

Ardmore Board of Education Special Meeting

Thursday, September 10, 2026 3:00 PM

Ardmore Administration Center - Board Room, 611 Veterans Blvd., Ardmore, OK 73401

1. Call the meeting to order, establish a quorum & state compliance with the Open Meeting Act.
2. Consider and take action to approve the Ardmore Education Association (AEA) Ratification Agreement, Master Contract - Certified Handbook, Certified Salary Schedules, and Stipends for the 2026-2027 school year.
3. Consider and take action to approve the Ardmore Support Personnel Organization (A.S.P.O.) Ratification Agreement, Work Rules - Support Handbook, and Salary Schedules for the 2026-2027 school year.
4. Adjournment

Posted this _____ day of _____, 20____, at _____ o'clock _____.M., at the south entrance of the Administration Center, 611 Veterans Blvd., Ardmore, OK 73401. Notice for this meeting was provided & verified Carter County Clerk on _____.

Terrie Colaw, Board Minutes Clerk



FY27 Negotiated Agreement

Board of Education | Ardmore Education Association [AEA]

ADMINISTRATIVE ITEMS

Administration Item 1 - Contract Calendar Revision

Adjustment to Certified Teacher Contract Days [C-01] for the 2026-2027 School Year ONLY

For the 2026-2027 school year only, the number of contract days for certified teacher will be reduced to 175 days. This revised calendar will include:

- 5 Professional Development Days
- 3 All-Staff Training Days
- 2 Parent/Teacher Conference Days
- 167 Academic Days
- 165 days Classroom Instruction
- 2 days Teacher/Parent Conference Days observed

This reduction will not result in any changes to the current Certified Salary Schedule.

Administration Item 2 - Contract Calendar Revisions

Adjustment to Contract Days [C-02, C-03, C-04, C-05] for the 2026-2027 School Year ONLY

For the 2026-2027 school year only, the number of contract days for listed contract calendars will be reduced by six (6) days.

- C-02 Elementary Librarians **179-day** [from 185-day]
- C-03 Certified Registered Nurses **180-day** [from 186-day]
- C-04 Counselors: AMS, Grade Centers, Will Rogers **185-day** [from 191-day]
Librarians: AHS and AMS
Special Services: Psychologists and Psychometrists
- C-05 Counselors: AHS **195-day** [from 201-day]

This reduction will not result in any changes to the current Certified Salary Schedule.

Administration Item 3 – Elementary Class Coverage Procedures (annual review)

Language Clarification and Standardization

When a substitute teacher is unavailable, a building principal may assign or approve a certified teacher to provide class coverage. Coverage assignments should be distributed as equitably as reasonably possible and must be documented by the building principal.

Compensation Details:

Annual Review Item: No Change for 2026-2027 school year.

1. **Loss of planning period or lunch.** A teacher who gives up a scheduled planning period or duty-free lunch to supervise another teacher's class will receive fifteen dollars (\$15.00) for each class period covered.
2. **Acceptance of additional students.** A teacher who continues teaching the teacher's regularly assigned class while accepting at least one-half of another teacher's class will receive twenty dollars (\$20.00) for an AM session and twenty dollars (\$20.00) for a PM session. Compensation under this paragraph will not exceed forty dollars (\$40.00) per day.
3. **No duplicate compensation.** A teacher may not receive more than one form of compensation for the same coverage period. When an assignment could qualify under more than one provision, the teacher will receive the single applicable payment that most accurately reflects the work performed.
4. **No compensable supervision.** Compensation will not apply to brief or incidental supervision, regularly scheduled duties, ordinary student reassignment, or the temporary addition of fewer than one-half of another teacher's class.
5. **Approval and documentation.** All compensated coverage must be approved and documented by the building principal. The documentation must identify the absent teacher, coverage period, type of coverage, and employee providing the coverage.
6. **Daily limitation.** Total class-coverage compensation paid to an employee for one day will not exceed the district's regular daily substitute-teacher rate unless approved by the Superintendent or designee.
7. **Emergency lunch coverage.** Except in an emergency, teachers will not be required to forfeit a duty-free lunch. When emergency lunch coverage is necessary, the assignment will be compensated at the fifteen-dollar (\$15.00) rate stated above.

Compensation requirement and Payment Schedule:

Compensation will be paid in two installments: one in December and one in May.

Principal approval is required.

AEA NEGOTIATED ITEMS

Negotiated Item 1 - Step Raises

The Board agrees to give step raises for the 2026-2027 school year.

Negotiated Item 2 – Salary Increase Required by Legislation

The certified salary schedules will be updated to include the teacher salary increase approved by the Oklahoma Legislature, as established pursuant to 70 O.S. § 18-114.15, and implemented in accordance with available funding and applicable implementation requirements.

Negotiated Item 3 - Personal Days – ANNUAL REVIEW ITEM

For the **2026–2027 school year only**, employees will receive **one (1) additional Personal Business Leave Day**, providing a total of **four (4) Personal Business Leave Days** for the school year.

In addition, employees who have completed **ten (10) or more years of service with Ardmore City Schools** will receive **one (1) Loyalty Personal Business Leave Day** for the 2026–2027 school year only. Eligible employees will therefore receive a total of **five (5) Personal Business Leave Days**.

Unused Personal Business Leave – Certified Employees

Certified employees will be compensated at a rate of **\$50.00 for each unused Personal Business Leave Day**, up to a maximum payment of **\$200.00 per school year**, as follows:

- **\$200.00** – Four (4) unused Personal Business Leave Days
- **\$150.00** – Three (3) unused Personal Business Leave Days
- **\$100.00** – Two (2) unused Personal Business Leave Days
- **\$50.00** – One (1) unused Personal Business Leave Day
- **\$0.00** – No unused Personal Business Leave Days

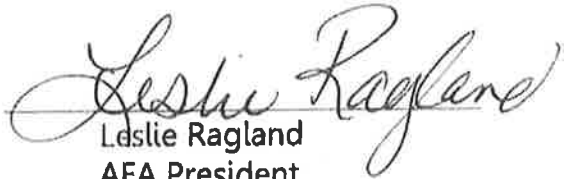
The **Loyalty Personal Business Leave Day** provided to employees with ten (10) or more years of service with Ardmore City Schools **is not eligible for unused leave compensation and will not increase the maximum annual payment of \$200.00**.

The additional Personal Business Leave Day and the Loyalty Personal Business Leave Day are **not permanent leave benefits**. Both are subject to **annual review and approval by the Board of Education** and are contingent upon the financial condition of the District.

Approval of either additional leave day for the 2026–2027 school year does not guarantee its continuation in any subsequent school year.

Once AEA ratifies this agreement
Signatures & Approvals

Andy Davis
Superintendent of Schools
Board's Negotiation Team Representative


Leslie Ragland
AEA President
AEA Negotiation Team Representative

Jaclyn Woods, Vice-President
Ardmore Board of Education

Steve Oliver, President
Ardmore Board of Education

Date BOE Ratified: _____

Date AEA Ratified: 09/08/2026

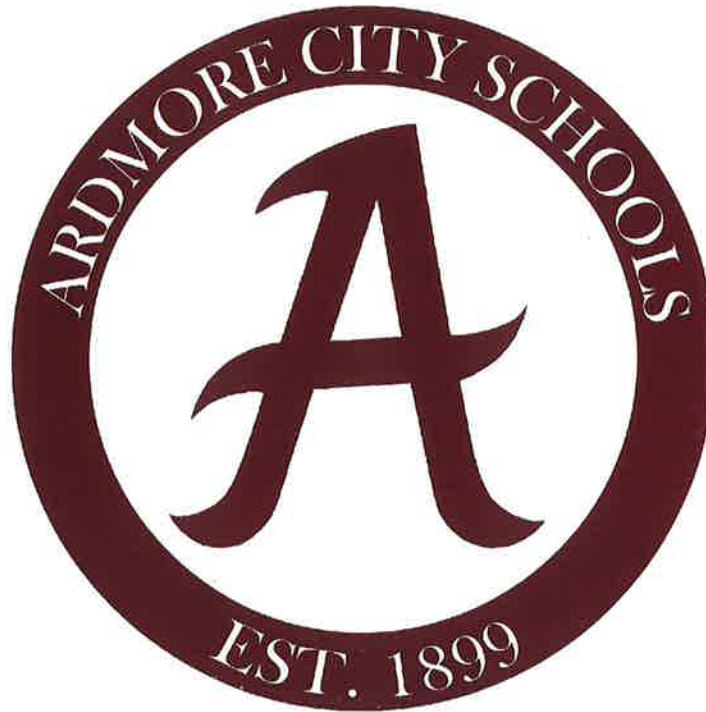
Other Important Updates MASTER CONTRACT 2026-2027

- Updated Definitions [Teacher, Career, Temporary Contract, Probationary, Emergency, Adjunct]
- Section III Evaluations, Article 3 Frequency of Evaluation [Updated language for consistency with Oklahoma Law, State Board of Education, and current Oklahoma State Department of Education Teacher and Leader Effectiveness requirements and guidance.
- Section IV Reduction in Force (RIF) [References to Licensed Teachers have been removed at the request of AEA. This resulted in an elimination of 3.1.2, updating of numbers in the section, and slight rewording of 3.1.3]
- Section V Compensation, Article 1 Compensation Schedule, 1.1.7 Step Raises [Updated to reflect Negotiated Item]
- Section V Compensation Article 2 Compensation for Covering Classes – Annual Review [Update in language and format for the purpose of clarity.]
- Section VI Leave, Article 3 Use of Sick Leave, 3.4 Maternity [Maternity and Parental Leave – Revised to ensure compliance with current Oklahoma law and applicable regulations, including provisions related to childbirth, adoption, and parental leave.]
- Section VI Leave, Article 11A District COVID Emergency Leave [REMOVED – no longer law]
- Personal Business Days [This item was relocated to Section VI Leave, Article 4 Personal Business Leave 4.1 and has been updated to reflect Negotiated Item]
- Section VI Leave, Article 4 Personal Business Leave, 4.1 [Update to reflect Negotiated Item]
- General Updates – Cover, Dates, Index, Appendix, Salary Information

Master Contract

For Certified Staff of Ardmore City Schools

Master Contract
27



RAISE THE BAR.

FY26 RATIFICATION BY THE BOARD OF EDUCATION:
September XXXX, 2026



The Master Contract was adopted by the Ardmore Board of Education on March 13, 2003, and is updated annually following negotiations between the Ardmore Board of Education and the Ardmore Education Association.

Master Contract - Index

	Page
Mission Statement - Belief Statement	A
My Commitment to Ardmore City Schools	B
2026-2027 AEA Negotiated Agreement	C
2026-2027 AEA Officers and Site Representatives	D
2026-2027 Sick Leave Sharing, Suspension, Homebound	E
Section I: General Contract Provisions	1-3
Article 1 - Duration of Agreement	1
Article 2 - Procedural Agreement	1
Article 3 - Definitions	1,2
Article 4 - Maintenance of Standards	2
Article 5 - Savings Clause	3
Article 6 - Contract Reference/Contacts	3
Article 7 - Worth and Dignity Clause	3
Article 8 - Personnel Policies	3
Article 9 - Printing and Distribution of Agreement	3
Article 10 - Complete Negotiated Agreement	3
Section II: Working Conditions	4-11
Article 1 - Right to Representation	4
Article 2 - Nondiscrimination	4
Article 3 - Employment Status Notification	4
Article 4 - Teacher's Documents/Record File	4,5
Article 5 - Teacher Work Year/Work Day	5-7
Article 6 - Teaching Assignments	7,8
Article 7 - Transfer of Personnel	8,9
Article 8 - Teaching Facilities	9,10
Article 9 - Non-Supervisory Time	10
Article 10 - Staff Development	10
Article 11 - FOBS	10
Article 12 - Grades of Students	10
Article 13 - Discipline	11
Article 14 - Transfer of Students	11
Article 15 - Homebound Teachers	11
Article 16 - Computer Network Use	11
Article 17 - Board Meeting Highlights	11
Section III: Evaluation	11-15
Article 1 - General Provisions	11,12
Article 2 - Responsibility for Evaluation	12
Article 3 - Frequency of Evaluation	13
Article 4 - Evaluation Criteria	13
Article 5 - Process of Evaluation	13-15

Master Contract - Index

Section IV: Reduction in Force (RIF)	16-18
Article 1 - Rationale	16
Article 2 - Reduction in Programs	16
Article 3 - Reduction in Teachers	16,17
Article 4 - Notification/Hearing Procedure	17,18
Article 5 - Recall	18
Section V: Compensation	18-21
Article 1 - Compensation Schedule	18,19
Article 2 - Compensation for Covering Classes	19,20
Article 3 - Second-Contract Compensation	20
Article 4 - Pay Date and Payroll Errors	20
Article 5 - Mileage Reimbursement	20
Article 6 - Passes for School Events	20
Article 7 - Additional Compensation	20,21
Article 8 - Masters' Degree Program Incentive	21
Article 9 - Enrollment Incentive	21
Article 10 - Leadership Ardmore	21
Article 11 - Group Life Insurance	21
Article 12 - National Board Certification, Prior to June 30, 2013	21
Section VI: Leave	22-33
Article 1 - Sick Leave	22,23
Article 2 - Reimbursement of Sick Leave per Negotiated Agreement	23
Article 3 - Use of Sick Leave	23-25
Article 4 - Personal Business Leave	25,26
Article 5 - Professional Leave	26
Article 6 - Sick Leave Bank	26-28
Article 7 - Shared Sick Leave	28-30
Article 8 - Leave of Absence (Sabbatical Leave)	30
Article 9 - Legal Leave	31
Article 10 - Military Leave/Veterans Day	31
Article 11 - Emergency Leave	31
Article 12 - Bereavement Leave	31,32
Article 13 - Association Leave	32
Article 14 - Notification of Absence	32
Article 15 - Bad Weather Days	32
Article 16 - Maternity Leave	33
Section VII: Grievance Procedure	33-36
Article 1 - Definitions	33
Article 2 - Purpose	33
Article 3 - Right to Representation	33
Article 4 Individual Rights	33,34

Master Contract - Index

Article 5 - Procedure	34-36
-----------------------	-------

Section VIII: Association Rights	36,37
---	--------------

Article 1 - Availability of Information	36
---	----

Article 2 - Transaction of Business	36
-------------------------------------	----

Article 3 - Exclusive Rights	36
------------------------------	----

Article 4 - Meeting, Notices and Use of School Mail	37
---	----

Article 5 - Teacher Selection to Staff Development Committee	37
--	----

Article 6 - Selection of Mentor Teachers	37
--	----

APPENDIX

Professional Negotiations Procedural Agreement	Appendix A
--	------------

Observation Form	Appendix B
------------------	------------

Professional Development Plan (Sample)	Appendix C
--	------------

Grievance Form	Appendix D
----------------	------------

Sick Leave Bank/Sick Leave Share Form	Appendix E
---------------------------------------	------------

Child Abuse and Child Neglect Reporting Attestation Form	Appendix F
--	------------

BOARD POLICIES

DB-A Professional Ethics - Standard of Performance and Conduct for Teachers

DB-C Teacher Evaluation

DA-AO-A.1 Staff-Student Communications [Parent/Guardian Notification]

DA-AP Staff Members and Electronic or Digital Communications

GB-FB Staff Members and Social Networking Sites

DA-DE.1 Drug-Free Workplace: Notice to Employees

DE-BE-AA.1 Employee Annual Criminal Record Questionnaire

DA-CC-AB Maternity Leave Regulations

SALARY INFORMATION - 2026-2027

Bachelor's Degree Scale

Master's Degree Scale

Doctorate Degree Scale

Bachelor's Degree + National Board Certification Scale

Master's Degree + National Board Certification Scale

Non-Athletic Extra Duty Contract Schedule

Athletic Stipends



Mission Statement

In partnership with parents and the community, the mission of Ardmore City Schools is to educate all students through an unconditional commitment to quality and high standards

Belief Statements

- ⇒ We believe that all students can learn and succeed.
- ⇒ We believe that all students deserve capable, caring, professional, well-trained and dedicated teachers who have high expectations for their learning success.
- ⇒ We believe that all students are entitled to a learning environment in which they experience security, acceptance and dignity as individuals.
- ⇒ We believe that the cultural and ethnic diversity of our system is an asset and enriches the overall learning experience.
- ⇒ We believe that higher academic and behavioral standards will challenge students to reach their full potential.
- ⇒ We believe that teachers and principals should be empowered to implement innovative programs and techniques.
- ⇒ We believe that an effective school community requires respect for others, responsibility for actions, and accountability for results.
- ⇒ We believe that instruction is structured and sequential in nature and must focus on skills and curriculum content that are considered essential and that are assessed and most valued.
- ⇒ We believe that all teachers must be provided with appropriate up-to-date classroom materials and teaching tools.
- ⇒ We believe that educationally appropriate and well-kept facilities foster a productive learning environment.

My Commitment to Ardmore City Schools

Every decision and every action among people in an organization has the potential of improving or damaging the relationship the organization has with its stakeholders, and therefore improving or endangering the opportunities to fulfill its mission for students.

Members of the Ardmore City School education family accept responsibility for communicating effectively, building relationships, and marketing the organization.

Everyone in the organization must fulfill their role as ambassadors of the District as they meet and greet people going about their daily work.

As a member of the Ardmore City Schools' education family, I have read, understand and commit to my role in promoting & supporting Ardmore City Schools:

- ✓ I understand that as an employee of Ardmore City Schools, I serve as a representative of the District during my daily work. In my position, I am an ambassador for Ardmore City Schools.
- ✓ I understand that I have a responsibility to communicate accurately and effectively about my school, the District or issues within the scope of my professional responsibility and knowledge.
- ✓ I understand that I should not attempt to answer for others, discuss topics which I am not familiar with or topics which are outside of my school or departmental scope.
- ✓ I understand that I should make appropriate efforts to be knowledgeable about the District, its programs, services, accomplishments, challenges, plans and priorities.
- ✓ I understand that communication will be guided by the pursuit of truth, accuracy and fairness. Misinformation shall never intentionally be released. Unintentional release of misinformation shall be rectified immediately upon delivery.
- ✓ I understand that the privacy and reputations of students, families and employees will be respected and protected. Information which might damage the reputation of students or staff members shall not be released, except as provided by law or by other Board policy.
- ✓ I understand that my behavior, attitudes and actions will be conducted in concert with high ethical standards [in public and in private].

ONE TEAM. ONE MISSION.

Desktop



2026-2027

OFFICERS

Leslie Ragland, AEA President
XXXXXXX, AEA Vice-President
XXXXXXX, AEA Co-Vice-President
XXXXXXX, AEA Treasurer
XXXXXXX, AEA Secretary

AEA SITE REPRESENTATIVES

XXXX and XXXX, Ardmore High School
XXXX and XXXX, Ardmore Middle School
XXXX, Jefferson 5th and 6th Grade Center
XXXX, Lincoln 3rd and 4th Grade Center
XXXX and XXXX, Charles Evans 1st and 2nd Grade Center
XXXX and XXXX, Will Rogers Early Childhood Center

2026-2027

SICK LEAVE SHARING COMMITTEE

- 🚦 Steve Oliver, Board President
- 🚦 Andy Davis, Superintendent
- 🚦 Leslie Ragland, AEA President

SUSPENSION COMMITTEE

- 🚦 Chase Henson, Hearing Officer
 - 🚦 Robert Manley, AHS
 - 🚦 Daylen Baker, Jefferson
 - 🚦 Mary Thomas, Lincoln

HOMEBOUND TEACHER

- 🚦 Mary Thomas

Article 1 - Duration of Agreement

- 1.1 Upon ratification by the Board and by the Association, this Agreement shall become effective. This Agreement shall be effective for a period of one (1) fiscal year and shall be renewed automatically (other than items that affect the finances of the district), without modification, unless mutually agreed upon by the Association and the Board.

Article 2 - Procedural Agreement

- 2.1 The Procedural Agreement for Negotiations between the Ardmore Board of Education and the Ardmore Education Association, agreed upon and effective November 1, 2002, shall be attached to this Agreement for information purposes only. **(Appendix A)**

Article 3 - Definitions

- 3.1 The following definitions shall apply throughout this Agreement:

ACS

Ardmore City Schools

Administrator

Any person who devotes a majority of his/her time to service as a superintendent, director, principal, supervisor, vice-principal or in any other administrative or supervisory capacity in the school district

AEA

Ardmore Education Association

Agreement

This contract duly negotiated in accordance with the procedural agreement and ratified and signed by the Board and the Association

Association

The Ardmore Education Association

Association President

The elected president(s) of the Ardmore Education Association

Board

The elected and/or appointed policy-making body governing the District

Board Policy

A course of action adopted by the Board

District

The Ardmore Independent School District No. 19 (Ardmore City Schools) of Carter County, Oklahoma

Formal Observation

An observation of at least thirty (30) consecutive minutes

Immediate family

The spouse, father, mother, child, grandchild, brother, sister, mother-in-law, father-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law or grandparents of teacher and spouse

Immediate Supervisor

The Principal or other Administrator to whom teachers are directly responsible

School

Any work location at which teachers perform their job functions

Seniority

The length of continuous full-year contracted certified employment in the District. The beginning date will be the first official day of school

Superintendent

The Chief Administrative Officer of the District

Teacher

All certified personnel currently employed by Ardmore City Schools, or employed by Ardmore City Schools during the duration of this Agreement, excluding only administrative or supervisory personnel

Teacher (Career)

A duly certified teacher who has completed three (3) or more consecutive complete years of teaching in the Ardmore Independent School District No. 19, Carter County, Oklahoma, under a written teaching contract, as provided by law

Teacher (Temporary Contract)

All teachers new to the District shall be employed under a written one-year temporary contract for each of their first two (2) years of employment with the District, as permitted by Oklahoma law. A temporary teaching contract does not create an expectation or guarantee of continued employment beyond the term of the contract. Employment under a temporary contract shall be governed by applicable Oklahoma law, District policy, and the terms of the individual employment contract.

Teacher (Probationary)

A teacher employed by the District under a written teaching contract who has not met the statutory requirements for career teacher status. A teacher shall remain probationary until the requirements for career status established by Oklahoma law have been satisfied.

Teacher (Emergency Certified)

Personnel who hold a bachelor's degree and have been issued an emergency teaching certificate by the Oklahoma State Board of Education at the request of a school district to fill a teaching position for which an appropriately certified teacher is not available. Emergency certified teachers are authorized to teach under the terms and conditions of the emergency certificate but have not yet met all requirements for a standard Oklahoma teaching certificate.

Teacher (Status Adjunct)

Personnel holding Adjunct status may be a certified (teaching out of certification area) or non-certified employee and, if not holding a bachelor's degree, must be actively working toward completion of a bachelor's degree. Adjunct teacher numbers are issued by the Oklahoma State Department of Education at the request of a school district. Qualifications, duties, and assignments shall be determined by the District and approved by the Board of Education in accordance with Oklahoma law

70 O.S. § 6-101.3

Article 4 - Maintenance of Standards

- 4.1 All conditions of employment shall be maintained at not less than the highest minimum standards in effect at the time this Agreement is signed, provided that such conditions shall be improved for the benefit of teachers as required by the express provisions of this Agreement.

Article 5 - Savings Clause

- 5.1 Should any part of this agreement be affected or declared illegal by statute, or a court of competent jurisdiction, said part shall be automatically deleted from this Agreement to the extent it is affected or violates the law. The remaining provisions shall remain in full force and effect for the duration of this Agreement, if not affected by the deleted part. Negotiations shall commence within thirty (30) days for the purpose of arriving at a legally permissible replacement of the deleted part.

Article 6 - Contract Reference/Contracts

- 6.1 This Agreement and Appendices shall be incorporated by reference into each teacher's individual teaching contract with the same force and effect as though fully set forth therein.
- 6.2 Oklahoma statutes are incorporated by reference into this Agreement.
- 6.3 If a teacher is on District-approved leave or if the District has an emergency situation, the District may use a "duration of need" contract for his/her replacement. At the time a teacher is offered a position under a "duration of need" contract, the District shall give the teacher written notice of the kind of contract he/she is receiving.

Article 7 - Worth and Dignity Clause

- 7.1 The worth, dignity and rights of the individual will be paramount in all administrator-teacher relationships.

Article 8 - Personnel Policies

- 8.1 The Board, in exercising its legal right and obligation to operate the District through the adoption of policy shall not adopt a policy that is in conflict with this Agreement, except for cases mandated by state or federal law.
- 8.2 The District shall provide the Association with copies of proposed personnel policies prior to adoption. This provision can be fulfilled through the Board packet provided to the AEA president(s).

Article 9 - Printing and Distribution of Agreement

- 9.1 Within thirty (30) days after this Agreement has been ratified or otherwise finalized, the Board and the Association shall cause to be printed and distributed a complete copy of this Agreement to every teacher governed by its provisions, whether currently employed or employed during the term of this Agreement.
- 9.2 Representatives of the Board and of the Association shall proofread the Agreement prior to its printing.
- 9.3 The Association shall receive ten (10) copies for its use.

Article 10 - Complete Negotiated Agreement

- 10.1 All agreements contained herein represent the full and complete text as agreed upon by and between ACS and AEA. All other agreements reached between the parties prior to the date of ratification of this negotiated agreement are null and void.

Article 1 – Right to Representation

- 1.1 Certified staff members shall have the right to have a representative present during any scheduled conference with an administrator. Whenever feasible, staff should be represented by their Site AEA Representative. This practice helps simplify scheduling, minimize classroom disruption, and limits coordination of meeting to a single administrator. If either the teacher or the administrator believes it is in their best interest to have another person present, the conference may be adjourned and rescheduled to allow for the representative's attendance. The district shall provide written disclosure of the meeting topic at least 24 hours in advance, whenever possible. In

the event of a serious situation where a staff member is being sent home or placed on administrative leave, the district will ensure that a representative may accompany the staff member during such circumstances. [24-25]

AEA representation is not permitted during meeting that involve students or parents, in accordance with the Family Educational Rights and Privacy Act (FERPA) and applicable law.

In situations requiring immediate action due to urgent matters, advance notice may not be possible. [25-26]

Article 2 - Nondiscrimination

- 2.1 The Ardmore Board of Education is committed to a policy of nondiscrimination in relation to race, color, religion, sex, age, national origin, alienage, handicap, veteran status or membership in the Ardmore Education Association, the Oklahoma Education Association, or the National Education Association. This policy will prevail in all matters concerning staff, events, students, the public, employment, admissions, financial aid, educational programs and service, facilities access, and individuals, companies, and firms with whom the board does business. Racial discrimination shall include racial slurs or other demeaning remarks concerning another person's race, ancestry, or country of origin and directed toward an employee, a student or a visitor.

Article 3 - Employment Status Notification

- 3.1 It shall be the policy of the Ardmore Board of Education that recommendations for renewal or nonrenewal of teachers' contracts shall be made by the principal to the superintendent. The superintendent shall make recommendations to the board prior to the first Monday in June each year. Principals may be requested to attend when such recommendations are to be considered by the board. 70 O.S. §6-101
- 3.2 It is the policy of the Ardmore Board of Education to deny a request for release from an employment contract of a certified employee unless there exists a verifiable, bona fide emergency. After positions have been accepted for a school year by the certified staff, the letter of resignation then becomes a request for the Board of Education to release the teacher from their contract. After the statutory date (15 days after the first Monday in June), the Superintendent will recommend release of a teacher only if a suitable replacement can be found.
- 3.3 Contracts will be signed no later than November 1 of each contract year. This date is dependent on completion of a ratified contract by September 1.

Article 4 - Teacher's Documents/Record File

- 4.1 Employment documents/records for teachers shall be placed in one (1) of two (2) files: (a.) Certified File or (b.) TLE Evaluation File.

- 4.2 Each teacher must be properly certified to meet state and federal guidelines, with Teaching Certificates, Transcripts and other required data sheets on file in the Personnel Director's Office before any salary can be paid. Such material shall be placed in the teacher's Certified File.
- 4.2.1 New certified staff members will be placed on the salary scale at the level of verifiable experience as provided to the district from the Oklahoma State Department of Education [OSDE]. All teaching experience has to be verified and approved by the OSDE. It is the staff member's responsibility to ensure their records are correct and complete. At the time of hire, the Human Resources Department provides the staff member with instructions on how to contact the OSDE. [15-16]
- 4.3 Hearsay material will not be placed in the teacher's Evaluation File. The teacher will be notified and provided a copy when any additional material is placed in the file and the teacher shall be given the opportunity to attach a response. The teacher will be furnished, upon request, a copy of any material in the file.
- 4.4 Any material in an Evaluation File over four (4) years of age may be removed from the file by mutual agreement of the teacher and the Superintendent/ designee.
- 4.5 The Evaluation File is accessible to the teacher, to the Board of Education, to the evaluator, to the appropriate administrative staff, to the administrative staff of a school district to which the teacher applies for employment, in answer to a subpoena by a court of competent jurisdiction and to only those others designated by the teacher.
- 4.6 The District will keep a log in the front of each Evaluation File. Such log shall indicate the person(s) who examines the Evaluation File as well as the dates such examinations were made. Such log will be available for examination by the teacher or the teacher's designated or authorized representative.
- 4.7 Breach of confidentiality of protected material by any party privy to the information in any Evaluation File is prohibited.

Article 5 - Teacher Work Year/Work Day

- 5.1 The school year shall consist of not less than one thousand eighty-six (1,086) hours of classroom instruction. Not more than thirty (30) of these hours shall be used for professional meetings. In addition, parent-teacher conferences may be held during the school day and counted as classroom instruction for no more than six (6) hours per semester, for a total of twelve (12) hours per school year. 70 O.S. §1-109

Teachers are professional employees and as such are not bound by the Fair Labor Standards Act hourly pay requirements. As a result, teachers will be expected to work the number of hours and days necessary to accomplish the educational goals of the Ardmore School District. Teachers will be compensated as per the district's salary schedule based upon the degrees held and years of experience.

The work year for all teachers shall be one hundred eighty-one (181) days which shall include:

Special Adjustments by Administration have been made to the following Contract Calendars C-01, C-02, C-03, C-04, C-05 for the 2026-2027 school year only. Reference the FY27 Negotiated Agreement – Administrative Item One (1) and Two (2) in the front of this document. Also, refer to the 2026-2027 Contract Calendar for your position located on the ACS website: ardmoreschools.org - Staff - Contract Calendars for day you're are to report.

5.1.1

Not to exceed one hundred seventy-five (175) days of instruction, which includes parent/teacher conference days. The parent/teacher conference day may be scheduled over a two-day period.

5.1.2

At least one (1) professional day will be scheduled prior to the first day of instruction.

5.1.3

One (1) professional day will be scheduled for the first Friday in March in conjunction with the Oklahoma Education Association Zone SW D Professional Day for ACS teachers to attend. Ardmore will not provide separate sessions or workshops. The AEA will provide documentation of attendance to include a list of teachers who attended and those teachers who were late or left early. This documentation will be given to the Assistant Superintendent for Personnel within three business days following the professional day. Teachers may attend equivalent training approved by the Superintendent or designee on that day.

5.1.4

The one hundred eighty-first day (181st) will be a workday and may be worked before the beginning of school or after the last day of classes at the teacher's discretion so long as the date is registered with the building principal when it is taken before the first day of class. Such day shall be taken during the two (2) weeks prior to the beginning of school or during the week following the last day of classes. **(Appendix B: Teacher Work Day Form)**

5.1.5

The date set each year for Fall Break shall take into consideration the results of staff members surveyed through a survey tool and what the area schools are scheduling.

- 5.2 A teacher's instructional workday shall consist of eight (8) hours including lunch and planning time.

A non-instructional day shall consist of six (6) hours (parent/teacher conference days, professional days & teacher work days).

- 5.3 Meetings and/or conferences required by the administration may extend beyond the teacher workday. At the beginning of the school year, each building administrator, with input from the teachers, will establish a single weekday on which meetings can be held. Except in unusual circumstances, such meeting will not be called on Fridays, on any afternoon immediately preceding any holiday or other day upon which teacher attendance is not required at school. No more than one meeting per week will be held except in the case of unusual circumstances.

- 5.4 A tentative agenda for meetings will be given to the teachers involved prior to the meeting. Teachers may suggest addenda to the agenda.

- 5.5 Equalization of Duties

5.5.1

Duties assigned over and above the teacher's classroom schedule shall be equalized among teachers at each building site, taking into account the teaching assignment.

5.5.2

When teachers are assigned to more than one school, the principals of the schools involved shall coordinate their scheduling to preclude the assignment of such teachers to more duties than would normally be scheduled for teachers who are assigned to only one school.

5.5.3

A written plan shall be in place at each site to ensure covering of classes if adequate substitutes are not available.

- 5.6 Duty Free Lunch Period

5.6.1

Every effort will be made to provide every teacher with not less than (35) consecutive minutes of duty-free lunch daily.

5.6.2

Teachers shall not be assigned cafeteria or lunch recess duties during duty-free lunch times.

5.6.3

It is recognized that at times situations may arise during the school day that require a teacher to be absent from his/her class. Therefore, teachers may be requested to forego scheduled planning/conference and/or lunch time to assist with such supervision. An accurate record of all classes supervised shall be kept at each site. **(See Section V, Article 2)**

5.7 Planning Time

5.7.1

Teachers shall be scheduled daily planning time within the student day. This time shall not be concurrent with the teacher's lunch period and shall be free of other regularly assigned duties.

Early childhood teachers will be given planning time during the work day as defined in Article IV, Section 4.2.

The preparation period shall be used for the following duties: personal instructional preparation; planning, selecting, and preparing materials for instruction; conferring with parents, staff, and administrators; keeping school records; supervising aids (if assigned); grading student papers and recording student grades; and study of current literature to keep abreast of developments within the subject matter taught by the teacher. The preparation period shall be utilized within the building of major assignment and for the purposes indicated. Teachers shall leave the school premises only to carry out functions relating to the above duties when permission to do so has been obtained from the building principal.

5.7.2

Elementary teachers shall be provided not less than forty-five (45) consecutive minutes for planning time.

5.7.3

Middle school and high school teachers shall have one class period per day for planning time.

5.7.4

When a need arises for a teacher to work during their planning period in order to teach an additional class, a deregulation application must be submitted to both the local board of education and to the Oklahoma State Department of Education. If approved, the teacher working during their planning time, will be compensated on a pro-rata basis.

Article 6 - Teaching Assignments

6.1 Each teacher will be notified of the ensuing school year's tentative teaching assignments no later than the last teaching day of the current school year.

6.2 If, during the summer, a situation arises that necessitates a change in teaching assignment(s), the teacher (if available) will be:

6.2.1

Consulted within ten (10) working days of the initial decision of assignment alteration;

6.2.2

Given the opportunity to discuss the proposed reassignment with the building principal and/or the superintendent/ designee. The teacher and the principal also will review curricular objectives, test data (most current), site goals (most current), and the teacher will be given the teachers' edition of the principal textbook(s).

6.3 Any teacher affected by a change in assignment will have the option to write a statement which

shall be placed in the teacher's evaluation file.

Article 7 - Transfer of Personnel

7.1 The movement of a teacher to a different assignment, grade level, subject area or building shall be considered a transfer. Principals have the discretion to reassign teachers within the building after consultation with the teacher and the superintendent/designee. Both unfilled positions and newly-created positions will be considered vacancies.

7.2 Teachers will not be transferred to another position or school site without consultation.

7.3 Voluntary Transfers

7.3.1

The superintendent/designee will provide a current posting of all vacancies and newly created position on the website: ardmoreschool.org in order to provide easy access to the Association Site Representatives | designee to monitor and print the most current postings and display these postings in the building they represent. The said vacancies will be posted for not less than three school days prior to being filled. During the three weeks prior to the beginning of school vacancies may be filled after a 24-hour posting period.

7.3.2

Vacancies will be posted in the following manner:

- During the school year, vacancies will be monitored, printed, and posted by the Association Site Representatives | designee in the Education Services Center and the building sites.
- The superintendent | designee will maintain and post current vacancies on the district's website: ardmoreschools.org

7.3.3

The vacancy list will include:

- a. Date vacancy was posted
- b. Position title;
- c. Qualifications desired;
- d. Person to contact for further information;

7.3.4

Teachers who desire transfer may file a Job Placement Sheet with the Superintendent/designee indicating his/her preference of assignment(s) or application for a specific vacancy. This request will remain active for one year.

7.3.5

Every reasonable effort will be made to fill vacancies by voluntary transfers prior to the employment of any teacher new to the District. If more than one teacher has applied for the same position, the selection of which teacher will receive it will be made on the basis of the job transfer matrix (**See Article 7.5, this section**).

7.3.6

If a teacher's request for transfer has been denied, the teacher will be notified prior to public notification.

7.3.7

Any teacher who transfers to an administrative or supervisory position and who later returns to his/her former status will be entitled to retain such rights as may have been accrued under this agreement prior to such transfer.

7.4 Involuntary Transfers

7.4.1

An involuntary transfer or reassignment should be made with as little disruption as possible of the instructional program. If the involuntary transfer or reassignment is necessary, the selection will be made on the basis of the job transfer matrix (**See Article 7.5, this section**).

7.4.2

No position will be filled by means of involuntary transfer until the provisions of ARTICLE 6.3, VOLUNTARY TRANSFERS, of this Agreement have been exhausted.

7.4.3

An involuntary transfer will be made only after a meeting between the teacher involved, the Association representative (if requested by the teacher), and the Superintendent/designee.

7.4.4

Written notice of recommended involuntary transfer will be given to the teacher as soon as possible prior to the transfer.

7.4.5

A list of open positions in the district will be made available to all teachers being involuntarily transferred. Such teachers may request the position in order of preference.

7.4.6

The District will assist the teacher in moving any materials and supplies.

7.4.7

Teachers have the right to include a letter concerning their new placement in their personnel file.

7.5 Job Transfer Matrix

7.5.1

The selection of the individual to be transferred shall be made according to the following criteria in the following order:

- | | |
|----------------------------------|--------------------|
| a. Qualifications/Certification; | d. Timeliness; and |
| b. Least disruptive to students; | e. Seniority |
| c. Least disruptive to staff; | |

7.6 Administrative Reassignment

If after careful review, it is in the best interest of the students or the school district, the superintendent may exercise the right to reassign a teacher to a different position or site.

7.6.1

If an administrative reassignment is necessary, a conference will be held with the teacher and an AEA officer if the teacher requests, prior to the reassignment.

7.6.2

The teacher may place a letter concerning their new placement in their personnel file.

7.6.3

The district will assist the teacher in moving any materials or supplies.

Article 8 - Teaching Facilities

- 8.1 The District agrees to maintain health and safety conditions at each school site in compliance with applicable statutes and/or regulations. Teachers will not be required to work under unhealthy or unsafe conditions as determined by the standards of the Oklahoma Department of Labor.

- 8.2 Teachers will report any health and safety concerns immediately to their building principal(s). Teachers will keep their classrooms and work areas in an orderly, clean condition.
- 8.3 The District will provide adequate teaching facilities, including, but not limited to, clean and sanitary restrooms and teacher work/lounge areas at each school site. Teachers will have access to a private telephone for emergencies and school-related purposes. (This may be in the principal's office, counselor's office or the teacher workroom.)
- 8.4 Persons desiring to visit a classroom must request such visit from the building administrator. The administrator will notify the teacher prior to allowing any visitors.

Article 9 - Non-Supervisory Time

- 9.1 Teachers may leave the building site during their 35-minute duty-free lunch. The teacher will notify principal/designee when leaving. The principal may deny this accommodation in cases of emergency or excessive use of this privilege.

Article 10 - Staff Development

- 10.1 Each professional development committee shall include classroom teachers, administrators and parents, guardians or custodians of children in the school district and shall consult with a higher education faculty. A majority of the members of the professional development committee shall be composed of classroom teachers. The teacher members shall be selected by a designated administrator of the school district from a list of names submitted by the teachers in the school district. The members selected shall be subject to the approval of a majority vote of the teachers in the district. At a minimum, once every four (4) years the committee shall include at least one school counselor in its membership. (Per HB 1457)
- 10.2 The Association shall submit three (3) names from each school site for consideration. The Superintendent/designee shall recommend to the Board one person (from the list provided) for each site to serve on the Staff Development Committee.
- 10.3 The Staff Development Committee members shall serve a three (3) year term.
- 10.4 The Staff Development Chairperson will notify the Association and the Superintendent/designee within two (2) days when a vacancy occurs. The Association will have five(5) days to submit three (3) names to the Superintendent/designee.

Article 11 - FOBS

- 11.1 All teachers will be supplied with a FOB and Code to their assigned building. Loaning of FOBs and the sharing of Codes is strictly prohibited.

Article 12 - Grading of Students

- 12.1 Only the teacher responsible for determining and recording the grade for any student may revise that grade, unless such change is for excessive absences.
- 12.2 The teacher has the right to decline an administrative request to alter any student's grade previously determined and recorded without fear of reprisal. The request will be documented with the superintendent's office, with the outcome of the request.
- 12.3 If, after a teacher leaves the District and an administrator discovers an error in the recorded grade, he/she may change the grade, annotating the grade record with his/her initials.

Article 13 - Discipline

- 13.1 Each teacher will be provided with access to a copy of the Board's policies, guidelines and regulations concerning student behavior and discipline, including all the duties, responsibilities and relationships of all personnel regarding the enforcement of the same. This information may also be included in the teacher policy book or handbook. Current board policies are available on the District's website: ardmoreschools.org - School Board - Board Policies.

13.2 Classroom Management and Student Removal

A pupil will be removed from the classroom to a designated authority when, in the judgment of the teacher, the student is interfering with the teaching or learning process for the majority of the class. At the time of removal, the teacher may stipulate that the pupil not be returned to that classroom until a conference is held between the teacher and one or more of the following: the principal, the counselor or the parent. Taped items needed for discipline or other important documentation will be copied and achieved by the district technology department.

Article 14 - Transfer of Students

- 14.1 No transfer of any pupil will be made from one teacher to another unless recommended by the principal/designee.

Article 15 - Homebound Teachers

- 15.1 All teachers will be eligible for voluntary homebound teaching assignments.
- 15.2 Preference may be given to teachers currently teaching academic subjects in which the homebound student is enrolled.
- 15.3 All homebound teaching assignments will be conducted after the teacher's regular work day has concluded.
- 15.4 Homebound teachers will be reimbursed according to State Department policy for hours taught and for mileage as per this Negotiated Agreement **(See Compensation, Section V)**.

Article 16 - Computer Network Use

- 16.1 Teachers are authorized to deny, revoke or suspend student user access to school computers in their classrooms in order to ensure proper usage of school networks.

Article 17 - Board Meeting Highlights

- 17.1 The District will publish an issue of Board Highlights for all meetings (including Special and Emergency meetings) of the Board. A copy will be posted on the District's website as soon as possible.

Section III: Evaluation

Article 1 - General Provisions

- 1.1 In Ardmore City Schools, evaluation is defined as a mutual endeavor among all teachers, all administrators and the Board to improve the quality of the educational program. The primary purpose of teacher evaluation will be for the improvement of instruction. The school district and the teacher jointly accept the responsibility for such improvement.

- 1.2. Teacher evaluation will be a positive, developmental and continuous process consistent with the provisions set forth herein and will measure the performance of each teacher according to the established criteria of each teacher position.
- 1.3 All monitoring or observation of the work performance of a teacher will be conducted openly and with the full knowledge of the teacher. Each evaluation will be based upon the evaluator's actual observations of the person being evaluated while performing the job function. A teacher and an administrator may mutually agree to videotape teacher performance for use by the teacher and/or administrator. If maintained, the tape becomes the property of the teacher.

1.3.1

When challenges arise which may lead to serious consequences, the administrator in charge may issue a letter of concern to the certified employee which is a documented warning with a simplistic process for correction. This step may be used to prevent the initiation of a Personal Development Plan [PDP]. A teacher will have the right to representation.

- 1.4 A teacher will have the right to representation during the post-evaluation conference if the teacher has received an evaluation which will lead to a Personal Development Plan [PDP]. The principal will notify the teacher that they may wish to have an association representative present in the post-evaluation conference. The principal may also have an administrative representative present during the conference.

1.4.1

If there are two administrators present, an AEA representative may be present, if requested by the teacher, during any scheduled meeting between the teacher and the administrator.

