

SBSD Common Staff Handbook



SOUTH BURLINGTON SCHOOL DISTRICT
South Burlington, Vermont 05403



"We inspire all learners to make a difference in the world."

TABLE OF CONTENTS

<u>Topic</u>	<u>Page</u>
<u>Introduction</u>	5
<u>Contact Information</u>	5
<u>District Calendar</u>	6
<u>District Mission Statement</u>	6
<u>District Policies</u>	6
<u>Diversity, Equity and Inclusion</u>	6
<u>Non Discrimination Procedure</u>	6
<u>Service Expectations</u>	6
<u>Global Ends Statement</u>	
<u>District Expectations</u>	7
<u>Alcohol and Drug Use</u>	7
<u>Attire and Grooming</u>	7
<u>Blood Borne Pathogens</u>	7
<u>Breaks and Lunch Times</u>	8
<u>Building/Grounds Upkeep</u>	8
<u>Collaboration and Teamwork</u>	8
<u>Complaints</u>	8
<u>Confidentiality of Educational Records</u>	8
<u>Educational Support Services</u>	8
<u>Electronic Communications and Social Networking</u>	9
<u>Employee Assistance Program (EAP)</u>	11
<u>Employee Benefits</u>	11
<u>Employment of Relatives</u>	11
<u>Employment Requirements</u>	11
<u>Emergency Planning</u>	12
<u>Energy Conservation</u>	13
<u>Equipment and Furniture</u>	14
<u>Facility Use</u>	14
<u>Fair Labor Standards Act (FLSA)</u>	14
<u>Food and Beverages in the Workplace</u>	14
<u>Fundraising</u>	14
<u>Harassment of Employees</u>	14
<u>Harassment, Hazing, and Bullying of Students</u>	14
<u>Hazardous Materials</u>	14
<u>Safety Data Sheets</u>	15
<u>Identification/Key Card (ID Badge)</u>	15
<u>Illness or Injury</u>	15
<u>Non-Work Related</u>	15
<u>Work Related</u>	15

Internal Job Opportunities	16
Job Descriptions	16
Keys	16
Key Requests	16
Returning Keys	16
Service Needs	16
Transfer or Temporary Use	16
District Vehicle Keys	16
Kitchen Use	16
Leave Time	16
FMLA/VPFLL	16
Illness or Injury	18
Jury Duty	19
Lactation/Breastfeeding	19
Late Arrivals	19
Leaving Work During Scheduled Hours	19
Limited Absences	19
Military Leave of Absence	19
Requesting Leave	19
Licensure and Certifications	20
Lost and Found	20
Mailboxes/Mail	20
Mandatory Reporting	20
Overtime	20
Parking Personal Vehicles	20
Fire lanes and Restricted Parking Areas	20
Handicap-Accessible Parking	20
Pay Day	21
Performance Evaluations	21
Personnel File	21
Protection of Pupil Rights Act	21
Purchase Orders	21
Restraint and Seclusion	21
Safety and Security	21
School Closings	22
School Resource Officer	22
Seniority Lists	22
Separation of Employment	22
Job Abandonment	22
Retirement	22
Sexual Violence Protection-Act 1	22
Smoking/Tobacco Use	23
Substitutes	23
Timesheets	23

Training and Professional Development	23
Transportation of Students	23
Travel Reimbursement	23
Visitors/Volunteers/Interns/Vendors	23
Weapons	24
Wellness	24
Work Time	24
Working with Students	24
Student Discipline Protocols	24
Student Illness or Injury	24
Student Safety	24

School and Department Work Expectations (*separate handbook attachments*)

[South Burlington High School](#)

[Frederick H. Tuttle Middle School](#)

Elementary Schools: [Chamberlin School](#), [Rick Marcotte Central School](#), [Orchard School](#)

[Facilities Department](#)

[Nutritional Service Department Guidelines](#)

[School's Out Program Staff Guidelines](#)

[Transportation Department Guidelines](#)

[Special Education Guidelines](#)

Appendix

A. [Acknowledge Form](#)

INTRODUCTION

Whether you have just joined our staff or have been here for a while, we are confident that you will find The South Burlington School District a great place to work and hope that your work experience with us will be enjoyable and rewarding. In an effort to help guide our educational community, we have assembled District information in this document to help answer some questions about our processes and procedures. This document is not meant to amend any negotiated contractual rights, implied or expressed, nor extend contractual rights where none exist.

Be sure to ask your principal and or supervisor about whatever has not been clarified for you or consult your collective bargaining agreement and/or employee benefit guidelines. The practices, policies, and procedures described here may be modified or discontinued from time to time and the District will endeavor to inform employees of changes as they occur. Some subject matter described in this document may be covered in greater detail in official policies and procedures for the District and this information may be found on the [SBSD website](#) or through the Superintendent's Office.

Contact Information

SOUTH BURLINGTON DISTRICT SCHOOL BOARD

[Bridget Burkhardt](#)

[Elizabeth Fitzgerald](#), Chair

[Martin LaLonde](#), Clerk

[Alex McHenry](#)

[Steve Wisloski](#)

Contact the SBSD School Board members by clicking on the link to send an email, or leave a voicemail message at 652-7476.

ADMINISTRATIVE TEAM

[David Young](#), Superintendent

[Joanne Godek](#), Director of Educational Support Systems

[Michael Martin](#), Director of Learning

[Gary Marckres](#), Director of Operations and Financial Management

[Patrick Burke](#), Principal, South Burlington High School

[John Craig](#), Assistant Principal, South Burlington High School

[Lissa McDonald](#), Assistant Principal, South Burlington High School

[Mike Jabour](#), Student Activities Director

[Karsten Schlenter](#), Principal, Frederick H. Tuttle Middle School

[David Hyatt](#), Assistant Principal, Frederick H. Tuttle Middle School

[Holly Rouelle](#), Principal, Chamberlin Elementary School

[Mark Trifilio](#), Principal, Orchard Elementary School

[Brent Coon](#), Principal, Rick Marcotte Central School

District Calendar: The current school calendar may be found on the [SBSD website](#).

District Mission Statement: The mission of the South Burlington School District, a community committed to excellence in education, is to ensure that each student possesses the knowledge, skills, and character to create a successful and responsible life. We will do this by building safe, caring, and challenging learning environments, fostering family and community partnerships, utilizing global resources, and inspiring lifelong learning.

District Policies: District policies are published and available from your supervisor, school administrator, or through the SBSD website.

Diversity, Equity and Inclusion: The South Burlington School District believes that diversity in race, ethnicity, gender, sexual orientation, socio-economic status, age, physical abilities, religious beliefs, political beliefs, or other ideologies enriches the human experience and our school community. Additionally, we are committed to enhancing the atmosphere of non-judgment and genuine acceptance to empower all people to feel safe to be themselves.

Non Discrimination Procedure: The South Burlington School District will not unlawfully discriminate against nor exclude from participation in, nor deny the benefits of any program or activity to any person or group on the basis of race, color, religion (creed), ancestry, national origin, place of birth, sex, sexual orientation, disability, age, or marital status. Any person having inquiries concerning the South Burlington School District's compliance with the regulation implementing Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act, or other state or federal nondiscrimination laws or regulations is directed to contact the nondiscrimination coordinator: ([Joanne Godek](#), Director of Educational Support Systems).

