

**STAFF HANDBOOK- UPDATED 7-13-2020  
BURKE SCHOOL DISTRICT VISION STATEMENT**

**Our school will be a place where kids feel safe, find their passion, include others, and learn.**

**BURKE COMMUNITY SCHOOL DISTRICT PHILOSOPHY**

In today's society education is a continuous process of learning, not only for the present, but for the future. Therefore, the District will provide an educational environment that promotes and enhances learning as a lifelong endeavor. In addition, the District believes that education is not just the development and refinement of mental capacity, but a process that assists the students in meeting their physical, social, aesthetic and emotional requirements.

The School District will strive to provide stimulation and assistance so that each child develops in accordance with individual abilities, interests and potential. The responsibility of the school, therefore, is to help guide the individual in the many and varied educational experiences so that he/she can develop into a wholesome, happy and productive person.

The School District recognizes the importance of the home as an influence upon the child and believes that a sympathetic, cooperative attitude between the teacher and parent is necessary in the development of a student's integrated personality.

The total staff of the school system constitutes an inestimable and lasting force in the development of the student. The teacher is the most significant influence in the school and must, therefore, possess and demonstrate dedication, enthusiasm and sensitivity. It is primarily the teacher's responsibility to provide the learning environment in the school that fosters maximum student growth and reflects individual differences.

It is further realized that mutual rapport among the home, student, staff, administration, school board and total community is necessary to implement this policy.

**SCHOOL DISTRICT GOALS AND OBJECTIVES**

The goal of this school district is to accept responsibility for the development of each child into an adult who can stand confidently, participate fully, learn continually and contribute meaningfully to our world.

Six objectives that contribute to the achievement of the goal, listed without priority in arrangement, define desirable outcomes to be incorporated into plans for the school system:

1. To ensure that each student develops proficiency in basic academic skills.
2. To ensure that each student develops the capacity to recognize and cope with the problems of an unknown future.
3. To ensure the development of meaningful interpersonal relationships among students, staff and community.
4. To ensure that staff, students and parents are afforded maximum feasible participation in the development and evaluation of programs and policies that meet the educational needs of each community.
5. To ensure maximum efficiency in the allocation of material resources.
6. To ensure maximum efficiency in the allocation of human resources.

**WELCOME**

Welcome to the Burke School District. It is hoped that the year ahead of us will be filled with many new and pleasant experiences. One of the primary aims of an education in a democratic society is to learn good citizenship. To succeed in school, a student must have a concern and consideration for fellow students. These traits must be learned early in life if they are to become the natural way of living. The school affords students excellent opportunities to learn and practice good citizenship as they work together in class and in the various activities. Learning to get along with others is something that demands our attention and effort, above our own personal interests.

As the common goal of the group progresses, we develop strength of character and a feeling of confidence and respect in our students and in ourselves. May we, as staff, put forth every effort to help the students of the Burke School District be good citizens in the community and school.

May we be their standards of life. This, then is the greatest challenge in the teaching profession – helping to build and mold the greatest, most complex machine ever created – the inquisitive mind of the student.

### **1.1 CHAIN OF COMMAND**

It is our intent that lines of communication can be kept open, and the workings of the school are such that you can get answers to questions you may have concerning any problem. Do not hesitate to ask a question if you have something of concern to you. If a problem is not resolved after talking to your principal, you should bring the matter to the superintendent. It is our policy to give you a decision on any item of concern, and then at your request, if not satisfied, you may have time to take an issue to the school board. Remember, individual school board members are private citizens until they meet as a school board. Then, and only then, can school board policy and decisions be made.

In summary, your principal is your immediate supervisor, and solutions should be found at that level, if possible. In the event you are not satisfied with a decision made by your immediate supervisor, you should request that channels be opened at the next level, the office of the superintendent. If we cannot resolve the problem you may request a meeting with the school board and your request will be granted.

### **1.2 TEACHER RESPONSIBILITY FOR STUDENT SUPERVISION**

It is the responsibility of all professional staff to see that proper supervision is given when you are present and there is an obvious need for the supervision.

Hallway supervision is the responsibility of all staff. Playground supervision is extremely important – playground disputes are many times the forerunner of more serious discipline problems. It is also very important that as teachers you are very aware of your legal responsibility for proper playground supervision. Staff has an obligation to supervise at school events when they are in attendance. If a teacher is present and there is a need for supervision it is your legal responsibility to make corrections if a dangerous situation exists.

### **1.3 COOPERATION**

Teachers are reminded that the nature of a small school district dictates that cooperation among and between staff members is an absolute necessity. There will be many times when you will have to deviate from the daily routine – again, cooperation and flexibility will be necessary to help our school system run smoothly.

## 1.4 DISCIPLINE

Good discipline is a necessity in order to maintain an environment conducive to learning. You must establish good discipline by means of fair practice and firm measures of discipline. Punishment should be fair and carried through when promised. The administration backs you when you discipline and punish fairly.

It is imperative that students be treated with respect and dignity. Terms such as “stupid” or other negative terms, have no place in the vocabulary of the good teacher. The positive approach is usually more effective than using the negative approach. Remember, you are the teacher, therefore, you are to set an example of acceptable character.

Detention periods will be handled by the teacher who gives them. If a situation arises in which this is not practical please make alternative arrangements with your principal. Keep a copy of all notes that you send home with your students.

## 1.5 SCHOOL DAY

Teachers should be in attendance one-half hour before the regular school day begins, and should remain until 3:30pm after the normal school day. On Fridays and days preceding holidays, teachers may leave after the busses depart. If you have a pressing appointment, contact the principal or superintendent for permission to leave early. You must sign out prior to leaving school grounds during work hours.

## 1.6 DUTIES

Teachers are expected to share the additional duties that accompany co-curricular activities. A free complimentary pass will be given to each staff member. Each staff member will volunteer for 1 ticket taking activity. After the 1 volunteer ticket taking activity, staff will receive a payment of \$10.00 for football and wrestling ticket taking and \$5.00 per game for basketball and volleyball ticket taking. Some schools admit teachers from our school free, and some do not. A definite statement cannot be made concerning this matter. If questions arise, contact the administrator on duty.

## 1.7 PURCHASES

No purchase is to be made without prior approval by the superintendent or the business manager. **Purchase orders are to be used** and vouchers sent with each order. Teachers in charge of various organizations in the school are personally responsible for items purchased by students without requisitions or purchase orders. Planning together is urged, and it is the intent of the superintendent to give time to anyone for that purpose. **We need to be especially responsible in this area.**

## 1.8 FUND RAISING

**Fund raising forms for classes, organizations or groups must be submitted to the school administration for approval.** The superintendent and principal must approve any project before any plans are to be made for fund raisers. **Special attention to the affects of local businesses should always be taken into consideration** when contemplating fund raising projects.

## 1.9 STORAGE OF EQUIPMENT

Each employee who has charge of any equipment must properly store the equipment as soon as the need for the items no longer exists. All athletic gear and equipment needed for training must be properly stored immediately after it is no longer needed. The responsibility of each head coach is to see that all equipment used in their activity be cleaned immediately at the end of the season. If the material to be stored is of such nature that you need custodial help, it is your responsibility to enlist such help as needed, and get the work done in an immediate fashion. (If you are responsible for equipment and gear, it is to your advantage to see that the above message is heeded in light of the direct liability that you accept by doing otherwise.)

