

# **NORFORK PUBLIC SCHOOLS**

## **03-04**

**CLASSIFIED HANDBOOK**  
2014-2015

Last Updated: September, 2014

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Norfolk Public School  
2014-2015 School Calendar  
Adopted 04/01/2014

TEACHER IN-SERVICE	(No School)	August 11,12,13,14,15
*PARENT-TEACHER MEET-N-GREET		August 14 (5:00-8:00)
ANNUAL PUBLIC MEETING	(Open House)	August 14 (Thur)
FIRST DAY OF SCHOOL		August 18 (Mon)
LABOR DAY HOLIDAY	(No School)	Sept.1 (Mon.)
END FIRST QUARTER		Oct. 17 (44 days)
FIRST PARENT/TEACHER CONFERENCE		Oct. 23 (Thurs.)
REPORT CARDS TO STUDENTS		Oct. 24 (Fri.)
THANKSGIVING HOLIDAYS	(No School)	Nov. 26, 27, 28
SEMESTER TESTS		Dec. 18 & 19
END SECOND QUARTER		Dec. 19 (42 days)
RETURN TO SCHOOL		Jan. 5
TEACHER IN-SERVICE		February 20
END THIRD QUARTER		March 12 (48 days)
SECOND PARENT/TEACHER CONFERENCE		March 12
TEACHER IN-SERVICE		March 13
SPRING BREAK		March 23-27
REPORT CARDS TO STUDENTS		March 30
GOOD FRIDAY	(No School)	April 3
SENIOR GRADUATION		May 15
SEMESTER TESTS		May 21 & 22
END FOURTH QUARTER & LAST DAY OF SCHOOL		May 22 (44 days)
LAST DAY INCLUDING 5 SNOW DAYS		May 29

Student/Teacher interaction (attendance) days	178	Teacher In-service	10
Parent/Teacher conference days	2	Snow days	5
1 <sup>st</sup> nine-week tests	Oct. 16,17	3 <sup>rd</sup> nine-week tests	Mar. 5,6
2 <sup>nd</sup> nine-week tests	Dec. 11,12	4 <sup>th</sup> nine-week tests	May 14,15
1 <sup>st</sup> semester tests	Dec. 18,19	2 <sup>nd</sup> semester tests	May 21,22

SCHOOL BOARD MEETINGS

All meetings held on 3rd Monday at 6:00 p.m.

2014		2015	
July	21	January	19
August	18	February	16
September	15	March	16
October	20	April	20
November	17	May	18
December	15	June	15

Spring Break is contingent upon snow days used, and may be used as an option for make-up days.

- If we miss 1 – 5 days they will be made up using the 5 Snow Days built in.
- If we miss 6 or 7 days we will use 2 In-Service Days.
- If we miss 8 days we will use Good Friday.
- If we miss 9 days we will use Memorial Day.
- If we miss 10 days we will use Saturdays or Spring Break.