Service Expectations: The overall role of the South Burlington School District employee is to contribute their knowledge, talents, and energy in a concerted effort to create a safe and inclusive learning community that promotes the success of our students. The District has established a [District Ends Policy](#) and the following Global Ends Statement that guides our work:

Global Ends Statement: Students successfully complete their education from the South Burlington School District ready for their next step. They will show cultural and academic competence appropriate to grade and developmental capacity. All graduates will be prepared for college, career, or individually determined next steps. The ends will be met at a cost that the community will support.

DISTRICT EXPECTATIONS

Alcohol and Drug Use: The use or possession of any controlled substance on school property is prohibited. A person under the influence of alcohol and/or drugs (prescribed or not prescribed) while engaged in employment for the district will be subject to discipline up to and including termination.

Attire and Grooming: It is important for the employee to demonstrate a professional image while at work by being appropriately attired. An employee is expected to be neat, clean, and well-groomed while on the job. Clothing must be consistent with the standards for school environment and must be appropriate to the type of work being performed. The employee is encouraged to seek more information from their supervisor on specific department expectations.

The District is confident that the employee will use their best judgment regarding attire and appearance. The District reserves the right to determine appropriateness, when in question. Any employee who is improperly dressed will be spoken to by the supervisor or in severe cases may be sent home to change clothes. Continued disregard of this policy may be cause for employment action, consistent with collective bargaining or employment guideline protocols.

Blood Borne Pathogens: To comply with federal and state regulations, the District has established a procedure to reduce the risk of work related exposure to bloodborne pathogens, and/or potentially infectious materials.

Definitions:

Bloodborne Pathogens: Pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV). Other potentially infectious materials include any body fluid that is visibly contaminated with blood.

Job Related Exposure: Real or potential contact (skin, eye, or mucous membrane) with blood or other potentially infectious materials that occurs during the performance of one's duties.

Universal Blood and Body Fluid Precautions: The standard by which one manages contact with real or potentially infectious materials. An approach where all human blood and other body fluids are treated as if infectious for bloodborne pathogens. These body fluids include semen, vaginal secretions, cerebrospinal fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids.

Procedures: While performing work related duties, there is a potential for job related exposure to bloodborne pathogens (BBP's). Employees are expected to follow the protocols outlined below to minimize or eliminate job-related exposure.

Clean Up Procedure: Employees must use universal precautions (treating ALL blood and body fluids as infectious) to prevent contact with blood, or other potentially infectious materials. Employees are expected to call in a custodian to clean up blood/body fluids, as custodians are specifically trained in cleaning and disposal protocols.

Exposure: If an employee is exposed to a BBP, they must notify their supervisor/principal soon as possible and wash affected areas immediately, in serious situations or where there are cuts or open wounds, seek medical assistance. A [First Report of Injury](#) form must be completed and sent to the Human Resources Department.

Information and Training: All new employees will be provided training on BBP through the District's online training program called [SafeSchools](#). Appropriate refresher training and information will be provided annually thereafter. If conditions change, employees will be provided additional information and/or training.

Breaks and Lunch Times: Employees may enjoy meals provided through the District's food service program at their own cost and/or use the cafeteria should they opt to bring meals. Employees who leave campus during break and/or lunch time are asked to sign out to maintain safety/security measures.

Support staff are provided rest breaks as outlined in their collective bargaining or non-union employee guidelines and as assigned by the supervisor/principal. Hourly (non-exempt) employees are to record non-work time on their timesheet. Neither the lunch period nor the rest break(s) may be used to account for an employee's late arrival or early departure or to cover time off for other purposes; for example, rest breaks may not be accumulated to extend a meal period, and rest breaks may not be combined to allow one half-hour long break, unless approved by the supervisor. Salaried (exempt) employees are not required to record this time.

Building/Grounds Upkeep: While the District employs facilities staff to maintain its buildings and grounds, it is the responsibility of all employees to maintain their work areas neat, orderly, and free of clutter to avoid unnecessary safety risks. Should a repair be needed, an employee may make an [online maintenance request](#).

Collaboration and Teamwork: The District is committed to a philosophy that emphasizes respect for others. All persons are expected to model behaviors consistent with this tenet. Adherence to all relevant school policies, procedures, and practices is also required.

Complaints: Any complaint regarding an employee made by a parent, student, colleague, or other person that is used in a formal evaluation will be promptly investigated and called to the attention of the employee consistent with collective bargaining or non-union employee guideline protocols. If the complaint is to be referenced in the evaluation, the employee will have the opportunity to respond in writing. It is always best to try to resolve issues in an informal manner, however, an employee may also file a formal written complaint with their supervisor/principal. A standard [Complaint Form](#) may be used.

Confidentiality of Education Records: The Family Educational Rights and Privacy Act (FERPA) has afforded students the right and protection of confidentiality. All student records and any personally identifiable information is confidential and may not be shared with others without expressed written permission. Expectations for all individuals include that knowledge about students and staff of a personal nature that is acquired through one's employment by the District is not to be shared outside of a professional context.

Concerns about district programs, practices, students, or staff should only be shared on a professional level with those involved at the school. Sharing derogatory information outside the district is not appropriate, useful, or professional.

Educational Support Services: South Burlington School District has a [Multi-Tiered System of Education Supports](#) (MTSS) to efficiently and effectively monitor student progress. Teams of professionals meet regularly to review student progress and develop strategies that can be implemented universally in the classroom as well as develop intervention plans for specific targeted or intensive interventions. The goal is for every student to participate fully in universal instruction and to be provided with optimal learning environments. The MTSS process is: a problem solving process; a school-wide instruction and intervention system, both behavioral and academic; a shared responsibility; and a defined process using assessments to make data-based decisions for student success on a rapid cycle for accelerated learning. Staff are responsible to follow the [SBSD MTSS protocols](#) in developing and documenting supports for students.

Each school has a [system of supports](#) available to support learners. Staff who can consult and provide these supports include: Administrators, English Language Teachers, School Counselors, School Based Clinicians, Reading Specialists and Coaches, Math Specialists and Coaches, Special Educators, Behavior Facilitators, Speech Language Pathologists, School Psychologists, Nurses, Behavior Analysts, Paraeducators, and Interventionists.

A Universal Team is made up of the classroom teacher, grade level partners and other staff whom the teacher feels necessary. This team quickly responds to student's needs by adjusting the universal instruction. Using ongoing progress monitoring data, the teacher discusses options with other staff for potential changes that could improve student performance. These could be whole class strategies, small group or individual strategies.

A Targeted Team meets weekly in each school. It is a “think tank” to help solve the puzzle of what is going on for a student and determine what he/she needs to be more successful. The team develops an intervention plan, reviews, revises and monitors the effectiveness of interventions. The focus is on what school staff can do differently by changing strategies, adjusting the environment, altering expectations, etc.

Intensive Interventions may need to be provided if students do not make progress on a Targeted Intervention Plan or have an identified disability. A Section 504 or Special Education Evaluation will be initiated if necessary. If you suspect a disability please discuss with your special educator or principal.

We recognize that parents/guardians are an integral part of this system and there are opportunities to participate in this process (parent conferences, participating in TT meetings, etc.) Parents/guardians who have concerns about their child’s progress should first talk with their classroom teacher about these concerns. The classroom teacher will work with their team to decide next steps for support. You can also contact your building principal or the Director of Educational Support Services with questions.

Electronic Communication and Social Networking: The District’s Policy F14, “[Responsible Use of Information Technology](#)”, establishes the expectations for using the electronic communications and applications. It is expected that all staff use the internet, District-provided cell phones and email in an appropriate, ethical, and professional manner.

