

# **GUEST TEACHER REFERENCE GUIDE**

**2015-2016  
School Year**

**Santa Cruz Valley Unified School District No. 35  
1374 W. Frontage Rd.  
Rio Rico, Arizona 85648  
(520) 281-8282**

**Educate Everyone Every Day**



# **GUEST TEACHER REFERENCE GUIDE**

**Santa Cruz Valley Unified School District No. 35**  
**1374 West Frontage Road**  
**Rio Rico, Arizona 85648**  
**(520) 281-8282**

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Mountain View Elementary  
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**Educate Everyone Everyday**

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## **REFERENCE GUIDE DISCLAIMER**

This is a guide to personnel policies and practices which are most often used by the staff. Employees who have questions or need more detail should refer to the District's policy manual, department or site procedure manual, the supervisor and then the Human Resources Department. In conformity with the understandings stated on the employment application and the policies of this District regarding employment status of personnel, this guide and the items contained, referred to or mentioned herein, is not intended, nor is it to be construed to constitute a contract or part of a contract of employment between the District and any one or all of its personnel. No statement in this guide is intended nor does it provide a legitimate expectancy for any benefit greater than provided for in the employee's contract. No statement in this guide is intended nor does it provide a legitimate basis for an expectation of a term of employment greater than provided by the individual agreement between the District and the individual employee. Nothing in this guide provides for any process or procedure involving discipline including dismissal of employees different or greater than that provided by contract or District policy. This guide and its contents are presented as a matter of information and direction only and the contents may be changed within the discretion of the Administration.

The provisions of this guide can be changed unilaterally by the Administration without additional consideration or compensation.

This guide supersedes any previous reference guides.

**NON-DISCRIMINATION NOTICE**

(Governing Board policies AC and GBA)

Santa Cruz Valley USD No. 35 does not discriminate on the basis of sex, race, religion, color, national origin, age, disability, veteran's status, political affiliation or genetic code in admission to its programs, services, activities, in access to them, in treatment of individuals, or in any other aspect of their operations. Santa Cruz Valley USD No. 35 also does not discriminate in its hiring or employment practices. This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator listed below:

Bethany Patterson, Title IX Coordinator  
1374 W. Frontage Road  
520-375-8711  
Monday through Friday 7:30 am to 4:00 pm

Melisa Lunderville, 504 Coordinator  
1374 W. Frontage Road  
520-375-8283  
Monday through Friday 7:30 am to 4:00 pm

This notice is available from the compliance coordinator in large print, on audiotape, and in Braille. Additional alternative formats available upon request. Violations shall be reported to the Superintendent. See Governing Board policy AC, AC-R, AC-E, GBA, GBA-R, GBA-E for details.



## IMPORTANT NOTICE

All District employees are expected to know and comply with current Governing Board policies and administrative rules and regulations, as they now exist and as they may reasonably be modified from time to time.

Employees should read and know in detail the following Arizona Revised Statutes:

### ARS §13-3620 Reporting Child Abuse/Neglect

Any person who **reasonably believes** that a minor is or has been the victim of **physical injury, abuse, child abuse, a reportable offense or neglect** that appears to have been inflicted on the minor **by other than accidental means** or that is not explained by the available medical history as being accidental in nature or who reasonably believes there has been a denial or deprivation of necessary medical treatment or surgical care or nourishment with the intent to cause or allow the death of an infant, shall report or cause reports to be made **immediately** to law enforcement at (520) 761-7869 and/or Child Protective Services at (520) 281-1947, Option 7 or (888) SOS-CHILD. Refer to ARS §13-3620 and Board Policy JLF for details.

### ARS § 46-454 Adult Abuse, Neglect or Exploitation

Any person who has responsibility for the care of an incapacitated or vulnerable adult and who has a **reasonable basis to believe that abuse or neglect of the adult has occurred** or that **exploitation of the adult's property has occurred must report** or cause a report to be made **immediately** to law enforcement at (520) 761-7869 or a Department of Economic Security protective service worker. Refer to ARS §46-454 for details.

