

LEIPSIC LOCAL SCHOOL DISTRICT



STAFF HANDBOOK

TABLE OF CONTENTS

Page 3	General Information Assignment Responsibilities Employee Code of Conduct
Page 4	Professional Relationships Working Hours
Page 5	Personal Appearance Security – Classroom and Office Telephone Use Staff Parking Technology
Page 6	Social Media Building Maintenance
Page 7	Student Publications and Posters Media Communication Child Abuse Reporting Emergency Snow Days Field Trips
Page 8	Board Agenda Items Scheduling of Activities Sexual Harassment Faculty Meetings and Committee Work
Page 9	Teacher Professional Development Student Supervision
Page 10	Teacher Availability – Student Assistance Discipline
Page 11	Fund Raising Activities Tort Liability
Page 12	Student Injuries Non-Discrimination and Equal Opportunities LPDC
Page 13	Fiscal Items Delays/Calamity Days Staff Work Calendar Sick Leave Personal Leave Professional Leave
Page 14	Vacation Jury Duty Overtime Dock Days Payroll Payroll Deductions
Page 15	EMIS Inventory Depositing Money
Page 16	Purchase Requisitions Check Writing
Page 17	Activity Funds

GENERAL INFORMATION

The District Superintendent, as executive officer of the Leipsic Board of Education, is responsible to the Board of Education for all operations of the school. Reporting to the Superintendent are two principals who will be specifically responsible to the superintendent for the day-to-day operation of the school. Specific groups of employees, teachers, etc., will report to and be responsible to the principals for the performance of their duties.

Overall general supervision of all employees and all operations of the school will be the duty of the Superintendent. The Board of Education is empowered by state statutes to act as representatives of the people of a school district and to develop policies governing a program of education for the District.

To enhance the smooth operation of the school, staff organization is to be carefully observed by all employees. No employee of the school is to bypass the proper channels by making recommendations on matters of school policy directly to the school board or its individual members except at a regularly scheduled school board meeting to which they have been invited and placed on the agenda.

If at any time, any employee has a suggestion he or she feels will improve the operation of the school system, please feel free to come to the Superintendent's office and make suggestions. Every effort will be made to operate the District in as democratic manner as possible; however, recognize that total freedom and lack of rules and policies and lack of enforcement of these policies is not acceptable within the educational framework.

Please refer to the school website to find the latest Leipsic Board of Education Policies, Administrative Guidelines, and Sample Forms.

ASSIGNMENT RESPONSIBILITIES

Teachers are expected to maintain the highest integrity when executing their instructional assignment. All teachers are assigned students, a classroom, equipment, books, and materials. The course of study is contained in assigned textbooks, teacher's manuals, and school district curriculum guides. All teachers are expected to use these materials as guides during instruction - since the Leipsic School Board approves all the aforementioned materials. However, creativity and resourcefulness is always encouraged and considered an important aspect of all educational endeavors.

Below are responsibilities of successful Leipsic teachers:

- Good teachers will recognize each pupil as a person of inestimable value but not necessarily equal in achievement or ability to any other pupil.
- The teacher will advance the child's achievement to the best of the teacher and the child's abilities.
- The teacher will assess and record the pupil's progress.
- Teachers will make prudent use of equipment and materials at their disposal.
- Teachers are expected to keep their classrooms tastefully decorated.

Employee Code of Conduct

- Each Leipsic Local Schools employee shall:
 - Report to work on time and prepared for duty.
 - Comply with directives and duties that are legal and safe.
 - Maintain safe and secure working and learning environments.
 - Demonstrate professionalism, respect, fairness, and dignity when interacting with students, parents, staff/co-workers, and community members.

- Comply with federal laws, state statutes, and Leipsic Local Schools policies that prohibit conduct that could reasonably be construed as coercive, retaliating, harassing, intimidating, bullying, discriminating, or threatening.
- Communicate truthfully and honestly and ensure that all records, disclosures or other communications are complete, fair, accurate, timely and understandable to the best of his or her knowledge.
- Acquire, use, maintain, and dispose of district assets, including technology, in an ethical and responsible manner.
- Maintain the confidentiality of information as required under federal laws, state statutes, and Leipsic Local School's policies.
- Use established protocols to intervene against and/or report actions, behaviors or safety concerns that may represent one or more violations of federal law, state statute, or Leipsic Local School's policy.
- Refrain from activities outside of the contract day that may reasonably limit and/or interfere with his or her ability to effectively perform duties as assigned.
- Comply with all other federal laws, state statutes, and Leipsic Local School's policies as well as established operational routines or procedures.