District Property: All District-supplied technology and District-related work records belong to the District and not to the employee. The District reserves the right to monitor use of District-supplied technology. Inappropriate or illegal use of communications may be subject to disciplinary action up to and including termination of employment.

- The employee may not copy, retrieve, modify or forward copyrighted materials, except with permission or as a single copy to reference only.
- The employee must not use the system in a way that disrupts its use by others. The employees must not send or receive large files that could be saved/transferred via thumb drives. The employee is discouraged from sending or receiving files that are not related to work.
- The employee should not open suspicious email, pop-ups, or downloads. Contact IT immediately with any questions or concerns to reduce the release of or to contain malicious content.
- Internal and external emails are considered District records and may be subject to discovery in the event of litigation. Be aware of this possibility when sending email within and outside the District.
- Internet, District-provided equipment (e.g., cell phone, laptops, and desktop computers) and services may not be used for transmitting, retrieving, or storing any communications of a defamatory, discriminatory, harassing, or pornographic nature.
- The following actions are forbidden: using disparaging, abusive, profane or offensive language; creating, viewing, or displaying materials that might adversely or negatively reflect upon the District or be contrary to the District’s best interests; and engaging in any illegal activities, including piracy, cracking, extortion, blackmail, copyright infringement, and unauthorized access of any computers and District-provided equipment such as cell phones and laptops.

Email and Voicemail: The district publishes email addresses and voicemail numbers. Community members, parents/guardians, and other contacts are encouraged to leave messages if the staff member is otherwise engaged. All staff should check their voicemail and also their email periodically and promptly return messages.

In sending messages:

- Create single-subject messages whenever possible
- Assume that any message you send is permanent and may be considered public information.

- Have in mind a model of your intended audience
- Keep the list of recipients and cc:s to a minimum
- Separate opinion from non-opinion, and clearly label each
- If you must express emotion in a message, clearly label it
- Think about the level of formality you put in a message
- Identify yourself and your affiliations clearly
- Be selective in broadcasts for information
- Do not insult or criticize third parties without giving them a chance to respond

In receiving and responding to messages:

- If you receive a message intended for another person, don't just ignore it, respond or redirect
- Avoid responding while emotional
- If a message generates emotions, look again
- Assume the honesty and competence of the sender
- Try to separate opinion from non-opinion while reading a message, so you can respond appropriately
- Consider to whom you should respond
- Consider alternative media
- Avoid irrelevancies

Here are some email-related questions to ask yourself:

- Have you ever received an email message that you thought was inappropriate or a waste of your time? How would you feel if you got such a message?
- How much time would you be willing to spend every day working with email?
- Do you see how this could increase dramatically if the amount of mail you receive each day grew to 50 or more messages?
- How could thousands of mail messages each day clog Internet mail servers?
- If you owned a company, would you want to pay your employees to spend time reading email intended to sell them personal items, engage them in conversation unrelated to the business, or intended merely to entertain them?
- What are some ways that you could change your own use of email that would enhance the efficiency of the system?

Etiquette for Using Electronic Communications

- *Activities outside of the school setting:* Staff can arrange to meet groups of students for school-related activities, but exclusive outings are not acceptable as they can lead to misunderstanding. Remember, as staff our actions must always be above suspicion or reproach.
- *Business Use:* When working with students, communication tools are to be for "business use only", not for personal communications, and never for "chatting". Group announcements about meetings, assignments, or activities can certainly be transmitted through any of these communication tools. On websites like Facebook, adults should never consent to being a "friend" of a student. Staff should avoid phone calls to a student and/or calls or text messaging to a student's personal cell phone. These actions may cross boundaries and can lead to questions of impropriety.
- *Communications Technology:* Staff must be cautious when using such forms of communication as cell phones, emails, text messaging, websites, and social networking apps. Employee's settings should be set on "private" and should not be available to minor students. Students and their parents/guardians often check website pages of staff and interns. Staff must be careful to insure that no question of impropriety can arise.
- *Confidentiality:* Staff must avoid promising confidentiality when speaking with students. Adolescents may want to confide personal and sometimes dire situations in their lives. Of course we want to be

good listeners and help where we can. A student might say, “I want to tell you something, but you have to promise not to tell.” A proper response would be, “I will only keep that promise if it does not threaten your health and safety or that of another person.” If it becomes apparent that the student’s safety or health is in jeopardy, that adult must say something like, “This problem is too big for us to handle. I believe we must reach out for help from someone else.” Remember, we are to create safe environments for our students and to protect them.

- *Exclusivity:* Staff must refrain from “exclusivity” with a particular student, as exclusivity can be a dangerous crossing of a boundary. Although we may be naturally drawn to certain personalities or students, this should not prevent us from being inclusive. Spending an inordinate amount of time with only one student must be avoided.
- *Sharing details of personal life:* Staff members should refrain from sharing details of their personal lives with students. We are often called upon to be good listeners for young people who will occasionally tell us of their personal lives – both good and sometimes disturbing. We must refrain, though, from sharing our problems with them. We can share happy events and even teachable moments from our life experiences, but we should always refrain from “dumping” our moods and work-related or personal problems on students.

Employee Assistance Program: The Employee Assistance Program (EAP) provides counseling and referral services to for District employees and their families. Counselors are available to talk on the phone or meet face-to-face. Staff members or a household member, may call the EAP at Invest EAP at 1-800- 287-2173, give our password (VSBIT) or go to their website www.investeap.org. An appointment will be made with an EAP Counselor within three working days at a location that is convenient for the employee. Crisis service is available 24 hours a day, 7 days a week.

Employee Benefits: Information regarding employee benefits for eligible employees may be found in Master Agreement and/or Employee Guidelines, as appropriate for the employee’s’ position. General information may be found on the [Human Resources page](#) on the District Website

Employment of Relatives: The District wants to ensure fair employment practices and create a working environment that is fair, promotes confidentiality, and is focused on meeting the District Ends Policy therefore, the District has articulated expectations for hiring relatives. For purposes of this protocol, immediate relatives include: parents, child, foster child, sibling, stepchild, grandparent, spouse, or life partner, or a resident member of the employee’s household.

1. Immediate relatives of a current employee will not be hired to work in the same department of the same building unless: a) all other reasonable options have been exhausted and b) where all things are considered, this person is clearly the most qualified. At no time shall one employee supervise, directly or through another, a relative.
2. If an applicant is being considered for a position in a department or building in which an immediate relative is working, it will be the decision of the Superintendent, or designee, to make a reassignment. If it is in the best interest of the District to have both individuals working at the same site, an exception may be made by the Superintendent after all reasonable options have been examined. At no time shall one employee serve on an interview or hiring team of a position for which a relative is being considered.

Employment Requirements: All persons hired by the District are required to complete application materials and comply with Vermont Criminal Records regulations. Any fees for fingerprinting and background checks are not reimbursable and will be paid for by the individual.

Emergency Planning: The District, in coordination with the City of South Burlington has developed an Emergency Plan. The Emergency Plan is designed to provide a fast, consistent reference for handling emergencies, as well as, define the communication steps and procedures necessary to handle a wide range of emergency and disaster situations. It is the responsibility of all employees to read and review the plan and you are encouraged to ask questions regarding the plan. The Emergency Plan can be found in each room hanging by the door and in the classroom crisis-bucket. Supplies in the crisis-buckets are to be used in emergency situations only, but are to be carried outside during emergency evacuations.

