



BAUGO
COMMUNITY
SCHOOLS

Small School Feel ~ World Class Education

2022/2023 Certified Staff Handbook

We Promise to nurture, encourage, guide, and instill hope in each child as we educate them today, to prepare them for tomorrow.

Board Approved September 26, 2022
Effective July 1, 2022

Rights of the Association

The Board agrees that every teacher employed by the Board shall have the right to freely organize, join, and support the Association for the purpose of engaging in bargaining. The Board further agrees that it shall not directly or indirectly discourage or discriminate against any teacher with respect to hours, wages, or terms and conditions of employment by reason of membership in the Association.

The Association president or the president's designee may be absent with pay and without loss of any leave to attend meetings scheduled with the employer to discuss problems of mutual concern and conduct Association business eleven (11) days per year. A request for an Association day shall be made in Willsub the preceding day (except in case of an emergency) to secure a qualified substitute(s) if needed. The Board will pay the substitute costs. Not more than two of these days will be used on any given day without the approval of the Superintendent. These days are non-accumulative. It is recognized that it is sometimes necessary that representatives of Baugo Community Schools are available to testify before and to speak with members of the Indiana General Assembly while the legislature is in session. The Superintendent may, in any given year, grant additional Association days.

Master Contract

The Certified Handbook intends to add additional information and is in no way a replacement for the master contract or Indiana Code.

Employment Applications

The district relies on the accuracy of the information placed on the employment application. The district also expects that accurate and true information is provided during the hiring process by the applicant and the applicant's references. If it is found that any information is misleading, false, or was left out on purpose, the applicant will be rejected from further consideration. If the person was already hired, it could result in termination of employment.

Teacher Certification

Teacher's are responsible for securing appropriate certification in accordance with the Indiana Department of Education licensing standards (IC 20-28-5-17) and that their license is valid for the current school year. Failure to secure appropriate certification shall be cause for termination.

Job Posting

Available jobs including certified, extracurricular, and administrative will be posted via email. The posting will contain the required qualifications and experience as well as for instructions on how to apply. Employees who meet the job criteria are encouraged to apply. Jobs will be posted for a minimum of ten days to faculty before release to the general population. When a position becomes open during the school year the open position may be filled on an interim basis. If the position will continue to exist the following school year, it shall then be posted, opened for voluntary transfer, and permanently filled.

Reassignments and Transfers

In general, the transfer of teachers to a position in the various schools, departments, and extra-duty schedule positions shall be the authority of the employer. Transfers may be made on a voluntary or involuntary basis, but in both cases, the welfare of the teacher and students will be the primary considerations in the employer's decision. Teachers who desire a change in grade level or subject assignment shall communicate their request for reassignment, in writing, to the principal. No assignment of new teachers to vacancies in the school building shall be made until action on all pending requests for reassignment to a position in the building have been made. If a transfer is not granted, the

employee shall be notified in writing. Once a job has been posted, a teacher seeking transfer needs to notify the Educational Service Center that they are interested in the job within the 10 days of the initial posting.

Training and Development

The district recognizes the value of professional development. To support teachers' continuous professional growth, Baugo Community Schools periodically schedules in various fashions, on-the-job training, including but not limited to: optional in-service days, conference leaves, in-house training, summer workshops, and online webcasts.

Performance Appraisal Program

The district policy is to review each employee's performance on an on-going basis to ensure that an individual is performing the job to the best of the teacher's abilities as well to suggest areas for improvement and development. Proficiency will be assessed through observations consisting of at least one long and one short. Teacher performance will be reviewed using the RISE 3.0 Rubric. Post conferences will be held for extended observations within five days of the initial review and be presented with oral and written feedback from the evaluator. Any teacher deemed ineffective on their summative evaluation the previous year will be required to have a professional development plan which will be monitored by an evaluator. It is the responsibility of the teacher to provide documentation to the evaluator to prove competency in all areas of the rubrics.