PROFESSIONAL RELATIONSHIPS

The professional relationship between teachers and students demands the same guarding of confidential and official information as is observed by members of other long-established professions. A teacher should avoid casual comments to students that may be misinterpreted and lead to unfavorable or criticism or even serious results.

When a student's rights and privileges are involved, a student deserves the same respect and consideration that we show an adult under the same circumstances. Do not resort to ridicule or sarcasm in what you say or the type of punishment you administer.

Each school employee is critical to positive public relations with the community. We should all endeavor to establish friendly and intelligent cooperation between the home and the school. The teacher should conduct himself or herself socially so that criticism shall not be brought upon the individual, the school, or the teaching profession.

School matters, students, school activities, and other staff members should not be discussed in public by school employees or their spouses, except in a constructive manner. A teacher should avoid unfavorable criticism of predecessors and colleagues especially in the presence of students or people of the community.

Parents and patrons will be extended every reasonable courtesy and made welcome at all times within the district. Teachers shall initiate parent conferences when it is in the best interest of the child concerned. Such conferences shall be conducted on school premises.

WORKING HOURS

All teachers are to report to work no later than 8:00 a.m. and to remain at work until 3:15 p.m. No teacher should leave the building without notifying the appropriate building principal and explaining the reason except during the 30-minute duty free lunch hour. All staff members are encouraged to schedule medical appointments at times other than scheduled school days if possible.

Teachers should be in their classrooms or the adjoining hallway at least five minutes before students arrive in the morning.

PERSONAL APPEARANCE

Professional people have an obligation to be appropriately dressed and groomed. Teachers who do not set a proper example may negatively influence students. Therefore, you are expected to be neatly groomed and appropriately dressed for your particular assignment. Shorts are never acceptable as professional attire.

SECURITY – CLASSROOM AND OFFICE

Building security is an area that needs constant attention by every staff member. Employees are issued building keys on an “as needed” basis. A record is made of each key issued. Immediately report any lost keys to the Central Administration office. In order to provide a safe, healthy, and secure environment for students and staff at Leipsic Local School District the following guidelines **will be followed by all staff**:

- Only the main entrance doors are to be unlocked during the school day. All staff members must use their access card or designated key to enter the inside vestibule or other exterior school doors. Your access cards and keys are your responsibility. Students are not to be using access cards or keys that were issued to staff members. No exterior doors are to be propped open at any time.
- The sponsor of an organization must be with the group at all times. Students should not be left unattended in any part of the building.
- The athletic department is responsible for maintaining schedules for all practices and contests.

TELEPHONE USE

The main purpose of telephones in the classroom is for the communication of staff members with the office, with each other, and with parents. In case of illness or injury, the staff member is to contact the appropriate office secretary. Only in emergency situations, should a staff member call 911 from the classroom. And if they did so, notify the office as soon as the call is completed so they can assist in directing the emergency personnel to the appropriate room.

Staff members must turn off cell phones during class time, and personal phones must be stored out of sight of students. Personal cell phones are to be used only during 30-minute duty-free lunchtime and conference periods.

STAFF PARKING

There are no reserved or designated parking spaces and each teacher parks on a first come-first serve basis. Teachers are asked to park on school grounds rather than on any of the streets surrounding the school.

TECHNOLOGY

All employees who use District computers must sign a Technology Use Agreement to use the equipment in a manner that meets the requirements of the Technology Administrator. Please remember that you have no privacy rights to District-owned computers and/or e-mail. Both are subject to monitoring.

While technology can be frustrating for all of us, please be professional in making requests to the Tech Administrator and make allowance for the time that it often takes to trouble-shoot problems.

You will all be connected to a network printer. Personal printers in the classroom are not permitted.

Social Media

Staff should not text message students for any reason or add them to their personal social media accounts. In doing so, you put yourself and the school at risk.

District employees must be mindful that any Internet information (even from a “private” account) is ultimately accessible to the world. To avoid jeopardizing professional effectiveness, employees are encouraged to familiarize themselves with the privacy policies, settings, and protections on any social networking websites to which they choose to subscribe and be aware of information posted online. Despite privacy protections, internet and social media content is easily and often viewed by students/parents or reported to administrators.

Staff are **STRONGLY** encouraged to refrain from engaging with students and/or parents/guardians via social media about school-related issues. If contacted via social media in this regard, it is recommended that you encourage the individual to contact you at the school via the school email system, Parentsquare or a telephone call during normal school hours.

Because online content can be spread in mere seconds to a mass audience, the District encourages employees to ask themselves before posting any information online whether they would be comfortable having this information printed in the newspaper alongside their photos.

This is a great motto to live by:

If you would not bring it into the classroom, do not post it online!

