 of 7</i>

The Board will act as an appellate body by reviewing the decisions and the oral and written evidence presented below and making a decision. At the board meeting, the Board may ask for oral or written evidence from the parties and any other individual it deems relevant. The clerk will make arrangements to audiotape any oral evidence presented. Within 5 days of the meeting, the Board will issue a final decision in writing to all parties involved.

**GENERAL PROVISIONS**

**Extension of Time:** Any time limits set by these procedures may be extended by mutual consent of the parties involved. The total number of days from the date the complaint is filed until the Board of Education issues a final decision shall be no more than 180 days.

**Access to Regulations:** Upon request, the Coordinator shall provide copies of any regulations prohibiting discrimination on the basis of race, color, national origin, religion, sex, age or disability.

**Confidentiality of Records:** Complaint records will remain confidential, to the extent allowed by law, unless permission is given by the parties involved to release such information. All complaint records will be kept separate from any other records of the District. No complaint record shall be entered in any personnel file unless adverse employment action is taken against an employee. Complaint records shall be maintained on file for three years after complaint resolution.

**Representation:** The Grievant and the Respondent may have a representative assist them through the grievance process and accompany them to any hearing.

**Retaliation:** The District prohibits retaliation, intimidation, threats, or coercion of any person for opposing discrimination or for participating in the District’s discrimination complaint process or making a complaint, testifying, assisting, appealing, or participating in any other discrimination complaint proceeding or hearing. The District will take steps to prevent the alleged perpetrator or anyone else at the District from retaliating against the alleged victim or any person who acts to oppose discrimination or participates in the complaint process. These steps include notifying students and employees that they are protected from retaliation, making sure that victims know how to report future problems and making follow-up inquiries to see if there have been any new incidents. If retaliation occurs, the District will take strong responsive action.

**Basis of Decision:** At each step in the grievance procedure, the decision maker will take or recommend the taking of appropriate measures based on the facts, as revealed by the investigation and hearing, taken as a whole, and the totality of the circumstances, such as the nature, extent, context and gravity of the activities or incidents.

**DISCRIMINATION COMPLAINTS, PROCEDURES (Cont.)**

**Section 504 Due Process Procedures:** For information concerning the impartial hearing and review procedures under Section 504, the Grievant should contact:

Section 504/Title II Coordinator – Special Services Director

Chouteau-Mazie Public Schools  
P.O. Box 969, Chouteau, OK 74337  
(918) 476-8386

<b>CHOUTEAU-MAZIE PUBLIC SCHOOLS</b>		<b>DAA-P</b>
<hr/>		
<i>Adoption Date: October 17, 2017</i>	<i>Revision Date(s):</i>	<i>Page 7 of 7</i>

**Notice:** The District will notify all students, parents or guardians, members of the public and employees of the name, office and telephone of each Coordinator and this Grievance Procedure in writing via school publications and/or postings at each school site to which employees or students are assigned.

<b>CHOUTEAU-MAZIE PUBLIC SCHOOLS</b>		<b>DAA-P2</b>
<i>Adoption Date: October 31, 2017</i>	<i>Revision Date(s):</i>	<i>Page 1 of 2</i>

**COMPLAINT PROCEDURES UNDER PART B OF THE INDIVIDUALS WITH DISABILITIES EDUCATION ACT**

The Americans with Disabilities Act of 1990 (ADA) secures the right of individuals (whether employees, students, visitors, or others) to file a complaint with a school district or other public entity in any instance in which an individual believes that a violation of the ADA requirements related to public entities has occurred. Any employee who believes a violation of the ADA’s requirements, related to the district, has occurred with respect to the employee’s employment may utilize the applicable employee grievance procedure. Any employee who believes that a violation has occurred that does not involve the employee’s employment, may utilize this grievance procedure to secure review of a complaint. Likewise, any individual or organization may utilize this grievance procedure to secure a review of a claim, cause, or concern arising under the ADA.

The district’s ADA compliance officer shall provide, upon request, a grievance form. The form shall include the individual’s name and address, an explanation of the grievance, and reference to facts, documents, witnesses, or other proof of support for the claim. (See DAA-E3.)

Additionally, each individual filing a grievance shall state the relief requested and any recommendation for addressing, correcting, or otherwise adjusting the source of the perceived problem, concern, or complaint.

The ADA compliance officer will immediately review the grievance. The compliance officer will determine whether the grievant has supplied the information necessary to permit reasonable investigation of the claim or charge. If an insufficient statement of the grievance is submitted or if additional information is desirable, the compliance officer will inform the grievant. The grievant will have ten (10) calendar days to supply the necessary information. In the absence of supplemental information, the compliance officer will proceed with investigation of the claim.

The compliance officer or designee will investigate the grievance. The investigation shall consist of a review of documents, interviews with appropriate individuals, and other action consistent with the nature and scope of the grievance.

The investigation must be completed within thirty (30) days of submission of the grievance. In the event the grievant submits additional information pursuant to the request of the compliance officer, the report shall be due within thirty (30) days of the submission of additional information. The compliance officer’s report shall state the grievance, the scope of the investigation, findings related to the grievance, and a recommended disposition. A copy of the grievance decision shall be furnished to the grievant and to the superintendent.

The grievant shall have ten (10) calendar days from receipt of the compliance officer’s report to file with the superintendent an appeal of the findings or recommendations made. The superintendent shall schedule a meeting to consider the report and recommendation of the compliance officer and the objections of the grievant. Following this meeting, the superintendent may request additional investigation by the compliance officer, adopt the recommendation of the compliance officer, enter the superintendent’s own findings, adopt the relief request of the grievant, or take other action deemed necessary to achieve a reasonable resolution of the grievance.