### **1.10 INVENTORY**

You are responsible for all items on your inventory. Check your inventory at the beginning of the school year to make certain you have everything which is listed. If something is missing inform the business manager of the lost or missing item so you will not be held responsible for the article. Items purchased during the summer and throughout the current year should be added to your inventory to bring it up to date. Price or value must be shown on all inventory lists, so be certain you get the exact amount of the new items purchased. Staff members, such as vocational instructors, are also responsible for doing inventory and assessment of condition of equipment purchased with state funds. **Reports required by the State Office relating to inventory, class completers, etc. will be filed with the State Office in a timely manner.**

### **1.11 SICK LEAVE**

Each faculty member is entitled to fifteen days of sick leave per year at full pay, accumulative to sixty days. When you are absent because of illness, the principal should be notified as soon as possible. Sick leave will be allowed for personal illness, or serious illness or death in the immediate family or household.

Employees whose sick leave is based on fifteen days cumulative to sixty days may participate in the sick leave bank. These employees may opt to join the bank by contributing two sick days to the bank. Employees whose sick leave is based on ten days cumulative to forty-five days may contribute one day to the bank.

The sick leave bank is to be used for emergency reasons only. A letter requesting access to the sick leave bank accompanied by a physician's statement must be submitted to the superintendent. A review committee consisting of the superintendent, building principal, one staff member each from the elementary, middle and high schools and one classified employee will determine any and all use of the sick leave bank. The committee will be appointed by the Board of Education at the regular July board meeting. The committee shall make all decisions concerning procedures in the use of the sick leave bank.

### **1.12 PERSONAL LEAVE**

Three days of personal leave may be granted each year, one day could be applied annually to a personal leave bank which will have accumulative total not to exceed three days. These three days will not be deducted from your sick leave. Leave must be met with approval of administration and contingent upon availability of a substitute. A personal leave form is available in the superintendent's office and principal's office. Staff members who do not follow approved procedure in taking personal leave will have their pay reduced by an amount prorated to the approved school calendar. The district will pay the substitute.

### **1.13 SUBSTITUTE TEACHERS**

If you are in need of a substitute teacher, please inform Miss Green and/or Mrs. Tuttle as early as you can determine that you will need one. Teachers may inform the superintendent of such a need if for some reason the teacher is unable to locate the building principal. **In all cases you must go through an administrator or an administrative assistant for a substitute.**

#### **1.14 KEYS**

Each teacher will be provided with the necessary keys to the rooms they normally use. The only people having office keys will be the superintendent, principals, business managers and custodians.

Staff members may not loan their keys to any students, including their own children. If staff members' children would like access to the gym, weight room, or other school facilities, the staff member or a responsible adult must accompany the student(s).

Should your own keys become lost or misplaced, notify the Superintendent's Office immediately. **NO KEYS ARE TO BE DUPLICATED WITHOUT THE PERMISSION OF THE PRINCIPAL OR THE SUPERINTENDENT.**

#### **1.15 CHURCH NIGHT**

Wednesday night is designated as "church night", and it will be kept free of any school activities. **All practices, rehearsals, etc. will be finished by 5:30 p.m.**

#### **1.16 PARENT/TEACHER CONFERENCES**

Parent-teacher conferences will be held at the end of the first week period each year. Announcements will be made as to exact dates. Teachers are encouraged to communicate with parents on a regular basis. **You are urged to contact parents with positive reports.** Far too often the only communication many parents receive from the school contains only negative information about their child.

#### **1.17 FIELD TRIPS**

A well-planned, properly chaperoned field trip, with prior background information and instruction, and follow-up instruction, is a very rewarding and educationally sound experience. It is necessary that every teacher who plans a field trip clear it with the administration prior to any announcement made to the students. Once it is cleared with the administration, you must coordinate the dates with both the superintendent's and principal's offices. We must know where all the students are at all times. Remember, we are responsible for the welfare of the students any time we take them on any type of school-sponsored trip.

#### **1.18 TRANSPORTATION**

Staff members who will need school provided transportation for student activities should contact the business office as soon as possible. Staff members, particularly coaches, are encouraged to secure a bus driver's license. The District will pay for additional costs incurred when securing the license. Staff members planning to use school transportation to attend professional meetings, etc. should contact the business office as soon as possible. **Do not make the assumption that school transportation will automatically be available.** This also applies to summer activities.

#### **1.19 ADVERSE WEATHER**

School authorities will make every effort to monitor weather conditions. In the event of adverse weather, the superintendent or designee will check existing road conditions and weather forecasts. Should the decision be made to postpone or cancel school, all bus drivers will be notified immediately. After all bus drivers have been contacted, the following news media will be notified: KWYR-Winner and KELO-Sioux Falls. All staff members will then be contacted via the Infinite Campus Messenger system.

In the event that adverse weather forces an early school closing, the superintendent will immediately notify the above news media. Bus drivers will then be notified. All busses will be monitored by radio until the completion of all routes. **In the event that adverse weather forces an early school closing, all student activities for that evening will be cancelled.**

## **1.20 LESSON PLANS**

A good teacher carefully plans the material that will be presented to the respective classes. Plan your work so your plans are presentable to a substitute as well as your principal. Plans should always be prepared for the week by the morning of the first day of class that week.

## **1.21 INSURANCE**

Teachers may join a group health and accident plan. The school district contributes a dollar amount determined by the negotiations process toward the school district employee's group hospitalization plan.

It is the responsibility of any employee who may have questions concerning their insurance, or who wish to have insurance as a new employee, or to change the coverage of an employee who has been an employee of this district to notify the business manager of their wishes. The school district does not set up the standards by which insurance is issued. Changes or late enrollment may be subject to underwriting regulations.

## **1.22 SCHOOL NEWS**

Please report newsworthy items so they can become part of the local news. Jot down your news items and give them to your principal by Monday afternoon. Good public relations depend on the public being properly informed.

## **1.23 SCHOOL PARTIES/MOVIES SHOWN IN CLASS**

All school parties and movies shown for recreational purposes must be approved by the administration.

## **1.24 ACADEMIC FREEDOM**

Academic freedom may be defined as the right of qualified scholars in their own field of expertise to pursue the search for truth in its many forms, and to make public their method and findings. It is the right of qualified teachers to encourage freedom of discussion of controversial questions in the classroom, and to develop in students a love of knowledge and a desire to search for the truth. The teacher should keep in mind that academic freedom is not a guaranteed political right, but rather a necessary condition for the successful practice of the academic profession in a free society.

Academic freedom also carries with it academic responsibility, which is determined by the basic ideals, goals and institutions of the community as they are expressed in the goals and objectives of the school district.

As a consequence of its responsibility to guarantee academic freedom to both students and teachers, the district expects that:

1. All classroom studies will be curriculum related, and will be presented factually, objectively and impartially.
2. Teachers will create and maintain an atmosphere of open-mindedness and tolerance.
3. Teachers will not directly or indirectly attempt to limit or control the students' judgment concerning any issue, but will make certain that full and fair consideration is given to the subject and the facts are carefully examined as to their accuracy and interpretation.

