Red Dirt - Blue Sky Private School

Handbook
of
Policies & Procedures

Version 1.0

Red Dirt - Blue Sky Private School
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Chapter 1: What you Need to Know

Section 1.1 Welcome and Purpose of this Handbook

Red Dirt - Blue Sky Private School provides the highest quality education and facilities for students with learning differences and emotional and behavioral difficulties.

For over thirty years, our staff, at all levels, have been and continue to be responsible for creating the unique, outstanding educational environment in which our differently-abled staff and students thrive.

Few jobs are more important. Few organizations have such a capable, talented and diverse group of staff members.

This Handbook contains the policies and procedures for Red Dirt - Blue Sky Private School.

This Handbook will not answer all questions but will serve as a good starting point for new employees and as a quick reference during employment at Red Dirt - Blue Sky Private School.

Please spend time and become familiar with the contents of the Handbook. Consult with supervisors as needed.

Staff is required to read, understand and follow these policies and procedures as employees and representatives of Red Dirt - Blue Sky Private School.

If there are questions or concerns about this information, contact the Vice Principal.

If there are errors in the Handbook or if additional copies are needed, contact the Vice Principal.

Staff is required to sign the acknowledgement form within ten (10) working days after the start of employment with Red Dirt - Blue Sky Private School. The acknowledgement form is near the end of this Handbook, see the Table of Contents.

This document will be made available, upon request, in a form usable by individuals who are differently-abled and have different needs.

Section 1.2 Disclaimer

The policies and procedures in this Handbook cover all staff.

The school reserves the right to change

> » who is covered by these policies and procedures.
> » the rules, expectations and requirements of these policies and procedures.
> » the enforcement of, and consequences for, violations of these policies and procedures.

The information in this Handbook does not constitute an offer of employment.

The information in this Handbook is not a contract of employment nor guarantee of continued employment.

Staff will be notified of any changes to any or all of these policies and procedures at least five (5) working days before those changes take effect.

When there are changes, staff will be required to sign a new Acknowledgement form. The new form will be included with any revisions or additions to a policy or procedure. The form return due date will be included on the form.

Section 1.3 General Enforcement of Policies and Procedures

Section 1.3.1 Violation Investigation and Determination

Violations will be investigated and determined using

- » a report from a staff member or student documenting a possible violation of a policy or procedure.
- » a report from the school's software documenting a possible violation of a policy or procedure.

Alleged violations of policies or procedures will be discussed in a conference between the staff member and the staff member's supervisor. As needed the conference may include the Vice Principal and/or other staff members.

Section 1.3.2 Consequences of Violations

General Consequences of violating a Policy or Procedure:

All consequences include a review of the policy and/or procedure and its rules, expectations and requirements.

All consequences will be documented as part of the staff member's personnel file and may affect the staff member's performance review.

If the violation(s) is found to be factual, the staff member's supervisor will apply consequences in addition to any specific policy or procedure consequences as follows:

a. First violation - Counseling from the staff member's supervisor.

b. Second violation - Verbal warning from the Vice Principal and mentoring from the staff member's supervisor.

c. Third violation - Written warning from the Vice Principal and continued mentoring and oversight from the staff member's supervisor.

d. Continued violations may result in the termination of the staff member's employment.

Consequences of NOT Enforcing a Policy or Procedure:

Any staff member who knowingly does not report violations or enforce the consequences of violations of any of the policies or procedures may receive counseling, verbal and/or written warnings. These consequences will be documented as part of the staff member's personnel file and may affect his/her performance review.

Any staff member who does not report violations of policies or procedures which are also violations of local, state or federal laws may be subject to disciplinary action, termination, civil litigation and/or criminal prosecution.

Section 1.3.3 Appeals Process

If a staff member disagrees with the decision about violation(s) and/or consequences, the decision may be appealed. The appeal process will be outlined in its entirety in a separate section of the Handbook. [Not included in this class project]

Section 1.4 Contact Information

For questions about any information in this Handbook, please contact:

John Smith, Vice Principal

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(123) 111-2323

jsmith@reddirtblueskyschool.com

For problems with RDBS cell phones or any school electronic devices, please contact:

Kathy Zazzle, IT Department

(123) 111-9999

kzazzle@reddirtblbueskyschool.com

For building maintenance and energy control issues, please contact:

Randy Thompson, Building Maintenance Supervisor

(123) 111-9191

rthompson@reddirtblbueskyschool.com

Chapter 2:   Cell Phone Use Policy

Section 2.1 Introduction

This policy covers staff use of RDBS and personal cell phones on the school campus.

DANGER	**DANGER: Use of RDBS and personal cell phones is never allowed while driving.**

⚠️	**WARNING**: RDBS school policy prohibits the use of text messaging in any form by staff to students. If staff receives a text message from a student, he/she must alert the Vice Principal to this conduct. Staff must only use the school's RDBSConnectED service to communicate with parents and students unless there is an emergency.