**NORFORK SCHOOL DISTRICT  
INSTRUCTIONAL ASSISTANT  
SALARY SCHEDULE  
2014-2015  
Approved 3-17-14**

<b>YEARS</b>	<b>STEP</b>	<b>Parapro</b>	<b>30 hrs</b>	<b>60 hrs</b>	<b>90 hrs</b>	<b>Bachelors</b>
0	1	\$ 13,045.00	\$ 13,560.00	\$ 14,075.00	\$ 14,590.00	\$ 15,105.00
1	2	\$ 13,195.00	\$ 13,710.00	\$ 14,225.00	\$ 14,740.00	\$ 15,255.00
2	3	\$ 13,345.00	\$ 13,860.00	\$ 14,375.00	\$ 14,890.00	\$ 15,405.00
3	4	\$ 13,495.00	\$ 14,010.00	\$ 14,525.00	\$ 15,040.00	\$ 15,555.00
4	5	\$ 13,645.00	\$ 14,160.00	\$ 14,675.00	\$ 15,190.00	\$ 15,705.00
5	6	\$ 13,795.00	\$ 14,310.00	\$ 14,825.00	\$ 15,340.00	\$ 15,855.00
6	7	\$ 13,945.00	\$ 14,460.00	\$ 14,975.00	\$ 15,490.00	\$ 16,005.00
7	8	\$ 14,095.00	\$ 14,610.00	\$ 15,125.00	\$ 15,640.00	\$ 16,155.00
8	9	\$ 14,245.00	\$ 14,760.00	\$ 15,275.00	\$ 15,790.00	\$ 16,305.00
9	10	\$ 14,395.00	\$ 14,910.00	\$ 15,425.00	\$ 15,940.00	\$ 16,455.00
10	11	\$ 14,545.00	\$ 15,060.00	\$ 15,575.00	\$ 16,090.00	\$ 16,605.00
11	12	\$ 14,695.00	\$ 15,210.00	\$ 15,725.00	\$ 16,240.00	\$ 16,755.00
12	13	\$ 14,845.00	\$ 15,360.00	\$ 15,875.00	\$ 16,390.00	\$ 16,905.00
13	14	\$ 14,995.00	\$ 15,510.00	\$ 16,025.00	\$ 16,540.00	\$ 17,055.00
14	15	\$ 15,145.00	\$ 15,660.00	\$ 16,175.00	\$ 16,690.00	\$ 17,205.00
15	16	\$ 15,295.00	\$ 15,810.00	\$ 16,325.00	\$ 16,840.00	\$ 17,355.00
16	17	\$ 15,445.00	\$ 15,960.00	\$ 16,475.00	\$ 16,990.00	\$ 17,505.00
17	18	\$ 15,595.00	\$ 16,110.00	\$ 16,625.00	\$ 17,140.00	\$ 17,655.00
18	19	\$ 15,745.00	\$ 16,260.00	\$ 16,775.00	\$ 17,290.00	\$ 17,805.00
19	20	\$ 15,895.00	\$ 16,410.00	\$ 16,925.00	\$ 17,440.00	\$ 17,955.00
20	21	\$ 16,045.00	\$ 16,560.00	\$ 17,075.00	\$ 17,590.00	\$ 18,105.00
21	22	\$ 16,195.00	\$ 16,710.00	\$ 17,225.00	\$ 17,740.00	\$ 18,255.00
22	23	\$ 16,345.00	\$ 16,860.00	\$ 17,375.00	\$ 17,890.00	\$ 18,405.00
23	24	\$ 16,495.00	\$ 17,010.00	\$ 17,525.00	\$ 18,040.00	\$ 18,555.00
24	25	\$ 16,645.00	\$ 17,160.00	\$ 17,675.00	\$ 18,190.00	\$ 18,705.00
25	26	\$ 16,795.00	\$ 17,310.00	\$ 17,825.00	\$ 18,340.00	\$ 18,855.00
26	27	\$ 16,945.00	\$ 17,460.00	\$ 17,975.00	\$ 18,490.00	\$ 19,005.00

NORFORK SCHOOL DISTRICT  
SPECIAL ED AIDE SALARY SCHEDULE  
2014-2015  
Approved 3-17-14

Years	Step		
0	1	\$16,150.00	Special Ed Bus Aide \$25 per day to ride handicap bus
1	2	\$16,300.00	
2	3	\$16,450.00	
3	4	\$16,600.00	
4	5	\$16,750.00	
5	6	\$16,900.00	
6	7	\$17,050.00	
7	8	\$17,200.00	
8	9	\$17,350.00	
9	10	\$17,500.00	
10	11	\$17,650.00	
11	12	\$17,800.00	
12	13	\$17,950.00	
13	14	\$18,100.00	
14	15	\$18,250.00	
15	16	\$18,400.00	
16	17	\$18,550.00	
17	18	\$18,700.00	
18	19	\$18,850.00	
19	20	\$19,000.00	
20	21	\$19,150.00	
21	22	\$19,300.00	
22	23	\$19,450.00	
23	24	\$19,600.00	