Article 2 - Responsibility for Evaluation

- 2.1 To ensure valid and reliable evaluation throughout the district, the employer will comply with all State Department of Education rules and regulations with regard to evaluations. All evaluators will be duly certified administrators.
- 2.2 For the purposes of the Agreement, it is understood and agreed upon that the evaluator will be the site administrator(s) or the designee of the Superintendent. Within each site, the assigned site administrator(s) shall be responsible for the evaluation of each teacher assigned solely to that site.
- 2.3 Any teacher assigned to more than one (1) school site will be evaluated by the administrator(s) at each site.
- 2.4 The Superintendent/designee or site administrator(s) will be responsible for discussing the teacher evaluation procedures with and providing a copy of such procedures to each teacher within twenty (20) working days of the start of the school year. Such discussion may be implemented during the in-service days which precede each school year. Giving each teacher a copy of the Negotiated Agreement shall fulfill the obligation of providing a copy.
- 2.5 No teacher will evaluate, or participate in any way, in the evaluation process of any other teacher. (This section does not prevent a mentor teacher, department chair or instructional coach from fulfilling his/her obligations in the mentoring process.)

2.5.1

A teacher will be allowed to serve on the Intensive Assistance Program (**See Article 5.5 of this section**) without violating this section as long as he/she is working in an assistance mode and not evaluating the other teacher.

Article 3 - Frequency of Evaluation

- 3.1 All teachers shall receive two (2) observations and one (1) evaluation during the school year. One (1) observation shall be conducted during the first semester, and one (1) observation shall be conducted during the second semester, with the final evaluation completed during the second semester. All observations and evaluations shall be conducted in accordance with applicable Oklahoma law, State Board of Education rules, and current Oklahoma State Department of Education Teacher and Leader Effectiveness (TLE) requirements and guidance.

Article 4 - Evaluation Criteria

- 4.1 The performance of all teachers will be evaluated based upon the following each academic school year.

- Teacher and Leader Effectiveness [TLE] Observation and Evaluation System, effective beginning the 2017-2018 school year.

(A copy is available in the office of the Superintendent/designee.)

- 4.2 Any complaint made against a teacher by a parent, student or other person which does or may influence, in any manner, the evaluation of the teacher will be promptly called to the attention of the teacher. The teacher must have the opportunity to meet with the complainant and answer or rebut such complaint. If a record of the complaint is made for inclusion in the teacher's personnel file, the teacher will have the opportunity to make a written response which will be attached to the complaint.
- 4.3 Teachers will not be disciplined, reprimanded, suspended, demoted, terminated, adversely evaluated or otherwise deprived of any professional advantage without cause.
- 4.4 Any teacher assigned to more than one academic area will be evaluated at least in the primary work assignment and/or major field of certification.
- 4.5 Evaluation of performance will not be predicated upon non-school related personal activities.
- 4.6 Any disciplinary action, termination or non-renewal of a teacher will be subject to applicable Oklahoma Statutes.

Article 5 - Process of Evaluation

- 5.1 The process of evaluation will include observations of the work day of the teacher by the evaluator.

- 5.2 Formal observation procedures

5.2.1

At least two (2) thirty (30)-minute formal observations will be required.

5.2.2

There will be an observation conference at least one (1) day, but not more than five (5) days following this observation. The conference will be held between the evaluator and the teacher to document in writing the specific objectives, methods and materials observed, with each party retaining a copy. **(Appendix C-1: Pre-observation Conference Form).**

- 5.3 Evaluation Conference

5.3.1

A Teacher Evaluation Form will be prepared by the evaluator following the completion of the process described herein and in accordance with the time lines prescribed herein.

5.3.2

An evaluation conference will be held to discuss the ratings and rationale.

5.3.3

If the teacher has questions or concerns that are not addressed at the evaluation conference, the teacher may request a follow-up conference.

5.3.4

At the evaluation conference, a true copy of the evaluation report, with the evaluator's signature thereon, will be presented to the teacher. Receipt of such evaluation will be acknowledged by the teacher placing his/her signature thereon.

5.3.5

Within ten (10) working days of the evaluation conference and receipt of the Teacher Evaluation Form, the teacher may make a written response to the evaluation, and said response will be made a part of the evaluation form.

5.3.6

One (1) copy of the finalized Teacher Evaluation Form, signed by the evaluator and the teacher, will be retained by the teacher, one (1) copy retained by the evaluator and one (1) copy will be retained for the employer for placement in the teacher's Evaluation File. Any and all other copies of the Teacher Evaluation Form will be destroyed.

- 5.4 At any time following a verbal warning and a reprimand, the Principal of the school believes that it is necessary to admonish a teacher for a reason he or she believes may lead to the dismissal or non reemployment of the teacher, the Principal shall bring the matter to the attention of the teacher, in writing, with a copy to the Superintendent or his/her designee. The principal shall make a reasonable effort to assist the teacher to correct whatever appears to be the cause for potential dismissal or Nonreemployment and allow a reasonable time, not to exceed two months, for improvement. The admonishment will be purged from the teacher's personnel file at the end of each academic calendar year; unless attached to a Personal Development Plan [PDP]. If attached to a Personal Development Plan [PDP], the admonishment will remain in the personnel file for three academic calendar years.

A Personal Development Plan [PDP] will be considered by the evaluator if after ongoing discussions about an area of concern between the evaluator and teacher lead to little or no results (i.e., not starting/beginning"). Documentation for a rating of "not using/beginning," must be provided. (Appendix C-3: Teacher Performance Evaluation Procedures.)

Evaluators must develop a PDP for a teacher who receives a rating of 1 – Ineffective or 2 – Needs Improvement on any indicator in the evaluation form unless it determined that a goal setting form is appropriate and authorized as described below.

The PDP will state the specific goals or actions to be achieved by the teacher. The goals and required actions within the PDP should be "SMART" formatted:

Specific:

Identified with sufficient detail so that the "who, what and when" are clear, with regard to what the teacher must do and what resources/assistance are available to him or her.

Measurable

Defined so that there is a starting point and final value to be achieved.

Attainable

Defined by a final goal that is reachable within the given time frame assuming the reasonable efforts of the teacher and assistance of the evaluator.

Resources

Identifies and provides resources that will assure increased effectiveness within the targeted performance areas.

Time-Bound

Defined with an ultimate deadline and benchmarks reflecting the nature and gravity of the performance deficiency with timeframes to measure progress as appropriate

When the PDP is a result of the evaluation or an observation, the goals and actions must reflect and reference the relevant dimension and indicator. If there are concerns that do not clearly align themselves with a specific indicator, it may still be the target of a PDP and identified as a Stand-Alone PDP. In such cases, the PDP may be prefaced with the statement: "Although the following does not link directly with a performance indicator, there is a matter/situation/incident that falls within your area of responsibility/supervision that needs to be brought to your attention for action." Then, insert a summary of the matter/situation/incident followed by a SMART goal plan of action.

5.4.1

The teacher's Personal Development Plan [PDP] will be attached to the original evaluation report and placed in the teacher's personnel file. The teacher may make a written response within ten (10) working days to the Personal Development Plan [PDP] and said response will be attached to the Personal Development Plan [PDP].

5.4.2

If additional formal observations are deemed necessary during a Personal Development Plan [PDP], an evaluation conference will be scheduled in accordance with Article 5.2.

5.4.3

At the end of the time allotted for the Personal Development Plan [PDP], the evaluator will hold an evaluation conference in accordance with Article 5.3 of this section.

5.5 The Intensive Assistance Program

5.5.1

If a teacher wishes assistance from a committee of peers in correcting deficiencies on an evaluation that might lead to a non-reemployment or dismissal, the teacher has the right to request a review by such a committee. This committee shall be composed of classroom teachers, with a membership of not less than three and no more than five teachers with career status who have been designated by the AEA President and the Superintendent/designee to review this particular case.

5.5.2

The review committee shall have the responsibility of reviewing the evaluation (with the permission of the teacher) and consulting with the evaluated teacher, the evaluator(s) and other administrative staff members to assist the teacher in correcting the deficiencies that might be cause for a potential dismissal or non-reemployment.

5.5.3

Nothing in this procedure shall be construed as a review of the person conducting either the evaluation or the evaluation process, but shall be utilized only as a means of assisting the teacher to improve performance.

5.5.4

This procedure shall not alter the time limits of providing a reasonable time, not to exceed two months, for improvement as outlined above and shall not alter the requirements as mandated in state statutes.

Section IV: Reduction in Force (RIF)

Article 1 - Rationale

- 1.1 If, upon recommendation by the administration, it becomes necessary to reduce teachers due to declining student enrollment, declining District revenue, elimination or reduction of programs or for other just reasons, the Board of Education may exercise its duty and power to reduce the number of staff positions. When the Superintendent determines that reduction of teachers may become necessary, written notification of his/her recommendation shall be given to the AEA President.
- 1.2 Prior to the Board's commencing action to non-renew a teacher under this procedure, the Superintendent/designee shall explore the following options:
 - a. Voluntary retirement/Early retirement incentives;
 - b. Voluntary resignation;
 - c. Transfer of existing teachers;
 - d. Reduction in programs; and
 - e. Job sharing.

Article 2 - Reduction in Programs

- 2.1 All programs considered for reduction will be evaluated by the Superintendent/ designee on the basis of the following criteria. Results of the evaluation shall be used to determine which programs will be recommended to be reduced or eliminated.
 - a. Each program will be evaluated to determine if the subject content is required or mandated by the State Department of Education.
 - b. Each program will be evaluated to determine if the enrollment is sufficient to maintain such a program.
 - c. Each program will be evaluated to determine the cost of the program.
 - d. Each program will be evaluated to determine if it is required for the college bound curriculum.
 - e. Each program will be evaluated to determine whether such a program is over staffed in relation to the number of students enrolled.

Article 3 - Reduction in Teachers

- 3.1 In the event the reduction in force of certified teachers cannot be accomplished through other means, the procedure for reduction in force is as follows:

3.1.1

Teachers with "duration of need" contracts will be reduced first.

3.1.2

Probationary teachers will be terminated before a career teacher is terminated, unless a career teacher is not certified to teach in the position for which the probationary teacher is retained. If there is more than one probationary teacher in a position being reduced, the probationary teacher will be dismissed according to the least number of continuous years in the District and areas of certification where required within the areas of assigned duties and degrees attained.

3.1.3

Career teachers whose positions are eliminated will be placed in another position for which they are qualified, provided the position is occupied by a probationary teacher or a career teacher with less continuous service in the District, who will then be subject to release. If the career teacher is otherwise qualified for such a position but lacks the required certification, the teacher must apply for the necessary certification through the District Personnel Office and the Oklahoma State Department of Education within fifteen (15) days of notification of the reduction. Failure to apply within the fifteen (15) day period will be deemed a refusal of continued employment, and the career teacher will be subject to termination in accordance with applicable law, Board policy, and the terms of this Agreement.

3.1.4

If a teaching position which is occupied by a career teacher is eliminated pursuant to this RIF article, and the career teacher is certified for another teaching position occupied by a probationary teacher or teachers, reasonable accommodations must be made to give priority for contract renewal to qualified career teachers over probationary teachers.

3.1.6

If there is more than one career teacher qualified to teach in the position being reduced, the following criteria, in this order, will be used to determine which of the teachers will be retained:

3.1.6a

Certification is required in the teaching position which is open: A career teacher with a standard certificate will be retained over a teacher with a provisional certificate. A teacher with a provisional certificate will be retained over a teacher with a temporary certificate.

3.1.6b

Seniority will be counted by the amount of continuous full-year contracted certified employment in the District. The beginning date will be the first official day of school or the first day of employment thereafter. A teacher who taught in the District, resigned or was terminated, and then returned to the District, will count only the number of years of service since returning to the District.

3.1.6c

If certification and seniority are the same according to the above criteria, the determining factors in order of importance are:

3.1.6c.1

Other teaching experience either inside or outside the District. If teaching experience inside the District and outside the District is equal, the teacher with the most experience inside the District will have priority.

3.1.6c.2

A Doctors Degree will be considered above a Masters Degree plus thirty-four (34) hours. A Masters Degree plus thirty-four (34) hours will be considered above a Masters Degree. A Masters Degree will be considered above a Bachelors Degree.

3.1.6c.3

If all of the above are equal, retention will be decided by casting lots.

Article 4 - Notification/Hearing Procedure

- 4.1 A written recommendation of personnel to be considered for non-reemployment will be submitted to the Board of Education by the Superintendent. The recommendation for the non-reemployment of a teacher will be approved or rejected upon by a majority vote of the Board Members.

- 4.2 The Board shall receive the recommendation, set a hearing date and direct the Superintendent to notify any affected teacher of his/her right to a hearing.

Article 5 - Recall

- 5.1 In the event it becomes necessary to employ additional certified teachers within an eighteen (18) month period after reduction in force, recall will be in reverse order of reduction. Recall rights will be for a period of eighteen (18) months beginning with the date of termination.
- 5.2 When vacancies for certified positions occur, teachers who were terminated by the reduction in force will be notified by certified mail of their recall to positions for which they are certified. Outside personnel will not be hired for a position until all qualified personnel involved in the reduction in force have been recalled.
- 5.3 Failure to respond to the notice within ten (10) days of its receipt will constitute rejection of the opportunity to return to the employment of the Ardmore City Schools. The ten (10) day period will begin on the date the receipt of notice is signed by the teacher or someone designated by the teacher to act in the teacher's behalf. Failure of the teacher to provide for receipt of the notice will constitute removal of the teacher from the notification list and the teacher will lose notification rights. Rejection of the opportunity to return to the Ardmore City Schools will terminate recall privilege. It will be the responsibility of the teacher subject to notification to inform the Superintendent's Office of changes of address or other necessary information.
- 5.4 In the event a certified teacher is recalled, she/he will receive credit for all previously accumulated service and benefits as provided by law, but will receive no credit for the period of time she/he was separated from service.
- 5.5 During the period of eligibility for notification, the teacher will be placed at the head of the substitute list of the school system, provided the teacher so requests in writing to the Office of the Superintendent of the District.

Section V: Compensation

Article 1 - Compensation Schedule

- 1.1 All teachers will be paid according to the compensation schedules (**Appendix D-1, D-2 & D-3**). Teachers will be placed on the schedule in accordance with the following provisions at the beginning of the contract year:

1.1.1

All teachers with no previous teaching experience will be placed on Step 0.

1.1.2

All teachers with teaching experience within the State of Oklahoma will be given full credit for that experience, as verified by state records, and placed on the appropriate step.

- ❖ **See Also Section II Working Conditions, Article 3.2.1 for new teacher verification of experience requirement.**

1.1.3

All teachers with up to five (5) years of teaching experience outside the State of Oklahoma will be credited with up to five (5) years of that experience and will be placed on the appropriate step. The District may credit teachers with out of state experience for the full amount of their documented experience.

1.1.4

To the extent approved by the Oklahoma State Board of Education, all teachers will receive credit for one year of teaching experience for any type of service recognized by the Oklahoma State Board of Education for certification and salary increments.

1.1.5

All teachers will be placed on the appropriate degree classification, as verified by official records, such as a college transcript.

1.1.6

Upon providing the Superintendent's office with documentation of advancement to the next level of degree classification, the teacher will be moved immediately to the appropriate level and step and will receive compensation appropriate for the level and step for the remainder of the year.

1.1.7

Step Raises are approved for the 2026-2027 school year.

- 1.2 Teachers who are contracted to work more days than the negotiated contract year will be compensated based on the number of days required beyond the contract year times their per diem amount.

Article 2 - Compensation for Covering Classes [This Item to be Negotiated Annually]

- 2.1 When a substitute teacher is unavailable, a building principal may assign or approve a certified teacher to provide class coverage. Coverage assignments should be distributed as equitably as reasonably possible and must be documented by the building principal.

2.1.1

Compensation Details:

Annual Review Item: No Change for 2026-2027 school year.

1. **Loss of planning period or lunch.** A teacher who gives up a scheduled planning period or duty-free lunch to supervise another teacher's class will receive fifteen dollars (\$15.00) for each class period covered.
2. **Acceptance of additional students.** A teacher who continues teaching the teacher's regularly assigned class while accepting at least one-half of another teacher's class will receive twenty dollars (\$20.00) for an AM session and twenty dollars (\$20.00) for a PM session. Compensation under this paragraph will not exceed forty dollars (\$40.00) per day.
3. **No duplicate compensation.** A teacher may not receive more than one form of compensation for the same coverage period. When an assignment could qualify under more than one provision, the teacher will receive the single applicable payment that most accurately reflects the work performed.
4. **No compensable supervision.** Compensation will not apply to brief or incidental supervision, regularly scheduled duties, ordinary student reassignment, or the temporary addition of fewer than one-half of another teacher's class.
5. **Approval and documentation.** All compensated coverage must be approved and documented by the building principal. The documentation must identify the absent teacher, coverage period, type of coverage, and employee providing the coverage.
6. **Daily limitation.** Total class-coverage compensation paid to an employee for one day will not exceed the district's regular daily substitute-teacher rate unless approved by the Superintendent or designee.
7. **Emergency lunch coverage.** Except in an emergency, teachers will not be required to forfeit a duty-free lunch. When emergency lunch coverage is necessary, the assignment will be compensated at the fifteen-dollar (\$15.00) rate stated above.

2.1.2 Compensation requirement and Payment Schedule:

Compensation will be paid in two installments: one in December and one in May.

Principal approval is required.

Article 3 - Second-Contract Compensation

- 3.1 Teachers and Second Contract assignments will be compensated according to the Second Contract Compensation Schedule. Second Contract compensation is subject to negotiations. [17-18]

Article 4 - Pay Date and Payroll Errors

- 4.1 Teachers will be paid on or before the twentieth (20) of each month. If a pay date falls on or during a bank holiday, school holiday, vacation, or weekend, teachers will receive their paychecks on the last previous working day.
- 4.2 All checks for pay dates falling during the summer recess will be issued to the teacher on or before June 30.
- 4.2.1 Staff members may not "turn off" direct deposit for the months of July and August for the deposit of their payroll checks. [15-16]
- 4.3 The Business Office will make every effort to correct payroll errors promptly. After receiving written notice of the error from the employee and verification of the error by the payroll office, corrections will be processed within three (3) business days, either by electronic deposit or paper check. [25-26]

Article 5 - Mileage Reimbursement

- 5.1 Teachers will be reimbursed at the standard mileage rate as set by the Internal Revenue Service annually, plus turnpike and parking fees, in cases where they are required to use their personal vehicles for school business. This includes any teacher who uses his/her own vehicle for transportation between school sites to which he/she is assigned or any teacher who is doing homebound. Teachers will complete the appropriate form for mileage reimbursement.
- 5.2 Records of such mileage will be turned in to the business office by the tenth (10th) of the month, to be paid on the twentieth (20th) of that month. Mileage turned in after the tenth (10th) of the month will be paid on the succeeding month's check. The District will assume liability when teachers are assigned to transport students to or from school functions and are required to use their own vehicles.

Article 6 - Passes for School Events

- 6.1 Passes will be made available to all teachers for all District school events. The pass will admit the teacher and one guest, and will be non-transferable.

Article 7 - Additional Compensation

- 7.1 End-of-Year Stipend Discussion

7.2.1

The Association and District agree to return to the table at the request of either party, to discuss the financial picture of the District at that time. If the district finances warrant, teachers may receive a stipend for a professional activity approved by the superintendent. Teachers will be notified prior to trainings if stipends are not going to be given.

7.2 Elementary Lead Teacher Compensation

Elementary Lead Teachers will receive an annual stipend of \$500.00. The assignment of a Lead Teacher will be determined by the site administrator based on the needs of the school and in alignment with best practices for the site. To be eligible for this assignment, the teacher must hold a valid Standard Oklahoma Teaching Certificate in Early Childhood Education or Elementary Education.

Article 8 - Masters' Degree Program Incentive

- 8.1 Teachers accepted into a Masters' degree program in an education-related field, will receive taxable compensation at the rate of \$50 per completed college hour in a field directly related to public school education. The district will pay this incentive for one Master's degree per staff member. Any exception to this must be approved by the superintendent and be for the purpose of the enhancement of services to the district. [15-16] Official transcripts may be submitted after completion of each semester, and must be submitted by June 15th to receive compensation for the summer, fall and spring semester of the current fiscal year. Compensation will be included in the next regular payroll check and no later than June 30th. Unofficial transcripts will be accepted during the course of the program. Official transcripts must be submitted upon completion at the end of the program.

Article 9 - Enrollment Incentive

- 9.1 Each teacher who helps with enrollment outside the contract day will be compensated.

Article 10 - Leadership Ardmore

- 10.1 One teacher shall be nominated every other year by the District for Leadership Ardmore sponsored by the Ardmore Chamber of Commerce. Teachers interested in participating in this program shall submit their names to the Superintendent/ designee by May 1 of each year. The district will provide a scholarship for this program.

Article 11 - Group Life Insurance

- 11.1 Each teacher shall be provided with a Group Life Insurance Policy.

Article 12 – National Board Certification, Prior to June 30, 2013 [As Authorized in Oklahoma School Law]

- 12.1 The State Board of Education shall provide to teachers who attained National Board certification prior to June 30, 2013, a bonus in the amount of \$5,000.00 annually over a ten-year period.
- 12.2 Subject to availability of funds, the State Board of Education shall provide an annual salary bonus in the amount of \$5,000 each year to the following employees of public-school districts:
- ❖ Any school psychologist who has been designated as a Nationally Certified School Psychologist by the National School Psychology Certification Board; and
 - ❖ Any speech-language pathologist or audiologist who holds a Certificate of Clinical
 - ❖ Competence awarded by the American Speech-Language Hearing Association.

Any individual who qualifies for the bonus pursuant to this section and who is employed by a school district on less than a full-time basis, shall receive a pro-rated bonus based on the proportionate equivalency to full-time employment.

- 12.3 Ardmore City Schools agrees to pay the full bonus without reduction of employer payroll taxes, as part of 2015-2016 negotiations.

Article 1 - Sick Leave

- 1.1 Sick leave shall be interpreted to mean personal accident, injury, preventive medicine, illness or pregnancy or accident, injury or illness of the teacher's immediate family and bereavement leave in the instance of the death of a member of the teacher's immediate family.

1.1.1

Immediate family shall be interpreted as spouse, child, parent, grandparent, grandchild, son-in-law, daughter-in-law, mother-in-law, father-in-law, sister, brother, aunt or uncle, brother-in-law, sister-in-law, and other extenuating circumstances as approved by the administrator or supervisor. In the instance of bereavement, immediate family shall also include niece, nephew, first cousin and spouse's grandparents.

- 1.2 Teachers are granted ten (10) days of sick leave at the beginning of the school year except that for teachers employed on an eleven-month (11) contract shall be allowed eleven (11) days sick leave and teachers employed on a twelve-month (12) contract shall be allowed twelve (12) days.

1.2.1

Unused sick leave shall be cumulative to a total of 120 days. Teachers with one hundred twenty (120) days of accumulated sick leave prior to commencement of the school year earn an additional ten (10) days when the new school year begins, but unused sick leave in excess of one hundred twenty (120) days is lost at the end of the school year. **(Also see Article III)**

1.2.2

Teachers hired after the beginning of the school year will have their sick leave allotment prorated.

- 1.3 A teacher transferring into the District from another school district in Oklahoma, who is employed for the next succeeding school year, shall be permitted to transfer sick leave accumulated prior to such transfer, provided that the number of days transferred shall not exceed the maximum days permitted under state statutes. It is further provided that the number of days of sick leave to be credited must be certified by the prior district employing such certified person.
- 1.4 The District will keep records of accumulated sick leave, and these figures shall be made available to the teacher at any time upon request. The District shall also prepare a printed summary of recorded usage and accumulated totals for delivery to the teachers at the beginning of each school year thereafter.
- 1.5 Teacher's Salary after Expiration of Sick Leave

1.5.1

When a **teacher's immediate family member** as defined by Article I – 1.1.1, experiences a severe illness, injury, impairment or physical or mental condition which may cause the teacher to be absent for his/her job for an extended period of time, and the teacher has exhausted all his/her accumulated sick leave, then the district will allow the next 20 days at the average cost of the substitute.

In the case of a **teacher's personal illness** and the teacher has exhausted all his/her accumulated sick leave, then the district will allow the next ten days of that absence to be treated as sick leave with no reduction in pay, and the subsequent ten days will have only the average cost of a substitute withheld. This shall be only for consecutive (not intermittent) absences and relates only to the teacher's personal illness.

Following those twenty (20) days, the Sick Leave Bank and Shared Sick Leave policies will take effect.

- 1.6 After a teacher's use of ten (10) consecutive days of sick leave, the District may request documentation of the reason(s) for the leave.

1.6.1

Teachers will comply with the request for documentation within 5 business days. If they do not provide the requested documentation, sick leave will not be applied to the absence.

Article 2 - Reimbursement of Sick Leave per Negotiated Agreement

- 2.1 The Ardmore Board of Education will compensate teachers for unused sick leave for those who retire under the Oklahoma Teacher's Retirement System providing:

2.1.1

Said teacher has been employed in the Ardmore School System for twenty (20) years or more immediately prior to retirement;

2.1.2

Each teacher retiring under this plan will be paid \$20.00 per day for accumulated unused sick leave, providing no individual will receive more than \$2,400.00 under the plan. The total cost of this plan (which may include other retiring employees) must not exceed \$10,000 in any given year. In the event that the total number of days exceeds 500, the amount paid will be prorated to stay within the \$10,000 in any given year. This benefit will be figured on teachers who have officially notified the District of their retirement prior to May 30, of their retirement contract school year.

Article 3 - Use of Sick Leave

- 3.1 If a teacher is retiring under the Oklahoma Teacher's Retirement System, the teacher may use all or some of his/her accumulated unused sick leave days to complete either a partial or full year's experience under TRS guidelines. Said teacher is also eligible for payback for unused sick leave as stated in the reimbursement article.
- 3.2 The teacher may carry over a maximum of 120 days at the end of any school year. At the beginning of the next school year, the appropriate number of sick leave days (10, 11, or 12 as per individual's contract) will be added to the teacher's record on the first day of their contract year. Therefore, if the retiring teacher or any teacher has accumulated the maximum allowable number of unused sick leave day, he/she will have at least 130 days available during the current year of employment.
- 3.3 In addition, the District will keep a separate record of "days of sick leave lost" for teachers who have lost days by exceeding the 120 days carry over limit. This record will be for TRS purposes only and shall not be reimbursable to the teacher under the provisions of Article II, Section 2.1.2. These days are allowable under the TRS guidelines for use as unused sick leave when the teacher's regular available sick leave days are not adequate to completely fulfill the employee's needs with TRS for an additional full or partial years' experience.
- 3.4 The Ardmore Board of Education shall provide maternity leave to eligible full-time employees in accordance with applicable state and federal law.

3.4.1

Notification and Request for Leave

An employee shall notify the building principal or immediate supervisor as soon as reasonably practicable of the anticipated need for maternity leave.

A request for maternity leave shall be submitted in writing to the building principal or immediate supervisor and forwarded to the Superintendent/designee for appropriate action. The request should include the anticipated beginning date of the leave and, when known, the employee's anticipated return-to-work date.

An adoptive parent requesting maternity leave shall provide reasonable notice of the anticipated placement and the expected period of leave, to the extent such information is available.

3.4.2

Eligibility and Paid Maternity Leave

A full-time employee who has been employed by the District for at least one (1) year and has worked at least one thousand two hundred fifty (1,250) hours during the preceding twelve-month period shall be eligible for six (6) weeks of paid maternity leave following the birth or adoption of the employee's child, provided the adopted child is under four (4) years of age.

Paid maternity leave shall apply to contract days only and shall begin immediately following the birth of the employee's child or upon the placement of an adopted child with the employee.

3.4.3

Beginning and Duration of Leave

For pregnancy-related leave taken prior to delivery, the date on which leave begins shall be determined by the employee in consultation with the employee's healthcare provider, as appropriate.

Following the birth or adoption of a child, an eligible employee shall receive six (6) weeks of paid maternity leave as provided by law and District policy.

An employee who qualifies for paid maternity leave may extend the duration of leave beyond the six (6) weeks by using available accumulated sick leave. Such sick leave may be used for recovery from childbirth, bonding with a newborn or infant, or caring for a newborn or infant, as permitted by law.

The use of accumulated sick leave to extend maternity leave shall not exceed an additional six (6) weeks unless a licensed medical professional provides written certification that additional leave is medically necessary for the employee's recovery from childbirth or for the care of the newborn.

3.4.4

Family and Medical Leave Act (FMLA)

When an employee is eligible for leave under the Family and Medical Leave Act (FMLA), FMLA leave shall run concurrently with paid maternity leave and any applicable paid sick leave used during the FMLA-qualifying absence, to the extent permitted by law.

The combination of paid maternity leave, applicable sick leave, and FMLA leave does not create an entitlement to separate consecutive periods of leave beyond the leave otherwise available under applicable law and District policy.

3.4.5

Return to Work

When leave is related to the employee's medical recovery from pregnancy or childbirth, the District may require appropriate medical documentation confirming the employee's ability to return to work when such documentation is permitted or required by law or District policy.

3.4.6

Exhaustion of Paid Leave

When all applicable paid leave benefits have been exhausted, an employee may request leave without pay in accordance with District policy and applicable law. If the employee meets the eligibility requirements for long-term disability benefits under the District's insurance coverage, the employee may apply for such benefits in accordance with the terms and conditions of the applicable insurance plan.

- 3.5 When all sick leave benefits are exhausted, a teacher may apply for the status of sick leave without pay, if they meet the criteria for long term disability benefits according to the District's insurance coverage.

3.5.1

At the time a teacher is assigned to sick leave without pay status, he/she will be paid the remaining share of the earned annual contract. The earned share will be computed as follows:

(Annual Contract divided by number of contract days) X days eligible

3.5.2

In order to continue long term disability insurance benefits, a teacher may request, after all sick leave has been exhausted, to be assigned to sick leave without pay status.

3.5.3

In the event such disability extends into the next school year, a request for extension will be made to the Superintendent/ designee.

3.5.4

From time to time the Superintendent/designee may require that the teacher submit a certificate of disability from the attending physician.

3.5.5

If this certificate does not clearly show sufficient disability to preclude the teacher from the performance of duties, such sick leave without pay will be canceled, and all benefits will cease.

3.5.6

At the expiration of sick leave without pay, a teacher will be returned to the same position or a comparable position for which he/she is qualified.

Article 4 - Personal Business Leave

- 4.1 For the **2026–2027 school year only**, employees will receive **one (1) additional Personal Business Leave Day**, providing a total of **four (4) Personal Business Leave Days** for the school year.

In addition, employees who have completed **ten (10) or more years of service with Ardmore City Schools** will receive **one (1) Loyalty Personal Business Leave Day** for the 2026–2027 school year only. Eligible employees will therefore receive a total of **five (5) Personal Business Leave Days**.

Unused Personal Business Leave – Certified Employees

Certified employees will be compensated at a rate of **\$50.00 for each unused Personal Business Leave Day**, up to a maximum payment of **\$200.00 per school year**, as follows:

- **\$200.00** – Four (4) unused Personal Business Leave Days
- **\$150.00** – Three (3) unused Personal Business Leave Days
- **\$100.00** – Two (2) unused Personal Business Leave Days
- **\$50.00** – One (1) unused Personal Business Leave Day
- **\$0.00** – No unused Personal Business Leave Days

The **Loyalty Personal Business Leave Day** provided to employees with ten (10) or more years of service with Ardmore City Schools **is not eligible for unused leave compensation and will not increase the maximum annual payment of \$200.00**.

The additional Personal Business Leave Day and the Loyalty Personal Business Leave Day are **not permanent leave benefits**. Both are subject to **annual review and approval by the Board of Education** and are contingent upon the financial condition of the District.

Approval of either additional leave day for the 2026–2027 school year does not guarantee its continuation in any subsequent school year.

4.1.1

Teachers will complete the leave request form online at www.leavescheduler.com/ardmoreschools with a user name and password. Every effort should be made to give the principal as much time as possible between the date the request is made and the day of the leave.

- 4.2 Teachers are asked not to use Personal Business Leave the day before or after a holiday, during December and on professional days, except in emergency situations. Teachers are asked to limit the use of Personal Business Leave during the months of December, April and May. Any personal leave requested during the above-mentioned dates, that could be potentially denied, will be discussed, with the principal or superintendent, to determine the special circumstances dictating the need to take leave.

Article 5 - Professional Leave

- 5.1 Upon approval of the building principal, teachers may be released without loss of salary for attendance at meetings of professional organizations, workshops, in-service trainings and any other meeting which is contributory to the basic functions of teacher assignments.
- 5.2 Teachers who have been elected or appointed to a county, state or national education related board, committee or commission will be released without loss of salary for attendance at meetings of same. The teacher will clear the meeting dates through his/her building principal and secure approval from the Superintendent/designee.
- 5.3 With the coordination and approval of the Assistant Superintendent, teachers/licensed teachers can be provided up to two days of professional leave to go to a testing center for the completion of certification or the completion of a higher-level certification [FY21 Negotiations].

Article 6 - Sick Leave Bank

- 6.1 The Ardmore Board of Education shall establish a Sick Leave Bank that may be used by the full-time teachers on a voluntary basis. The purpose of such Sick Leave Bank shall be to allow teachers the privilege of having a reserve of sick leave days to draw against in case they have exhausted their personal accumulation of days.
- 6.2 Definitions:
- 6.2.1
"Teacher" shall mean any full-time teacher of the Ardmore City Schools.
- 6.2.2
"Enrollment" shall mean being a participant in the program on a voluntary basis.
- 6.2.3
"Assessment" shall mean that the teacher must contribute one (1) day from his/her own personal accumulation of sick leave days to the bank.
- 6.2.4
"Withdrawal" shall mean days that the teacher may use from the bank as if it were his/her own accumulated sick leave.
- 6.3 Enrollment Procedure

6.3.1

The teacher must make his/her desires known to be a participant in the Sick Leave Bank by filling out the Sick Leave Bank Donation Form. This form shall be returned to the Business Office.

(Appendix E-1: Sick Leave Bank/Sharing Form)

6.3.2

The teacher will have an assessment made against his/her accumulated unused sick leave of one (1) day.

6.3.3

The teacher may sign up for participation only at the beginning of his/her full-time employment or at the beginning of a school year (within the first week).

6.4 Withdrawal Rules

6.4.1

The teacher may draw up to five (5) days from the Bank during the first year of participation, ten (10) days during the second year, fifteen (15) days during the third year and twenty (20) days during the fourth year with twenty (20) days being the maximum available at any given time thereafter.

6.4.1a

Teachers wishing to withdraw days from the Bank will make application on the Sick Leave Bank Request Form. This form will be submitted to the business office. **(Appendix E: Sick Leave Bank/Sharing Form).**

6.4.2

Up to five (5) days will be added to the teacher's available days each year up to the maximum of twenty (20) days even after usage has occurred.

6.4.3

Withdrawals from the Bank may only be made by participating teachers, and then only after their own accumulated sick leave has been exhausted and after the ten (10) days of the teacher paying the cost of a substitute.

6.4.4

Teachers withdrawing days from the Bank shall not have to replace those days except as a regular contributing member to the Bank.

6.5 General Rules

6.5.1

Assessments will only be made at the beginning of the school year according to the above limitations and should be completed and recorded on the teacher's record no later than October 1st.

6.5.2

There shall be a record kept by the Business Office of the total number of accumulated days deposited in the Bank as well as the number of days used by teachers against that total.

6.5.3

When the total accumulated days in the Bank falls below one hundred fifty (150) days, then there shall be an assessment against the member teachers of one (1) day each at the beginning of the next school year.

6.5.4

When a teacher donates a day to the Bank, that day is considered to have been "used" by the teacher and will never return to the teacher's personal record for any other use. However, if the

Bank at any time is discontinued, the remaining days in the Bank will be returned on a pro rata basis to any participating teacher still in the employ of the District.

6.5.5

A teacher may withdraw their membership from the Sick Leave Bank, but will not be eligible to withdraw his/her contributed days.

Article 7 - Shared Sick Leave

7.0 Teachers may "share" their sick leave with other District teachers under certain conditions. This article shall permit teachers to donate one or more of their accumulated sick leave days to a fellow teacher who is suffering from (or has a close relative suffering from) severe illness, injury, impairment or physical or mental condition which is causing or may cause the teacher to lose all wage benefits.

7.1 Definitions

7.1.1

"Teacher" shall mean any full-time teacher of the Ardmore City Schools.

7.1.2

"Close relative" shall mean spouse, child, or parent only. An appeal may be made to the Shared Sick Leave Committee if the teacher feels that another closely related person is causing similar work absences and might make the teacher eligible to participate in this program.

7.1.3

"Severe" shall mean serious, extreme and/or life-threatening situations including verifiable temporary disabilities, which render the teacher unable to perform his/her assigned duties.

7.1.4

"Shared Sick Leave Committee" shall be composed of:

- a. A representative appointed by the AEA Executive Board;
- b. An administrator appointed by the Superintendent/designee; and
- c. A member of the Board of Education.

7.1.5

"Duties" of Shared Sick Leave Committee shall be:

- a. Determine whether or not a teacher meets the criteria for participation;
- b. Determine that the teacher has abided by all District policies regarding the use of sick leave benefits;
- c. Hear all appeals by teachers that might seek exceptions to the outlined rules and make decisions regarding those appeals;
- d. Assist the ACS Business Office in determinations regarding the implementation of this article; and
- e. Ensure that all request forms and donation forms are given to the ACS Business Office.

7.2 Rules for Potential Recipients

7.2.1

The teacher must be a member of the Sick Leave Bank and have exhausted all days available from the Sick Leave Bank.

7.2.2

Use of Shared Sick Leave may only be made by participating teacher employee, and then only after his/her own accumulated sick leave has been exhausted and after the ten (10) days of paying only the regular substitute amount.

7.2.3

The teacher cannot receive more than thirty (30) days of donated sick leave days during any school year. (Exceptions could be made on a case-by-case basis by the Board of Education upon recommendation of the Shared Sick Leave Committee.)

7.2.4

The teacher must present to the Shared Sick Leave Committee a medical statement from a licensed physician outlining and verifying the severe nature of the problem and the expected duration of the condition.

7.2.5

Shared sick leave days may be used only for the purpose specified in this Agreement.

7.2.6

Compensation to the recipient will be paid at the regular rate of pay normally received by the teacher during that time period.

7.2.7

A teacher wishing to use Shared Sick Leave must fill out a Shared Sick Leave Request and submit such to the Shared Sick Leave Committee which will give it to the ACS Business Office. Form **(Appendix E-1: Sick Leave Bank/Sharing Form)**

7.3 Rules for Potential Donors

7.3.1

The donor can only donate to a fellow teacher who has completely exhausted all sick leave benefits.

7.3.2

A donor can donate to more than one fellow teacher during their employment with ACS if all other criteria are met.

7.3.3

The donor cannot donate a day(s) when such a donation would cause their personal balance of accumulated sick leave days to fall below sixty (60) days.

7.3.4

A donor is limited to a maximum of ten (10) days donation of shared sick leave with any other single teacher, but may exceed the ten (10) day sharing limit when donating to multiple individuals.

7.3.5

The donor may donate in any increment of days ranging from a minimum of one-half (1/2) day up to a maximum of ten (10) days.

7.3.6

The donor must complete the Shared Sick Leave Donation and return it to the Shared Sick Leave Committee. The Committee will see that the form is given to the ACS Business Office. **(Appendix E: Sick Leave Bank/ Sharing Form)**

7.4 General Rules and Record Keeping

7.4.1

Participation in this program is strictly voluntary and will be conducted as confidentially as possible with no teacher being coerced, threatened, intimidated or financially induced into donating sick leave days.

7.4.2

The Business Office shall keep all records regarding the donations and receiving of shared sick leave days with all such records showing plainly on the teacher's Sick Leave Record sheet.

7.4.3

When a teacher has exhausted all sick leave benefits as defined in 5.2.2 above, the teacher has made

application (another person may file this application in the requesting teacher's behalf) for assistance with the Shared Sick Leave Committee and the teacher has been determined to be eligible as a recipient under the guidelines of this policy, that teacher's name shall be posted in the office of each building site in the district identifying him/her as a potential recipient.

7.4.4

After the posting of a potential recipient's name, donors must individually notify the Business Office in writing of their desire to donate as well as the number of days they desire to donate.

7.4.5

The recipient will be sent verification from the Business Office that the donor (with the name identified and specified) has made the donation.

7.4.6

The recipient will receive the benefits of such donation during the next regularly scheduled pay cycle for that teacher.

7.4.7

Should more days be donated than can be or are used by the recipient, then the remainder of the donated days will be prorated and returned to the donor(s) with such return being rounded to the nearest one-half ($\frac{1}{2}$) day while still covering completely the benefits received by the recipient.

7.4.8

All questions regarding this policy or its implementation shall be referred to the Business Office and/or the Shared Sick Leave Committee, but the committee shall possess all decision-making powers regarding problem resolution(s) with appeal to the Board of Education possible only when all parties are not satisfied with such resolution.

Article 8 - Leave of Absence (Sabbatical Leave)

- 8.1 The Board may grant a career teacher a leave of absence for up to one (1) year.
- 8.2 Application for leave of absence without pay which is to be effective at the beginning of a school year must be made on or before May 1. Applications which are to be effective other than at the beginning of a school year should be made at least three (3) months before the requested effected date. In the event that the above dates for application cannot be met, the teacher will still receive consideration of his/her application.
- 8.3 A teacher on approved leave of absence will be reinstated at a salary level no lower than that attained at the time the leave was granted. Additionally, such salary placement will reflect any advancement occasioned by additional degrees, or college hours earned.
- 8.4 Sick leave, which accrued before the leave of absence, will be reinstated. Additional sick leave or personal leave will not be granted for the period of leave.

Article 9 - Legal Leave (Board Policy DA-CC-G in compliance with 70 O.S. §6-104 & 28 O.S. §84.1)

- 9.1 The Board of Education shall grant leave to employees who have been selected for jury duty or who have been subpoenaed as a witness in a criminal, civil, or juvenile proceeding. Employees shall be paid the full, current contract salary during such service. Monies necessary to pay substitute teachers shall not be deducted from the salary of a teacher performing jury duty. However, the amount received by the teacher for jury duty shall be applied toward the expense of the substitute teacher. The district may deduct any compensation received for serving as a juror from the non-certified support employees' salary during such service.
- ✓ Teachers dismissed by the court by noon will return to school for the second half of the day.
- 9.2 It is the policy of the board that the school district will not provide teachers with paid leave for non-subpoenaed testimony as a witness in a child custody case involving a student in this district. If a teacher testifies as a witness as a result of being subpoenaed, any compensation received from the court by the teacher shall be applied toward the expense of a substitute teacher.
- 9.3 If a school district employee is subpoenaed to appear as a witness in a civil court proceeding, except in a proceeding which the school district or the state is a party, the school district shall be entitled to a witness fee equal to the amount of the substitute teacher cost, not to exceed One Hundred Dollars (\$100.00) per day.

Article 10 - Military Leave/Veterans Day

- 10.1 The board shall provide leave to qualified employees who are members of any component of the Armed Forces of the United States (Army, Navy, Marine Corps, Air Force, Coast Guard), including members of the Army and Air National Guard and the Reserve Forces and the commissioned corps of the Public Health Service, when the employee meets the requirements set forth below and the Uniformed Services Employment and Re-employment Rights Act of 1994 (USERRA). A

leave of absence for the period of active service shall be without loss of status or efficiency rating and without loss of pay during the first 30 days of such leave.

For reemployment rights, see Board Policy DA-CC-D in compliance with 40 O.S. Section 209, 70 O.S. Section 6-105, & USERRA 1994 as amended

- 10.2 Teachers who are veterans will be given released time (up to two hours) to attend the Veteran's Day ceremonies at the Ardmore Veteran's Center.