**COMPLAINT PROCEDURES UNDER PART B OF THE INDIVIDUALS WITH DISABILITIES EDUCATION ACT (Cont.)**

<b>CHOUTEAU-MAZIE PUBLIC SCHOOLS</b>		<b>DAA-P2</b>
<i>Adoption Date: October 31, 2017</i>	<i>Revision Date(s):</i>	<i>Page 2 of 2</i>

The decision of the superintendent shall be final. The superintendent’s decision shall be rendered within fifteen (15) calendar days from any meeting scheduled to discuss and consider the grievance.

To comply with the requirements of state and federal law, the district has established the following procedures for filing and resolving formal written complaints regarding alleged violations of the requirements under Part B of the Individuals with Disabilities Education Act (IDEA), amended.

Formal written complaints filed with the district should be addressed to the superintendent or a district administrator. The complaint must include a statement that the district has violated a requirement under Part B of the IDEA, the facts on which the statement is based, the signature and contact information for the complainant; and. If alleging violations with respect to a specific child, the name and address of the residence (or contact information) of the child; the name of the school the child is attending; a description of the nature of the problem of the child, including facts relating to the problem; and a proposed resolution of the problem to the extent known and available to the party at the time the complaint is filed. The complaint must allege that a violation occurred not more than one (1) year prior to the date the district received the complaint.

Upon receipt of the formal written complaint alleging violation of Part B of the IDEA the district will acknowledge receipt of the complaint in writing and provide the complainant with a copy of the *Parents Rights in Special Education*. The district will provide the complainant an opportunity to voluntarily engage in mediation with the district in an effort to resolve the formal written complaint.

The district will promptly investigate formal written complaints. As part of the investigation, district personnel will give the complainant an opportunity to submit additional information, either orally or in writing, about the allegations in the complaint. District personnel will review all relevant information and make an independent determination whether it is violating a requirement of Part B of the IDEA.

Within 60 calendar days from receipt of the formal written complaint, the district will issue a written report to the complainant. The decision will address each allegation in the complaint and contain findings of fact and conclusions and the reasons for the final decision. The decision will include procedures for effective implementation of the decision, if needed, including technical assistance activities and corrective actions to achieve compliance. The district will extend the time limit for the decision only if exceptional circumstances exist regarding a specific complaint or the complainant and the district agree to extend the time to engage in mediation or other available alternative means of dispute resolution. In the decision, the district will advise the complainant of the right to request review of the district’s decision by the Oklahoma State Department of Education (SDE) and how to request SDE review.

A complainant may choose to file his or her complaint directly with SDE rather than filing with the district.

<b>CHOUTEAU-MAZIE PUBLIC SCHOOLS</b>		<b>DCC-R</b>
<i>Adoption Date: October 17, 2017</i>		
<i>Revision Date(s):</i>		<i>Page 1 of 5</i>

## **EMPLOYEES DRUG AND ALCOHOL FREE WORKPLACE**

The board of education may require drug and alcohol testing of all new applicants upon a conditional offer of employment. Substances tested shall be for drugs and alcohol. 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 at any time reasonably believes that the employee may be under the influence of drugs or alcohol, including, but not limited to, the following:

- a. drugs or alcohol on or about the employee's person or in the employee's vicinity,
- b. conduct on the employee's part that suggests impairment or influence of drugs or alcohol,
- c. a report of drug or alcohol use while at work or on duty,
- d. information that an employee has tampered with drug or alcohol testing at any time,
- e. negative performance patterns, or
- f. excessive or unexplained absenteeism or tardiness;

Substances tested shall be for drugs and 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. (See also the policy DCCB and DCCB-R.)

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. (See also policy DCCB and DCCB-R.)

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).

Any employee who refuses to submit to drug or alcohol testing may be subject to disciplinary action including, but not limited to, termination of employment subject to all applicable due process procedures. Employees who refuse to undergo a drug or alcohol test shall be considered to have been discharged for misconduct for purposes of unemployment compensation benefits. In order to provide misconduct, the employer need only provide proof of a testing policy and either a refusal to take a drug or alcohol test or a positive test result.

### **WORKPLACE DRUG AND ALCOHOL TESTING, REGULATIONS (Cont.)**

#### Drug Testing Procedures

<b>CHOUTEAU-MAZIE PUBLIC SCHOOLS</b>		<b>DCC-R</b>
<i>Adoption Date: October 17, 2017</i>	<i>Revision Date(s):</i>	<i>Page 2 of 5</i>

Drug and alcohol testing standards and procedures of this school district shall conform fully to the provisions of the State Board of Health. Testing facilities used by this district shall provide evidence of having met all licensing and/or certification requirements of the State Board of Health including the following:

1. Samples shall be collected and tested only by individuals deemed qualified by the State Board of Health. Such samples may be collected on the premises of the school district or at a testing facility.
2. Only samples deemed appropriate by the State Board of Health for drug and alcohol testing shall be collected.
3. The collection of samples shall be performed under reasonable and sanitary conditions.
4. Samples shall be collected in sufficient quantity for splitting into two separate specimens, pursuant to rules of the State Board of Health, to provide for any subsequent independent analysis in the event of challenge of the test results of the main specimen.
5. Samples shall be collected and tested with due regard to the privacy of the individual being tested. In the instances of urinalysis, no representative, agent, or designee of the school district shall directly observe an applicant or employee in the process of producing a urine sample; provided, however, collection shall be in a manner reasonably calculated to prevent substitutions or interference with the collection or testing of reliable samples.
6. The testing facility will provide the necessary documentation of testing procedure and test results to the employer requesting testing services as may be required by a court or administrative proceeding.
7. A written record of the chain of custody of the sample shall be maintained from the time of the collection of the sample until the sample is no longer required.