NORFORK SCHOOL DISTRICT  
 CLASSIFIED SALARY SCHEDULE 2014-2015  
 Approved 3-17-14

		182	205	178	178	178	240	240	240	220	240	
Yrs	Step	Cooks	Food Ser	Bus Driv	Bus Long	Nurse	Supt	Sec	Sec12	Dist Tr	Custoc	Main/Trans
0	1	11880	18000	6875	7875	17690	22000	17020	28495	14535	26750	
1	2	11995	18300	7075	8075	17990	22250	17220	29145	14735	27050	
2	3	12110	18600	7275	8275	18290	22500	17420	29795	14935	27350	
3	4	12225	18900	7475	8475	18590	22750	17620	30445	15135	27650	
4	5	12340	19200	7675	8675	18890	23000	17820	31095	15335	27950	
5	6	12455	19500	7875	8875	19190	23250	18020	31745	15535	28250	
6	7	12570	19800	8075	9075	19490	23500	18220	32395	15735	28550	
7	8	12685	20100	8275	9275	19790	23750	18420	33045	15935	28850	
8	9	12800	20400	8475	9475	20090	24000	18620	33695	16135	29150	
9	10	12915	20700	8675	9675	20390	24250	18820	34345	16335	29450	
10	11	13030	21000	8875	9875	20690	24500	19020	34995	16535	29750	
11	12	13145	21300	9075	10075	20990	24750	19220	35645	16735	30050	
12	13	13260	21600			21290	25000	19420	36295	16935		
13	14	13375	21900			21590	25250	19620	36945	17135		
14	15	13490	22200			21890	25500	19820	37595	17335		
15	16	13605	22500			22190	25750	20020	38245	17535		
16	17	13720	22800			22490	26000	20220	38895	17735		
17	18	13835	23100			22790	26250	20420	39545	17935		
18	19	13950	23400			23090	26500	20620	40195	18135		
19	20	14065	23700			23390	26750	20820	40845	18335		
20	21	14180	24000			23690	27000	21020	41495	18535		
21	22	14295					27250	21220				
22	23	14410						21420				
23	24	14525						21620				
24	25	14640						21820				
25	26							22020				
								22220				

NORFORK PUBLIC SCHOOLS  
TRAVEL REGULATIONS

Adopted 04-11-2011

Travel regulations are designed to reimburse the traveler for certain expenses within certain limits when traveling on official business from the Norfolk School District. Please keep in mind that only official business expenses are reimbursable, and must be pre-approved by the building Principal.

MEALS. All meals will be paid for by the traveler and will be reimbursed on a per diem basis for approved travel according to the following chart.

Meal	Reimbursable Rate
Breakfast	\$6
Lunch	\$10
Dinner	\$16
Total	\$32 (75%) \$24

On the day of departure and the day of return, as indicated on the travel request form, the traveler may only claim 75% of the per diem amount. Receipts for meals will not have to be provided, however, travel reimbursement forms with mileage, hotel receipts and gas receipts for school vehicles must be submitted to the travel supervisor within 5 working days. Meals that are provided during the trip must be reported, and will be deducted at the above allowable rate. Please attach a copy of the registration form to the TR1 form.

**MILEAGE REIMBURSEMENT.**

The School Vehicle must be used, when available, for any trip. Please call and schedule the vehicle through Yvonne. Priorities will be given to the longest trips and those trips that require taking the most individuals. If you contact Yvonne and the school vehicle is not available, you will be reimbursed according to the mileage scale included in this policy. If you choose to use your own vehicle for the trip and the school vehicle is available, no reimbursement will be made without prior approval from the Superintendent. Mileage will be reimbursed at the rate of 38 cents per mile according to the mileage scale provided in this policy. If the destination of your trip is not on the scale, mileage will be figured from Norfolk to destination and back to Norfolk. Norfolk Schools assumes no responsibility for any maintenance, operational costs, accidents, fines or tolls incurred by the owner of the vehicle while on School business.

## MILEAGE SCALE

Norfolk to Calico Rock	13 miles x .35 = \$ 4.55
Norfolk to Melbourne	34 miles x .35 = \$11.90
Norfolk to Salem	47 miles x .35 = \$16.45
Norfolk to Batesville	63 miles x .35 = \$22.05
Norfolk to Mtn. Home	17 miles x .35 = \$ 5.95
Norfolk to Little Rock	133 miles x .35 = \$46.55
Norfolk to Conway	113 miles x .35 = \$39.55
Norfolk to Hot Springs	188 miles x .35 = \$65.80
Norfolk to Mtn. View	37 miles x .35 = \$12.95
Norfolk to Jonesboro	133 miles x .35 = \$46.55
Norfolk to Fayetteville	140 miles x .35 = \$49.00
Norfolk to Harrison	67 miles x .35 = \$23.45
Norfolk to Eureka Springs	112 miles x .35 = \$39.20
Norfolk to Springfield	120 miles x .35 = \$42.00
Norfolk to Branson	100 miles x .35 = \$35.00
Norfolk to Fort Smith	132 miles x .35 = \$46.20
Norfolk to Flippin	28 miles x .35 = \$ 9.80
Norfolk to Viola	37 miles x .35 = \$12.95
Norfolk to Jacksonville	123 miles x .35 = \$43.05
Norfolk to Memphis, TN	188 miles x .35 = \$65.80
Norfolk to Paragould	117 miles x .35 = \$40.95

