



Support Staff Handbook

2025-2026

Welcome to Chouteau-Mazie Public Schools!

If you are joining our faculty for the first time, welcome! You have joined a group of very caring people who are always willing to help.

This handbook will be a great source of information for you to utilize during your school year. All organizations have policies and procedures with which they must comply, but remember these policies are made for the betterment of all.

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 employee's immediate supervisor. This request for transfer must be submitted in writing to the Superintendent or his designee. Employee transfers deemed necessary by the administrative staff shall not be construed in any way to be a demotion. Transfers 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 afforded 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. Worker's Compensation

The School District will provide all School District personnel with the benefits afforded 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 Deduction

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 a 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 is 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 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 service as a contract, full-time employee of the 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 that 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 that 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 Employees on 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 the following schedule:

Number of Days Earned			
	1-4 years	5-8 years	9+ years
FullMonth Of Service	12 Days Per Year	17 Days Per Year	22 Days Per Year
1	1	1	2
2	2	2.5	4
3	3	4	6
4	4	5.5	7
5	5	6	9
6	6	7.5	11
7	7	9	13
8	8	10.5	14
9	9	11	16
10	10	13.5	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- or designated day
- Presidents day- or designated day
- Good Friday- or designated day
- 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 will be given the same work period as a holiday at another time.

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 employee's 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 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.

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 to 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 recognizes 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 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, cigarettes, or similar items or displays and/or expressions of obscenities, sexual references, or similar references 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.
5. 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. Camisoles, 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 specific 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, earrings 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 OF HOUR 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, PO Box 969 Chouteau, OK 74337 OR MAILED BY CERTIFIED MAIL TO THE SAME PERSON AT THE SAME ADDRESS.

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 your 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.

Regards,

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, PO Box 969 Chouteau, OK 74337,
OR MAILED BY CERTIFIED MAIL TO THE SAME PERSON AT THE SAME
ADDRESS.

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 or at a special meeting called by the Board, at the Board's discretion. 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 your 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. At the conclusion of the hearing the Board of Education will vote to reemploy or non-reemploy you for the ensuing fiscal year. The decision of the Board of Education is final and non-appealable.

Regards,

Superintendent of Schools

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, Oklahoma 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
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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

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SUPPORT PERSONNEL LEAVE

Sick Leave

The Chouteau-Mazie School District Board of Education grants sick leave with full pay to all support employees. This is to give an employee financial protection in case of personal illness and to protect the welfare of the children. Any absence for illness shall be certified by the superintendent, who shall be responsible for its validity.

Support employees will accrue one (1) day of sick leave per month or employment, depending on the length of their contract, cumulative to 60 days. For example, a support employee on a ten-month contract will accrue one (1) day of sick leave per month, for a total of ten (10) days sick leave accrued over the fiscal year. Pay for sick leave for support personnel is limited to the number of hours per day for which the employee is regularly employed. For example, a bus driver who works four hours per day will be paid for a maximum of four hours of sick leave per day and that four hours will constitute one day of sick leave for that employee.

Sick leave is interpreted as the time when personal illness, accidental injury or pregnancy or personal illness in the immediate family keeps an employee from being present to conduct his/her regular daily work. Immediate family is defined as father, mother, brother, sister, husband, wife, child, grandparent, or grandchild. This also includes dental, physical and eye examinations for employees and dependents in the immediate family. Any misuse or use of sick leave for other purposes may result in disciplinary action or termination. If an employee is injured as a result of an assault or battery upon the person of the employee while the employee is in the performance of any duties as an education employee, the employee shall be entitled to a leave of absence from employment with the school without a loss of leave benefits.

If the employee has worked in the district 5 or more years and at the end of the fiscal school year, has more than 70 sick days they will be paid for those days at a rate of \$25.00 a day. Those days would then be removed from their sick leave balance. Maintaining a maximum balance of 70 days. If he/she is employed by another school district, his/her accumulated sick leave may be transferred to the receiving district.

Emergency Leave

Full-time support personnel (those non-teaching employees who work five (5) or more hours per day) will be allowed two (2) days emergency leave per school year. Part-time (bus drivers) will be allowed two (2) day emergency leave per school year. Emergency leave is non-cumulative.

Emergency leave is interpreted as a sudden, generally unexpected occurrence or unavoidable set of circumstances demanding immediate action which takes the employee from his/her duties. Emergency leave will be determined by the superintendent.

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SUPPORT PERSONNEL LEAVE (Cont.)

Personal Business Leave

Chouteau-Mazie School District shall provide for all support personnel three (3) personal business leave per school year. Such leave shall be limited to personal business matters that cannot be conducted after school hours or on the weekend. Requests for personal leave shall be made in writing three days in advance of time needed.