Progressive Discipline Statement

A teacher shall not be disciplined without just cause. The parties recognize the concept of progressive discipline as a sound basis for the administration of teacher discipline. Generally, such a system of teacher discipline includes, for minor offenses that an oral warning first is given, that a written warning be given for a second violation, and that any subsequent offense subject the teacher to further discipline, including but not limited to suspension with or without pay or discharge. A teacher shall, upon request, acknowledge by a signature the receipt of an oral warning and will be given a copy of such at the time it is signed. This acknowledgment shall not be placed in the teacher's personnel file. If a teacher is to be disciplined or reprimanded by the employer, he/she shall be entitled to have a representative of the Association present. Any reprimand or warning to a teacher for any infraction of rules or deficiency in professional performance shall be issued in a private setting. Any complaint not called to the attention of the teacher may not be used as the basis for any reprimand, discipline, or discharge. It is recognized that any of the above procedures, other than the oral warning in the progressive discipline procedure for teachers, as well as other items related to the teaching process, shall be put in writing with specific suggestions for improvement(s) or changes to be made.

In an instance where the suspension is justified, the Superintendent may suspend with or without pay, in accordance with IC 20-28-9-21. No teacher will be suspended without pay pursuant to this section without just cause. A notice will be provided to the teacher following the guidelines under IC-28-9-22.

Legal Assistance to Teachers

Any case of alleged assault and battery upon a teacher resulting from or related to the discharge of the teacher's duties shall be promptly reported to the employer. The employer shall provide legal counsel to advise the teacher of the right and obligation with respect to such alleged assault or battery. In a case where a teacher has a civil suit filed against him/her because of an incident arising out of the discharge of the teacher's duties, the employer agrees to defend such teacher pursuant to the Board's power under I.C.20-5-2-2(16) to wit: To defend any member of the governing body or any employee of the school corporation in any suit arising out of the performance of the teacher's duties for, or employment with, the school corporation, provided the governing body by resolution determined that such action was taken in good faith; and to save any such member or employee harmless from any liability, cost or damage in connection therewith, including but not limited to the payment of any legal fees, except where such

liability, cost or damage is predicated on, or arises out of the bad faith of such member or employee, or is a claim or judgment based on the malfeasance in office or employment. At this time, the Board cannot provide financial or legal assistance when a criminal suit is filed against the teacher.

The governing body of a school corporation has the specific power to defend a teacher in any suit arising out of the performance of the teacher's duties, provided the teacher's action was taken in good faith. The governing body may hold the teacher harmless from any liability, cost, or damage in connection with the teacher's performance. This would include the payment of legal fees. A teacher may be responsible for any liability, cost, or damage where the teacher acted in bad faith or committed malfeasance in office or the teacher's employment.

I.C. 20-26-5-4(a)(17)

Resignations

Employees who choose to resign from employment are asked to give at least two weeks' written notice. Employees who do not give appropriate notice may not be eligible for rehire. In accordance with I.C. 20-28-7.5-8 teachers may be bound to the teacher contract for up to an additional 30 days if the resignation is less than 14 days prior to the first teacher day. Any questions regarding resignations, please direct to Human Resources. Resigning employees may be given an exit interview. The purpose of the interview will be to make certain the reasons for the employee's resignation is not founded on a misunderstanding or erroneous situation. The interview may also cover what compensation the employee has coming and when termination of benefits will occur. Employees are expected to turn in all property assigned to them at the time of resignation.

Terminations

A discharge may become necessary due to the employee's lack of ability or failure to fulfill the requirements of the job. Discharges are always unpleasant and costly and the decision to discharge is not made lightly. Advance notice may or may not be given depending on the circumstances surrounding the termination. All terminating employees may have an exit interview. The purpose of the interview would be to ascertain that the reasons for the employee's termination are not founded on a misunderstanding or an erroneous situation. The interview may also cover what compensation the employee has coming and when termination of benefits will occur. Employees are expected to turn in all property assigned to them at the time of termination.

Reduction in Staff

In the event fewer teachers are needed, the Superintendent shall notify the Association as early as possible. If the qualifications and job performance of the teachers are relatively equal, the teacher(s) with the least amount of seniority in the corporation shall be laid off first. In a case where seniority would not be followed, the Superintendent will discuss with the Association. If the teacher is not certified for a position held by a less senior teacher, the employer shall not be required to assign the teacher portions of other teachers' assignments, nor shall the employer be required to reassign a more senior teacher in order to create a position for which he is certified. A teacher in good standing, who is laid off, shall be considered for assignment under a temporary contract, substitute teacher assignments, and positions for which he/she is qualified.

Teachers shall be recalled in inverse order of their release as new positions open for which they are certified and qualified.