While the District intends to protect teachers from any undue restraint that interferes with their classroom duties, and ultimate responsibility for determining curriculum, textbooks and teaching materials, it also expects that when controversial issues are presented, the maturity and intellectual grasp of students will be taken into account.

### **1.25 STAFF DEVELOPMENT/PROFESSIONAL LEAVE**

Continuing professional growth and increasing effectiveness on the part of the entire staff are essential for the success of educational programs and school operations. The continual professional growth of all staff members on an individual basis and through planned in-service programs will be encouraged. Such opportunities may include, within budgetary limitations, special in-service courses, workshops, summer study, school visitations and attendance at professional conferences and meetings.

The administration will work with other school districts, the Mid-Central Cooperative Education Service Area 3, area colleges and universities and the Division of Education to provide in-service education for the staff. The superintendent shall have the authority to approve released time for conferences and visitations and reimbursements for expenses, provided such activities are within budget limitations.

### **1.26 TITLE IX COMPLIANCE NOTICE**

Employees of the Burke School District 26-2 are hereby notified that this School District is required by Title IX not to discriminate on the basis of sex in its educational activities and employment practices. Any person having inquiries concerning the Burke School District's compliance with Title IX is directed to contact Superintendent Erik Person, Burke School District, Burke, South Dakota, 57523 or by telephone at 775-2644.

### **1.27 SELECTION POLICY FOR LIBRARY MATERIALS**

The District endorses the School Library Bill of Rights, adopted by the American Library Association, which asserts that the responsibility of the school library is to:

1. Provide material that will enrich and support the curriculum, taking into consideration the varied interests, abilities and maturity levels of the students served.
2. Provide material that will stimulate growth in factual learning, literary appreciation, aesthetic values and ethical standards.

3. Provide a background of information that will enable students to make intelligent judgments in their daily lives.
4. Provide material on opposing sides of controversial issues so that young citizens may develop, under guidance, the practice of critical reading and thinking.
5. Provide materials representative of the many religious, ethnic, and cultural groups and their contributions to our American heritage.
6. Place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the users of the library.

Initial purchase suggestions for library materials may come from all personnel – teachers, coordinators and administrators. Students will also be encouraged to make suggestions. The librarian will be responsible for evaluation and recommendation of all library materials to be included in the school library. Final approval and the authority for distribution of funds will rest with the building principal, subject to the approval of the superintendent and in keeping with the Board approved budget.

Gifts of library books will be accepted in keeping with the above policy on selection. Complaints about library books will be handled according to Board policy on complaints about instructional materials.

## **1.28 REPORTING CHILD ABUSE**

Because of their regular contact with school age children school employees are in an excellent position to identify abused or neglected children.

To comply with the law (SDCL 26-8-6, 26-10-10, 26-10-11 and 26-1-12) it is policy of the Burke School District 26-2 that any teacher or other school employee who suspects that a child under eighteen years of age has been neglected or physically abused (including sexual or emotional abuse) by any person including parent or other person, other than by accidental means, shall report orally or in writing to the principal or superintendent who shall then immediately report to the States Attorney or to the Department of Social Services or to the County Sheriff or the city police. The principal or superintendent shall inform the school employee initiating the action within twenty-four hours in writing that the report has been made. The employee shall make the report directly to the proper authorities if the principal or superintendent fails to do so.

The report shall contain the following information: name, address, and age of child; name and address of parent or caretaker; nature and extent of injuries or description of neglect, or to determine whether the child is in need of protection, only to report his or her suspicions of abuse or neglect.

Any personal interview or physical inspection of the child should be conducted in a considerate, professional manner and information of record concerning report of suspected abuse or neglect are confidential and the release to persons other than provided by law (SDCL 26-10-12.2) is punishable by a \$1000 fine, one year in jail or both. (SDCL 12-10-12.3) Failure to make a report where abuse or neglect is suspected is subject to the same punishment. (SDCL 26-10-10)

Anyone who participates in making a report in accordance with the law and in good faith is immune from any civil or criminal liability that may otherwise arise from the reporting or from resulting judicial proceeding even if the suspicion is proved to be unfounded. (SDCL 26-10-4)

The Board will support any employee making a report of suspected child abuse or neglect until and unless it is determined that the employee was acting in bad faith making the report.

## 1.29

### ASBESTOS NOTIFICATION

The Burke School District has done a tremendous amount of asbestos abatement work during the past years. It is the belief of the Board of Education and the Administration that all friable asbestos has been removed from the District's buildings.

Non-friable asbestos is present in the floor tile of the gym addition. Non-friable asbestos presents no danger to building occupants.

An asbestos management plan has been approved by the state of South Dakota. The plan is on file and available in the School District's business office.

## 1.30

### NONDISCRIMINATION

The District is committed to a policy of nondiscrimination relative to race, sex, religion, national origin, handicap and other human differences. Respect for the dignity and worth of each individual will be paramount to the establishment of all policies by the Board and in the administration of those policies. The Constitutions of our nation and state, pertinent legislation enacted at those levels of government, as well as court interpretations regarding citizen's rights, undergird this statement.

In keeping with these statements the following will be objectives of this school district:

1. To promote the rights and responsibilities of all individual as set forth in the state and federal constitutions, pertinent legislation and applicable judicial interpretations.
2. To encourage positive experiences in human values for children and adults who have differing personal and family characteristics or who come from various social, economic, racial and ethnic groups.
3. To carefully consider, in all decisions made which affect the schools, the potential benefits or adverse consequences that those decisions might have on the human relations aspects of all segments of society.
4. To initiate a process of reviewing all policies and practices of this school district in order to achieve the greatest extent possible the objectives of society.
5. To work toward a more integrated society and to enlist the support of individuals as well as that of groups and agencies, both private and governmental, in such and effort.

## 1.31

### SEXUAL HARASSMENT POLICY

**The policy below shall be posted prominently in every MS and HS classroom. In every elementary classroom, either this policy or an age-appropriate, student friendly version containing the same essential elements shall be posted prominently. Students and staff need to know what kinds of behaviors are unacceptable, and it is the shared responsibility of every administrator and every instructor to make sure that students and staff know what to do to report an incident.**

It is the District's policy that sexual harassment is illegal, unacceptable and shall not be tolerated; no employee or student of the Burke School District may sexually harass another. Any employee or student will be subject to disciplinary action including possible termination for violation of this policy.

Any unwelcome sexual advances, solicitation of sexual activity by promise of rewards, coercion of sexual activity by threat of punishment, verbal sexist remarks, or physical sexual assaults constitute sexual harassment. This conduct has the effect of unreasonably interfering with an individual's academic or work performance or of creating an intimidating, hostile, or offensive employment or educational environment regardless of intent.

School district officers, employees and students are responsible for maintaining a working and learning environment free from sexual harassment. Workshops and activities will be provided by the school district to explain the policy and laws. Careful scrutiny will be undertaken of all allegations of sexual harassment. False allegations that are malicious or ill-founded may constitute libel or slander. Copies of the policy will be available at all administrative offices.