### LODGING:

Actual expenses for lodging will be reimbursed (with proper receipts) for motel costs approved by the building Principal. Expenses for entertainment, room service, tips, valet services, laundry, alcoholic beverages or other similar expenses are not reimbursable. When possible Yvonne will help with reservations and will reserve the credit card for the traveler when it is available.

### TRAVEL NOT REQUIRING OVERNIGHT LODGING.

Meal expenses incurred during travel where overnight lodging is not required, cannot be reimbursed by the District. (IRS Publication 525)

### TRAVEL FOR EMPLOYEES FOR PROFESSIONAL DEVELOPMENT:

Travel for professional development which is being used as a required contractual day will not be reimbursed.

## TRAVEL REQUIRED BY THE DISTRICT:

Any travel expenses incurred as a result of a requirement of the district will be reimbursed according to this travel policy. If an employee is required to attend a meeting on professional development training they will also be paid a \$75.00 per day travel stipend. However, these days cannot be counted as part of the 60 hrs professional development which is required by the state and paid in your contract.

## CLASSIFIED SICK BANK (SLB) WELLNESS POLICY

Norfolk School will administer one sick leave bank for all full time classified personnel who wish to participate. Participation shall be on a voluntary basis. In addition, a “Well-ness Program” will be established in which classified staff receives \$200 for not using any sick days per school year.

Each participant shall contribute one (1) day of earned sick leave per year. The participant must submit, no later than September 15, a signed agreement to the District Treasurer’s office authorizing the contributed day. After the election to participate in the sick leave bank has been made, the participation shall be continuous, unless the District Treasurer receives a written request from the participant by September 15<sup>th</sup> for the withdrawal of membership in the sick leave bank. Days contributed to the SLB by signed authorization cannot be returned to the participant. Furthermore, transfer of sick days is no longer available. Requests or questions need to be directed the Sick Bank Committee, who will be the Classified Personnel Policy Committee, to be elected by October 15 of each year.

Days from the sick leave bank may be used by any contributing member in the event of a catastrophic illness or accident. The catastrophic illness or accident will be determined by a special committee of contributors elected by participating members and the administration. Participating members must use up accumulated sick days and personal days before requesting from the sick leave bank. SLB days will only be granted for circumstances which require five or more full school days of consecutive absences. All requests must be submitted in writing.

No participant shall receive more than 30 days from the SLB in any one (1) fiscal year. No more than 30 SLB days may be used per illness. The number of days that can be drawn by an individual is subject to availability. Newly hired employees will be able to enroll in the Bank within thirty (30) days of the beginning of contracted service with the District. SLB days will not be granted for elective surgery that could be scheduled during designated vacation periods or for treatment plans that could be scheduled outside normal work hours. Any member who is receiving temporary disability payment from the Workers’ Compensation Insurance Fund is not eligible to receive SLB days.

The Committee shall meet as necessary for the purpose of reviewing requests for withdrawal from the bank. The determination of the committee shall be final.

### Sick Leave Bank Application

1. Employees shall complete an official request for SLB form bearing the employee’s signature. SLB forms are available from the immediate supervisor or the District Office.
2. Employees shall complete a release of medical information form to allow the members of the SLB committee to review any medical documentation that they provide with the request for SLB. The illness/injury must be medically documented with a statement bearing an original signature from the attending physician. The verification of absence form may not be stamped with a physician’s signature or signed by the attending nurse, office manager, etc.

## **INTRODUCTION**

This classified employee hand-book was developed to improve employer-employee relationships and to provide answers to questions employees may have during their employment with the Norfolk School District.

## **CODE OF ETHICS**

All employees of the Norfolk School District, whether certified or classified, are a necessary part in the process of educating the students of the district. Therefore, we must all strive to work together to reach the common goal of providing the best possible education for the students of Norfolk Public Schools.

It is important that employee actions at school and in the community be of the highest quality because of the effect they may have upon our students, either directly or indirectly.