ARS §15-2301 Hazing

Hazing is any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student, in which the act was committed in connection with initiation into, affiliation with or maintenance of membership in any organization; **and** the act contributes to a substantial risk of potential physical injury, mental harm or degradation or causes physical injury, mental harm or personal degradation. Hazing is prohibited and must be reported immediately to the Administration. Refer to Board Policy JICFA and ARS § 15-2301 for details.

ARS §15-341 (A) (37) Harassment, Intimidation, Bullying

School personnel who have knowledge of or observe incidents of harassment, intimidation and/or bullying shall immediately report the information to the Administration. The employee must also make the report in writing. Refer to ARS §15-341 and Board Policy JII for details.

ARS §13-3102, 13-3113 & 15-515 Weapons Misconduct

School personnel who observe or have knowledge of a minor in possession of deadly weapons on school grounds must make an immediate report to the Administration. Refer to ARS §13-3102, 13-3113 & 15-515 and Board Policy GBEB-R for details.

ARS §13-3411 Drug Offenses

School personnel must report the intentional presence in a drug free school zone to sell or transfer of marijuana, peyote, prescription-only drugs, dangerous drugs or narcotic drugs, or to possess or use the same in a drug free school zone, or to manufacture dangerous drugs in a drug free school zone to a school administrator. The Administration must then report to a peace officer. Refer to ARS §13-3411 and Board Policy GBEB-R for details.

ARS §15-341 (A) (31) Crimes and Threats

School personnel who suspect a crime against a person or property that is a serious offense or that involves a deadly weapon or dangerous instrument or serious physical injury and any conduct that poses a threat of death or serious physical injury to employees, students or anyone on school property must report this information to their supervisor. The supervisor must then report to the Superintendent, who must then report to law enforcement. Refer to ARS §15-341 (A)(31) and Board Policy GBEB for details.

ARS §15-514 Immoral or Unprofessional Conduct

Any certified employee who has reasonable suspicion or receipt of a reasonable allegation that a certificated person has engaged in: (1) conduct involving minors that would be subject to the reporting requirements of A.R.S. §13-3620; or (2) an act of immoral or unprofessional conduct that would constitute grounds for dismissal or criminal charges must be reported or cause a report to be made to the Department of Education as soon as reasonably practical, but no later than 3 business days after the person first suspects or receives the allegations. The report must be made prior to acceptance of resignation of the certificated person. Refer to ARS §13-3620, 15-514 and Board Policy GCQF for details.

Employees should read and know in detail the Governing Board policies in sections G, I and J with special emphasis on the following policies:

**GOVERNING BOARD POLICIES**

BHC\Communications with Board Members

EEAG\Transportation of Students in Vehicles

EGAD \Copyright Compliance

GBA\Equal Employment Opportunity

GBEA\Staff Ethics

GBEAA\Staff Conflict of Interest

GBEB\Staff Conduct

GBEBB\Staff Conduct with Students

GBEBC\Staff Gifts and Solicitations

GBEC\Drug Free Workplace

GBECB\Alcohol Use

GBED\District Use of Tobacco

GBGC\Employee Assistance

GBI\Staff Participation in Political Activities

GBK\Staff Grievances

GCMF\Professional Staff Duties and Responsibilities

GBEA\GCMF Teaching About Religion

IJND\Technology Resources

IKAB\Report Cards and Progress Reports

IKB\Homework Policy

IMB\Teaching Controversial Issues

JI & JI-R\Student Rights and Responsibilities

JIH\Student Interrogations, Searches and Arrests

JKA\Corporal Punishment

JLCD\Administering Medicines to Students

JLF\Reporting Child Abuse/Child Protection

JLI\Student Safety

JLIA\Supervision of Students

JLIB\Release of Student from Campus prior to Conclusion of  
School Day

JQ\Student Fees

### **SEXUAL HARASSMENT (ACA)**

All individuals associated with this District are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Harassment can be made physically, telephonically, or electronically. Violations shall be reported to the Superintendent. See policy ACA, ACA-R for more details.