Minimum Staff Responsibilities:

- Wear ID badges
- Keep classroom doors closed at all times (Do not prop doors open)
- Participate in school-wide drills
- Follow Emergency Protocol Plan
- Complete Safe Schools Training

Classroom Crisis Procedures: The District sought the advice of legal counsel and law enforcement officials in drafting a set of strategies. In order to respond to a variety of circumstances, such as bomb threats, chemical spills, and threats to student safety, we are instituting the following procedure. Our intent is to provide a mechanism for safety, but not to promote any undue alarm. If the situation warrants, the principal or his/her designee will declare an alert over the intercom by issuing one of the following commands: "Clear the Halls", "Secure the School", or "Evacuate the Building". Depending on the circumstances, an explanation may or may not be provided.

Crisis Commands:

- **Clear the Halls:** Students and staff go to the closest room supervised by an adult. Close doors and wait for further notice. Education continues in classroom.
- **Secure the School:** Designated staff swipe ID three times on electronic card reader to lock all external doors. Students and staff go to the closest room supervised by an adult. Lock doors, close the shades, and turn off lights. Stay away from doors and windows and remain quiet. Teacher slides Red/Green Card under door if every individual in the classroom is safe.

Use intercom for emergencies only. No calls in or out during a crisis. Ensure all cell phones and pagers are off. Texting may be allowed with adult permission.

Evacuate the Building/Relocation: Move to designated outdoor area. If possible, staff takes Crisis Bucket and personal cell phone. Remind students to only take belongings (i.e. backpacks, coats) that are near them. Teachers take attendance and report unaccounted students to Principal or designee. If directed, move to designated relocation site.

All Clear: The "All Clear" command will be communicated by Administration when safe for students, staff, and visitors to return to the normal routine.

Fire Drill and Emergency Alarm Procedures

- As the situation permits, before leaving a classroom or work area during a fire alarm, staff should do the following:
- Pull fire alarm and/or call 911 and/or the Main Office.
- Principal or designee directs evacuation.
- Teachers take attendance lists, proceed outside and take attendance.
- Principal notifies Superintendent and Business office utilizing pagers.

- Students should not go to lockers.
- All rooms must be evacuated. Leave the lights on, close but do not lock the doors.
- Students should be evacuated a minimum of 300 feet away from the building in case of explosion.

Crisis Management Checklist:

- *Red/Green Cards:* When the classroom crisis command “Secure the School” is announced, teachers will follow the normal procedure. If possible, teachers are asked to slide a green card under the door if all students and teachers in that particular room are safe. If an individual requires medical attention or if the class is in danger, the teacher is asked to slide the red card under the door. The red card or lack of a card will alert police that assistance may be needed in that room or area of the building.
- *Present 3:* Every member of our staff has the ability to lockdown the school in an emergency situation. See [handout](#) for instructions.

Keep in mind that staff with keyscan cards will be able to enter the building even after a lockdown has been initiated. Designated crisis team members will post signs on doors to instruct individuals to stay out of the building during a lockdown. Staff members should also know about this step in the event that crisis team members are not available.

It’s also important to know that school doors automatically unlock at a designated time (7:00 AM). This will override an internal lockdown. If a “Secure the School” procedure occurs before the automatic unlocking of the building, Present 3 steps will have to be taken to re-secure the building.

Energy Conservation: Conservation of our natural resources is good for preserving our environment and reduces costs to the district. Whatever steps we can take to increase our awareness of our usage and to modify our behavior will benefit us all. As an employee, you have a responsibility to help ensure the safe and efficient operation of the schools and reducing wasted energy and resources. The following areas have been identified as opportunities for energy improvements:

- Ensure that exterior doors and windows are closed whenever heating and cooling systems are operating.
- Use window shades to block out morning/afternoon sun from shining through windows during warmer months.
- Report sink, faucet, water fountain, commode, and other water leaks to the building administrator and/or Head Custodian.
- Disconnect Audio-Visual (AV) equipment during vacation periods.
- Turn off computers, projectors, and other equipment when not in use.
- Turn off lights in unoccupied areas.
- Reduce lighting areas where safety and performance would not be adversely affected.
- Inspect caulk and weather stripping around doors and windows, report areas that need replacements to the building administrator and/or Head Custodian.

Equipment and Furniture: To comply with EPA standards on indoor air quality, as well as, Labor and Industry Standards for fire and safety protection, please do not bring in any furniture, carpets, lamps or appliances from home. Commercial grade and standards differ from household standards. Many individuals have sensitivities to allergens in furniture and carpets and these items must be fire-rated. Facilities employees have been instructed to dispose of items not in compliance with this requirement. To purchase such items, please contact the [Business Office](#). Any purchase over \$1,000 will require three quotes. For furniture purchases, the Business Office will provide three vendor quotes. For other purchases over \$1,000 you may choose three qualified vendors and keep a record of these quotes. You may choose one of the three quotes provided they meet the District standards and within a reasonable price.

Facility Use: Requests for facility use during the school day may be made through Outlook Scheduling. For all facility use outside of school hours; during holidays, weekends, and school breaks; or for groups not associated with the District should be directed to the [Facilities Coordinator](#).

Fair Labor Standards Act (FLSA) Classification: Each position is designated as either non-exempt (hourly) or exempt (salary) under state and federal wage and hour laws. The following is intended to help persons understand employment categories, employment status, and benefit eligibility. These categories do not guarantee employment for any specified period of time.

1. Non-exempt (hourly) positions are filled by persons whose work is covered by the Fair Labor Standards Act (FLSA). They are *not* exempt from the law's requirements concerning minimum wage and overtime.
2. Exempt (salary) positions meet the standards and criteria established under the FLSA and are generally supervisory, professional, administrative, or technical positions that *are* exempt from the minimum wage and overtime provisions of the FLSA.

Food and Beverages in the Workplace: the District maintains a [Wellness Program](#) that complies with local policy requirements of the Federal Child Nutrition and WIC Reauthorization Act of 2004 and the Healthy Hunger Free Kids Act of 2010. In keeping with these nutritional requirements, and being mindful of possible allergens to others we ask that the employee familiarize themselves with the [Wellness Policy](#) and [Procedures](#) and select only those appropriate food and beverage products to bring in or allow to be shared.

Fundraising: The District has a procedure for soliciting donations from the community, selling advertising, fundraising projects, and accepting a gift to the school, whether solicited or unsolicited. Employees are expected to familiarize themselves with this procedure and obtain appropriate approval prior to commencing any fundraising activity. The full [procedure](#) and [application](#) can be found on the SBSD website.

Harassment of Employees: The South Burlington School District is committed to providing employees a work environment free from unlawful harassment. Harassment is a form of unlawful discrimination, which will not be tolerated. Conduct which is inappropriate, but does not rise to the level of unlawful harassment may still lead to employee discipline. The District shall provide employees a work environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct, or communications constituting unlawful harassment as defined and otherwise prohibited by state and federal law. See [Policy D6](#) on the SBSD website.

Harassment, Hazing, and Bullying Prevention of Students: It is the policy of the State of Vermont that all Vermont educational institutions provide safe, orderly, civil, and positive learning environments. Harassment, hazing and bullying have no place and will not be tolerated in Vermont schools. No Vermont student should feel threatened or be discriminated against while enrolled in a Vermont school. [16 V.S.A. § 570](#). See [Practices for Transgender and Gender Nonconforming Students](#).

