



New Employee Handbook

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History of Latta School

Latta School has a long and proud history. Latta Public Schools held their first day of official class on November 19, 1920 and has had its doors open to students every year since. The school building we now enjoy is drastically different than the old two-story school that was in use in the 1940's and 50's. Latta School was built on land that was donated by a man named George Washington Latta, a full blood Cherokee Indian. Mr. Latta died in 1929.

Daily Operations

Latta Public School starts each class day at 8:20 and runs until 3:00. Teachers should be on campus no later than 8:00 and should not leave before 3:15.

The school day has seven periods of instruction ranging in time from 45 to 55 minutes each.

Latta Jr. High and High Schools have a daily nutrition break from 10:00 a.m. to 10:10 a.m. every day. This time is given to the students so they can fill the nutritional gap between the time when school starts and lunch. During this time the students are allowed to purchase items from the vending machines and other types of foods that are brought in.

Pay Periods

All Latta Public School employees are paid once each month. Non-certified staff and administrators, counselors and 10 & 12-month career-tech teachers are paid on the 1st day of each month. Certified staff members and cafeteria workers are paid on the 10th of each month. If a pay date falls on the weekend, you will receive your check on the Friday before the weekend. You may receive compensation either through direct deposit or through a regular paycheck.

Insurance Benefits and Latta Schools Plan 125

Full-time certified and support employees may receive paid health insurance benefits or a cash amount in lieu of the health insurance. If the employee chooses to take the cash amount, it is considered taxable compensation. The employee may also purchase dental, vision and life insurance through the school. In addition, the employee may purchase health, dental and vision insurance for his/her spouse and legal dependents. Employees who participate in the district's Plan 125, may purchase health, dental and vision insurance without paying taxes on the amount of income required to pay the premiums. Please contact the superintendent's office if you need more information about insurance benefits available through the district.

Oklahoma Teacher Retirement and Other Retirement Investments

All certified employees are required to participate in the Oklahoma Teacher Retirement System. Support employees have the option as to whether or not they choose to participate in Teacher Retirement.

In addition to Teacher Retirement, employees of the district may participate in the district's 403(B) and 457 Plans. Both of these plans are designed for employees to save additional funds for retirement and they each have a variety of investment products that you may purchase. Please contact the superintendent's office if you need more information about Teacher Retirement or the 403(B) or 457 Plans.

School Board Members

The Latta Board of Education is comprised of five members. The current members of the Latta School Board include: Royce Chandler, Connie Smith, Wayne McElhannon, Mike Manning and Sammy Estes. The Latta Board of Education meets regularly the first Monday of the month at 6:30 p.m.

School Lunch for Teachers and Support Employees

Hot lunches and salad bar can be purchased everyday in the cafeteria. Teachers and staff members are charged \$2.40 per day. Employees are expected to pay their lunch charges promptly. No employee may have more than five lunch charges. You may pay for your lunches at the principal's office.

Purchasing Procedures

General Fund Purchases

All Latta School employees must follow the same procedure when they request to purchase something using school funds. No item can be purchased or ordered prior to obtaining a purchase order number. The requisition process is as follows:

1. Determine if the purchase is needed.
2. Fill out the requisition form **completely** using the forms located in any administrator's office. Include the price of shipping as well.
3. Turn the requisition request into your principal for their approval. After that approval they will send it forward to the superintendent's office for final approval and assign it a purchase order number if the request is granted. If approved, you are responsible for making the purchase.
4. After the purchase is made you must return all signed receipts and invoices to the superintendent's office.

5. Do not purchase and good or services without going through this process. **This includes activity fund purchases.**

Activity Fund Purchases

All Activity fund purchases must go through the requisition process

1. Fill out generic requisition form and get approval of principal or athletic director.
2. The request will then be forwarded to the Superintendent's Office.
3. After approval by the Superintendent, all information on the generic requisition form must be re-entered on a pre-numbered activity requisition
4. After the pre-numbered from has been signed by the Superintendent, your purchase may be made. You are responsible for making your purchases and ordering all merchandise unless otherwise agreed upon with the Superintendent's office.
5. After making the purchase, please return all receipts and invoices to the Superintendent's office

NEVER ORDER ITEMS OR GOODS FOR STUDENTS THAT HAVE NOT BEEN PAID FOR IN ADVANCE!! THE SUPERINTENDENT MUST APPROVE ANY EXCEPTION TO THIS.