DO's & DON'Ts

- DO consider every electronic communication a record.
- DO keep confidential information offline.
- DO know how to use social media privacy settings and their limitations.
- DO expect to be accountable for what you post.
- DO consider your tone.
- DON'T post inappropriate activities, images or words.
- DON'T bad mouth students, colleagues, your boss, parents or the community.
- DON'T follow, friend or add students.
- DON'T post anything if you have the slightest doubt about it.
- DON'T use “reply all” unless you really mean all.

BUILDING MAINTENANCE

To maintain the functional quality of our building, it is requested that all comply with the following rules:

- A request form must accompany all requests for repair.
- The use of thumb tacks, nails, screws or other puncturing devices on permanent wood, masonry or metal walls or trim without consulting with the maintenance supervisor is prohibited.
- The use of chemicals on any surfaces should first be cleared with the maintenance supervisor.

- Requests for use of facilities, rooms, etc., for functions or meetings shall be made on the form furnished by the Central Admin. office and returned to the principal's office.
- At the conclusion of the last period of room use each day, the windows should be closed, the lights turned off and the rooms locked.
- Spillage of staining liquids or materials on floors, furniture or other surfaces should be immediately reported to the custodial department.
- Reports of any vandalism or writing on walls in rest rooms or outside of building, on walks, or brickwork, any broken or cracked windows should be reported.
- Only water-based paint may be used to paint signs or posters. Any cans containing spray paint will be disposed of by the maintenance department
- When exiting the building in the evening all doors should be kept locked.
- Tape or adhesives are not to be used on the walls. Only painter's tape or poster putty may be used to attach posters or signs to walls. No adhesive items are to be used on the surface of student lockers.

STUDENT PUBLICATIONS AND POSTERS

School sponsored publications and posters are the property of Leipsic Local Schools. As a result, it is the responsibility of the staff and administration to ensure that all of the aforementioned publications are tastefully and responsibly written and displayed. Consequently, all publications are to be pre-approved by the building principal **PRIOR** to display or publishing.

MEDIA COMMUNICATION

In order to provide consistency, all media communication from Leipsic Local Schools must be processed through the appropriate principal's office.

CHILD ABUSE REPORTING

All staff is required by law to report suspected cases of child abuse or neglect to the Department of Job and Family Services. As a practice, discuss students who you believe may have been abused with the building principal. Law also mandates teachers mandated to report to DJFS cases of student abuse by other staff members. A form is to be filed with the principal immediately after a referral is made. The referral is necessary in the event that DJFS desires to initiate a delayed parental notification.

EMERGENCY SNOW DAYS

Parent Square will be used to notify staff members of days that school may not be in session or delayed due to inclement weather or other emergency conditions. Every effort will be made to determine weather delays and/or cancellations as early as possible; however, weather conditions can improve or worsen within a short period of time.

On such days when school is canceled, final decisions will be made concerning co-curricular activities or practices - including athletics by the superintendent.

FIELD TRIPS

Field trips are a privilege and not a right. The trip should be well planned, organized, and of educational value. Teachers need to have building principal approval **PRIOR TO** talking with students about a pending field trip. The last day to submit a request for a field trip will be April 15 annually. Teachers must have copies with them of the Emergency Medical Forms for all students attending the field trip. **Any out-of-state or overnight trips require school board approval.** No field trips will be scheduled after May 15 annually. Field trips unrelated to the subject will not be approved. One trip chaperone must accompany every 35 students. More than one field trip on any given school day may

not be approved. All non-academic field trips will be scheduled outside of the normal instructional day.

Teachers are responsible for all monies collected from parents/students for the field trip. Please follow instructions for Depositing Money listed in the Job Duties Affecting School Finances section. A requisition must be submitted in a timely manner so a check can be processed for payment of the field trip. Please write important information on the requisition, such as: if check is to be picked up or sent, date that the check is needed by, etc.

BOARD AGENDA ITEMS

Any staff member who has an item that requires Board approval must have that item to the Superintendent's secretary no later than Monday prior to the next week's Board meeting. Board meetings are planned for the second week of each month; however, dates are subject to change.

SCHEDULING OF ACTIVITIES

All school events must be scheduled in cooperation with the administration and entered on the master schedule in the Superintendent's office.

All activities must be planned under the supervision of an advisor. The advisor must approve meetings of student groups and the advisor must be present at all meetings.

Parties are not to be held in classes without prior approval from the building principal. Food and drink are not allowed during class time. It is the responsibility of the teacher to provide adequate supervision for any type of student activity.

SEXUAL HARASSMENT

The school district shall provide employees an employment environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment as defined and otherwise prohibited by state and federal law.