Testing Results

The following steps will be taken when an employee's medical exam is positive for the presence of drugs or alcohol:

1. The employee will be notified of the results of the test. The applicant or employee has a right to obtain all information and records relating to that individual's testing.
2. The employee will be advised of the outcome of the drug screening and will be immediately removed from the current job assignment.
3. The employee will be given a reasonable opportunity for confidential rebuttal of the results.

**WORKPLACE DRUG AND ALCOHOL TESTING, REGULATIONS (Cont.)**

4. To continue employment with the district, the employee must develop a written plan for improvement with the employee's supervisor. As an element of every plan for improvement, the employee will be

<b>CHOUTEAU-MAZIE PUBLIC SCHOOLS</b>		<b>DCC-R</b>
<i>Adoption Date: October 17, 2017</i>	<i>Revision Date(s):</i>	<i>Page 3 of 5</i>

encouraged to voluntarily seek professional assistance and/or participate in an appropriate rehabilitation program. Drug and alcohol dependency evaluation and referral services for substance abuse counseling, treatment, or rehabilitation shall be provided to the employee.

5. The employee will be suspended until the employee has tested negative on a follow-up drug screening. The follow-up drug screening will be administered no earlier than seven nor more than forty-five (45) calendar days following the initial positive drug screening. The physician who administered and interpreted the initial drug screening will make a recommendation to the district as to the amount of time that is appropriate before administering the follow-up drug screening, depending on the type and amount of chemical substance initially detected in the employee's system. The employee may use existing accrued leave during this suspension. If the employee does not have sufficient accrued leave to cover the absence, the leave will be without pay unless prohibited by applicable law. All employees hereby affected by this policy and regulation will be provided appropriate due process procedures.

6. If the follow-up drug screening is negative, the employee may be returned to regular assignment. If the drug screening is positive, procedures for the employee's termination will be implemented in accordance with this policy and the district's employment termination policies.

7. Any employee whose drug screening is positive a second time, regardless of the length of time which has passed since the first positive test, will be recommended to the board for dismissal. Any employee who has once tested positive may be subject to random drug screening sampling for a period of two years, commencing with the employee's return to work, and/or may be recommended for dismissal.

Confidentiality

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

**WORKPLACE DRUG AND ALCOHOL TESTING, REGULATIONS (Cont.)**

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.

<b>CHOUTEAU-MAZIE PUBLIC SCHOOLS</b>		<b>DCC-R</b>
<i>Adoption Date: October 17, 2017</i>	<i>Revision Date(s):</i>	<i>Page 4 of 5</i>

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 the general health, pregnancy or other physical or mental condition of the applicant or employee. 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.

Other Provisions

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.

Any employee or applicant for employment who refuses to undergo drug or alcohol testing conducted in accordance with board policy and these regulations may be disciplined up to and including termination 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.

In order to maintain a healthy educational and working environment in the School District, and to comply with the requirements of the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989 for purposes of receiving federal assistance, the Board of Education adopts the following policies and regulations:

1. Use, possession, dispensing, manufacture, sale or distribution or conspiring to sell, distribute or possess or being in the chain of sale or distribution, or being under the influence of a controlled substance, alcoholic beverage, or low-point beer (as defined by Oklahoma law, i.e., 3.2 beer) in any of the School District

**WORKPLACE DRUG AND ALCOHOL TESTING, REGULATIONS (Cont.)**

sponsored function or event by an School District employee is prohibited. Violation of this prohibition shall result in disciplinary action, which may include dismissal or nonrenewal of employment. Violations which constitute criminal acts will be referred for prosecution.

2. Employees who are engaged in the performance of work under the terms of a federal grant must, as a condition of their employment, notify the superintendent in writing of any drug conviction (including a plea of nolo contendere) for a violation of a criminal drug statute which occurred at an School District workplace within five calendar days after the conviction. The conviction shall result in dismissal or nonrenewal.

*Adoption Date: October 17, 2017**Revision Date(s):**Page 5 of 5*

3. The conviction shall be reported in writing by the School District's grant administrator to the relevant federal granting agency within 10 calendar days of the notification by the employees or other actual notice of the conviction.
4. This policy statement shall be included in the School District's employee manual, and shall be distributed to all employees at the commencement of each school year.
5. The employee in-service training period prior to the commencement of each school year shall include a review and discussion of the dangers of drug and alcohol abuse in the workplace, the School District's policy for a drug-and alcohol-free workplace, the penalties for violating the policy, and available sources of information, counseling, rehabilitation and reentry programs regarding drug and alcohol use.

**REFERENCE: 40 O.S. §2-406A**  
**40 O.S. §551, et seq.**

<b>CHOUTEAU-MAZIE BOARD OF EDUCATION</b>		<b>DEFA</b>
<i>Adoption Date: August 26, 2017</i>	<i>Revision Date(s):</i>	<i>Page 1 of 1</i>

## **LEAVE SHARING PLAN**

The Chouteau-Mazie Board of Education has established a sick leave sharing plan for employee use of sick leave days donated from other employees of the district. The plan will permit the use of donated sick leave by a 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.

Sick leave sharing plan is set forth in negotiated agreement.

**REFERENCE: 70 O.S. §6-104.6**

<b>CHOUTEAU-MAZIE PUBLIC SCHOOLS</b>		<b>DIAA</b>
<i>Adoption Date: October 17, 2017</i>	<i>Revision Date(s):</i>	<i>Page 1 of 2</i>

**ASSAULT AND BATTERY  
INVOLVING SCHOOL DISTRICT EMPLOYEES**

Any School District employee upon whom an assault, battery, assault and battery, aggravated battery or aggravated assault and battery is committed while in the performance of any duties as a school employee shall immediately notify the superintendent. If the School District employee seeks emergency medical treatment as a result of the incident, the employee may make the report after obtaining such treatment or through a designee. All such reports must state the name of the person who committed the offense, the person upon whom the offense was committed, the nature, context and extent of the offense, the date(s) and time(s) of the offense and any other information necessary to a full report and investigation of the matter. The report may be made orally or in writing. The superintendent or his/her designee will deliver a copy of this policy to the School District employee upon receipt of the report. The superintendent will investigate the incident and take appropriate action based upon the results of that investigation. The superintendent will notify the State Department of Education in writing of all such incidents for the previous year on July 1 of each year or the first business day thereafter if July 1 falls on a weekend or legal holiday. The superintendent's report must include a description of the incident and the final disposition of the incident.