Article 11 - Emergency Leave [Board Policy – Revised June 2015]

- 11.1 All employees shall be provided not more than two days a year emergency leave. These days shall not be chargeable to sick leave and are non-cumulative. The term "emergency" is defined as a situation or occurrence of a serious nature, developing suddenly and unexpectedly, and demanding immediate attention. (70-6-104). Examples of emergency leave include, but are not limited to: automobile accidents, floods, tornado damage, residential fires, etc.
- 11.2 If a more suitable leave-type is appropriate, emergency leave may not be granted. The final decision as to whether emergency leave is granted or if another type of leave is more appropriate will be made by the superintendent or his/her designee.
- 11.3 Emergency leave does not include bad weather days when school is in session.

Article 12 - Bereavement Leave

- 12.1 Teachers will be granted three (3) days bereavement leave at no loss of salary each school year.

12.1.1

Bereavement leave will be non-accumulative, non-reimbursable and used before other available leave.

12.1.2

Bereavement leave will be granted for the death of an immediate family member as defined under sick leave. **(See Sick Leave, Article I, section 1.1.1 of this section)**

12.1.3

In addition to the three (3) days of bereavement leave, teachers may use a maximum of five (5) sick days for this purpose.

12.1.4

In the case of the death of a spouse or a child, including pregnancy loss, the teacher will be granted up to ten (10) days of bereavement leave. *Documentation from a licensed physician will be required for pregnancy loss.*

12.1.5

If a teacher experiences the loss of two close relatives (defined as spouse, child or parent), in the same school year, they may request additional bereavement leave from the superintendent or his designee. Each request will be reviewed and the decision made on a case-by-case basis. [17-18]

- 12.2 On occasion when teachers wish to attend funeral services for an associate or friend, they may be excused for the services, with their principal's permission. Requests for attendance should be directed to the principal. When the absence is only for the actual time required to attend the service, school volunteers may be asked to substitute and no leave time will be charged. When the time needs to be extended, the teacher will take sick leave.

Article 13 - Association Leave

- 13.1 The District will grant ten (10) days leave to the Association to send its representatives to local, state, or national conferences, meetings, or workshops or to conduct other business pertinent to the Association's role as recognized representative of Ardmore teachers.
- 13.2 The Association President(s) will notify the Superintendent/designee on the appropriate leave form at least three (3) days in advance of the use of leave.
- 13.3 No more than five (5) teachers will be gone on any one day without the approval of the Superintendent/designee.

Article 14 - Notification of Absence

- 14.1 The District will provide each teacher with a contact person and/or a telephone number to be utilized by the teacher for notification of absence from work. If possible, such notice of absence will be reported by 7:00 a.m. on the day of absence in order to ensure substitute coverage. Whenever possible, the teacher will notify the school (principal/secretary) by 2:30 p.m. to notify of the subsequent day's status.

Article 15 – Bad Weather Days [Board Policy – Revised June 2015]

- 15.1 The school system has no restrictions on where its' employees reside; however, on bad weather days when school is being held, school employees are expected to be in attendance. Employees who are not in attendance will have a day's pay deducted from their salaries unless they are absent under one of the Board approved leave options, to include personal business leave. Emergency leave does not include bad weather days when school is in session.

Article 16 – Maternity Leave

- 4.1 Maternity Leave [as per Senate Bill 1121] shall be extended to all full-time employees of the school district who have been employed by the school district for at least one year and have worked for the school district for at least one thousand two hundred fifty (1,250) hours during the preceding twelve-month period. Eligible employees shall be entitled to six (6) weeks of paid maternity leave following the birth of the employee's child. The six (6) weeks of maternity leave shall be immediately following the birth date of the school districts employee's child. Paid Maternity Leave applies to contract days only.

Section VII: Grievance Procedure

Article 1 - Definitions

- 1.1 A grievance is a claim based upon an event or condition which affects the condition or circumstances under which a teacher or a group of teachers works, allegedly caused by a violation, misinterpretation or misapplication of Board Policies, Administrative Procedures or the Negotiated Agreement of the Board of Education and the Ardmore Education Association (AEA).
- 1.2 The term "grievant" may mean the person or persons or the Association making the complaint.
- 1.3 The term "days" will mean working days of the teacher. Outside of the contract year of the teacher, "days" will mean the working days of the supervisor involved at the level that the grievance is being processed or the business days of the district (Business days shall not include scheduled vacation days).
- 1.4 A "party of interest" is the person or persons making the claim or any person who might be required to take action, or the person against whom action might be taken in order to resolve the claim. The Association may be a "party of interest" in any grievance regarding the Negotiated Agreement

Article 2 - Purpose

- 2.1 The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems which may arise from time to time affecting teachers. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

Article 3 - Right to Representation

- 3.1 At least one Association representative will be present for any meetings, hearings, appeals or other proceedings related to a grievance which has been formally presented if such grievance concerns this Agreement.
- 3.2 If, in the judgment of the Association, a grievance affects the Association, the Association Officers may initiate and submit such grievance in writing to the Superintendent directly, and the processing of such grievance will be commenced at Level II. The Association may process such a grievance through all levels of the procedure, even though there is no individual aggrieved person who wished to do so. Class action grievances involving more than one supervisor and grievances involving an administrator above the building level may be filed by the Association at Level II.

Article 4 - Individual Rights

- 4.1 Nothing contained herein will be construed as limiting the right of any teacher having a complaint to discuss the matter via administrative channels and to have the problem adjusted without the intervention of the Association, as long as such disposition is not inconsistent with the terms of this Agreement.

- 4.2 A grievant may be represented at all Levels of the grievance procedure by himself/herself or at his/her option, by an Association representative selected by the Association, or by a person of his/her choice. In addition, the grievant may be accompanied by a person of his/her choice for advice and/or counsel. If an aggrieved party is not represented by the Association and the grievance concerns application of the negotiated agreement, the Association representative will have the right to be present and to state the Association's views at all Levels of the grievance procedures.
- 4.3 Any grievance will be submitted within 15 working days of the knowledge of the alleged violation.
- 4.4 Timelines may be extended by mutual agreement.

Article 5 - Procedure

- 5.1 Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each Level should be considered as a maximum, and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual written agreement.

5.2 FORMAL GRIEVANCE PROCEDURE

Level One

A certified staff member with a grievance will first discuss it with his/her principal or immediate supervisor within ten (15) work days of the date aggrieved, with the objective of resolving the matter informally.

If both parties agree that unusual circumstances exist, either party may exercise the option of being accompanied by a building colleague.

Level Two

If the aggrieved person is not satisfied with the disposition of his/her grievance at Level One, or if no decision has been rendered within five (5) working days after the presentation of the grievance, he/she may file a written grievance with his/her principal/supervisor no later than ten (10) working days after the Level One meeting. When a formal written grievance is filed with the principal/supervisor, a copy of the written grievance shall be sent by the aggrieved person to the president of the AEA and the superintendent of schools.

The principal/supervisor shall arrange a meeting of the aggrieved person, the grade level representative of the AEA Grievance Committee, and the principal/supervisor within five (5) working days after the receipt of the written grievance.

The principal/supervisor shall within two (2) working days after the meeting, submit his/her decision in writing to the aggrieved person, the grade level representative of the Grievance Committee, the president of AEA and to the superintendent of schools.

It is understood by all parties that the superintendent will be kept informed of all these proceedings by the principal/supervisor involved and may intervene in any of the decision rendered by the principal/supervisor at any time.

Level Three

If the aggrieved person does not agree with the decision of the principal/ supervisor, he/she may request that the Grievance Committee of the AEA review the decision of the principal/supervisor, or the aggrieved person may choose to bypass Level Three and proceed to Level Four.

Any such request to the AEA Grievance Committee shall be made in writing within five (5) working days of the principal/supervisor Level Two decision and include a copy of the principal/supervisor's decision, the grounds for further appeal, and any other information which the committee might desire, such as names of all persons officially present at any of the meetings held prior to the request of the AEA Grievance Committee meeting and any person who might have a copy of information involved in the grievance.

The AEA Grievance Committee shall within seven (7) working days of the receipt of the request and after completion of a hearing on the case, render recommendation to the aggrieved person. A copy of these recommendations shall be mailed to the principal/supervisor, the president of AEA, and the superintendent.

Should the aggrieved person choose to bypass Level Three, a written request for an appeal to be heard by the superintendent of schools must be made within ten (10) working days of the Level Two decision rendered by the principal/ supervisor.

Level Four

If the aggrieved person or the superintendent desires, an appeal may be heard by the superintendent. Such a meeting or hearing shall be held within ten (10) working days of the receipt of the recommendations from Level Three or the request by the aggrieved person choosing to bypass Level Three.

Written notification of the time and place of the meeting with the superintendent shall be given five (5) working days prior to the meeting and shall be given to the aggrieved person, the president of AEA and the principal/ supervisor who has been involved in the grievance.

Within ten (10) working days of the meeting with the superintendent, the superintendent shall communicate his/her decision and reasons to the aggrieved person and other parties in interest.

The superintendent reserves the right to inform members of the Board of Education regarding any of the proceedings involving a formal grievance procedure.

Level Five

If the aggrieved person is not satisfied with the disposition of his/her grievance at Level Four, he/she may, within five (5) working days after a decision by the superintendent, request in writing that hearing be held on this matter before the Board of Education. The Board of Education will, within thirty (30) working days or at their next regular meeting of the Board, hear the grievance.

The Board of Education shall within ten (10) working days, communicate its decision to the aggrieved person and other parties in interest.

General Provisions

1. The decision of the Board is considered final, unless overruled by the courts. It is understood that the Board of Education may reconsider its decision at any scheduled meeting where the matter is placed on the agenda.
2. No reprisals of any kind shall be taken by the Board or by any member of the administration against any party in interest. Likewise, no certified staff member shall take reprisal of any kind against any member of the Board of Education or the administration because of the grievance procedure.

3. If a certified person elects to pursue legal or statutory remedy for any grievance after following this grievance procedure, it is understood that remedy at the local level has been exhausted.
4. All documents, communications and records dealing with the procedures of a grievance shall be filed with a grievance file separate from the permanent file of any of the participants.
5. Forms for this grievance procedure shall be devised by the superintendent or his/her designee in conjunction with the AEA Grievance Committee and shall be available upon request from the principal/supervisor.
6. Failure at any step of this procedure to communicate the decision in writing on a grievance within the specified time limit shall permit the aggrieved person to proceed to the next step. Failure at any step of the procedure to appeal a grievance to the next step within the specified time limits shall be regarded as acceptance of the decision rendered at that step.
7. All meetings and hearings under this procedure shall be conducted in private and shall include only such parties in interest and their designated or selected representatives referred to in this procedure. No meetings under this procedure will be held in violation of the Open Meeting Law of the State of Oklahoma.
8. All such meetings will be held by all parties to avoid any interruption of classroom activities and to avoid involvement of students in all phases of the grievance procedure. No student shall be involved in any phase of the grievance procedure unless such student's presence is deemed absolutely necessary to resolve the grievance and is in the best interest of the school district and only after approval of the superintendent of schools.

Section VIII: Association Rights

Article 1 - Availability of Information

- 1.1 Upon request, the Board will provide to the Association any compiled public information which the Association deems necessary for the administration of this contract.
- 1.2 The Association President or designee will be notified of all regular, special and/or reconvened meetings of the Board as soon as they are scheduled and will receive an agenda and all information in like form and substance as mailed and/or given to each Board member for each of its meetings, except that deemed confidential under the Oklahoma Open Records Act. The Association may request clarifying documents of agenda items.
- 1.3 The District agrees to send to the AEA President(s) the following items on a regular basis:
 - 1.3.1
Additions, corrections and changes to the ACS Policy and Procedure Handbook;
 - 1.3.2
Minutes of all Board of Education meetings.

Article 2 - Transaction of Business

- 2.1 Representatives of the Association will be permitted to transact Association business on school property provided that classroom activities are not interrupted.

Article 3 - Exclusive Rights

- 3.1 The bargaining unit rights granted to the Association will not be granted or extended to any other organization or individual.

Article 4 - Meeting, Notices and Use of School Mail

- 4.1 The Association shall have the right to use school buildings for Association meetings and/or business upon arrangement with the building administrator. Association meetings may be called during the time immediately preceding or following the students' school day.
- 4.2 The association shall have the right to place association related notices, circular, and other association materials on the designated bulletin boards and only in association member's mail boxes. Information pertaining to negotiations or board policy may be shared with all staff. Use of bulletin board space shall be provided in the teachers' lounge or work area of each school building or work site. Prior to posting a copy of any material, it shall first be given to the building principal. Space will be limited to an 8 ½" x 11" sheet of paper, unless approved by the building administration.
- 4.3 The Association shall be accorded use of inter-school mail service and district e-mail, to communicate with members. Communication with all staff will be accorded when addressing negotiated items, board policy, and district or site level issues or activities.

Article 5 - Teacher Selection to Staff Development Committee

- 5.1 (See Section Two, Working Conditions, Article IX.)

Article 6 - Selection of Mentor Teachers

- 6.1 A mentor teacher shall be selected by the principal from a list of qualified teacher volunteers who have submitted their names for that purpose. After compilation of the list, the principal shall provide an opportunity for input from the AEA building representative. Membership or non-membership in a professional teacher organization shall not be considered as a factor in selecting a mentor teacher. No teacher may serve as a mentor teacher for more than one resident teacher at a time. When possible, a mentor teacher shall have successfully completed a mentor teacher professional development institute and be assigned to the same school site and have similar certification as the resident teacher. (Per HB 1235)

Professional Negotiations Procedural Agreement
The Ardmore Educational Association & Independent School District No. 19
Carter County, Oklahoma

- 1-1 **As Prescribed** by Title 70, Oklahoma Statutes 509.1-509.10, the Ardmore Education Association, hereinafter referred to as the "Association," said Association being the certified representative of the professional educators of the district, and the Board of Education of Ardmore City Schools, Independent School District No. 19 of Carter County, Oklahoma, hereinafter, referred to as the "Board," said Board being legal representative of the electors of Independent School district No. 19 of Carter County, Oklahoma, hereby enter into the following agreements regarding procedures:
- 1-2 **Recognition**
The Board hereby recognizes the Association as the authorized bargaining agent for all regularly employed non-administrative certified educators. Any person who desires not to be represented by any organization may so state in writing to the Board of Education.
- 1-3 **Participation**
As a condition of employment, members of the bargaining unit have the right to join, participate in, and assist the Association, and the right to refrain from such activities, as provided in Title 70, Oklahoma Statutes, Section 502.2
- 1-4 **Scope of Bargaining**
The Association and the Board agree to negotiate in good faith on wages, hour, fringe benefits and other terms and conditions of employment. The Board retains all rights and authority it possesses by law. This agreement shall not impair the rights provided by law either to the Board or the Association. The policies affecting the performance of professional services may be subject to negotiation in accordance with Oklahoma State Statute 70-509.6.
- 1-5 **Statutes & Policies**
The Association and Board agree that the welfare and educational opportunities of students in the Ardmore school system are of paramount importance in the operation of the Ardmore school system. The Association and the Board shall abide by all applicable state and federal statutes, rules and regulations. No agreement shall abrogate legal rights, obligations, and powers of the Board, including its power to make policy.
- 1-6 **Budget Limitations**
Provisions of negotiations agreements are always subject to sufficient funds being made available to the Board to carry out properly the terms of the agreement. When and if it becomes known that sufficient funds will not, in fact, be available with which to finance certain ratified items as well as meet the other requirements of the school district, the negotiating teams will meet and renegotiate those items within the framework of the amount of funds available.
- 1-7 **Negotiating Team**
No more than five (5) designated representatives of the Association will meet with no more than five (5) representatives of the Board for purposes of negotiations. All negotiations shall take place exclusively between the designated representatives of the parties. Only those members who comprise the negotiations teams will be present during negotiations, except by mutual agreement. A majority of the members of each bargaining team shall be present at each bargaining session. If there are any changes in the membership of either team, the other team shall be notified of such change, in writing, five (5) days before the next meeting.
- 1-8 **Discrimination**
No employee shall be discriminate against by the Board, Superintendent, or any other administrative officer of the district or by the Association, its officers or any member thereof because of his/her exercise or non-exercise of rights under the acts of Title 70 of the Oklahoma Statues. It shall be prohibited for the Association, professional educator or Board to impede, restrain or coerce an employer or employees in the exercise of the rights guaranteed in Sections 509.1 through 509.10 of Title 70.

Professional Negotiations Procedural Agreement
The Ardmore Educational Association & Independent School District No. 19
Carter County, Oklahoma

2-1 **Meetings**

Meetings shall start on April fifteenth, or any subsequent mutually agreeable date thereafter and continue to meet as mutually agreed upon by the Association and the Board. Each subsequent meeting time and place will be mutually agreed upon at the end of each meeting. All Board and Association items for negotiations shall be presented in writing at the first meeting.

2-2 **Exchange of Information**

Upon reasonable request, the parties shall provide each other with available information regarding negotiations.

2-3 **Information Releases**

Releases to news media shall be by mutual agreement only.

2-4 **The Agreement**

- A. The Board shall choose representatives who shall bargain for the Board, and the Association shall choose representatives who shall bargain for the Association. Provided nothing herein shall prohibit the employment of legal counsel for consultative purposes by the Board or Association (70-509.3)
- B. Both parties agree it is their mutual responsibility to empower their respective representatives with the necessary authority to make proposals, to consider proposal and counter proposals in the course of negotiations, and to reach tentative agreements subject to ratification by the Board and the Association.
- C. When agreement is reached between the negotiations teams on any proposal, the proposal shall be reduced to writing, distributed to both teams, and marked "tentative agreement." When tentative agreement is reached on all items, it shall be submitted and recommended first to the Association for ratification. After ratification by the Association, the agreement shall be recommended to the Board. Upon approval and after necessary action by the Board, the terms of agreement shall be implemented. No further negotiations will take place until a formal request is made the following March.

2-5 **Impasse Procedure**

- A. If negotiations are not successfully concluded by the first day of school, impasse shall exist, unless the time limit for negotiations has been extended by mutual agreement of the parties. At any earlier time, either party may declare impasse. Prior to reaching impasse or upon reaching impasse and upon mutual agreement, the parties may request the services of the Federal Mediation and Conciliation Services.
- B. If the mediation process has been utilized and has failed to bring about agreement on all items (or if mediation was not used), the unresolved items shall be submitted to fact-finding as follows:
 - 1. A fact-finding committee consisting of three (3) members shall be formed. One member shall be selected by the representative of the Association and one member shall be selected by the Board, within five (5) days. These two members will notify the State Superintendent of Public Instruction that a fact-finder is needed. Within ten (10) days of being notified that a fact-finder is needed, the State Superintendent of Public Instruction (or designee) shall provide a list of five (5) potential fact-finders selected at random from a list of appointees who are available to serve as a member and the chairperson of the committee. The parties shall select the fact-finder from the five names within fifteen (15) days after receiving the list of fact-finders. If the representative of the Board and the representative of the Association cannot agree upon a name, there shall be a coin toss. The winner of the toss shall decide whether to strike a name first or to have the loser of the toss strike a name first from the list. The two representatives shall then continue alternately striking a name from the list until only one name remains. That person shall then be named to serve as the chairperson of the fact-finding committee.
 - 2. Within Five (5) days after the selection of a chairperson, the representatives who have been negotiating for the Board and for the Association shall meet to exchange written language on each item at impasse. The exchanged documents shall also be furnished to each party to the chairperson and other members of the committee. Each item being submitted to fact-finding shall show the last position taken by each negotiating team.

Professional Negotiations Procedural Agreement
The Ardmore Educational Association & Independent School District No. 19
Carter County, Oklahoma

3. The cost for the services of the fact-finding committee, including the per diem expenses, if any, and actual and necessary travel expenses of the third party chairperson shall be shared equally by the Board and the Association.
4. The fact-finding committee shall have the authority to establish procedural rules, conduct investigations, and hold hearings which each party to the dispute shall be given the opportunity to present its case with supporting evidence.
5. The chairperson shall convene the committee for fact-finding. The committee shall meet with the representatives of both parties. Within twenty (20) days after the chairperson is selected, the committee shall present written recommendations to the Board and to the Association.
6. If either party decides it must reject one or more of the committee's recommendations, said party must, within seven (7) days after the committee has presented its recommendation request a meeting of the representatives who have been negotiating for the Board and for the Association. The parties shall meet within seven (7) days of the request unless both parties deem it unnecessary. At such meeting, the representatives shall exchange written statements expressing each party's rationale for rejecting each recommendation found unacceptable and shall attempt to clarify any remaining differences. The representatives shall then resume good faith effort to resolve the remaining differences; provided, after fourteen (14) days after the exchange of the written statements, either party may discontinue such effort.
7. The Board shall file a copy of the fact-finding report with the office of the State Superintendent of Public Instruction. If the effort to resolve differences is successful, the parties shall draft a written agreement and present the agreement to both parties for ratification, and such agreement shall also be forwarded to the State Superintendent of Public Instruction. If the effort to resolve differences is unsuccessful, the Board shall forward to the State Superintendent of Public Instruction in writing its final disposition of the negotiations impasse process within thirty (30) days of the effective date of the implementation.

2-6 **No Strike Clause**

The procedure provided for herein for resolving impasse shall be the exclusive recourse of the Association. It shall be illegal for the Association to strike or threaten to strike as a means of resolving differences with the Board. Any member of the Association engaging in a strike shall be denied the full amount of his/her wages during the period of such violation. If the Association or its members engage in a strike, then the Association shall cease to be recognized as a representatives of the unit and the Board shall be relieved of the duty to negotiate with the Association or its representatives.

2-7 **Amendments**

Changes, modifications or amendments to this agreement can be made only as mutually agreed upon by the Association and the Board.

2-8 **Extension of Agreement**

If the Association continues as the exclusive negotiating representative of the professional educator for additional periods of time, this agreement shall be automatically extended for such additional periods of time; otherwise, it shall be null and void as of the date the Association disbands or ceases to be the recognized bargaining agent.

2-9 **Savings Clause**

Should any part of this Agreement be affected or declared illegal by statute or court of competent jurisdiction, said part shall be automatically deleted from this Agreement to the extent that it is affected, or violates the law. The remaining provisions shall remain in full force and effect for the duration of the agreement, if not affected by the deleted part. By mutual agreement negotiations shall commence within thirty (30) days for the purpose of arriving at a legally permissible replacement of the deleted part.

Ardmore City Schools

Pre-Observation Schedule

_____ (day/date) or _____

at _____ (time) for a pre-observation conference.

Observation Schedule

_____ (day/date) or _____

at _____ (time) or _____ would be
excellent times for a formal observation (30 minutes) in my classroom. The teaching
strategy that will be observed in my class will be _____

Teacher's Signature: _____

Observation Schedule

On _____ (Day& Date) we will go over the written
evaluation instrument.

Thank you.

Principal's Signature: _____

ONE TEAM. ONE MISSION

Ardmore City Schools

Personal Development Plan

Date: _____

To: Employee's Name
From: Principal/Supervisor's Name
School: School

The purpose of this Personal Development Plan [PDP] is to bring to your attention unsatisfactory performance and conduct which, if repeated at any time during your employment with the school district or not corrected, will result in your dismissal or non-reemployment. You may submit any recommended amendments to this Plan within three school days of its receipt. This PDP is designed to assist you in improving those areas of performance and conduct that are currently viewed as unsatisfactory. The quality of your performance and conduct in these areas must be improved.

Statement of Unsatisfactory Performance – No 1:

Immediate improvement is needed in preparation of lesson plans.

- (1) Failure to provide adequate lessons plans is a poor educational practice and also violates district policy. It also shows an unprofessional attitude toward the duty you have to direct the learning process in your class. Clear objectives must be set in weekly lesson plans in order for daily assignments and performance to be assessed.
- (2) Failure to maintain IEP records and stay in compliance with state regulations. Failure to maintain IEP reviews and secure necessary approval from the IEP committee before changing hours of service to homebound student. Failure to disclose those changes even when asked directly by supervisor. Only after direct inquiry did the truth present itself and admittance was made that erroneous information was given by the teacher to the supervisor and principal.
- (3) Failure to complete IEP Present Level of Performance assessments at the beginning of the year after three attempts from supervisor were made to secure test completion. Failure to disclose that assessments were not made in a timely manner. Only after direct inspection of materials did the truth present itself and admittance was made that erroneous information was given by the teacher to the supervisor and principal.

Statement of Level of Performance Required:

Your level of performance must immediately meet the following minimum standards:

- (1) Develop daily lesson plans and submit them to my office each Friday, prior to the end of the school day. (2) All confidential files must be in compliance with IDEA, state and federal standards.

Assistance to be Provided:

The District will provide the following additional assistance:

In addition to this Plan, I will be available to meet with you until the Plan is reviewed for compliance on (Date). Please contact me if you would like to set up a meeting. Any failure to contact me in three days after receipt of this plan will be interpreted as a clear understanding on your part as to your duties under this Plan. If you need assistance from another teacher in writing appropriate lesson plans, then so inform me, and I will assign another teacher to meet with you and assist you in writing lesson plans. If you need assistance in staying in compliance with all confidential, then so inform me, and I will arrange assistance for you from another teacher or supervisor.

Time to Improve:

You must immediately comply with this Personal Development Plan and admonishment as specified.

Admonishment:

Failure to comply with this Personal Development Plan and Admonishment or any repetition of the unsatisfactory performance or conduct noted above at any time during your employment with the District may result in your dismissal or nonreemployment for willful neglect of duty, repeated negligence in performance of duty or incompetence.

Statement of Unsatisfactory Performance – No 2:

You have repeatedly engaged in the following unacceptable conduct over the (school year) school year: Disrespectful Attitude: The teacher has a duty to avoid rude and disrespectful attitudes and actions toward parents, coworkers and administrators. Acts such as yelling and showing aggressive or angry behavior.

Statement of Level of Performance Required:

Your level of performance must immediately meet the following minimum standards: As stated in the Staff Ethics form that you read and signed:

- The maintenance of just and courteous professional relationships with pupils, parents, staff members and others.
- The maintenance of their own efficiency and knowledge of developments in their fields of work.
- The transaction of all official business with the properly designated authorities of the school system.
- The establishment of friendly and intelligent cooperation between the community and the school system.
- The representation of the school system on all occasions that the contributions of the school system to the community are recognized.
- The placement of the welfare of the children as the first concern of the school system, thus appointments to positions and promotion must be based solely on merit. The use of pressure on school officials for appointment or promotion is unethical.
- Restraint from using school contacts and privileges to promote partisan politics, sectarian religious views, or selfish propaganda of any kind.
- Directing any criticism of other staff members or of any department of the school system toward the improvement of the school system. Such constructive criticism is to be made directly to the particular school administrator who was the administrative responsibility for improving the situation and then to the superintendent if necessary.
- The proper use and protection of all school properties, equipment, and materials.

Assistance to be Provided:

The District will provide the following additional assistance:

If you have any questions about what is required of you under your plan for improvement and admonishment, please contact me in writing within three school days of receipt of this Plan.

Time to Improve:

You must immediately comply with this Personal Development Plan and admonishment as specified.

Statement of Unsatisfactory Performance – No 3:

Classroom Management:

Failed to handle minor classroom management problems. Your failure to handle minor classroom management problems has imposed an unnecessary risks to student safety and welfare in the classroom.

Statement of Level of Performance Required:

Maintain and ensure that appropriate strategies are being used in the classroom to assist individual learning styles and provide success to all students with special needs. Maintain and ensure that the classroom schedule provides for structured learning while using a working schedule that promotes a daily routine. Manage the learning space of your classroom to lend to these strategies.

Assistance to be Provided:

The District will provide the following additional assistance:

If you have any questions about what is required of you under your Personal Development Plan and admonishment, please contact me in writing within three days of receipt of this Plan.

Time to Improve:

You must immediately comply with this Personal Development Plan and admonishment as specified.

Date of Review: (Date)

If you would like to suggest additions to or propose changes in this Personal Development Plan and Admonishment, please submit those recommendations to me, in writing, within three days of receipt of this Plan of Improvement.

The purpose of this Plan of Improvement and Admonishment is to help you. Therefore, I am prepared to meet with you to discuss your performance at any time. If you need additional assistance from faculty members, please see me and, if possible, we will make the extra arrangements.

It is extremely important that you comply with this Personal Development Plan. As previously stated, failure to do so at any time during your employment with the District may result in your dismissal or nonreemployment.

Signature of Principal/Supervisor: _____

I hereby acknowledge receipt of this Personal Development Plan and Admonishment on (enter date).

Printed Name of Teacher

Signature of Teacher

Grievance Form

Within twenty (20) days from the time you become aware of the condition for the grievance

Name of Grievant: _____ Date Filed: _____

___ Level I (Principal) ___ Level II (Superintendent) ___ Level III (Board)

A. Date aware of alleged grievance: _____

B. Contract Article(s), Board Policy, or Administrative Procedure(s) alleged to have been violated, misinterpreted or misapplied.

C. Statement of grievance:

D. Relieve sought:

Signature: _____ Date: _____

*Appropriate administrator will arrange a meeting within 5 days
and provide a written response to the grievance within 5 days of the meeting.*

E. Disposition of Administrator:

Signature: _____

Date: _____

-
- Note 1: If the grievant is not satisfied with the disposition of the grievance at the level filed, he/she may appeal to the next level. Such appeal must be done within five (5) days of the receipt of the written response.
- Note 2: If the grievance is appealed to the next level, the grievant shall attach a copy of the previous level's form(s) as well as the written response(s).
- Note 3: If additional space is needed in reporting of any step, please attach an additional sheet(s) and note the attachment on the appropriate section.

Ardmore City Schools
Sick Leave Bank/Sick Leave Sharing Form

Name: _____ Campus: _____

See Section VI, Article VI Sick Leave Bank and Article VII Shared Sick Leave for the criteria for donating and requesting use of these two leaves.

Please check one of the following and complete the number of days:

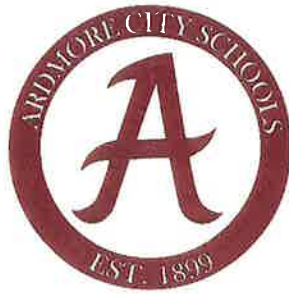
- | | |
|---|----------------------|
| ___ I wish to <u>donate</u> leave to the Sick Leave Bank. | One (1) Day Only |
| ___ I wish to <u>use</u> leave from the Sick Leave Bank. | Number of Days _____ |
| ___ I wish to <u>donate</u> for Shared Sick Leave. | Number of Days _____ |
| ___ I wish to <u>use</u> Shared Sick Leave. | Number of Days _____ |

If you wish to donate sick leave for sick leave sharing, for whom are you donating?

If you are requesting leave from the sick leave bank or from sick leave sharing, please write a short summary of the reason(s).

Signature _____ Date: _____

Return this form to Morgan Manley in the Personnel Office
*Ardmore City Schools * Administrative Offices*
*PO Box 1709 * 611 Veterans Blvd. * Ardmore, OK 73402*
Phone: 580-226-7650 ext 1211



Child Abuse and Child Neglect Reporting Attestation Form for Oklahoma Public Schools

I, _____, an employee of Ardmore City Schools, located in the county of Carter in the State of Oklahoma, acknowledge my legal obligation and responsibility to report suspected child abuse or suspected child neglect to law enforcement and the Oklahoma Department of Human Services (DHS) immediately, in accordance with 70 O.S. 1210.163 and 10A OS 1-2-101. I acknowledge that knowingly and willfully failing to report suspected abuse or neglect of a child could form the basis of criminal charges and lead to my dismissal.

I agree that I have read Title 70 of the Oklahoma Statutes, Section 1210.163 and Title 10A of the Oklahoma Statutes, Section 1-2-101. *(School should provide copy of statutes/or link)*

I declare under penalty of perjury that the foregoing is true and correct.

Employee Printed Name

Signature

Dated this _____ day of _____, 20_____.

Professional Ethics – Standard of Performance and Conduct for Teachers

The Board of Education approves and recommends the *Code of Ethics of the National Education Association adopted by the NEA Representative Assembly in 1975 and adopted by the Oklahoma Education Association, November 2, 1975 as follows:

Code of Ethics of the Education Profession - Preamble

The educator, believing in the worth and dignity of each human being, recognizes the supreme importance of the pursuit of truth, devotion to excellence, and the nurture of the democratic principles. Essential to these goals is the protection of freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator accepts the responsibility to adhere to the highest ethical standards.

The educator recognizes the magnitude of the responsibility inherent in the teaching process. The desire for the respect and confidence of one's colleagues, of students, of parents, and of the members of the community provides the incentive to attain and maintain the highest possible degree of ethical conduct. The Code of Ethics of the Education Profession indicates the aspiration of all educators and provides standards by which to judge conduct.

The remedies specified by the NEA and/or its affiliates for the violation of any provision of this Code shall be exclusive and no such provision shall be enforceable in any form other than the one specifically designated by the NEA or its affiliates.

STANDARD OF PERFORMANCE AND CONDUCT FOR TEACHERS

Teachers are charged with the education of the youth of this state. In order to perform effectively, teachers must demonstrate a belief in the worth and dignity of each human being, recognizing the supreme importance of the pursuit of truth, devotion to excellence, and the nurturing of democratic principles.

In recognition of the magnitude of the responsibility inherent in the teaching process and by virtue of the desire for the respect and confidence of their colleagues, students, parents, and the community; teachers are to be guided in their conduct by commitment to students and the profession.

PRINCIPLE I - COMMITMENT TO THE STUDENTS

Oklahoma Administrative Code (OAC) 210:20-29-3 – Effective June 25, 1993

The teacher must strive to help each student realize his or her potential as a worthy and effective member of society. The teacher must work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the teacher:

1. Shall not unreasonably restrain the student from independent action in the pursuit of learning,
2. Shall not unreasonably deny the student access to varying points of view,
3. Shall not deliberately suppress or distort subject matter relevant to the student's progress,
4. Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety,
5. Shall not intentionally expose the student to embarrassment or disparagement,

6. Shall not on the basis of race, color, creed, sex, national origin, marital status, political or religious beliefs, family, social, or cultural background, or sexual orientation, unfairly
 - a. Exclude any student from participation in any program;
 - b. Deny benefits to any students; or
 - c. Grant any advantage to any student.*This includes antisemitism, which is a certain perception of Jews, which may be expressed as hatred toward Jews.*
7. Shall not use professional relationships with students for private advantage.
8. Shall not disclose information about students obtained in the course of professional service, unless disclosure serves a compelling professional purpose and is permitted by law or is required by law.

PRINCIPLE II - COMMITMENT TO THE PROFESSION

Oklahoma Administrative Code (OAC) 210:20-29-4 – Effective June 25, 1993

The teaching profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service.

In order to assure that the quality of the services of the teaching profession meets the expectations of the State and its citizens, the teacher shall exert every effort to raise professional standards, fulfill professional responsibilities with honor and integrity, promote a climate that encourages the exercise of professional judgment, achieve conditions which attract persons worthy of the trust to careers in education, and assist in preventing the practice of the profession by unqualified persons.

In fulfillment of the obligation to the profession, the educator:

1. Shall not, in an application for a professional position, deliberately make a false statement or fail to disclose a material fact related to competency and qualifications;
2. Shall not misrepresent his/her professional qualifications;
3. Shall not assist any entry into the profession of a person known to be unqualified in respect to character, education, or other relevant attribute;
4. Shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position;
5. Shall not assist an unqualified person in the unauthorized practice of the profession;
6. Shall not disclose information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law;
7. Shall not knowingly make false or malicious statements about a colleague; and
8. Shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decisions or actions.

PRINCIPLE III - Title 70, Oklahoma Statute, Section 6-101.22

1. Subject to the provisions of the Teacher Due Process Act of 1990, a career teacher may be dismissed or not reemployed for:

- A. Willful neglect of duty;
 - B. Repeated negligence in performance of duty;
 - C. Mental or physical abuse to a child;
 - D. Knowing and willful failure of report suspected child abuse or neglect;
 - E. Incompetency.
 - F. Instructional ineffectiveness;
 - G. Unsatisfactory teaching performance; or
 - H. Commission of an act of moral turpitude.
 - I. Abandonment of contract.
 - J. Conviction of a felony
 - K. After a finding that such person has engaged in criminal sexual activity or sexual misconduct that has impeded the effectiveness of the individual's performance of school duties, or
 - L. Failure to earn required staff development points
- 2. A career teacher shall not be subject to dismissal or non-reemployment for items A, B, D, E, and F, above unless and until a written admonishment has been issued in accordance with relevant law.
 - 3. A probationary teacher shall not be subject to dismissal or non-reemployment for inadequate teaching performance unless or until a written admonishment has been issued in accordance with relevant law.
 - 4. Temporary teachers, substitutes teacher, adult education teachers, and teachers employed in positions fully funded by private or federal grants shall not be protected by the provisions of the Teacher Due Process Act.
 - 5. A teacher convicted of a felony shall be dismissed or not reemployed unless a presidential or gubernatorial pardon has been issued.
 - 6. A teacher may be dismissed, refused employment, or not reemployed after a finding that such person engaged in criminal sexual activity or sexual misconduct that has impeded the effectiveness of the individual's performance of school duties;
 - A. "Criminal sexual activity" means the commission of an act defined in Section 886 of Title 21 of the Oklahoma Statutes, which is the act of sodomy; and
 - B. "Sexual misconduct" means the soliciting or imposing of criminal sexual activity (70 O.S. § 6-101.22).
 - 7. A teacher may be dismissed, refused employment, or not reemployed after a finding that such person has, either in the presence of a minor or in a manner that such person has participated in making available to a minor online, engaged in sexual acts, acts that appeal to the prurient interest in sex as found by the average person applying contemporary community standards, or acts that excessively promote sexuality in light of the educational value of the material and in light of the youngest age of any student with access to said material.

REFERENCE: 70 O.S. § 6-101.22, et seq.

NOTE: In accordance with the referenced statutes, a copy of these standards of performance and conduct will be provided to each teacher.

THIS POLICY REQUIRED BY LAW

Teacher Evaluation

The Ardmore Board of Education believes that personnel evaluation is a mutual endeavor among all staff members and the board to improve the quality of the overall educational program. The improvement of the district's educational efforts must be a joint responsibility of the school district and the individual educator.

All certified staff members shall be evaluated using the Tulsa Teacher Evaluation Model. The completed evaluation shall be retained in the personnel file of the person being evaluated. The evaluation instrument is a confidential document and shall be protected accordingly.

Probationary teachers shall receive formative feedback from the evaluation process at least twice each year. Formative feedback shall occur during the fall semester, and at least once during the spring semester, each year. Career teachers shall be evaluated at least once each year except for career teachers receiving a district evaluation rating of "superior" or "highly effective" rating under the TLE, who may be evaluated once every three (3) year. Evaluations of teachers shall be made by the appropriate certified principal, or other designated certified and qualified administrative person.

The evaluation rating of teachers and administrators shall be based on the qualitative component of the TLE. A school district with an average daily attendance of more than thirty-five thousand (35,000) may incorporate at its own expense prior to the 15-16 school year the quantitative components of the TLD into its evaluation system of teachers and administrators as defined by the school district's written policy. The district may continue to use, at its own expense, quantitative measures of teachers and leaders as a part of the district evaluation rating. Such measures shall include a minimum of one reliable, researched-based measure as approved by the State Board of Education.

For evaluations of teachers and administrators conducted during the 2017-2018 school year, and each school year thereafter, school districts shall incorporate and put into operation the qualitative component of the TLE and shall provide all teachers and administrators with a district evaluation rating based upon the components of the TLE. For the 2017-2018 school year school districts shall incorporate the individualized programs of professional development set forth at 70 O.S. § 6-101.10 (B) on a pilot program basis.

For evaluations of teachers and administrators conducted during the 2018-2019 school year, and each school year thereafter, school districts shall fully incorporate and put into operation the individualized programs of professional development as set forth at 70 O.S. § 6-101.10 (B).

The evaluation shall be reviewed by the staff member and the evaluator. Either or both may attach written and signed comments to the evaluation instrument within two weeks of the evaluation, provided that no additional statements or comments shall be attached without the teacher's knowledge. The teacher's signature on the evaluation instrument shall serve only to reflect the teacher's acknowledgement that an evaluation was conducted. A copy of the completed evaluation instrument will be provided to the teacher.

Except by order of a court of competent jurisdiction, evaluation documents and the responses thereto shall be made available only to the evaluated person, the board of education, the administrative staff making the evaluation, the board and administrative staff of any school to which the evaluated person applies for employment, and such other persons given consent by the teacher in writing, and shall be subject to disclosure at a hearing or trial de novo.

If the evaluation discloses any area(s) in which improvement can be reasonably expected and desired, the principal shall discuss such area(s) with the teacher and offer suggestions and recommendations as to how improvement may be achieved. Such recommendations shall be recorded on the evaluation instrument.

When the evaluating administrator identifies poor performance or conduct that the administrator believes may lead to a recommendation for the career teacher's dismissal or nonreemployment, the administrator will admonish the teacher in writing and make reasonable effort to assist the teacher in correcting the poor performance or conduct; and establish a reasonable time for improvement, not to exceed two months.

If the career teacher does not correct the poor performance or conduct cited in the admonition with the time specified, the administrator shall make a recommendation to the superintendent for the dismissal or nonreemployment of the teacher. A probationary teacher will receive a plan of improvement if inadequate teaching performance exists.

The board shall review this evaluation policy on an annual basis following consultation or involvement by representatives selected by the teachers in this district.

Legal Reference: 70 O.S. §6-101.10, et seq.

Teacher Evaluation Continued

Date of Review	Signature

Staff-Student Communications
Parent/Guardian Notification

To ensure the safety, security, and privacy of our students, and to maintain a professional standard of communication, Ardmore City Schools will notify all personnel of the required use of approved platforms for all digital communications with students.

1. Approved Communication Platforms:

- All digital communications between Ardmore City Schools personnel and students must be conducted through the official Ardmore City Schools email system or Thrillshare Rooms.
- These platforms have been approved by the Board of Education for their compliance with safety, security, and privacy standards.

2. Prohibited Communication Methods:

- Personnel are prohibited from using personal email accounts, social media platforms, or any other non-approved digital communication methods to communicate with students.

3. Compliance and Monitoring:

- The use of Ardmore City Schools email and Thrillshare Rooms ensures that all communications are subject to monitoring and review to maintain appropriate professional boundaries and to ensure the safety and well-being of our students.

☐

I understand Ardmore City Schools is sending all ACS staff notice of the required use of Board Approved platforms, Ardmore City Schools email system and Thrillshare Rooms, for all electronic or digital communication with staff, students, and parents.

Please feel free to contact your school principal or the superintendent's office regarding any violations of this policy.

STAFF MEMBERS AND ELECTRONIC OR DIGITAL COMMUNICATIONS

The Superintendent and the School Principals will annually remind staff members and orient new staff members concerning the importance of maintaining proper decorum in the on-line, digital world as well as in person. Employees must conduct themselves in ways that do not distract from or disrupt the educational process. The orientation and reminders will give special emphasis to the following prohibited behaviors:

1. Improper fraternization with students using electronic or digital communication.
 - a. Teachers may not list current students as “friends” on networking sites.
 - b. All e-contacts with students should be through the district’s school-approved platform.
 - c. Improper contact via electronic or digital communication is prohibited.
2. Inappropriateness of posting items with sexual content
3. Inappropriateness of posting items exhibiting or advocating use of drugs and alcohol
4. Monitoring and penalties for improper use of district computers and technology

As per state law, employees are discouraged from sharing content or comments containing the following when directed at a citizen of the State of Oklahoma:

- 1)Obscene sexual content or links to obscene sexual content;
- 2)Abusive behavior and bullying language or tone;
- 3)Conduct or encouragement of illegal activity; and
- 4)Disclosure of any information required to be maintained as confidential by law, regulation, or internal policy.

“Electronic or digital communication” includes, but is not limited to, emails, text messages, instant messages, direct messages, social media messages, messages sent through software applications, and any other electronic or digital means of communication.

“Comment” means a response to an article or social media content submitted by a commenter.

The Superintendent or designees will periodically conduct internet searches to see if teachers have posted inappropriate materials on-line. When inappropriate use of computers and websites is discovered, the School Principals and Superintendent will download the offensive material and promptly bring that misconduct to the attention of the school district’s legal counsel for review.

The Board of Education designates Thrillshare Rooms by Aptegy and Ardmore City Schools Email System as school-approved communication platforms. The administration shall publish these school-approved platforms on the district’s website and in student or staff handbooks.