Cell phones can be a valuable and useful instructional and learning resource. The web, via smartphones, tablets and computers, is an excellent way for staff to provide information on homework assignments, school and class status and other important messages to other staff, parents and students.

Unfortunately, cell phones can be a distraction in the classroom, taking away from valuable teaching time. Cell phones can be used for inappropriate web access and texting, for cheating on tests, and may disrupt emergency services.

The school supports the use of cell phones

» as a research and learning tool.

» as a method for teachers to communicate with school staff, parents and emergency services.

The goal of this policy is to provide guidelines for appropriate use of cell phones in the school environment, on the school campus.

As needed please see these Handbook sections:

Glossary for Definitions and Explanations of terms at "Glossary" on page GLOSSARY - 1

Contact Information in "Contact Information" on page 1 - 2

General Disclaimer for Policies and Procedures in "Disclaimer" on page 1 - 1

Enforcement of Policies and Procedures in "General Enforcement of Policies and Procedures" on page 1 - 2

Appeals Process in "Appeals Process" on page 1 - 2

Section 2.2 Policy

Section 2.2.1 Purpose

Use of cell phones on the school campus is a privilege.

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The goal of this policy is to provide guidelines for appropriate use of cell phones in the school environment, on the school campus.

This policy's procedures provide the instructions for

» the use of RDBS and personal cell phones on the school campus.

» the review of RDBS cell phone usage by a review of monthly bills and logs.

This policy defines clear and enforceable consequences for violating the policy and consequences for failing to enforce the policy.

Section 2.2.2 RDBS cell Phone Usage

Staff may have use of a RDBS cell phone with approval of their supervisor. Use of a RDBS cell phone is a privilege and for job-related functions. Staff may be allowed to use the RDBS cell phone for personal use.

Violations of this policy and its procedures may result in the loss of any or all of these privileges. Misuse of any cell phone may also lead to disciplinary action, termination, civil litigation and/or criminal prosecution.

Rules for use of an RDBS cell phone:

1. The RDBS cell phone may be powered on while on the school campus. The phone must be set to vibrate or silent while in the classroom.

2. A call or text may be answered when not in class.

3. A call or text may be answered while in class if the call or text is from a staff member regarding an emergency.

4. If the staff member is permitted use of a RDBS cell phone for personal usage, it may only be used, for personal use

   » when no other means of communication is available.

   » when on break, at lunch, and before and after the school day.

5. The RDBS cell phone must not be loaned to anyone else.

6. The staff member to whom the RDBS cell phone is issued is responsible for its safekeeping at all times. Defective, broken, lost or stolen RDBS cell phones are to be reported immediately to the IT department. The IT department will provide the staff member with a replacement phone and will notify the service provider.

7. RDBS cell phones issued on a full-time basis must be provided to IT on a monthly basis, every twenty (20) working days or every thirty (30) calendar days, for maintenance and testing.

8. RDBS cell phones issued for specific use must be returned to IT by the due date logged in the system when the phone was checked out.

9. The issued RDBS cell phone must be returned to the IT department upon conclusion of employment at the school. The staff member's final paycheck will not be issued until the cell phone is returned.

> **WARNING**: RDBS school policy prohibits the use of text messaging in any form by staff to students. If staff receives a text message from a student, he/she must alert the Vice Principal to this conduct. Staff must only use the school's RDBSConnectED service to communicate with parents and students unless there is an emergency.

DANGER	**DANGER: Use of RDBS and personal cell phones is never allowed while driving.**

Section 2.2.3 Personal Cell Phone Usage

Staff may bring their personal cell phones to work. Use of a personal cell phone on the school campus is a privilege.

Violations of this policy and its procedures may result in the loss of any or all cell phone privileges. Misuse of any cell phone may also lead to disciplinary action, termination, civil litigation and/or criminal prosecution.

Rules for use of a personal cell phone:

1. Personal cell phones must be powered off while on the school campus except during lunch, breaks and before and after the school day.
2. Personal cell phones may be used during lunch and break periods and before and after the school day.
3. Personal cell phones may be used in emergency situations any time of day.
4. Personal cell phones may be used in the classroom ONLY if the IT department does not have a RDBS cell phone available for use. In that case, the personal cell phone usage falls under the "Rules for use of an RDBS cell phone:" on the previous page.

⚠️	**WARNING**: RDBS school policy prohibits the use of text messaging in any form by staff to students. If staff receives a text message from a student, he/she must alert the Vice Principal to this conduct. Staff must only use the school's RDBSConnectED service to communicate with parents and students unless there is an emergency.

DANGER	**DANGER: Use of RDBS and personal cell phones is never allowed while driving.**

Section 2.2.4 Enforcement of Policy

Violations will be investigated and determined using

» a report that staff is not following the rules for use of a RDBS cell phone.

» a report that staff is not following the rules for use of a personal cell phone.