Summer School Selection

All known openings for summer school shall be adequately publicized by the Superintendent and will be e-mailed to all certified staff members no later than April 15th. A written request of interest must be submitted within ten (10) working days of the posting. Positions in summer school shall be filled first by teachers regularly employed in the Bago Community Schools during the normal school year and who possess a valid teaching license.

Qualified teachers shall be selected for employment according to, but not limited to, the following criteria:

- Area of certification
- An effective or highly effective score on the Summative Evaluation
- Attendance rate during the normal school year will be considered (BEA business or leaves for educational conferences or PD will not be figured into the attendance rate)
- Number of years of experience teaching in the subject area
- Advanced training or experience in the subject area (for example, a reading endorsement for 3rd-grade IREAD position)

If all of the above are equal, the number of years employed by the school corporation combined with the number of years teaching summer school will be the final criteria used in the determination.

Hours of Work

Regular Reporting and Dismissal Times:

The length of the teacher's day shall be as follows:

High School	6:55 a.m. to 2:55 p.m.
Junior High School	7:00 a.m. to 3:00 p.m.
Intermediate School	7:35 a.m. to 3:35 p.m.
Elementary School	7:45 a.m. to 3:45 p.m.

It is recognized that teachers may be required to stay beyond the normal dismissal time for such things as conferences, staff and faculty meetings, and late buses. The extension of the normal school day shall not exceed eight and a half (8.5) hours inclusive of the lunch period. Teachers shall attend all faculty meetings unless exempted by the building principal.

Absence Procedures for Staff

If a teacher will for any reason (conference leave, sick day, emergency, bereavement, etc.) be absent from school, the teacher must utilize the online WillSub system. It is the teacher's responsibility to enter any request into the WillSub system. The WillSub system is available 24 hours a day. The absence must be entered into WillSub as early as possible. For personal days they should be entered in by 4:00 p.m., the work day prior to the leave date. This means that a Monday personal day needs to be entered by 4 p.m. on Friday. If a teacher is not certain that they will be absent and decides to wait until morning, enter the absence as soon as possible. It is the teacher's responsibility to make sure lesson plans and materials are available for the substitute. The teacher is expected to keep an emergency plan in the class's desk drawer in case the teacher is not able to prepare sub plans. Staff absence forms for conference leave must be completed and sent to the Baugo Educational Service Center for the Superintendent's approval. When requesting bereavement leave, the employee must record the name and relationship to the deceased in the notes section. When requesting an emergency day, the reason for the request must be recorded in the note section. If an individual is absent from work without it being recorded in WillSub or enters a personal day after the cutoff time, it is considered a violation of policy. This may have a negative impact on an individual's summative evaluation score. A violation of the policy could also result in disciplinary action against the employee up to and including termination.

Normal Teaching Load

Elementary: A normal teaching load for elementary school teachers shall be no more than 1550 minutes per week.
Secondary: A normal teaching load for secondary teachers shall be six (6) periods a day. Insofar as practicable and unless the program requires it, a reasonable effort will be made to provide no more than three (3) preparations per day for a secondary teacher. This applies to teaching at more than one grade level or different subjects. The administration shall make every attempt to keep at a minimum the number of preparations.

Bus Duty

Teachers may be assigned bus duty. The expectations for the teacher of this duty is as follow:

- In the morning, greet students as they arrive encouraging them to move directly into the building.
- At the end of the day, teachers should walk out of the building with the students and report directly to their assigned area. If a teacher is not able to cover this duty, they should ask a colleague to cover for that duty.
- Substitute teachers should not cover bus duty.

Field Trips

Enrichment experiences such as educational field trips for students may be requested. Field Trip Request Form 2340F1 is available online and/or in the building. Please give adequate notice for any field trip. Transportation is to be furnished by a school bus or by school designated transportation and must be requested through Trip Direct. All students who participate in field trips will present written permission from their parent/guardian to participate. Please provide the respective school office with a roster of students who will be out for field trips, including the planned departure and return time. Only field trips that are pertinent to course content and which contribute directly to specific educational objectives will be approved. The Superintendent must approve all field trips, out-of-state and overnight trips must be approved by the Superintendent and Baugo Board of School Trustees. Approval may not be granted to trips that are simply recreational or that have not followed the established protocol for securing approval.

Field Trip Litmus Test:

- What educational objectives does this field trip meet for your students?
- How is this trip linked to the unit you are currently teaching?
- What instructional follow-up activities will the students do upon returning from the field trip?
- How will the field trip enhance learning more than classroom instruction on this topic or lesson?