Any employee who believes that he or she has been a subject of sexual harassment by a district employee or officer should report this incident immediately to his or her immediate supervisor. If the immediate supervisor is involved in the activity, the violation should be reported to the supervisor's immediate supervisor. Students should report such incidents to the guidance counselor and/or the responsible administrator. All reported incidents will be thoroughly investigated and subject to disciplinary action. Confidentiality consistent with due process will be maintained.

If an employee or student files a written complaint because of dissatisfaction with the handling of the complaint, he or she may utilize any applicable grievance procedure.

### **1.32 NO SMOKING POLICY**

The Board, recognizing the Surgeon General of the United States, has stated that tobacco products and tobacco smoke pose a serious threat to the health and well-being of the District's students, employees and patrons, and knowing that those products are detrimental to the healthful and effective operation of the school has adopted the following policy:

1. The use of all tobacco products is forbidden on all school property and in school vehicles.
2. This policy applies to all persons regardless of age and regardless of whether they may legally use the products.

### **1.33 DRUG AND ALCOHOL PREVENTION PROGRAM**

The Burke School District will not tolerate the unlawful manufacture, use, possession, sale, distribution, or being under the influence of drugs or controlled substances. Each employee must abide by the terms of this policy and will report to the superintendent any criminal drug convictions for a violation occurring in or on the premises of this school or while engaged in regular employment.

The school recognizes that employees who possess a drug and alcohol abuse problem should be encouraged to seek professional assistance. Although the school does not assume the financial responsibility for rehabilitation and treatment for drug and alcohol abuse, assistance will be provided to obtain available counseling and referrals.

### **1.34**

### **END OF YEAR CHECK OUT PROCEDURE**

All staff members will complete an end of the year check out form before leaving at the end of the year. Examples of items needing to be completed before check out include completing inventories, posting of grades, checking in keys, etc.

### **1.35**

### **STAFF COMPLAINTS AND GRIEVANCES**

#### Definitions:

- a. A “grievance is a complaint by a person or group of persons employed by the Burke School District 26-2, made either individually or by a duly authorized and recognized employee association through its representative, that there has been a violation, misinterpretation or inequitable application of any existing agreement, contract, policy, rule, or regulation of the School Board. Negotiation for, or a disagreement over a non-existing agreement, contract, policy, rule or regulation is not a “grievance”.
- b. An “aggrieved person” is the person or group of persons filing the grievance.
- c. “Board” means the School Board of the District.
- d. “Days” shall mean school calendar days unless otherwise specified.

#### Purpose:

- a. The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems which may from time to time arise between employees and the district and to facilitate this purpose these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.
- b. Nothing herein contained shall be construed as limiting the rights of any employee having a grievance to discuss the matter informally with any appropriate member of the administration, and having the grievance adjusted without the intervention of the employee association, provided the adjustment is not inconsistent with the terms of any settlement with the employee association then in effect. The employee or the administrator involved in the grievance may be represented by a representative at such an informal discussion only by mutual consent of the employee and the appropriate member of the administration.

#### Procedure:

- a. It is important the grievances be processed as rapidly as possible. The number of days indicated at each level shall be the maximum and every effort should be made to expedite the process.
- b. If appropriate action is not taken by the employee within the time limit specified, the grievance will be deemed settled on the basis of the disposition at the preceding level. The time limits specified herein may be extended by mutual agreement, provided the time extension is requested within the time limits provided in the article.
- c. If an employee does not file a grievance in writing with the principal or other supervisor within 10 calendar days after the employee knew, or should have known, of the act or condition on which the grievance is based, the grievance shall be considered as having been waived.
- d. A supply of the grievance forms shall be on file with the building principal.

#### Informal Procedures:

If an employee feels he/she has a grievance, he/she shall first discuss the matter with his/her supervisor, principal or other administrator, to whom he/she is directly responsible, in an effort to resolve the problem.

#### Formal Procedures:

##### **Level One – School Principal**

- a. If an aggrieved person is not satisfied with the disposition of the problem through informal procedures, he/she shall submit the grievance in writing.
- b. Signed copies of the written grievance shall be delivered by the employee to each of the following: supervisor, principal, other administrator, the superintendent of schools and the president of the school board.
- c. An employee who is not directly responsible to a building principal may submit his/her formal written grievance to the administrator or supervisor to whom he/she is directly responsible.
- d. The administrator, within five days of the filing of the grievance, shall render his/her decision in writing to the aggrieved person.

##### **Level Two – Superintendent of Schools**

- a. If an aggrieved person or the Board is not satisfied with the decision concerning his/her grievance at the Level One, or if no written decision has been rendered within five days, he/she shall, within three days after the decision is rendered, or within eight days after filing at the Level One, resubmit his/her grievance in writing to the superintendent of schools.
- b. The superintendent of schools shall within five days from the filing of the written grievance meet with the aggrieved person for the purpose of resolving the grievance. The superintendent shall, within five days after this meeting, render his/her decision in writing to the aggrieved person.

##### **Level Three – Board of Education**

- a. If the aggrieved person or the Board is not satisfied with the disposition of the grievance at Level Two, or if no written decision has been rendered within five days, he/she shall within five days thereafter resubmit the grievance to the business manager and the president of the board.
- b. At its next meeting, or at a time mutually agreed upon by the parties, the Board or its next designated agent shall hold a hearing on the grievances. The decision of the Board shall be rendered in writing within five days after the hearing.

##### **Level Four**

If the aggrieved person is not satisfied with the disposition of the grievance at Level Three or no written decision has been rendered within the time period set forth in the preceding paragraph, he/she may, within ten days after receipt of the written decision is due, whichever is earlier, appeal to the Department of Labor, pursuant to statute. The inclusion of this paragraph in this grievance procedure shall not constitute a waiver by either party of its rights to dispute the authority of the Department of Labor to hear the appeal and/or render any particular decision.

##### **Miscellaneous:**

- a. If, in the course of investigation of any grievance by representatives of the complainant, such investigation requires their presence in a school building; they shall report immediately to the principal of such building being visited and state the purpose of the visit.
- b. Interruption of regularly assigned classes or activities shall be avoided and students shall not be included in any phase of the grievance procedure except with the mutual consent of both parties.
- c. Any party or parties in interest shall appear and may be represented at formal Levels One and Two of the grievance procedure by one representative. When the representative is not a member of the

employee organization, the employee organization shall have the right to have one spokesperson present and to have that spokesperson state its views at the formal Levels One and Two of the grievance procedure except when the aggrieved person specifically requests the exclusion of all but the parties in interest and their respective representatives. At Level Three a maximum of three representatives, one of whom will be the spokesperson, may represent the aggrieved person or persons involved in a grievance.