» a report, based on billing or logged transactions, that staff is using their RDBS cell phone inappropriately. The report may show possible violations of the cell phone based on any of the issues below:

  a. usage time.
  b. access to inappropriate websites.
  c. use of the phone at an inappropriate time.
  d. texts to a student.

Consequences of violating the RDBS cell phone use parameters:

In addition to the general consequences of violating a policy or procedure, the following additional consequences may apply.

All consequences include a review of the "Rules for use of an RDBS cell phone:" on page 2 - 2.

If the violation(s) is found to be factual, the staff member's supervisor will apply consequences in addition to the general consequences as follows:

    a. If the violation is for inappropriate use of the RDBS cell phone for personal use, that privilege may be discontinued for the staff member.

    b. The staff member's privilege to have a full-time RDBS cell phone may be withdrawn.
        If use of a RDBS cell phone is withdrawn but one is needed for classroom use, the staff member should make a request to their supervisor. A supervisor may check-out and provide a RDBS cell phone for a limited, specific, use and time frame.

Consequences of violating the personal cell phone use parameters:

In addition to the general consequences of violating a policy or procedure, the following additional consequences may apply.

All consequences include a review of the "Rules for use of a personal cell phone:" on the previous page.

If the violation(s) is found to be factual, the staff member's supervisor will apply consequences in addition to the general consequences as follows:

    a. The staff member's privilege to have a personal cell phone on campus may be withdrawn.

    b. If necessary, the staff member may be required to leave their cell phone in their locker during the school day.

Section 2.3 Procedure to check-out and check-in RDBS cell phones.

This procedure requires knowledge of the school's computer system and its RDBS cell phone tracking software.

Staff members who check-out RDBS cell phones must have training from IT in use of the software. Make an appointment with IT for training the first time you need to check-out a phone.

Staff who are issued full-time RDBS cell phones must return those phones to the IT department on a monthly basis, every twenty (20) working days or thirty (30) calendar days, for maintenance and testing.

Staff must make an appointment with the IT department for maintenance and testing of their RDBS cell phone.

When a supervisor approves a specific-use RDBS cell phone for a staff member, that supervisor will check-out and check-in that cell phone.

Staff who are issued specific-use RDBS cell phones must return those phones to their supervisor on or before the due date for return to the IT department by the due date.

Staff who are issued a RDBS cell phone must return, check-in, the RDBS cell phone at the termination of their employment contract.

This procedure applies to all staff who have been issued a RDBS cell phone.

Section 2.3.1 To check-out an RDBS cell phone

1. Go to the cell phone storage area in the IT department.
2. Log in to the computer and the cell phone tracking software. Your login will retrieve your cell phone master record and all transaction records. Your login will also retrieve records for any staff you supervise.
3. Select the check-out option to make a new transaction record.

4. Make any changes necessary to the check-out record, including check-out of a specific-use phone for another staff member.

5. Select the type of check-out from the drop-down list.

6. Select the status of the check-out from the drop-down list.

7. Fill in appropriate dates for check-out and the check-in date, as needed.

8. Verify the phone return date, the check-in date, that the system fills in. Override that date, if necessary, and enter the reason for the override.

9. Retrieve the cell phone from the storage area.

10. Scan the cell phone barcode to complete the retrieval. The system automatically logs the check-out date & time and saves the record.

11. Add or modify additional transaction records as needed.

12. When all transactions are complete, log out of the software.

Section 2.3.2 To check-in an RDBS cell phone

1. Go to the cell phone storage area in the IT department.

2. Log in to the computer, the login will retrieve your cell phone master record and all transaction records. Your login will also retrieve records for any staff you supervise.

3. Select the transaction record for the cell phone being checked in.

4. Make any changes necessary to the check-in record.

5. Enter any cell phone problems, as necessary, in the appropriate fields.

6. Enter the usage information, including the class id(s) if the phone was used in specific classes.

7. Scan the barcode on the cell phone and return the phone to the storage area.

8. Click the Save button and the system automatically logs the check-in date and time and saves the record.

9. Add or modify additional transaction records as needed.

10. When all transactions are complete, log out of the software.

Section 2.3.3 Enforcement of Procedure

Violations will be investigated and determined using

» a report that staff did not returned their RDBS cell phone by the due date.

» a report that staff did not provide their RDBS cell phone for maintenance and testing in the required time frame.

» a report of frequent breakage of an issued RDBS cell phone. Frequent is defined as two (2) or more broken cell phones in a six (6) month period.

» a report of frequent theft or loss of an issued RDBS cell phone. Frequent is defined as two (2) or more thefts or losses in a six (6) month period.

Consequences of violating this procedure:

In addition to the general consequences of violating a policy or procedure, the following additional consequences may apply.

All consequences include a review of this policy and procedure and re-training in the use of the cell phone tracking software.

If the violation(s) is found to be factual, the staff member's supervisor will apply consequences in addition to the general consequences as follows:

a. Mentoring and oversight from the staff member's supervisor to ensure the staff member correctly uses the cell phone tracking software.

b. The staff member's privilege to use a RDBS cell phone may be withdrawn.