District employees shall not make sexual advances or request sexual favors or engage in any conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Aggrieved person, who feels comfortable doing so, should directly inform the person engaging in sexually harassing conduct or communication that such conduct or communication is offensive and must stop.

A violation of this policy will result in discipline or discharge.

FACULTY MEETINGS AND COMMITTEE WORK

All teachers are required to attend monthly faculty meetings. Meetings will be no more than 60 minutes and shall begin no later than 15 minutes after student dismissal. All before school meetings will begin no earlier than 15 minutes before the starting time for staff.

Coaches/sponsors are expected to cancel or reschedule athletic practices so that they may attend all faculty meetings. The building principal must approve absences from faculty meetings.

Staff meetings may be district wide, by building, grade, department, subject area, or specific personnel. Notification of such a meeting will be made as early as possible. Staff meetings are scheduled only by the building principal or superintendent. Finally, in order to improve school curriculum all teachers are encouraged to participate in committee work.

TEACHER PROFESSIONAL DEVELOPMENT

Teacher professional development will be held on school days designated on the school calendar. For the 2021-22 school year, we will have three 2-hour delays where attendance is mandatory (September 16, October 7, and November 4). There is one day on the school calendar that is scheduled for professional development; however, this day is not mandatory. Teachers who attend professional development on March 4, 2022 will be paid for their attendance according to the collective bargaining agreement.

STUDENT SUPERVISION

Students are the responsibility of the teacher during the entire time they are assigned. For the protection of the teacher, the following guidelines should be closely observed:

- Classes and students must never be left unattended by teachers at any time.
- Arrive in your classroom BEFORE students.
- Do not allow students to leave the class without permission and then only for necessary reasons.
- Do not dismiss class early since the students are your responsibility until the class ends.
- Do not allow your students to visit the office during the class period except for specific purposes. Students should not loiter in the office area.
- Teachers must take accurate daily attendance in each class and must keep daily attendance records on all students assigned to them.
- Teachers must be appropriate role models for students:
 - Avoid the use of profanity in the presence of students.
 - Do not smoke on school district property. Leipsic School District is smoke free at all times.
 - Do not eat in any classroom during class time.
- Teachers must be considerate of all faculty members by not detaining students between periods. If it is absolutely necessary to detain a student, the student should be issued a signed pass to his/her next class.
- Teachers are to be seated with and supervise their class/group during assemblies when directed.

Remember that the students assigned to you are your responsibility. In the event of any liability suit, the most important factor may be whether or not you were negligent in the performance of duty.

Teachers must have prior administrative approval if there is a desire to conduct a lesson outside of the school building. Teachers must post a note on their door listing the exact location their class will be meeting. Teachers must also have a purpose for conducting class outdoors, and consider security issues when planning outdoor activities.

Each teacher will be assigned supervisory duties on a rotating basis or as specified by the collective bargaining agreement.

TEACHER AVAILABILITY – STUDENT ASSISTANCE

The term “preparation and conference time” shall mean only time during the student day, exclusive of the staff member’s daily duty-free lunch period. (Only staff assigned to four periods or more will be provided a planning period.) This time may be used by a staff member for any teacher-related or other assigned duties. You should also make yourself available for student assistance, meetings, or parent conferences after school until the designated leaving time.

DISCIPLINE

Society itself lives according to accepted rules, and since one of our main objectives in education is to prepare young people to live in our society, they must be trained to live according to established rules. Obviously, the manner in which “rules” are instituted and enforced is of paramount importance in the success or the failure of our efforts. We expect students to participate attentively in classroom activities with no attempts to disrupt or disturb procedures.

Good discipline calls for a cooperative working agreement between the classroom teacher, student, parents, counselor, and the principal. A realistic understanding of problems by pupils and their parents is also essential. It is learned through persistent and conscientious teaching.

Teachers must put **TIME** and **EFFORT** into developing a philosophy of wanting to help students with personal problems and understanding and recognizing that their responsibility extends beyond the walls of their classroom.

For desirable school behavior, it is important that faculty and students follow the Student Handbook.

- Respect the cultural diversity of others.
- Keep the school clean.
- Be courteous and cooperative.
- Encourage everyone to do his/her best.
- Promote Viking Pride.
- Be a Role Model for your students.

Students and faculty in the classroom or hallways will not tolerate any form of abuse, verbal or physical, to others. Abuse includes the following:

- Use of obscene or profane language or gestures.
- Shouts, blocking or running in the hallways
- Use of violence.
- Ridicule of the ideas or beliefs held by others.