Hazardous Materials: The District has developed specific protocols for the proper disposal of hazardous waste. Any questions concerning the disposal of such waste should be discussed with the [Facilities Department](#). Specifics include:

1. **Asbestos:** If any known or suspected asbestos is disturbed in any way the [Director of Facilities](#) must be contacted immediately for a scheduled abatement.
2. **Batteries:** Batteries must be boxed up and ready for pick-up by the head custodian so that they may be transported with other hazardous materials to the Hazardous Waste Depot.
3. **Fluorescent Light Bulbs:** Contact the school's head custodian to report burnt-out bulbs. Designated facilities personnel will replace and properly dispose of burnt-out bulbs.
4. **Latex Paint:** Paint may be disposed in the District's garbage dumpsters only if it is completely dry. Sand may be mixed with paint to expedite the drying process. In no circumstance may paint be dumped down rainwater drains. Any tools and equipment must be cleaned in an approved sewer drain. All rainwater drains will be clearly marked with plaques that read "No Dumping/Drains to Waterway."
5. **Mold:** Any appearance of mold must be reported immediately to the [Director of Facilities](#) for proper remediation.
6. **Other Hazardous Waste:** If you are using chemicals and have hazardous waste, or if you encounter an unknown substance or other hazardous waste, call the [Director of Facilities](#) immediately. All hazardous waste will be scheduled for disposal at the Hazardous Waste Depot.

Safety Data Sheets: To comply with OSHA's Hazard Communication Standard (HCS) and Globally Harmonized System of Classification and Labeling of Chemicals (GHS) the District maintains an [online system](#) to track chemicals used in the District and to communicate hazard information on labels and to provide safety data sheets. This online system may be accessed from the SBSD Website. Persons who may be using chemicals and/or hazardous materials in the workplace (i.e., art/paint supplies, science lab materials, cleaning solutions) must contact the Director of Facilities to update this information as appropriate and required by law.

Identification/Key Cards (Badge ID): To help ensure the protection of students, staff, and other occupants of the buildings and to safeguard its property, the South Burlington School District will issue building access/ID Cards to staff members and designated individuals who have a legitimate and official requirement for building access, as approved by the superintendent/designee. Access/ID cards must be worn in a visible spot at all times. Access to District locations will be granted for the purpose of engaging in work. It is expected that persons issued an access/key card will keep this identification present during all working hours and in a secure manner during non-work hours. The [IT Coordinator](#) will issue these cards and maintain appropriate record keeping.

Illness or Injury: Should you have an illness or injury, notify your supervisor or building administrator immediately so that a course of action may be put in place or a suitable substitute may be called in.

Non-work related: In order to provide adequate time to plan or find a substitute, employees are expected to request a leave via the [online absence management system](#) no later than 5:30 a.m. for a morning assignment for facilities, nutritional services and transportation services, and 6:30 a.m. for all other school employees, or should notify the supervisor directly no later than one (1) hour prior to all assignments.

Work Related: Should you or a co-worker experience a work-related illness or injury on the job, seek immediate medical assistance and report the information immediately to your principal/supervisor. You will be expected to complete a [First Report of Injury form](#), as required under Workers' Compensation rules. Additional forms and/or information may be requested by the Business Office so that appropriate reporting is completed. To report an absence from work, record the absence using the [online absence management system](#) or contact the [Payroll/Benefits Coordinator](#) or [Human Resources Coordinator](#) for assistance.

Internal Job Opportunities: The District utilizes an internal job posting process for internal employment opportunities. Open positions will be sent electronically to designated persons for posting on various bulletin boards in designated District locations, normally for five (5) business days. Qualified internal applicants may complete the [internal job posting application](#) and forward to the [Human Resources Coordinator](#) for processing.

Job Descriptions: The Human Resources Department maintains the official record of all job descriptions for District positions and publishes approved copies on the SBSD Website. The job description identifies the essential functions, qualification requirements, physical demands, and general information for jobs. If a job description needs to be developed or updated, first seek out the assistance of your supervisor and/or principal. The [Human Resources Director](#) will work with the building administrator or supervisor to make any necessary modifications.

Keys: Building, office, and/or classroom keys will be assigned to employees on an as needed basis as determined by established District protocols. It is the employee's responsibility to ensure the safekeeping of all assigned keys. Some keys will be shared and these keys will be stored in a designated secure place at the end of each day.

Key Requests: [A standard form](#) shall be used by an employee to request building, office and/or classroom keys. All key requests must be signed by the employee requesting access and thereby agreeing to the rules and expectations for use. The form must also be properly authorized by an authorized signer. The District reserves the right to deny the issuance of a key or to request a higher level of authorization for higher level access keys. Keys may be issued by duration of need and not necessary by term of employment.

Returning Keys: All keys shall be returned to the [Facilities Coordinator](#) by the authorized key holder upon termination of employment or when the key is no longer required. All found keys shall be returned to the Facilities Coordinator. Keys not returned upon request will result in a cost charged to the assigned individual and/or department for rekeying, depending on the access risk as determined by the District.

Service Needs: If a lock is broken, or a key is no longer working, please contact the [Facilities Coordinator](#) for assistance.

Transfer or Temporary Use: Keys shall not be transferred from one individual to another. Keys must be return to the [Facilities Coordinator](#) and only re-issued after proper authorization has been made. This helps to ensure proper recordkeeping and accountability is maintained.

District Vehicle Keys: The [Transportation Coordinator](#) shall maintain key control management for all school buses. The [Nutritional Services Director](#) shall maintain key control management for the Food Service Van. The [Director of Facilities](#) shall maintain key control management for district trucks, machinery, and equipment. The [School's Out Program Administrator](#) shall maintain key control for the School's Out vehicle.

Kitchen Use: School kitchens are operated and managed by the Nutritional Services Department according to state and federal guidelines. In order to maintain food safety and sanitation requirements and to avoid health risks to students with allergies, the use of kitchen facilities by any group must be approved by the [Nutritional Service Director](#).

Leave Time: Most employees are provide paid leave from work for such reasons as: sick, bereavement, emergency days, and personal time. It is expected that all employees will follow District procedures for leave time, as outlined in the Master Agreement and/or Non-Union Support Staff Benefit Guidelines. Use the [online absence management system](#) to request an absence.

FMLA/VPFLL (Family and Medical Leave Act (FMLA) and Vermont Parental and Family Leave Law (VPFLL): The District will subscribe to all legal requirements as outlined in the provisions under the federal [Family and Medical Leave Act](#) and the [Vermont Parental and Family Leave Law](#), as applicable to eligible employees.