School personnel engaging in electronic or digital communication with an individual student shall include the student’s parent or guardian in any electronic or digital communication, unless such communication is on a school-approved platform and related to school and academic communications. The only exception to this requirement may be made in case of an emergency as determined by the board of education,

STAFF MEMBERS AND ELECTRONIC OR DIGITAL COMMUNICATIONS (CON'T)

subject to subsequent notification to the parent or guardian. School employees shall make reasonable efforts to use school-approved platforms, systems, or applications that allow automatic inclusion of parents or guardians in communications with students.

School employees who are the subject of a corroborated report of having engaged in electronic or digital communications that would violate this policy and state law shall be placed on administrative leave while the school district investigates the incident.

If the investigation determines that no misconduct occurred, the employee shall be reinstated. The employee's personnel file shall include documentation that the investigation resulted in a finding of no misconduct. No documentation suggesting that the employee engaged in misconduct shall be placed or retained in the employee's personnel file.

Employees who engage in any of the above-referenced prohibited behaviors are subject to the possibility of penalties, including termination of employment. Incidents will be reported in compliance with district policy and state law.

REFERENCE: 74 O.S. § 840-8.1
70 O.S. § 6-401.

***A copy of this policy shall be distributed to each affected employee by email.**

STAFF MEMBERS AND SOCIAL NETWORKING SITES

The Superintendent and the School Principals will annually remind staff members and orient new staff members concerning the importance of maintaining proper decorum in the on-line, digital world as well as in person. Employees must conduct themselves in ways that do not distract from or disrupt the educational process. The orientation and reminders will give special emphasis to the following prohibited behaviors:

- 1) Improper fraternization with students using Facebook and similar internet sites or social networks, or via cell phone, texting or telephone.
 - a. Teachers may not list current students as "friends" on networking sites.
 - b. All e-contacts with students should be through the district's computer and telephone system.
 - c. All contacts and messages by coaches with team members shall be sent to all team members, except messages involving medical or academic privacy matters, in which case the messages will be copied to the athletic director and the school principal.
 - d. Teachers will not give out their private cell phone or home phone numbers to students without prior written approval of the district and the parent of the minor student.
 - e. Improper private contact via e-mail or phone is prohibited.
- 2) Inappropriateness of posting items with sexual content
- 3) Inappropriateness of posting items exhibiting or advocating use of drugs and alcohol
- 4) Monitoring and penalties for improper use of district computers and technology

As per state law, employees are discouraged from sharing content or comments containing the following when directed at a citizen of the State of Oklahoma:

1. Obscene sexual content or links to obscene sexual content;
2. Abusive behavior and bullying language or tone;
3. Conduct or encouragement of illegal activity; and
4. Disclosure of any information required to be maintained as confidential by law, regulation, or internal policy.

"Social networking or "social media" means interaction with external websites or services based upon participant contributions to the content. Types of social media include social and professional networks, blogs, micro blogs, video or phone sharing and social bookmarking; and

"Comment" means a response to an article or social media content submitted by a commenter.

The Superintendent or designees will periodically conduct internet searches to see if teachers have posted inappropriate materials on-line. When inappropriate use of computers and websites is discovered, the School Principals and Superintendent will download the offensive material and promptly bring that misconduct to the attention of the school district's legal counsel for review.

Employees who engage in any of the above-referenced prohibited behaviors are subject to the possibility of penalties, including dismissal from employment, for failure to exercise good judgment in on-line conduct.

REFERENCE: 74 O.S. § 840-8.1

*A copy of this policy shall be distributed to each affected employee by email.

Drug-Free Workplace: Notice to Employees

This school district supports the "Drug-free Workplace Act of 1988" (P.L. 100-690) and all employees must individually certify their understanding of the following conditions of employment and this act:

1. Each employee is hereby notified that the unlawful manufacture, distribution, dispensing, possession, or use by of a controlled substance is prohibited in all workstations in the school district. Such action is prohibited by any employee during that employee's work hours or in the performance of any duties for the school system.
2. Employees are further notified that as a condition of their employment, they are required to abide by the terms of this policy and that violation of any requirement will result in appropriate disciplinary action that may include (a) probation, (b) suspension, and/or (c) termination. Employees may be required to satisfactorily participate in a drug abuse assistance or rehabilitation program as approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.
3. It shall be the responsibility of the employee to report to the district any and all convictions of a criminal drug statute violation occurring in the workplace no later than five days following such conviction. The district must also notify the federal contracting officer or grant source (if any) within ten (10) days after receiving notification from an employee or otherwise receiving actual notice of such conviction. Appropriate personnel action shall follow such disclosure within 30 days of such notice.
4. Each employee will attend a district drug-free awareness program at which employees will be informed about:
 - A. The dangers of drug abuse in the workplace;
 - B. The district policy of maintaining a drug-free workplace;
 - C. Available drug counseling, rehabilitation and employee assistant programs;
 - D. Penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

It is a requirement of the board of education that each current employee receive a copy of this policy and that all new applicants receive a copy of this policy upon conditional offer of employment. This policy statement shall be published in appropriate documents for proper distribution, and shall be posted at a prominent employee access area.

The district must also demonstrate a good faith effort to maintain a drug-free workplace through implementation of paragraphs 1-4, above.

This is to certify that on _____, I received a copy of this policy pertaining to the Drug-Free Schools and Communities Act of 1989, P.L. 101-226, from the Ardmore Board of Education.

Employee's Signature

Administrative Procedure Ardmore City Schools	EMPLOYEE ANNUAL CRIMINAL RECORD QUESTIONNAIRE	DA-BE-AA.1
---	--	-------------------

EMPLOYEE NAME: _____

WORK LOCATION: _____

Student and staff safety is of paramount concern to the Ardmore City Schools Board of Education. Employees who have committed criminal offenses could be a threat to the safety of students and staff. The Board of Education commits itself to make the best possible effort to maintain a workplace safe for all students and employees. Please answer the following questions truthfully and honestly. Refusal to sign and return the required form or giving misinformation on the required questionnaire form will constitute insubordination and willful neglect of duty and may be the basis for disciplinary action, including termination of employment.

HAVE YOU WITHIN THE PAST 365 DAYS:	YES	NO
➤ Entered a plea of guilty or nolo contendere to a state (any state) or federal felony charge?		
➤ Been convicted of a state (any state) or federal felony offense?		
➤ Been charged with a state (any state) or federal felony offense that was reduced to a misdemeanor offense to which you entered a plea of guilty or nolo contendere?		
➤ Entered a plea of guilty or nolo contendere to, or been convicted of, a state (any state) or federal misdemeanor charge involving illegal chemical substances or illegal sexual activity?		
➤ Entered into a deferred prosecution agreement with a state (any state) or federal prosecutor?		

FURTHER, it is the duty of every School District employee within ten days of any of the following occurrences to notify, in writing, the Superintendent of Schools:

1. If the employee is charged with a felony or misdemeanor sex or drug crime.
2. If the employee enters a plea of guilty or nolo contendere to a state (any state) or federal charge.
3. If the employee is convicted of a state (any state) or federal felony offense.
4. If the employee enters a plea of guilty or nolo contendere to a misdemeanor offense that originally was a state (any state) or federal felony charge.
5. If the employee enters a plea of guilty or nolo contendere or has been convicted of a state (any state) or federal misdemeanor charge involving illegal chemical substances or illegal sexual activity.
6. If the employee enters into a deferred prosecution agreement with a state (any state) or federal prosecutor.

Failure to provide the referenced information, in writing, to the Superintendent within the ten-day period may result in termination for insubordination and willful neglect of duty.

Employee Signature

Date

**MATERNITY LEAVE
(REGULATIONS)**

The Ardmore Board of Education shall provide maternity leave to all full-time employees of the school district who have been employed by the school district for at least one year and have worked for the school district for at least one thousand two hundred fifty (1,250) hours during the preceding twelve-month period. Eligible employees shall be entitled to six (6) weeks of paid maternity leave following the birth or adoption of the employee's child, provided the child is under four (4) years of age. The six (6) weeks of maternity leave shall be immediately following the birth of the school district employee's child. Paid maternity leave applies to contract days only.

Employees who qualify for state paid-maternity leave are entitled to extend the duration of their maternity leave beyond the six (6) weeks provided by this policy if they have sufficient sick leave available to cover the extended duration. Such sick leave may be used for recovery from childbirth, bonding with a newborn or infant, or caring for a newborn or infant. Extended sick leave shall not exceed six (6) weeks unless a licensed medical professional provides written certification recommending additional leave for medical necessity related to the employee's recovery from childbirth or for the care of the newborn to achieve a combined twelve (12) weeks of leave as addressed in the Family Medical Leave Act (FMLA). FMLA leave shall run concurrently with maternity leave and the paid sick leave extended duration.

Any employee who intends to utilize available sick leave to extend the duration of maternity leave must notify the administration of the school district.

REFERENCE: 70 O.S. § 6-104.8

Ardmore City Schools
Compensation Schedule
2026 - 2027

BACHELOR'S DEGREE

%	Cash Base Salary	7% TRS Contribution*	Total District Compensation	State Minimum	Special Ed 15% Add'l	Daily Rate based on District Comp
0	40,754	3,068	43,822	\$41,601	6,113.10	250.41
1	41,157	3,098	44,255	\$42,035	6,173.55	252.89
2	41,607	3,132	44,739	\$42,469	6,241.05	255.65
3	42,035	3,164	45,199	\$42,904	6,305.25	258.28
4	42,462	3,196	45,658	\$43,338	6,369.30	260.90
5	43,854	3,301	47,155	\$44,810	6,578.10	269.46
6	44,308	3,335	47,643	\$45,273	6,646.20	272.25
7	44,763	3,369	48,132	\$45,737	6,714.45	275.04
8	45,217	3,403	48,620	\$46,200	6,782.55	277.83
9	45,670	3,438	49,108	\$46,663	6,850.50	280.62
10	47,573	3,581	51,154	\$48,684	7,135.95	292.31
11	48,055	3,617	51,672	\$49,177	7,208.25	295.27
12	48,537	3,653	52,190	\$49,670	7,280.55	298.23
13	49,018	3,690	52,708	\$50,162	7,352.70	301.19
14	49,499	3,726	53,225	\$50,655	7,424.85	304.14
15	50,929	3,833	54,762	\$52,167	7,639.35	312.93
16	51,410	3,870	55,280	\$52,660	7,711.50	315.89
17	51,892	3,906	55,798	\$53,153	7,783.80	318.85
18	52,374	3,942	56,316	\$53,646	7,856.10	321.81
19	52,856	3,978	56,834	\$54,139	7,928.40	324.77
20	53,356	4,016	57,372	\$54,652	8,003.40	327.84
21	53,838	4,052	57,890	\$55,145	8,075.70	330.80
22	54,320	4,089	58,409	\$55,639	8,148.00	333.77
23	54,802	4,125	58,927	\$56,132	8,220.30	336.73
24	55,284	4,161	59,445	\$56,625	8,292.60	339.69
25	56,631	4,263	60,894	\$58,049	8,494.65	347.97
26	57,050	4,294	61,344	\$58,542	8,557.50	350.54
27	57,468	4,326	61,794	\$59,035	8,620.20	353.11
28	57,887	4,357	62,244	\$59,528	8,683.05	355.68
29	58,305	4,389	62,694	\$60,021	8,745.75	358.25
30	58,724	4,420	63,144	\$60,541	8,808.60	360.82
31	59,142	4,452	63,594	\$61,001	8,871.30	363.39
32	59,561	4,483	64,044	\$61,494	8,934.15	365.97
33	60,022	4,518	64,540	\$61,987	9,003.30	368.80
34	60,487	4,553	65,040	\$62,480	9,073.05	371.66
35	60,956	4,588	65,544	\$62,973	9,143.40	374.54
36	61,428	4,624	66,052	\$62,973	9,214.20	377.44
37	61,905	4,660	66,565	\$62,973	9,285.75	380.37
38	62,385	4,696	67,081	\$62,973	9,357.75	383.32
39	62,870	4,732	67,602	\$62,973	9,430.50	386.30
40	63,358	4,769	68,127	\$62,973	9,503.70	389.30
41	63,850	4,806	68,656	\$62,973	9,577.50	392.32
42	64,346	4,843	69,189	\$62,973	9,651.90	395.37
43	64,846	4,881	69,727	\$62,973	9,726.90	398.44
44	65,350	4,919	70,269	\$62,973	9,802.50	401.54
45	65,858	4,957	70,815	\$62,973	9,878.70	404.66
46	66,370	4,996	71,366	\$62,973	9,955.50	407.81
47	66,887	5,035	71,922	\$62,973	10,033.05	410.98
48	67,406	5,074	72,480	\$62,973	10,110.90	414.17
49	67,931	5,113	73,044	\$62,973	10,189.65	417.39
50	68,459	5,153	73,612	\$62,973	10,268.85	420.64

* The 7% TRS Contribution is the Employee portion **that is paid** by the Employer.

Ardmore City Schools
Compensation Schedule
2026 - 2027

MASTER'S DEGREE

Step	Cash Base Salary	7% TRS Contribution	Total District Compensation	State Minimum	Special Ed 15% Add'l	Daily Rate based on District Comp
0	42,046	3,165	45,211	\$42,991	6,306.90	258.35
1	42,450	3,195	45,645	\$43,425	6,367.50	260.83
2	42,900	3,229	46,129	\$43,859	6,435.00	263.59
3	43,328	3,261	46,589	\$44,294	6,499.20	266.22
4	43,755	3,293	47,048	\$44,728	6,563.25	268.85
5	45,147	3,398	48,545	\$46,200	6,772.05	277.40
6	45,601	3,432	49,033	\$46,663	6,840.15	280.19
7	46,055	3,467	49,522	\$47,127	6,908.25	282.98
8	46,509	3,501	50,010	\$47,590	6,976.35	285.77
9	46,964	3,535	50,499	\$48,054	7,044.60	288.57
10	49,325	3,713	53,038	\$50,568	7,398.75	303.07
11	49,807	3,749	53,556	\$51,061	7,471.05	306.03
12	50,289	3,785	54,074	\$51,554	7,543.35	308.99
13	50,771	3,821	54,592	\$52,047	7,615.65	311.95
14	51,251	3,858	55,109	\$52,539	7,687.65	314.91
15	52,682	3,965	56,647	\$54,052	7,902.30	323.70
16	53,163	4,002	57,165	\$54,545	7,974.45	326.66
17	53,645	4,038	57,683	\$55,038	8,046.75	329.62
18	54,127	4,074	58,201	\$55,531	8,119.05	332.58
19	54,609	4,110	58,719	\$56,024	8,191.35	335.54
20	55,110	4,148	59,258	\$56,538	8,266.50	338.62
21	55,592	4,184	59,776	\$57,031	8,338.80	341.58
22	56,073	4,221	60,294	\$57,524	8,410.95	344.54
23	56,556	4,257	60,813	\$58,018	8,483.40	347.50
24	57,038	4,293	61,331	\$58,511	8,555.70	350.46
25	58,419	4,397	62,816	\$59,971	8,762.85	358.95
26	58,837	4,429	63,266	\$60,464	8,825.55	361.52
27	59,256	4,460	63,716	\$60,957	8,888.40	364.09
28	59,674	4,492	64,166	\$61,450	8,951.10	366.66
29	60,093	4,523	64,616	\$61,943	9,013.95	369.23
30	60,511	4,555	65,066	\$62,463	9,076.65	371.81
31	60,930	4,586	65,516	\$62,923	9,139.50	374.38
32	61,348	4,618	65,966	\$63,416	9,202.20	376.95
33	61,825	4,653	66,478	\$63,909	9,273.75	379.87
34	62,304	4,690	66,994	\$64,402	9,345.60	382.82
35	62,788	4,726	67,514	\$64,895	9,418.20	385.79
36	63,275	4,763	68,038	\$64,895	9,491.25	388.79
37	63,766	4,800	68,566	\$64,895	9,564.90	391.81
38	64,262	4,837	69,099	\$64,895	9,639.30	394.85
39	64,761	4,874	69,635	\$64,895	9,714.15	397.91
40	65,265	4,912	70,177	\$64,895	9,789.75	401.01
41	65,771	4,951	70,722	\$64,895	9,865.65	404.13
42	66,283	4,989	71,272	\$64,895	9,942.45	407.27
43	66,798	5,028	71,826	\$64,895	10,019.70	410.43
44	67,318	5,067	72,385	\$64,895	10,097.70	413.63
45	67,842	5,106	72,948	\$64,895	10,176.30	416.85
46	68,370	5,146	73,516	\$64,895	10,255.50	420.09
47	68,902	5,186	74,088	\$64,895	10,335.30	423.36
48	69,438	5,227	74,665	\$64,895	10,415.70	426.66
49	69,979	5,267	75,246	\$64,895	10,496.85	429.98
50	70,524	5,308	75,832	\$64,895	10,578.60	433.33

* The 7% TRS Contribution is the Employee portion **that is paid** by the Employer.

Ardmore City Schools
Compensation Schedule
2026 - 2027

DOCTORATE DEGREE

Step	Cash Base Salary	7% TRS Contribution	Total District Compensation	State Minimum	Special Ed 15% Add'l	Daily Rate based on District Comp
0	43,339	3,262	46,601	\$44,381	6,500.85	266.29
1	43,743	3,292	47,035	\$44,815	6,561.45	268.77
2	44,193	3,326	47,519	\$45,249	6,628.95	271.54
3	44,620	3,358	47,978	\$45,684	6,693.00	274.16
4	45,047	3,391	48,438	\$46,118	6,757.05	276.79
5	46,440	3,495	49,935	\$47,590	6,966.00	285.34
6	46,894	3,530	50,424	\$48,054	7,034.10	288.14
7	47,348	3,564	50,912	\$48,517	7,102.20	290.93
8	47,802	3,598	51,400	\$48,980	7,170.30	293.71
9	48,257	3,632	51,889	\$49,444	7,238.55	296.51
10	51,536	3,879	55,415	\$52,945	7,730.40	316.66
11	52,018	3,915	55,933	\$53,438	7,802.70	319.62
12	52,499	3,952	56,451	\$53,931	7,874.85	322.58
13	52,981	3,988	56,969	\$54,424	7,947.15	325.54
14	53,462	4,024	57,486	\$54,916	8,019.30	328.49
15	54,893	4,132	59,025	\$56,430	8,233.95	337.29
16	55,375	4,168	59,543	\$56,923	8,306.25	340.25
17	55,857	4,204	60,061	\$57,416	8,378.55	343.21
18	56,338	4,240	60,578	\$57,909	8,450.70	346.16
19	56,820	4,277	61,097	\$58,402	8,523.00	349.13
20	57,322	4,315	61,637	\$58,917	8,598.30	352.21
21	57,804	4,351	62,155	\$59,410	8,670.60	355.17
22	58,286	4,387	62,673	\$59,903	8,742.90	358.13
23	58,769	4,423	63,192	\$60,397	8,815.35	361.10
24	59,250	4,460	63,710	\$60,890	8,887.50	364.06
25	60,673	4,567	65,240	\$62,395	9,100.95	372.80
26	61,092	4,598	65,690	\$62,888	9,163.80	375.37
27	61,510	4,630	66,140	\$63,381	9,226.50	377.94
28	61,929	4,661	66,590	\$63,874	9,289.35	380.51
29	62,347	4,693	67,040	\$64,367	9,352.05	383.09
30	62,766	4,724	67,490	\$64,887	9,414.90	385.66
31	63,184	4,756	67,940	\$65,347	9,477.60	388.23
32	63,603	4,787	68,390	\$65,840	9,540.45	390.80
33	64,097	4,825	68,922	\$66,333	9,614.55	393.84
34	64,594	4,862	69,456	\$66,826	9,689.10	396.89
35	65,096	4,900	69,996	\$67,319	9,764.40	399.98
36	65,602	4,938	70,540	\$67,319	9,840.30	403.09
37	66,112	4,976	71,088	\$67,319	9,916.80	406.22
38	66,626	5,015	71,641	\$67,319	9,993.90	409.38
39	67,144	5,054	72,198	\$67,319	10,071.60	412.56
40	67,667	5,093	72,760	\$67,319	10,150.05	415.77
41	68,193	5,133	73,326	\$67,319	10,228.95	419.01
42	68,724	5,173	73,897	\$67,319	10,308.60	422.27
43	69,259	5,213	74,472	\$67,319	10,388.85	425.55
44	69,798	5,254	75,052	\$67,319	10,469.70	428.87
45	70,341	5,294	75,635	\$67,319	10,551.15	432.20
46	70,889	5,336	76,225	\$67,319	10,633.35	435.57
47	71,442	5,377	76,819	\$67,319	10,716.30	438.97
48	71,999	5,419	77,418	\$67,319	10,799.85	442.39
49	72,560	5,462	78,022	\$67,319	10,884.00	445.84
50	73,125	5,504	78,629	\$67,319	10,968.75	449.31

* The 7% TRS Contribution is the Employee portion **that is paid** by the Employer.

Ardmore City Schools
Compensation Schedule
2026 - 2027

BACHELOR'S DEGREE + *National Board Certification*

Step	Cash Base Salary	7% TRS Contribution	Total District Compensation	State Minimum	Special Ed 15% Add'l	Daily Rate based on District Comp
0	40,900	3,078	43,978	\$42,759	6,135.00	251.30
1	41,304	3,109	44,413	\$43,193	6,195.60	253.79
2	41,709	3,139	44,848	\$43,628	6,256.35	256.27
3	42,112	3,170	45,282	\$44,062	6,316.80	258.75
4	42,516	3,200	45,716	\$44,496	6,377.40	261.23
5	43,885	3,303	47,188	\$45,968	6,582.75	269.65
6	44,316	3,336	47,652	\$46,432	6,647.40	272.30
7	44,763	3,369	48,132	\$46,895	6,714.45	275.04
8	45,217	3,403	48,620	\$47,358	6,782.55	277.83
9	45,670	3,438	49,108	\$47,822	6,850.50	280.62
10	47,573	3,581	51,154	\$49,844	7,135.95	292.31
11	48,055	3,617	51,672	\$50,336	7,208.25	295.27
12	48,537	3,653	52,190	\$50,829	7,280.55	298.23
13	49,018	3,690	52,708	\$51,322	7,352.70	301.19
14	49,499	3,726	53,225	\$51,815	7,424.85	304.14
15	50,929	3,833	54,762	\$53,327	7,639.35	312.93
16	51,410	3,870	55,280	\$53,820	7,711.50	315.89
17	51,892	3,906	55,798	\$54,313	7,783.80	318.85
18	52,374	3,942	56,316	\$54,806	7,856.10	321.81
19	52,856	3,978	56,834	\$55,299	7,928.40	324.77
20	53,356	4,016	57,372	\$55,813	8,003.40	327.84
21	53,838	4,052	57,890	\$56,306	8,075.70	330.80
22	54,320	4,089	58,409	\$56,799	8,148.00	333.77
23	54,802	4,125	58,927	\$57,292	8,220.30	336.73
24	55,284	4,161	59,445	\$57,785	8,292.60	339.69
25	56,631	4,263	60,894	\$59,232	8,494.65	347.97
26	57,050	4,294	61,344	\$59,725	8,557.50	350.54
27	57,468	4,326	61,794	\$60,218	8,620.20	353.11
28	57,887	4,357	62,244	\$60,711	8,683.05	355.68
29	58,305	4,389	62,694	\$61,204	8,745.75	358.25
30	58,724	4,420	63,144	\$61,724	8,808.60	360.82
31	59,142	4,452	63,594	\$62,184	8,871.30	363.39
32	59,561	4,483	64,044	\$62,677	8,934.15	365.97
33	60,022	4,518	64,540	\$63,170	9,003.30	368.80
34	60,487	4,553	65,040	\$63,663	9,073.05	371.66
35	60,956	4,588	65,544	\$64,156	9,143.40	374.54
36	61,428	4,624	66,052	\$64,156	9,214.20	377.44
37	61,905	4,660	66,565	\$64,156	9,285.75	380.37
38	62,385	4,696	67,081	\$64,156	9,357.75	383.32
39	62,870	4,732	67,602	\$64,156	9,430.50	386.30
40	63,358	4,769	68,127	\$64,156	9,503.70	389.30
41	63,850	4,806	68,656	\$64,156	9,577.50	392.32
42	64,346	4,843	69,189	\$64,156	9,651.90	395.37
43	64,846	4,881	69,727	\$64,156	9,726.90	398.44
44	65,350	4,919	70,269	\$64,156	9,802.50	401.54
45	65,858	4,957	70,815	\$64,156	9,878.70	404.66
46	66,370	4,996	71,366	\$64,156	9,955.50	407.81
47	66,887	5,035	71,922	\$64,156	10,033.05	410.98
48	67,406	5,074	72,480	\$64,156	10,110.90	414.17
49	67,931	5,113	73,044	\$64,156	10,189.65	417.39
50	68,459	5,153	73,612	\$64,156	10,268.85	420.64

* The 7% TRS Contribution is the Employee portion **that is paid** by the Employer.

Note: *National Board Certification salary scales are for teachers who applied for and/or received their National Board Certification after June 30, 2013.*

Ardmore City Schools
Compensation Schedule
2026 - 2027

MASTER'S DEGREE + National Board Certification

Step	Cash Base Salary	7% TRS Contribution	Total District Compensation	State Minimum	Special Ed 15% Add'l	Daily Rate based on District Comp
0	42,193	3,176	45,369	\$44,149	6,328.95	259.25
1	42,597	3,206	45,803	\$44,583	6,389.55	261.73
2	43,001	3,237	46,238	\$45,018	6,450.15	264.22
3	43,405	3,267	46,672	\$45,452	6,510.75	266.70
4	43,809	3,297	47,106	\$45,886	6,571.35	269.18
5	45,178	3,400	48,578	\$47,358	6,776.70	277.59
6	45,609	3,433	49,042	\$47,822	6,841.35	280.24
7	46,055	3,467	49,522	\$48,285	6,908.25	282.98
8	46,509	3,501	50,010	\$48,749	6,976.35	285.77
9	46,964	3,535	50,499	\$49,212	7,044.60	288.57
10	49,325	3,713	53,038	\$51,728	7,398.75	303.07
11	49,807	3,749	53,556	\$52,221	7,471.05	306.03
12	50,289	3,785	54,074	\$52,713	7,543.35	308.99
13	50,771	3,821	54,592	\$53,206	7,615.65	311.95
14	51,251	3,858	55,109	\$53,699	7,687.65	314.91
15	52,682	3,965	56,647	\$55,212	7,902.30	323.70
16	53,163	4,002	57,165	\$55,705	7,974.45	326.66
17	53,645	4,038	57,683	\$56,198	8,046.75	329.62
18	54,127	4,074	58,201	\$56,691	8,119.05	332.58
19	54,609	4,110	58,719	\$57,184	8,191.35	335.54
20	55,110	4,148	59,258	\$57,698	8,266.50	338.62
21	55,592	4,184	59,776	\$58,192	8,338.80	341.58
22	56,073	4,221	60,294	\$58,685	8,410.95	344.54
23	56,556	4,257	60,813	\$59,178	8,483.40	347.50
24	57,038	4,293	61,331	\$59,671	8,555.70	350.46
25	58,419	4,397	62,816	\$61,153	8,762.85	358.95
26	58,837	4,429	63,266	\$61,646	8,825.55	361.52
27	59,256	4,460	63,716	\$62,139	8,888.40	364.09
28	59,674	4,492	64,166	\$62,632	8,951.10	366.66
29	60,093	4,523	64,616	\$63,125	9,013.95	369.23
30	60,511	4,555	65,066	\$63,645	9,076.65	371.81
31	60,930	4,586	65,516	\$64,105	9,139.50	374.38
32	61,348	4,618	65,966	\$64,598	9,202.20	376.95
33	61,825	4,653	66,478	\$65,091	9,273.75	379.87
34	62,304	4,690	66,994	\$65,584	9,345.60	382.82
35	62,788	4,726	67,514	\$66,077	9,418.20	385.79
36	63,275	4,763	68,038	\$66,077	9,491.25	388.79
37	63,766	4,800	68,566	\$66,077	9,564.90	391.81
38	64,262	4,837	69,099	\$66,077	9,639.30	394.85
39	64,761	4,874	69,635	\$66,077	9,714.15	397.91
40	65,265	4,912	70,177	\$66,077	9,789.75	401.01
41	65,771	4,951	70,722	\$66,077	9,865.65	404.13
42	66,283	4,989	71,272	\$66,077	9,942.45	407.27
43	66,798	5,028	71,826	\$66,077	10,019.70	410.43
44	67,318	5,067	72,385	\$66,077	10,097.70	413.63
45	67,842	5,106	72,948	\$66,077	10,176.30	416.85
46	68,370	5,146	73,516	\$66,077	10,255.50	420.09
47	68,902	5,186	74,088	\$66,077	10,335.30	423.36
48	69,438	5,227	74,665	\$66,077	10,415.70	426.66
49	69,979	5,267	75,246	\$66,077	10,496.85	429.98
50	70,524	5,308	75,832	\$66,077	10,578.60	433.33

* The 7% TRS Contribution is the Employee portion **that is paid** by the Employer.

Note: National Board Certification salary scales are for teachers who applied for and/or received their National Board Certification after June 30, 2013.

Ardmore City Schools		9/4/26 2:52 PM
Extra-Duty Contract Schedule for 2026 - 2027		
Sponsors, Directors, & Other Positions		
Sponsors, Directors, & Other	SITE	FY27 Stipend Range
Coordinator of Class Sponsors - AHS	AHS	1,000 – 1,500
eSports Co-Coach # 1 - AHS	AHS	3000
eSports Co-Coach # 2 - AHS	AHS	3000
Gear Up Strategies Coordinator	AHS	4,000
Title I Instructional Coach - History & AP Facilitator	AHS	3,000
Head Band Director – AHS	AHS	8,000 – 13,000
Assistant Band Director – AHS	AHS	2,500 – 4,000
Assistant Band Director - AHS	AHS	2,500 – 4,000
Jazz Band AHS	AHS	650 - 3,500
Senior Class Sponsor – AHS (2)	AHS	650 – 1000
Junior Class Sponsor – AHS (2)	AHS	650 – 1000
Sophomore Class Sponsor – AHS (2)	AHS	400 – 600
Freshman Class Sponsor – AHS (2)	AHS	400 – 600
Club Sponsors – AHS (FCCLA Club)	AHS	500 – 700
Student Council Sponsor – AHS	AHS	1,200 – 1,700
The ACT Director - AHS	AHS	2,000 - 4,000
Spirit Squad Cheer Coach - AHS	AHS	5,000
Spirit Squad Pom Coach - AHS	AHS	5,000
Speech – AHS	AHS	2,000 – 4,000
Yearbook – AHS	AHS	1,000 – 1,500
State & National Honor Society – AHS	AHS	650 – 1,000
Academic Bowl – AHS	AHS	1,200 – 1,800
Competitive Debate Coach - AHS	AHS	2,500 - 4,500
Business - AHS Dept. Chair	AHS	1,000 – 1,300
Math - AHS Dept. Chair	AHS	1,000 – 1,300
Science - AHS Dept. Chair	AHS	1,000 – 1,300
English - AHS Dept. Chair	AHS	1,000 – 1,300
Social Studies - AHS Dept. Chair	AHS	1,000 – 1,300
Musical Head Director (1-time stipend for a musical production)	AHS	2,000
Special Ed - AHS Dept. Chair	AHS	1,000 – 1,300
Assistant Academic Bowl Coach – AHS	AHS	600 – 900
Club Sponsors – AHS (Native American Club)	AHS	500 – 700
Music Arrangement & Drills - AHS	AHS	2,000
Color Guard Coach - AHS	AHS	2,000
production)	AHS	2,000
Strings Instructor – AHS (AMS)	AHS/AMS	2,500 – 4,000
Band Director - AMS	AMS	2,500 – 4,000
Student Council Sponsor – AMS	AMS	900 – 1,300
Spirit Squad Cheer Coach - AMS	AMS	3,000
Spirit Squad Pom Coach - AMS	AMS	3,000
Drama – AMS	AMS	2,000 – 3,000
Yearbook – AMS	AMS	600 – 900
State & National Honor Society – AMS	AMS	650 – 1,000
Language Arts - AMS Dept. Chair	AMS	1,000 – 1,300
Science - AMS Dept. Chair	AMS	1,000 – 1,300

Ardmore City Schools		9/4/26 2:52 PM
Extra-Duty Contract Schedule for 2026 - 2027		
Sponsors, Directors, & Other Positions		
Sponsors, Directors, & Other	SITE	FY27 Stipend Range
Math - AMS Dept.Chair	AMS	1,000 – 1,300
Social Studies - AMS Dept. Chair	AMS	1,000 – 1,300
Singleton - AMS Dept. Chair	AMS	1,000 – 1,300
Special Ed - AMS Dept. Chair	AMS	1,000 – 1,300
Elementary Music Teacher - CE (Asst)	CE	400 - 800
Lead Counselor	District	5,000
ELL Coordinator	District	3,000
Vocal Music Asst Director	District	3500
Vocal Music Director -District	District	2,500 – 6,500
Nursing -District Lead	District	2,500.00
Nursing -District Lead	District	2,500.00
Speech Pathology Department Chair	District	1,000 – 1,300
Asst. Director of Fine Arts	District	
Title II Instructional Coach - Special Education	District	3,000
District Test Coordinator	District	3,000
Musical Theatre	District	1000
Art Club Sponsor - JF	JF	400 – 600
Student Council Sponsor - JF	JF	400 – 600
Environmental Camp Asst. Director – 6th Gr.	JF	500 – 1,000
Environmental Camp Lead Director – 6th Gr.	JF	500 – 1,000
Elementary Music Teachers - JEFF (Asst.)	JF	400 - 800
Robotics Club Sponsor - JE	JF	400 – 600
Lead Teacher - Math	JF	500 – 800
Chess Club Sponsor - JF	JF	400 – 600
Lead Teacher - Reading	JF	500 – 800
Lead Teacher-Science	JF	500 – 800
Academic Club (G&T) - LN	LN	400 – 600
Elementary Music Teachers - LINC (Asst.)	LN	400 - 800
Take II Stipends: Paid out of COOP Fund	T2	
Therapy Dog	T2	2,000
Grants and Community Liaison	T2	1,000
Yearbook Sponsor	T2	1,500
Senior Class Sponsor	T2	300
Merit Sponsor	T2	1,000
Work Study Monitor	T2	1,000
Elementary Music Teacher - WR (Head)	WR	400 - 1,000
Headstart Director (full-year)	WR	3000
2 technology mentors per site	Per Site	1,750 each
3 technology mentors per site	Per Site	1,167 each
Will Rogers - Tech Mentor	WR	
Will Rogers - Tech Mentor	WR	
Charles Evans - Tech Mentor	CE	

Ardmore City Schools		9/4/26 2:52 PM
Extra-Duty Contract Schedule for 2026 - 2027		
Sponsors, Directors, & Other Positions		
Sponsors, Directors, & Other	SITE	FY27 Stipend Range
Charles Evans - Tech Mentor	CE	
Lincoln - Tech Mentor	LN	
Lincoln - Tech Mentor	LN	
Jefferson - Tech Mentor	JF	
Jefferson - Tech Mentor	JF	
AMS - Tech Mentor	AMS	
AMS - Tech Mentor	AMS	
AHS -Tech Mentor	AHS	
AHS -Tech Mentor	AHS	
Take II - Tech Mentor	T2	
Hearing Officer - Suspension Committee	District	1,000
High School Rep - Suspension Committee	District	500
Middle School Rep - Suspension Committee	District	500
Elementary School Rep - Suspension Committee	District	500
The Board and Administration reserve the following privileges:		
Of determining the specific amount that will be paid in any given year for each of the positions listed above as long as it falls within the range of the limits listed. Experience of the individual, skill and success shown in prior years, and the availability of funds may be used as factors to make those determinations.		
Of changing the responsibilities associated with each assignment, thus possibly creating a need for ranges are subject to re-negotiation at the next scheduled negotiations session.		
Of adding new assignments when the need exists and setting the ranges at the time of hiring. The ranges will then be subject to re-negotiation at the next scheduled negotiations session		
Individuals may receive more than one extra duty contract depending on individual assignments.		

Stipends		9/1/26 11:18 AM	
		Ardmore Athletic Stipends	
		FY27	
FY27 - COACHING ASSIGNMENTS - Sports Order			
		Assignment	Stipend
HS	Head	Baseball	6,000
MS	Asst	Baseball	3,000
MS	Head	Baseball	4,000
HS	Asst	Baseball #1	4,000
HS	Asst	Baseball #2	4,000
MS	Head	Basketball - 7th Boys	4,000
MS	Head	Basketball - 7th Girls	4,000
MS	Head	Basketball - 8th Boys	4,000
HS	Head	Basketball - Boys	6,000
HS	Asst	Basketball - Boys #2	4,000
HS	Asst	Basketball - Boys #2	4,000
HS	Head	Basketball - Girls	6,000
HS	Asst	Basketball - Girls #1	4,000
HS	Asst	Basketball - Girls #2 (Lay)	4,000
MS	Head	Basketball 8th - Girls	4,000
HS	Asst	Basketball-Boys #2	4,000
HS	Head	Cross Country	6,000
HS	Asst	Cross Country	4,000
MS	Head	Cross Country - Boys	4,000
MS	Head	Cross Country - Girls	4,000
HS		Driver for Athletic Trainers	1,500
HS	Head	eSports Co-Coach #1	4,000
HS	Head	eSports Co-Coach #2	4,000
HS		Fall Sport Supv.	3,000
MS	Head	Football - 7th	4,000
MS	Head	Football - 8th	4,000
HS	Head	Football - 9th Gr	6,000
HS	Asst	Football - 9th Gr	4,000
HS	Head	Football - 9th Gr - Extra Duties	500
HS	Asst	Football - Offseason Coordinator	4,000
HS	Asst	Football #1	4,000
MS	Asst	Football #1	3,000
HS	Asst	Football #2	4,000
MS	Asst	Football #2	3,000
HS	Asst	Football #3	4,000
MS	Asst	Football #3	3,000
HS	Asst	Football #4	4,000
MS	Asst	Football #4	3,000
MS	Asst	Football #5	3,000
HS	Asst	Football (OC)	4,500
HS	Asst	Football (STC)	4,500
HS	Asst	Football Co Defensive Coor	4,500
HS	Asst	Football Co Defensive Coor	4,500
HS	Asst	Football Extra Duties	500
HS	Head	Golf - Boys	6,000
MS	Head	Golf - Boys	4,000
HS	Asst	Golf - Boys (Part-time)	1,167
HS	Head	Golf - Girls	6,000
MS	Head	Golf - Girls	4,000
MS		MS Athletic Coordinator	1,500
HS		Noble Stadium Manager - JH & JV	1,500
HS		Noble Stadium Manager - Varsity	1,500
HS	Head	Powerlifting Boys	6,000
HS	Head	Powerlifting Girls	6,000
HS	Asst	Soccer - Boys	4,000
HS	Asst	Soccer - Boys	4,000
HS	Head	Soccer - Boys	6,000
HS	Head	Soccer - Girls	6,000
HS	Asst	Soccer - Girls	4,000
HS	Asst	Soccer - Girls	4,000
MS	Head	Softball	4,000
MS	Asst	Softball	3,000
HS	Head	Softball	6,000
HS	Asst	Softball #1	4,000
HS		Spring Sport Supv.	3,000
HS	Head	Summer Baseball	1,500
HS	Asst	Summer Baseball	500
HS	Asst	Summer Basketball - Boys	500

Stipends		9/1/26 11:18 AM
		Ardmore Athletic Stipends
		FY27
FY27 - COACHING ASSIGNMENTS - Sports Order		
		Assignment
		Stipend
HS	Asst	Summer Basketball-Boys
HS	Head	Summer Basketball-Boys
HS	Asst	Summer Basketball-Girls
HS	Head	Summer Basketball-Girls
HS	Asst	Summer Cross Country
HS		Summer mowing - Baseball field (Fall 2026)
HS		Summer mowing - Baseball field (Spring '27)
HS		Summer mowing - Softball field (Fall 2026)
HS		Summer mowing - Softball field (Spring '27)
HS	Asst	Summer Softball
HS	Head	Summer Softball
HS	Head	Summer Tennis
HS	Asst	Summer Wrestling
HS	Head	Summer Wrestling
HS	Head	Tennis - Boys
MS	Asst	Tennis - Boys
MS	Head	Tennis - Boys
HS	Head	Tennis - Girls
MS	Asst	Tennis - Girls
MS	Head	Tennis - Girls
HS	Asst	Tennis (B/G)
HS		Tennis Coordinator
HS		Title IX Coordinator - Move to Non-Athletic
HS	Head	Track - Boys
HS	Head	Track - Boys
MS	Head	Track - Boys
MS	Asst	Track - Boys #1
HS	Asst	Track- Boys #2 (Lay)
HS	Asst	Track - Boys (Distance)
HS	Head	Track - Girls
MS	Head	Track - Girls
HS	Asst	Track - Girls #1
MS	Asst	Track - Girls #1
HS	Asst	Track - Girls #2
MS	Asst	Track-Boys #1
HS	Asst	Track-Shot/Disc only (B&G)
HS		Winter Sport Supv.
MS	Head	Wrestling
HS	Head	Wrestling
MS	Asst	Wrestling #1
HS	Asst	Wrestling #1
MS	Asst	Wrestling #2
HS	Asst	Wrestling #2 (Part-time) Extra Duties(Video)



FY27 NEGOTIATED AGREEMENT

Board of Education | Ardmore Support Personnel Organization [ASPO]

ITEM 1

The Board of Education agrees to give Support Personnel step raises for the 2026-2027 school year.

ITEM 2

The Board agrees to the following uniform allowances:

- Maintenance: 5 shirts, 5 pants, 1 coat
- Transportation: 5 shirts, 1 coat
- Cafeteria: \$240 [option one 3 scrubs, shoes, jacket] or [option two 4 scrubs, shoes]

Administration Item – Personal Leave 2026-2027 ONLY – Annual Review

For the 2026-2027 school year only, full time support employees will receive one (1) additional Personal Business Leave Day, providing a total of four (4) Personal Business Leave Days for the school year.

In addition, full time support employees who have completed ten (10) or more years of service with Ardmore City schools will receive one (1) Loyalty Personal Business Leave Day for the 2026-2027 school year only. Eligible employees will therefore receive a total of (5) Personal Business Leave Days.

- \$200.00 – (4) Four days unused personal business days [no personal business leave taken]
- \$150.00 – (3) Three days unused personal business days [(1) one personal business leave taken]
- \$100.00 – (2) Two days unused personal business days [(2) two personal business leave days taken]
- \$ 50.00 – (1) One day unused personal business day [(3) three personal business leave days taken]
- \$0 – No unused Personal Business Leave Days

The Loyalty Personal Business Leave Day provided to employees with ten (10) or more years of service with Ardmore City Schools is not eligible for unused leave compensation and will not increase the maximum annual payment of \$200.00.

The additional Personal Business Leave Day and the Loyalty Personal Business Leave Day are not permanent leave benefits. Both are subject to annual review and approval by the Board of Education and are contingent upon the financial condition of the District.

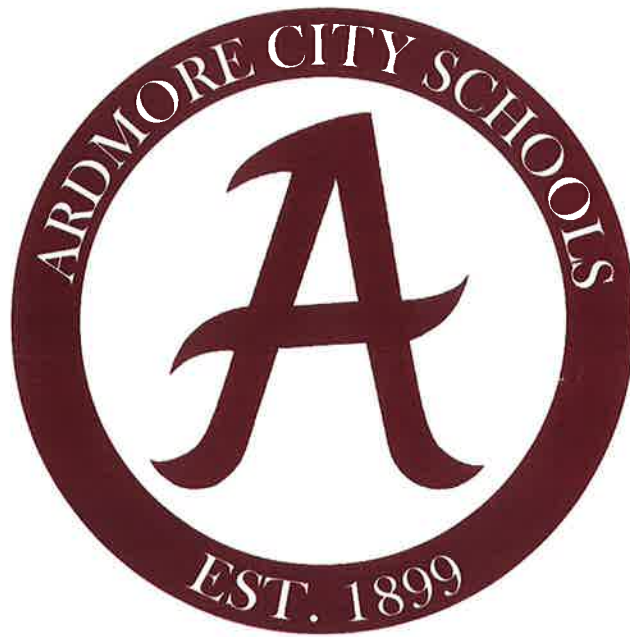
Approval of either additional leave day for the 2026-2027 school year does not guarantee its continuation in any subsequent school year.

