



CHEYENNE
PUBLIC
SCHOOL

Support Employee Handbook

Disclaimer

This handbook is not a contract, either expressed or implied, nor does it guarantee employment for any specific duration. All information contained in this handbook is intended to help employees understand relevant CPS policies and practices. The official CPS Board Policy shall be the official governing document and shall take precedence in the event of any conflict. CPS reserves the right to make changes.



Board of Education

Kimberly Sander, President
Amanda Bryson, Vice-President
Ellen Kirk, Clerk
Michael Boyett, Deputy Clerk
Rocky Allen, OSSBA Liaison

Employment at CPS and access to its programs or activities shall not be limited on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups

GENERAL INFORMATION

It is the intent of the Cheyenne Public Schools to provide an equal employment opportunity for each and every “support” worker in the Cheyenne Public School System. The following are some general guidelines for each support person and a brief description of each job and responsibilities. The complete policies of the Cheyenne Board of Education may be viewed on-line at <http://policy.ctspublish.com/cheyenne-ossba> or by request in the Superintendent’s office.

Benefits

All support personnel will have the option of district paid STATE health insurance for employee only. Additional family or options may be added at employee expense. If STATE health insurance is not desired each employee will be given a Flexible Benefit Amount that is set by law by the State of Oklahoma. The value of the FBA is currently less than the STATE health insurance.

Duties

All support personnel will be expected to be at their assigned work area on time and involved in their assigned duties until the assigned time has expired each day. Assigned times will vary from job to job and each support personnel will answer for time spent on task to the Principal in their area as well as to the Superintendent of Cheyenne Schools. Failure to report for duty at the assigned time and in the assigned place may be grounds for dismissal.

FLSA

Cheyenne Public Schools will comply with the Fair Labor Standards Act included in the handbook. In addition to the policy the following will be expected from each support employee in each job. **All support personnel** if needing to leave for any reason must obtain permission from the proper administration. Leaving the campus or not being at an assigned work area for extended periods of time may be grounds for dismissal.

All support employees are hereby notified that if for any reason you find that you are going to exceed a forty (40) hour workweek you must have permission from the proper administrator. There will be no exceptions.

Cafeteria workers will work from 7:00 a.m. until 2:20 p.m. with one morning break not to exceed 20 minutes and a lunch break not to exceed 30 minutes. Your afternoon break starts at 2:00 p.m., but you will be allowed to leave for home at that time if your work is completed. In order to comply with FLSA each cook must clock in upon arrival, at lunch, and upon departure. If you leave campus for personal reasons you must clock out and back in.

Custodians will report for work at time assigned by administration. You may take one 20-minute break each morning (breakfast), a 30-minute break for lunch, and

one 20-minute break each afternoon. You may leave for home after eight hours including break time but not including lunch. In order to comply with FLSA each custodian must clock in upon arrival, at lunch, and upon departure. If you leave the campus for personal reasons you must clock out and back in.

Teacher Assistants will arrive and depart on the same schedule as teachers except as directed by administration. Each assistant will be allowed 30 minutes for lunch. In order to comply with FLSA each assistant must clock in upon arrival, at lunch, and upon departure. If you leave the campus for personal reasons you must clock out and back in. At the request of the Cheyenne Board of Education and the administration, do not use your cell phones during class time. You are to be assisting during your time with the students. Cell phones may be used during your lunch time provided that you are not on duty.

Bus Drivers and Bus Maintenance Workers will be expected to keep a daily handwritten log of time worked since your work occurs off campus. This daily log shall be turned in each month at the superintendent's office. Your daily log must include the following: 1) Start of each day, 2) Lunch break, 3) End of each day.

Bus driver pay for days under contract but not driven will be deducted from driver's salary. Substitutes will be paid by school the amount deducted from driver's salary.

Secretaries will report each morning at the time assigned by your administrator. You may take a 30-minute lunch break each day. In order to comply with FLSA each secretary must clock in upon arrival, at lunch, and upon departure. If you leave the campus for personal reasons you must clock out and back in.