In any case of assault upon a teacher or a complaint or suit by third parties as a result of actions taken by the teacher while performing his/her duties, the board will render assistance to the teacher in connection with the handling of the incident by law enforcement or judicial authorities. This assistance shall be limited to the assistance necessary in the filing of charges in connection with the incident. If criminal or civil proceedings are brought against the teacher alleging that he/she committed an assault in connection with his/her employment, such teacher may request the board to furnish legal counsel to defend him/her in such proceedings. A decision to furnish or not furnish such legal counsel shall be determined by the board of education and shall be based on the circumstances surrounding each case. The board shall determine any limits for time loss due to legal proceedings.

If an assault on a teacher, occurring from the performance of his/her teaching duties, results in loss of time, the teacher shall be paid in full for such time and said absence shall in no event be deducted from any sick leave to which such teacher is entitled.

A student who has been suspended for a violent offense that is directed towards a classroom teacher shall not be allowed to return to that teacher's classroom without the approval of that teacher.

The School District will also refer appropriate incidents to law enforcement for investigation and prosecution. The School District's decision to report or not to report a particular incident to law enforcement does not preclude the School District employee from making a report to law enforcement. To the extent permitted by law, the School District will share information and cooperate with law enforcement in the conduct of its investigation and in any subsequent prosecution.

No School District employee will be subject to any civil liability for any statement, report or action taken in reporting or assisting in reporting a battery or assault and battery committed upon the School District employee while in the performance of any duties unless such report or assistance was made in bad faith or with malicious purpose.

**ASSAULT AND BATTERY INVOLVING SCHOOL DISTRICT EMPLOYEES (Cont.)**

<b>CHOUTEAU-MAZIE PUBLIC SCHOOLS</b>		<b>DIAA</b>
<i>Adoption Date: October 17, 2017</i>	<i>Revision Date(s):</i>	<i>Page 2 of 2</i>

The School District will post in a prominent place at each School District site the following notice: “FELONY CHARGES MAY BE FILED AGAINST ANY PERSON(S) COMMITTING AN AGGRAVATED ASSAULT OR BATTERY UPON ANY SCHOOL DISTRICT EMPLOYEE.”

For purposes of this policy, and “School District employee” means a teacher or any duly appointed person employed by the School District or employees of a firm contracting with the School District for any purpose, including any personnel not directly related to the teaching process and members of the Board of Education during board meetings.

For purposes of this policy, the terms “assault,” “battery” and “aggravated assault and battery” are defined as follows” an “assault” means any willful and unlawful attempt or offer with force or violence to do a corporal hurt to another. A “battery” is any willful and unlawful use of force or violence upon the person of another. An “assault and battery” becomes “aggravated” when committed under any of the following circumstances: (1) when great bodily injury is inflicted upon the person assaulted; or (2) when committed by a person of robust health or strength upon one who is aged, Decrepit or incapacitated, as defined by law.

**REFERENCE: 21 O.S. §650.7**  
**51 O.S. §151, et seq.**  
**70 O.S. 24-101.3**

<b>CHOUTEAU-MAZIE BOARD OF EDUCATION</b>		<b>DIAA-E</b>
<i>Adoption Date: October 17, 2017</i>	<i>Revision Date(s):</i>	<i>Page 1 of 1</i>

**EMPLOYEE ASSAULT AND BATTERY REPORT**

For purposes of this report, a “school district employee” means a teacher or any duly appointed person employed by the school district or employees of a firm contracting with the school district for any purpose, including any personnel not directly related to the teaching process and members of the board of education during school board meetings. An “assault” means any willful and unlawful attempt or offer with force or violence to do a corporal hurt to another. A “battery” is any willful and unlawful use of force or violence upon the person of another. An “assault and battery” becomes “aggravated” when committed under any of the following circumstances: (1) when great bodily injury is inflicted upon the person assaulted; or (2) when committed by a person of robust health or strength upon one who is aged, decrepit or incapacitated, as defined by law.

Date of offense: \_\_\_\_\_ Approximate time of offense: \_\_\_\_\_

Name of person who committed the offense: \_\_\_\_\_

Name of person upon whom the offense was committed: \_\_\_\_\_

Name(s) of any person(s) who witnessed the offense:  
 \_\_\_\_\_  
 \_\_\_\_\_

Description of the nature, context and extent of the offense (use additional pages as necessary for a full description of the event):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Other information: \_\_\_\_\_  
 \_\_\_\_\_

No school district employee will be subject to any civil liability for any statement, report or action taken in reporting or assisting in reporting a battery or assault and battery committed upon the school district employee while in the performance of any duties unless such report or assistance was made in bad faith or with malicious purpose.

\_\_\_\_\_  
 Date of Report \_\_\_\_\_ Person Reporting the Offense \_\_\_\_\_

Upon receipt of this report, a copy of the school district’s “Assault and Battery Involving School District Employees” policy will be provided to the employee upon whom the offense was committed.