Scheduling Events

To avoid conflicts, all special events must be approved using the Facility Direct system located on the home screen of your computer. The building principal and Director of Operations must approve special events before scheduling. The events may then be added to the school calendar. Recurring extracurricular events may be scheduled with the school secretary and do not require a Facilities Direct submission i.e. Girls Volleyball practice and games, drama productions, etc.

Chaperoning School Events

Responsibility for supervising students at after-hours school-sponsored events is an important part of teaching. Not only does faculty presence at events signal interest in the development of the total student, but faculty supervision is imperative to the smooth running of most extra-curricular activities. Opportunities for chaperoning events are available through the building office and the athletic director. Chaperones are responsible for supervising students' behavior whether the event is on or off-campus. A chaperone will stay with students upon return from an off-campus event until all students have procured rides home.

Fundraising

All monies should be turned into the office daily using the approved Indiana State Board of Accounts form. Teachers must check with their principal to get prior approval for all fundraising activities and complete all forms required for board approval using NEOLA forms. Fundraising must be approved prior to the start of the event date. All off-site fundraisers require the Superintendent and Baugo Board of School Trustees' approval. All money collected during fundraisers must be counted and given to the school secretary either the same day or, at the latest, the following school day after the fundraising event.

Emergency School Closing

Deciding whether or not school should open on a day of inclement weather is always difficult. We remain open unless the buses cannot operate due to bad weather. However, we may elect to delay the opening of school to allow snow plows to clear roads and to avoid rush-hour traffic. The option of having an eLearning day is also available.

When classes are canceled or delayed, we will notify parents in the following ways:

- an automated phone call will be made to the phone numbers provided by the parents
- a notice will be posted on Facebook and Twitter
- announcements will be made on area television stations.

Here are sources for learning about school delays, closures, or early dismissals:

- Follow BCS Tweets: www.twitter.com/baugosuper or @baugosuper
- Follow BCS on Facebook: www.facebook.com/BaugoCommunitySchools
- TV: WNDU (Channel 16), WSBT (Channel 22), WBND (Channel 57)
- Baugo App

Communications

Communication Expectations and Responsibilities:

- All employees are required to know and use Baugo's email system and student data system (as required).
- Upon arrival at school, or as soon thereafter as work duties allow, all employees are required to check their voicemail, email, and mailbox.
- Before leaving at the end of the day, all employees are required to check their voicemail, email, and mailbox.
- When leaving a voicemail or email message, do not expect them to be heard or read until the next "check" time, i.e., the beginning or end of the day.

Record Keeping

Teachers shall complete all records required by the administration. Teachers will be given a list of records they are to keep by their building principal at the beginning of the school year. The building principal shall give adequate notice of any additional information required

Student Records

It is important to note that student records include all records relating to an individual student, except those notes or records maintained for personal use by teachers or other certified personnel and records available only to persons involved in the psychological treatment of a student. Please refer to the student records policy for more complete information but use the following as a guide for best practice.

- Confidentiality is paramount. Given this, at no time should students enter grades for a teacher or grade the works of other students, other than the in-class exchange of short quizzes or assignments. This does not prohibit peer review, peer editing, tutorial review for evidence of understanding, or other input on speeches, presentations, etc.
- A student's teacher and others who may work with the student, including educational assistants have what is called legitimate educational purpose to have access to a student's file and special education file (including IEP).
- A school psychologist, counselor, social worker, nurse, teacher, or administrator must keep confidential information received from a student that the student or another student is using or is experiencing problems resulting from the use of alcohol or other drugs unless the student consents in writing and school personnel have reason to believe there is serious and imminent danger.

- Student files may be reviewed, but for security reasons, files may not be removed from the building's main office. Important information regarding a student (such as a letter about a change in family circumstances or the child's medical condition) should be placed in the student's file or a professional's notes.

For questions, contact the building principal.

Individualized Education Programs (IEP), 504 Plans and Reevaluations

Section 504 is a civil rights law that prohibits discrimination against individuals with disabilities. Section 504 ensures that the child with a disability has equal access to an education. The child may receive accommodations and modifications.