SPECIAL EDUCATION PARAPROFESSIONALS:

JOB GOAL:

To provide opportunities for optimum physical, social, emotional and cognitive growth of special education students. Help the student develop, strengthen and/or maintain self-care, physical, social, communication and intellectual skills assist in proving the program designed to meet the specific goals and objectives for each student.

QUALIFICATIONS:

1. Paraprofessional certification through state department/special education.
2. A minimum of 6 hours of in-service training per year.
3. Demonstrate aptitude or competence for assigned responsibilities.
4. Be aware of the job responsibilities and related activities. Show initiative and willingness to perform duties WITHOUT having to be requested or directed.
5. Act in a professional manner and maintain confidentiality.
6. Such alternatives to the above qualification as the bard may find appropriate and acceptable.

REPORTS TO:

Building Principal, Director of Special Services, and assigned Special Education Teacher.

JOB DESCRIPTION:

The paraprofessional, under the supervision of qualified personnel, will be used to assist in the provision of special education and related services to children with disabilities. The paraprofessional will be involved in three areas: conducting activities which support IEP objectives, student management, and required non-instructional duties.

The paraprofessional will provide support to a child with a disability in the classroom, other educational settings (e.g., playground, hall, restroom, gymnasium, other specified areas on the school campus, and transportation situations, etc.); assist teachers or other related service personnel in implementing the IEP; assist in the personal care of the child; ensure safety of the child; and provide supports necessary because of physical, health or behavioral concerns to enable the child to access the educational program.

The paraprofessional shall not be a substitute for appropriate, specifically designed instruction or the deliverer of related services by qualified personnel.

The paraprofessional will receive appropriate training provided by the Oklahoma State Department of Education. Following satisfactory completion and demonstration of competencies of the initial training, the paraprofessional must maintain current First Aid and CPR training status and must complete an additional six hour of personnel development each school year thereafter.

PERFORMANCE and RESPONSIBILITIES:

The responsibility of a special education Paraprofessional varies according to the particular needs of the student or students the para is assigned to. Some duties will require lifting and assisting students with limited self-help skills. Other duties will require a paraprofessional to work with patience, consistency and endurance as the task is performed.

1. Understand the roles and responsibilities of administrators related to employment supervision/management, evaluation, and preparation of paraprofessionals
2. Understand the roles and responsibilities of teachers' related to employment, supervision/management, evaluation, and preparation of paraprofessionals
3. Understand the roles and responsibilities of paraprofessionals related employment, supervision/management, evaluation, and preparation as related to their own employment
4. Paraprofessionals will be assigned to assist certain students. These students will be the para's primary focus when the student is in

- attendance. If the student/students are not in attendance the para may be reassigned until the student/students return.
5. A paraprofessional is not a teacher's assistant. He/she is to assist their assigned student/students - but must be able to work with the teachers to ensure the best educational opportunity for the student/students he/she is assigned to.
 6. Demonstrate ability to follow written lesson plans and organize materials under the direction of a certified/licensed professional to support student learning.
 7. Awareness of professional development requirements.
 8. Ability to monitor and assist students during nonacademic settings – playground, lunchroom, study hall, buses, hallway, extracurricular activities, etc...
 9. Ability to maintain and monitor compliance with classroom rules, procedures, and behavior standards.
 10. Understand the role of the paraprofessional in sharing information with the parents – ALL information is confidential and is protected by law.
 11. Ability to foster respectful and beneficial relationships between families, the school, and community members.
 12. Ability to work with and understand students from a wide range of cultural backgrounds.
 13. Demonstrate sensitivity to diversity among students and their families and school/agency staff.
 14. Ability to serves as an appropriate role model.
 15. Read aloud or listen to children read.
 16. Prepare instructional materials and set up equipment.
 17. Provide special help such as drilling with flashcards, spelling and play activities.
 18. Assist students at meal periods.
 19. Provide for students' physical needs as required and/or assigned.
 20. Maintain a clean and orderly work area.
 21. Assist student to and from buses, rest room facilities, etc.
 22. Escort students on educational trips outside of the classroom with the teacher and other appropriate adult classified.
 23. Assist students in performing activities that have been initiated by the teacher.
 24. Assist with supplementary work for advanced pupils.
 25. Assist in setting up learning centers.
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 27. Assist in setting up learning centers.
 28. Hear requests for help, observe learning difficulties from pupils and report such matters to teacher.
 29. Work with individual students or small groups on language development as outlined by the speech clinician.