<b>CHOUTEAU-MAZIE PUBLIC SCHOOLS</b>		<b>DHAC</b>
<i>Adoption Date: October 17, 2017</i>		
<i>Revision Date(s):</i>		<i>Page 1 of 3</i>

## **USE OF INTERNET AND SOCIAL NETWORKS AND OTHER FORMS OF COMMUNICATION**

The Superintendent and the School Principals will annually remind staff members and orient new staff members concerning the importance of maintaining proper decorum in the on-line, digital world as well as in person. Employees must conduct themselves in ways that do not distract from or disrupt the educational process. The orientation and reminders will give special emphasis to the following prohibited behaviors:

1. Improper fraternization with students using Facebook and similar internet sites or social networks, or via cell phone, texting or telephone.
  - A. Teachers may not list current students as “friends” on networking sites.
  - B. All e-contacts with students should be through the district’s computer and telephone system.
  - C. All contacts and messages by coaches with team members shall be sent to all team members, except messages involving medical or academic privacy matters, in which case the messages will be copied to the athletic director and the school principal.
  - D. Teachers will not give out their private cell phone or home phone numbers to students without prior written approval of the district and the parent of the minor student.
  - E. Improper private contact via e-mail or phone is prohibited.
2. Inappropriateness of posting items with sexual content
3. Inappropriateness of posting items exhibiting or advocating use of drugs and alcohol
4. Monitoring and penalties for improper use of district computers and technology

The Superintendent or designees will periodically conduct internet searches to see if teachers have posted inappropriate materials on-line. When inappropriate use of computers and websites is discovered, the School Principals and Superintendent will download the offensive material and promptly bring that misconduct to the attention of the school district’s legal counsel for review.

Employees who engage in any of the above-referenced prohibited behaviors are subject to the possibility of penalties, including dismissal from employment, for failure to exercise good judgment in on-line conduct.

### General Guidelines

## **USE OF INTERNET AND SOCIAL NETWORKS AND OTHER FORMS OF COMMUNICATION (Cont.)**

<b>CHOUTEAU-MAZIE PUBLIC SCHOOLS</b>		<b>DHAC</b>
<i>Adoption Date: October 17, 2017</i>	<i>Revision Date(s):</i>	<i>Page 2 of 3</i>

Consult district’s policy on internet safety and appropriate use, as well as the employee manual and/or parent and student handbook. Be aware that all existing policies and behavior guidelines extend to school-related activities in the online environment as well as on school premises.

Use good judgment. Think about the type of image you want to convey on behalf of the district when you are posting to social networks and social media sites. Remember that what you post will be viewed and permanently archived. Social media websites and blogs are not private. Internet search engines can find information years after it was originally posted. Comments can be forwarded or copied, and archival systems save information even if a post is deleted.

Remember professional communications are available to school administrator. The district considers an employee’s use of any electronic media for the purpose of communicating with a student or a parent to be an extension of the employee’s workplace responsibilities. Accordingly, the board expects school personnel to use professional judgment and appropriate decorum when using any social media in this fashion. School district administrators may require an employee to provide access to any websites used by him or her for communication with students or parents and to produce copies of any electronic communication with students or parents, including text messages, web page posts, etc. This policy does not authorize an administrator to inspect an employee’s personal equipment without the employee’s express consent.

Social Networking Websites

Many social networking websites are not accessible on the district’s network because they have been blocked. If school personnel, including teachers, would like to request that a website be made accessible to use for teaching and learning, that person shall submit a written request to the IT Director for review, identifying the online tools to be used and the instructional purpose in using them.

While on school property, either school personnel nor students may use an outside proprietary network to access websites that are blocked on the district’s network.

Personnel shall abide by the following requirements regarding use of social networking websites, even when done in their personal time, using personal property.

1. Fraternalization with students using social networking websites on the internet:
  - A School personnel may not list students as “friends” on networking sites;
  - B All e-contacts with students shall be made through the district’s computer/email and telephone system;
  - C All e-contact by sponsors with student organization members shall be sent to all team members;
  - D Inappropriate contact with students or parents via e-mail, phone, or other devices is prohibited.

**USE OF INTERNET AND SOCIAL NETWORKS AND OTHER FORMS OF COMMUNICATION (Cont.)**

2. Employees may not post items on social networking websites with sexual content if they are identifying themselves as an employee of the district;

<b>CHOUTEAU-MAZIE PUBLIC SCHOOLS</b>		<b>DHAC</b>
<i>Adoption Date: October 17, 2017</i>	<i>Revision Date(s):</i>	<i>Page 3 of 3</i>

3. Employees may not post items exhibiting or advocating use of drugs or alcohol if they are identifying themselves as an employee of the district;
4. Employees may not post pictures, video, or audio of students unless the student’s parents (if the student is under 18) or the student (if the student is 18 or over) has provided the student’s building administrator with written permission to do so.

Note that when using a school district e4-mail address and/or equipment to participate in any social media or professional social networking activity, the communications are public, and employees are responsible for the content in the communication.

Copyright and Fair Use Guidelines

District personnel and students must respect copyright and fair use guidelines when posting material on social network sites, even those websites used and accessed for educational and classroom purposes. See [www.copyright.gov/fls/fl102.html](http://www.copyright.gov/fls/fl102.html).

Hyperlinking to outside sources is recommended. Do not plagiarize. Give credit, where credit is due, to the sources of material. When hyperlinking to other sites and media, be sure that the hyperlinked content is appropriate and consistent with these guidelines. Be aware that photographs taken by professional photographers cannot be scanned and used on the internet without the photographer’s permission, even if they are photos purchased from the photographer.

Text and Instant Messaging

District personnel shall not text or instant message any student individually. All text and instant messages to students shall be sent to the school, class, team, club or organization. Staff shall not send messages that are personal in nature and not related to the business of the school or that contain confidential information to persons not authorized to receive that information.

Use of Social Media

The Superintendent shall designate those staff persons who have management or administrator access to the district’s social media, including, but not limited to the ability to remove content from the school’s social media if determined to be inappropriate. Only content that is allowable on the school’s website is allowable on the school’s social media pages unless otherwise authorized by the Superintendent.