Personal leave taken immediately before or after a scheduled school break must be approved in advance by the employee's principal and/or director. Advance approval may be waived in the event of an emergency or other unforeseen circumstance.

Ardmore City Schools

2026-2027

Work Rules



Non-Certified Support Staff



Approved by the Board of Education: September XXXX, 2026.

2026-2027 WORK RULES

INDEX

ITEM	PAGE
Mission Statement	A
My Commitment to Ardmore City Schools	B
2026-2027 A.S.P.O Officers and Site Representatives	C
2026-2027 A.S.P.O Negotiated Agreement	D
Work Rules	1
Professional Ethics for Support Personnel	1
E.S.P.O. Recommended Code of Ethics	1
As a school employee I will.....	1
Dress Code and Social Media	2
Text Instant Messaging, Use of Social Media, District Facebook Page	3
Closed Group Facebook Pages, Penalties	4
Section I Introduction & General Information	4
Section II Board of Education	6
Section III Business & Support Services	7
Section IV Operations & Transportation	8 - 13
Section V Child Nutrition	13 - 15
Section VI Human Resources	15 - 19
Section VII Leave Information	19 - 22
Section VIII Health & Welfare	22 - 24
Section IX Rights & Responsibilities	25 - 26
Section X Disciplinary Actions	26 - 28
Negotiated Items	29 - 35
Child Nutrition Uniform Agreement	36
Maintenance Uniform Agreement	37
Transportation Uniform Agreement	38
Board Policy BD-B Board of Education (2 pages)	A1
Board Policy DA-AP Staff Members and Electronic or Digital Communications (2 Pages)	A2
Board Policy DA-AO-A.1 Staff-Student Communications (1 Page)	A3
Board Policy GB-FB Staff Members and Social Networking Sites (1 Page)	A4
Board Policy DA-AA-B Overtime and Compensation Time (1 Page)	A5
Board Policy DA-AA.4 Timekeeping Non-Exempt Employees (1 Page)	A6
2026-2027 Adjunct Faculty Compensation Schedule (1 Page)	A7
2026-2027 Non-Certified Support Compensation Schedules (20 Pages)	A8



Mission Statement

In partnership with parents and the community, the mission of Ardmore City Schools is to educate all students through an unconditional commitment to quality and high standards

Belief Statements

- ⇒ We believe that all students can learn and succeed.
- ⇒ We believe that all students deserve capable, caring, professional, well-trained and dedicated teachers who have high expectations for their learning success.
- ⇒ We believe that all students are entitled to a learning environment in which they experience security, acceptance and dignity as individuals.
- ⇒ We believe that the cultural and ethnic diversity of our system is an asset and enriches the overall learning experience.
- ⇒ We believe that higher academic and behavioral standards will challenge students to reach their full potential.
- ⇒ We believe that teachers and principals should be empowered to implement innovative programs and techniques.
- ⇒ We believe that an effective school community requires respect for others, responsibility for actions, and accountability for results.
- ⇒ We believe that instruction is structured and sequential in nature and must focus on skills and curriculum content that are considered essential and that are assessed and most valued.
- ⇒ We believe that all teachers must be provided with appropriate up-to-date classroom materials and teaching tools.
- ⇒ We believe that educationally appropriate and well-kept facilities foster a productive learning environment.

My Commitment to Ardmore City Schools

Every decision and every action among people in an organization has the potential of improving or damaging the relationship the organization has with its stakeholders, and therefore improving or endangering the opportunities to fulfill its mission for students.

Members of the Ardmore City School education family accept responsibility for communicating effectively, building relationships, and marketing the organization.

Everyone in the organization must fulfill their role as ambassadors of the District as they meet and greet people going about their daily work.

As a member of the Ardmore City Schools' education family, I have read, understand and commit to my role in promoting & supporting Ardmore City Schools:

- ✓ I understand that as an employee of Ardmore City Schools, I serve as a representative of the District during my daily work. In my position, I am an ambassador for Ardmore City Schools.
- ✓ I understand that I have a responsibility to communicate accurately and effectively about my school, the District or issues within the scope of my professional responsibility and knowledge.
- ✓ I understand that I should not attempt to answer for others, discuss topics which I am not familiar with or topics which are outside of my school or departmental scope.
- ✓ I understand that I should make appropriate efforts to be knowledgeable about the District, its programs, services, accomplishments, challenges, plans and priorities.
- ✓ I understand that communication will be guided by the pursuit of truth, accuracy and fairness. Misinformation shall never intentionally be released. Unintentional release of misinformation shall be rectified immediately upon delivery.
- ✓ I understand that the privacy and reputations of students, families and employees will be respected and protected. Information which might damage the reputation of students or staff members shall not be released, except as provided by law or by other Board policy.
- ✓ I understand that my behavior, attitudes and actions will be conducted in concert with high ethical standards [in public and in private].

ONE TEAM. ONE MISSION.

Work Rules

As required by Board Policy DC-I, the Superintendent of Schools formulates work rules for all non-teaching support personnel. The Work Rules Handbook for support staff contains some of the Board Policies and Procedures for non-certified staff members. Please note however, not all Board Policies and Procedures can be included in this handbook.

Non-Certified personnel are expected to read, have access to, and be familiar with the information contained in the Board Policies and Administrative Procedures Manual. A complete copy of the Manual is located on the website: ardmoreschools.org. In addition, non-certified personnel are also expected to read, have access to, and be familiar with the information contained in the handbooks of their respective schools and the rules developed by their individual supervisors.

Whenever Board Policies and Procedures are adopted or revised, they will be distributed to all employees through the District's Thrillshare platform and updated on the District website, ardmoreschools.org, as well as in the official District Policy Notebooks maintained in the Superintendent's Office.

These Work Rules also include provisions resulting from the annual negotiations between the Ardmore City Schools Board of Education and the Ardmore Support Personnel Organization (ASPO). These negotiated provisions are included to provide employees with a single, comprehensive reference for applicable employment practices and procedures.

Also, in order to be in compliance with state statute, the Work Rules Handbook also includes enumeration of causes and procedures for suspension, demotion or termination of non-teaching personnel who have been employed by the Board of Education for more than one year.

Such work rules will be updated annually, be approved by the Board of Education and posted on the District's website, ardmoreschools.org, upon final approval of the negotiated agreement by the Board of Education and the Ardmore Support Personnel Organization (ASPO).

Professional Ethics for Support Personnel

The Board of Education approves and recommends the Code of Ethics of the Education Support Personnel Organization of the State of Oklahoma:

ESPO Recommended Code of Ethics

School employees who are in daily contract with many phases of educational work should be persons who conduct is beyond reproach, and who sincerely believe in the advancement of education and the betterment of working conditions; therefore, the State Association proposes this Code of Ethics as a standard for its members.

As a school employee I will:

- Be proud of my vocation in order that I may use my best endeavors to elevate the standards of my position so that I may merit a reputation of high quality of service – to the end that others may follow my example.
- Be a person of integrity, clean speech, desirable personal habits, and physical fitness.
- Be just in my criticism and be generous in my praise; to improve and not destroy.
- At all times be courteous in my relations with pupils, parents, teachers, and others.
- Be a resourceful person who readily adapts himself/herself to different kinds of work and changed conditions and finds better ways of doing things.
- Conduct myself in a spirit of friendly helpfulness to my fellow employees to the end that I will consider no personal success legitimate or ethical which is secured by taking unfair advantage of another.
- Associate myself with employees of other districts for the purpose of discussing school problems and cooperating in the improvement of public-school conditions.
- Always uphold my obligations as a citizen to my nation, my state, my school district, my community and give them unswerving loyalty.
- Always bear in mind that the purpose of the Association is to promote the efficiency and raise the standards of all school employees that I shall be equally obligated to assist my fellow workers.

Dress Code

The dress and grooming of district employees shall be professional, clean, neat, and in a manner appropriate for their assignment. The campus principal or director will be the authority in all decisions regarding the grooming and dress code. Any provisions not covered in the code, any interpretations of the code, or any exception to the code will be the responsibility of the campus administrator or director. Certified and non-certified staff may not wear overly casual attire. A professional appearance is required. Clothing (including shirts, pants, or skirts) should be coordinated as part of a professional looking ensemble.

Professional Dress Requirements

- See-through clothing, including lace and crochet blouses, shirts, skirts, and bare midriffs, is not considered professional dress unless worn over, or layered over, other appropriate clothing.
- Exposed bare shoulders and décolletage are not considered appropriate for professional dress. Plunging necklines, backless tops, cropped tops, spaghetti-strap dresses, tank tops or halter-tops are not appropriate as school attire.
- To be considered professional dress, large legged dress shorts, skorts, culottes, dresses, and skirts cannot be higher than 3" above the knee.
- Shirts with inappropriate, questionable, or distracting non-school logos are not considered professional dress.
- Tight-fitting or body-contouring clothing is not considered professional dress; this includes, but is not limited to, layered t-shirts and clothing made mostly of spandex.
- Undergarments worn as outerwear clothing is not considered professional dress; this includes, but not limited to, fitted t-shirts, spandex tank tops, and tights or leggings.
- Casual sweatshirts, sweatpants, exercise/yoga pants, spandex, or other form-fitting pants that would be worn for exercising or biking, are not considered professional dress. However, either leggings or tights may be worn under clothing, but not used as a form of pants unless when worn with a top or dress which must meet the no higher than 3" above the knee requirement.
- Beach-style flip-flops and slippers are not acceptable forms of footwear.
- Colored denim dress pants may be worn. Blue jeans may not be worn except on designated days, such as teacher work days, field trips when appropriate, Spirit Days, and other days designated by the site principal or district. Jeans worn on these days must be neat, clean, and free of holes. Professional dress is required on Professional Development days.
 - The Superintendent or designee may authorize an annual administrative exception permitting employees to wear neat, professional blue jeans on regular workdays. This exception is a discretionary employee privilege, not an employee right, and may be modified or discontinued at any time if it is determined that the privilege is being abused or is no longer in the best interest of the District. Professional appearance shall be maintained at all times.
- Coaches and PE teachers may wear clothing such as wind suits, warm-ups, and athletic shorts during coaching duties and PE class periods. Professional dress is required during regular classroom instruction,

Spirit Day Dress Requirements

"Spirit Day" is designed to promote pride among students and staff at Ardmore City Schools and should not be interpreted as a casual dress day. Spirit Day is celebrated every Friday, unless school is out, in which case Spirit Day is celebrated on the last student attendance school day of the week.

Spirit Day attire includes:

- Denim jeans which are clean, neat, and free of holes.
- Shirts that exemplify school spirit by either school colors or logo or which have school-related symbols (apples, ABCs, etc.) which are interpreted to represent school spirit.

Social Media

Many social networking websites are not accessible on the district's network because they have been blocked. If school personnel, including teachers, would like to request that a website be made accessible to use for teaching and learning, that person shall submit a written request to the Director of Technology for review, identifying the online tools to be used and the instructional purpose in using them.

While on school property; neither school personnel nor students may use an outside, proprietary network to access websites that are blocked on the district's network. Personnel shall abide by the following requirements regarding use of social networking websites, even when done in their personal time, using personal property.



The Superintendent and the School Principals will annually remind staff members and orient new staff members concerning the importance of maintaining proper decorum in the on-line, digital world as well as in person. Employees must conduct themselves in ways that do not distract from or disrupt the educational process. The orientation and reminders will give special emphasis to the following prohibited behaviors:

1. Improper fraternization with students using Facebook and similar internet sites or social networks, or via cell phone, texting or telephone.
 - A. Teachers may not list current students as "friends" on networking sites.
 - B. All e-contacts with students should be through the district's computer and telephone system.
 - C. All contacts and messages by coaches with team members shall be sent to all team members, except messages involving medical or academic privacy matters, in which case the messages will be copied to the athletic director and the school principal.
 - D. Teachers will not give out their private cell phone or home phone numbers to students without prior written approval of the district and the parent of the minor student.
 - E. Improper private contact via e-mail or phone is prohibited.
2. Inappropriateness of posting items with sexual content.
3. Inappropriateness of posting items exhibiting or advocating use of drugs or alcohol.
4. Monitoring and penalties for improper use of district computers and technology.
5. Employees may not post to their personal social media accounts pictures, video, or audio of students unless the student's parent (if the student is under 18) or the student (if the student is 18 or over) has provided the student's building administrator with written permission to do so.

Note that when using a school district e-mail address and/or equipment to participate in any social media or professional social networking activity, the communications are public, and employees are responsible for the content in the communication.

Text and Instant Messaging

District personnel shall not text or instant message any student individually without prior written consent from the parent/legal guardian, or student if 18 years of age. [Board Policy DA-AO-A]. ***Communications are to be conducted using only Board Approved platforms: Thrillshare Rooms and the Official Ardmore City Schools Email System to ensure safety, security and privacy standards.*** All text and instant messages to students shall be sent to the school, class, team, club or organization. Staff shall not send messages that are personal in nature and not related to the business of the school or that contain confidential information to persons not authorized to receive that information.

Use of Social Media

The Superintendent shall designate those staff persons who have management or administrator access to the district's social media, including, but not limited to the ability to remove content from the school's social media if determined to be inappropriate. Only content that is allowable on the school's website is allowable on the school's social media pages unless otherwise authorized by the Superintendent.

District Facebook Page

Ardmore City Schools has an official Facebook page to promote district activities/achievements and provide information to our students, staff and community. It is the only page authorized to represent Ardmore City Schools, its clubs, organizations and all extracurricular activities, including sports. All postings of comments on this page are at the discretion of the page administrators. The intent is not to keep any negative or critical information from being posted, but to protect the privacy and rights of Ardmore City Schools' staff and students. Naming specific employees or students in a negative way will not be allowed. The page administrators will review all comments to make sure they are appropriate and are in accordance with the district's Internet usage policy.

When submitting information for district consideration:

1. Keep your information short and precise.
2. If submitting photos, they should be photos of good quality.
3. Sender should also ensure that any student that is captured in a photo has an approved media release prior to submitting the photos for consideration.

Closed Group Facebook Pages

Classroom teachers may apply with their principal to have a closed group private classroom page on Facebook. If approved, the classroom page would only be in effect for the current school year. At the conclusion of the school year, the classroom teacher would need to delete their page. This would require the teacher to reapply each year as they receive new students.

The process for the classroom teacher is as follows:

1. Complete a Private Classroom Page application and submit to your principal.
2. If approved, the classroom teacher would move forward with the Parent Facebook Permission Form.
3. Facebook page must be a private page closed to all except those who have authorized permission.
4. Must have written permission from the parent of each student communicated with on the private Facebook page.
5. Each parent must complete and fully understand the Facebook permission form.
6. The principal is responsible for monitoring the private classroom page.
7. At the conclusion of the school year, the page is to be deleted.

Penalties

Both district personnel and students face the possibility of penalties, including student suspension and employee termination, for failing to abide by district policies when accessing and using social media.

Section I | Introduction & General Information

District Organization

Staff members shall use the organizational structure as outlined in the organizational chart approved annually by the Board of Education (Board Policy BC). Staff members shall follow the chain of command. However, staff members are at the liberty to request an appointment with the superintendent at any time.

Staff members are encouraged to leave school problems at school. Such problems are best solved by discussion with administrative staff and utilization of the chain of command. If satisfaction is not gained through the principal or the central office staff, procedures are provided for requesting a hearing before the Board of Education.

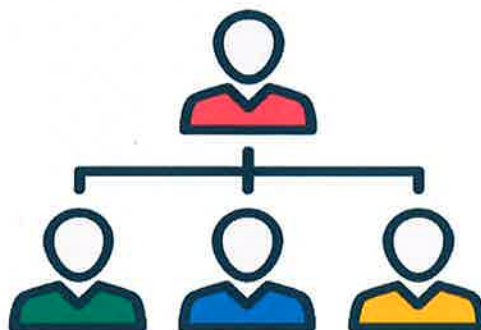
The superintendent shall keep the Board of Education members informed of all situations involving the schools.

Authority of the Superintendent

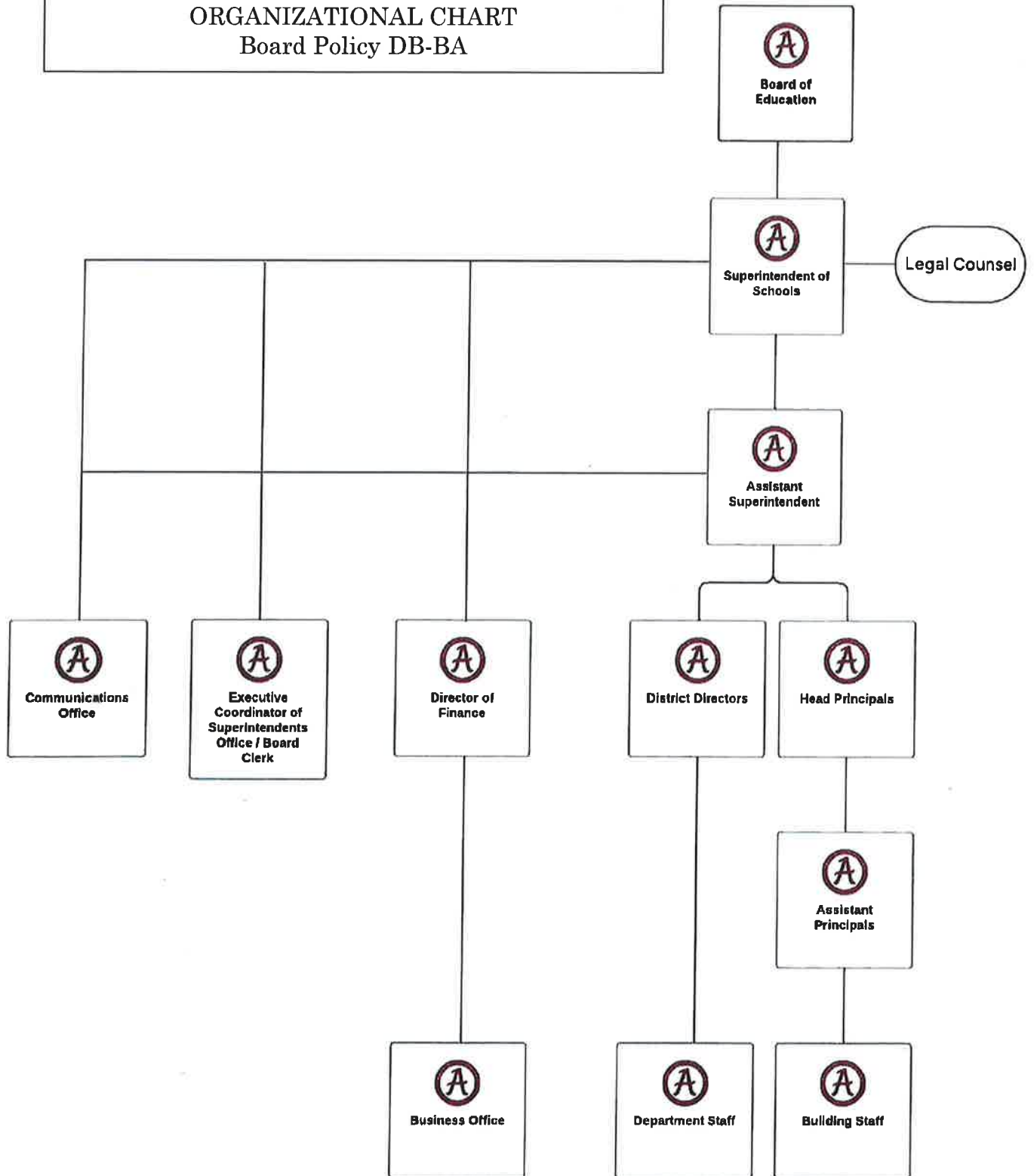
The superintendent is the executive officer of the Board of Education and all personnel are responsible to the superintendent. Prior to the beginning of classes each school year, the superintendent shall submit an organizational chart of all employees to the Board of Education for approval.

Persons to Whom Responsible

Employees shall be directly responsible to immediate supervisors and indirectly to the superintendent.



ORGANIZATIONAL CHART
Board Policy DB-BA



Non-Discrimination

The Ardmore Board of Education is committed to a policy of nondiscrimination in relation to race, color, religion, sex, age, national origin, alienage, handicap, or veteran status. This policy will prevail in all matters concerning staff, events, students, the public, employment, admissions, financial aid, educational programs and service, facilities access, and individuals, companies, and firms with whom the board does business. Racial discrimination shall include racial slurs or other demeaning remarks concerning another person's race, ancestry, or country of origin and directed toward an employee, a student or a visitor.

Fair Labor Standards Act

The Ardmore Board of Education will comply fully with the Fair Labor Standards Act, its regulations, and relevant court decisions. This district will inform employees of the Act through proper posting of information and disseminated by the U.S. Department of Labor. The district will cooperate with all state agencies and maintain compliance. For more information, refer to the Board Policy & Procedure Manual or contact the Business Office at 226-7650.

Duty Time

Schedules for non-certified employees are established by the superintendent. Staff members are asked not to leave the job early to play golf, keep beauty shop appointments, get haircuts, or to take care of personal business.

Political Activities

The public schools shall be kept out of partisan politics. The Board does not, however, presume to control or limit the personal activities of its employees. They may exercise their privileges and responsibilities as citizens according to their personal convictions. The Board does not approve the use of school facilities, materials, equipment, or official capacities to promote the candidacy of any individual or group. The superintendent and the administrative staff are responsible to assure the Board of the compliance of their staffs with this provision.

Public Relations in the School Office

Good public relations is the job of the entire staff. Every employee should feel a keen personal responsibility for the development of good relations with the public. Each contact made with the school offices, whether in person, by telephone or by letter, should always receive a warm, courteous and personal reception. Telephones should be answered promptly. Delays in answering the phone are not conducive to good public relations.

Solicitations

No solicitations may be made by members of the faculty or any other employee for contributions of merchandise or money to finance projects for Ardmore City Schools. Any exceptions to this policy must be made by the Board of Education.

Subpoena

Employees who are subpoenaed as a witness by a court of record in Oklahoma shall not suffer loss of pay as a result of such subpoena, provided that their testimony is given for official business or as a result of their employment by the district, and provided that all witness fees received are delivered to the district. If released by the court before or by noon, if the court of records sits locally, the employee shall return to duty as soon as possible.

Voting

Teachers and other employees of the schools should be encouraged to accept their civic responsibility by voting in all elections for which they are qualified. Participation of staff in election and political activities is encouraged when this activity involves the educational process.

Section II | Board of Education

School Board Meetings – Agenda Preparation & Dissemination

As executive officer of the Ardmore Board of Education, the superintendent of schools, in consultation with the president and other members of the board, is responsible for the preparation of the agenda for board meetings. Items for the agenda may be suggested by board members, staff members, students, or patrons of the district. The inclusion of items suggested by staff members, students, or patrons will be at the discretion of the superintendent or board president.

Public Participation at Board Meetings

The following guidelines shall apply with regard to individuals wanting to place an action item on the board agenda:

1. Any individual wishing to have an item placed on the board agenda for action shall communicate such wish to the superintendent by letter. The letter must state the nature of the matter to be discussed, the full name, address and phone number of the person making the request, and what is expected from the board. The letter must be received by the

superintendent at least ten (10) business days prior to the next regularly scheduled meeting. The superintendent will discuss the request with the board president and they will determine if the item is to be placed on the agenda.

2. If the Board President and/or the Superintendent determine that an item received in written format should be placed on the Board agenda, the individual requesting the item will be given four (4) minutes to discuss with the Board why they feel the Board should consider and/or act on their request. The board president may require all proponents of one side of an issue to elect one spokesperson.

The following guidelines apply with regard to individuals wanting to be placed on the board agenda for items not requiring board action.

The Open Meeting Act gives the public a right to be present at the board meetings and to see and hear everything. While the act requires open meetings, it does not guarantee all citizens the right to participate in the meetings. Neither the Open Meeting Act nor the Constitution grants to members of the public the right to be heard by public bodies. However, in an effort to allow individuals an avenue to express concerns or to make comments on items not requiring action, the following guidelines have been set:

1. Any person wishing to make a comment to the Board of Education on items not requiring action shall submit a written request to the President of the Board asking to be placed on the agenda and stating the nature or subject matter of the comment, at least ten (10) business days prior to the next regularly scheduled meeting. The written request should also include the full name, address and phone number of the person making the request. Whether such request shall be granted will be at the discretion of the Board President and the Superintendent of Schools.
2. The comment should be:
 - a) Mailed to the Ardmore City Schools Board of Education, PO Box 1709, Ardmore, OK 73402; or
 - b) Hand delivered to the Office of the Superintendent, Attn: Ardmore Board of Education, 611 Veterans Blvd., Ardmore, OK 73401
3. The Board President will follow up with the Superintendent for any items that require further investigation or a possible response.

Note: Any individual asking to be placed on the Board agenda for a complaint for which a resolution has not been sought through the proper staff or administrative channels or any business that did not originate at the proper staff or administrative level will not be placed on the agenda. *The Superintendent and/or the presiding officer shall make any final determinations necessary as to whether or not prior and appropriate resolution has been sought concerning the complaint.*

Civility (Conduct of Parents, Visitors and District Employees)

It is the intent of the Board of Education to promote mutual respect, civility and orderly conduct among District employees, parents and the public. It is not the intent of the Board to deprive any person of his/her right to freedom of expression. The intent of this Policy is to maintain, to the greatest extent reasonably possible, a safe, harassment-free workplace for teachers, students, administrators, staff, parents and other members of the community. In the interest of presenting teachers and other employees as positive role models, the Board encourages positive communication and discourages volatile, hostile or aggressive communications or actions.

For more information, refer to the Board Policy & Procedure Manual or contact the Superintendent's Office at 223-2483.

Section III | Business & Support Services

Advertising & Commercial Announcements

Advertising and commercial announcement will be made in the schools only upon the approval of the superintendent. Advertisements may not be posted on the school premises or a school owned vehicle.

Petitions

The petition of any cause may not be circulated in a school building without the approval of the superintendent.

Use of Private Vehicles for School Purposes

School personnel are not to use privately owned vehicles for the transportation of students except in rare emergency situations because of safety and insurance reasons. Persons who transport students in privately owned vehicles do so at their own accident and insurance risk.

Use of School Vehicles

Anyone assigned a school vehicle is required to keep a log of business miles driven and will be subject to taxability as according to the Internal Revenue Service. Vehicles should be used only for school business and are not to be used for personal trips. (05-06)

Use of Telephones

All long-distance calls are to be made for business purposes only, and are to be made only when it is not feasible to conduct business by mail.

Travel and Reimbursement for Employees:

Staff members who are traveling for school-approved business, may be able to file for reimbursement of their travel expenses such as lodging, meals, taxi/bus, turnpike fees, parking fees, registrations and mileage. Claims for reimbursement shall include itemized expenses and receipts. Credit card receipts and cancelled checks are insufficient. Travel expenses may not be refunded after thirty (30) days from the date of travel. Staff members should use the Claim for Reimbursement form to request the reimbursement.

Note: All travel and expenses must be pre-approved to be eligible for reimbursement.

The following provisions have been adopted for the expenses of those who are conducting official business of the District.

1. Transportation reimbursements and other personal reimbursements related to approved travel expenses shall be submitted to the Business Office upon conclusion of travel using the Claim for Reimbursement form. Each staff members must sign the claim form and be signed by the supervisor who approved their initial travel.
 - Car expenses shall be limited to the standard mileage rate as set by the Internal Revenue Service annually plus turnpike and parking fees.
 - Air travel reimbursement shall be only at standard or economy rates. Reimbursement for travel shall be for the most economical means available.
2. Meal allowance for overnight travel shall be set at \$59.00 per day. ***No expenses will be reimbursed for in-state, one-day travel.***

The Superintendent may adjust these rates to accommodate those employees conducting official business for the District.
3. Unless previously approved, District employees are to utilize a school vehicle such as a school car, suburban or bus for school-approved travel. District employees approved for a specific event shall ride in one vehicle when possible. To request school transportation, the Request for Transportation form must be completed and submitted to the Transportation Department. In some instances, it may be necessary and/or desirable to approve mileage.
4. This policy shall provide for in-district travel as well as out-of-district travel as long as each trip is approved and recorded. All travel must be for strictly school-approved business such as supervision of athletic events, attendance at professional meetings, and other approved school business.

Section IV | Operations

Maintenance

Responsibility for Maintenance

The responsibility for maintenance of the school plant is a joint responsibility of the Director of Operations, the principal and the custodial staff. It is the responsibility of the principal to notify the Director of Operations of all situations which may affect the maintenance of the school plant. Routine daily maintenance of the school plant and school site is the responsibility of the school custodian and the principal. The safety and welfare of the pupil shall be the first consideration.

Borrowing of School Property & Equipment

No school property or equipment may be removed from the school for non-school use without the written approval of the superintendent. Any equipment on loan must be operated by a school approved operator. The borrower must assume the expense of the operation and the full responsibility for the equipment while it is in the borrower's possession. (70-5-130)

Care of Buildings

Keeping the buildings and grounds in excellent condition is the responsibility of all employees. Each employee should take pride in his/her building and work area. Any areas that need repair or that could be a safety problem should be brought to the attention of the immediate supervisor.

All Buildings

All staff members are advised that for any installation of equipment or any items which must be attached to walls, ceilings, floors, or windows, a request must be made to the principal of the building and a work requisition forwarded to the Director of Operation's office. Approval must be granted before work is commenced.

FOBS

Support personnel will be supplied with a FOB and Code to their assigned building. Loaning of FOBs and the sharing of Codes is strictly prohibited.

Custodial & Maintenance Staff Members (Policy DC-J 04-05)

All custodial staff members will work under the direction of the school principals during the months that school is in session. Custodians at the high school will be under the direction of the school Principal/ Director of Operations during the months that school is in session. During the periods when school is not in session, the custodial staff members will answer directly to the Director of Operations.

Transportation

In accordance with the policy of the board of education, the following regulations shall apply to the district's school transportation program. Responsibility for implementing these regulations shall be delegated to the supervisor of transportation.

School Bus Maintenance

1. All school buses purchased and used by the district will meet or exceed any and all state and federal minimum safety construction standards. (SDE Regulation)
2. The district shall have each school bus mechanically inspected annually by an approved Department of Public Safety fleet inspector. (SDE Regulation)
3. The driver shall perform a daily pre-trip safety inspection of the vehicle. The inspection shall include brakes, lights, tires, exhaust system, gauges, windshield wipers, steering, and fuel. The driver shall make a daily written report describing the condition of the bus and listing any deficiencies. This report is to remain on file with the superintendent or designee for a period of ninety (90) days. (SDE Regulation)
4. Any school bus deemed unsafe shall immediately be placed out of service until all necessary repairs are made. All repairs to school buses shall be made by a duly qualified automotive technician.
5. It is the responsibility of all drivers to clean and refuel any bus entrusted to their operation. It is furthermore the responsibility of all school bus drivers to inform the supervisor of transportation when routine maintenance is required.
6. The district shall adopt a preventive maintenance schedule to prolong the life of all school buses and to ensure the safety of the passengers. This schedule shall be developed by the supervisor of transportation.

School Bus Drivers

Bus Drivers and Use of Technology

Administrative Procedure DB-B.4 (Mar 2010)

School bus drivers are prohibited from text messaging, using cell phones and/or any other technological devices while driving a school bus or school-owned vehicle. If an emergency arises, the bus driver shall remove the bus or school-owned vehicle from the roadway and place an emergency call to the appropriate legal authorities. Any driver found to have engaged in text messaging, the nonschool emergency use of a cell phone and/or usage of any other technological device while driving a school vehicle shall be subject to disciplinary measures which could include termination of employment.

Administrative Procedure CB-B.1 (Dec 2012)

Bus drivers will be employed by the board of education upon the recommendation of the superintendent. Bus drivers are hereby notified that they shall not write, read, or send text messages while operating a school bus or multi-passenger vehicle owned and approved to operate by the State Department of Education or any school district within Oklahoma. Any person who violates this provision of law, upon conviction, shall be guilty of a misdemeanor punishable by a fine of Five Hundred Dollars (\$500). Please note that this fine is for the individual and not the school district. As a result, if any school employee is charged and convicted of the offense, that individual becomes personally responsible for the fine and will not be reimbursed by the school district for the expense.

1. Any person employed as a school bus driver, whether full-or part-time, shall hold the appropriate driver's license and endorsements required by the Department of Public Safety for the operation of a school bus.
2. Any person employed as a school bus driver, whether full- or part-time, shall successfully complete a school bus drivers' course and hold a school bus driver's certificate as required by the Oklahoma State Department of Education.
3. The driving records of all school bus drivers shall be checked annually and all drivers must meet the requirement of the SDE for school bus drivers' records. All new drivers shall have a felony records check conducted prior to employment and must meet SDE requirements.
4. All school bus drivers shall have an annual health certificate signed by a physician licensed by this state filed in the superintendent's office attesting that such physician has examined the driver and that the driver has no sign or symptoms of ill health, and is otherwise, from the observation of such physician, physically and mentally capable of safely operating a school bus. (SDE Regulation)
5. The use of tobacco by a school bus driver is not permitted during the operation of the bus or while on school premises. The use of any intoxicating beverage and/or controlled dangerous substance by the driver within 8 hours prior to or during the operation of a school bus is strictly prohibited. (SDE Regulation)
6. Any school bus driver involved in a school bus accident resulting in personal injury, property damage of \$500.00 or more, or charged with a violation of traffic law shall submit to a screening test to detect if alcohol or a controlled dangerous substance was used by the driver prior to school bus operations.
7. All school bus drivers shall be evaluated annually for job performance purposes. All new drivers shall be evaluated within the first 90 days of the beginning of the school year. All drivers shall receive written notification of the date of evaluation one week prior to evaluation. All procedures relative to and including the written evaluation form shall be on file in the office of the supervisor of transportation. These procedures shall be available to any interested party upon request.
8. Any school bus driver receiving a deficiency or reprimand may respond in writing to the transportation supervisor within 10 working days. A written plan of improvement shall be furnished to the school bus driver. A formal reevaluation shall be scheduled within 30 days. All evaluations shall be made available to the board of education and may be introduced as evidence in any disciplinary action or termination of employment hearings. Immediate suspension pending due process proceedings for termination of employment shall be made for any of the following reasons:
 - A. Failure to conduct a thorough daily pre-trip inspection;
 - B. The use of alcohol or any controlled dangerous substance within eight hours prior to the operation of a school bus.
 - C. Operating a school bus in a careless or wanton manner without regard for the safety of persons or property or in violation of the conditions outlined in 47 O.S. Section 11-801:
 - 1) No person shall drive a school bus at a speed greater than a maximum of 55 miles per hour on paved two-lane highways, except on turnpikes and interstate highways where the maximum shall be 65 miles per hour.
 - 2) On any highway outside of a municipality, the speed limit in a properly marked school zone shall be a maximum of 25 miles per hour, unless otherwise determined by the Oklahoma Department of Transportation
 - 3) Many school bus routes will not warrant speeds even as high as 15 miles per hour. A driver must always adapt driving to conditions.
 - D. Failure to stop for a railroad crossing in a school bus when children are being transported; failure to exercise proper judgment at any railroad crossing, endangering the safety of any school children
 - E. Conviction of any crime of moral turpitude involving children.
 - F. Abuse of sick leave; excessive absenteeism and/or tardiness.
 - G. Use of any portable electronic communications device while the vehicle is in motion.
9. Any school bus driver shall be suspended with pay pending the outcome of an investigation of any charge or recklessly endangering the safety of persons or property while operating a school bus or any charge of moral turpitude involving children.

10. All school bus drivers shall comply with requirements of the supervisor of transportation regarding attendance of and participation in in-service and periodic safety meetings for the purpose of increased student safety.
11. All school bus drivers shall dress appropriate to the operation of a school bus. Prohibited articles of clothing shall include:
 - A. Thong-type sandals;
 - B. Halter tops or see-through blouses;
 - C. Dresses shorter than three inches above the knee;
 - D. Any article of clothing with logos promoting alcohol or tobacco products, phrases that are sexually implicit or suggestive, and phrases containing profanity;
 - E. Any gang-related paraphernalia.
12. Substitute and activity school bus drivers shall meet all the requirements prescribed for regular bus drivers.

School Bus Safety

1. Illegally passing a school bus is a violation of state law. All school bus drivers are required to report, within 24 hours of the alleged offense, drivers who illegally pass their buses. Each report is to include the vehicle color, license tag number, and the time and place of the violation and is to be made to the law enforcement authority of the municipality where the violation occurred and to the district's director of transportation.
2. All auxiliary transportation equipment owned by this district shall comply with state law requirements and shall be of such construction as to provide safe, comfortable, and economical transportation of passengers.
3. School bus drivers transporting children under the age of six will utilize a child passenger restraint system or a seat belt when using school-owned vehicles other than school buses to transport the students.

School Bus Route

1. Transportation shall be restricted to use for the students of this school district who reside within the boundaries of the school district. All Oklahoma State Board of Education Regulations regarding school bus routes shall be strictly adhered to.
2. All school bus stops shall be selected with the safety of the children at the bus stop the first consideration.
3. All school bus routes shall be evaluated annually. A copy of the evaluation shall be forwarded to the government agency responsible for maintaining the roadway if any physical hazards are noted. If identifiable hazards exist on a school bus route, all drivers shall exercise due caution. Route and bus stop changes may be made at the discretion of the supervisor of transportation.
4. School bus drivers may not deviate from established school bus routes without the written permission of the supervisor of transportation.
5. It is the duty of the parents or legal guardian to have their children at the bus stop at the proper time. No children may board any school bus except at a designated bus stop.
6. No children shall be discharged from their school bus at any point except the designated bus stop unless permission from the parent or guardian is furnished to the supervisor of transportation. Furthermore, no child shall be released to anyone except the parents having legal custody unless written permission is furnished to the supervisor of transportation or the principal.

Auxiliary or Activity Transportation

1. Any person operating a school bus for auxiliary transportation purposes shall adhere to all school transportation policies regarding driver qualifications and operational procedures.
2. No school buses will be utilized for any activity trip prohibited by Oklahoma State Board of Education regulations.
3. It is the responsibility of the parents or legal guardians of all children riding activity buses to have their children at the designated site for departure and arrival of all activity trips.
4. All adults transported in connection with activity trips must be designated sponsors or appropriate school personnel such as the superintendent, principal, or sponsor.
5. All requests for auxiliary transportation must be made to the supervisor of transportation or principal prior to the trip.

Student Discipline

1. Due to the serious nature of student transportation, no disruptive behavior shall be tolerated on any school bus that might endanger the life or safety of any student transported.
2. During a school assembly or upon enrollment, all students will be presented with a copy of the school bus rider rules. These rules must be discussed with each child by their parent or legal guardian and each parent or legal guardian must sign a written statement supporting the school district in the enforcement of these rules.
3. Any violation of these rules could result in the following:
 - A. Two-day suspension of school bus riding privileges;
 - B. Two-day in-house suspension;
 - C. Suspension of bus riding privileges.
4. Any student carrying alcohol, a controlled dangerous substance, firearm, or weapon on any school bus will lose school bus riding privileges for the remainder of the school year and shall be reported to the appropriate enforcement agency.
5. All school bus riding rules and discipline policies shall apply both to school bus routes and to all activity trips.

School Bus Accidents and Emergencies

1. All students transported in school buses shall receive instructions in safe riding practices and will participate in emergency evacuation drills within the first two weeks of each semester. All students riding on activity trips shall be included. These drills shall be conducted on school grounds under the direction of the supervisor of transportation. Documentation of these drills shall be kept on file at the office of the supervisor of transportation and available to interested parties.
2. In the event of an accident, the following procedures shall be strictly followed by the bus driver:
 - A. The bus must be stopped and the driver should preserve the accident scene, evacuate the students from the school bus if necessary, and render first aid to the best of the driver's abilities to any injured children or parties.
 - B. The bus driver will notify the proper authorities and the supervisor of transportation.
 - C. The school bus driver shall make no comments to any party involved, witnesses, or students except to furnish proof of driver's license and school bus driver certification upon request. Any comments made to the investigating officer shall be contained to answering direct questions. At the accident scene, the school bus driver shall not submit to any media or press interviews unless approved by the superintendent. The school bus driver shall obtain the name and address of all witnesses to the accident.
3. The superintendent or designee shall be responsible for any communications with the various press or media outlets. A person shall be designated as spokesperson in the absence of the superintendent or designee.
4. Upon request, in the event of serious injury or death of a student, the principal shall consider contacting the mental health authorities and/or the ministerial alliance to arrange counseling sessions for parents, students, and all school employees.
5. All school bus accidents shall be investigated and the proper reports shall be submitted to the State Department of Public Safety and the State Department of Education as per state law and regulations.
6. In the event of any serious school bus accident, especially any involving personal injury, the superintendent will inform the chief legal counsel of the school district of the events surrounding the accident. Notification to the insurance carrier shall be made by the supervisor of transportation.

Buses and Suburbans should be cleaned by those who use them as they are returned. All supervisors will address this with their employees. Those who do not will be subject to disciplinary action. (09-10)

Parental Grievance Procedures

1. All parental grievances relating to student discipline and transportation services must be initiated with the principal.

2. In cases of disciplinary action concerning student suspension from school transportation, all decisions of the superintendent shall be final pending a formal hearing conducted by the board of education. All hearings must be requested in writing by the child's parent or legal guardian.
3. All inquiries regarding school bus stops shall be initiated with the supervisor of transportation, principal, or superintendent or his/her designee.
4. All complaints regarding any unsafe driving practices involving a school bus driver shall be directed to the school administration or superintendent for formal action. Documentation forms will be available in the office of the supervisor of transportation.

Regulations Pertaining to Bus Drivers

In accordance with the policy of the board of education, this regulation shall govern the operation of school buses in Ardmore City Schools. Bus drivers shall:

1. Be eighteen years of age or older.
2. Possess an Oklahoma Commercial Driver License (CDL), A, B or C, and an "S" and "P" endorsement authorizing the operation of a school bus and an Oklahoma bus driving certificate.
3. Be required to complete a satisfactory physical examination upon the offer of employment and must obtain an annual physical examination. Such examination will include drug testing as set forth in policy (Need Policy Reference in Personnel Section). A copy of the results of the annual physical examination shall be maintained by the superintendent.
4. Submit to drug and alcohol testing as required by state and federal law. (Again need Personnel policy number here).
5. Operate on their designated routes approved by the transportation division of the State Department of Education.
6. Report individuals illegally passing their school buses. The approved form (See CB-B.2) will be completed and submitted to the law enforcement authority or municipality where the alleged violation occurred and to the district's director of transportation.
7. Make other appropriate reports as required by state law and/or district administrators.

Bus drivers will be employed by the board of education upon the recommendation of the superintendent. Bus drivers will be employed by the board of education upon the recommendation of the superintendent. Bus drivers are hereby notified that they shall not write, read, or send text messages while operating a school bus or multi-passenger vehicle owned and approved to operate by the State Department of Education or any school district within Oklahoma. Any person who violates this provision of law, upon conviction, shall be guilty of a misdemeanor punishable by a fine of Five Hundred Dollars (\$500). Please note that this fine is for the individual and not the school district. As a result, if any school employee is charged and convicted of the offense, that individual becomes personally responsible for the fine and will not be reimbursed by the school district for the expense.

Use of Video Equipment in Buses

The Board intends to use video surveillance cameras in school buses. Any tape made by video surveillance equipment on any school bus may be used as evidence of misconduct on the part of any students.

Commercial Driver's License Required

The State Department of Education states that anyone driving a bus or transporting children must have a commercial driver's license and a bus driver's certificate and no exceptions will be made to these regulations. Those drivers who have been employed by the District for at least four consecutive years will be eligible to have the District pay the portion of those fees that are required for the employee to continue to drive a bus.