- d. If, in the judgment of the employee organization a grievance affects a group or class of employees, the organization may submit such a grievance shall be commenced at Level Two. The employee organization shall designate not more than two spokespersons for the remaining levels of the grievance procedure. Provided, however, that the employee organization shall not be permitted to file or process a grievance with respect to an incident or occurrence on which an employee or group has already initiated a grievance.
- e. Meetings and hearings under this procedure shall not be conducted in public and shall include such parties and only such parties in interest and their designated or selected representatives heretofore referred to in this grievance procedure. The vote on the Board's decision on Level Three grievances shall be made in open session but the name of the aggrieved party shall not be disclosed.
- f. When it is necessary for a party or parties in interest to attend a board meeting or a hearing called during the working day, the superintendent's office shall so notify the party or parties in interest. Principals and the party or parties in interest shall be released without loss of pay for such time as their attendance is required at such meeting or hearing.
- g. At all hearings conducted under this procedure, the aggrieved person and the administrative representative may call witnesses and present evidence that is relevant to the matter being considered. The Board may request that other witnesses be called for questioning by the parties.

### **1.36 SECTION 504 OF THE REHABILITATION ACT OF 1973**

Section 504 is an Act which prohibits discrimination against persons with a handicap in any program receiving Federal financial assistance. The Act defines a person with a handicap as anyone who: 1. Has a mental or physical impairment which substantially limits one or more life activities (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working); 2. Has a record of such an impairment; or 3. Is regarded as having such an impairment.

In order to fulfill its obligation under Section 504, the Burke School District recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a handicap will knowingly be permitted in any of the programs and practices in the school system.

### **1.37 NETWORK, INTERNET AND ELECTRONIC MAIL ACCEPTABLE USE**

The Internet is a vast global network, linking computers at many levels and sites. Through the Internet, one can communicate with people all over the world through a number of discussion forums, as well as through electronic mail. In addition many files are available for downloading on the internet, many of which are of educational value. Because of its enormous size, the Internet's potential is boundless. However, with such great potential for education also comes some potential for abuse. It is important that everyone who utilizes the Internet use it in an appropriate manner.

All users, including staff, should keep in mind that when they use the Internet, they are entering a global community, and any actions taken by them will reflect on the Burke School District as a whole. All users

must behave in an ethical and legal manner. As such, the following list of activities will not be permitted while using the school network:

- Sending, viewing, or displaying offensive messages or pictures
- Using obscene language
- Using or engaging in inappropriate chat line conversations
- Harassing, insulting, or attacking others
- Damaging computers, computer systems or computer networks
- Trespassing in another's folders, work or files
- Use the network for commercial purposes
- Intentionally wasting limited resources
- No use of the network shall serve to disrupt the use of the network by others
- Hardware or software shall not be destroyed, modified, or abused in any way
- Harassment, hate mail, discriminatory remarks and other antisocial behavior
- Use of network to access or process pornographic materials.

### **1.38 SCHOOL LUNCH/BREAKFAST PROGRAM**

The School District serves both breakfast and lunch under the School Lunch program. Faculty members may purchase meals at \$2.25 for breakfast and \$4.10 for lunch. The School Lunch program may also assist other school programs, i.e. Family and Consumer Science, Parent-Teacher Conferences, staff meetings, etc. with food preparation. **According to Child and Adult Nutrition Services, food from either the School Breakfast or Hot Lunch Program may not be removed from school property.**

The lunch program will necessitate some duties connected with such a program. Elementary teachers are to supervise their students and teach good eating habits. The lunchroom should be a place of learning—learning good manners, learning to try new foods in small amounts and to learn what a good balanced meal should be. All teachers and school personnel may eat at the lunchroom if they desire.

### **1.39 SALARY SCHEDULE LANE CHANGES**

The School District encourages professional development with the use of additional lanes of the salary schedule rewarding those who take **graduate** credit. When a staff member wishes to submit additional **graduate** credit that will result in a lane change for the following contract year, the staff member must notify the business office in writing **by May 1<sup>st</sup>**. Additionally, a request for approval of graduate hours form must be completed and turned in to the business office for approval by the Superintendent of Schools. These forms are available in the business office and as an appendix to this document.

### **1.40 CONSTRUCTIVE CRITICISM**

Constructive criticism of the school is welcomed by the Burke School District 26-2 when it is motivated by a sincere desire to improve the quality of the educational program and to help the school personnel in performing their tasks more effectively.

The School Board places trust in its employees and desires to support their actions in such a manner that employees are freed from unnecessary, spiteful or negative criticism and complaints.

Whenever a complaint is made directly to the Board as a whole or to a board member as an individual, it shall be referred to the school administration for study and possible solutions. The individual employee

involved shall be advised of the nature of the complaint and shall be given an opportunity for explanation, comment, and presentation of the facts as he/she sees them.

The Board recognizes that situations may arise in the operation of the system which are of concern to the parents or the public: such concerns are best dealt with through communication with appropriate staff members and officers of the system, such as the faculty, principals, the central office and the Board.

The following guidelines are suggested as the proper procedure to be followed by persons with questions or complaints:

1. Matters concerning individual students should first be addressed to the teacher.
2. Unsettled matters from above (1) or problems and questions concerning the system should be directed to the principal.
3. Unsettled matters from above (2) or problems and questions concerning the system should be directed to the superintendent.
4. The Board will consider hearing citizen complaints when they cannot be resolved by the administration. The Board will not act on complaints that have not been explored at the appropriate administration level.

If it appears necessary, the administration, the person who made the complaint, or the employee involved may request an executive session of the Board for the purpose of further study and a decision by the Board. Generally all parties involved, including school administration shall be requested to attend such a meeting for the purposes of presenting additional facts, making further explanations and clarifying the issues. Hearsay and rumor shall be discounted as well as emotional feelings except those directly related to the facts of the situation.

The Board shall conduct such meetings in as fair and just a manner as possible. The Board may request a disinterested third party to act as moderator to help it reach a mutually satisfactory solution.

#### **1.41 COMMUNITY INVOLVEMENT IN DECISION MAKING**

All school board meetings are open to the public. Patrons of the district are invited to attend. Executive session is closed to the public. The Board determines who shall be in executive session. Any action will be taken out of executive session.

The Board recognizes the importance of community involvement with the programming and operation of the School District. By working together the quality of the educational program for students can be improved.

The Board recognizes that situations may arise in the operation of the system which are of concern to parents or the public. The Board believes strongly that all concerns should be resolved at the lowest possible level of decision making by the individuals closest to the concern. The concerns are best dealt through communication with appropriate staff members and officers of the system such as the faculty, the principals, the superintendent and the Board.

The following are the proper procedures to be followed by persons with questions of complaints:

1. Matters concerning an individual student, a teacher or other employee should be first addressed to the teacher or employee. Unsettled matters from the preceding or problems and questions concerning individual schools should be directed to the building principal.
2. Unsettled matters from #1 or problems and questions concerning the school system should be directed to the superintendent.
3. If the matter cannot be settled satisfactorily by the superintendent, it may be brought to the Board of Education. Questions submitted to the Chairperson of the Board (preferably in letter form) will be brought up at a Board meeting by following the procedures.