30. Perform such other reasonable duties as assigned by the building principal, Director of Special Service or the supervising special education teacher.

MEDICATIONS:

There will be no medications given in the classroom. If the student has a medical emergency only send them to the office for medicine. All students should, otherwise, take medicine during the class breaks.

LEGAL AUTHORITY AND DEFINITION FOR PARAPROFESSIONALS:

The State Board of Education, pursuant to (70 O.S. § 13-105 and 70 O.S. § 6-127A), authorizes the use of trained paraprofessionals in the education of students with disabilities. A register of trained paraprofessionals is maintained by Special Education Services of the State Department of Education. These persons will have completed paraprofessional training sanctioned or provided by the State Department of Education. Unless otherwise prohibited by statute or regulation, the trained paraprofessional may conduct activities outlined in the individualized education programs (IEPs) of children with disabilities. The trained paraprofessional conducts these activities under the direction of a certified special education teacher.

Concealed Weapons Law

It is unlawful to carry a concealed weapon on CPS premises. A person may not intentionally, knowingly, or recklessly carry a concealed firearm, illegal knife, club or other prohibited weapon on the premises of CPS or other grounds, buildings or vehicles used to conduct CPS business. If you have a conceal carry permit, a weapon can be concealed in a locked vehicle on school grounds.

Drugs, Alcohol and Tobacco Use

All CPS employees and their guests are required to comply with all federal, state, and local laws regarding the distribution, possession and use of drugs, alcohol and tobacco on school property or at CPS-sponsored events.

Drug Free Workplace

The policy of Cheyenne Public Schools is to maintain a drug free workplace. "Workplace" is defined as CPS property, and CPS-sponsored activity, or any other site for the performance of work for CPS. Activities prohibited by this policy shall be considered good cause for discipline including, but not limited to, suspension, non-renewal or immediate termination of employment, if the activities occur on CPS property or at CPS-sponsored activities or at any other site for the performance of work for CPS. Prohibited activities under this policy include unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the workplace, as defined by this policy.

Long Distance Calls

Employees of the Cheyenne Public School, or any other persons, shall not use or access the long distance telephone system for personal purposes and charge

such use or access to the School.

Holidays

The School officially closes for the following holidays:

- New Year's Day
- Easter
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Christmas

The above are annually scheduled holidays subject to approval or change by the School Board. Although School is out of session before and/or after these holidays, support employees may be assigned to work before or after these holidays. Employees are paid the regular pay, unless overtime applies to hours worked over 40 hours.

Job-Related Issues

Absence from Work

There are times when you may be scheduled to work but are unable to work due to illness or other acceptable reasons. In this case, you should give notification as soon as possible that you will not be in, giving the reason for your absence and your anticipated return date. Please make every effort to reach your assigned contact person and then, if not available, you may contact their secretary.

Contact name and number:

Mrs. Belinda Chalfant 405-545-0564

Bus Drivers

Elementary Custodian

Elementary Teacher Assistants

Elementary Secretary

Mrs. Whitney Moore 405-612-3630 or 580-655-4580

High School Custodian

High School Teacher Assistants

High School Secretaries

Mr. Baker 580-449-1020

Bus Maintenance Supervisor

Cafeteria Manager

Custodial Supervisor

Business Office Secretaries

Technology Director

Mrs. Hendrickson 806-323-3361

Cafeteria Workers

TITLE VI, TITLE IX

Cheyenne Public Schools are in compliance with Title VI of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, and other Federal laws and regulations, do not discriminate on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal in any of the policies, practices or procedures and provides equal access to the Boy Scouts and other designated youth groups. This includes but is not limited to admissions, employment, financial aid, and educational services.