Section V | Child Nutrition

Food Safety Program

The Ardmore Board of Education has determined that the safe handling of food prepared for district students and staff is required of all cafeteria employees. The director of food services and/or cafeteria manager will be responsible for developing the food safety program in compliance with the USDA guidelines and based on the Process Approach to Hazard Analysis and Critical Control Points (HACCP). Standards shall be based on the 2001 FDA Food Code as amended, and as adopted by the Oklahoma State Department of Health.

Training will be provided to all food service employees after being hired and before handling food. Substitute food service staff will be given instructions in the necessary procedures relevant to the tasks they will be performing. Training will include

standard operating procedures for the safe handling of food, procedures monitoring, corrective actions, and required documentation.

Standard operating procedures will be updated as needed. Food service employees will be advised of all changes made.

Food Allergy Guidelines

The following guidelines are designed to reduce the risk of exposure to potentially life-threatening food allergens for our growing number of students with severe allergies. It is the district's goal to provide a school setting that minimizes the risk of accidental exposure while maintaining a safe, positive educational environment for all students.

Impact on the School

Every school should expect at some point to have students with food allergies. Schools must be prepared to deal with food allergies and the potential for anaphylaxis.

The student with an undiagnosed food allergy may experience a first allergy reaction while at school.

When a physician assesses that a child's food allergy will result in anaphylaxis, the child's condition meets the definition of "disability" and is covered under the Federal Americans with Disability Act (ADA), Section 504 of the Rehabilitation Act of 1973, and may be covered under Individuals with Disabilities Education Act (IDEA) if the allergy management affects the student's ability to make educational progress.

Adequate plans and staff, who are knowledgeable regarding preventive measures and are well prepared to handle severe allergic reactions, can save the life of a child.

Family Responsibility

It is the responsibility of the parent or guardian to:

1. Notify the school of a child's allergies and provide updates as necessary.
2. Help establish a core team of, but not limited to, the child's physician, school principal, school nurse, teacher, guidance counselor, and food service manager to develop and implement a plan that addresses the child's needs, including the school transportation, classroom, cafeteria, assemblies, etc. A detailed food allergy action plan should also be included.
3. Provide written medical documentation, instructions, and prescribed medications, using the food allergy action plan as a guide. A photo of the child must also be included.
4. Provide the child with a medic-alert bracelet identifying the life-threatening allergy. The bracelet should be worn at all times while at school or school-sponsored events.
5. Replace expired and/or used medications as per the food allergy action plan.
6. Educate the child in the self-management of the food allergy, including: safe and unsafe foods, strategies for avoiding exposure to unsafe foods, symptoms of allergic reactions, how to communicate an allergy-related problem, how to read food labels (age appropriate). The child should not accept food from other students.
7. Review guidelines/procedures with the core team members as soon as possible following a reaction.

Student Responsibility

It is the responsibility of the student to:

1. Take a proactive role in the care and management of his/her food allergies (age appropriate).
2. Not accept food items from or trade food items with other students.
3. Avoid food items with unknown ingredients or known allergens.
4. Immediately notify any teacher, administrator, assistant, or school nurse of possible exposure to food allergen.
5. Wear a medic-alert bracelet at all times.

School Responsibility

It is the responsibility of school personnel to:

1. Keep informed of and follow all applicable federal laws, including ADA, IDEA, Section 504, and FERPA, as well as all state laws and district policies/guidelines that may apply.
2. Include food-allergic students in school activities. Students shall not be excluded from school activities solely based on their food allergies unless those activities pose a legitimate threat to the health of the students.
3. Inform and update all families registered in the district about known allergens in order to minimize the risk of life-threatening exposure. Extracurricular groups using school facilities will also be notified, and shall be excluded from using any area designed as "allergen-free."
4. Provide all families with a copy of food allergy guidelines as well as a listing of resources listing regarding food allergies, such as Food Allergy and Anaphylaxis Network (FAAN).
5. Identify a core team of, but not limited to, the child's physician, school principal, school nurse, teacher, guidance counselor, and child nutrition manager to work with the parents and student (age appropriate) to establish a food allergy action plan specific to that child. Changes will be made as necessary with team participation.
6. Consult with local emergency management personnel to establish and/or update emergency protocols and drill procedures as needed.
7. Educate staff who interact with students with food allergies, on a regular basis so they understand food allergy, can recognize symptoms, can take emergency action, and will work with other school staff to eliminate the use of food allergens in the lunch program, educational tools, arts and crafts projects, or incentives.
8. Identify school personnel who are properly trained to administer medications in accordance with state nursing and Good Samaritan laws governing the administration of emergency medications.
9. Coordinate with the school nurse to assure that medications are stored appropriately (easily accessible, secure location such as the main office) and that an emergency kit is readily available and contains a physician's standing order for epinephrine.
10. Practice the food allergy action plan as a drill to assure the efficiency/effectiveness of the plan. Emergency protocols shall be updated as needed with team participation.
11. Review the food allergy action plan with core team members and physician as soon as possible following a reaction.
12. Work with bus companies to determine appropriate management of transportation needs.
13. Discuss planned field trips as a team to decide appropriate strategies for managing the child's food allergy. Encourage parents of the child to participate as chaperones.
14. Take seriously threats or harassment against an allergic child.

Everyone's Responsibility:

1. Read information made available by the school regarding food allergies. Any questions regarding the food allergy guidelines should be directed to the school principal or school nurse.
2. Understand the seriousness of food allergies and consider how food choices may impact the lives of severely allergic students.
3. Promote understanding, acceptance, and compassion.

Section VI | Human Resources

General Information

Types of Employment

Full Time: Staff members who work a regularly scheduled day of at least six (6) hours for twelve (12) months.
 Part Time: Staff members who work less than a regularly scheduled day of at least six (6) hours.
 Seasonal: Staff members who work a regularly scheduled day of at least six (6) hours for less than twelve (12) months.

Personnel Files for Support Employees

At the time of initial employment, each support employee shall file with the district prior to the first day of employment a complete employment history and a complete record of education. The employee shall also sign a statement indicating receipt of a written job description and the following school policies or a staff handbook containing these policies:

- ❖ Drug-free Workplace
- ❖ Fair Labor Standards Act and Compliance Procedures
- ❖ Nondiscrimination
- ❖ Sexual Harassment
- ❖ Support Personnel Suspension, Demotion, or Termination

For the benefit and use of the school district and of the employee, the district will maintain a complete, up-to-date personnel file in the Personnel Office. The file record shall include the following information:

1. Full legal name, date of birth (if under 19 years of age), sex, address, telephone number, and date of employment
2. Social Security Number
3. Data on education, including all institutes completed
4. Data requested concerning health and/or medical examinations
5. Record of assignments
6. Evaluations of performance
7. Signed statement indicating receipt of a written job description and staff handbook/policies

Additionally, the following data is maintained in the business office.

1. Time and day of week when employee's workweek begins
2. Hours worked each day
3. Total hours worked each workweek
4. Basis on which the employee's wages are paid (e.g., \$6 an hour", \$220 per week", "piecework")
5. Regular hourly pay rate
6. Total daily or weekly straight-time earnings
7. Total overtime earnings for the workweek
8. All additions to or deductions from the employee's wages
9. Total wages paid each pay period
10. Date of payment and the pay period covered by the payment

Every employee shall be allowed to inspect his or her personnel file at any reasonable time in the presence of a staff member of the superintendent's office.

References regarding an employee received prior to employment with the district shall not be made available to the employee for inspection.

Assignments

Assignments of all non-teaching personnel shall be made by the superintendent or his/her designated representative.

Reassignments

All employees are subject to change in assignment if the administration is of the opinion that it would improve the overall program of the school such reassignments will be made only after conferences with the employee involved and, insofar as practical, they will be made before the opening of the school year.

Re-Employment

Non-Certified employees will be presented by the Superintendent to the Board for consideration for re-employment at their May meeting.

Pay Period

The 20th of each month or the last work day preceding the 20th of the month is designated as the day each certified employee will receive his/her paycheck. All twelve-month support personnel shall be paid twice monthly - once on the 15th and once on the last day of the month. All other support personnel shall be paid once monthly on the 20th of the month or the last work day before the 20th of the month along with all certified employees. The Director of Finance is directed to reduce any employee's paychecks by the amount of the cost to the district when the employee's check has been garnished by a court order.

All nine, ten, or eleven month full-time employees will be paid on a twelve-month basis during the appropriate fiscal year of contract. Part-year employees' salaries will be paid in equal payments over the remaining fiscal year contract.

Overtime and Compensation Time

It is the policy of the Ardmore Board of Education **that no employee shall work overtime without the prior approval of the appropriate supervisor or the superintendent. Employees may elect by written agreement to take compensation**

time off instead of overtime pay. All compensation time must be used within the fiscal year in which it was earned. Specific days off must be approved in advance by the appropriate supervisor or the superintendent.

When, at the employee's selection, compensatory time is granted in lieu of cash payment for time worked in excess of 40 hours in a workweek, it will be at the rate of one and one-half hours for each hour worked in excess of 40 hours for all nonexempt employees. The purpose of compensatory time is to provide the superintendent/department head with an alternative to cash payment of overtime. A nonexempt employee may work more than 40 hours a week only after having obtained prior approval or instructions from the appropriate supervisor. The following guidelines apply to the accrual and usage of compensatory time:

1. Compensatory time may be accrued to a maximum of 240 hours in a fiscal year (160 hours of overtime at time and one-half equals 240 hours of compensatory time).
2. Compensatory time will be recorded when it is earned and used the same as annual leave. Annual and sick leave are accrued during the use of compensatory time.
3. All compensatory time must be used or paid as overtime by June 30 of each fiscal year.
4. All compensatory time must be used or paid as overtime prior to transfer or termination of an employee.
5. A supervisor may direct that an employee use accrued compensatory time.

Procedure for Requesting Compensatory Time

1. Obtain prior approval/instructions from supervisor
2. Forms must be completed, signed off on by each participating party.
3. Submitted to supervisor for final processing within 5 days of the upcoming pay day.
4. Compensatory time may be lost if not filed in a timely manner. [To be considered "filed" must be signed by both the staff member and supervisor.]

Timekeeping (Non-Exempt Employees)

The district may use a time clock, have a timekeeper keep track of employee work hours, or have the employees write their own times on sign-in/sign-out records. Whichever method is used, employees will be required to sign the time card/sheet to indicate knowledge of recorded work time.

Job Descriptions

Job descriptions for all certified positions as well as for all support personnel are to be on file in the office of the principal or the office of the supervisor as well as the office of the superintendent of schools.

Felony Records Search Procedures

Pursuant to 70 O.S. Section 5-142, Ardmore City Schools will obtain the results of a national felony record search of the name and fingerprints of every prospective school district employee. During the first interview with each employment applicant, the applicant will be advised that:

1. The school district requires a national felony record search of every prospective employee's name and fingerprints as a condition of employment;
2. To enable the school district to request the search and obtain the results, the applicant must complete and sign an Authorization and Release form provided by the school district;
3. The school district will request a felony record search only if the superintendent of schools recommends employment of the applicant;
4. If the superintendent of schools recommends employment of the applicant, the applicant must pay the non-refundable fee;
5. If the superintendent of schools recommends employment of the applicant, the applicant must permit the Oklahoma State Bureau of Investigation to fingerprint the applicant; and
6. The applicant, if placed on duty prior to receipt of the felony search results, will be classified as a "temporary" employee until the school district is notified that the search is clear of any felony record.

If the felony records search reveals a prior felony offense conviction or if the applicant provides a false response to one or more of the questions on the Authorization and Release, the applicant will be denied employment and, if placed on duty prior to receipt of the search results, will be deemed to have resigned from employment with the school district, effective upon

acceptance by the superintendent. The superintendent may accept any employee's resignation at any time within thirty (30) days after the date the school district is notified of either the unsatisfactory search results or learns of the applicant's false response, whichever is later. Under these circumstances, the employee waives any due process procedures that might otherwise be available under federal and state law and school district policies and procedures.

The school district will also request a national felony record search of the name any fingerprints of any current school district employee if the board of education recommends a search of that employee's felony record.

Evaluation

All personnel are to be evaluated on a regular basis.

Title I and Special Education Paraprofessionals: [Board Policy DC-L, May 2019 Revision from OK State Board of ED]

It is the policy of the Ardmore Board of Education that Title I and Special Education paraprofessionals will be employed in accordance with all applicable state and federal laws. Employment will be offered if the educational need exists and if the applicant possesses the required level of requisite skills as prescribed in the appropriate State Department of Education regulations.

Tier 1. In order to qualify for a Tier 1 Oklahoma paraprofessional credential, which is required for general educational paraprofessionals in Title I schools and available to general education paraprofessionals in other settings, an applicant must:

- A. Have a high school diploma or a General Educational Development (GED) Diploma or other certificate of high school equivalency recognized by the State of Oklahoma.
- B. Have on file with the State Board of Education a current Oklahoma criminal history record from the OSBI as well as a national fingerprint-based criminal history record provided by the FBI.
- C. Meet at least one of the following:
 - 1. Has completed at least two years of study at an institution of higher education;
 - 2. Has obtained an associate's degree or higher; or
 - 3. Has either passed the Oklahoma General Education Test obtained a national Career Readiness Certificate through successful completion of the ACTG WorkKeys assessment, or passed the ParaPro Assessment offered through the Educational Testing Service.

Tier 2. In order to qualify for a Tier 2 Oklahoma paraprofessional credential which is required for special education paraprofessionals, an applicant shall meet the qualifications of Tier 1 and all of the following:

- A. Have completed the Oklahoma Special Education Paraprofessional Training available at Career Technology Center, equivalent training provided by the State Department of Education through an in-person or online program, or other state-approved training provided by a school district.
- B. Have completed training in cardiovascular pulmonary resuscitation (CPR) and First Aid.
- C. Have completed training in Universal Precautions/Bloodborne Pathogens.

In the event a school requires a special education paraprofessional, but is unable to secure the services of an individual who holds a Tier 2 paraprofessional at the time the services must be delivered, the district may employ an individual on a provision basis if the district determines the individual is able to provide the appropriate paraprofessional services. The individual will have one hundred twenty (120) calendar days of employment to provide special education paraprofessional services without certification. Any provisional placement must be reported to the State Department of Education Office of Special Education.

The superintendent and/or staff development committee shall develop an appropriate in-service training program for paraprofessionals.

Paraprofessionals are employed so that the professional teachers may direct their energies to the students' education. The principal and supervising teacher are jointly responsible for making final decisions related to the duties and responsibilities to be assigned to a paraprofessional. Paraprofessionals are not to discipline children. Classroom discipline shall be left to the certified teacher or building principal.

Reduction-In-Force (Support Personnel) | BP DC-M | BOE Revised March 2010

The Ardmore Board of Education believes that every reasonable effort should be made to avoid a reduction in force at any level. However, if it should become necessary to reduce the number of full-time support employees due to lack of funds or lack of work in a particular area, the position or program will be the determining factor and not the individuals who occupy the position or serve the program.

An employee is considered to be a full-time employee if the number of hours worked is the number of hours customarily worked in that position and if that position is designated as a full-time position by the board.

A reduction in force may occur for lack of funds, lack of work because of a decline in enrollment, consolidation of programs or positions, elimination of positions, or other circumstances as determined by the board.

If termination of employment should become necessary, notices of such terminations will be made as set forth in the policy governing suspension, demotion, or termination of support employees found elsewhere in this manual.

Any necessary terminations shall begin by dismissing temporary, seasonal, or part-time employees within the job category affected. These employees shall be terminated at the discretion of the board or the board's designee. Job categories are listed alphabetically as follows:

• Administrative secretaries • Bus drivers • Business Office Clerks • Food service	• Maintenance/custodial • Media/library assistants • Paraprofessionals	• School site secretaries • Teacher assistants • Technology assistants
--	--	--

If normal attrition and the release of temporary and part-time employees do not sufficiently reduce the support staff, the following items will be considered in the reduction process in the order listed:

1. Job qualification by training and years of experience
2. In the event that two or more employees in the affected category are equal in the above factor, termination shall be made on the basis of seniority within each general job category.

Supervisors and directors shall serve at the pleasure of the board and shall not be subject to the prescribed seniority order for reductions in force. Personnel whose positions are eliminated in one category may be considered for a position in another category.

Seniority shall be defined as the total length of service as a support employee within this district. Employees who are terminated and subsequently reinstated shall retain cumulative seniority for all periods worked except for the period of termination.

Demotions in position shall follow the same procedure as terminations.

An employee who takes a voluntary demotion or a voluntary reduction in assigned time in lieu of termination shall be returned to a higher position or a position with ore hours as vacancies become available, if the employee chooses to return.

Section VII | Leave Information

Family Medical Leave Act

Ardmore City Schools participates in the Family Medical Leave Act. For more information, refer to the Board Policy & Procedure Manual or contact the Business Office at 221-3001 Ext 1220.

Emergency Leave [Board Policy DA-CC-B: Jun 15]

All employees shall be provided not more than two days a year emergency leave. These days shall not be chargeable to sick leave and are non-cumulative. The term "emergency" is defined as a situation or occurrence of a serious nature, developing suddenly and unexpectedly, and demanding immediate attention. (70-6-104). Examples of emergency leave include, but are not limited to: automobile accidents, floods, tornado damage, residential fires, etc.

If a more suitable leave-type is appropriate, emergency leave may not be granted. The final decision as to whether emergency leave is granted or if another type of leave is more appropriate will be made by the superintendent or his/her designee. **Emergency leave does not include bad weather days when school is in session.**

Sick Leave & Personal Business Leave for Non-Certified Staff [Board Policy DA-CB Aug 2015 Revision]

All non-certified support personnel are entitled to sick leave calculated on the basis of one day per full month employed, accumulative to one hundred twenty (120) days *(Per the 2005-2006 ASPO Negotiated Agreement)*. (70-6-104)

Sick leave days shall be interpreted to mean personal accident, injury, illness or pregnancy, or accident, injury or illness of immediate family and bereavement leave in the instance of the death of a member of employee's immediate family.

Immediate family shall be interpreted as spouse, child, parent, grandparent, grandchild, son-in-law, daughter-in-law, mother-in-law, father-in-law, sister, brother, aunt, uncle, brother-in-law, sister-in-law. In the instance of bereavement, immediate family shall also include niece, nephew, first cousin and spouse's grandparents. For extenuating circumstances, the superintendent or their designee can review requests on a case-by-case basis to consider someone else as immediate family.

Bereavement Leave

All support personnel will receive up to 3 days of bereavement leave at no loss of salary each school year. Bereavement leave will be non-accumulative, non-reimbursable and used before other available leave. Bereavement leave will be granted for the death of an immediate family member as defined under sick leave. In addition to the three days of bereavement leave, non-certified support staff may use a maximum of five (5) sick days for this purpose. In the case of the death of a spouse or a child, the staff member will be granted up to 10 days of bereavement leave.

Non-certified employees transferring into the district from another school district in Oklahoma who are employed for the next succeeding school year shall be permitted to transfer sick leave accumulated prior to such transfer, provided that the number of days transferred shall not exceed the maximum days permitted under this policy. The number of accumulative days sick leave transferred to be credited shall be certified by the prior district employing such non-certified person.

This policy is to cover all non-certified staff. If it is not necessary for the employee to use the sick leave, he/she will not be paid extra for the unused portion; however, if the employee meets the provisions of policy DA-CB-A at the time of full retirement, they may be eligible for some reimbursement at that time. A day of sick leave is defined as the length of day the employee normally works.

Abuse of sick leave will not be tolerated. At the discretion of the Board of Education or its designated officer, medical certification of sickness may be required. (70-6-104)

Reimbursement of Unused Sick Leave [Board Policy DA-CB-A] [15-16 Negotiations]:

The Ardmore Board of Education will compensate support personnel for unused sick leave for those who retire under the Oklahoma State Teachers' Retirement System providing:

- Said support personnel has been employed in the Ardmore Schools for twenty (20) years or more immediately prior to retirement, and;
- Said support personnel has officially notified the district of their retirement prior to May 30 of the contract year, and;
- Said support personnel has not previously retired from the district, then;
- Each support person retiring under this plan will be paid \$12.00 per day of accumulated sick leave, providing no individual will receive more than \$1,000.00 however;
- The total cost of the district's reimbursement plans, support and certified personnel, may not exceed \$10,000 per fiscal year.
- In the event that the total cost of these plans exceeds \$10,000, the amount to be paid to any individual will be pro-rated among all qualifying personnel consistent to each plan.

Sick Leave Bank for Non-Certified Personnel

The Ardmore Board of Education shall establish a Sick Leave Bank that may be used by the full-time employees on a voluntary basis. The purpose of such Sick Leave Bank shall be to allow employees the privilege of having a reserve of sick leave days to draw against in the case that they have exhausted their personal accumulation of days.

For more information, please contact the Business Office 221-3001 Ext 1220.

Shared Sick Leave

The Board of Education of Ardmore City Schools shall establish a policy which allows employees to "share" their sick leave with other district employees under certain conditions. The program shall permit district employees to donate one or more of their accumulated sick leave days to a fellow district employee who is suffering from *(or has a close relative suffering from)* a severe illness, injury, impairment, or physical or mental condition which is causing or may cause the employee to lose all wage benefits.

For more information, refer to the Board Policy & Procedure Manual or contact the Business Office at 221-3001 Ext 1220.

Personal Business Leave [2026-2027]

For the 2026-2027 school year only, full time support employees will receive one (1) additional Personal Business Leave Day, providing a total of four (4) Personal Business Leave Days for the school year.

In addition, full time support employees who have completed ten (10) or more years of service with Ardmore City schools will receive one (1) Loyalty Personal Business Leave Day for the 2026-2027 school year only. Eligible employees will therefore receive a total of (5) Personal Business Leave Days.

- \$200.00 – (4) Four days unused personal business days [no personal business leave taken]
- \$150.00 – (3) Three days unused personal business days [(1) one personal business leave taken]
- \$100.00 – (2) Two days unused personal business days [(2) two personal business leave days taken]
- \$ 50.00 – (1) One day unused personal business day [(3) three personal business leave days taken]
- \$0 – No unused Personal Business Leave Days

The Loyalty Personal Business Leave Day provided to employees with ten (10) or more years of service with Ardmore City Schools is not eligible for unused leave compensation and will not increase the maximum annual payment of \$200.00.

The additional Personal Business Leave Day and the Loyalty Personal Business Leave Day are not permanent leave benefits. Both are subject to annual review and approval by the Board of Education and are contingent upon the financial condition of the District.

Approval of either additional leave day for the 2026-2027 school year does not guarantee its continuation in any subsequent school year.

Personal leave taken immediately before or after a scheduled school break must be approved in advance by the employee's principal and/or director. Advance approval may be waived in the event of an emergency or other unforeseen circumstance.

Part-time support staff shall consult with the Director of Finance on the number of sick leave and personal leave days allowed.

Funerals

On occasions when employees desire to attend funeral services for an associate or friend, they may be excused for the services. Requests for attendance should be directed to the principal or immediate supervisor, who will advise the office of the superintendent.

Bad Weather Days [Board Policy DA-CC-C - Rev Jun 2015]

The school system has no restrictions on where its' employees reside; however, on bad weather days when school is being held, school employees are expected to be in attendance. Employees who are not in attendance will have a day's pay deducted from their salaries unless they are absent under one of the Board approved leave options, to include personal business leave. Emergency leave does not include bad weather days when school is in session.

Jury Duty & Witness Leave (Board Policy DA-CC-G)

The Board of Education shall grant leave to employees who have been selected for jury duty or who have been subpoenaed as a witness in a criminal, civil, or juvenile proceeding. Employees shall be paid the full, current contract salary during such service. Monies necessary to pay substitute teachers shall not be deducted from the salary of a teacher performing jury duty. However, the amount received by the teacher for jury duty shall be applied toward the expense of the substitute teacher. The district may deduct any compensation received for serving as a juror from the non-certified support employees salary during such service.

- Non-certified support staff members released by the court before or by noon, shall return to work as soon as possible.

If a school district employee is subpoenaed to appear as a witness in a civil court proceeding, except in a proceeding which the school district or the state is a party, the school district shall be entitled to a witness fee equal to the amount of the substitute teacher cost, not to exceed One Hundred Dollars (\$100.00) per day.

Military Service

The Board of Education recognizes the involuntary recall to active duty in the armed forces of the United States government of members of the faculty and grants leaves of absence to such personnel for the period of such active service without loss of status or efficiency rating and without loss of pay during the first **twenty (20)** calendar days of such leaves of absence. Such leave is exclusive of vacation time. (70-6-105)

Vacation for Full-Time, Twelve-Month Staff Members (Board Policy DA-CC-F Revised [FY18 Negotiations])

Support personnel who are employed with Ardmore City Schools on a twelve-month contract are to be granted vacation days according to the length of their employment with the district, per the following schedule:

237 Day Non-Certified Contract Staff

- 0-8 years (accrued at a rate of .83 day per month for a maximum of 10 days total per fiscal year).
- After completing 8 years with the district, staff members will receive one additional vacation day for a total of 11 days total per fiscal year.
- After completing 20 years with the district, staff members will receive one additional vacation day. For the 237 staff member, this is a total of 12 days per fiscal year.

1. Certified personnel who are employed with Ardmore City Schools on a twelve (12) month contract are to be granted vacation days each school year according to their length of their employment with the district as per the following schedule:
 - 1-10 years [accrued at a rate of .83 of a day per month for a maximum of 10 days]
 - 11 years & above [accrued at a rate of 1.25 days per month for a maximum of 15 days]
2. Vacation accrual begins at the beginning of each school year, July 1st.

Effective for the 2010-2011 school year, 252-day full time support staff members who have worked at least 10 years can accrue and use their annual allotted vacation days at the beginning of the school year rather than accruing monthly. If it would cause a shortage or hardship in the staff member's building or office, the principal/supervisor may deny all or part of the days and ask the employee to select another time to use the days. In addition, if the employee separates from the district for any reason, their pay will be docked by the unearned portion of the vacation already taken. *Example: If an employee takes 10 days of vacation in July and quits on December 31, they would be docked five days for the five unearned days of vacation that they have already taken.*
3. Vacation leave shall not be accumulative beyond 40 days as of the fiscal year end (June 30). There will be no reimbursement for unused vacation time.
4. Vacation leave will not be reimbursed if staff member leaves the district's employment.
5. No vacation in excess of ten days may be taken at one time without the Superintendent's approval.
6. Building custodians shall take vacations when school is not in session, unless prior arrangements are made with their supervisor.
7. The Superintendent or designee may establish a vacation calendar and require that employees schedule their vacation so no office or program is understaffed.
8. Staff members requesting vacation must request leave via the online leave scheduler with a username and password, which will go to their supervisor for processing.
9. New staff members who begin their employment on the first day of any month, shall begin accruing leave on that day. If a new staff member begins their employment after the first day of the month, their accrual will begin on the first day of the following month.

Section VIII | Health & Welfare

Hygiene & Sanitation (Bloodborne Pathogens)

The Ardmore Board of Education recognizes that body fluids of any person may contain infectious or contagious bacteria or viruses, and that such bacteria or viruses may be spread from one person to another by accidental or careless handling of body fluids during sanitation or custodial work or the administration of emergency first aid.

The superintendent is directed to prepare regulations establishing proper procedures for handling body fluids during normal housekeeping. Such procedures shall include methods for the handling and disposal of body fluids in school buildings and on school equipment and material. The district will make personal protective equipment available to employees for use in handling and disposing of body fluids.

The superintendent will also direct the identification of employees who could be reasonably anticipated as the result of their job duties to face contact with blood or other potentially infection materials. Any employees so identified will be offered Hepatitis B vaccinations at district cost. Such vaccinations will be provided at a reasonable time and place, under the supervision of a licensed physician or health care professional and according to the latest recommendations of the U.S. Public Health Service.

School district employees who have had an exposure incident to body fluids will participate in a follow-up confidential medical evaluation documenting the circumstances of exposure, identifying and testing the source individual if feasible, testing the exposed employee's blood if the employee consents, post-exposure prophylaxis, counseling and evaluation of reported illnesses. Health care professionals must be provided specified information to facilitate the evaluation and their written opinion on the need for Hepatitis B vaccination following exposure. Information such as the employee's ability to receive the Hepatitis B vaccine must be supplied to the employer. All diagnoses must remain confidential. (*Reference: 63 O.S. § 1-502 et seq. 29 CFR Part 1910.1030, OSHA*)

IRS Section 125 Tax Break

The Board works with one of the insurance carriers to provide tax breaks under Section 125 for staff members who desire this benefit.

Medical Exams

Every employee of the Ardmore Board of Education must be physically capable of performing the duties for which the employee is hired and/or assigned. Therefore, every employee of the Ardmore Board of Education is required to furnish a completed medical history form, under oath, to the Superintendent's office at such time as employment begins. To verify physical fitness and capability to continue to perform one's duties, medical examinations may be required of any employee at the discretion of the Board of Education or its designated officer, on an individual basis, and such an examination shall be at the district's expense.

Medical Marijuana [Board Policy CC-BE, Sep 2018]

Regardless of a student, employee, parent or any individual's status as a medical marijuana license holder, marijuana is not allowed on the premises of the district or in any school vehicle or any vehicle transporting a student under any circumstances. While the use of medical marijuana in conjunction with the possession of a medical marijuana license is legal in the State of Oklahoma, marijuana is a prohibited controlled substance under federal law regardless of the use being for medical purposes. Accordingly, possession of marijuana by a student, employee, parent or any individual, notwithstanding the possession of a medical marijuana license, is strictly prohibited while on the premises of the district and in school vehicles; going to and from and attending district sponsored functions, events, and athletic activities, including those district sponsored functions, events and/or athletic activities which occur in a location other than the premises of the district; utilizing district equipment or transportation; and in any other instance in connection with the district where the district reasonably deems the possession of marijuana to be illegal.

In the event that a student, employee, parent or any individual is found to possess or to have possessed marijuana in any of the instances stated above, the district will proceed with all actions and consequences that are afforded under any state or federal law, employment contract, district policy, student handbook provision, or any other authority applicable to or adopted by the district.

Definitions

The terms "marijuana" and "possession of marijuana" will be interpreted by the district in accordance with state and federal law. The term "marijuana" includes, but is not limited to, any form of marijuana; all parts of the plant *Cannabis sativa* L., whether growing or not; marijuana seeds; marijuana oil, extract, resin, or residue; cannabidiol in any form; and marijuana edibles. Any conflict between state and federal law as to the definition of "marijuana" or "possession of marijuana" will be interpreted in favor of federal law.

Nondiscrimination

There will be no discrimination in the district because of an individual's status as a medical marijuana license holder.

Overlap with Other District Policies

The district recognizes that the legal aspects and consequences of medical marijuana are new and possibly subject to change. These legal aspects and consequences of medical marijuana effect many areas of the district's current policies regarding employees, students, parents and individuals on district premises or attending district events. The district will continue to enforce its current adopted policies. As the need arises with changes in state and/or federal law, the district will consider and/or examine district policies in order to assess whether revisions, if any, may be needed to a district policy in order to comply with state and federal law.

Employees

Employees of the district are expected to comply with state and federal law at all times as a term of their continued employment with the district. In that regard, employees are hereby notified that any person who uses or is addicted to

marijuana, regardless of whether his or her state has passed legislation authorizing marijuana use for medicinal or recreational purposes, is an unlawful user of or addicted to a controlled substance and is prohibited by federal law from possessing firearms or ammunition. See Bureau of Alcohol, Tobacco, Firearms and Explosives ("ATF") open letter to all federal firearms licensees (<https://www.atf.gov/file/60211/download>). Employees are expected to adhere to any and all open letters, formal opinions, directives, or any other instruction provided by federal or state agencies regarding state and/or federal law.

Sexual Harassment

The policy of this school district forbids discrimination against any employee or applicant for employment on the basis of sex. The Ardmore Board of Education will not tolerate sexual harassment by any of its employees. This policy also applies to non-employee volunteers whose work is subject to the control of school personnel. For more information, refer to the Board Policy & Procedure Manual or contact the Personnel Office at 221-3001 Ext 1211.

Social Security

All teachers and employees are required to participate in the Federal Old Age and Survivors Insurance Plan (FICA) as provided under the Social Security Law.

Tobacco Use

The use of a tobacco product or vapor product shall be prohibited 24/7 in or on an educational facility that offers an early childhood education program or in which children in grades kindergarten through twelve are educated. The use of a tobacco product or vapor product shall also be prohibited 24/7 in school vehicles, and at any school-sponsored or school-sanctioned event or activity.

1. "Educational facility" is defined as any property, building, permanent structure, facility, auditorium, stadium, arena or recreational facility owned, leased, or under the control of the school district.
2. "School Vehicle" is defined as any transportation equipment or auxiliary transportation equipment as defined in 70 O.S. § 9-104.
3. "Chewing tobacco" is defined as any Cavendish, twist, plug, scrap, and any other kinds and forms of tobacco suitable for chewing.
4. "Smoking tobacco" is defined as any granulated, plug cut, crimp cut, ready rubbed, and any other kinds and forms of tobacco suitable for smoking in a pipe or cigarette.
5. "Tobacco product" is defined as any bidis, cigars, cheroots, stogies, smoking tobacco and chewing tobacco, however prepared. Tobacco products shall include any other articles or products made of tobacco or any substitute thereof.
6. "Vapor product" is defined as noncombustible products, that may or may not contain nicotine, that employ a mechanical heating element, battery, electronic circuit or other mechanism, regardless of shape or size, that can be used to produce a vapor in a solution or other form. Vapor product shall also include any vapor cartridge or other container with or without nicotine or other form that is intended to be used with an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or similar product or device and any vapor cartridge or other container of a solution, that may or may not contain nicotine, that is intended to be used with or in an electronic cigarette, electronic cigar, electronic cigarillo or electronic device. Vapor products do not include any products regulated by the United States Food and Drug Administration under Chapter V of the Food, Drug, and Cosmetics Act.

Signs will be posted in prominent places on school property to notify the public that smoking or other use of tobacco products is prohibited

Students are also prohibited from possessing tobacco on, in, or upon any school property. If students are found to be carrying cigarettes or other tobacco products, the tobacco product will be confiscated.

Employees are warned that violation of this policy may lead to dismissal action. Patrons who violate this policy will be asked to leave the school premises. Students violating this policy will be disciplined.

Section IX | Rights & Responsibilities

Computer and Internet/Network Usage (March 2010 Board Policy CE-A)

Ardmore City Schools is pleased to make available to students and staff access to interconnected computer systems within the district and to the Internet, the worldwide network that provides access to significant educational materials and opportunities.

In order for the school district to ensure the continued accessibility of its computer network and the Internet, all students and staff must take responsibility for appropriate and lawful use of this access. Students and staff must understand that one person's misuse of the network and Internet access may jeopardize the ability of all students and staff to enjoy such access. While the school's teachers and other staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Failure to Follow Policy

The user's use of the computer network and Internet is a privilege, not a right. A user who violates this policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the school district may refuse to reinstate for the remainder of the student's enrollment or the staff member's employment in the school district. A user violates this policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The school district may also take other disciplinary action in such circumstances.

For more information, refer to the Board Policy & Procedure Manual or contact the Technology Office at 221-3001 Ext 1110.

Reporting Accidents

Any person witnessing an accident in the school buildings or on school property at any time shall make a written report thereof immediately to the principal, to be forwarded to the superintendent.

Reporting Students under the Influence of or in possession of Low-Point Beer, Alcoholic Beverages or Controlled Dangerous Substances:

No officer, employee or member of the Board of Education shall be subject to civil liability for any statement, report, or action taken in assisting or referring any student to any medical treatment or social service agency or facility if it is reasonably believed that the student is abusing or is incapacitated by the use of low-point beer, alcoholic beverages or a controlled dangerous substance (70-24-138)

Reporting Suspected Child Abuse [May 2016]

In accordance with Oklahoma law, teachers are required to report suspected cases of physical abuse or neglect involving students to the state-wide toll-free hotline of the Department of Human Services. The statewide DHS hotline number is 1-800-522-3511. The board of education fully supports that requirement and has established this policy to facilitate such reporting.

Every teacher, support person, or other employee of this school district shall report any suspected physical, mental, or sexual abuse or neglect of any school student to the Department of Human Services. The employee shall also inform the building principal who will advise the superintendent that the report was made using Form FE-EA.

School law provides that:

- It shall be a misdemeanor for any person to knowingly and willfully fail to promptly report any incident of physical abuse, sexual abuse, or neglect. If the report is not made in writing in the first instance, it shall be reduced to writing by the maker thereof as soon as may be after it is initially made by telephone or otherwise and shall contain the names and addresses of the child and his parents or other persons responsible for his care, the child's age, the nature and extent of the child's injuries, including any evidence of previous injuries, the nature and extent of the child's dependence on a controlled dangerous substance and any other information that the maker of the report believes might be helpful in establishing the cause of the injuries and the identity of the person or persons responsible thereof if such information or any part thereof is known to the person making the report (21-846)*
- Any person participating in good faith and exercising due care in the making of a report of physical abuse, sexual abuse, or neglect, or any person who, in good faith and exercising due care, allows access to a child by a person authorized to investigate a report concerning the child shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed. Any such participant shall have the same immunity with respect to participation in any judicial proceeding resulting from such report. (21-847)*

FORMAL GRIEVANCE PROCEDURE

What is a Grievance?

A grievance is a complaint by an individual (student, employee, or patron) in the school district whereby the person alleges a violation, misinterpretation, or inequitable application of an established policy governing the person involved, individually or collectively.

A grievance procedure shall be initiated only after all normal procedures have been exhausted. This means discussion between the aggrieved and the appropriate teacher(s) and/or administrator(s). For more information, refer to the Board Policy & Procedure Manual located on the district's website or contact the Superintendent's Office at 223-2483.

Section X | Disciplinary Actions

Suspension, Demotion or Termination of Support Staff

The Ardmore Board of Education has adopted the following procedures for the suspension, demotion, or termination of support personnel in accordance with Title 70 of Oklahoma Statutes, Sections 6-101.40 through 6-101.47.

For the purpose of this policy "support employee" means a full-time employee as determined by the standard period of labor which is customarily understood to constitute full-time employment for the type of services performed by the employee who is employed a minimum of 172 days and who provides those services which are not performed by certified teachers, principals, superintendents or administrators and which are necessary for the efficient and satisfactory functioning of a school district. Those support employees who work less than one hundred seventy-two days (172) are not entitled to due process and shall be employed on an at-will basis.

No support employee who has been employed in the school district for more than one year may be suspended, discharged, or nonrenewed except within the provisions of this policy. However, this policy shall not be construed to prevent layoffs or reductions-in-force for lack of funds or work.

When the immediate suspension of a support employee is in the best interest of the school, the superintendent may suspend the employee with or without pay without a hearing. If an employee is suspended for a period exceeding 10 days, the superintendent shall initiate termination proceedings immediately upon the beginning of the suspension. However, in a case involving a criminal charge, the suspension may be delayed until the case is adjudicated at trial. Nothing herein shall prevent proceeding against the employee for termination of employment during or after the suspension.

Prior to demotion, termination, or nonrenewal and after any suspension, the support employee shall receive notice of his or her right to a board hearing if so requested. Employees will be notified by certified mail of a superintendent's recommendation to demote or terminate employment, and the support employee must request a hearing by certified mail to the board clerk within 10 working days of said notice or the employee shall be deemed to have waived his or her right to a hearing.

If a hearing is requested, the hearing shall be conducted at the next succeeding regular meeting of the board if the request is received by the board clerk at least 10 days prior to such meeting. However, a special meeting may be conducted if requested by the employee or at the discretion of the board of education, which special meeting shall be conducted no sooner than 10 days nor later than 30 days after receipt of the hearing request. The decision of the board shall be final.

The procedures of this policy only protect employees who have been employed more than one year immediately preceding adverse employment action and are suspended or discharged during a contractual period of employment, or are nonrenewed.

In accordance with Title 70 of the Oklahoma Statutes, Sections 6-101.40 through 6-101.47, the board hereby adopts the following causes for suspension, demotion, termination, or nonrenewal of support personnel.

1. Leaving workstation without authorization prior to lunch periods or end of workday.
2. Excessive unexcused absenteeism.
3. Chronic absenteeism for any reason.
4. Excessive tardiness
5. Persistently wasting time or distracting others during working hours.
6. Leaving work area during working hours without proper notification and permission.

7. Falsification of personnel or other records (personal or another employee's records).
8. Possession of weapons on the premises at any time
9. Removing district property, records, or confidential information from premises without proper authority
10. Willful abuse, misuse, defacing, or destruction of district property, including tools, equipment, or other property of other employees.
11. Theft or misappropriation of property of employees, students or other this district
12. Sabotage
13. Refusal to follow instructions of supervisor
14. Refusal or failure to do work assignment
15. Unauthorized operation of vehicles, machines, tools, or equipment.
16. Threatening, intimidating, coercing, or interfering with employees, supervisors, or students at any time.
17. The making or publishing of false, vicious, or malicious statements concerning any employee, supervisor, students, or the district.
18. Creating or contributing to unsanitary conditions.
19. Practical jokes injurious to employees' or district property.
20. Possession, consumption, or reporting to work under the influence of alcohol, nonprescribed drugs, or controlled substances.
21. Creating disturbances on the premises at any time.
22. Disregard of known safety rules or common safety practices.
23. Unsafe operation of motor driven vehicles
24. Operating machines or equipment without safety devices provided.
25. Participating in or witnessing gambling, lottery, or any other game of chance on district property.
26. Unauthorized distribution of literature, written, or printed matter of any description on district property.
27. Posting or removing notices, signs, or writing in any form on bulletin boards of district property at any time without specific authority of the administration.
28. Poor workmanship.
29. Immoral conduct or indecency including abusive and/or foul language
30. Making or receiving personal telephone calls or texting, posting to Facebook, or use of other social media during working hours.
31. Walking off the job.
32. Continued poor or negative attitude while on the job, including poor relationship with other staff or students.
33. Smoking in unauthorized are or at unauthorized time.
34. Failure to dress appropriately for work assignment.
35. Refusal of job transfer within the district with transfer does not result in demotion.
36. Abuse of rest periods or meal period policies.
37. Inappropriate and/or unauthorized use of the school district's computer network or Internet connections.
38. Insubordination of any kind.
39. Racial discrimination, including racial slurs or other demeaning remarks concerning another person's race, ancestry, or country of origin and directed toward another employee, a student or a visitor.
40. Violation of any district rule or policy
41. Violation of any administrative rule or order.
42. Failure or inability to perform the essential functions or duties of the assigned position.
43. If it is in the best interest of the school district, any support person may be suspended, demoted, or terminated.

Violations of any of the above shall be sufficient grounds for suspension, demotion, or termination of the support employee.

Grounds for Dismissal or Non-reemployment of Support Employees

Felony Convictions, Criminal Sexual Activity, or Sexual Misconduct

1. A school support employee convicted of a felony shall be dismissed or not reemployed unless a presidential or gubernatorial pardon has been issued.
2. A school support employee may be dismissed, refused employment or not reemployed after a finding that such person has engaged in criminal sexual activity or sexual misconduct that has impeded the effectiveness of the individual's performance of school duties.

Negotiated Items

General | Introductory Information

Support Personnel Organization

In November 1981, the Ardmore Board of Education approved the Ardmore Support Personnel Organization as the official representative of the support personnel of Ardmore City Schools.

Negotiated Items

All items agreed upon by the negotiations teams and signed into agreement will remain in effect until such time as items are changed by the negotiation's procedure or federal or state laws.

Duty-Free Lunch

All support employees are to have at least a thirty (30) minute duty free lunch break.

In-Service Workshops

In-service workshops will be made available to support personnel. These workshops will be offered by using a minimum of staff working time. Some workshops will be optional for support personnel while other may be required.

ASPO is to provide the staff development office with a list of in-service workshops in areas of staff needs for each category of support personnel. The staff development office will review these needs with the appropriate central office supervisor and building principals and set a monthly staff development calendar for support personnel.

Use of Inter-School Mail & Posting of Notices/Bulletins

ASPO may use inter-school mail for the delivery of ASPO Newsletters and bulletins and may also post such in a central location in at each building site.