A classified employee found to be dishonest or immoral will be subject to dismissal by the Norfolk School Board.

## **LENGTH OF CONTRACT**

The working hours of classified employees may vary, however some practices are common to all classified, as well as certified employees.

1. All employees are expected to be at work by the designated time.

2. All are expected to put in their required time each and every day. Employees are not allowed to leave early without the permission of their immediate supervisor.

## **VACATION**

Twelve month classified employees shall earn one vacation day per contracted month, and can accumulate up to 30 vacation days. Classified employees may choose to be reimbursed for unused vacation days, at their daily rate. Employees must notify the Central Office if they choose to be reimbursed for unused vacation days. If notification does not occur the unused vacation days will be carried over to the following year.

## **CLASSIFIED EMPLOYEE ABSENCES**

Classified employees may, with prior notification to their immediate supervisor, use two (2) days of personal leave per year. Personal leave days may accumulate up to five (5) days. After the five days have accumulated the excess will be converted to sick days.

Classified employees shall be entitled to one (1) day per month of contract for sick leave with pay. Employees may accumulate up to 120 days of sick leave. After 120 days have accumulated, the employee shall be reimbursed at a rate of \$55 per day for accumulated sick leave.

Upon retirement from the District, a classified employee will receive compensation for each unused sick day earned in

consecutive years in this District, at a rate of Fifty-five (55) dollars per day, if that employee has ten (10) consecutive years of service to the Norfolk School District.

Sick leave is to be used for personal illness or illness in the immediate family. The Superintendent or the building Principal will have the discretion to define immediate family beyond those relatives living in the same household. Classified employees may use sick leave for childbirth or adoption, however, when the sick leave expires, additional days will be deducted from the employees salary.

An employee planning to be absent must notify the immediate supervisor prior to the absence. If an emergency arises, supervisors must be notified as soon as possible.

### **OTHER FRINGE BENEFITS**

**Classified employees receive the vacation, personal and sick leave as listed above. In addition classified employees may receive \$164.00 per month toward insurance premiums if they have school medical insurance. All school employees may eat free in the cafeteria.**

### **DRUG-FREE WORKPLACE POLICY**

This policy meets the requirements stated by Section 5145 of the Drug-Free School and Communities Act, as added by Section 22 of the Drug-Free Schools and Communities Act Amendments of 1989 (P.L. 101-226).

The Norfolk District has established administrative procedures to implement a drug abuse and prevention program. The non-medical use of drugs is forbidden on school property or at school-sponsored activities away from school property. Employees determined to be using drugs shall be reported immediately to the Principal or other person in charge. The Superintendent shall conduct an investigation into the matter. Any evidence that the employee is involved with the distribution, possession, or is under the influence of drugs will be turned over to law enforcement authorities. Once it has been determined that the employee has violated the school drug policy, the Superintendent shall suspend the employee and recommend termination of their contract to the School Board. Any classified employee who also drives a school bus must become familiar with the drug and alcohol testing procedures mandated by federal law. Copies are available at the bus garage.

## **GRIEVANCE PROCEDURES**

The purpose of this procedure is to secure at the lowest level, equitable solutions to the problems which may occur occasionally affecting the staff. The employees shall have the right to present grievances and, in doing so shall be assured the freedom from restraint, interference, discrimination, and reprisal. At any point in the procedure, the complainant has the right to council. The following steps will be used in any complaint of grievance.

Step 1: Within (10) ten working days of the triggering event, the complainant must present the written complaint to the immediate supervisor. The supervisor will investigate and respond within 5 working days and shall respond in writing.

Step 2: If the complainant desires to further pursue the grievance, the grievance must be presented to the Superintendent within ten (10) working days from the receipt of the immediate supervisor's response. The Superintendent shall respond within five (5) working days.

Step 3: If the complainant is not satisfied at this level, an appeal may be made within ten (10) working days after the receipt of the Superintendent's response. The School Board will consider the complaint at the next regularly scheduled Board meeting. Board hearings will be conducted so as to afford due process to all parties involved in the complaint. The Board will respond to the complainant in writing within five (5) working days after the hearing.

## **EMPLOYEE POLICIES AND REQUIREMENTS**

All classified employees are required to have the following materials on file in the office of the Superintendent of Schools.