Morale and discipline in our school is dependent on **CONSISTENT ENFORCEMENT** of the rules by **ALL TEACHERS**. Below are listed some of the areas where students need to be constantly checked and reminded:

- Tardiness to class
- Running in the corridors
- Creating disturbances in the corridors
- Loitering in the corridors
- Smoking/Vaping on school property
- Destruction of school property
- Disturbances in assemblies
- Food or drink in classroom

In order to maintain the integrity of Leipsic Local School District we must all assume responsibility for a well-disciplined student body.

Cooperation is a two-way street – all people, young and old, like praise: there is nothing more effective than appealing to a person's ego. Helping to train the students for good citizenship is everyone's job. Some practices that have been found effective in preventive discipline are:

- Teacher-pupil relationship based on a sincere interest in student success.
- Lesson planning that presents material in as interesting a way as possible.
- Starting the class on time and making effective use of the entire period.
- Engaging all students in active classroom participation.

Dismissing a pupil from a room may sometimes be necessary to preserve a good learning situation but such action does not solve the behavior problem of the student.

IMPORTANCE OF PARENTAL NOTIFICATION

Notification of parents by phone call, email, or mail should be part of the disciplinary process. When calling parents, describe the situation that is creating the problem and please ask for parental support. When the teacher feels that he/she cannot manage a problem on his/her own, he/she should consult the appropriate principal or initiate a disciplinary referral. Unfortunately, a teacher may encounter a parent that is hostile or uncooperative. When confronted with a hostile situation a teacher should never argue or raise his/her voice. This is an argument that you will not win. Please refer the aforementioned parent to the building principal.

BEHAVIORS THAT SHOULD BE REFERRED TO GUIDANCE

The following is a list of behaviors that should be referred to the Guidance Department. The guidance counselor may discuss this with the appropriate principal and the school social worker with regards to how to remedy the situation.

- Habitually unprepared for class
- Negative attitude toward class or school
- Poor peer relations
- Poor hygiene
- Low or failing grades
- Psychological problems
- Chronic fatigue

FUND RAISING ACTIVITIES

The building principal and District Superintendent must approve all fund raising activities prior to any preparation for the fundraising event. Students will not be used to promote fundraising activities by non-school sponsored groups except those which are of a school-wide nature in which participation can be a positive experience for students and when the proceeds contribute to a recognized humanitarian purpose.

Competitive activities between students or groups of students shall be avoided.

Stringent accounting procedures have been instituted which require strict care in the handling of money generated by student activities. Those procedures are as follows:

- Students and advisors will verify receipts together.
- All monies will be counted and turned into the treasurer's office per Board policy.
- All monies are the employee's responsibility until they are turned in to the treasurer's office.
- All monies will be handed directly to the assistant treasurer; no money will ever be left on that individual's desk unless she is there to receive it.
- No funds shall be deposited in a personal account outside of the district.
- All district procedures for payment and purchasing shall be followed.
- No items shall be ordered in a sponsor's or student's name.
- No items shall be shipped to a sponsor's or student's home.

TORT LIABILITY

Teachers are very vulnerable for tort liability, which is injury or wrong caused to one party by another party. The courts generally view the teacher in such situations more critically than ordinary persons. In almost all cases, the deciding factor for or against the teacher is centered on whether or not there was

negligence. The problem of Tort Liability is even more pronounced with teachers of occupational programs because of equipment in various shops.

The following are specific guidelines to help a teacher avoid a charge of negligence are as follows:

- Never leave a class unattended – constant supervision is essential.
- Any students who remain an extra period of time in your class must be supervised. Students are not to work unattended.
- Make sure your shop equipment is in safe operating condition.
- Make sure all classroom doors are locked when unoccupied.

STUDENT INJURIES

Teachers are supplied with student accident report forms. Completion of this report is the responsibility of the teacher under whose supervision the injury occurs and must be filed in the office by the end of the day. These reports are for the protection of both the teachers and the school.

When an accident involving a student occurs, please follow the medical emergency procedure found in the Emergency Management Plan manual.

NON-DISCRIMINATION AND EQUAL OPPORTUNITIES

Leipsic Local School District will comply with all federal and state non-discrimination and equal opportunity laws, orders and regulations, and will not discriminate against any person because of race, color, religion, sex, national origin, age, disability, or genetics in any of its educational programs and activities. Title IX of the Education Amendments of 1972 and regulations issued there under require Leipsic Local School District to not discriminate on the basis of sex in its educational programs and activities, including the area of employment.

LPDC

It is the responsibility of each individual to follow the guidelines established by the LPDC along with making sure that each license is renewed in a timely and professional manner.

EMPLOYEE INFORMATION REGARDING FISCAL ITEMS

This section includes information regarding fiscal matters that pertain to the employee, ex. Payroll, leave, etc... as well as employee job duties that affect fiscal matters regarding the school district, ex. EMIS reporting, depositing money from students for field trips or fundraising activities. Forms can be found in the administrative office and/or on the school website.