Calendar Committee

One ASPO member will be selected by the Superintendent to serve on the calendar committee.

Training

Relevant training will be provided for support personnel throughout the school year. Relevant training information will be provided to support personnel who did not attend a specific training in oral or written form [12-13]

Field Trips [12-13]

Field trips, not excursions, are academic activities which culminate a class or interdisciplinary units. These activities are academically based and under the strict supervision of a certified person. Certified personnel are trained not only in the academic components but the supervision and management of this type of activity. The liability should not be placed on support personnel who are not specifically trained in these areas. [Administrative Procedure EG-A.1 on Field Trips provides guidance].

Therefore:

- a. Only certified personnel can serve as sponsors or co-sponsors.
- b. Support personnel can serve as a chaperone on field trips.
- c. Personal leave or compensatory time must be used to attend these functions (i.e., field trips).

Staff Recognition

District administration and ASPO will work together to create a method for "recognition of service" for support employees who have been employed with the district for 10 years or more. [FY18]

Business & Support Services

Nursing Staff

The district will pay the renewal fees for all nurses' required state licenses after said nurses have been employed by the district for at least four (4) consecutive years.(01-02)

District will provide a clothing allowance of up to \$30 for nurses to purchase two (2) smocks (01-02).

Travel Reimbursement

The District will reimburse support employees for their reimbursable out of town expenses within four (4) days of receiving all required documents. **(01-02)**

In order for this to be accomplished, the staff member must have had the purchase order submitted to the Business Office and board of education approved prior to the trip. [15-16]

Use of Private Vehicles for School Purposes

The District will reimburse support staff members for mileage when they are required to run errands for the District in their personal vehicle. **(01-02)**

Direct Deposit for Summer Payroll

Staff members may not "turn off" their direct deposit for the months of July and August for the deposit of their payroll checks. **[15-16]**

Operations

Cellular Phones on Bus Trips

Cellular phones should be carried on all buses that transport students on out-of-town trips. Only one phone may be needed when two or more buses are traveling in a caravan.

Bus Driver Severe Weather Guidelines [16-17]

The Director of Operations will create crisis cards to be installed on all buses that will provide guidelines for bus drivers to follow during severe weather.

Bus Drivers Pay for Overnight, Out-of-Town Trips

The District will provide an advance of \$50.00 for bus drivers when they are assigned overnight trips out of town. The employee must request the advance, with the sponsor's approval, at least three (3) business days prior to the trip. The employee must return all receipts and remaining cash to the Business Office within 3 business day of returning from the trip. All meal amounts exceeding the policy limits (Policy CBAAA) and undocumented usage of advanced funds must be reimbursed to the district by the employee within three business days of returning from the trip. **(02-03)**

Bus Driver Field Trip Rates

Bus drivers will be paid their hourly rate of pay for field trips. **(06-07)**

Maintenance Staff Uniforms

The Board and ASPO agree that Chris Kennedy and Martha Craig will work out an alternative plan for Transportation and Maintenance uniforms for FY17. All new employees will receive uniforms as usual. Current employees will receive replacement shirts or jeans for items they turn in that are worn out and need replacing. Otherwise, uniforms will not be purchased for FY 17. **(16-17)**

The district will provide five shirts and five pairs of pants for maintenance staff members. It is the intent of the District to provide these items annually, if funding is available. A jacket will be provided every other year, if funding is available. **(11-12)**

For specialized maintenance/custodial positions, staff members have a choice of t-shirt material in a polo style shirt. The shirt must be the same color as the existing shirt. Employees wanting to stay with their existing shirt may do so. A bidding process can be used and only vendors who reside within the Ardmore School's area are eligible to participate. **(13-14)**

Note: As a reminder and as approved in the 2010-2011 Negotiated Agreement, Support employees who do not wear the uniform purchased and provided by the district will be sent home to put their uniform on and will then return to work. The employee who is sent home to change will have their pay docked according to business office procedures used to assign docks in pay.

Transportation Uniforms

The Board and ASPO agree that Chris Kennedy and Martha Craig will work out an alternative plan for Transportation and Maintenance uniforms for FY17. All new employees will receive uniforms as usual. Current employees will receive replacement shirts or jeans for items they turn in that are worn out and need replacing. Otherwise, uniforms will not be purchased for FY 17. [16-17 Negotiated Agreement]

The district will provide five shirts for each eligible transportation staff member. It is the intent of the District to provide this item annually if funding is available. **(11-12)**

Note: As a reminder and as approved in the 2010-2011 Negotiated Agreement, Support employees who do not wear the uniform purchased and provided by the district will be sent home to put their uniform on and will then return to work. The employee who is sent home to change will have their pay docked according to business office procedures used to assign docks in pay.

Uniforms & Personal Appearance [12-13]

Uniforms shall be clean and fresh daily. An employee is required to wear the following school uniform and should maintain high standards of personal hygiene and personal appearance:

Clothing. The employer annually shall provide:

- **Child Nutrition:** four (4) new uniform scrub shirts, four (4) new uniform scrub pants and one (1) new pair of shoes at the beginning of each year.
- **Transportation:** Five (5) Shirts and one (1) Jacket per year. [14-15 Agreement]
- **Maintenance:** Five (5) collared shirts, five (5) pairs of jeans per year, and one (1) Jacket every other year.

Uniforms shall be laundered and otherwise maintained by the employee to present a tidy appearance and normally worn only while working in the schools or going to and from work.

Shoes. CNP ONLY: Shoes must be a clean, low heeled, completely enclosed style of non-porous material (not cloth or canvas with a non-skid/slip-resistant sole. Color preference to be specified by School Nutrition Director. Shoes must be approved prior to start of school year by the CNP Director.

Uniform Agreement. A uniform agreement must be signed by every employee prior to receiving their uniform.

School Activity & Transportation Request Form

The School Activity & Transportation Request Form has been revised so that the sponsor of the trip can sign that they are responsible for discipline, making the students aware of the bus rules, having students clean the bus before they depart the bus, and in the case of more than one sponsor will sit throughout the bus with the students. The statement will also include that they will not deviate from the itinerary unless authorized by the Director of Operations or the Superintendent.

Child Nutrition

Uniforms for Child Nutrition Staff

The Child Nutrition Department will provide uniforms for their employees. The uniforms will be decided upon by a committee of Child Nutrition employees, one of whom will be a member of the ASPO negotiated team. The cost of the uniforms and shoes will be no more than **\$200 per employee. (20-21).** See **Uniforms & Personal Appearance [12-13]** section above.

Part of the \$200-dollar uniform allowance includes up to \$65 for each employee to purchase a pair of appropriate and approved shoes. Shoes can be ordered through the Child Nutrition Department. If staff members purchase their own shoes, receipts must be given to the Child Nutrition Department so that a reimbursement can be provided. (20-21)

Note: Support employees who do not wear the uniform purchased and provided by the district will be sent home to put their uniform on and will then return to work. The employee who is sent home to change will have their pay docked according to business office procedures used to assign docks in pay. **(10-11)**

Payment of Child Nutrition Substitutes

Child Nutrition employees (*does not include substitutes*) who temporarily assume the position of an absent employee with a higher salary classification will receive the salary of the absent employee after one week, providing the Director of Child Nutrition certifies that the substituting employee is able to do the same amount of work at a similar level of competence as the absent employee.

Child Nutrition staff members who work extra duties, such as banquets, will receive a minimum of \$16.00 per hour or their actual overtime rate, whichever is higher (if overtime rate applies). **(09-10)**

Staff Meals

The district will stop paying for all staff meals, except for the cafeteria staff. Revenue from the National School Lunch Program and the School Breakfast Program cannot be used to subsidize adult meals. If school employees are not charged the minimum amount required, the money for the meals comes out of the General Fund. The Board cannot approve this expense. **[15-16]**

Communication Device for Cafeteria Staff [15-16]

An appropriate communication device will be obtained for child nutrition staff members who are working in the cafeterias.

Human Resources

Wages

Annually, the Superintendent shall submit recommendations of wage schedules for all non-teaching personnel to the Board of Education for approval *as part of the annual negotiations process*.

Effective for FY18, there will be a 2% extra duty stipend for special education paraprofessionals, in the multi-handicapped classes who perform duties that include toileting/hygiene, feeding, positioning and serving students with paralysis.

Contract Days

Effective for the 2024-2025 contract year, support employees currently on a 170-day contract will receive two (2) additional contract days, resulting in a total of a 172-day contract in order to maintain full-time status. The two (2) additional workdays for the 2024-2025 school year will be scheduled for Friday, March 7, 2025, and Monday, April 21, 2025.

Types of Employment

The District will move the part-time (less than 6 hours per day) scales to the same hourly rates as full-time. The District will also lower the eligibility for district-paid benefits from 6 hours per day to 4 hours per day. **(11-12)**

Salary Schedule

- a. Each eligible support employee shall be advanced one step on the district's compensation schedule. **(19-20)(22-23)(23-24)(24-25)(25-26)(26-27)**
- b. Support personnel whose creditable experience exceeds the maximum number of steps on the schedule will be given a 1% raise of their previous year's base salary **(18-19)(22-23)(23-24)**.
- c. In order to be competitive and hire/retain bus driving staff, the bus driving pay scale is changed to reflect an hourly wage of \$20.00 per hour for "drive time", \$7.50 per hour for non-driving "seat time". **(13-14)**

Bus Driver non-driving "seat time" increased to \$10.00 an hour for field trips and extracurricular activities. **(22-23)**

The Board agrees to raise the starting salary for bus drivers to \$20.00 per hour beginning July 1, 2023. **(23-24)**
- d. Developing a new salary scale for paraprofessionals that have Registered Behavior Technician certification. **(21-22)**
- e. The Board agrees to raise that starting salary for Licensed Practical Nurses to \$20.00 per hour beginning July 1, 2023. **(23-24) This item initiated by the Board of Education.**
- f. The Board agrees to give all full-time support employees a pay increase of \$1.00 per hour beginning July 1, 2023. **(23-24) This item initiated by the Board of Education.**
- e. The Custodial and grounds staff salaries will be raised by \$1.35 per hour. Starting salary with no years of experience at Ardmore Schools would be \$12.00 an hour. Salary scales will be updated to reflect the increase in salary. [21-22]

Historical Salary Information:

The 2007-2008 Non-Certified Salary Schedule reflects a \$0.35 per hour across the board pay raise for all support staff effective July 1, 2007. The following changes are also being made to the 2007-2008 Non-Certified Salary Schedule as follows: **(07-08)**

- District secretaries will receive the \$0.35 per hour raise as stated above, plus an additional \$0.65 per hour increase for a total increase of \$1.00 per hour. **(07-08)**
- Middle School and elementary secretaries will receive the \$0.35 per hour raise as stated above, the additional \$0.65 per hour increase as stated above and an additional \$0.25 per hour increase for a total increase of \$1.25 per hour. **(07-08)**
- A new job category will be added into the 2007-2008 Salary Schedule for the Commodity Delivery position. This position will be for four hours per day and the starting salary will be \$8.50 per hour. **(07-08)**
- The Board has also agreed to adjust several non-certified pay schedules to address inequities in the schedules. **(07-08)**

- The Board will extend all support pay schedules to 30 years. **(09-10)**
- The Board will provide a step raise for all support employees. **(09-10)**

In addition to the state raise of \$0.50 per hour, the Board agrees to increase the paraprofessional/teacher assistant salary with an additional \$0.50 per hour pay raise for a total raise of \$1.00 per hour. (The 2% special education and 2% NCLB stipends from 2005-2006 have been deleted). **(06-07)**

In addition to the state raise of \$0.50 per hour, the Board agrees to increase the pay of Child Nutrition staff members at the sites an additional \$.25 per hour for a total raise of \$.75 per hour. **(06-07)**

A 28-year step was added to the Non-Certified Salary Schedule. **(05-06)**

The Board and Administration commits to improving the amount of money between steps on the salary schedules and will accomplish by addressing one or two support employee work categories per year in the same order that the categories were addressed previously. This will be to the extent funding is available. The order of the categories is 1) Transportation Drivers and Technology Assistants, 2) Child Nutrition and Para-professionals, Teacher Assistants, Library/Computer Lab Assistants, 3) Secretaries, Clerks, Receptionists, Day Care Staff, 4) Custodial, Grounds, Maintenance, and Mechanic Helper. **(09-10)**

The district will add additional money to the transportation drivers and technology assistant salary schedules to increase the amount between steps. The total cost for this item will not exceed \$100,000 including fixed costs. **(09-10)**

For all support scales excluding technology assistants (S-9) and bus drivers (S-26, S-26A, S-30, S-30B, S-30A), steps were adjusted to equal a 1% step beginning with 1 year of service. Each step represents 1% of the previous year's salary. **(12-13)**

For technology assistants' and bus drivers' scales, steps were increased by \$10 per year multiplied by the hours worked per day. For example, technology assistant scale steps increased by \$70 which equals \$10 per year multiplied by 7 hours per day. Bus drivers' scale steps were increased by \$20 - \$80 per year depending upon the hours worked per day. **(12-13)**

New scales were added for carpenter, Licensed plumber, licensed electrician, and licenses HVAC, Boiler, & Electrical Technician. **(12-13)**

In order to be competitive and hire/retain bus driving staff, the bus driving pay scale is changed to reflect an hourly wage of \$14.74 per hour for "drive time", \$7.50 per hour for non-driving "seat time". **[13-14]**

Elementary Secretary Salaries & Contract Day

Secretaries from the four elementary schools (Charles Evans, Jefferson, Lincoln and Will Rogers) will be moved from a seven hour per day contract to an 8 hour per day contract, with their salary prorated for the additional hour of work. In no case shall this extension cause the employee to work over 40 hours per week and require overtime wages to be paid. **(07-08)**

Technology/Maintenance/Accounting/Degree-Required Skill Fields [15-16]

Because of the short supply of skilled technicians in certain fields (especially technology, maintenance, accounting or other fields within the district where a college degree is required), the ASPO and the District agree that the exclusive use of salary scale wages may not be sufficient to hire and/or keep employees in those positions. Both parties agree that the District administration may use discretionary judgment in the hiring and retention of employees in these positions until further notice.

Review of Compensation

The administration will review any and all positions reported to them when an employee reports that the compensation is not appropriate for the hours worked or does not fit the job description of the position.

Staff Vacancies & Job Postings

All staff vacancies will be posted in each building, on the district's web site (www.ardmoreschools.org) and on the Administration Center lobby television. Vacancies may also be published periodically in the local newspaper or with the Oklahoma Employment Commission.

Job postings that are sent to each site should be posted by the site in a visible location for all to see. Items listed on the job posting will include: job title, qualifications/certifications if applicable, supervisor for the position, site for the position, posting period and salary range for the position. **(13-14)**

This is in an effort to be assured that all staff members have an opportunity to apply for a reassignment to the new position, if desired.

A closing date for taking applications will be posted when a job vacancy is advertised. However, since there is no guarantee that a qualified applicant will file within this time frame, the administration will not be forced to hire from that applicant pool. Additional posting(s) may be required in order to get a qualified applicant. Likewise, the administrator doing the hiring may hire for the position earlier than the posted closing date, provided that at least four (4) days (excluding weekends) has passed since the posting.

A letter of acknowledgement will be sent to all in-house applicants for a position stating that their application was received and reviewed along with all other applications. In addition, each applicant who makes the interview stage of the selection process shall receive the courtesy of being notified, either personally or in writing, as to whether or not they have been selected for the job.

Paraprofessional Certification

Paraprofessional Certification will be placed in each paraprofessional staff member's official personnel record. This certification is a requirement of the No Child Left Behind Act. **(04-05)**

Leave

Professional Leave for ESPO Workshops

Attendance of ESPO workshops and delegate meetings on days when school is in session will be counted as professional leave for those persons attending with the approval of the superintendent.

Staff Members on 252 Day Contract

The administration will work with the Director of Operations to revise the contract calendar to include Good Friday as a non duty day. This will be done only if it does not create a reduction in the total days worked. **(09-10)**

Sabbatical-Type Leave (13-14)

Any non-certified support staff member wanting to request "sabbatical-type" leave for the purpose of furthering their education will need to work with Human Resources to arrange "leave" within the existing policy for non-certified support staff members. Protocol for any non-certified staff member wanting to request "sabbatical type leave" is as follows:

- a. Employee must contact the office of Human Resources at least three (3) months before the requested effective date.
- b. At that time an appointment will be scheduled with the employee to discuss what options are available within the scope of the district's non-certified leave policy.

COVID Emergency Leave

Non-certified support staff members who are scheduled to work but are unable to due to being personally diagnosed with COVID-19. The staff member is required to provide a medical diagnosis from a physician. [For the 2021-2022 school year only. This is not a negotiated item, but a Board Policy.]

Health & Welfare

Retirement Plan per Negotiated Agreement

All qualified support personnel are eligible to participate in the Oklahoma Teachers' Retirement System starting in 1985-86, as ratified in the Negotiated Agreement between the Ardmore Support Personnel Organization and the Board of Education. The District will pay all eligible support employees' contributions to the Teachers' Retirement System.

Insurance (Health/Life Dental/Salary Protection)

The following items already signed into agreement will remain in effect and do not need to be negotiated annually: insurance, flex benefit, retirement, salary protection [19-20 Negotiated Agreement]

For "contracted" staff members who work 4 hours or more per day, the District will provide fringe benefits for salary protection/short-term disability insurance at \$7.80 per month, and group life insurance at \$2.55 per month. For the purpose of this policy, "contracted" means those **who** were **hired** by the board of education for positions listed on the district's salary scale and does not include people who are considered temporary and/or paid via a time sheet. **(13-14)**

For full-time staff members who take the health insurance coverage, the District will pay the state's flex benefit allowance of \$615.90 per month through December 31, 2022. The health insurance coverage for 2022 did not change from 2021.

For full-time staff members who do not take the health insurance coverage, the District will pay the state's flex benefit allowance (currently \$189.69 per month). **(04-05)**

As part of the negotiated agreement, The Board agrees that all contracted support personnel working 4 hours per day, but less than 6 hours per day, who are not eligible for the Flex Benefit Allowance paid by the state shall receive an extra **\$300.00** per year. **(03-04)**

As part of the negotiated agreement, the Board agrees that each contracted support employee who elects to carry spouse or children's health insurance coverage in addition to their individual coverage shall receive an extra \$200.00 per year. **(03-04)**

Perfect Attendance Bonus Pay

The Board will provide a \$300 perfect attendance bonus for each full-time support staff member who does not miss a day of work for the contract period for any reason [except professional leave, vacation or bereavement leave] and to provide a \$150 bonus for each part-time contracted employee (who works four hours, but less than six) under the same circumstances. **(09-10)**

The Board of Education and ASPO agree to discontinue the Support Perfect Attendance Incentive Program. Support employees will be compensated \$50.00 for each unused personal day in lieu of afore mentioned program **(22-23)**

The Board of Education agrees to the following reimbursement to each full-time support employee for unused personal business leave days [maximum four (4) days]:

- \$200.00 – (4) Four days unused personal business days [no personal business leave taken]
- \$150.00 – (3) Three days unused personal business days [(1) one personal business leave taken]
- \$100.00 – (2) Two days unused personal business days [(2) two personal business leave days taken]
- \$ 50.00 – (1) One day unused personal business day [(3) three personal business leave days taken]
-

(26-27 ONLY) This item initiated by the Board of Education and will be reviewed annually.

Note: See Personal Leave information for the 2026-2027 school year on page 21.

CPR/First Aid Training

CPR/First Aid training will be provided for more support employees (2 additional per site). **(09-10)**. In 2018-2019, it was agreed to enlarge the circle of those trained for CPR and CPI, which could include cafeteria staff, custodians, support office staff and bus drivers.

Training Days [18-19]

The district will continue providing training to support staff as necessary during scheduled PLC all staff-type days. ASPO may also make training suggestions to administration on areas where additional training would be beneficial to specific job positions.

The Board and ASPO agree to encourage better communication between schools and district offices in coordinating training for support staff. This is especially important for the job fields of teacher assistants, paraprofessionals and school aides. **[21-22]**



ONE TEAM. ONE MISSION.

Child Nutrition Department
Ardmore City Schools

Uniform Agreement

I, _____, understand the following options regarding my uniforms should I terminate my employment.

1. If I terminate my employment with the Ardmore City Schools as a member of the Child Nutrition Department any time after my uniforms have been ordered up to December 31 of my current contract year, I must pay for my uniforms, to include shoes, up to \$200.00. Shoes are not to be returned to the district.
2. If I terminate my employment between January 1 and the last contract day of the current school year, then I must pay for half of the entire purchase price of uniforms, to include shoes, up to \$100.00. Shoes are not to be returned to the district.

If I have not turned in my uniforms and/or payment prior to my last paycheck being submitted, the total amount due to the Child Nutrition Department will be deducted from my final paycheck.

Purchase Price of Uniforms:	_____
Purchase Price of Shoes:	_____
Purchase Price of Jacket	_____
TOTAL:	_____



Signature of Child Nutrition Staff Member

Date



ONE TEAM. ONE MISSION.

Maintenance Department
Ardmore City Schools

Uniform Agreement

I, _____, understand the following options regarding my uniforms should I terminate my employment.

Uniforms

- ❖ If I terminate my employment with the Ardmore City Schools Maintenance Department any time after my uniforms have been ordered, up to December 31 of the current contract year, I must either turn in all uniforms (shirts & jeans) within 7 days or pay for the entire purchase price of the uniforms.
- ❖ If I terminate my employment between January 1 and June 30 of the current contract year, I must either turn in all uniforms (shirts & jeans) within 7 days or pay for half of the entire purchase price of the uniforms.

Uniform Coat

- ❖ If I terminate my employment with the Ardmore City Schools Maintenance Department any time after my uniform coat has been ordered, up to December 31 of the current contract year, I must either turn in the uniform coat within 7 days or pay for the entire purchase price of the uniform coat.
- ❖ If I terminate my employment between January 1 and June 30 of the current contract year, I must either turn in my uniform coat within 7 days or pay for half of the entire purchase price of the uniform coat.

If I have not turned in my uniforms and/or uniform coat and/or payment prior to my last paycheck being issued, the total amount due to the Maintenance Department will be deducted from my final paycheck.

Purchase Price of Uniforms: _____
Purchase Price of Jacket: _____
TOTAL: _____



Signature of Maintenance Department Staff Member

Date



ONE TEAM. ONE MISSION.

Transportation Department
Ardmore City Schools

Uniform Agreement

I, _____, understand the following options regarding my uniforms should I terminate my employment.

Uniforms [Shirts & Current Year Jacket]

- ❖ If I terminate my employment with the Ardmore City Schools Transportation Department any time after my uniforms have been ordered, up to December 31 of the current contract year, I must either turn in all uniforms within 7 days or pay for the entire purchase price of the uniforms.
- ❖ If I terminate my employment between January 1 and June 30 of the current contract year, I must either turn in all uniforms (shirts & jeans) within 7 days or pay for half of the entire purchase price of the uniforms.

If I have not turned in my uniform [shirts & current year jacket] and/or payment prior to my last paycheck being issued, the total amount due to the Transportation Department will be deducted from my final paycheck.

Purchase Price of Shirts: _____

Purchase Price of Jacket: _____

TOTAL: _____



Signature of Transportation Department Staff Member

Date

Line in Staff Relations

Lines of authority shall be clearly outlined by the superintendent by means of organizational charts, job descriptions, and administrative regulations and procedures. In accordance with the policy of the board of education, the following regulation shall govern line in staff relations.

LINE RELATIONSHIPS**General**

1. Each employee in the district shall be responsible to the board of education through the superintendent of school and the employee's immediate supervisor.
2. Whenever possible, each member of the staff shall be made responsible to only one immediate supervisor for any one function.
3. In the absence of the superintendent, the assistant superintendent shall be the person in charge. In the absence of the superintendent and the assistant superintendent, the superintendent shall have established clear lines of authority.

Instructional Program

The principal shall have line authority over the following positions assigned to the principal's building and the employees shall report directly to the principal:

- Assistant Principal
- All Site Staff

Operational – Support Services

1. Persons serving in the following positions will report directly to the **superintendent**.
 - Assistant Superintendent
 - Executive Coordinator of Superintendent's Offices, Board Minutes Clerk
 - Communications Office
 - Director of Finance
2. Persons serving in the following positions will report directly to the **assistant superintendent**.
 - Principals
 - Athletic Director
 - Director of Title II
 - Director of Personnel
 - Director of Federal Programs
 - Director of Indian Education
 - Director of Child Nutrition
 - Director of Special Services
 - Director of Operations
 - Director of Technology
 - Director of Transportation
3. The principal shall have direct line authority of all support personnel assigned to a building, including but not limited to:
 - Secretaries
 - Clerical staff
 - Teachers Assistants
 - Paraprofessionals
 - Cafeteria staff
 - Custodians

STAFF RELATIONSHIPSInstructional

1. The superintendent shall clarify the working relationships between the board of education and the superintendent, between the superintendent and the assistant superintendent, building principals, and other administrative-supervisory personnel and between the principals and their respective staff in regulations issued by the principals which shall be of such nature that they foster cooperative, effective administration. The quality of personal relationships existing between members of the staff is more important than the organizational structure.
2. A cooperative advisory relationship shall be maintained between the following:
 - Assistant superintendent
 - Building principals
 - The principal and instructional/curriculum specialists
3. All auxiliary supervisory personnel and coordinators of instruction, whether members of the building staff, central office, administrative center staff, or the State Department of Education, shall work through the principal in the performance of their duties within the school.

Operational Staff (Support Services)

1. Where the activities of operational and other non-instructional personnel are related to the authority of the principals and conflicts arise, the schedule and details of their activities shall be determined by conference among the persons involved. If agreements cannot be reached, the final determination shall be the responsibility of the superintendent.
2. A cooperative, working relationship shall be maintained between the following:
 - Assistant superintendent and all administrative and supervisory personnel
 - Director of Operations and the building principals
 - Director of Technology and the building principals
3. All operational personnel, whether members of the building staff or operational staff shall work through the principal in the performance of their duties within the school.

STAFF MEMBERS AND ELECTRONIC OR DIGITAL COMMUNICATIONS

The Superintendent and the School Principals will annually remind staff members and orient new staff members concerning the importance of maintaining proper decorum in the on-line, digital world as well as in person. Employees must conduct themselves in ways that do not distract from or disrupt the educational process. The orientation and reminders will give special emphasis to the following prohibited behaviors:

1. Improper fraternization with students using electronic or digital communication.
 - a. Teachers may not list current students as “friends” on networking sites.
 - b. All e-contacts with students should be through the district’s school-approved platform.
 - c. Improper contact via electronic or digital communication is prohibited.
2. Inappropriateness of posting items with sexual content
3. Inappropriateness of posting items exhibiting or advocating use of drugs and alcohol
4. Monitoring and penalties for improper use of district computers and technology

As per state law, employees are discouraged from sharing content or comments containing the following when directed at a citizen of the State of Oklahoma:

- 1) Obscene sexual content or links to obscene sexual content;
- 2) Abusive behavior and bullying language or tone;
- 3) Conduct or encouragement of illegal activity; and
- 4) Disclosure of any information required to be maintained as confidential by law, regulation, or internal policy.

“Electronic or digital communication” includes, but is not limited to, emails, text messages, instant messages, direct messages, social media messages, messages sent through software applications, and any other electronic or digital means of communication.

“Social networking or “social media” means interaction with external websites or services based upon participant contributions to the content. Types of social media include social and professional networks, blogs, micro blogs, video or phone sharing and social bookmarking; and

“Comment” means a response to an article or social media content submitted by a commenter.

The Superintendent or designees will periodically conduct internet searches to see if teachers have posted inappropriate materials on-line. When inappropriate use of computers and websites is discovered, the School Principals and Superintendent will download the offensive material and promptly bring that misconduct to the attention of the school district’s legal counsel for review.

The Board of Education designates Thrillshare Rooms by Apptegy and Ardmore City Schools Email System as school-approved communication platforms. The administration shall publish these school-approved platforms on the district’s website and in student or staff handbooks.

School personnel engaging in electronic or digital communication with an individual student shall include the student’s parent or guardian in any electronic or digital communication, unless such communication is on a school-approved platform and related to school and academic communications. The only exception to this requirement may be made in case of an emergency, subject to subsequent notification to the parent or guardian. School employees shall make reasonable efforts to use school-

STAFF MEMBERS AND ELECTRONIC OR DIGITAL COMMUNICATIONS (CON'T)

approved platforms, systems, or applications that allow automatic inclusion of parents or guardians in communications with students.

School employees reported to have engaged in electronic or digital communications that would violate this policy and state law shall be placed on administrative leave while the school district investigates the incident. If the investigation finds that no misconduct occurred, the school employee shall be reinstated, and the incident noted in the personnel file.

Employees who engage in any of the above-referenced prohibited behaviors are subject to the possibility of penalties, including termination of employment, for failure to exercise good judgment. Incidents will be reported in compliance with district policy and state law.

REFERENCE: **74 O.S. § 840-8.1**
 70 O.S. § 6-401.

***A copy of this policy shall be distributed to each affected employee by email.**

Staff-Student Communications
Parent/Guardian Notification

To ensure the safety, security, and privacy of our students, and to maintain a professional standard of communication, Ardmore City Schools will notify all personnel of the required use of approved platforms for all digital communications with students.

1. Approved Communication Platforms:

- All digital communications between Ardmore City Schools personnel and students must be conducted through the official Ardmore City Schools email system or Thrillshare Rooms.
- These platforms have been approved by the Board of Education for their compliance with safety, security, and privacy standards.

2. Prohibited Communication Methods:

- Personnel are prohibited from using personal email accounts, social media platforms, or any other non-approved digital communication methods to communicate with students.

3. Compliance and Monitoring:

- The use of Ardmore City Schools email and Thrillshare Rooms ensures that all communications are subject to monitoring and review to maintain appropriate professional boundaries and to ensure the safety and well-being of our students.

☐

I understand Ardmore City Schools is sending all ACS staff notice of the required use of Board Approved platforms, Ardmore City Schools email system and Thrillshare Rooms, for all electronic or digital communication with staff, students, and parents.

Please feel free to contact your school principal or the superintendent's office regarding any violations of this policy.

STAFF MEMBERS AND SOCIAL NETWORKING SITES

The Superintendent and the School Principals will annually remind staff members and orient new staff members concerning the importance of maintaining proper decorum in the on-line, digital world as well as in person. Employees must conduct themselves in ways that do not distract from or disrupt the educational process. The orientation and reminders will give special emphasis to the following prohibited behaviors:

- 1) Improper fraternization with students using Facebook and similar internet sites or social networks, or via cell phone, texting or telephone.
 - a. Teachers may not list current students as "friends" on networking sites.
 - b. All e-contacts with students should be through the district's computer and telephone system.
 - c. All contacts and messages by coaches with team members shall be sent to all team members, except messages involving medical or academic privacy matters, in which case the messages will be copied to the athletic director and the school principal.
 - d. Teachers will not give out their private cell phone or home phone numbers to students without prior written approval of the district and the parent of the minor student.
 - e. Improper private contact via e-mail or phone is prohibited.
- 2) Inappropriateness of posting items with sexual content
- 3) Inappropriateness of posting items exhibiting or advocating use of drugs and alcohol
- 4) Monitoring and penalties for improper use of district computers and technology

As per state law, employees are discouraged from sharing content or comments containing the following when directed at a citizen of the State of Oklahoma:

1. Obscene sexual content or links to obscene sexual content;
2. Abusive behavior and bullying language or tone;
3. Conduct or encouragement of illegal activity; and
4. Disclosure of any information required to be maintained as confidential by law, regulation, or internal policy.

"Social networking or "social media" means interaction with external websites or services based upon participant contributions to the content. Types of social media include social and professional networks, blogs, micro blogs, video or phone sharing and social bookmarking; and

"Comment" means a response to an article or social media content submitted by a commenter.

The Superintendent or designees will periodically conduct internet searches to see if teachers have posted inappropriate materials on-line. When inappropriate use of computers and websites is discovered, the School Principals and Superintendent will download the offensive material and promptly bring that misconduct to the attention of the school district's legal counsel for review.

Employees who engage in any of the above-referenced prohibited behaviors are subject to the possibility of penalties, including dismissal from employment, for failure to exercise good judgment in on-line conduct.

REFERENCE: 74 O.S. § 840-8.1

*A copy of this policy shall be distributed to each affected employee by email.

Overtime and Compensation Time

It is the policy of the Ardmore Board of Education that no employee shall work overtime without the prior approval of the appropriate supervisor and the superintendent. Employees may elect by written agreement to take compensation time off instead of overtime pay. All compensation time must be used within the fiscal year in which it was earned. Specific days off must be approved in advance by the appropriate supervisor.

When, at the employee's selection, compensatory time is granted in lieu of cash payment for time worked in excess of 40 hours in a workweek, it will be at the rate of one and one-half hours for each hour worked in excess of 40 hours for all nonexempt employees. The purpose of compensatory time is to provide the superintendent/department head with an alternative to cash payment of overtime. A nonexempt employee may work more than 40 hours a week only after having obtained prior approval or instructions from the appropriate supervisor. The following guidelines apply to the accrual and usage of compensatory time:

1. Compensatory time may be accrued to a maximum of 240 hours in a fiscal year (160 hours of overtime at time and one-half equals 240 hours of compensatory time).
2. Compensatory time will be recorded when it is earned and used the same as annual leave. Annual and sick leave are accrued during the use of compensatory time.
3. All compensatory time must be used or paid as overtime by June 30 of each fiscal year.
4. All compensatory time must be used or paid as overtime prior to transfer or termination of an employee.
5. A supervisor may direct that an employee use accrued compensatory time.

Procedure for Requesting Over-Time

1. Obtain the Overtime/Compensatory Prior Approval Authorization Form [Board Policy DA-AA-B.1 revised Oct 2024] from supervisor.
2. Form must be completed and signed by the employee.
3. Submit form to the supervisor for approval.
4. If approved by the supervisor, the supervisor will submit to the superintendent for final approval.

Procedure for Requesting Compensatory Time

1. Obtain the Overtime/Compensatory Prior Approval Authorization Form [Board Policy DA-AA-B.1 revised Oct 2024] from supervisor.
2. Form must be completed and signed by the employee.
3. Submit form to the supervisor for approval.
4. If approved by the supervisor, the supervisor will submit to the superintendent for final approval.

Any nonexempt employee required to work more than 40 hours in a workweek must obtain prior approval from his/her supervisor and the superintendent **before** performing overtime or accruing compensatory time. Failure to secure approval in advance may result in the denial of overtime pay or compensatory time accrual. Supervisors are responsible for ensuring that all requests for overtime or compensatory time are submitted to the superintendent in a timely manner.

**TIMEKEEPING
NON-EXEMPT EMPLOYEES**

The district may use a time clock, have a timekeeper keep track of employee work hours, or have the employees write their own times on sign-in/sign-out records. Whichever method is used, employees will be required to sign the time card/sheet to indicate knowledge of recorded work time.

The following are samples of timekeeping formats that may be used by the district to meet record keeping requirements. These formats may be substituted by the district's current format if the same information requirements are met.

Option 1:

Day/Date:

Employee Name	Time In	Time Out	Time In	Time Out	Total Hours	Employee Signature
John Doe	8:00	12:03	1:00	5:01	8	

Total Regular Hours: _____

Total Overtime Hours: _____

Total Workweek Hours: _____

Timekeeper's Signature: _____

Option 2:

Employee Name:

Day	Date	Time In	Time Out	Total Hours
Sunday	5/2/93	-----		
Monday	5/3/93	8:00	12:03	
		1:00	5:02	8
Tuesday	5/4/93			

Total Regular Hours: _____

Total Overtime Hours: _____

Total Workweek Hours: _____

Employee Verification Signature: _____

Ardmore City Schools
Compensation Schedule
2026 - 2027

Adjunct Faculty

Step	Cash Base Salary	7% TRS Contribution*	Total District Compensation	State Minimum	Special Ed 15% Add'l	Daily Rate based on 175 days District Comp
0	38,893.53	2,927.47	41,821	39,601	5,834.03	238.98
1	39,297.15	2,957.85	42,255	40,035	5,894.57	241.46
2	39,747.27	2,991.73	42,739	40,469	5,962.09	244.22
3	40,175.07	3,023.93	43,199	40,904	6,026.26	246.85
4	40,601.94	3,056.06	43,658	41,338	6,090.29	249.47
5	41,994.15	3,160.85	45,155	42,810	6,299.12	258.03

* The 7% TRS Contribution is the Employee portion **that is paid** by the Employer.

Faculty who do not have a Bachelor's degree will remain at 0 years of experience. Faculty who have a Bachelor's degree will be allowed to move up the scale to a maximum of 5 years.

SUPPORT SALARY SCHEDULE FOR 2026-2027
Ardmore City Schools

Years	S-3	S-3 hourly	S-5	S-5 hourly
0	25,400	15.31	24,291	14.64
1	25,625	15.45	24,505	14.77
2	25,852	15.58	24,721	14.90
3	26,081	15.72	24,939	15.03
4	26,313	15.86	25,159	15.17
5	26,547	16.00	25,382	15.30
6	26,783	16.14	25,607	15.44
7	27,022	16.29	25,834	15.57
8	27,263	16.43	26,063	15.71
9	27,507	16.58	26,295	15.85
10	27,753	16.73	26,529	15.99
11	28,001	16.88	26,765	16.13
12	28,252	17.03	27,004	16.28
13	28,505	17.18	27,245	16.42
14	28,761	17.34	27,488	16.57
15	29,020	17.49	27,734	16.72
16	29,281	17.65	27,982	16.87
17	29,545	17.81	28,233	17.02
18	29,811	17.97	28,486	17.17
19	30,080	18.13	28,742	17.32
20	30,352	18.30	29,000	17.48
21	30,626	18.46	29,261	17.64
22	30,903	18.63	29,525	17.80
23	31,183	18.80	29,791	17.96
24	31,466	18.97	30,060	18.12
25	31,752	19.14	30,332	18.28
26	32,040	19.31	30,606	18.45
27	32,331	19.49	30,883	18.62
28	32,625	19.67	31,163	18.78
29	32,922	19.84	31,446	18.95
30	33,222	20.03	31,731	19.13
31	33,525	20.21	32,019	19.30
32	33,854	20.41	32,333	19.49
33	34,186	20.61	32,650	19.68
34	34,521	20.81	32,970	19.87
35	34,859	21.01	33,293	20.07
36	35,201	21.22	33,619	20.26
37	35,546	21.43	33,948	20.46
38	35,894	21.64	34,281	20.66
39	36,246	21.85	34,617	20.87
40	36,601	22.06	34,956	21.07
41	36,960	22.28	35,299	21.28
42	37,322	22.50	35,645	21.49
43	37,688	22.72	35,994	21.70
44	38,057	22.94	36,347	21.91
45	38,430	23.16	36,703	22.12
46	38,807	23.39	37,063	22.34
47	39,187	23.62	37,426	22.56
48	39,571	23.85	37,793	22.78
49	39,959	24.09	38,163	23.00
50	40,351	24.32	38,537	23.23

S - 3 Accounting Clerks (Payroll, Encumbrance, Activity/Insurance, *Prorated to 7.5 hrs/day*)

S - 5 High School Secretary (*Prorated to 7 & 8 hrs/day*), Athletic Secretary (237 days, 7 hrs/day)

SUPPORT SALARY SCHEDULE FOR 2026-2027

Ardmore City Schools

Years	S-6	S-6 hourly	S-8	S-8 hourly
0	24,089	14.52	23,057	13.89
1	24,301	14.65	23,258	14.02
2	24,515	14.78	23,461	14.14
3	24,731	14.91	23,667	14.27
4	24,949	15.04	23,875	14.39
5	25,169	15.17	24,085	14.52
6	25,392	15.31	24,297	14.65
7	25,617	15.44	24,511	14.77
8	25,844	15.58	24,727	14.90
9	26,073	15.72	24,945	15.04
10	26,305	15.86	25,165	15.17
11	26,539	16.00	25,388	15.30
12	26,775	16.14	25,613	15.44
13	27,014	16.28	25,840	15.58
14	27,255	16.43	26,069	15.71
15	27,498	16.58	26,301	15.85
16	27,744	16.72	26,535	15.99
17	27,992	16.87	26,771	16.14
18	28,243	17.02	27,010	16.28
19	28,496	17.18	27,251	16.43
20	28,752	17.33	27,494	16.57
21	29,010	17.49	27,740	16.72
22	29,271	17.64	27,988	16.87
23	29,535	17.80	28,239	17.02
24	29,801	17.96	28,492	17.17
25	30,070	18.13	28,748	17.33
26	30,342	18.29	29,006	17.48
27	30,616	18.45	29,267	17.64
28	30,893	18.62	29,531	17.80
29	31,173	18.79	29,797	17.96
30	31,456	18.96	30,066	18.12
31	31,741	19.13	30,338	18.29
32	32,052	19.32	30,635	18.47
33	32,366	19.51	30,935	18.65
34	32,683	19.70	31,238	18.83
35	33,003	19.89	31,544	19.01
36	33,326	20.09	31,853	19.20
37	33,653	20.29	32,165	19.39
38	33,983	20.48	32,480	19.58
39	34,316	20.68	32,798	19.77
40	34,652	20.89	33,119	19.96
41	34,992	21.09	33,444	20.16
42	35,335	21.30	33,772	20.36
43	35,681	21.51	34,103	20.56
44	36,031	21.72	34,437	20.76
45	36,384	21.93	34,774	20.96
46	36,741	22.15	35,115	21.17
47	37,101	22.36	35,459	21.37
48	37,465	22.58	35,806	21.58
49	37,832	22.80	36,157	21.79
50	38,203	23.03	36,511	22.01

S - 6 Admin. Receptionist/Textbook Coordinator, (237 days, 7 hrs/day); District Enrollment/ Attendance/Technology Clerk (237, 7 hpd); Business Office Secretary (237 days, 7 hpd),

S - 8 CNP Administrative Assistant (237 days, 7 hrs/day); Maint. Dept. Secretary (Prorated to 7.5 hpd) , Transp. Secretary (Prorated to 8 hpd); Special Services Secretary (Prorated to 7hpd)

SUPPORT SALARY SCHEDULE FOR 2026-2027
Ardmore City Schools

Years	S-9	S-9 hourly	Revised		Revised	
			S-12	S-12 hourly	S-13	S-13 hourly
0	32,286	19.46	28,380	22.00	18,136	13.49
1	32,649	19.68	28,586	22.16	18,291	13.61
2	32,946	19.86	28,806	22.33	18,448	13.73
3	33,245	20.04	29,012	22.49	18,607	13.84
4	33,547	20.22	29,231	22.66	18,767	13.96
5	33,853	20.41	29,438	22.82	18,929	14.08
6	34,162	20.59	29,657	22.99	19,092	14.21
7	34,474	20.78	29,889	23.17	19,257	14.33
8	34,789	20.97	30,109	23.34	19,424	14.45
9	35,107	21.16	30,328	23.51	19,592	14.58
10	35,428	21.36	30,560	23.69	19,762	14.70
11	35,753	21.55	30,792	23.87	19,934	14.83
12	36,081	21.75	31,025	24.05	20,107	14.96
13	36,412	21.95	31,257	24.23	20,282	15.09
14	36,747	22.15	31,502	24.42	20,459	15.22
15	37,084	22.35	31,734	24.60	20,638	15.36
16	37,425	22.56	31,979	24.79	20,818	15.49
17	37,770	22.77	32,224	24.98	21,000	15.63
18	38,117	22.98	32,469	25.17	21,184	15.76
19	38,469	23.19	32,714	25.36	21,370	15.90
20	38,823	23.40	32,972	25.56	21,558	16.04
21	39,182	23.62	33,218	25.75	21,748	16.18
22	39,544	23.84	33,476	25.95	21,940	16.32
23	39,910	24.06	33,734	26.15	22,133	16.47
24	40,279	24.28	34,004	26.36	22,328	16.61
25	40,652	24.50	34,262	26.56	22,525	16.76
26	41,029	24.73	34,533	26.77	22,724	16.91
27	41,410	24.96	34,804	26.98	22,925	17.06
28	41,794	25.19	35,075	27.19	23,128	17.21
29	42,182	25.43	35,346	27.40	23,333	17.36
30	42,574	25.66	35,630	27.62	23,540	17.51
31	42,970	25.90	35,914	27.84	23,749	17.67
32	43,391	26.15	36,273	28.12	23,982	17.84
33	43,816	26.41	36,636	28.40	24,217	18.02
34	44,245	26.67	37,002	28.68	24,454	18.19
35	44,679	26.93	37,372	28.97	24,694	18.37
36	45,117	27.20	37,746	29.26	24,936	18.55
37	45,559	27.46	38,123	29.55	25,180	18.74
38	46,005	27.73	38,505	29.85	25,427	18.92
39	46,456	28.00	38,890	30.15	25,676	19.10
40	46,911	28.28	39,279	30.45	25,928	19.29
41	47,371	28.55	39,671	30.75	26,182	19.48
42	47,835	28.83	40,068	31.06	26,439	19.67
43	48,304	29.12	40,469	31.37	26,698	19.86
44	48,777	29.40	40,873	31.68	26,960	20.06
45	49,255	29.69	41,282	32.00	27,224	20.26
46	49,738	29.98	41,695	32.32	27,491	20.45
47	50,225	30.27	42,112	32.64	27,760	20.65
48	50,717	30.57	42,533	32.97	28,032	20.86
49	51,214	30.87	42,958	33.30	28,307	21.06
50	51,716	31.17	43,388	33.63	28,584	21.27