Types of situations that may qualify as personal business are varied and numerous. The following examples serve as guidelines:

1. Family illness other than immediate family;
2. Urgent business transactions;
 - A. Loan closings
 - B. Other banking matters
 - C. IRS reviews
3. Legal matters
 - A. Meeting with attorney for personal, spouse or children's business
 - B. Court appearances when subpoenaed as a witness
 - C. Settling of estates
4. Miscellaneous
 - A. Attend business convention with spouse
 - B. Military obligations

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

1. Pleasure trips or vacations (hunting/fishing trips included)
2. Attending school activities or sporting events

SUPPORT PERSONNEL LEAVE (Cont.)

3. Seeking other employment

4. To participate in political or social activities
5. To perform service for compensation
6. Court appearances when employee is a plaintiff in a lawsuit

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SUPPORT PERSONNEL LEAVE (Cont.)

Any misuse of the policy with Chouteau-Mazie School District could result in loss of compensation or termination of employment. If personal days are not used they roll into the employees sick leave balance at the end of each fiscal year.

Bereavement Leave

1. The Chouteau-Mazie School District will provide support for employees up to five (5) days per year for funeral leave for immediate family members without loss of pay.
2. Immediate family members are defined as follows:
Husband or wife, son or daughter, father or mother, brother or sister, father-in-law or mother-in-law, son-in-law or daughter-in-law, grandparent or grandchild.
3. Funeral leave of immediate family members exceeding five (5) days will be counted as loss of pay for support personnel.
4. Arrangements for funeral leave not considered as immediate family will be approved or disapproved by the superintendent.

Vacations

Twelve month employees under contract with the Board of Education will be granted an annual vacation with pay in the amounts and in accordance with the following:

1. Vacation days will be granted as follows:

Year 1 – 4	12 days
Year 5 – 8	17 days
Year 9 +	22 days
2. The amount of vacation with pay granted to twelve (12) month employees as stated above shall be calculated as of June 30th. 12-month employees shall be entitled to rollover a maximum of twenty-two (22) vacation days at the end of each fiscal year. All days above twenty-two (22) days shall be paid at the employees daily/hourly rate of pay. The pay rate shall be the rate in effect at the time of the employee's payout.

3. Employees eligible for a vacation shall take their vacation at a time approved by the superintendent.

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STAFF MEMBERS AND ELECTRONIC OR DIGITAL COMMUNICATIONS

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 online, 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 electronic or digital communication.
 - a. Teachers may not list current students as “friends” on networking sites.
 - b. All e-contacts with students should be through the district’s school-approved platform.
 - c. Improper contact via electronic or digital communication 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.

As per state law, employees are discouraged from sharing content or comments containing the following when directed at a citizen of the State of Oklahoma:

- 1) Obscene sexual content or links to obscene sexual content;
- 2) Abusive behavior and bullying language or tone;
- 3) Conduct or encouragement of illegal activity; and
- 4) Disclosure of any information required to be maintained as confidential by law, regulation, or internal policy.

“Social networking or “social media” means interaction with external websites or services based upon participant contributions to the content. Types of social media include social and professional networks, blogs, micro blogs, video or phone sharing and social bookmarking; and

“Comment” means a response to an article or social media content submitted by a commenter.

The Superintendent or designees will periodically conduct internet searches to see if teachers have posted inappropriate materials online. When inappropriate use of computers and websites is discovered, the School

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STAFF MEMBERS AND ELECTRONIC OR DIGITAL COMMUNICATIONS (Cont.)

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.

The board of education shall designate school-approved platforms. The administration shall publish school-approved platforms on the district’s website and in student or staff handbooks.

School personnel engaging in electronic or digital communication with an individual student shall include the student’s parent or guardian in any electronic or digital communication, unless such communication is on a school approved platform and related to school and academic communications. The only exception to this requirement may be made in case of an emergency, subject to subsequent notification to the parent or guardian. School employees shall make reasonable efforts to use school-approved platforms, systems, or applications that allow automatic inclusion of parents or guardians in communications with students.

School employees reported to have engaged in electronic or digital communications that would violate this policy and state law shall be placed on administrative leave while the school district investigates the incident. If the investigation finds that no misconduct occurred, the school employee shall be reinstated, and the incident noted in the personnel file.

Employees who engage in any of the above-referenced prohibited behaviors are subject to the possibility of penalties, including termination of employment, for failure to exercise good judgment. Incidents will be reported in compliance with district policy FFG and state law.

REFERENCE: 74 O.S. § 840-8.1
 70 O.S. § 6-401.

***A copy of this policy shall be distributed to each affected employee by email.**