### **STAFF HEALTH & SAFETY (GBGCB-E)**

The body fluids of all people should be considered to contain potentially infectious agents. Whenever possible, avoid direct skin contact with body fluids. If possible keep others clear of the area and call the office for assistance. If it is necessary for you to remove the body fluids, disposable gloves are recommended. If contact is made with body fluids, hands must be washed afterwards. Gloves used for this purpose should be put in a plastic bag, secured, and disposed of daily. If direct skin contact does occur, hands and other affected skin areas of all exposed people should be thoroughly washed with soap and water. See policy GCGBC, GCGBC-R and GCGBC-E for more details.

### **ACCESS TO GOVERNING BOARD POLICIES & ARIZONA REVISED STATUTES**

Copies of the Governing Board policies of Santa Cruz Valley USD No. 35 and the Arizona Revised Statutes are maintained in the Superintendent's Office and are available online. Governing Board Policies can be found by visiting [www.azsba.org/](http://www.azsba.org/). Click on "School District Policy Manuals" on the left-hand side of the screen. Arizona Revised Statutes can be found by visiting [www.azleg.state.az.us/ArizonaRevisedStatutes.asp](http://www.azleg.state.az.us/ArizonaRevisedStatutes.asp).

## **BOARD MEETINGS**

The Governing Board meets twice each month throughout the calendar year. Specific meeting dates/times are set at the first board meeting in January of each year. Currently, the Board meets on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of each month at 5:00 pm in the Daniel Fontes Board Meeting Room located in the District Office.

## **CONFIDENTIALITY**

**Any student or employee information obtained while in the employment of the District, including informal conversations, is strictly confidential. Information should only be disclosed to necessary parties within the District. Unauthorized requests for disclosure of confidential information should be directed to your administrator.**

**Guest teachers must refrain from making comments about individual students or their families that convey private information, such as, but not limited to, grades, medical conditions, learning or discipline problems, family relationships or economic status, etc.**

**Student and personnel records are strictly confidential (Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g; 34 CFR Part 99). Student records can never be removed from the premises. Records must be kept locked at all times except when under review by an authorized person. Special education records must be kept under double lock (e.g., a locked file cabinet in a locked storage room). Do not make unauthorized copies of student records or give original student records to anyone, including parents. Do not let parents or any other unauthorized persons make copies of student files. Any questions or requests for records should be referred to the site/department administration.**

## GUEST TEACHER INFORMATION

### Getting Started

Upon approval you will be contacted by the Human Resources Department (HR). HR will provide payroll paperwork, usernames and passwords for your District email as well as Aesop, and any necessary inservices.

### Rate of Pay

The current rate for all guest teachers is \$15 per hour.

### Assignments

In order to provide quality service to all parties involved, all guest teacher assignments must be coordinated through the Aesop system. **Teachers may not directly schedule assignments with guest teachers and guest teachers may not accept assignments directly from teachers.**

Aesop will coordinate guest teacher preferences with available assignments and requests as best as possible. Occasionally, the school administration may find it necessary to change an assignment due to last minute changes in circumstance at the school site. **HR has no control or influence over these last minute changes.**

Once an assignment is accepted, it is vital that it be completed. Many times, rescinding an accepted assignment can cause the need to reassign not only this assignment but others as well.

### Absences

We understand that illness and emergencies do occur. If you will not be able to fulfill an assignment, please cancel your assignment in Aesop as early as possible. **Please note you will be unable to cancel an assignment in Aesop if it is less than 2 hours until report time. If the illness or emergency occurs**



**the morning of your scheduled assignment, please cancel the accepted assignment in Aesop AND notify the school site.**

### **Reporting In**

Guest teachers should report to the school clerk or secretary at the front desk the first morning of each assignment. The clerk or secretary will provide a key for the classroom or notify maintenance to assure the room has been unlocked.