- 1) Teacher retirement membership data form
- 2) Contract
- 3) Completed W-4 form
- 4) Copy of Social Security Card and Drivers License
- 5) Birth Certificate
- 6) Transcript of any College used for Salary Schedule

- 7) Insurance paperwork or waiver of coverage form
- 8) Proof of any prior experience used for Salary Schedule
- 9) TB test Health card
- 10) Background check
- 11) Documented proof of experience from previous employer.\*

## **EMPLOYMENT ASSIGNMENTS AND TRANSFERS**

All classified staff shall be employed by the School Board upon recommendation from the Superintendent of Schools. If a person is rejected by the Board, it is the duty of the Superintendent to make another recommendation.

The Superintendent of Schools shall be responsible for the assignment of all classified personnel. \*Classified employees will be given credit for up to 5 years related experience for classified salary schedule. The experience must be documented by the former employer and credit is given to the new employee at the superintendent's recommendation.

Classified staff members are subject to transfer from position to position at the discretion of the Superintendent of Schools. Classified staff members may request transfers, which will be done in writing to the Superintendent. After consideration, the decision of the Superintendent will be final.

## **REDUCTION IN FORCE**

Should any number of factors, such as declining enrollment, lack of sufficient finances, or program changes, result in a

decision of the Board to conduct a reduction in force, the following procedures will be performed.

- 1) Every effort will be made to limit the reduction to voluntary retirements, resignations and voluntary transfer of duties. Should such be inadequate, the reduction will be accomplished by non-renewal at the end of a contract period. Only under extreme conditions shall such reductions be accomplished by dismissal or termination during the contract period.
- 2) If the above efforts do not eliminate the necessary reductions, the employees with the least number of years of continuous experience in the District will be terminated or non-renewed. In the cases where two or more employees were employed in the same year, the dates of the first contract shall be used to determine seniority.

### **SUSPENSION, TERMINATION, NON-RENEWAL**

Action will be taken on classified personnel, normally in the March Board Meeting, but not later than May 1. In the event that any classified employee is to be terminated or non-renewed, the employee is to be notified in writing 30 days prior to the termination or non-renewal of the existing contract.

### **EVALUATION PROCESS**

Each classified employee will be evaluated annually by their immediate supervisor. The evaluation shall reflect his or her

overall job performance. The evaluation shall acknowledge strengths and weaknesses of the employee. The evaluation shall make note of suggestions to improve on any weaknesses, and a time line to make those improvements. The evaluator will review the evaluation with the employee, and a copy of this annual evaluation shall be given to the employee, the supervisor and the Superintendent.

## **CONTRACTS**

Classified employees shall be notified no later than May 1 of the current year whether said employee has been rehired or dismissed for the following year.

Classified employees shall notify the Superintendent of acceptance or rejection of a contract for the next school year within thirty (30) days of receipt of the contract. Employees who know in advance that they plan not to return the next year are requested to submit a resignation as early as possible.

## **PAYROLL**

Classified employees are paid once each month. Paychecks will be distributed by the employee's supervisor, or may be picked up at the Bookkeeper's Office on the 15<sup>th</sup> day of each month. Should the 15<sup>th</sup> fall on a weekend, payday will be the preceding Friday.

## **MISCELLANEOUS**

Classified employees shall not contract a debt in the name of the School without permission of the administration. Purchase order request forms must be obtained from the superintendent's office or your immediate supervisor, and shall be approved prior to any purchase. Shall any employee contract a debt without permission of the Administration; the employee will be personally responsible for the debt.

Classified employees shall not discuss information about students, unless an authorized authority requires such information.

Classified employees shall not give School keys to anyone. Employees who knowingly violate this rule could be subject to dismissal by the Board of Education. Also, if keys are lost or stolen, the employee shall notify their supervisor immediately.

Should the health of a staff member become detrimental to other staff members or students, the Superintendent has the authority to suspend the employee until such condition has been corrected as shown by the statement of a qualified physician.

Any employee who is injured on the job shall be required to report it immediately to their supervisor.

All full-time employees, along with their spouse and children, will receive free admission to all regular season home basketball games.

## **EQUAL OPPORTUNITY/NON-DISCRIMINATORY POLICY**

It shall be the policy of the Norfolk School District that no person be subjected to discrimination in its services or programs on the basis of sex, race, color, or national origin, age, disability, or religion.