#### **1.42 COMMENTS OR COMPLAINTS BY PUBLIC AT BOARD MEETING**

The procedure for patrons to follow with suggestions, comments or complaints to be placed on the agenda will be:

1. Notify the superintendent, Board chairperson or business manager before 12:00pm on the Thursday before the Board meeting so that the concern may be placed on the agenda. This allows for public and board awareness on the issue, and an opportunity for appropriate study of the issue and full public comment.
2. At the point in the agenda when visitors are acknowledged, or at another point in the meeting at the discretion of the Chair, the issue will be considered.
3. The board will accept written documentation or comments for further consideration.
4. Groups who wish to address a specific topic or concern should select a speaker to represent the group.
5. Speakers will be allotted five to ten minutes to address the Board. Spokespersons for groups may be allowed additional time as determined by the Board Chairperson. Board members may also ask clarifying questions of any speaker during the meeting, but will usually postpone further discussion until after public input.
6. The Board may take public comment under advisement to allow for clarification, consultation, information, legal counsel, etc. In such cases, a final decision will be made by the Board at a future public meeting of the Board.

#### **1.43 SCHOOL BOARD AGENDA**

The agenda is prepared and distributed on the Thursday preceding the regular Board meeting. Exceptions may be made for special meetings (or when the regular meeting date must be changed for a valid reason).

The agenda is posted in the office of the business manager Friday afternoon and Monday before the Board meeting. Requests for copies may be made from the business manager at that time.

#### **1.44 SCHOOL BOARD MINUTES**

Unapproved minutes of the Board meeting will be published as required by law.

#### **1.45 CRISIS MANAGEMENT TEAM**

##### Purpose

These procedures and guidelines are intended to enable the Board, staff and students of the Burke School District to better manage and assist with any unforeseen tragedies that may affect the ordinary functioning of the students, their parents and families, and staff members in the event of crisis or tragic loss.

## Goal

To maintain the orderly operation of the schools and to meet the needs of the students, their families and loved ones and the staff of the schools. The directors of this crisis management plan shall be the crisis management team, which is herein established and defined.

## Objectives:

- A. To maintain a safe environment for students and staff.
- B. To meet the special needs of individual students by working with parents, school staff, community resources and/or specialists.
- C. To communicate with staff, students, parents and the general public through the most effective and practical methods.
- D. To present a unified and predictable plan of action to be enacted by school staff in the event of a crisis.
- E. To continue effective instruction and carry out established routines, rules and regulations.

## The Crisis Team

A crisis team shall be established and shall include the following district personnel with stated duties:

1. Board Chairperson: Shall work with the Superintendent, advise the team from the Board's perspective, and shall communicate to the Board as necessary.
2. Superintendent: Shall coordinate the response of school principals and shall manage the district response to the general public and media representatives.
3. Principals: Insure that crisis procedures are in operation in their school and initiate "chain" call to other team members as situation indicates.
4. Counselor: Work with teams to initiate strategies for the management of each crisis situation. Shall coordinate psychological counseling efforts with the Mid-Central Cooperative.
5. Instructional/Support Staff: Team members shall include those staff who are involved in daily instruction of the students who need assistance, or the families who have suffered a tragedy.

The crisis team shall also include such community persons as deemed advisable. (e.g. ministry, medical, Mid-Central staff, interagency personnel, etc.)

## Procedures

The actions of the appropriate crisis management team shall follow this procedure plan as closely as possible and advisable.

1. The Crisis Team will meet to determine the necessity of initiating any or all of the following procedures. Local authorities or appropriate individuals may be called in to consult with the team in this decision. Responsibilities will be delegated to individual team members, with special consideration given to family contact persons.
2. The school principal and team members will meet with the staff(s) before school to present known facts and attempt to answer questions. The purpose of this meeting will be to assist in attempts to dispel rumors, initiate strategies to deal with student reactions, identify "high risk" students who may be strongly affected, and to assign appropriate staff and duties to include monitoring of building entrances. (See appendix D)
3. Principals will meet with their staff members to make appropriate announcements and communications and present plans for individual classroom meetings.

4. Immediate friends of the person(s) involved will be identified and counseling made available as the need indicates. Staff will be requested to heighten their sensitivity toward such students.
5. Principals will make an announcement to the students in their classrooms. Teachers will be in the classroom during the announcement and will acknowledge student feelings, explain the circumstances of the crisis, dispel rumors and inform students about available counseling. (See Appendix B – Staff Announcements and Appendix C – Classroom meetings.)
6. The principals, counselor and appropriate team members will be available upon teacher request to meet with individual classes to help students deal with their feelings, dispel rumors, offer reassurance and encourage supportive interaction among students.
7. Parents of students identified as “high risk” students will be contacted and offered support of the team members.
8. All appropriate school staff will assemble after school to allow for expressions of feelings and support, review and evaluate the day’s events compile a list of “high risk” students and assess the needs of those students.
9. Continued crisis counseling will be offered to students, parents and staff upon recommendation of members of the team.
10. The principal will deliver, or delegate appropriate staff members to deliver the personal affects to the student’s family.
11. The crisis management team will meet to evaluate the effectiveness of the school crisis program and staff handling of these actions.

#### Appendix A – Crisis Situation Media Parameters

UNLESS DUTY IS SPECIFICALLY DELEGATED TO ANOTHER, THE SUPERINTENDENT OF THE DISTRICT SHALL MAKE ALL OFFICIAL DISTRICT STATEMENTS TO THE MEDIA.

1. All media correspondence, news releases, interviews, etc. shall be approved by the office of the superintendent: 775-2644 (office) or 775-2202 (home).
2. No students may be interviewed by any media representatives in the school building or on School District premises.
3. No faculty or staff members shall participate in an interview or media presentation without approval of the superintendent.
4. No cameras or video recording and transmission equipment of any type will be allowed within district properties.
5. All official school communications will come from the office of the superintendent.
6. All members of the media are asked to show consideration for the emotional welfare and educational interests of the students through cooperation with these parameters.

#### Appendix B – Principal’s Announcement

We are deeply saddened by the tragedy which has taken place with \_\_\_\_\_.

On behalf of our entire staff and student body, I wish to express our deepest sympathy to relatives and friends who knew and loved \_\_\_\_\_.

#### Appendix C – Appropriate Response

1. Examples of Staff Responses:

"I know it may be difficult for some of us to continue our work today, but our counselors have set aside special time and places for discussion for those who feel troubled by this loss."

"Students who are feeling troubled by the death of \_\_\_\_\_ are encouraged to meet with the counseling staff at \_\_\_\_\_."

NOTE: Staff are advised to refer individual students who may show obvious needs of immediate assistance as appropriate. The teacher should then proceed with regular classroom programs.

2. Examples of responses for administrative assistants and phone answering personnel:

"Hello, Burke School. How may I help you?" (If the call concerns the crisis, obtain the caller's name and refer them to the Superintendent's office as follow): "The Burke School appreciates your concern. Please direct your questions concerning \_\_\_\_\_ to the Superintendent's office at 775-2644." You may also immediately refer to Superintendent.

NOTE: If the caller is not cooperative or some other irregular situation presents itself, immediately refer the call to the principal or superintendent.

**1.46 SOLICITATIONS**

Solicitation of funds for charities from/by staff or students in the school or during school hours must have prior administrative approval.

**1.47 CELL PHONE/PAGERS**

Cell phone use by staff members should be done in a professional manner with minimal interruptions to classes.

**1.48 PAY DAY**

Payday is the 25<sup>th</sup> of the month. If the 25<sup>th</sup> falls on a weekend, holiday or holiday break, payday will be the prior banking day. All pay will be made by electronic transfer.