What Days do I work?

STAFF WORK/HOLIDAY CALENDARS – A copy of your job calendar will be distributed to you each year. This calendar lists the days you are required to work and which days you have off. W = Workday; H = Holiday. A Blank field indicates a non-paid, non-work day. Total work days and holidays are listed at the bottom of the calendar and these are the number of days your salary is based on.

DELAYS/CALAMITY DAYS – Employees are notified via ParentSquare of any school delays or cancellations. An employee should submit the applicable contact information to the Superintendent Secretary for this purpose. See Christa Lammers if you need to update your information or have questions regarding this service. See the Certified/ Classified Negotiated agreements for details regarding Delays and Calamity Days.

What if I need a day off?

SICK LEAVE – All full-time employees accumulate 1.25 day of sick-leave per month, with a maximum of 15 days per year and may accumulate unused sick-leave up to an amount specified in the negotiated agreement. To use sick-leave, the sick-leave portion of the Absence Report & Substitute Voucher must be completed and signed by the employee's immediate supervisor. The following categories fall under Sick Leave:

- Personal Illness (including, medical appointments)
- Pregnancy
- Exposure to contagious disease
- Injury
- Death in employee's immediate family as defined in the negotiated agreement

PERSONAL LEAVE – Every full-time employee receives 3 personal days. To apply for a Personal Day, you must complete the personal day portion of the Absence Report & Substitute Voucher 5 days prior to your requested day(s) off. Proper procedures must be followed in requesting a personal day. First you must inform the building principal or your immediate supervisor of your intent, so arrangements can be made for a substitute, and then have the Superintendent approve your request. The form will be returned after it has been approved or denied. Except where an emergency is the reason for the requested personal day, no more than 5 staff members may be on personal leave on any given school day throughout the school year.

Payment of applicable Sick Leave/Personal Leave Bonus is detailed in the negotiated agreement for certified and classified employees.

PROFESSIONAL LEAVE – Requests for professional leave should be submitted at least 4 weeks prior to the requested leave. Requests for professional leave must be submitted in writing on the Professional Development Estimated Cost Form with all estimated costs reported. When that form is approved, the employee will then complete the Professional Leave section on the Absence Report & Substitute Voucher form. A Requisition form will need to be completed so that a purchase order can be obtained to pay for any registration and/or hotel expenses. After approval, employees are responsible for conference registration and arranging hotel accommodations. See the treasurer for payment options.

See Reimbursement of Expenses section for information on procedures for submission of payment of expenses related to Professional Leave if applicable (i.e. mileage, meals, parking, etc.).

VACATION – All 12 month employees are eligible for Vacation. After one year of continuous service the employee is granted 10 days vacation; after 10 years of continuous service the employee is granted 15 days vacation. Administrative positions that qualify for vacation will be granted days according to their individual salary/benefit notice. Vacation must be applied for by completing the Absence Report & Substitute Voucher form.

JURY DUTY – Each employee selected for jury duty shall notify their immediate supervisor and the Superintendent ahead of time so that arrangements may be made for a substitute. After the completion of jury duty, please bring an excuse from the courts verifying your service. You will be paid your regular pay for days serving on Jury Duty. Any applicable pay received from the court system for payment of jury duty must be turned into the office of the Asst. Treasurer.

OVERTIME – Classified employees covered by this agreement shall be paid one and one-half times their regular straight time hourly rate for all hours worked in excess of 40 hours in any work week. The work week is defined as Monday through Sunday. Any overtime hours must be approved by the supervisor before being worked.

DOCK DAYS (Very Rare) – In the event of an emergency, dock days must be approved by the Superintendent as soon as possible. Any request for more than 3 dock days must have board approval. If you take health and/or dental insurance, you will be responsible for the premium for the days off without pay. For those employees eligible for stipend in lieu of insurance, your payment amount will be adjusted due to dock days taken.

When do I get paid?

PAYROLL – Leipsic Local School District uses the Stretch Pay method of payment of employee earnings. Payroll will be done on a 26-pay per year basis. The amount of each pay is calculated as the total contracted amount divided by 26. The first Friday in September is considered the 1st pay, with the remaining 25 pays being paid on the Fridays biweekly after that. It can happen that there is a 3-week spread between pays due to how the calendar falls, though this is rare.

Leipsic School employees are paid through Direct Deposit. School employees may choose up to 2 bank accounts, in which to deposit their pay. Deposits will be made on Friday of pay week. When banks are closed due to a holiday then the deposit will be made the day prior to closing. School employees will receive pay stub information via email the day prior to payment. Any employee wishing to change their Direct Deposit information must complete a new Authorization Agreement for Automatic Payroll Deposits. Forms are available in the Asst. Treasurer's Office.