Section 2.4 Procedure to Review RDBS Cell Phone Bills and Logs

These are the instructions to review, note and sign-off on the monthly cell phone bills and logs.

Staff who are issued a full-time RDBS cell phone must review, note and sign-off on the cell phone bills and logs each month.

Supervisors who issue specific-use cell phones to their staff must review the bills and logs for those phones each month. Supervisors must review with their staff any anomalies on those bills and logs.

Paper copies of the bills and logs will be provided to staff in their school mail box.

The cell phone bills and logs must be reviewed and signed-off on within ten (10) working days of the issuance of the cell phone bill.

Review the "Procedure to Review RDBS Cell Phone Bills and Logs" above as necessary before reviewing the bills and logs.

Review of the cell phone bills and logs requires use of the school's cell phone tracking software.

Staff members who review RDBS cell phone bills and logs must have training from IT in use of the software. Make an appointment with IT for training the first time you need to review a cell phone bill or log.

Section 2.4.1 To review an RDBS cell phone bill and log

1. Log in to the computer, the login will retrieve your cell phone master record and all transaction records. Your login will also retrieve records for any staff you supervise.
2. Carefully read the bill and compare each entry with the tracking system log.
3. Add any bill transactions that are not in the tracking system.
4. Mark any personal calls or web usage with a "P".
5. Mark any unknown calls or web usage with a "U".
6. Mark any large blocks of web usage done for a classroom exercise with a "C" and the class number.
7. Mark any large blocks of web usage done for research and class preparation with a "CP" and the class number.
8. Add any notes which explain the usage for the month.
9. Add any additional notes as needed.
10. Electronically sign the log for the month.
11. Sign the paper bill and return it to the IT department, cell phone services.
12. Log out of the cell phone tracking system.

Section 2.4.2 Enforcement of Procedure

Violations will be determined using a report that staff responsible for a RDBS cell phone did not sign-off on a RDBS cell phone's bills and logs in the required time frame.

Consequences of violating this procedure:

In addition to the general consequences of violating a policy or procedure, the following additional consequences may apply.

All consequences include a review of this procedure and re-training in the use of the cell phone tracking software.

If the violation(s) is found to be factual, the staff member's supervisor will apply consequences in addition to the general consequences as follows:

    a. Mentoring and oversight from the staff member's supervisor to ensure the staff member correctly uses the cell phone tracking software to review the bills and logs.

    b. The staff member's privilege to use a RDBS cell phone may be withdrawn.

Chapter 3:   Staff Attendance Policy

Section 3.1 Introduction

This policy focuses on staff notification to the school for both planned and unplanned absences.

RDBS school provides a very high-quality education for differently-abled students. Staff attendance at school is required for the proper and efficient execution of the school's daily activities.

Specific certifications are required for special education teachers. Sudden or frequent teacher absences create problems finding qualified substitute teachers.

Special certifications are required for some support staff in this private school. Replacement or substitute staff can be difficult to find when there are unplanned and/or unexcused absences.

The goal of this policy is to provide guidelines for staff notification to the school for both planned and unplanned absences. The guidelines for this policy and its procedure will be used by school administrators and supervisors to manage and evaluate staff attendance in general and as part of staff performance evaluations.

As needed please see these Handbook sections:

Glossary for Definitions and Explanations of terms at "Glossary" on page GLOSSARY - 1

Contact Information in "Contact Information" on page 1 - 2

General Disclaimer for Policies and Procedures in "Disclaimer" on page 1 - 1

Enforcement of Policies and Procedures in "General Enforcement of Policies and Procedures" on page 1 - 2

Appeals Process in "Appeals Process" on page 1 - 2

Section 3.2 Policy

Section 3.2.1 Purpose

This policy focuses on staff notification to the school for both planned and unplanned absences.

Guidelines for notification have been written for a wide variety of types of absences and leaves. This policy covers unplanned absences and general planned absences.

The goal of this policy is to provide guidelines for staff notification to the school for both planned and unplanned absences. This policy's procedure provides the instructions for notifying the school about planned and unplanned absences.

This policy defines clear and enforceable consequences for violating the policy and consequences for failing to enforce the policy.

Section 3.2.2 Attendance Expectations

Staff are expected to

>> be at work on time.

>> be prepared for that day's work.

>> work the number of hours specified in their employment contract.

>> take their lunch break and their other two (2) fifteen (15) minute breaks in each work day.

» only be absent from work when necessary, for illness, pre-planned vacation or holiday.

» to immediately report any unplanned absence or illness to their supervisor.

Staff supervisors are expected to monitor their staff's attendance records. When necessary, supervisors are to answer questions and guide their staff in the appropriate use of the different kinds of leave.

Staff supervisors will determine, based on the employee's classification(s), school needs and other information, the staff member's work hours and location.