1. *General Provisions:* The District will grant up to 12 weeks (or under FMLA, up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness) during a 12-month period to eligible employees. The leave may be paid, unpaid, or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this policy. Where both laws are applicable, FMLA and VPFL will run concurrently.
2. *Eligibility:* To qualify to take family or medical leave, the employee must meet the following conditions:
 - a. The employee must have worked in the District for 12 months or 52 weeks. The weeks need not to have been consecutive. Separate periods of employment will be counted, provided that the break in service does not exceed seven (7) years. Separate periods of employment will be counted if the break in service exceeds seven (7) years due to National Guard or Reserve military service obligations.
 - b. The employee must have worked at least 1,250 hours during the 12-month period immediately before the date when the leave is requested to commence. Under the Fair Labor Standards Act (FLSA) time spent on paid or unpaid leave is not considered as hours worked. Consequently, these hours of leave are not counted in determining the 1,250-hours eligibility for an employee under FMLA/VPFL.
3. *Type of Leave Covered:* To qualify as FMLA/VPFL leave, the employee must be taking leave for one of the reasons listed below:
 - a. The birth of a child and in order to care for that child.
 - b. The placement of a child for adoption or foster care and to care for a newly placed child.
 - c. To care for a spouse, child, or parent with a serious health condition.
 - d. The serious health condition of the employee.
 - e. (Under FMLA only) Qualifying exigency leave for families of members of the National Guard or Reserves or of a regular component of the Armed Forces when the covered military member is on covered active duty or called to covered active duty. An employee whose spouse, son, daughter or parent has been notified of an impending call or order to covered active military duty or who is already on covered active duty may take up to 12 weeks of leave for reasons related to or affected by the family member's call-up or service. The qualifying exigency must be one of the following: a) short-notice deployment, b) military events and activities, c) child care and school activities, d) financial and legal arrangements, e) counseling, f) rest and recuperation, g) post-deployment activities, and h) additional activities that arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of the leave.
 - f. (Under FMLA only) Military caregiver leave (also known as covered service member leave) to care for an injured or ill servicemember or veteran. An employee whose son, daughter, parent or next of kin is a covered service member may take up to 26 weeks in a single 12-month period to take care of leave to care for that service member.
4. *Amount of Leave:* An eligible employee may take up to 12 weeks for the first five FMLA circumstances above (under heading "Type of Leave Covered") under this policy during any 12-month period. The District will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, the District will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks of available leave, and the balance remaining is the amount of time the employee is entitled to take at that time.

An eligible employee may take up to 26 weeks for the FMLA military caregiver leave circumstance above during a single 12-month period. For this military caregiver leave, the District will measure the 12-month period as a rolling 12-month period measured forward. FMLA leave already taken for other FMLA circumstances will be deducted from the total of 26 weeks available.

Disability leave for the birth of a child and for an employee's serious health condition, including workers' compensation leave (to the extent that it qualifies), will be designated as FMLA/VPFLL leave and will run concurrently with FMLA/VPFLL.

All paid leave time (i.e., vacation, personal, and sick leave) will run concurrently with FMLA/VPFLL leave.

5. *Intermittent Leave or a Reduced Work Schedule:* The employee may take FMLA/VPFLL leave in 12 consecutive weeks, may use the leave intermittently (take a day periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced-hour schedule. In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill service member over a 12-month period).
6. *Employee Status and Benefits During Leave:* While an employee is on leave, the District will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work.
7. *Employee Status After Leave:* An employee who takes leave under FMLA/VPFLL may be asked to provide a Return to Work form indicating fitness for duty clearance from the health care provider.
8. *Certification for the Leave:* The District will require certification for the employee's request for a leave. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.
9. *Recertification:* The District may request recertification for a leave when circumstances have changed significantly, or if the District receives information casting doubt on the reason given for the absence, or if the employee seeks an extension of their leave. Otherwise, the District may request recertification for the employee or the employee's family member every six months in connection with an FMLA/VPFLL absence.
10. *Procedure for Requesting FMLA/VPFLL Leave:* An employee requesting FMLA/VPFLL leave must provide the Payroll/Benefits Coordinator with verbal or written notice of the need for the leave. Within five (5) business days after the employee has provided this notice, the Payroll/Benefits Coordinator will provide the employee with a Notice of Eligibility and Rights. When the need for the leave is foreseeable, the employee must provide the District with at least 30 days' notice. When an employee becomes aware of a need for FMLA/VPFLL leave less than 30 days in advance, the employee must provide notice of the need for the leave either the same day or the next business day. When the need for FMLA/VPFLL leave is not foreseeable, the employee must comply with the District's usual notice and procedural requirements for requesting leave.
11. *Intent to Return to Work from FMLA Leave:* The District may require an employee on FMLA/VPFLL leave to report periodically on their status and intent to return to work.

Illness/Injury: In the event the employee is unexpectedly sick, it is expected that he/she will call their supervisor or building administrator/designee no later than 5:30 am for a morning assignment or one (1) hour prior to all other assignments so that adequate substitution may be arranged. Upon return from a leave, the employee may be required to submit a healthcare provider's note or return to work form. The leave should be recorded on the [online absence management system](#). Assistance with entering this leave after the fact maybe provided by the [Payroll/Benefit Coordinator](#), the [Human Resources Coordinator](#), or a building-based sub coordinator.

Jury Duty: Upon receipt of notification from a State or Federal court of an obligation to serve on a jury, an employee must notify their supervisor/principal and provide them with a copy of the jury summons. The District will pay a regular full-time and a regular part-time employee for time-off for jury duty. The employee is expected to report to work during times they are not called to court. The time away from work should be recorded on the [online absence management system](#), although not attributed to a leave benefit.

Lactation/Breastfeeding: For up to three (3) years after a child's birth, any employee who is breastfeeding her child will be provided reasonable break times, as needed, to express breast milk for her baby. An employee who requests a designated location will be accommodated with a private area, as necessary, by speaking with her supervisor or contacting Human Resources. Breaks of more than 20 minutes in length will be unpaid, and the hourly employee should indicate this break period on her timesheet.

Late Arrivals: If an employee anticipates arriving late to work it is expected that they will check in with their principal and or supervisor to advise them about their arrival time. Any tardiness should be recorded on the [online absence management system](#). Upon arrival, the employee is expected to check in at the main office and/or with the supervisor/principal.

Leaving Work During Scheduled Hours: Employees are expected to work their scheduled hours unless they have an approved leave or they have signed out in the main office for lunch or rest breaks. Employees are expected to use the [online absence management system](#) to report any leaves.

Limited Absences: It is understood that time off is necessary for the health and well-being of all. Every effort will be made to accommodate requests; however, administration reserves the right to review leave requests on a case by case basis for such reasons as, but not limited to: when multiple positions across the District are vacant and/or when coverage is limited.

Military Leave of Absence: The District is committed to protecting the job rights of employees absent on military leave. In accordance with federal and state law, no employee will be subjected to any form of discrimination on the basis of that person's membership in or obligation to perform service for any of the Uniformed Services of the United States. Specifically, no person will be denied employment, reemployment, promotion, or other benefit of employment solely on the basis of such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised their rights under applicable law or District policy.

An employee taking part in a variety of military duties are eligible for benefits under this policy. Such military duties include leaves of absence taken by members of the uniformed services, including Reservists and National Guard members, for training, periods of active military service and funeral honors duty, as well as time spent being examined to determine fitness to perform such service. Subject to certain exceptions under the applicable laws, these benefits are generally limited to five years of leave of absence.

An employee requesting leave for military duty should contact the Superintendent to request leave as soon as they are aware of the need for leave and provide a copy of orders.

Requesting Leave: An employee is required to complete a leave request on the [online absence management system](#) each time he/she requests time away from work. This request must be provided to the supervisor or building administrator/designee in advance of the leave. If the online system is not accessible, the request must be made in writing and in advance to the employee's direct supervisor.

Licensure and Certification: All employees who are required to have a license and/or certification to perform their job are expected to maintain current licensure and/or certification on file in the Superintendent's Office. Such licensure and/or certification will be kept in the employee's file.

Lost and Found: If an employee has lost or found items they may be left in the main office of each location. Employees may also send an email using the identifying "MISC" in the subject line of the email.

Mailboxes/Mail: The District maintains and interoffice mail system during the regular school year. District mail will be transported to designated locations by a transportation department employee. District mailboxes are provided to educational staff and are located in the main office/staff room at each location. Each department and/or school will establish protocols for regular mail.