It is the expectation for all certified staff to follow as a part of the special education and 504 special needs plan process, teachers take an active part in evaluating student strengths and needs. This includes determining the need for special educational programs, 504 special needs plans, and/or related services. Teachers are vital to the effective implementation of these programs and are responsible for having knowledge of and ensuring compliance with IEP and/or 504 special needs plans at all times, including anytime class rosters, change due to a student transfer, the start of a new semester, etc.

Parents and Community Members

Parents and community members are always welcome at school; they are asked to sign in at the office upon arrival and they should be wearing a visitor name badge. All teachers are asked to take a few minutes on an occasional basis and remind their students of the common courtesy extended to anyone who is visiting. This includes a class greeting (or an individual student who serves as the class ambassador and greets visitors), polite responses to any questions that might be asked, and silence if and when the visitor(s) and an adult may be talking.

Visitors

It is the staff's responsibility to know who is in and around the building. School personnel should pay attention to people who may be visiting the building, including checking for a visitor's pass and escorting them to the office to obtain one if they do not have one. Unknown visitors should not be permitted to walk around unaccompanied. Staff should alert the office if they feel a visitor is a safety risk.

Sales Representatives/Solicitors

Sales representatives are not allowed to approach teachers during the school day unless they have been cleared through the office and they either have an appointment with the teacher or the teacher wishes to talk with them during a free period. Under Policy 3113 Conflict of Interest - Employees, officer (that is, any member of the Board), or agent shall not engage in business, private practice of their profession, the rendering of services, or the sale of goods of any type where advantage is taken of any professional relationship they may have with any student, client, or parents of such students or clients in the course of their employment or professional relationship with the Corporation.

Custody

The awarding of custody to one parent does not deny the parent not having custody access to the student's records unless they are expressly precluded through a court order. A teacher may occasionally have a student in the class whose divorced parents have worked out special custody arrangements. The teacher will be informed about these students by the principal. If one is uncertain of the situation with a student, it is the teacher's responsibility to check with the school office. This is important since sometimes students may only be released to one custodial parent. Where parents have shared custody, the school needs a written request from the parents if duplicate copies of newsletters and other school information are to be sent to both parents' homes. Please notify the office of any requests from parents or information you may receive related to student custody issues.

Child Abuse and Neglect – Mandatory Reporting

Any school employee who knows or suspects that a child's health or welfare has been or appears to have been harmed, as a result of child abuse or neglect, has legal responsibility and duty to report the case following these procedures. If a staff member has any questions regarding the responsibilities or role, the immediate supervisor should be contacted for assistance. Any doubt about reporting suspected abuse or neglect shall be resolved in favor of the child. The completed DCS referral form shall be completed immediately and before the child leaves the school. A school employee is immune by statute from any civil and/or criminal liability when reporting in good faith suspected child abuse or neglect. Failure to report by any school employee may result in disciplinary action against the employee by the school system and civil and criminal action under the law.

Crisis Communication and Steps to Support and Ensure Safe Schools

When a threatening or violent message is heard or observed (e.g., in a conversation, class presentation, journal, or art project) follow the building protocol. Please follow up with the principal as soon as possible or before leaving school that day.

Attendance

Please be accurate when taking attendance to avoid unnecessary and upsetting calls to parents. Teachers are responsible for taking attendance at the beginning of the day or every class period dependent upon the teaching assignment. Please refrain from using the all present button.

Tardy to Class

Clear expectations should be set in regards to students getting to class on time. When the bell rings, all teachers and students should be in the classroom.

Monitoring Student Dress Code

It is everyone's job to monitor what students wear, what they hang in their lockers, and what's on their school issued electronic devices. This is not an issue of your personal preference, your personal comfort with confronting students, or your standards or beliefs. It is a matter of school policy.

Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Please reference the student handbook for styles or manners of dress that apply.

Sending Students to the Office

Most minor student behavior matters should be taken care of between the teacher and the student. Parent involvement may be necessary. The building level disciplinary procedures should be followed. If you find it necessary to send a student to the office, follow the protocol of your building. Please follow up with the principal as soon as possible or before leaving school that day.

Transportation of Students

Any such transportation must be approved in advance and in writing by the principal. The parent of the participating student will be given, on request, the name of the driver and the description of the vehicle.

No person shall be permitted to transport students who are not the holder of automobile liability and personal injury insurance in the amount not less than \$100,000 per person and \$300,000 each accident for Bodily Injury and \$100,000 each accident for Property Damage. A single limit of \$300,000 for Bodily Injury and Property Damage combined is also permissible. The Board may withdraw the authorization of any private vehicle driver.