### **Duty Hours**

*Each school site reserves the right to modify duty hours for specific assignments. Notification of any modifications to regular duty hours will be provided by Aesop at the earliest possible time.* Absent any special circumstances the usual duty hours and payment for regular, early release (E/R) days for each school site will be based as follows:

#### **Calabasas Preschool**

Report at 7:30 am      End 3:30 pm      7.5 Duty Hours

*Please note: In order to substitute in the preschool classrooms the following items [application, emergency card, 2 letters of recommendation, immunizations, fingerprint clearance card, substitute certificate] must be on file with the HR Department. In addition, copies of these items must be provided and will be securely on file within the preschool classroom pursuant to DHS regulations.*

#### **San Cayetano**

Report at 8:00 am      End 3:10 pm      6.67 Duty Hours  
E/R End 12:40 pm      4.67 Duty Hours

**Mountain View**

Report at 7:15 am	End 2:15 pm	6.5 Duty Hours
	E/R End 11:45 am	4.5 Duty Hours

**Calabasas (K-5) School**

Report at 7:15 am	End 2:15 pm	6.5 Duty Hours
	E/R End 11:45 am	4.5 Duty Hours

**Calabasas (6-8) School**

Report at 7:15 am	End 3:00 pm	7.25 Duty Hours
	E/R End 12:45 pm	5.00 Duty Hours

**Coatimundi Middle School**

Report at 7:15 am	End 3:00 pm	7.25 Duty Hours
	E/R End 12:45 pm	5.00 Duty Hours

**Rio Rico High School**

Report at 8:25 am	End 3:45 pm	7.09 Duty Hours
	E/R End 1:30 pm	5.20 Duty Hours

**Payment for full duty hours will based upon the hours listed above. Should an assignment be less than the full duty hours listed above, payment will be based upon actual duty hours fulfilled plus 15 minutes for check-in, 15 minutes for check-out, less 30 minutes for lunch (if applicable).**

**Please note: No lunch break is included in early release assignments for elementary schools. If no lunch break was provided on a regular school day or in a secondary assignment as a result of duties assigned by a site administrator, this information should be noted on the sign-in sheet and the time will be compensated.**

## **Emergency Drills**

An Emergency Evacuation/Lockdown Plan and maps for evacuation drills should be located in each classroom, usually by the door. Upon arrival please locate and acquaint yourself with the procedure for evacuation of the specific classroom you are in. **In the event of an evacuation drill, please be sure to take the class roster to ensure you have all students which you are responsible for.**

## **In Cases of Emergency**

In cases of emergency, a phone or emergency call button is located in each classroom. You should locate these upon arrival in the classroom. Extension numbers for health, school or administrator offices should be on or next to the phone, near emergency call button and/or in the guest teacher binder.

## **Lesson Plans**

Lesson plans will be provided and/or maybe uploaded in Aesop. If you are unable to locate the lesson plans, emergency lesson plans are available from the team/department leader or from the school office. A listing of team/department leaders and the location of emergency sub plans should be indicated in Aesop.

## **Schedules**

For elementary assignments, the teacher's daily or weekly schedule should be provided. For middle and high school assignment, the bell schedule(s) and list of subjects for each of the teacher's class periods should be provided. These schedules should be provided or be uploaded in Aesop.

## **Planning Periods**

Due to the limited amount of financial resources experienced by most educational institutions, the District encourages school sites to utilize guest teachers to their fullest extent. **As a**

**result, each school administration reserves the right to utilize guest teachers during regularly scheduled teacher planning periods or other times that, due to special activities, leave the guest teacher able to assist in other classrooms or areas.**

### **Reporting Incidents**

Minor incidents or mishaps that occur during the day involving yourself and/or your students, but that do not require immediate attention should be reported to the school office at your earliest opportunity prior to end of the school day. These occurrences may include disciplinary problems, falls, spills, breakage, missing necessary items, etc. Incidents and mishaps should not be noted on the *Assignment Evaluation*. These should be submitted to the site principal or school office after each assignment.