Mandatory Reporting: Any school district employee who is a mandated reporter, in addition to reporting such suspected abuse or neglect to the principal, principal's designee, or superintendent, shall immediately report or cause a [report](#) of the suspected child abuse or neglect to be made to the Department for Children and Families (DCF) at 863-7370. Any School District employee, regardless of whether he/she is a "mandated reporter," shall report suspected child abuse or neglect to the building principal or designee. If the building principal or designee is the person suspected of child abuse the report shall be made to the superintendent of schools. [See I-3 Procedure](#) and additional training on [SafeSchools](#).

Overtime: Exempt (salaried) employees are not eligible for overtime pay. Non-exempt (hourly) employees are provided overtime pay for authorized hours *worked* over 40 in a week. All hours will be recorded on the employee's timesheet, including overtime hours. Overtime hours will be broken down in detail on the overtime portion of the timesheet. The following rules for overtime are as follows:

1. Any overtime worked by an employee will require the approval of the supervisor or building administrator/designee in advance of any hours worked, unless specifically provided.
2. All overtime hours are to be recorded in the separate overtime section of the timesheet. It is important to identify each overtime event on your overtime sheet.
3. The timesheet containing regular hours and overtime hours will be submitted to the supervisor/building administrator for approval and then sent to payroll for processing.
4. All overtime hours are to be coded. The codes are located on the overtime portion of the timesheet.

Parking Personal Vehicles: The staff member may only park his/her personal vehicle in designated parking lots. The District is not responsible for any damage or loss resulting from the use of the parking area. In some locations, such as the high school and middle school, parking permits for employees assigned to these locations will be issued and must be displayed from one's rear view mirror. The District reserves the right to tow any vehicle that is improperly parked at the person's expense.

1. *Fire Lanes and Restricted Parking Areas:* Please do not park in areas not intended for parking, including fire lanes, bus lanes, drop off lanes, fields, courts, and reserved parking spaces. Vehicles will be towed at the owner's expense.
2. *Handicap-Accessible Parking:* Persons parking in designated "Handicap-Accessible parking" spots will be expected to display proper permits.

Pay Day: Pay is generally issued every other Friday from the Business Office and will be direct deposited to the employee's bank account unless other arrangements have been made with the [Payroll/Benefits Coordinator](#). School year employees may elect to adjust their pay in order to be paid through the summer and such arrangements must be made directly with the Business Office. Hourly employees are expected to complete a timesheet for the hours worked and submit to his/her supervisor for approval no later than Friday prior to the payroll week; failure to do so may result in a delay in pay. Questions regarding pay and/or deductions from pay may be asked of your supervisor or contact the [Payroll Benefits Coordinator](#).

Performance Evaluations: New employees will be reviewed by their supervisor or building administrator at the end of the probation period. Continuing employees will be reviewed according to the performance evaluation program developed for their position using a standard evaluation form. For more specific information, the employee should speak directly with their supervisor and/or building administrator or consult the Master Agreement or employment guidelines for their work unit.

Personnel File: Personnel files are the property of the District. An employee shall have the opportunity to review items in their personnel file during normal working hours after making arrangements with Human Resources. The employee will have the opportunity to review all materials other than references and may have copies of file documents.

No derogatory materials regarding an employee's conduct, service, personality or character will be placed in the personnel file without the opportunity for the employee to review such material. The employee shall acknowledge the opportunity to review any derogatory material and will sign a file copy with the understanding that a signature may not indicate agreement with the contents. Refusal to sign may constitute grounds for employment action up to and including termination.

Protection of Pupil Rights Act: The Protection of Pupil Rights Act, 20 U.S.C. §1232h (hereinafter "PPRA"), requires parental notification in a number of respects. See [District Policy F9](#).

Purchase Orders: The purchase order process is used for all educational supplies and materials and the use of this requisition system helps to ensure that funds are appropriated according to district fiscal control protocols and budget limitations. Employees wishing to make a purchase must complete a purchase order request and obtain the approval of their supervisor/principal before orders are placed and purchases are made. The use of specific vendors and/or the bid processes may be required for some purchases and the Business Office is available to assist with any questions.

Restraint and Seclusion: State Board Rule 4500 defines the appropriate use of seclusion and restraint. Rule 4500 also sets forth the reporting requirements relative to any use of seclusion or restraint in school (e.g., teacher to administrator, administrator to superintendent, and school to parent/guardian of affected student). [Frequently asked questions about Rule 4500](#) are available online. Staff involved in Seclusion or Restraint shall complete a [Restraint/Seclusion Documentation Report](#) and send to: [Joanne Godek](#), Director of Educational Support Systems.

Safety and Security: It is expected that all employees report to work fit and ready for duty. Any person under the influence of drugs or alcohol (prescription or non-prescription) will not be allowed to continue to work and may be subject to disciplinary action up to and including termination. Safety trainings, appropriate to specific positions, are provided to our staff members through [Safeschools](#) and in person. It is expected that all staff participate in trainings as they are made available and assigned and practice safety steps at all times. The care and concern for our students and staff is of utmost importance. Staff members are expected to be vigilant in watching for ever presenting risks to others while on school property.

The District expects that every person will assume responsibility for their individual safety and that of the District. Failure to follow District safety and health guidelines or engaging in conduct that places the employee, students, or District property at risk can lead to employee disciplinary action and/or termination. In the event of a workplace related illness or injury, it is the responsibility of the employee to complete a [First Report of Injury](#) form for any workplace illness or injury for which they are involved. An employee witness may also be requested to complete a report. These reports will then be sent to the [Benefit Specialist in Human Resources](#).

School Closings: In the event of inclement weather or an emergency school closings, you will be notified through the District broadcast system, “Blackboard Connect”. Some non-instructional employees may be expected to report to work unless they are otherwise notified by their supervisor or building principal. If travel is perilous, the employee may request the use of earned leave time such as vacation, floating holiday, or a personal day. Emergency leave may be utilized only with Superintendent approval. Emergency school closings will also be announced via the following radio and television stations will have the latest information: WJOY, WKDR, WEZF, WNCS, WOKO, WKOL, WIZN, WVMT, WXXX, VT-ETV, WCAX-TV, WPTZ-TV, and WVNY-TV.

School Resource Officer (SRO): The District works with the South Burlington Police Department to provide specially trained, on-site Police Officers to provide consultation, DARE training, and assistance with law enforcement issues that are presented within the District. Employees may access these officers through their supervisor/building administrator.

Seniority Lists: The Central Office will maintain seniority lists for teacher and union support staff. Supervisors will maintain seniority lists of other non-union department employees. The seniority list is used in the event of reduction in force, and may be used for department activities such as making assignments, and approving leave requests. Employees are encouraged to consult their Master Agreement or Employee Guidelines for specific information regarding seniority.

Separation of Employment: To lessen disruption to the District’s operation and to ensure proper final payment, the employee is asked to provide as much notice as possible to one’s supervisor and/or building administrator when resigning or retiring from employment. All District items must be returned prior to departure and employees are expected to connect with [Human Resources Coordinator](#) to schedule an exit interview.

Job Abandonment: The District expects employees to report for work on time as scheduled. An employee who is unable to report to work as scheduled is expected to log-on to the online absence management system or contact their supervisor/principal in accordance with leave protocols. An employee who fails to report to work for more than three (3) consecutive work days, without following leave protocols and without proper notification to the supervisor, may be considered as having voluntarily resigned as a result of job abandonment.

If the employee is unable to contact the supervisor/principal or access the absence management system, they should ask a family member or representative to do so on their behalf. If the employee or representative is unable to contact the District due to an extraordinary circumstance (i.e., medical emergency, incarceration, or natural disaster that prohibits contact within three (3) days) the employee or their representative must contact the supervisor/principal as soon as practicable to explain the situation. The district will consider that nature and timing of the situation prior to a determination that the voluntary resignation will be upheld.