S - 9 Technology Assistant (237 days, 7 hrs/day)

S - 12 Licensed Practical Nurse (172 days, 7.5 hrs/day) - Starting FY27 Hrs per day increased by .5 to 7.5 hrs per day

S - 13 High School Counselors' Secretary (192 days, 7hrs/day)

SUPPORT SALARY SCHEDULE FOR 2026-2027
Ardmore City Schools

Years	S-13A	S-13A hourly
0	22,481	13.55
1	22,677	13.67
2	22,874	13.79
3	23,075	13.91
4	23,278	14.03
5	23,482	14.15
6	23,689	14.28
7	23,897	14.40
8	24,107	14.53
9	24,319	14.66
10	24,534	14.79
11	24,751	14.92
12	24,970	15.05
13	25,191	15.18
14	25,414	15.32
15	25,640	15.46
16	25,867	15.59
17	26,098	15.73
18	26,330	15.87
19	26,565	16.01
20	26,802	16.16
21	27,042	16.30
22	27,284	16.45
23	27,528	16.59
24	27,775	16.74
25	28,024	16.89
26	28,276	17.04
27	28,530	17.20
28	28,787	17.35
29	29,046	17.51
30	29,308	17.67
31	29,572	17.83
32	29,862	18.00
33	30,155	18.18
34	30,451	18.36
35	30,749	18.53
36	31,050	18.72
37	31,354	18.90
38	31,661	19.08
39	31,971	19.27
40	32,284	19.46
41	32,600	19.65
42	32,919	19.84
43	33,242	20.04
44	33,568	20.23
45	33,897	20.43
46	34,229	20.63
47	34,564	20.83
48	34,903	21.04
49	35,245	21.24
50	35,590	21.45

S - 13A AMS Secretary (237 days 7 hrs/day) (presently prorated to 7 & 8 hrs/day)

SUPPORT SALARY SCHEDULE FOR 2026-2027
Ardmore City Schools

Years	S-13B	S-13B hourly	S-13D	S-13D hourly
0	20,947	13.64	20,325	13.51
1	21,129	13.76	20,498	13.63
2	21,312	13.88	20,674	13.75
3	21,497	14.00	20,851	13.86
4	21,684	14.12	21,031	13.98
5	21,873	14.24	21,211	14.10
6	22,064	14.36	21,394	14.22
7	22,257	14.49	21,579	14.35
8	22,452	14.62	21,766	14.47
9	22,649	14.75	21,954	14.60
10	22,848	14.88	22,144	14.72
11	23,049	15.01	22,336	14.85
12	23,252	15.14	22,530	14.98
13	23,457	15.27	22,726	15.11
14	23,664	15.41	22,923	15.24
15	23,873	15.54	23,123	15.37
16	24,084	15.68	23,326	15.51
17	24,297	15.82	23,529	15.64
18	24,512	15.96	23,735	15.78
19	24,729	16.10	23,943	15.92
20	24,948	16.24	24,153	16.06
21	25,170	16.39	24,366	16.20
22	25,394	16.53	24,581	16.34
23	25,620	16.68	24,797	16.49
24	25,848	16.83	25,015	16.63
25	26,079	16.98	25,235	16.78
26	26,312	17.13	25,458	16.93
27	26,547	17.28	25,683	17.08
28	26,785	17.44	25,911	17.23
29	27,025	17.59	26,141	17.38
30	27,267	17.75	26,373	17.54
31	27,512	17.91	26,607	17.69
32	27,782	18.09	26,868	17.86
33	28,054	18.26	27,131	18.04
34	28,329	18.44	27,397	18.22
35	28,607	18.62	27,665	18.39
36	28,887	18.81	27,936	18.57
37	29,170	18.99	28,210	18.76
38	29,456	19.18	28,486	18.94
39	29,745	19.37	28,765	19.13
40	30,037	19.56	29,047	19.31
41	30,331	19.75	29,332	19.50
42	30,628	19.94	29,619	19.69
43	30,928	20.14	29,909	19.89
44	31,231	20.33	30,202	20.08
45	31,537	20.53	30,498	20.28
46	31,846	20.73	30,797	20.48
47	32,158	20.94	31,099	20.68
48	32,473	21.14	31,404	20.88
49	32,791	21.35	31,712	21.09
50	33,112	21.56	32,023	21.29

S - 13B AMS & AHS Attendance Clerks (192 days, 8 hrs/day)

S - 13D AHS Receptionist (188 days, 8 hrs/day)

SUPPORT SALARY SCHEDULE FOR 2026-2027
Ardmore City Schools

Years	S-13E	S-13E hourly	S-14	S-14 hourly	Revised	Revised
					S-14A	S-14 hourly
0	20,110	13.51	20,947	13.64	20,434	14.85
1	20,281	13.63	21,129	13.76	20,612	14.98
2	20,455	13.75	21,312	13.88	20,791	15.11
3	20,630	13.86	21,497	14.00	20,970	15.24
4	20,808	13.98	21,684	14.12	21,163	15.38
5	20,986	14.10	21,873	14.24	21,342	15.51
6	21,167	14.23	22,064	14.36	21,534	15.65
7	21,350	14.35	22,257	14.49	21,713	15.78
8	21,535	14.47	22,452	14.62	21,906	15.92
9	21,721	14.60	22,649	14.75	22,099	16.06
10	21,909	14.72	22,848	14.88	22,291	16.20
11	22,099	14.85	23,049	15.01	22,498	16.35
12	22,291	14.98	23,252	15.14	22,690	16.49
13	22,484	15.11	23,457	15.27	22,897	16.64
14	22,680	15.24	23,664	15.41	23,089	16.78
15	22,878	15.38	23,873	15.54	23,296	16.93
16	23,078	15.51	24,084	15.68	23,502	17.08
17	23,279	15.64	24,297	15.82	23,708	17.23
18	23,483	15.78	24,512	15.96	23,929	17.39
19	23,689	15.92	24,729	16.10	24,135	17.54
20	23,897	16.06	24,948	16.24	24,355	17.70
21	24,107	16.20	25,170	16.39	24,575	17.86
22	24,319	16.34	25,394	16.53	24,796	18.02
23	24,533	16.49	25,620	16.68	25,016	18.18
24	24,749	16.63	25,848	16.83	25,236	18.34
25	24,966	16.78	26,079	16.98	25,456	18.50
26	25,188	16.93	26,312	17.13	25,690	18.67
27	25,411	17.08	26,547	17.28	25,924	18.84
28	25,636	17.23	26,785	17.44	26,144	19.00
29	25,863	17.38	27,025	17.59	26,392	19.18
30	26,092	17.53	27,267	17.75	26,626	19.35
31	26,324	17.69	27,512	17.91	26,860	19.52
32	26,582	17.86	27,782	18.09	27,123	19.71
33	26,843	18.04	28,054	18.26	27,389	19.90
34	27,106	18.22	28,329	18.44	27,657	20.10
35	27,372	18.40	28,607	18.62	27,928	20.30
36	27,640	18.58	28,887	18.81	28,202	20.50
37	27,911	18.76	29,170	18.99	28,478	20.70
38	28,185	18.94	29,456	19.18	28,757	20.90
39	28,461	19.13	29,745	19.37	29,039	21.10
40	28,740	19.31	30,037	19.56	29,324	21.31
41	29,022	19.50	30,331	19.75	29,611	21.52
42	29,306	19.69	30,628	19.94	29,901	21.73
43	29,593	19.89	30,928	20.14	30,194	21.94
44	29,883	20.08	31,231	20.33	30,490	22.16
45	30,176	20.28	31,537	20.53	30,789	22.38
46	30,472	20.48	31,846	20.73	31,091	22.60
47	30,771	20.68	32,158	20.94	31,396	22.82
48	31,073	20.88	32,473	21.14	31,704	23.04
49	31,378	21.09	32,791	21.35	32,015	23.27
50	31,686	21.29	33,112	21.56	32,329	23.49

S - 13E AMS Receptionist (186 days, 8 hrs/day)

S - 14 Elementary Secretaries and Take Two Secretary (192 days, 8 hrs/day)

S - 14A Technology Instructional Assistant (172 days, 8 hrs/day)

SUPPORT SALARY SCHEDULE FOR 2026-2027
Ardmore City Schools

Years	S-15	S-15 hourly	S-16	S-16 hourly
0	17,423	11.90	16,868	14.01
1	17,568	12.00	17,277	14.35
2	17,714	12.10	17,422	14.47
3	17,863	12.20	17,578	14.60
4	18,013	12.30	17,723	14.72
5	18,163	12.41	17,879	14.85
6	18,317	12.51	18,036	14.98
7	18,471	12.62	18,192	15.11
8	18,626	12.72	18,349	15.24
9	18,784	12.83	18,505	15.37
10	18,943	12.94	18,662	15.50
11	19,103	13.05	18,831	15.64
12	19,265	13.16	18,987	15.77
13	19,429	13.27	19,156	15.91
14	19,594	13.38	19,324	16.05
15	19,761	13.50	19,493	16.19
16	19,930	13.61	19,661	16.33
17	20,101	13.73	19,830	16.47
18	20,273	13.85	19,998	16.61
19	20,447	13.97	20,167	16.75
20	20,623	14.09	20,336	16.89
21	20,800	14.21	20,504	17.03
22	20,979	14.33	20,685	17.18
23	21,160	14.45	20,853	17.32
24	21,343	14.58	21,034	17.47
25	21,527	14.70	21,214	17.62
26	21,713	14.83	21,395	17.77
27	21,902	14.96	21,576	17.92
28	22,091	15.09	21,756	18.07
29	22,283	15.22	21,949	18.23
30	22,478	15.35	22,130	18.38
31	22,673	15.49	22,322	18.54
32	22,895	15.64	22,541	18.72
33	23,119	15.79	22,762	18.91
34	23,346	15.95	22,985	19.09
35	23,575	16.10	23,210	19.28
36	23,806	16.26	23,437	19.47
37	24,039	16.42	23,667	19.66
38	24,275	16.58	23,899	19.85
39	24,513	16.74	24,133	20.04
40	24,753	16.91	24,370	20.24
41	24,996	17.07	24,609	20.44
42	25,241	17.24	24,850	20.64
43	25,488	17.41	25,094	20.84
44	25,738	17.58	25,340	21.05
45	25,990	17.75	25,588	21.25
46	26,245	17.93	25,839	21.46
47	26,502	18.10	26,092	21.67
48	26,762	18.28	26,348	21.88
49	27,024	18.46	26,606	22.10
50	27,289	18.64	26,867	22.31

S - 15 Elementary Receptionist (183 days, 8 hrs/day)

S - 16 Registered Behavior Technician (172 days, 7 hrs/day)

SUPPORT SALARY SCHEDULE FOR 2026-2027
Ardmore City Schools

Years	S-17	S-17 hourly	S-17A	S-17 hourly
0	15,062	12.51	15,780	12.51
1	15,194	12.62	15,919	12.62
2	15,351	12.75	16,083	12.75
3	15,483	12.86	16,222	12.86
4	15,616	12.97	16,360	12.97
5	15,736	13.07	16,486	13.07
6	15,881	13.19	16,638	13.19
7	16,013	13.30	16,777	13.30
8	16,146	13.41	16,915	13.41
9	16,278	13.52	17,054	13.52
10	16,423	13.64	17,205	13.64
11	16,555	13.75	17,344	13.75
12	16,699	13.87	17,496	13.87
13	16,844	13.99	17,647	13.99
14	16,988	14.11	17,798	14.11
15	17,133	14.23	17,950	14.23
16	17,277	14.35	18,101	14.35
17	17,422	14.47	18,252	14.47
18	17,578	14.60	18,416	14.60
19	17,723	14.72	18,568	14.72
20	17,879	14.85	18,732	14.85
21	18,036	14.98	18,896	14.98
22	18,192	15.11	19,060	15.11
23	18,349	15.24	19,224	15.24
24	18,505	15.37	19,388	15.37
25	18,662	15.50	19,552	15.50
26	18,831	15.64	19,728	15.64
27	18,987	15.77	19,892	15.77
28	19,156	15.91	20,069	15.91
29	19,324	16.05	20,245	16.05
30	19,493	16.19	20,422	16.19
31	19,661	16.33	20,599	16.33
32	19,854	16.49	20,800	16.49
33	20,049	16.65	21,002	16.65
34	20,245	16.81	21,204	16.81
35	20,443	16.98	21,419	16.98
36	20,643	17.15	21,633	17.15
37	20,845	17.31	21,835	17.31
38	21,049	17.48	22,049	17.48
39	21,255	17.65	22,264	17.65
40	21,463	17.83	22,491	17.83
41	21,673	18.00	22,705	18.00
42	21,885	18.18	22,932	18.18
43	22,099	18.35	23,147	18.35
44	22,316	18.53	23,374	18.53
45	22,535	18.72	23,613	18.72
46	22,756	18.90	23,840	18.90
47	22,979	19.09	24,080	19.09
48	23,204	19.27	24,307	19.27
49	23,431	19.46	24,547	19.46
50	23,661	19.65	24,787	19.65

S - 17 Teacher Assistant/Paraprofessional, Library & Computer Lab Assistants (172 days, 7 hrs/day)

S - 17A Student Intervention Assistant(172 days, 7hrs and 20 minutes/day) (Added FY27)

SUPPORT SALARY SCHEDULE FOR 2026-2027

Ardmore City Schools

Years	Revised	Revised	S-20	S-20 hourly	S-20A	S-20A hourly
	S-19	S-19 hourly				
0	8,607	12.51	28,403	14.98	37,920	20.00
1	8,683	12.62	28,656	15.11	38,204	20.15
2	8,772	12.75	28,911	15.25	38,489	20.30
3	8,848	12.86	29,169	15.38	38,773	20.45
4	8,923	12.97	29,429	15.52	39,058	20.60
5	8,992	13.07	29,692	15.66	39,342	20.75
6	9,075	13.19	29,957	15.80	39,645	20.91
7	9,150	13.30	30,225	15.94	39,949	21.07
8	9,226	13.41	30,496	16.08	40,252	21.23
9	9,302	13.52	30,770	16.23	40,555	21.39
10	9,384	13.64	31,046	16.37	40,859	21.55
11	9,460	13.75	31,325	16.52	41,181	21.72
12	9,543	13.87	31,607	16.67	41,503	21.89
13	9,625	13.99	31,892	16.82	41,826	22.06
14	9,708	14.11	32,179	16.97	42,148	22.23
15	9,790	14.23	32,469	17.13	42,470	22.40
16	9,873	14.35	32,762	17.28	42,793	22.57
17	9,955	14.47	33,058	17.44	43,115	22.74
18	10,045	14.60	33,357	17.59	43,456	22.92
19	10,127	14.72	33,659	17.75	43,798	23.10
20	10,217	14.85	33,964	17.91	44,139	23.28
21	10,306	14.98	34,272	18.08	44,480	23.46
22	10,396	15.11	34,583	18.24	44,821	23.64
23	10,485	15.24	34,897	18.41	45,163	23.82
24	10,575	15.37	35,215	18.57	45,504	24.00
25	10,664	15.50	35,536	18.74	45,845	24.18
26	10,760	15.64	35,860	18.91	46,206	24.37
27	10,850	15.77	36,187	19.09	46,566	24.56
28	10,946	15.91	36,517	19.26	46,926	24.75
29	11,042	16.05	36,851	19.44	47,286	24.94
30	11,139	16.19	37,188	19.61	47,646	25.13
31	11,235	16.33	37,528	19.79	48,007	25.32
32	11,345	16.49	37,896	19.99	48,477	25.57
33	11,456	16.65	38,267	20.18	48,952	25.82
34	11,568	16.81	38,642	20.38	49,432	26.07
35	11,681	16.98	39,021	20.58	49,916	26.33
36	11,795	17.14	39,403	20.78	50,405	26.58
37	11,911	17.31	39,789	20.99	50,899	26.85
38	12,028	17.48	40,179	21.19	51,398	27.11
39	12,146	17.65	40,573	21.40	51,902	27.37
40	12,265	17.83	40,971	21.61	52,411	27.64
41	12,385	18.00	41,373	21.82	52,925	27.91
42	12,506	18.18	41,778	22.03	53,444	28.19
43	12,629	18.36	42,187	22.25	53,968	28.46
44	12,753	18.54	42,600	22.47	54,497	28.74
45	12,878	18.72	43,017	22.69	55,031	29.02
46	13,004	18.90	43,439	22.91	55,570	29.31
47	13,131	19.09	43,865	23.14	56,115	29.60
48	13,260	19.27	44,295	23.36	56,665	29.89
49	13,390	19.46	44,729	23.59	57,220	30.18
50	13,521	19.65	45,167	23.82	57,781	30.48

S - 19 Teacher Assistant/Para., Library & Computer Lab Asst (PART-TIME 172 days, 4 hpd)

S - 20 Licensed Vehicle Mechanic (237 days, 8 hrs/day)

S-20A Tran Technician/Driver (237days, 8 hrs)

SUPPORT SALARY SCHEDULE FOR 2026-2027
Ardmore City Schools

Years	S-21	S-21 hourly	S-22	S-22 hourly	S-23	S-23 hourly
0	30,953	16.33	27,651	14.58	26,097	13.76
1	31,204	16.46	27,869	14.70	26,299	13.87
2	31,457	16.59	28,089	14.81	26,518	13.99
3	31,713	16.73	28,311	14.93	26,725	14.10
4	31,971	16.86	28,535	15.05	26,934	14.21
5	32,232	17.00	28,762	15.17	27,145	14.32
6	32,496	17.14	28,991	15.29	27,358	14.43
7	32,762	17.28	29,222	15.41	27,573	14.54
8	33,031	17.42	29,456	15.54	27,790	14.66
9	33,303	17.56	29,692	15.66	28,009	14.77
10	33,577	17.71	29,930	15.79	28,230	14.89
11	33,854	17.86	30,171	15.91	28,454	15.01
12	34,134	18.00	30,414	16.04	28,680	15.13
13	34,417	18.15	30,659	16.17	28,908	15.25
14	34,702	18.30	30,907	16.30	29,138	15.37
15	34,990	18.45	31,157	16.43	29,371	15.49
16	35,281	18.61	31,410	16.57	29,606	15.61
17	35,575	18.76	31,665	16.70	29,843	15.74
18	35,872	18.92	31,923	16.84	30,083	15.87
19	36,172	19.08	32,184	16.97	30,325	15.99
20	36,475	19.24	32,447	17.11	30,570	16.12
21	36,781	19.40	32,713	17.25	30,817	16.25
22	37,090	19.56	32,981	17.40	31,066	16.39
23	37,402	19.73	33,252	17.54	31,318	16.52
24	37,717	19.89	33,526	17.68	31,573	16.65
25	38,035	20.06	33,803	17.83	31,830	16.79
26	38,357	20.23	34,082	17.98	32,090	16.93
27	38,682	20.40	34,364	18.12	32,352	17.06
28	39,010	20.57	34,649	18.27	32,617	17.20
29	39,341	20.75	34,937	18.43	32,884	17.34
30	39,676	20.93	35,228	18.58	33,154	17.49
31	40,014	21.10	35,522	18.74	33,427	17.63
32	40,406	21.31	35,870	18.92	33,755	17.80
33	40,802	21.52	36,222	19.10	34,086	17.98
34	41,202	21.73	36,577	19.29	34,420	18.15
35	41,606	21.94	36,935	19.48	34,757	18.33
36	42,014	22.16	37,297	19.67	35,098	18.51
37	42,426	22.38	37,663	19.86	35,442	18.69
38	42,842	22.60	38,032	20.06	35,789	18.88
39	43,262	22.82	38,405	20.26	36,140	19.06
40	43,686	23.04	38,781	20.45	36,494	19.25
41	44,114	23.27	39,161	20.65	36,852	19.44
42	44,546	23.49	39,545	20.86	37,213	19.63
43	44,983	23.73	39,933	21.06	37,578	19.82
44	45,424	23.96	40,324	21.27	37,946	20.01
45	45,869	24.19	40,719	21.48	38,318	20.21
46	46,319	24.43	41,118	21.69	38,694	20.41
47	46,773	24.67	41,521	21.90	39,073	20.61
48	47,231	24.91	41,928	22.11	39,456	20.81
49	47,694	25.16	42,339	22.33	39,843	21.01
50	48,161	25.40	42,754	22.55	40,233	21.22

S - 21 Head High School Custodian (237 days, 8 hrs/day)

S - 22 Head Middle School, WR, CE, LN Custodians (237 days, 8 hrs/day)

S - 23 Custodians & Groundskeepers (237 days, 8 hpd), Commodities Deliverer (Part-time, 4 hpd)

SUPPORT SALARY SCHEDULE FOR 2026-2027
Ardmore City Schools

Years	S-24	S-24 hourly
0	13,049	13.76
1	13,150	13.87
2	13,259	13.99
3	13,362	14.10
4	13,466	14.21
5	13,571	14.32
6	13,677	14.43
7	13,784	14.54
8	13,893	14.66
9	14,003	14.77
10	14,114	14.89
11	14,226	15.01
12	14,339	15.13
13	14,453	15.25
14	14,568	15.37
15	14,684	15.49
16	14,802	15.61
17	14,921	15.74
18	15,041	15.87
19	15,162	15.99
20	15,284	16.12
21	15,408	16.25
22	15,533	16.39
23	15,659	16.52
24	15,786	16.65
25	15,915	16.79
26	16,045	16.93
27	16,176	17.06
28	16,308	17.20
29	16,442	17.34
30	16,577	17.49
31	16,713	17.63
32	16,877	17.80
33	17,042	17.98
34	17,209	18.15
35	17,378	18.33
36	17,548	18.51
37	17,720	18.69
38	17,894	18.88
39	18,069	19.06
40	18,246	19.25
41	18,425	19.44
42	18,606	19.63
43	18,788	19.82
44	18,972	20.01
45	19,158	20.21
46	19,346	20.41
47	19,536	20.61
48	19,727	20.81
49	19,920	21.01
50	20,115	21.22

S - 24 Custodians (PART-TIME 237 days, 4 hrs/day)

SUPPORT SALARY SCHEDULE FOR 2026-2027
Ardmore City Schools

Years	S-26	S-26 hourly	S-26A	S-26A hourly
0	13,760	20.00	6,880	20.00
1	13,863	20.15	6,932	20.15
2	13,966	20.30	6,983	20.30
3	14,070	20.45	7,035	20.45
4	14,173	20.60	7,086	20.60
5	14,276	20.75	7,138	20.75
6	14,386	20.91	7,193	20.91
7	14,489	21.06	7,245	21.06
8	14,599	21.22	7,300	21.22
9	14,709	21.38	7,355	21.38
10	14,820	21.54	7,410	21.54
11	14,930	21.70	7,465	21.70
12	15,047	21.87	7,523	21.87
13	15,157	22.03	7,578	22.03
14	15,274	22.20	7,637	22.20
15	15,391	22.37	7,695	22.37
16	15,508	22.54	7,754	22.54
17	15,624	22.71	7,812	22.71
18	15,748	22.89	7,874	22.89
19	15,865	23.06	7,933	23.06
20	15,989	23.24	7,995	23.24
21	16,113	23.42	8,056	23.42
22	16,237	23.60	8,118	23.60
23	16,368	23.79	8,184	23.79
24	16,491	23.97	8,246	23.97
25	16,622	24.16	8,311	24.16
26	16,753	24.35	8,376	24.35
27	16,884	24.54	8,442	24.54
28	17,014	24.73	8,507	24.73
29	17,152	24.93	8,576	24.93
30	17,289	25.13	8,645	25.13
31	17,420	25.32	8,710	25.32
32	17,591	25.57	8,795	25.57
33	17,763	25.82	8,881	25.82
34	17,937	26.07	8,968	26.07
35	18,113	26.33	9,056	26.33
36	18,291	26.59	9,145	26.58
37	18,470	26.85	9,235	26.85
38	18,651	27.11	9,326	27.11
39	18,834	27.38	9,417	27.38
40	19,019	27.64	9,509	27.64
41	19,205	27.91	9,602	27.91
42	19,393	28.19	9,696	28.19
43	19,583	28.46	9,791	28.46
44	19,775	28.74	9,887	28.74
45	19,969	29.02	9,984	29.02
46	20,165	29.31	10,082	29.31
47	20,363	29.60	10,181	29.60
48	20,563	29.89	10,281	29.89
49	20,765	30.18	10,382	30.18
50	20,968	30.48	10,484	30.48

S - 26 Bus Driver - 4 HPD (PART-TIME 172 days, 4 hrs/day)
In FY12, moved to S-30 hourly rates

S - 26A Bus Driver - 2 HPD (PART-TIME 172 days, 2 hrs/day)

SUPPORT SALARY SCHEDULE FOR 2026-2027
Ardmore City Schools

Years	S-27	S-27 hourly	S-27A	S-27A hourly
0	26,261	13.85	9,529	13.85
1	26,487	13.97	9,611	13.97
2	26,715	14.09	9,694	14.09
3	26,947	14.21	9,776	14.21
4	27,180	14.34	9,866	14.34
5	27,415	14.46	9,948	14.46
6	27,654	14.59	10,038	14.59
7	27,893	14.71	10,120	14.71
8	28,136	14.84	10,210	14.84
9	28,381	14.97	10,299	14.97
10	28,628	15.10	10,389	15.10
11	28,878	15.23	10,478	15.23
12	29,130	15.36	10,568	15.36
13	29,385	15.50	10,664	15.50
14	29,643	15.63	10,753	15.63
15	29,904	15.77	10,850	15.77
16	30,166	15.91	10,946	15.91
17	30,431	16.05	11,042	16.05
18	30,698	16.19	11,139	16.19
19	30,970	16.33	11,235	16.33
20	31,244	16.48	11,338	16.48
21	31,520	16.62	11,435	16.62
22	31,800	16.77	11,538	16.77
23	32,081	16.92	11,641	16.92
24	32,366	17.07	11,744	17.07
25	32,654	17.22	11,847	17.22
26	32,944	17.38	11,957	17.38
27	33,238	17.53	12,061	17.53
28	33,534	17.69	12,171	17.69
29	33,834	17.84	12,274	17.84
30	34,135	18.00	12,384	18.00
31	34,440	18.16	12,501	18.17
32	34,777	18.34	12,624	18.35
33	35,118	18.52	12,748	18.53
34	35,462	18.70	12,873	18.71
35	35,810	18.89	12,999	18.89
36	36,161	19.07	13,126	19.08
37	36,515	19.26	13,255	19.27
38	36,873	19.45	13,385	19.45
39	37,234	19.64	13,516	19.65
40	37,599	19.83	13,648	19.84
41	37,967	20.02	13,782	20.03
42	38,339	20.22	13,917	20.23
43	38,715	20.42	14,053	20.43
44	39,094	20.62	14,191	20.63
45	39,477	20.82	14,330	20.83
46	39,864	21.03	14,470	21.03
47	40,255	21.23	14,612	21.24
48	40,649	21.44	14,755	21.45
49	41,047	21.65	14,900	21.66
50	41,449	21.86	15,046	21.87

S - 27 Mechanic Helper (237 days, 8 hrs/day)

S - 27A Mechanic Helper (PART-TIME 172 days, 4 hrs/day)

SUPPORT SALARY SCHEDULE FOR 2026-2027**Ardmore City Schools**

Years	S-28	S-28 hourly	S-29	S-29 hourly
0	29,466	15.54	29,285	15.45
1	29,702	15.67	29,519	15.57
2	29,940	15.79	29,756	15.69
3	30,181	15.92	29,995	15.82
4	30,424	16.05	30,236	15.95
5	30,670	16.18	30,480	16.08
6	30,918	16.31	30,726	16.21
7	31,169	16.44	30,975	16.34
8	31,422	16.57	31,226	16.47
9	31,678	16.71	31,480	16.60
10	31,936	16.84	31,736	16.74
11	32,197	16.98	31,995	16.88
12	32,460	17.12	32,256	17.01
13	32,726	17.26	32,520	17.15
14	32,995	17.40	32,787	17.29
15	33,266	17.55	33,056	17.43
16	33,540	17.69	33,328	17.58
17	33,817	17.84	33,603	17.72
18	34,096	17.98	33,880	17.87
19	34,378	18.13	34,160	18.02
20	34,663	18.28	34,443	18.17
21	34,951	18.43	34,729	18.32
22	35,242	18.59	35,018	18.47
23	35,536	18.74	35,310	18.62
24	35,833	18.90	35,604	18.78
25	36,133	19.06	35,901	18.94
26	36,436	19.22	36,201	19.09
27	36,742	19.38	36,504	19.25
28	37,051	19.54	36,810	19.41
29	37,363	19.71	37,119	19.58
30	37,678	19.87	37,432	19.74
31	37,996	20.04	37,748	19.91
32	38,368	20.24	38,118	20.10
33	38,744	20.43	38,492	20.30
34	39,124	20.64	38,869	20.50
35	39,507	20.84	39,250	20.70
36	39,894	21.04	39,635	20.90
37	40,285	21.25	40,023	21.11
38	40,680	21.46	40,415	21.32
39	41,079	21.67	40,811	21.52
40	41,482	21.88	41,211	21.74
41	41,889	22.09	41,615	21.95
42	42,300	22.31	42,023	22.16
43	42,715	22.53	42,435	22.38
44	43,134	22.75	42,851	22.60
45	43,557	22.97	43,271	22.82
46	43,984	23.20	43,695	23.05
47	44,415	23.43	44,123	23.27
48	44,850	23.66	44,555	23.50
49	45,290	23.89	44,992	23.73
50	45,734	24.12	45,433	23.96

S - 28 District Grounds Supervisor (237 days, 8 hrs/day)

S - 29 Noble Stadium Grounds Supervisor (237 days, 8 hrs/day)

SUPPORT SALARY SCHEDULE FOR 2026-2027
Ardmore City Schools

Years	S-30B	S-30B hourly
0	21,500	20.00
1	21,661	20.15
2	21,823	20.30
3	21,984	20.45
4	22,145	20.60
5	22,306	20.75
6	22,478	20.91
7	22,640	21.06
8	22,812	21.22
9	22,984	21.38
10	23,156	21.54
11	23,328	21.70
12	23,510	21.87
13	23,682	22.03
14	23,865	22.20
15	24,048	22.37
16	24,231	22.54
17	24,413	22.71
18	24,607	22.89
19	24,790	23.06
20	24,983	23.24
21	25,177	23.42
22	25,370	23.60
23	25,574	23.79
24	25,768	23.97
25	25,972	24.16
26	26,176	24.35
27	26,381	24.54
28	26,585	24.73
29	26,800	24.93
30	27,015	25.13
31	27,219	25.32
32	27,486	25.57
33	27,755	25.82
34	28,027	26.07
35	28,302	26.33
36	28,579	26.59
37	28,859	26.85
38	29,142	27.11
39	29,428	27.37
40	29,716	27.64
41	30,007	27.91
42	30,301	28.19
43	30,598	28.46
44	30,898	28.74
45	31,201	29.02
46	31,507	29.31
47	31,816	29.60
48	32,128	29.89
49	32,443	30.18
50	32,761	30.48

S - 30B Bus Driver - 6.25 HPD (172 days, 6.25 hrs/day)

SUPPORT SALARY SCHEDULE FOR 2026-2027
Ardmore City Schools

Years	S-39	S-39 hourly	S-40	S-40 hourly
0	21,865	15.89	20,819	15.13
1	22,016	16.00	20,956	15.23
2	22,181	16.12	21,135	15.36
3	22,332	16.23	21,273	15.46
4	22,498	16.35	21,424	15.57
5	22,663	16.47	21,576	15.68
6	22,828	16.59	21,713	15.78
7	22,993	16.71	21,865	15.89
8	23,158	16.83	22,016	16.00
9	23,337	16.96	22,167	16.11
10	23,502	17.08	22,319	16.22
11	23,681	17.21	22,484	16.34
12	23,860	17.34	22,635	16.45
13	24,039	17.47	22,800	16.57
14	24,218	17.60	22,952	16.68
15	24,396	17.73	23,117	16.80
16	24,575	17.86	23,282	16.92
17	24,768	18.00	23,447	17.04
18	24,947	18.13	23,612	17.16
19	25,140	18.27	23,777	17.28
20	25,332	18.41	23,942	17.40
21	25,525	18.55	24,121	17.53
22	25,717	18.69	24,300	17.66
23	25,910	18.83	24,465	17.78
24	26,116	18.98	24,644	17.91
25	26,309	19.12	24,823	18.04
26	26,516	19.27	25,002	18.17
27	26,722	19.42	25,181	18.30
28	26,928	19.57	25,373	18.44
29	27,135	19.72	25,552	18.57
30	27,341	19.87	25,745	18.71
31	27,561	20.03	25,938	18.85
32	27,831	20.23	26,192	19.03
33	28,104	20.42	26,449	19.22
34	28,379	20.62	26,708	19.41
35	28,657	20.83	26,970	19.60
36	28,938	21.03	27,234	19.79
37	29,222	21.24	27,501	19.99
38	29,508	21.44	27,771	20.18
39	29,797	21.65	28,043	20.38
40	30,089	21.87	28,318	20.58
41	30,384	22.08	28,596	20.78
42	30,682	22.30	28,876	20.99
43	30,983	22.52	29,159	21.19
44	31,287	22.74	29,445	21.40
45	31,594	22.96	29,734	21.61
46	31,904	23.19	30,025	21.82
47	32,217	23.41	30,319	22.03
48	32,533	23.64	30,616	22.25
49	32,852	23.88	30,916	22.47
50	33,174	24.11	31,219	22.69

S - 39 High School Cafeteria Manager (172 days, 8 hrs/day)

S - 40 Elementary & Middle School Cafeteria Managers (172 days, 8 hrs/day)

SUPPORT SALARY SCHEDULE FOR 2026-2027
Ardmore City Schools

Years	S-42	S-42 hourly	S-42B	S-42B hourly
0	17,073	14.18	15,853	14.18
1	17,193	14.28	15,965	14.28
2	17,362	14.42	16,122	14.42
3	17,482	14.52	16,233	14.52
4	17,602	14.62	16,345	14.62
5	17,711	14.71	16,446	14.71
6	17,831	14.81	16,558	14.81
7	17,952	14.91	16,669	14.91
8	18,072	15.01	16,781	15.01
9	18,192	15.11	16,893	15.11
10	18,325	15.22	17,016	15.22
11	18,445	15.32	17,128	15.32
12	18,566	15.42	17,240	15.42
13	18,698	15.53	17,363	15.53
14	18,831	15.64	17,486	15.64
15	18,951	15.74	17,597	15.74
16	19,083	15.85	17,720	15.85
17	19,216	15.96	17,843	15.96
18	19,348	16.07	17,966	16.07
19	19,493	16.19	18,100	16.19
20	19,625	16.30	18,223	16.30
21	19,758	16.41	18,346	16.41
22	19,902	16.53	18,481	16.53
23	20,047	16.65	18,615	16.65
24	20,179	16.76	18,738	16.76
25	20,324	16.88	18,872	16.88
26	20,468	17.00	19,006	17.00
27	20,625	17.13	19,151	17.13
28	20,769	17.25	19,286	17.25
29	20,913	17.37	19,420	17.37
30	21,070	17.50	19,565	17.50
31	21,214	17.62	19,699	17.62
32	21,422	17.79	19,892	17.79
33	21,632	17.97	20,087	17.97
34	21,844	18.14	20,284	18.14
35	22,058	18.32	20,483	18.32
36	22,274	18.50	20,684	18.50
37	22,492	18.68	20,887	18.68
38	22,712	18.86	21,092	18.87
39	22,935	19.05	21,299	19.05
40	23,160	19.24	21,508	19.24
41	23,387	19.42	21,719	19.43
42	23,616	19.61	21,932	19.62
43	23,847	19.81	22,147	19.81
44	24,081	20.00	22,364	20.00
45	24,317	20.20	22,583	20.20
46	24,555	20.39	22,804	20.40
47	24,796	20.59	23,027	20.60
48	25,039	20.80	23,253	20.80
49	25,284	21.00	23,481	21.00
50	25,532	21.21	23,711	21.21

S - 42 Accuclaim Cashier/Asst. Manager (172 days, 7 hrs/day)

S - 42A Accuclaim Cashier (168 days, 6 hrs/day) deleted FY16

S - 42B Accuclaim Cashier/Asst. Manager (172 days, 6.50 hrs/day)

SUPPORT SALARY SCHEDULE FOR 2026-2027

Ardmore City Schools

Years	S-43	S-43 hourly	S-43B	S-43B hourly
0	16,567	13.76	15,384	13.76
1	16,699	13.87	15,507	13.87
2	16,844	13.99	15,641	13.99
3	16,976	14.10	15,764	14.10
4	17,109	14.21	15,887	14.21
5	17,241	14.32	16,010	14.32
6	17,374	14.43	16,133	14.43
7	17,506	14.54	16,256	14.54
8	17,651	14.66	16,390	14.66
9	17,783	14.77	16,513	14.77
10	17,928	14.89	16,647	14.89
11	18,072	15.01	16,781	15.01
12	18,217	15.13	16,915	15.13
13	18,361	15.25	17,050	15.25
14	18,505	15.37	17,184	15.37
15	18,650	15.49	17,318	15.49
16	18,794	15.61	17,452	15.61
17	18,951	15.74	17,597	15.74
18	19,107	15.87	17,743	15.87
19	19,252	15.99	17,877	15.99
20	19,408	16.12	18,022	16.12
21	19,565	16.25	18,168	16.25
22	19,734	16.39	18,324	16.39
23	19,890	16.52	18,469	16.52
24	20,047	16.65	18,615	16.65
25	20,215	16.79	18,771	16.79
26	20,384	16.93	18,928	16.93
27	20,540	17.06	19,073	17.06
28	20,709	17.20	19,230	17.20
29	20,877	17.34	19,386	17.34
30	21,058	17.49	19,554	17.49
31	21,227	17.63	19,710	17.63
32	21,435	17.80	19,903	17.80
33	21,645	17.98	20,098	17.98
34	21,857	18.15	20,295	18.15
35	22,071	18.33	20,494	18.33
36	22,287	18.51	20,695	18.51
37	22,505	18.69	20,898	18.69
38	22,726	18.88	21,103	18.88
39	22,949	19.06	21,310	19.06
40	23,174	19.25	21,519	19.25
41	23,401	19.44	21,730	19.44
42	23,630	19.63	21,943	19.63
43	23,862	19.82	22,158	19.82
44	24,096	20.01	22,375	20.01
45	24,332	20.21	22,594	20.21
46	24,570	20.41	22,815	20.41
47	24,811	20.61	23,039	20.61
48	25,054	20.81	23,265	20.81
49	25,300	21.01	23,493	21.01
50	25,548	21.22	23,723	21.22

S - 43 Cook I/Cashier (172 days, 7 hrs/day)

S - 43A Cook I/Cashier (168 days, 6 hrs/day) deleted FY16

S - 43B Cook I/Cashier (172 days, 6.50 hrs/day)

SUPPORT SALARY SCHEDULE FOR 2026-2027
Ardmore City Schools

Years	S-52	S-52 hourly
0	16,964	14.09
1	17,109	14.21
2	17,253	14.33
3	17,398	14.45
4	17,542	14.57
5	17,699	14.70
6	17,855	14.83
7	18,000	14.95
8	18,156	15.08
9	18,313	15.21
10	18,481	15.35
11	18,638	15.48
12	18,794	15.61
13	18,963	15.75
14	19,132	15.89
15	19,288	16.02
16	19,457	16.16
17	19,625	16.30
18	19,806	16.45
19	19,974	16.59
20	20,155	16.74
21	20,324	16.88
22	20,504	17.03
23	20,685	17.18
24	20,865	17.33
25	21,058	17.49
26	21,239	17.64
27	21,443	17.81
28	21,612	17.95
29	21,804	18.11
30	21,997	18.27
31	22,190	18.43
32	22,407	18.61
33	22,627	18.79
34	22,849	18.98
35	23,073	19.16
36	23,299	19.35
37	23,527	19.54
38	23,758	19.73
39	23,991	19.93
40	24,226	20.12
41	24,463	20.32
42	24,703	20.52
43	24,945	20.72
44	25,189	20.92
45	25,436	21.13
46	25,685	21.33
47	25,937	21.54
48	26,191	21.75
49	26,448	21.97
50	26,707	22.18

S - 52 HUGS Coordinator (172 days, 7 hrs/day)

SUPPORT SALARY SCHEDULE FOR 2026-2027
Ardmore City Schools

Years	S-53	S-53 hourly	S-54	S-54 hourly
0	31,370	16.55	41,450	21.86
1	31,652	16.69	41,833	22.06
2	31,937	16.84	42,220	22.27
3	32,225	17.00	42,611	22.47
4	32,516	17.15	43,006	22.68
5	32,810	17.30	43,405	22.89
6	33,107	17.46	43,808	23.11
7	33,407	17.62	44,215	23.32
8	33,710	17.78	44,626	23.54
9	34,016	17.94	45,041	23.76
10	34,325	18.10	45,460	23.98
11	34,637	18.27	45,883	24.20
12	34,952	18.43	46,310	24.43
13	35,270	18.60	46,742	24.65
14	35,591	18.77	47,178	24.88
15	35,915	18.94	47,618	25.11
16	36,243	19.12	48,063	25.35
17	36,574	19.29	48,512	25.59
18	36,908	19.47	48,966	25.83
19	37,246	19.64	49,424	26.07
20	37,587	19.82	49,887	26.31
21	37,931	20.01	50,354	26.56
22	38,279	20.19	50,826	26.81
23	38,630	20.37	51,303	27.06
24	38,985	20.56	51,785	27.31
25	39,343	20.75	52,271	27.57
26	39,705	20.94	52,762	27.83
27	40,071	21.13	53,258	28.09
28	40,440	21.33	53,759	28.35
29	40,813	21.53	54,265	28.62
30	41,190	21.72	54,776	28.89
31	41,570	21.93	55,292	29.16
32	41,977	22.14	55,834	29.45
33	42,388	22.36	56,381	29.74
34	42,803	22.58	56,934	30.03
35	43,222	22.80	57,492	30.32
36	43,646	23.02	58,055	30.62
37	44,074	23.25	58,624	30.92
38	44,506	23.47	59,199	31.22
39	44,942	23.70	59,779	31.53
40	45,382	23.94	60,365	31.84
41	45,827	24.17	60,957	32.15
42	46,276	24.41	61,554	32.47
43	46,730	24.65	62,157	32.78
44	47,188	24.89	62,766	33.10
45	47,650	25.13	63,381	33.43
46	48,117	25.38	64,002	33.76
47	48,589	25.63	64,629	34.09
48	49,065	25.88	65,262	34.42
49	49,546	26.13	65,902	34.76
50	50,032	26.39	66,548	35.10

S - 53 Carpenter (237 days, 8 hrs/day)

S - 54 Licensed Plumber (237 days, 8 hrs/day)