### **Reporting Out**

Guest teachers should always report to the school clerk or secretary at the end of the day (regardless of the length of the assignment) to complete any necessary reports, return keys, etc.

### **Assignment Evaluation**

This form provides vital information to the principal regarding the adequacy of their classroom teacher's preparation for scheduled, as well as, unscheduled absences. It is intended to help improve the ease with which future assignments may be completed. The *Assignment Evaluation* is available in Aesop.

### **Time & Effort Certification**

*A time & effort statement will be needed when federal funds will be used for payment. This time & effort statement will be provided by the school clerk or secretary at the end of each assignment or may be uploaded in Aesop.*

## **Pay Checks**

Paychecks are issued on Fridays on a bi-weekly basis. A schedule of pay dates is found in Appendix B. If you are substituting on a Friday that is a payday, your check will be delivered to that site. The school secretary at that site will have your check available after 10:00 am. Otherwise, paychecks are usually available for pick up at the District Office on paydays until 2:00 pm. Checks not picked up by 2:00 pm will be mailed. **Direct deposit receipts are emailed to your District email account**

**Paychecks which are issued during fall, winter, spring, and summer breaks or any other school holiday period will be mailed.** A guest teacher who wishes to have his check held during a break so that he/she may pick it up must notify the Payroll Department via email or in writing no later than five (5) days prior to payday. If the check is not picked up by 2:00 pm it will be mailed.

**Availability of paychecks is completely dependent on processing by the county school superintendent's office.**

## **Limited Duty Days**

The Arizona State Board of Education (ASBE) limits the number of days a guest teacher holding a regular substitute certificate to a maximum of 120 days per school per academic year.

ASBE limits guest teachers holding an emergency substitute certificate to no more than 120 days of substituting per academic year.

### **Long-Term Assignments**

Requests for long-term status must be submitted by the principal to the Superintendent for approval. Upon approval guest teachers will receive long term pay when they commit to a specific assignment for a pre-determined or undetermined amount of time. This commitment includes, but is not limited to, lesson planning, grading, attendance at all required teacher meetings and fulfillment of all required teacher duties.

The long-term rate currently is \$132 per day. **Only guest teachers who complete the Guest Teacher Academy are eligible to earn the long-term rate.**

### **Cancelled Assignments**

If an assignment has been cancelled upon arrival or within 30 minutes prior to scheduled arrival, the District reserves the right to reassign the Teacher to another assignment. If the District has no other assignment available that day or if Teacher rejects the reassignment, the Teacher will be paid for two hours at the current hourly rate without any other additional performance by the Teacher.

### **Arizona State Retirement**

Guest teachers who work a minimum of 20 hours per week, for more than 20 weeks within a fiscal year (July 1<sup>st</sup> through June 30<sup>th</sup>) meet the criteria for the Arizona State Retirement System (ASRS). ASRS requires the District to withhold retirement deductions from earnings when you meet these requirements unless you have retired from the ASRS. Guest teachers will be notified during the school year when they have met state retirement criteria. Complete information regarding ASRS benefits can be obtained from the ASRS web-site at [www.azasrs.gov](http://www.azasrs.gov) .

**Effective July 1, 2012 the ASRS will require the District to pay an Alternate Contribution Rate (ACR) for salary or compensation earned by its retirees. The current ACR for the 2015/2016 school year is 9.36% and will be charged by the District to the retiree. All ASRS retirees are required to complete a ASRS Return to Work Form upon initially returning to work for an ASRS employer or when a retiree changes work status. Forms must be submitted on-line to ASRS.**

## GENERAL INFORMATION

### Accidents

Reports must be filed on accidents that take place on school property or that involve school vehicles, students or staff members on school-sponsored trips. Such reports are required whether or not there are any immediately evident injuries or damage to property. Refer to policies EBBB, EBBB-RA, EBBB-RB, and EBBB-E for details.