Penalties

Both district personnel and students face the possibility of penalties, including student suspension and employee termination, for failing to abide by district policies when accessing and using social media.

## **ROUTINE PROCEDURES FOR SANITATION AND HYGIENE WHEN HANDLING BODY FLUIDS**

### Definitions

1. Bloodborne Pathogens means pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, Hepatitis B virus (HBV) and human immunodeficiency virus (HIV).
2. Contaminated means the presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.
3. Contaminated Laundry means laundry that has been soiled with blood or other potentially infectious materials or may contain sharps.
4. Exposure Incident means a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee's duties.
5. Methods of Compliance - General-Universal precautions shall be observed to prevent contact with blood or other potentially infectious materials. Under circumstances in which differentiation between body fluid types is difficult or impossible, all body fluids shall be considered potentially infectious materials.
6. Occupational Exposure means reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.

### Equipment Needed

Water	Disposal Bags	Baggies
Hand Soap	Dust Pans/Brush/Broom	Paper Towels
Towelettes	Disposable Gloves	Utility Gloves
Trash Cans & Plastic Liners		Mops & Buckets
Sanitary Napkin Container		

Disinfectant - Should use one or more of these:

- A. Sodium hypochlorite solution (household bleach)
  - One (1) part bleach to ten (10) parts water
  - Ex: 1½ cups bleach to 1 gallon of water
  - Needs to be prepared each time used on inanimate objects.

## **ROUTINE PROCEDURES FOR SANITATION AND HYGIENE WHEN HANDLING BODY FLUIDS (Cont.)**

- B. ViroGuard-Q - Distributed by Health Services
  - One (1) oz. of ViroGuard-Q to 128 oz. of water.
  - ViroGuard-Q is a germicidal product that is to be used on inanimate objects. ViroGuard-Q has

bactericidal efficacy and fungicidal efficacy, mildew stat efficacy, virucidal efficacy, and sanitizing efficacy.

C. Hydrogen Peroxide 3% - to be used on skin surfaces.

D. Isopropyl Alcohol - to be used on some skin surfaces and for rinsing the hands.

E. Sanitary absorbing agent (e.g., chlorasorb).

### Procedure

#### 1. General

A. Wear disposable gloves before making contact with body fluids during care, treatment, and all cleaning procedures.

B. Discard gloves after each use.

C. Wash hands with germicidal soap after handling fluids and contaminated articles, whether or not gloves are worn.

D. Discard disposable items including tampons, used bandages, and dressings in plastic lined trash containers; close bags and discard daily.

E. Do not reuse plastic trash bags.

F. Use disposable items to handle body fluids whenever possible.

G. Use paper towels to pick up and discard any solid waste materials such as vomitus or feces.

H. Use general-purpose utility gloves (e.g., rubber household gloves) for housekeeping chores involving potential blood contacts and for general cleaning. Utility gloves can be cleaned and reused but should be discarded if they are peeling, cracked or discolored, or if they have punctures, tears or other evidence of deterioration.

#### 2. Handwashing

A. Use germicidal soap and running water. Soap suspends easily removable soil and microorganisms, allowing them to be washed and rinsed away.

## **ROUTINE PROCEDURES FOR SANITATION AND HYGIENE WHEN HANDLING BODY FLUIDS (Cont.)**

B. Rub hands together for approximately ten (10) seconds to work up a lather.

- C. Scrub between fingers, knuckles, back of the hands and nails. Nails should be short and trimmed. Jewelry should not be worn.
- D. Rinse hands under running water. Running water is necessary to carry away debris and dirt.
- E. Use paper towels to thoroughly dry hands.
- F. Use a paper towel to turn water off, discard paper towels.
3. Washable Surfaces (bottles, dishes, toys, tables, desks, etc.)
- A. Use ViroGuard-Q solution or use household bleach solution, mixed fresh. Scrub as needed.
- B. Rinse with water.
- C. Allow to air dry.
- D. When bleach solution is used, handle carefully.
1. Gloves should be worn since the solution is irritating to the skin.
  2. Avoid applying to metal, since it will corrode most metals.
- E. Toys that are placed in children's mouths should be cleaned with water and detergent, disinfected, and rinsed before handling by another child.
- F. All frequently touched toys should be cleaned and disinfected daily.
- G. The use of soft, non-washable toys in classrooms should be discouraged.
4. Floors
- A. Use household bleach solution, mixed fresh, or multi-purpose disinfectant.
- B. Use the two (2) bucket system: One bucket to wash the soiled surface and one bucket to rinse, as follows:
1. In bucket #1, dip, wring, mop up vomit, blood, etc.
  2. Dip, wring, and mop once more.

## **ROUTINE PROCEDURES FOR SANITATION AND HYGIENE WHEN HANDLING BODY FLUIDS (Cont.)**

3. Dip and wring out mop in bucket #1.
4. Put mop and bucket #2 (rinse bucket) that has a clean bleach solution.

5. Mop or rinse area.
6. Return mop to bucket #2 to wring out. This keeps the rinse bucket clean for the second spill in the area.
7. After spills are cleaned, proceed with #3.

C. Soak mop in the bleach solution after use.

D. After cleanup is completed, discard contents of bucket #1. Bucket #2 is now bucket #1; mix fresh bleach solution for bucket #2.