## **BACKGROUND CHECKS**

All employees of the Norfolk School District are required to undergo both State and Federal background checks upon employment.

## **TRANSPORTATION**

Before you get behind the wheel of a school bus, there is a great deal you need to know about yourself, your responsibilities and those with whom you work. The transportation of pupils to and from school is a necessary part of an educational program. Competent school bus drivers and standard operation of buses must be realized if a safe, efficient and economical transportation program is to be realized.

It is evident that you, the school bus driver, are a very important person with a responsible part to play in our educational system. In most instances, you will be the first representative of the school system to meet the children in the morning and the last to

see them at night. While the children are on the bus, their safety is in your hands. Therefore you as a bus driver are in a position to be a very important influence on these children and their parents' attitude toward our school, making your job that much more important.

### **SPECIFIC INSTRUCTIONS**

1. Meet all the State law requirements for school bus drivers. Drivers will not be allowed to drive any school bus transporting children without a Commercial Drivers License.
2. Meet, and be willing to abide by the standards and policies for bus drivers as set by the School Administration.
3. No driver is to drive a bus at any time if he or she has consumed alcoholic beverages regardless of the amount.
4. Dress should be such that proper respect is gained from the children.
5. Maintain control of the bus at all times. The driver has the same authority as a teacher in disciplining children on the bus, but he or she is not to administer corporal punishment. Incidents on the bus must be reported to the Transportation Supervisor immediately and an incident report filled out and sent to the Building Principal.
6. Never allow students to extend their head or arms out of the window.
7. State law requires school buses to stop before crossing all railroads tracks.
8. Report to the mechanic immediately any repair that the bus needs. If the repair has not been made in a reasonable length of time, contact the Superintendent.

9. No smoking on the bus, with or without children.
10. State Law requires bus drivers to wear seat belts at all times.
11. Do not transport anyone who is not a student or an employee of Norfolk Public Schools without permission from the Transportation Supervisor.

### **ASSIGNMENT TRANSFER AND PROMOTION OF BUS DRIVERS**

1. Each driver will be ranked starting at one, based on the date the driver started driving full time on a regular route. This date will be known as the permanent date. If two or more drivers have the same permanent date, they will be ranked on the date they began driving as a part time or sub driver.
2. When a route comes open it will be posted on the driver's bulletin board. Interested drivers should apply in writing to the Transportation Supervisor.
3. The Transportation Supervisor will assign, transfer, and promote drivers based on the following factors.
  - a) Drivers rank according to their permanent date.
  - b) Merit, based on safe driving record, ability to maintain discipline, attendance and the ability to deal with students, parents, and staff.
  - c) Consider location of drivers' home in respect to the route for economic purposes.
4. If a regular route driver needs to drop his or her route, but

continues to sub, that driver may keep their permanent date if they drive 25% or 44 days. Drivers unable to drive the 25% will lose their permanent date ranking and must start all over if they are hired back.

## **ROUTES**

It shall be the duty of the Transportation Supervisor to route the buses to provide the best service for the greatest number of students. However, routes shall be planned to provide the most economical operation of buses with distance and road conditions being the major criteria for routing. Every attempt will be made to get as close to each child's home as road conditions and time will permit.

The Transportation Supervisor, not the driver, shall have the responsibility of establishing bus stops. Factors such as visibility and traffic amounts are to be considered when planning stops.

Do not change a route in any manner unless the Transportation Supervisor approves the change, or the change is to avoid a dangerous situation, or detour.

## **WHAT TO DO IF- YOU ARE INVOLVED IN AN ACCIDENT**

1. Use sound judgment in administering first aid to any injured.
2. Take necessary precautions to protect the lives and safety of your passengers at the scene of the accident.

3. Immediately report the accident to the Transportation Supervisor (499-7194) (cell-421-2053). If the Transportations Supervisor can not be reached contact the Superintendent at (499-5228) or (cell 421-2213)
4. The Transportation Supervisor will contact the Superintendent who will report the accident to the police.
5. In the case of an accident the driver should take roll of those on the bus and document where these students were sitting if possible.
6. Do not allow students to leave the scene of the accident with anyone other than a parent or in case of an injury, emergency transportation.
7. Complete an accident form, and document exactly what occurred.