### Cash in Buildings

Monies collected by guest teachers and student treasurers shall be receipted, accounted for, and directed without delay to the school secretary. **UNDER NO CIRCUMSTANCE shall money be left overnight in school buildings**, except in the safe or fireproof file cabinet provided for safekeeping of valuables. Refer to Governing Board Policy DM.

### Change of Name, Address or Telephone Number

In order for the District to maintain up-to-date and accurate information on its guest teachers, any changes of name, address or telephone number must be reported in writing to the Human Resources Department **within ten days of the change**. **Changes can be emailed to [personnel@santacruz.k12.az.us](mailto:personnel@santacruz.k12.az.us) or an *Address Update Form* is available from Human Resources Department.**

### Closed Campus for Students

The District maintains a closed campus for students. This means that students may not leave campus during the school day at anytime. Refer to policy JE.

### Direct Deposit

Direct deposit authorization forms are available from the Human Resources or Payroll Departments. A completed form



and a voided check are necessary to complete the process. Requests should take effect within two payroll cycles after the request is made.

**Direct deposit receipts will be emailed in PDF format to your District email address.** Direct deposit may be discontinued by notifying the Payroll Department in writing at least five (5) business days prior to the payday for which it shall be effective. **Payroll must be notified to stop direct deposit PRIOR TO CLOSING AN ACCOUNT.**

### **Dress Code for Staff**

District employees are expected to dress and maintain a general appearance to reflect their position within the District. At no time shall staff dress appear below minimum standards required for students. Guidelines have been developed to assist all District employees in modeling appropriate dress expectations for students and to positively represent the site, District and education profession (see policy GBEB-R). Questions regarding the appropriateness of clothing may be directed to the site administrator.

### **Email**

All guest teachers will be issued a District email upon hire. This is the primary vehicle for delivery of all official District notices and other important employee correspondence. **All District employees are expected to check their District email each work day.** If you do not have access to a personal computer or internet, please contact the Human Resources Department to arrange for access to a District computer or to set up an alternate means for correspondence. **Use of District email for personal purposes is prohibited. Please see Board policy EDC for more details.**

### **Emergency Card (Staff)**

All guest teachers should complete a *Staff Member Emergency Card* and return it to the Human Resources Department. The emergency card should list current emergency contacts, phone numbers and any pertinent information in case of a medical emergency. To update information, a new card can be obtained from the Human Resources Department.

### **Ethics**

All employees of the District are expected to maintain high standards in their school relationships. Refer to policy GBEA for general guidelines regarding the standards of expectation.

### **Grievances**

In the event an employee believes there has been a violation, misapplication, or misinterpretation of a statute, Governing Board policy or regulation, or a District/School/Department procedure, the employee may file a grievance with his immediate supervisor. Refer to policy GBK, GBK-R for details regarding the grievance process.

### **Hazardous Conditions**

All employees should report any conditions they observe to be hazardous to staff, students, visitors or any other possible parties, to the administration immediately. Refer to policy EBBB for details.

### **Housekeeping**

In an effort to maintain a clean, attractive learning environment, guest teachers should have students pick up trash off the floor at the end of the day or each period. **When you leave your room at the end of the day, make sure that the lights are turned off.**

**NO FOOD OR DRINKS (except water) ARE ALLOWED IN THE CLASSROOMS.**

**Injuries**

Injuries which occur on school property or on school-sponsored trips that involve students or staff members, including staff members on authorized school business trips must be reported. Injuries which involve staff members require the completion of an injury report by the staff member's immediate supervisor. **Injury reports are required whether or not you seek medical treatment.**

**To seek medical treatment an employee and their supervisor must call the Nurse Triage line at (888) 252-4689, option 2. In the event of serious injury, where immediate medical treatment is necessary, the employee and supervisor must call the Nurse Triage line, option 3, as soon as possible.**

Refer to policies EBBB, EBBB-RA, EBBB-RB, and EEB for details.