E. Water and disposable cleaning equipment should be placed in a toilet or plastic bag, as indicated.

F. Rinse non disposable cleaning equipment (dustpan, buckets) in disinfectant.

G. Dispose of disinfectant solution down the drainpipe.

H. Remove gloves, if worn, and discard in the appropriate receptacle.

I. Wash hands as described above.

5. Non-Washable Surfaces (rugs and upholstery, etc.)

A. Apply sanitary absorbing agents, let dry, vacuum.

B. If necessary, use broom and dustpan to remove soiled materials.

C. Apply rug or upholstery shampoo as directed. Re-vacuum according to directions on shampoo.

D. Spray soiled area with ViroGuard-Q solution, air dry.

E. Clean dustpan and broom, if used. Rinse in ViroGuard-Q solution or household bleach solution.

F. Wash hands as described above.

6. Soiled Washable Materials (clothing, towels, uniforms, etc.)

## **ROUTINE PROCEDURES FOR SANITATION AND HYGIENE WHEN HANDLING BODY FLUIDS (Cont.)**

A. Rinse items under running water, using gloved hands, if appropriate.

B. Place items in a plastic bag and seal until items are washed. Plastic bags containing soiled, washable material must be clearly identified.

- C. Wash hands as described above.
- D. Wipe sink with paper towels, discard towels.
- E. Machine wash soiled items separately.
1. If material is bleachable, add ½ cup bleach to the wash cycle. If it is not bleachable, add ½ cup non chlorine bleach (Clorox II/Borateem) to the wash cycle.
  2. Wash in hot water: 160° F for 25 minutes, using detergent with disinfecting agents.
  3. Discard the plastic bag.
  4. After handling soiled items, wash hands as described above.
7. To Clean Blood or Body Fluid Spills (blood from nose, mouth, and skin lesions)
- A. Put on gloves.
- B. Use disposable wipes, cotton balls, or gauze pads which have been immersed in 3% peroxide.
- C. Proceed to clean blood spills with the solution soaked materials.
- D. Place soiled materials in a plastic bag for disposal.
- E. Remove gloves, include with soiled materials and discard.
- F. Wash hands as described above.
8. Toileting and Diapering
- A. Toileting and toilet training equipment should be maintained in a sanitary condition.
- B. Diaper changing surfaces should be nonporous and sanitized between uses for different children.
- C. Soiled disposable diapers or soiled disposable wiping cloths should be disposed of in a secure plastic lined container.

## **ROUTINE PROCEDURES FOR SANITATION AND HYGIENE WHEN HANDLING BODY FLUIDS (Cont.)**

- D. Diapers should be able to contain urine and stool and minimize fecal contamination of the children, providers, and environmental surfaces and objects.
- E. Diapers should have an absorbent inner lining attached to an outer covering made of waterproof material that prevents escape of feces and urine. Outer and inner lining must be changed as a unit and not reused.

F. Fecal contents may be placed in the toilet, but diapers must not be rinsed. Preferably, dispose of diaper and contents as a total unit.

G. Diaper changing areas should never be located in food preparation areas and should never be used for temporary placement of foods.

9. Potty Chairs

A. Potty chairs must be emptied into a toilet after each use, cleaned in a utility sink, and disinfected after each use.

B. Gloves should be used if wiping a child. Leave gloves on until the cleaning procedure is finished.

C. Staff should sanitize potty chairs, flush toilets, and diaper changing areas with the household bleach solution or ViroGuard-Q solution.

D. Wash hands as described above.

10. Sleeping Equipment

A. Each item should be used by only one child.

B. The sleeping equipment should be cleaned and sanitized prior to assignment to another child.

C. Crib mattresses should be cleaned and sanitized when soiled or wet.

D. Sleeping mats should be stored so that contact with the surface of another mat does not occur.

E. Bedding should be assigned to each child and cleaned when soiled or wet.

11. General Information

A. CPR - Use disposable mouthpiece and/or face shield (will be kept in the clinic).

## **ROUTINE PROCEDURES FOR SANITATION AND HYGIENE WHEN HANDLING BODY FLUIDS (Cont.)**

B. ViroGuard-Q will be requested from the school and kept in the clinic in a spray bottle, ready for use.

C. Prepare a "cleanup baggie" by placing in a baggie a towelette moistened with hydrogen peroxide. Keep a clean bag and gloves in your desk or pocket. Use for recess or duty, if not used pass it to the next person on the duty schedule.

D.P.E. Teachers, coaches, and trainers need cleanup baggies ready for use in classes, at athletic events, and during team practice sessions.

*Adoption Date: October 17, 2017**Revision Date(s):**Page 7 of 7*

E. Take cleanup baggies and gloves on field trips.

F. All cleaning supplies must be labeled regardless of container.

12. Personal Hygiene Measures

A. Wash hands in soap and water immediately after evacuating bowels or bladder and always before handling food or eating.

B. Keep hands and unclean articles or utensils that have been used for bodily purposes by others away from the mouth, eyes, nose, ears, and wounds.

C. Avoid using common or unclean eating utensils, drinking cups, towels, combs, handkerchiefs or disposable tissues.

D. Avoid exposure to other persons' spray from the nose or mouth as in coughing, sneezing, laughing, or talking.

E. Wash hands thoroughly after handling another person's belongings.

<b>CHOUTEAU-MAZIE PUBLIC SCHOOLS</b>		<b>DNAB</b>
<i>Adoption Date: May 11, 2015</i>		
<i>Revision Date(s):</i>		<i>Page 1 of 1</i>

## **EVALUATION OF SUPPORT PERSONNEL**

The development of a strong, competent support staff of employees, and the maintenance of high morale among the staff are major objectives of the Chouteau-Mazie Board of Education. The selection of the right employees to fill vacancies; the determination of assignments and equitable workloads; the establishment of wage and salary policies that encourage employee achievement; and the provision of a good atmosphere in which to work are some of the major duties of the board of education. The board believes that a program of continuous evaluation is necessary to meet its requirements.

### Principles

The evaluation shall cover the major areas of the employee's responsibilities and duties to the school system, and shall include, but not be limited to, the following:

1. Specific work assignment
2. Work habits

The supervisors have the responsibility for seeing that all employees know the basis upon which they are to be evaluated, significantly in advance of the evaluation.