Example: Organization is ordering jackets from a sporting goods vendor. Jackets cost \$80.00 each. Sponsor wants students to pay half at time order is placed and half upon delivery. This must be approved by Superintendent before procedures for pre-payment can be waived.

If the transaction takes place directly between the vendor and the student and does not involve the school activity fund in any way, then any arrangement for payment will be up to the vendor.

Example: Student orders graduation announcements form Jostens and pays deposit of \$50.00 with a check made out to Jostens. This does not involve our activity fund so it would not require authorization from Superintendent.

Receiving Procedures

All purchases delivered to the schools are to go directly to the Superintendent's Office to be checked in by the receiving clerk.

Receiving Clerk – Andrea Nickell

The receiving clerk will check the contents and packing list of all deliveries and make sure there are no shortages. The receiving clerk will then give the packing list to the

encumbrance clerk. The receiving officer will note any shortages on the packing list and make sure that the encumbrance clerk is aware of these. After the package has been checked it will be delivered to the proper individual at the direction of the receiving clerk. ALL DELIVERIES ARE TO BE OPENED AND CHECKED ONLY BY THE RECEIVING OFFICER.

Travel Reimbursement:

Any reimbursement for travel expenses must be approved in advance through the requisition process described above. Upon return from travel, you must complete an expense reimbursement form and present itemized receipts for reimbursement. Below is an example of a properly itemized receipt.

WESTERN SIZZLIN'S STAKEHOUSE
3434 3434 GARRIOT
3435 3435 OKC, OK

7/1/02 1:15 p.m.

Chicken Fry Dinner	\$5.49
Ice Tea	\$0.99

Subtotal	\$6.48
Tax	\$0.46

Total	\$6.94
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Often times restaurants want to give a receipt with only the total amount. This is not acceptable for reimbursement purposes. Make sure they provide you with a proper receipt.

Meals are only reimbursable if an overnight stay is required and are limited to a maximum reimbursement of \$40.00 per day.

Any arrangements for lodging must be approved in advance by the Superintendent.

If these purchasing and receiving procedures are not followed, you will be liable to pay the invoice. If you do not supply proper receipt documentation, you will not be reimbursed for meals, etc.

Grading System

The grading system at Latta Public School is unique in several ways. We do not issue 9 weeks report cards. We do send home grade reports at mid-term but the grade is calculated for the entire semester as this is what is placed on the student's permanent record. Our grading scale is:

90-100%	A
80-89%	B
70-79%	C
60-69%	D
59-below	F

If you are teaching in the Jr. High or High School you are asked to use the computer grade book and hand each student a progress report at least every two weeks so they can monitor their progress. Beginning in the 2008-2009 school year the grade book will be available online. Grades are also to be posted on Edline a minimum of once a week so that parents can access their student's progress from their home computer. If you have never used the computer grade book or Edline, please see Mrs. Debbie Lynch for proper training.

Extra Duty Assignments

All teachers will be given extra duty assignments. These assignments range from hall duty to coaching duties. It is very important that all teachers know what their duties are and know what is expected of them when performing their extra duties. If you have a duty for lunch or morning it is very important that you are where you are supposed to be when you are supposed to be there. If something happens on your duty when you are not there you could be held liable. If you have a problem being where you are assigned duty please let your principal know so that they can cover your duty or find someone to cover.

Evaluations

All teachers are evaluated at least one time per year. If you are a new teacher you will be evaluated at least twice per year during your first three years and at least once per year in your fourth year of employment at Latta.

Policy Manual

All employees of Latta Public Schools receive a policy manual which has information concerning your duties and the policies and procedures of the district. Please refer to this manual for questions concerning sick leave, personal leave and other policies and rules pertaining to your position. It is your responsibility to file new or updated policies

into your manual as they are adopted. The new or updated policies will be given to you by the school administration.

Professional Dress

Latta Public Schools does not have a formal dress code for employees. However, all staff members are expected to dress professionally. The attire worn by staff members should never violate the student dress code. Staff members should dress so that there is a definite difference between their appearance and the dress of their students.