**Internet/E-Mail Usage**

All guest teachers will adhere to policy EDC related to the use of technology and the internet. **Policy EDC advises users that they are to expect *no privacy* in the contents of their email and use of the internet on the District's systems.** The District's internet system has been established for limited educational purposes. It has not been established as for public access or as a public forum. Furthermore, a staff member may not use this system for commercial purposes to offer, provide or purchase products or services through the system. The system may not be used for political lobbying. A signed agreement is required prior to use of any computer on campus and is valid for the entire term of the employee's employment.

To gain access to the wi-fi network for a personal device a ***Personal Device Usage Agreement*** must be submitted annually. You may obtain a form from HR. One agreement per device is required.

### **Keys**

If keys were provided for any room where you will be conducting classes or activities and you are having problems with your key(s), contact your site/department office. **Do NOT lend keys to students. Lost or stolen keys must be reported immediately to the administration. An employee will be assessed a fee of \$50.00 per key plus the expense for the locksmith services not to exceed \$500.00 for the replacement of all keys which are lost.** Refer to policy ECA and the *District Key Control Agreement* for additional information.

### **Leaving the Building**

If you find it necessary to leave the building during the normal duty day, you are required to inform the administration before leaving and upon returning to the campus.

### **Leaving the Classroom**

If it becomes necessary to leave your classroom while class is in session, contact a teacher in a nearby room or the office. **Do not leave students unattended in your classroom.**

### **Meals (Cafeteria meals)**

The District administers a Provision 2 meal program. Provision 2 enables the District to provide meals at no cost to the students. This program does not apply to staff members and to student's second meals. The District maintains a no credit policy for staff and students' second meals.

## **Movies/Videos/Television Programs**

**Television programs, movies and videos may not be used for recreation, entertainment, rewards or incentives.** Television programs, movies and videos that are not approved by the Governing Board shall not be shown in classrooms or at any District facility.

## **Personal Property**

Guest teachers who bring personal property to work do so at their own risk. The District will not be responsible for loss or damage to an employee's personal property. Please mark belongings with a tag. Also, record all serial numbers. Refer to policy ECAD for additional information.

## **Release of Students Prior to the End of the School Day**

No student under the age of 18 may be released from school prior to the end of the school day except by the student's parent or a person authorized by the student's parent or by a person who has legal custody of the student. Refer to policies JLIB and JLIB-R for details. Students 18 years of age or older can only be released by self if they follow the guidelines explained in the student handbook (excused absences).

## **Searches**

**Guest teachers shall not conduct searches under any circumstances.** Searches are to be conducted only by the Principal, Assistant Principal, Dean of Students, School Resource Officer, Superintendent or his/her designee. If you suspect the presence of drugs, alcohol, weapons, or other items prohibited by law or District policy, report it to the administration immediately. Refer to policy JIH for details.

## **Staff Conduct**

All employees of the District are expected to conduct themselves in a professional manner consistent with effective

and orderly education and to protect students and District property. Refer to policies GBEA, GBEAA, GBEB, GBEBB, GBECB, GBEC, GBECB and GBED for details.

### **Telephone Use**

Telephones are available for teacher use as necessary.

**Personal calls, including the use of cell phones or other electronic devices, should be limited to non-contact hours with students and should not occur within the presence of students.** Personal communication devices should be turned off or silenced during class time. Long Distance calls are restricted. If you need to make a long distance call, see the administrator's secretary for procedures. Refer to policy EGAF for details.

### **Tobacco Policy**

It is unlawful for employees, including guest teachers, to possess or use tobacco on school grounds, in school vehicles and at school functions. Violation of this policy will result in disciplinary action. Refer to policy GBED for details.

### **Use of District Property**

Guest teachers are responsible for the proper use and care of all District property. District property **CANNOT** be removed from the premises without administrative approval. Refer to policies EDB, EDB-R, and EDC for details.