Employees, especially if new to the district, shall look to their immediate supervisors for an explanation of duties and responsibilities.

### Standards of Evaluation

All evaluations shall be on district-approved forms, with standards for evaluation enumerated in all areas to be evaluated. Evaluations shall be "satisfactory" or "unsatisfactory." An evaluation of unsatisfactory requires justification and substantiation, together with suggestions for improvement.

### Who Shall Evaluate

The principal and/or the immediate supervisor shall evaluate all employees under his or her jurisdiction.

An approved evaluation instrument will be used to evaluate Chouteau-Mazie School District support personnel and listed on their job description. A copy of the evaluation will be given to the employee and a copy will be placed in the personnel file. Evaluations of support employees will be completed no later than April 1<sup>st</sup> of each year.

*Adoption Date: June 22, 2015*

*Revision Date(s):*

*Page 1 of 2*

**EVALUATION OF SUPPORT STAFF**

**Performance Rating Report**

Employee \_\_\_\_\_ Department \_\_\_\_\_

Supervisor \_\_\_\_\_ Date of Rating \_\_\_\_\_

**RATING SCALE:**

1 = Unsatisfactory  
2 = Improvement Needed

3 = Satisfactory  
4 = Outstanding

**RATING FACTORS**

**CIRCLE PROPER RATING**

- |     |  |   |   |   |   |
|-----|--|---|---|---|---|
| 1.  | <u>Quality of work:</u> The ability to produce work that satisfies or surpasses job requirements. Consider accuracy, completeness, thoroughness, neatness of work. | 1 | 2 | 3 | 4 |
| 2.  | <u>Quantity of work:</u> Volume or amount of work done.  | 1 | 2 | 3 | 4 |
| 3.  | <u>Knowledge:</u> Knowledge of methods, materials, objectives, and other fundamental skills.   | 4 | 1 | 2 | 3 |
| 4.. | <u>Adaptability:</u> Ability to learn, perform under changes and in emergencies, grasp detail, comprehend differences between important and trivial.               | 1 | 2 | 3 | 4 |
| 5.. | <u>Work habits:</u> Organization of work, care of equipment, safety, industry.   | 1 | 2 | 3 | 4 |
| 6.  | <u>Working relationship with students and other employees:</u> Ability to get along with students and coworkers.   | 1 | 2 | 3 | 4 |
| 7.  | <u>Dependability:</u> Degree to which employee can be relied upon to do the job without close supervision. Punctuality, attendance on the job.                     | 1 | 2 | 3 | 4 |
| 8.. | <u>Loyalty:</u> Interest in work, willingness to meet job requirements and accept suggestions, loyalty to the organization, ethical conduct.                       | 1 | 2 | 3 | 4 |
| 9.  | <u>Judgment:</u> Soundness of decisions, common sense.   | 1 | 2 | 3 | 4 |
| 10. | <u>Overall rating:</u> Should reflect the average of the rating.   | 1 | 2 | 3 | 4 |

**EVALUATION OF SUPPORT STAFF (Cont.)**

COMMENTS

1. What are the employee's strengths? (MUST be completed for outstanding ratings.)

---

---

2. What are employee's weaknesses? (MUST be completed for Unsatisfactory and Improvement Needed ratings.)

---

---

- 3 Additional comments.

---

---

---

I have discussed this performance rating with the evaluator.

I certify this evaluation has been discussed with me. I understand my signature does not necessarily indicate agreement.

Employee's signature

Date

---

---

Evaluator's signature

Date

---

---

<b>CHOUTEAU-MAZIE BOARD OF EDUCATION</b>		<b>DOAC</b>
<i>Adoption Date: 10/8/2019</i>		<i>Page 1 of 4</i>

**SUPPORT PERSONNEL  
SUSPENSION, DEMOTION, NONRENEWAL, OR TERMINATION**

The Chouteau-Mazie Board of Education has adopted the following procedure for the suspension, demotion, or termination of support personnel in accordance with Title 70 of Oklahoma Statutes, Sections 6-101.40 through 6-101.47.

For the purpose of this policy, "support employee" means a full-time employee 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 one hundred seventy-two days (172) 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. Those support employees who work less than one hundred seventy-two days (172) are not entitled to due process and shall be employed on an at-will basis.

No support employee who has been employed in the school district for more than one year may be suspended, discharged, or non renewed except within the provisions of this policy. However, this policy shall not be construed to prevent layoffs or reductions-in-force for lack of funds or work.

When the immediate suspension of a support employee is in the best interest of the school, the superintendent may suspend the employee with or without pay without a 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. Employees will be notified by certified mail of a superintendent's recommendation 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. Such 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.

In accordance with Title 70 of the Oklahoma Statutes, Sections 6-101.40 through 6-101.47, the board hereby adopts the following causes for suspension, demotion, termination, or nonrenewal of support personnel:

**SUPPORT PERSONNEL, SUSPENSION, DEMOTION, NONRENEWAL OR TERMINATION (Cont.)**

1. Leaving workstation without authorization prior to lunch periods or end of workday.

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 the 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, abusing 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.

**SUPPORT PERSONNEL, SUSPENSION, DEMOTION, NONRENEWAL OR  
TERMINATION (Cont.)**

20. Possession, consumption, or reporting to work under the influence of alcohol, non prescribed 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 or texting, posting to Facebook, or use of other social media during working hours.
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 areas 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.

**SUPPORT PERSONNEL, SUSPENSION, DEMOTION, NONRENEWAL OR TERMINATION (Cont.)**

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.

**REFERENCE:** 70 O.S. §6-101.40, et seq.

***THIS POLICY REQUIRED BY LAW.***