Staff who do not maintain an acceptable attendance record may have an unsatisfactory performance evaluation, and/or disciplinary action which may include termination of their employment contract.

Exceptions: Vacation, paid holidays, jury duty, paid funeral leave, job related injuries, lack of work, military leave, and lay-off will not count as incidents, or violations. Pre-approved time off requests and pre-approved leaves of absence will not count as incidents, or violations.

Section 3.2.3 "Clocking" in and out for school days and functions

Staff must "clock" in and out each day when they arrive at and leave work. "Clocking" in involves logging arrival and departure times in the school attendance tracking software.

For more information about the use of the school's attendance tracking software, contact the IT department for instructions and training.

Section 3.2.4 Providing Notice of Absences, Tardies, and Leaves

Staff must notify their supervisor as soon as possible when

» they have an unexpected absence from school. This absence may be due to illness, an emergency or any-thing that prevents them from being at school on time.

» they plan to take a vacation.

» they plan or need to take any kind of short or extended leave.

It is extremely important that staff notify their supervisor as soon as possible of any anticipated absences so that, if necessary, alternate arrangements can be made. An absent staff member must report his/her absence to a supervisor (or other designated person) before the start of the his/her workday or as soon as practical given the nature of the absence.

WARNING: Any staff member who does not call in and/or report to work for two (2) consecutive work days voluntarily terminates their employment contract.

Definitions

Absence   An absence from work is defined as the failure of any staff member to report to work when scheduled.

This applies to any assignment, be it a regular work day, shift, overtime work, work related meetings, lunch, etc. One day of absence will be considered one (1) incident. A second day of absence is considered a second incident, and so on. If, however, a physician releases the staff member from work in writing, the entire time of absence is only counted as one (1) incident.

Tardy	Tardiness occurs when an staff member is not present, and ready to begin working, at his/her workstation at their scheduled time. Tardiness also occurs when a staff member leaves work prior to the end of their scheduled work day or shift without prior approval. Tardiness of less than two (2) hours will be considered one-half (½) incident. Tardiness of two (2) or more hours will be considered one (1) incident.
Leave	Time away from school, absence or tardy. Leaves may be planned or unplanned such as illness, vacation, holidays, family leave, military leave for example.
Incident	An incident is a term used to track and count any kind of absence or tardy, short or long, from school. It may be a violation of the school attendance policy.

Absence Notification Requirements

Type	Notification Requirements
Unexpected Illness	Thirty (30) minutes before the start of the scheduled work day.
Emergency	At least thirty (30) minutes or as soon as possible before the start of the scheduled work day. If the emergency occurs during the work day, notify the supervisor as soon as possible. Staff may not leave the school campus until their class is covered, or at minimum, has a staff monitor.
Vacation	As soon as a staff member is aware that they will need time off from their regular work schedule, including non-emergency medical or dental appointments, they must request the time off from their supervisor at least two (2) days in advance. As much notification as possible, a minimum of two (2) weeks, must be given when requesting more than one (1) day of vacation so that arrangements can be made for work coverage.
Other Types of Leave	As soon as a staff member is aware that they will need time off from their regular work schedule, including non-emergency medical or dental appointments, they must request the time off from their supervisor. As much notification as possible, a minimum of two (2) weeks, must be given when requesting more than one (1) day of vacation so that arrangements can be made for work coverage.

Section 3.2.5 Enforcement of Policy

Violations will be investigated and determined using

» a report from the school's attendance tracking software or from a staff member of absence without notification.

» a report from the school's attendance tracking software or from a staff member of unapproved or unexcused absence.

» a report from the school's attendance tracking software or from a staff member of a no show/no call absence.

Consequences of violating this attendance policy:

In addition to the general consequences of violating a policy or procedure, the following additional consequences may apply.

All consequences include a review of this" Staff Attendance Policy" on page 3 - 1.

If the violation(s) is found to be factual, the staff member's supervisor will apply consequences in addition to the general consequences as follows:

a. Require the staff member to be re-trained in the use of the school's attendance tracking software.

b. Require the staff member to check-in with the main office when arriving and before leaving the school campus.

Section 3.3 Procedure for reporting and tracking staff planned absences, tardiness, and leaves.

This procedure provides instructions for requesting and tracking planned absences, tardies and leaves.

This procedure requires knowledge of the school's computer system and its attendance tracking software.

Staff is required to provide notice when they will be absent from school for planned or unplanned reasons. Please review this policy's absence notification requirements.

Staff members must have training from IT in use of the attendance tracking software. For training in the use of the attendance tracking software, contact the IT department.

Section 3.3.1 To request approval of a planned absence or tardy

1. Log in to the computer, your login will retrieve your attendance transaction records.
2. Select the request leave option to make a new transaction record.
3. Choose the type of leave you are requesting from the drop-down list.
4. Enter the dates requested for the leave.
5. Enter the requested approval date. (The date by which you need to know if your leave is approved.)
6. Save the request record. The system automatically logs the request date & time.
7. When all transactions are complete, log out of the software.