### **Visitors on Campus**

Any person who is not an employee or student of the school must display a "Visitor" badge while on campus. If a guest teacher encounters a visitor without a badge, he/she should question the visitor about the nature of the visit and direct the visitor to the administration building.

## **Student Hours and Office Hours**

San Cayetano Elementary

8:15 am – 2:55 pm

8:15 am – 12:25 pm (Early Release Days)

Office Hours: 7:30 am – 4:00 pm

Mountain View Elementary

7:30 am – 2:00 pm

7:30 am – 11:30 am (Early Release Days)

Office Hours: 7:00 am – 3:30 pm

Calabasas School

(Preschool) 7:50 – 11:00 am & 11:50 – 3:00 pm

(Monday, Tuesday, Thursday, Friday only)

(K-5) 7:30 am – 2:00 pm

(K-5) 7:30 am – 11:30 am (Early Release Days)

(6-8) 7:30 am – 2:45 pm

(6-8) 7:30 am – 12:30 pm (Early Release Days)

Office Hours: 7:00 am – 3:30 pm

Coatimundi Middle School

7:30 am – 2:45 pm

7:30 am – 12:30 pm (Early Release Days)

Office Hours: 7:00 am – 3:30 pm

Rio Rico High School

8:40 am – 3:30 pm

8:40 am – 1:53 am (Early Release Days)

Office Hours: 7:45 am – 4:15 pm

## **Appendix A**

**PAY DATE SCHEDULE**

<b>Pay Period</b>	<b>Period End</b>	<b>Pay Date</b>
P-4	8/13/2015	8/21/2015
P-5	8/27/2015	9/4/2015
P-6	9/10/2015	9/18/2015
P-7	9/24/2015	10/2/2015
P-8	10/8/2015	10/16/2015
P-9	10/22/2015	10/30/2015
P-10	11/5/2015	11/13/2015
P-11	11/19/2015	11/27/2015
P-12	12/3/2015	12/11/2015
P-13	12/17/2015	12/25/2015
P-14	12/31/2015	1/8/2016
P-15	1/14/2016	1/22/2016
P-16	1/28/2016	2/5/2016
P-17	2/11/2016	2/19/2016
P-18	2/25/2016	3/4/2016
P-19	3/10/2016	3/18/2016
P-20	3/24/2016	4/1/2016
P-21	4/7/2016	4/15/2016
P-22	4/21/2016	4/29/2016
P-23	5/5/2016	5/13/2016
P-24	5/19/2016	5/27/2016
P-25	6/2/2016	6/10/2016

**Appendix B**



**SIGNIFICANT DATES  
on the SCHOOL CALENDAR**

First Day of Classes	Aug 10
Labor Day - No Classes	Sept 7
End of 1st Quarter-K-12 Early Release	Oct 9
Fall Break - No Classes	Oct 12-16
First Day Back for Students	Oct 19
K-12 Parent Conference - Early release	Oct 22
K-12 Parent Conference - No Classes	Oct 23
Veteran's Day - No Classes	Nov 11
Thanksgiving - No Classes	Nov 26, 27
End of 2nd Quarter-K-12 Early Release	Dec 18
Winter Vacation - Start	Dec 21
End	Jan 1
First Day Back for Students	Jan 4
Martin Luther King Jr. Observed	Jan 18
K-12 Parent Conference - Early release	Feb 11
Early release	Feb 12
President's Day - No Classes	Feb 15
End of 3rd Quarter-K-12 Early Release	Mar 4
Spring Break - No Classes	Mar 7-11
First Day Back for Students	Mar 14
No Classes	Mar. 25
Spring Holiday & No Classes	Mar. 28
Last day of classes -K-12 Early Release	May 26

**District Wide Early Release every Wednesday except Sept 9, Oct 7, Jan 20, Feb 10, Feb 17, Mar 23, Mar 30, Apr 20**

**Additional Early Release Wednesdays for High School Only:  
Dec 17, May 24**





**Educate Everyone Every Day**