The following employees have been designated to handle questions and complaints of alleged discrimination:

Title IX Coordinator

Name and/or Title: High School Principal
Address: PO Box 650, Cheyenne, OK 73628
Telephone Number: (580) 497-3371
Email: whitney.moore@cheyenne.k12.ok.us

Section 504/ADA Coordinator

Name and/or Title: Special Education Director
Address: PO Box 650, Cheyenne, OK 73628
Telephone Number: (580) 497-3371
Email: kari.ford@cheyenne.k12.ok.us

Civil Rights Compliance Coordinator

Name and/or Title: Superintendent
Address: PO Box 650, Cheyenne, OK 73628
Telephone Number: (580) 497-3371
Email: ryan.baker@cheyenne.k12.ok.us

Foster Care Point of Contact

Title: Counselor
Address: PO Box 650, Cheyenne, OK 73628
Telephone Number: (580) 497-3371
Email: dixie.collins@cheyenne.k12.ok.us

Safety Policy/Procedure Policy

It is the policy of the Cheyenne Schools to insure its students and employees has:

1. A safe environment in which to learn and work.
2. A program and system of operational procedures designed to limit or reduce the potential impact of a disaster on the lives of those students and employees and the services we provide to the people of Cheyenne School District.

Scope

All employees will receive and sign for an employee handbook each year prior to signing their contract. By signing for this handbook each signature will acknowledge that:

1. I have received and read the schools safety policy/procedures and I have been given the opportunity to ask questions and have received clarification of any area of the policy/procedures that I questioned. I agree to abide by the provisions in the policy/procedures and I understand failure to do so may result in disciplinary actions up to and including termination of my employment with Cheyenne Schools.
2. I have received training by the school for the duties associated with my job and I understand the potential hazards and physical requirements of these duties as well as the necessary precautions to control these hazards.
3. I have been informed and I understand that I am to report any accident and injury while performing the duties of my job to my immediate supervisor immediately, or if in their absence, the next available representative. **An Employee Accident Report Form (form 2) must be completed and signed immediately (as is reasonable under the injury circumstances) by me after my injury.**
4. I have been informed and I understand that I am to immediately report any unsafe acts and or conditions that I discover during the performance of my job duties.

Change of Employee Information

Any personal status changes affecting record keeping or your paycheck must be reported to the Business Manager, Cassie Romberg, in a timely manner. These changes include change of address, telephone, and/or marital status. The School is not liable if the employee does not report changes in a timely fashion.

Employee Dress

As a CPS employee you are asked to use good judgment in dressing in a manner appropriate to your position. Your dress must at least adhere to the dress code policy of the high school. If you have any question about appropriate dress in your work area, discuss it with your Principal or supervisor.

Children

When your personal children are at school they are to be treated as “students”. This means they are NOT to receive special treatment from you or any other staff member. Please do not allow your children to not follow proper protocol as all other students do. Also, please check with your principal before bringing your children to a staff event such as professional development days or staff meals.

Open Records Act

CPS employees are governed by the rules and regulations of the Open Records Act which calls for public access to the records of the School.

Return of School Property

Keys, ID cards and other School property issued or checked out to a CPS employee must be returned to the School the last active day of employment. If an item of property cannot be returned, monetary reimbursement must be made to CPS.

Salary Increases

Cheyenne Public School Board of Education reviews annually the compensation pay plan. If salary increases are awarded, they become effective July 1.

Withholding Tax

All employees are required to complete a W-4 form for tax withholding purposes. Forms are to be picked up in the Superintendent’s office and completed the first day of work. Federal and State income tax are deducted from your check each payroll. Employees wishing to change the number of exemptions (the amount withheld) need to complete a new W-4.

Board Policies Attached to this Handbook

The following board policies are considered a part of this handbook and may be viewed at <http://policy.ctspublish.com/cheyenne-ossba>.

CHE-R	Hazardous Materials (Regulation)
CVFA-P	Fair Labor Standards Act Procedures
CVFB	Compliance Procedures Fair Labor Standards Act
DLE	Overtime and Compensation Time
DA	Sexual Harassment
DCCA	Workplace Drug and Alcohol Testing
DIAF	Hygiene and Sanitation (Bloodborne Pathogens)
DOAC	Support Personnel Suspension, Demotion or Termination