Section 3.3.2 Enforcement of Procedure

Violations will be investigated and determined using

» a report from a staff member or the school's attendance tracking software of a no show/no call absence.

» a report from the school's attendance tracking software of more than two (2) tardies or unapproved absences in one (1) month, twenty (20) working days or thirty (30) calendar days.

» a report from the school's time tracking software of more than five (5) tardies or unapproved absences in three months, sixty (60) working days or ninety (90) calendar days.

Consequences of violating this procedure:

In addition to the general consequences of violating a policy or procedure, the following additional consequences may apply.

All consequences include a review of the absence notification requirements and re-training in the use of the attendance tracking software.

If the violation(s) is found to be factual, the staff member's supervisor will apply consequences in addition to the general consequences as follows:

a. If the violation involves a no show/no call absence, the staff member will be required to write a report of the circumstances causing that absence. That report will be reviewed by the staff member's supervisor to determine if any other violations have occurred and if any additional consequences are warrranted.

b. Mentoring from the staff member's supervisor to ensure the staff member correctly uses the attendance tracking software.

   c. Requiring the staff member to check in with the main office when arriving and before leaving the school campus.

	WARNING: Any staff member who does not call in and/or report to work for two (2) consecutive work days voluntarily terminates their employment contract.

Chapter 4: Classroom Building Energy Control Policy

Section 4.1 Introduction

This policy focuses on energy control in the classrooms and classroom buildings.

RDBS school intends to be proactive in its energy control policy. Energy expenditure is a budget item that can be controlled and reduced without a negative impact on the quality of education at the school.

In a school for differently-abled students, there are specific needs for building environmental controls. Appropriate energy controls can significantly improve student and teacher performance by providing comfortable learning and living environments.

Energy control starts with staff and students. The school has control over its energy consumption. The U.S. Department of Energy estimates that at least 25 percent (25%) of all energy consumed in schools is wasted. RDBS believes that it can save as much as 15 percent (15%) by changes in behaviors.

Information on energy expenditures, including a comparison with last year's expenditures, will be available on a monthly and annual basis in the school newsletter.

While working with this policy and its procedure, please consider how to engage each other, including students, to consistently monitor and follow guidelines for efficient energy control.

The goal of this policy is to provide energy guidelines for use in classroom buildings to reduce the school's energy consumption and costs.

As needed please see these Handbook sections:

Glossary for Definitions and Explanations of terms at "Glossary" on page GLOSSARY - 1

Contact Information in "Contact Information" on page 1 - 2

General Disclaimer for Policies and Procedures in "Disclaimer" on page 1 - 1

Enforcement of Policies and Procedures in "General Enforcement of Policies and Procedures" on page 1 - 2

Appeals Process in "Appeals Process" on page 1 - 2

Section 4.2 Policy

Section 4.2.1 Purpose

This policy focuses on energy control in the classrooms and classroom buildings.

Specifications for classroom building energy control have been developed. These specifications have been written as guidelines on a checklist form. The forms are posted in each building area and used to close an area.

Each classroom, hallway and other rooms in the classroom buildings have posted guideline checklist forms to use for energy control of that specific area.

Staff are required, and students are encouraged, to follow the guidelines for closing a room when they are the last person to leave a room. While students are encouraged and asked to follow the guidelines, the responsibility for compliance with energy guidelines falls on staff. Staff will be held accountable for violations.

The goal of this policy is to provide energy guidelines for use in classroom buildings to reduce the school's energy consumption and costs. This policy's procedure provides instructions for controlling classroom building rooms and hallways to meet those guidelines by using the energy control guideline checklists.

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This policy defines clear and enforceable consequences for violating the policy and consequences for failing to enforce the policy.

Section 4.2.2 Goals for Classroom Building Energy and Cost Controls

The goals for classroom building energy and cost controls are to

» maintain the optimal classroom environment for learning; this includes lighting, HVAC, and electrical systems for the availability of technology and support of medical devices.

» reduce energy consumption and costs by five percent (5%) each year for each of the next three (3) years.

Section 4.2.3 Classroom Building Energy Requirements and any Special Needs

Every area of the building, all rooms and hallways, have posted, inside the area, by the door(s), the energy control checklist form. The checklist provides the procedures and guidelines for energy control for that specific area.

The energy control checklists may be different for each building area. The checklists may be different based on

» the size of the area.

» the number of windows and doors in the area.

» any special requirements for students who will be using the area.

Staff should quickly identify, then notify, the Vice Principal and appropriate support staff about any situation where

» there is a staff or student need that is in conflict with the any building energy control guideline or requirement.

» maintenance of any kind is needed for any room, hallway, access way, walkway or building structure of any kind.

Remember: Safety First!

Section 4.2.4 Encourage Staff and Students to participate and be responsible for energy control

While working with this policy and its procedure, please consider how to engage each other, including students, to consistently monitor and do what's necessary to keep the energy use in rooms controlled properly.