Expenses incurred by drivers of private vehicles in the course of transporting students will be reimbursed by the Board at the approved mileage rate and upon presentation of evidence of costs for tolls and parking fees.

Clean and Safe Classroom

A safe, clean, attractive, and educational classroom environment needs to be maintained at all times. To ensure this environment, please notify the custodial staff of unsafe conditions or items that need to be repaired. Any spills need to be reported immediately to prevent tracking of the material or a permanent carpet stain. Classroom materials must be placed in a manner that promotes health and safety. Cords must be covered in a safe manner that prevents tripping. Boxes on high shelves must not protrude over the shelf or be stacked on top of other boxes in an unsafe manner. Staff's care in monitoring the safety of students, equipment, and materials is vital and appreciated.

Maintenance or Custodial Assistance

A custodian is always available during the school day to assist in the case of an emergency. Please call the office to request to have a custodian paged. Please encourage good housekeeping on the part of the students. Students need to be encouraged to recycle and place waste materials in the appropriate receptacle. Staff monitoring of building and classroom care will promote student pride and care of the school building and property. A staff member must take care of their room and office. Please keep it professionally presentable. Each teacher is responsible for the condition of the furniture and equipment in the classroom. Please be sensitive to ventilation, light, heat, and concerns for general tidiness in each classroom. Turn off lights when leaving a room; report heating irregularities to the custodian. At the end of each day, please be sure to have students help restore the classroom and return all equipment used during a class period to its appointed place. Safely close and lock all windows when leaving the room at the end of the day. Teachers, who are involved with special activities such as athletics, clubs, band, etc., are responsible for the inventory of equipment and any equipment issued to students. Return and storage of equipment are also the responsibility of the coach or advisor. Maintenance Direct software system should be utilized for non-emergency maintenance related requests.

Safety Drills

Teachers must take their class roster, go bag, and Emergency Preparedness Guide with them and account for every student immediately upon exiting the building. In case of fire, the main concern is for the safety of all students, faculty, and staff. Teachers are responsible for posting fire or storm drill directions above or next to the exits from all classrooms. These signs are not to be removed and, if lost, are to be replaced immediately. The teachers must familiarize themselves and the students with exits from all rooms that are used, not only the primary exit but a secondary exit in case your first exit is blocked. All teachers must locate the nearest fire alarm box and know how to use it. Also, teachers need to know where fire extinguishers are located and understand how they function. Fire drills are required by state law. Teachers must accompany students and stay with them at all times; the teacher is legally responsible for students' safety. The following rules must be followed by all students.

- Students will leave their classrooms by the designated route.
- The last person out should close the door.
- Books and coats should be left in school during fire drills.
- Walk rapidly. Do not push or run. No talking.

The administrative and educational assistants will check for students in their areas of the building (e.g., restrooms, sick room). Class rosters are the legal record of student presence or absence and teachers are required by law to take their class rosters and take attendance as soon as they are outside the building. Counting the number of students present is not sufficient. In the case of a real fire, the principal and/or school secretary will check with all teachers to

account for all pupils. The custodian will meet the fire truck in front of the school and direct the fire department to the fire location.

Fire Safety

All school buildings are subject to inspection by local fire officials to ensure that they remain up to code to provide a safe environment for all who learn and work in them. Teachers need to have prior approval from the building principal for the following items:

- Personal Extension cords
- Light strings (they are technically extension cords)
- Permanent mounting of power strips
- Stringing power strips together
- Mounting of temporary lighting for a permanent purpose
- Hot plates
- Open flames
- Coffee pots
- Refrigerators
- Small appliances

Budget

The building principal is responsible for a portion of the budget specific to their building. All expenditures must be approved by the building administrator before the dollars being committed to a purchase. Staff may not purchase or obtain materials or services without proper authorization. A teacher will be personally responsible for the costs of purchases made without an approved purchase order.

Requisition Process

A teacher may obtain requisition forms from the building secretary. The requisition must be submitted to the principal for approval. The building secretary will type the purchase order and send it to the district office for approval. Once it is approved, the order is submitted. Please allow two to four weeks for an average order. Receipts from all purchases made must be submitted to the business office immediately after purchase. If one needs to retain the receipt in the event of needing to make a return, you may submit a photocopy to the business office.