**1.49 STUDENT-PARENT-TEACHER COMPACT**

As a student, I will:

- Always try to do my best in my work and in my behavior.
- Work cooperatively with my classmates.
- Show respect for myself, my school and other people.
- Obey the school and bus rules.
- Take pride in my school.
- Come to school prepared with my homework and supplies.
- Believe that I can learn and will learn.

As a Parent/Guardian, I will:

- See that my child attends school regularly and on time.
- Provide a home environment that encourages my child to learn.
- See that all homework assignments are completed.

Communicate regularly with my child's teacher.  
Support the school in developing positive behaviors.  
Talk with my child about his/her school activities.  
Encourage my child to read at home.  
Volunteer my time at school.

As a teacher, I will:

Believe that each student can learn.  
Show respect for each child and his/her family.  
Provide parents with frequent reports on their children's progress.  
Provide an environment conducive to learning.  
Help each child grow to his/her potential.  
Provide high quality instruction to assist students in learning the state standards.  
Enforce school and classroom rules fairly and consistently.  
Maintain open lines of communication with the student and his/her families.  
Seek ways to involve parents in the school program.  
Demonstrate professional behavior and a positive attitude.

## **1.50 SCHOOL-PARENTAL INVOLVEMENT POLICY**

### Policy Involvement

1. Convene an annual meeting to inform and explain, in an understandable and uniform format to parents, their school's participation in the Title I Program, and their right to be involved.
2. Provide parents of participating children timely information about programs, a description and explanation of curriculum in use at the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet.

### Shared Responsibilities

1. Develop a school-parent compact that outlines how parents, the entire school staff and students share responsibility for student achievement and the means by which the school and parents will build and develop a partnership to help serve the State's high standards.
2. Address the importance of communication between parents and teachers on an ongoing basis, such as parent-teacher conferences, report cards and being involved in their child's classroom.

### Building Capacity for Involvement

1. Provide assistance to parents in understanding the State's academic and content standards and how to monitor a child's progress and work with educators to improve achievement.
2. Provide materials and training to help parents work with their children to improve their achievement.
3. Coordinate, to the extent feasible and appropriate, the integration of parent involvement and activities with Head Start, early reading programs, Parents as Teachers Program and Home Instruction Program.
4. Ensure that information related to schools and parent programs and meetings is sent to parents in a format that is practical and in a language parents can understand.
5. Provide such other reasonable support for parental involvement activities under this section as parents may request. This may include:
  - a. Involving parents in the development of training for educators to improve the effectiveness of such training.
  - b. Provide necessary literacy training from funds under this part.

## **1.51**

### **CONTRACT DUE DATE**

All employees are advised that contracts returned to the business office after 5:00 pm on the contract due date, or thereafter, are considered null and void. That position will be considered vacant and the district will begin advertising to fill the position. The employee may reapply for the vacant position.

## **1.52**

### **PARA-PROFESSIONAL HANDBOOK ADDENDUM**

1. Lost Hours – The classified staff will be allowed to make up lost hours at the end of the school year by helping with duties after the students have been dismissed. Teachers/cook/janitors will let the administration know if and what kind of help will be needed. The classified staff will be allowed to work these hours on a first-come-first-serve basis.
2. In-service/Conference Days – Administration will determine if the classified staff has work that needs to be done during these days. If so, the staff will work. If not, the staff will not work these days.
3. One classified staff will eat with the middle/high school special needs students each day. That staff member will receive a free lunch.
4. Classified staff will not be deducted pay for what the board considers ‘civic duty’. The classified staff will be excused for jury duty, church obligations, community obligations, and to run ‘short’ errands.
5. Beginning with 2008-2009 contracts, all Burke School Employees will be paid by direct deposit. Each classified staff that is on the insurance will have money deducted from his/her paycheck to cover insurance payments for the summer months. Classified staff may also set up savings accounts for direct deposit.
6. Insurance will be offered to all full-time classified staff except for bus drivers at 75% of the amount paid to certified staff.
7. One day of an employee’s sick leave may be used as a funeral day for someone other than immediate family.
8. Classified employees will be paid for any un-used personal hours at the rate of a classified substitute.
9. Bus drivers will be paid for time spent on cleaning and maintaining their buses at their “down time” salary.
10. Extra-curricular bus drivers’ salary will be paid from Step 0 – Column VI of the Burke School District Classified Salary Schedule. An extra-curricular bus driver will be paid down time during a trip from the Step 0 – Column 1 of the Burke School District Classified Salary Schedule.
11. Classified employees will be paid for the following holidays: Thanksgiving, Christmas, New Year Day, and Good Friday.

## **1.53**

### **PERSONNEL FILES**

Personnel files will be kept in the superintendent’s office. All Burke School District Staff members will have supervised access to their personnel files according to the following guidelines.

- A written request to view the file must be made through the principal, superintendent, or in their absence, a designee. The request will be granted at the earliest reasonable time, no later than the end of the following school or business day.
- While in the presence of the principal, superintendent, or designee, the employee will be allowed to view the entire file and make copies of anything in the file.
- Employees viewing personnel files will log in with date, time, and time out. The log sheet will be kept at the secretary’s desk in the district administration office.

- Under no circumstances is an employee allowed to remove anything from the file.
- Employees have the right to respond in writing to anything in the file within seven days of the item being placed in the file.
- Written responses will become a permanent part of the file.



**BURKE SCHOOL DISTRICT CERTIFIED TEACHER HIRING SCHEDULE**  
**Amended 04/08/2019**

	<b>BA</b>	<b>BA+12</b>	<b>BA+18</b>	<b>BA+24</b>	<b>BA+30</b>	<b>BA+36</b>	<b>MA</b>	<b>MA+15</b>	<b>MA+30</b>
<b>1</b>	<b>42,500</b>	<b>43,000</b>	<b>43,500</b>	<b>44,000</b>	<b>44,500</b>	<b>45,000</b>	<b>46,000</b>	<b>46,500</b>	<b>47,000</b>
<b>2</b>	<b>42,900</b>	<b>43,400</b>	<b>43,900</b>	<b>44,400</b>	<b>44,900</b>	<b>45,400</b>	<b>46,400</b>	<b>46,900</b>	<b>47,400</b>
<b>3</b>	<b>43,300</b>	<b>43,800</b>	<b>44,300</b>	<b>44,800</b>	<b>45,300</b>	<b>45,800</b>	<b>46,800</b>	<b>47,300</b>	<b>47,800</b>
<b>4</b>	<b>43,700</b>	<b>44,200</b>	<b>44,700</b>	<b>45,200</b>	<b>45,700</b>	<b>46,200</b>	<b>47,200</b>	<b>47,700</b>	<b>48,200</b>
<b>5</b>	<b>44,100</b>	<b>44,600</b>	<b>45,100</b>	<b>45,600</b>	<b>46,100</b>	<b>46,600</b>	<b>47,600</b>	<b>48,100</b>	<b>48,600</b>