PAYROLL DEDUCTIONS – Paperwork for mandatory payroll deductions will be given to all employees when they have been approved for hire. You will be given a W-4 for federal tax withholding and an IT-4 for state and school district tax withholding. Changes to tax forms may be made at any time of the year. There will also be applicable STRS or SERS retirement withholding forms as well. Other mandatory deductions include Local Leipsic taxes and Medicare taxes.

Other elective deductions would include those for Medical and/or Dental insurance; Union Dues; elective insurances offered through our 125 plan such as Cancer, Accident, etc... and retirement saving options such as 403b or 457 plans.

The treasurer will explain to you the applicable options for medical and dental insurance offered by Leipsic Local School District. If you choose to participate in the insurance, David Miller will give you the amount of your monthly deduction, if applicable. If you choose not to participate, you will be eligible for a stipend paid in-lieu of insurance. This stipend is paid twice a year, in December and June.

A representative from American Fidelity will meet with all employees on an annual basis to present information regarding 125 insurances and retirement options to which you can sign up form. He will also discuss with you the monthly cost of these options.

Forms for union dues will be distributed by the LEA Union treasurer each year when school starts. Union dues are deducted according to the negotiated agreement.

In order to begin a Payroll Deduction, the appropriate paperwork must be completed and turned into the Treasurer's office. In order to terminate a deduction your request must be filled out on the Payroll Deduction Change Form and submitted to the Treasurer's Office before the deduction will be stopped.

All deduction changes initiated by the annual election will take effect on the 1st pay of January. Tax or other applicable changes will take effect on the next payroll after the forms have been submitted to the Asst. Treasurer. If a payroll is already in progress, it will take effect the next pay.

JOB DUTIES AFFECTING SCHOOL FINANCES

EMIS ("Educational Management Information System") Accurate EMIS reporting plays a vital role in the appearance of our school's "Report Card" and district profiles. Periodically some of you will be asked to provide and/or verify pertinent information for EMIS submissions. Information that is collected and submitted on staff, students, courses, assessments, discipline as well as extra-curricular activities. Keeping the EMIS Coordinator (Geri Steffan) informed of changes in Vocational Education, Special Education and student status' helps ensure proper funding for Vocational and Special Education classes. Your cooperation is greatly needed and appreciated.

INVENTORY – Inventory of equipment is a requirement for our school. At the end of each school year you will be supplied with an inventory listing of items in your room and you will need to verify and update this list.

Items that change location need to be reported to the Treasurer's office. You will need to fill out an Inventory Relocation Form listing the Tag # and serial # (if applicable) of the item to be moved, your name, the old room number, the new room number and name of the person receiving the item(s).

Items that you wish to dispose of need to be approved by the Board of Education beforehand. You will need to complete the Inventory Disposal Form listing the serial # (if applicable), tag #, room number and your name and return it to the Treasurer's office for Board approval and once the items have been approved you may dispose of them.

Textbooks - An inventory listing of textbooks and workbooks must be submitted to your building's principal at the end of each school year. Requests for disposal of textbooks must be submitted to your building principal for approval.

DEPOSITING MONEY – All money collected on behalf of Leipsic Local School District needs to be deposited with the Asst. Treasurer. This could be money for field trips, fundraising efforts, donations, etc... The following is the procedure for the deposit of school funds.

1. Fill out the blue Pay-In Order form.
2. Turn in money and Pay-In Form to Asst. Treasurer, Geri Steffan.
3. Asst. Treasurer will verify the deposit by signing or initialing Pay-In and assigning it a deposit verification number.
4. The person, club, or class who originated the deposit will receive back the white copy of the Pay-In with the amount verified and a deposit verification number assigned to it. This copy will serve as your receipt.
5. All receipts are entered into the system at the end of the month.
6. Be sure to keep all records related to your activity until they have been audited, plus 4 years.
7. Monthly, you will receive a print-out of your account, club, or class activity. You need to verify (reconcile) your copy of the Pay-In receipts with your activity ledger using the deposit verification number as a guide.
8. You are responsible for all money that has been turned into you until you have deposited it with the Asst. Treasurer. Best practice is to deposit the money daily as it is turned in to you.

PURCHASE REQUISITIONS – Employees wishing to purchase items must complete a Purchase Requisition (forms located on the school webpage under >for Faculty/Staff tab, in H.S., Elem., & Supt. Offices) and have the Requisition form approved and signed by the building principal who assigns a budget account. ALL REQUISITIONS MUST INCLUDE the NAME OF THE PERSON ORDERING and the ROOM # OF WHERE THE ITEM WILL BE PLACED. The Requisition will then require the approval of the Superintendent, and once approved, the item(s) will be ordered by the Superintendent's Secretary. Inventory Tags will be provided for items over \$200.00.