### **YOUR BUS HAS A MECHANICAL BREAKDOWN**

1. Call the Transportation Supervisor (499-7194) or (cell-421-2053)
2. Call the Superintendent (499-5228) or (cell-421-2213)
3. Complete a repair request form and submit it to the Transportation Supervisor.

### **IF YOU HAVE A DISCIPLINE PROBLEM**

1. If the problem is a major discipline issue, stop the bus and solve the problem if possible. If needed, call the Principal for assistance. (Mr. Hulse 499-7191) (Ms. Hurst 499-7192 or 421-2107).
2. Fill out a disciplinary report and submit the report to the Transportation Supervisor.

3. If the problem is a minor discipline issue, fill out a Report and take it to the Transportation Supervisor or the Principal.

### **IF YOU ARE UNABLE TO DRIVE YOUR BUS**

1. Call the Transportation Supervisor ( 297-4240) as much in advance as possible.

### **IF YOU HAVE AN UPSET PARENT**

1. Ask the person (politely) to contact the Transportation Supervisor to discuss the problem. Do not argue any issue with a parent while on your bus route.

### **DID YOU KNOW THAT:**

A criminal background check is required of all new employees. This law was effective July 1, 1997. Drivers may be employed on a provisional status until the background check is completed. The cost is \$39.00. School districts have the authority to make the law retroactive for existing drivers if they so desire.

All drivers must have a physical exam at the inception of employment and every two years thereafter.

The TB skin test is required at the inception of employment only.

Every driver who holds a CDL must be enrolled in an alcohol and drug-testing program and subject to the guidelines as established by the program.

Every driver who drives a vehicle designed by the manufacturer to transport 16 or more passengers including the driver must hold the proper CDL for the particular vehicle.

There is a state law that says that there will be no smoking on a school bus.

Federal law says that you will do a pre-trip inspection of the bus. Guidelines are established for this procedure.

School districts are required by law to obtain your drivers record twice a year for evaluation.

The law says that drivers will wear a seatbelt at all times.

There is no allowance for standees on an Arkansas school bus. Each bus has a maximum capacity.

The minimum age to drive a school bus in Arkansas is 19. There is no upper age limit.

There is no blockage of exits on a school bus. This includes trashcans, boxes, athletic gear, ice coolers, etc.

Every school bus is required to have a crossing gate attached to the front bumper and in workable condition.

Every school bus must have a strobe light on top of the bus. The recommendation is to use this strobe light at all times.

It is unlawful for any person or persons to threaten, curse, or to use abusive language to a school bus driver in the presence of students in this state.

Every school bus is required to stop at all railroad crossings. The stopping distance is a minimum of 15 feet and maximum of 50 feet.

Two (2) emergency evacuation drills are required each year for every student who rides the school bus at any time. This includes activity trips.

**Special Note: Removal of mirrors from the bus is not advisable and may endanger the life of a child.**

Make sure all passengers are seated before putting bus in motion.

The driver shall not use mobile cell phones while the vehicle is in motion. Usage shall only be when the bus is safely off the roadway with the parking brake engaged.

Only district authorized phones shall be operated on an Arkansas school bus.

**BUS DRIVER LIABILITY**

The driver of a bus used for transportation of school children to and from school or to and from other school activities as declared by the school district board of directors to be school activities shall be liable in damages for the death or an injury to any school child resulting from a failure of the driver or operator to use reasonable care while transporting pupils.

## **NORFORK SCHOOL DISTRICT ACTIVITY TRIP POLICY**

Proposal for bus driver pay:

Athletic Trips	\$35.00 per trip
Activity Trips	\$12.00 per hour (Minimum \$24.00, Maximum \$150.00)

All employees of the District will be paid their regular salary for day trips. If the trip extends beyond the driver's normal workday, the driver will receive an additional \$12.00 per hour, up to a maximum of \$150.00 per trip.

If the employee is a driver of a regular bus route, he or she must use a bus driver sick day to be paid for the route that day. If the driver has no sick days, he or she will be responsible for paying their substitute for the day missed.

If the trip driver is not an employee of our District, he or she will be paid \$12.00 per hour up to a maximum of \$120.00 per trip.

If overnight travel is involved the school will pay for meals and lodging.

### **SUBSTITUTE BUS DRIVER PAY**

Substitute bus drivers will be paid at a rate of \$40/day or \$20/half-day, regardless of which route they substitute for.