Retirement: An employee who plans to retire should notify their supervisor and Business Office in writing as soon as possible, so that appropriate retirement arrangements can be made. Educators may obtain more information about teachers’ retirement via the [Vermont State Teachers’ Retirement website](#). Participants in the District 403(b) and/or 457 plans may obtain additional information through the [Empowerment Retirement representative](#) assigned to our District until January, 2018. Beginning in February, 2018 the [Teacher Retirement 403\(b\) and/or 457 plans will be administered through Prudential](#).

[Sexual Violence Protection - Act 1](#): Act 1 provides Vermont prevention practitioners with the opportunity to work together to support understanding and implementation of comprehensive sexual violence prevention in school communities. The pieces of Act 1 which pertain to schools cannot be fulfilled by any one single training or provider. We must work together. See [guidance for Community Prevention Practitioners](#) and additional training on [SafeSchools](#).

[Smoking/Tobacco Use Prohibited](#): The District complies with state law and local smoking ordinances thereby prohibiting smoking and/or tobacco use on all school district property, including all buildings and vehicles. Smoking is not allowed during work or any school sponsored activity, including those held off-campus. Violation of the policy may result in employment action up to and including termination.

Substitutes: If an employee needs to be away from work the absence should be entered into the [online absence management system](#), where applicable this will activate the substitute calling protocol. If substitute coverage for an assignment is required for non-teaching positions, the employee must speak with the supervisor or building administrator as soon as possible so that appropriate arrangements may be made. As much advance notice of a leave is preferred to adequately plan for coverage. Staff are not permitted to assign another employee, monitor his/her duties, and no substitutions for assignments shall be made without the approval of the supervisor or designee. In the event of an emergency or sudden illness or injury, please contact your supervisor or building administrator immediately so that arrangement may be made.

Timesheets: A non-exempt (hourly) employee is expected to accurately record hours worked on the timesheet on a daily basis, sign and submit it to the supervisor for approval no later than 4:00 pm on the last Friday of the time period. Staff are scheduled for regular work hours each day; however, if additional work is required by the supervisor/principal, then the employee may claim overtime for work over 40 hours in a week. All lunch, break and non-work time should be recorded on the timesheet. Timesheets should be completed and submitted to the supervisor and/or building administrator for review. When adjustments to hours are made, the employee will be notified of the correction.

Training and Professional Development: Orientation to the District will be provided to all new employees at the start of employment and will include information on District policies, procedures, and expectations. All employees will also be required to complete additional training through the District provided online training program called [Safeschools](#), through special in-service trainings for such topics as CPR/First Aid, and through school sanctioned programs.

Transportation of Students by Staff: The District encourages the use of busses for transporting students. There are times, however, when staff or parents volunteer to transport a small number of students for a specific purpose. Here are the general guidelines for anyone who transports South Burlington District students: The driver must have the office make a copy of the driver's license, vehicle registration, and insurance. The vehicle must also display a valid inspection sticker. Volunteer drivers will carry at least the state minimum for liability insurance. If there is an accident, the driver's insurance is primary carrier; the District insurance policy covers liability beyond the driver's insurance limits. The driver is not "covered" by the District insurance policy. The vehicle must have a seat belt for every passenger and seat belts must be used at all times. A student under the age of eight must have an approved child restraint system. Before any child is transported in a private vehicle, the parent must be informed and permission must be secured in writing. Drivers must also sign a statement understanding the limitations and this document will be kept on file in the Business Office.

Travel Reimbursement: An employee will be reimbursed for reasonable expenses incurred in connection with approved travel on behalf of the District. Mileage will be reimbursed according to the government rate announced each April and will go into effect for the next fiscal year (July 1-June 30). Violations for parking, speeding, or traffic infractions will not be reimbursed; parking fees will be reimbursed.

Visitors/Volunteers/Interns/Vendors: The supervisor and/or building administrator must be advised in advance of any visitor, vendor, intern, consultant, volunteer, or other non-employee who will be present in the building. All visitors must report to the main office of each building and sign in before they can proceed to an appointment or scheduled visit. Visitors who wish to meet with faculty are encouraged to make an appointment prior to meeting with a staff member. Vendors are restricted to designated areas.

Some regular visitors, including student mentors, interns, and consultants, with a legitimate reason for being on the property may be granted additional access based on regularly scheduled visits; however, these regular volunteers must follow the background check process as required by Vermont statute as they may have unsupervised access to students. This may be completed by contacting the [Human Resources Coordinator](#).

Weapons: The District is committed to providing a safe workplace and learning environment and prohibits the possession of any weapon, lawful or unlawful, on school property by anyone including, but not limited to, employee, student, volunteer, vendor, or client. Violation of the policy may result in employment action up to and including termination.

Wellness: The South Burlington School District Wellness Committee (comprised of staff, students, and community members) oversees the district's commitment to nutritional, physical, mental, and social and emotional wellness in our schools. A strong farm-to-cafeteria program and partnerships with [community wellness organizations](#) allow students and staff further opportunities for learning. For more information, we encourage you to speak with your supervisor, building administrator, or contact a building Wellness representative. See also [District policy F5](#).

Work Time:

1. **Work Year:** The term "per year" shall refer to the fiscal year, from July 1 to June 30, unless otherwise identified (i.e. grant-funded, seasonal, partial year, or newly hired positions). The individual's Contract/Letter of Employment will identify the specific beginning and ending date of the employee's specific work year, within the District's fiscal year.
2. **Work Week:** A regular workweek will not exceed five (5) consecutive days in a given seven (7) day period. Unless indicated, the seven (7) day period generally will be Sunday through Saturday. An hourly employee who works beyond forty (40) hours in a seven (7) day period will be compensated at the overtime rate.
3. **Work Day:** A regular full-time work day will noted in the employees' Master Agreement or Employee Guidelines.

Working with Students: A positive learning environment must be safe and supportive of all persons. It is essential that everyone follows reasonable set of expectations. Equally important though, is the development of good working relationships and interactions between students and adults in order help students learn and gain skills that are compatible with expected behavior.

Student Discipline Protocols: In the event a student's behavior is disruptive or presents a potential safety problem for themselves or others, it is expected that school protocols will be used to instruct students on how to become good school community members. No physical contact with students should be used to compel compliance with directions. More information will be provided to you in the School Section of this handbook.

Student Illness or Injury: In case of an illness or injury of a student in your care or proximity, you are responsible for directing or taking the student to the school nurse's office. The school nurse, principal/designee will decide what course of action to take. If you witnessed an accident, please remember to fill out an accident report available in the school or custodial office. Only nurses or their designees are permitted to dispense medications (prescription or non-prescription) to students. All medication should be directed to the school nurse or main office. Each school is equipped with first aid kits, EPI-Pens, and emergency cleanup kits should an accident or injury occur.

Student Safety: No unsupervised contact by non-staff, including volunteers, is permitted with students. Please report any suspicious behaviors and/or strangers to a school administrator. All visitors or non-district employees are required to sign in at the school's main office and to receive visitor badge that are to be visible at all times.

Acknowledgement Form

This form is to certify that I have been given a copy of the _____ guidelines and that I have read and understand the contents. I further understand that no promise of continued employment is implied or expressed beyond what has been provided to me through my contract or memorandum of understanding.

Employee Signature

Date

Print Name