Purchasing Procedures:

1. To order something, first fill out a requisition indicating:
 - a) Vendor name, address, phone #, and FAX #. Note: Vendor name is the name that is on the check for payment
 - b) Program or account wanting to purchase item
 - c) Purpose for the purchase
 - d) List the items with the quantity, item number, description, and price
 - e) Include staff member's name and room number
2. Turn requisition into building principal for approval.
3. Building principal signs requisition and turns it into Superintendent for approval.
4. If the Superintendent signs the requisition, it will be forwarded to the Treasurer.
5. Treasurer assigns requisition a purchase order and makes out purchase order. (This step is done every Monday morning, so if you want something ordered, be sure requisition is through to the Treasurer by Monday morning).
6. Both Treasurer and Superintendent will sign the purchase order.
7. Three copies of the Purchase Order are then distributed to:
 - a) Superintendent's Secretary (Christa Lammers), via email, who at this time will place the order,
 - b) Treasurer, and
 - c) The person who originated the order via email. Keep all records until they have been audited, plus 4 years.
8. Notice:
 - a) The only person authorized to place orders is the Superintendent's Secretary (Christa Lammers).
 - b) If you order an item without first placing a requisition and getting a Purchase Order, you will find yourself responsible for payment of the subsequent invoice--not the school.
9. Delivery of Orders:
 - a) Once orders are received, the Superintendent's Secretary will deliver to the appropriate person at the location listed on the requisition.
 - b) When you receive an order, please verify the order has been received via the packing slip. Sign and date the packing slip and return to the Superintendent's Secretary.
 - c) If any items are missing or damaged, make sure you note this on the packing slip.
10. Open Purchase Orders - Once the requisition has gone through the proper procedure and the Open Purchase Order has been created; you must still follow the proper procedure when placing orders on this Purchase Order.
 - a) Each time you place an order, you MUST fill out a requisition and get it approved by the building principal and superintendent; once approved you can order or pick-up items requisitioned. This allows us to recognize the order once it is delivered and also to process the invoice within the "terms of use" agreement with the vendor. Please do not forget to submit a requisition with each order placed.

CHECK WRITING PROCEDURES:

1. Warrant checks will be written the second and last week of the month. The goal is for Wednesday of these weeks; but may vary depending on how the calendar falls. Checks for conferences, workshops, and other special checks can still be written on Wednesday of the intermediate weeks.
2. Reimbursement checks, checks for meetings, mileage, prescription drug, etc., will follow the same timeline as warrant checks.

3. Invoices qualifying for payment will only include those invoices completely filled and checked in. The Superintendent's Secretary (Christa Lammers) will be responsible for checking in invoices.
4. Payment of the invoice will be the month following the date of the invoice. This is to allow time for any credits that may be associated with that invoice to be checked in.

ACTIVITY FUND PROCEDURES

1. Every activity needs a completed "Purpose Statement and Budget" form on file before the start of the school year. This must be received by August 1 of each new school year.
 - This form needs to be approved by the Sponsor/Advisor, Building Principal, and Superintendent.
2. For every fundraiser and money generating activity, there needs to be a "Fundraiser Approval Form" and "Estimated Income Form" completed and on file. These forms also need to be signed and turned in by August 1 of each new school year.
 - a) The top half of the "Estimated Income Form" needs to be completed before the activity begins and approved by both the Building Principal and the Superintendent (Example attached).
 - b) After the top half of the "Estimated Income Form" has been approved, it will be returned to you so you can complete the bottom half of the form after completion of the project (Example attached).
 - c) When the bottom half of the form is completed, it needs to be approved by the Building Principal and Superintendent.
 - d) You will not be able to order items for your fundraiser or revenue generating activity until you have the "Fundraiser Approval Form" approved.
3. The ordering procedures for activity funds are the same as for regular orders.
4. The receipt procedures for activity funds are the same as for regular receipts.
5. Each month (approx. on the 20th), club advisors will receive a monthly letter and accounting sheet on their club account. The accounting sheet is from the Treasurer. Please use the accounting sheet to verify your ledger and make sure the "deposits" & "expenditures" align with your records. If you notice a discrepancy, please notify the Treasurer immediately.
6. Prior to leaving on Teacher Workday, each Club Advisor MUST make sure they have balanced their ledger with the monthly Treasurer's report and turn in their ledger books to their building principal. There will be an annual audit of each club account over the summer.