**Base Salary 42,500**

**Allow 5 years experience. After 2 years of employment with the Burke School District, all years are then recognized.**

**Lane change is \$500 (except MA lane is \$1000)**

**Future raises will be based on a percentage increase of current salaries or a flat dollar amount.**

**Base salary increases on hiring schedule will be negotiated separate from salaries in future negotiations.**

*April 2019	BASE SALARY	1st year \$ amt.	5 Years	10 Years	15 Years	20 Years
POSITION	1st year % of base	1st year \$ amt.	0.50%	1%	1.50%	2%
Head Boys Basketball	9.50%	\$4,037.50	\$4,250.00	\$4,462.50	\$4,675.00	\$4,887.50
Head Girls Basketball	9.50%	\$4,037.50	\$4,250.00	\$4,462.50	\$4,675.00	\$4,887.50
Assistant Boys Basketball	6.50%	\$2,762.50	\$2,975.00	\$3,187.50	\$3,400.00	\$3,612.50
Assistant Girls Basketball	6.50%	\$2,762.50	\$2,975.00	\$3,187.50	\$3,400.00	\$3,612.50
Head Volleyball	6.50%	\$4,037.50	\$4,250.00	\$4,462.50	\$4,675.00	\$4,887.50
Assistant Volleyball	6.50%	\$2,762.50	\$2,975.00	\$3,187.50	\$3,400.00	\$3,612.50
Head Football	9.50%	\$4,037.50	\$4,250.00	\$4,462.50	\$4,675.00	\$4,887.50
Assistant Football	6.50%	\$2,762.50	\$2,975.00	\$3,187.50	\$3,400.00	\$3,612.50
Assistant Football	6.50%	\$2,762.50	\$2,975.00	\$3,187.50	\$3,400.00	\$3,612.50
Head Wrestling	9.50%	\$4,037.50	\$4,250.00	\$4,462.50	\$4,675.00	\$4,887.50
Assistant Wrestling	6.50%	\$2,762.50	\$2,975.00	\$3,187.50	\$3,400.00	\$3,612.50
Assistant Wrestling	6.50%	\$2,762.50	\$2,975.00	\$3,187.50	\$3,400.00	\$3,612.50
Head Track	9.50%	\$4,037.50	\$4,250.00	\$4,462.50	\$4,675.00	\$4,887.50
Head Track	9.50%	\$4,037.50	\$4,250.00	\$4,462.50	\$4,675.00	\$4,887.50
Assistant Track	6.50%	\$2,762.50	\$2,975.00	\$3,187.50	\$3,400.00	\$3,612.50
Assistant Track	6.50%	\$2,762.50	\$2,975.00	\$3,187.50	\$3,400.00	\$3,612.50
Head Cross Country	9.50%	\$4,037.50	\$4,250.00	\$4,462.50	\$4,675.00	\$4,887.50
Assistant Cross Country	6.50%	\$2,762.50	\$2,975.00	\$3,187.50	\$3,400.00	\$3,612.50
Head Golf	9.50%	\$4,037.50	\$4,250.00	\$4,462.50	\$4,675.00	\$4,887.50
Head Golf	9.50%	\$4,037.50	\$4,250.00	\$4,462.50	\$4,675.00	\$4,887.50
Assistant Boys Golf	6.50%	\$2,762.50	\$2,975.00	\$3,187.50	\$3,400.00	\$3,612.50
Assistant Girls Golf	6.50%	\$2,762.50	\$2,975.00	\$3,187.50	\$3,400.00	\$3,612.50
MS Boys Basketball	5.00%	\$2,325.00	\$2,327.50	\$2,350.00	\$2,352.50	\$2,375.00
MS Boys Basketball	5.00%	\$2,325.00	\$2,327.50	\$2,350.00	\$2,352.50	\$2,375.00
MS Girls Basketball	5.00%	\$2,325.00	\$2,327.50	\$2,350.00	\$2,352.50	\$2,375.00
MS Girls Basketball	5.00%	\$2,325.00	\$2,327.50	\$2,350.00	\$2,352.50	\$2,375.00

MS Volleyball	5.00%	\$2,125.00	\$2,337.50	\$2,550.00	\$2,762.50	\$2,975.00
MS Volleyball	5.00%	\$2,125.00	\$2,337.50	\$2,550.00	\$2,762.50	\$2,975.00
MS Football	5.00%	\$2,125.00	\$2,337.50	\$2,550.00	\$2,762.50	\$2,975.00
MS Football	5.00%	\$2,125.00	\$2,337.50	\$2,550.00	\$2,762.50	\$2,975.00
MS Wrestling	5.00%	\$2,125.00	\$2,337.50	\$2,550.00	\$2,762.50	\$2,975.00
MS Track	5.00%	\$2,125.00	\$2,337.50	\$2,550.00	\$2,762.50	\$2,975.00
MS Cross Country	5.00%	\$2,125.00	\$2,337.50	\$2,550.00	\$2,762.50	\$2,975.00
MS Golf	5.00%	\$2,125.00	\$2,337.50	\$2,550.00	\$2,762.50	\$2,975.00
Athletic Director	9.50%	\$4,037.50	\$4,250.00	\$4,462.50	\$4,675.00	\$4,887.50
Football Coach	2.50%	\$1,062.50	\$1,275.00	\$1,487.50	\$1,700.00	\$1,912.50
Basketball Coach	2.50%	\$1,062.50	\$1,275.00	\$1,487.50	\$1,700.00	\$1,912.50
Instrumental Music	5.00%	\$2,507.50	\$2,720.00	\$2,932.50	\$3,145.00	\$3,357.50
General Music	5.00%	\$2,507.50	\$2,720.00	\$2,932.50	\$3,145.00	\$3,357.50
Choral Music	5.00%	\$2,507.50	\$2,720.00	\$2,932.50	\$3,145.00	\$3,357.50
Publications	5.10%	\$2,167.50	\$2,380.00	\$2,592.50	\$2,805.00	\$3,017.50
Head Play	3.25%	\$1,381.25	\$1,593.75	\$1,806.25	\$2,018.75	\$2,231.25
Assist. Play	2.25%	\$956.25	\$1,168.75	\$1,381.25	\$1,593.75	\$1,806.25
r. Class Advisor	3.25%	\$1,381.25	\$1,593.75	\$1,806.25	\$2,018.75	\$2,231.25
r. Class Advisor	3.25%	\$1,381.25	\$1,593.75	\$1,806.25	\$2,018.75	\$2,231.25
FCCA	5.50%	\$4,037.50	\$4,250.00	\$4,462.50	\$4,675.00	\$4,887.50
C-Club	3.20%	\$1,360.00	\$1,572.50	\$1,785.00	\$2,000.00	\$2,210.00
C-Club	3.20%	\$1,360.00	\$1,572.50	\$1,785.00	\$2,000.00	\$2,210.00
C Club	3.20%	\$1,360.00	\$1,572.50	\$1,785.00	\$2,000.00	\$2,210.00
Flag Advisor	1.25%	\$531.25	\$743.75	\$956.25	\$1,168.75	\$1,381.25
Student Council	3.25%	\$1,551.25	\$1,763.75	\$1,976.25	\$2,188.75	\$2,401.25
Speech/Debate	3.50%	\$1,487.50	\$1,700.00	\$1,912.50	\$2,125.00	\$2,337.50