RDBS asks every staff member to read and understand the guideline checklists. RDBS also asks that staff and students

» report any energy problems.

» follow the room's guideline checklist when they are the last person to leave the room.

» report any missing guideline checklist forms.

» read the school newsletter and follow the school's progress toward the energy expenditure goals and cost reductions.

» put any suggestions or observations, positive or negative, into the school's suggestion box. Everyone's participation will make the policy better!

Section 4.2.5 Enforcement of Policy

Violations will be investigated and determined using

» a report that staff responsible for a specific building area has not been following and/or initialing the guidelines checklist for that area.

» the number of confirmed violations in a three (3) month time frame determines the severity of the consequences.

Consequences of violating the classroom energy control policy:

In addition to the general consequences of violating a policy or procedure, the following additional consequences may apply.

All consequences include a review of this policy and the need for the policy.

If the violation(s) is found to be factual, the staff member's supervisor will apply consequences in addition to the general consequences as follows:

a. Training from the staff member's supervisor in the proper usage of the energy guidelines checklist.

b. Mentoring from and observation by the staff member's supervisor in the proper usage of the energy guidelines checklist.

Section 4.3 Procedure to use the Classroom Building Energy Control Guideline Checklists.

This procedure provides the instructions to use the classroom building energy control guideline checklist.

The guideline forms are a checklist for closing down a classroom, hallway or other building area when you are the last person to leave an area.

Staff is required to follow the classroom building energy control guideline checklist in classrooms, hallways and other rooms in classroom buildings. Staff must initial and sign the checklist to verify that they have properly closed down the area before they lock the classroom or any other area of the building.

The Energy Control Guideline Checklist form is at the end of this procedure.

The building maintenance supervisor, along with school administrators, is responsible for defining the energy control guideline checklists.

Support staff are responsible for maintaining and placing the guideline checklists appropriately in every area of the classroom buildings.

If a guideline checklist is missing from an area, please immediately contact support staff for a replacement form.

If a guideline checklist is missing from an area, leave a note in the form holder with your initials, date and time that you have closed the room or area.

Every week, support staff will collect the used guideline checklists and replace them with new forms. The building maintenance department will review the checklists for any reported problems. In addition, they will log the checklist sign-offs into the computer system.

Section 4.3.1 To use the guideline checklist to close a room or area:

1. Check that you are the last person to leave the room or area.
2. Perform each task on the checklist.
3. Verify that each item on the checklist has been done by initialing each item.
4. Write your name, date, time and area or classroom number at the bottom of the checklist.
5. Close and lock the classroom door, or hallway door, and leave the area.

Section 4.3.2 Enforcement of Procedure

Violations will be investigated and determined using

» a report that staff has not been properly closing the area(s) for which they are responsible.

» a report that staff has not been using/signing the checklists.

Consequences of violating this procedure:

In addition to the general consequences of violating a policy or procedure, the following additional consequences may apply.

All consequences include a review of this policy and procedure and re-training in the use of the guideline checklists.

If the violation(s) is found to be factual, the staff member's supervisor will apply consequences in addition to the general consequences as follows:

a. Mentoring from the staff member's supervisor to ensure the staff member correctly uses the guideline checklist.
b. Daily oversight from the staff member's supervisor to ensure the staff member correctly uses the guideline checklist.

Energy Control Guideline Checklist

Task	Done
Check thermostat set point: Minimum cooling level, 72 degrees. Maximum heating level 72 degrees.	
All interior lights TURNED OFF in unoccupied areas. Ensure that all windows and doors to the outside are closed and locked.	
Close the Blinds on all windows and doors to the outside.	
Office and classroom computers, monitors, printers, scanners, VCR's, TV's, etc. SHUT DOWN (no green lights). Ensure that all unnecessary electrical appliances are turned off and unplugged! This includes: Copiers, computers, printers, televisions, Fax machines, radios, water coolers, task lighting, video carts, microwave ovens, chargers and any medical equipment not in use.	
Check and report any water fixtures that leak or run water constantly.	
Report any roof or window leaks, including oxygen machines. IMMEDIATELY!!	
REMEMBER -- SAFETY FIRST!!	
Notes/Observations: (Report any leaks or electrical problems immediately to Building Maintenance Department)	
Name of Staff Member & signature:	Room/Area:
Date and Time:	

Handbook Acknowledgement Form

This Acknowledgement agreement covers all of the Handbook content including the policies and procedures in this Handbook.

Disclaimer:

The policies and procedures in this Handbook cover all staff.

The school reserves the right to change

>> who is covered by these policies and procedures.

>> the rules, expectations and requirements of these policies and procedures.

>> the enforcement of, and consequences for, violations of these policies and procedures.

The information in this Handbook does not constitute an offer of employment.

The information in this Handbook is not a contract of employment nor guarantee of continued employment.

Staff will be notified of any changes to any or all of these policies and procedures at least five (5) working days before those changes take effect.

When there are changes, staff will be required to sign a new Acknowledgement form. The new form will be included with any revisions or additions to a policy or procedure. The form return due date will be included on the form.

Acknowledgement:

When you sign this form, it means that you agree that you have read and understand the policies and procedures in this Handbook. Specifically it means you have read and understand all the sections appropriate to your staff classification(s) and/or job title(s) and job description(s).

If you have questions about any of the policies or procedures, contact your supervisor or the Vice Principal.

Before you sign, make sure you understand all the policies and procedures in this Handbook that apply to your staff classification(s) and/or job title(s) and job description(s).

 You must read and understand this Handbook, sign and turn in the acknowledgement form as a condition of employment. You may turn in the signed acknowledgement form to your supervisor or the Vice Principal.

You have ten (10) working days from your date of employment to sign and turn in the Acknowledgement form.

When any or all of the Handbook is revised, or new sections are added, you have five (5) working days from the revision date to review, sign and turn in the new Acknowledgement form that is included with the revisions and/or additions, unless you are sick, on vacation or on leave. If you are sick, on vacation or on leave, you will have five (5) working days from your first day back at work to review,sign and turn in the new Acknowledgement form. The Acknowledgement form included with any revisions will have a due date on it, that overrides the five (5) days if it allows more than five (5) days for review and signature.

I agree that I have read and understand this Handbook, including the policies and procedures in this Handbook.

_____   _____
Signature   Date

_____   _____
Print Name   Staff ID Number

Revision 1.0   Approval Date: March 20, 2015   Approved By: John Epps   Release Date: March 31, 2015

Glossary

A

Absence

An absence from work is defined as the failure of any staff member to report to work when scheduled. This applies to any assignment, be it a regular work day, shift, overtime work, work related meetings, lunch, etc. One day of absence will be considered one (1) incident. A second day of absence is considered a second incident, and so on. If, however, a physician releases the employee from work in writing, the entire time of absence is only counted as one (1) incident.

C

Cell Phone

Any type of cellular phone, including smartphones. For specific tasks such as email, phone calls, texting and web searches, this term also applies to tablets and computers.

Clocking in or out

Logging your arrival or departure time in the school's attendance tracking software.

Closing a room or an area

Perform the tasks on the energy guidelines checklist before leaving the area and locking the door.

E

Employee

Any staff member at RDBS school.

I

Incident

An incident is a term used to track and count any kind of absence or tardy, short or long, from school. It may be a violation of the school attendance policy.

IT

Information Technology department.

L

Leave

Time away from school, absence or tardy. Leaves may be planned or unplanned such as illness, vacation, holidays, family leave, or military leave for example.

M

Mentoring

Mentoring may include frequent, regular conversations. It may also include supervisor over-sight for execution of policy or procedure requirements.

N

No Call/No Show

Staff must report their absence each day; failure to do so is considered a no call/no show. Also, failure to report one's absence at least one-half (½) hour, or thirty (30) minutes prior to the start of the scheduled shift will be regarded as a no call/no show which is considered one and one-half (1½) incidents.

P

Perfect attendance

No absences, tardies or incidents in any twelve (12) month period school year, from August through July of the next year.

S

School day

Class time; from first bell at 8:10 am through the release bell at 3:15pm

Staff

Any employee of RDBS school

T

Tardy

Tardiness occurs when a staff member is not present, and ready to begin working, at his/her workstation at their scheduled time. Tardiness also occurs when an staff member leaves work prior to the end of their scheduled work day or shift without prior approval. Tardiness of less

than two (2) hours will be considered one-half (½) incident. Tardiness of two (2) or more hours will be considered one (1) incident.

Index

A

Revision 1.0   Approval Date: March 20, 2015   Approved By: John Epps   Release Date: March 31, 2015

References for this Project

The following websites provided ideas and information for various sections of the handbook for this class project. Most of these websites were used for multiple sections of the handbook.

http://www.jcsd.k12.ms.us/asupt/Handbook/12-13-StaffHandbk.pdf

http://www.boarddocs.com/sc/greenville/Board.nsf/goto?open&id=8VTN8V5EBFB6#

http://capousd.ca.schoolloop.com/file/1218998864154/967464355520743757.pdf

http://lp.ctspublish.com/asba/public/lpext.dll?f=templates&fn=main-hit-h.htm&2.0

http://www.manualmake.com/system/460646/ for the lausd_classified_employees_Handbook.pdf

http://www.laccd.edu/Departments/PersonnelCommission/Documents/EmployeeHandbook.pdf

http://sefs.washington.edu/tools/policies/attendance.shtml

http://www.employers.org/files/resources/AttendancePolicy.pdf

http://www.seenmagazine.us/articles/article-detail/articleid/4371/including-students-in-your-school-8217-s-energy-program.aspx
Article about including students in the energy plan

http://cps.edu/GoGreen/Pages/Energy.aspx