

# MINGUS UNION HIGH SCHOOL

2013-2014

## TEACHER HANDBOOK

A<sup>4</sup>

Academics – Athletics – Activities – Appreciation

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# Mingus Union High School Mission Statement

**Our mission every day** is to provide viable opportunities for all members of the Mingus Union High School learning community to constructively contribute, achieve, and succeed in an ever-changing, increasingly complex and culturally diverse society; to serve and work cooperatively within their communities; and to become lifelong learners.

## **We believe:**

- A safe, healthy, and comfortable environment promotes student learning.
- Each student is a valued individual with unique physical, social, emotional, and intellectual needs.
- A student's self-esteem is enhanced by positive relationships and mutual respect among students and staff.
- High expectations increase individual student performance.
- Students learn best when they have opportunities for success.
- Extracurricular activities are an integral part of a student's academic success.
- School, home, and the community share the responsibility for the support of the school's mission.

## Mingus Union High School Vision Statement

Mingus Union High School is dedicated to unifying home, community, and school. We are committed to promoting critical thinking and technical literacy with a rigorous and targeted curriculum for students. Our graduates will value themselves and their histories and will shape a rich future for all with competence, curiosity, respect, and optimism.

# Helpful Staff

## Guidance Office

### Counselors

		<b>Ext:</b>
Cindy Forsythe	Students with the last name beginning A – F	464
Cynthia Harakaly	Students with the last name beginning G – N	416
Kristy Mandell	Students with the last name beginning O – Z	404
Genie Gee	Student Services Specialist	415

### Guidance Office Personnel

Dale Williams	Gradebooks & Data Entry	401
Dee Belzer	Student Records	403
Misty Wagner	Student Information & Scholarships	402

## High School Staff

### High School Administration

Jennifer Chilton	Principal	430
Allen Mitchell	Assistant Principal/Athletic Director	471
Genie Gee	Student Services Specialist	415

### Office Personnel

Bridget Hillman	Principal's Secretary	386
Suzan Knight	Activities/Athletics Secretary	455

### Attendance Office

Alicia Stamper	Attendance Secretary	512
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### Special Education Office

Pam Fenstamaker	Special Education Dir.	476
Stephanie Foster	Special Education Secretary	406
Janice Montgomery	ELL Programs	305

## District Office

Dr. Paul Tighe	Superintendent	640
Val Moore	Executive. Asst. To The Superintendent	306
Kirk Waddle	Business Manager	941
Yolanda Mier	Payroll Specialist	665
Alma Heath	Accounts Payable	625

### Bookstore

Nena Henager	Student Accounts Manager	304
Lovey Warner	Bookstore Volunteer	304

### Academy At Mingus

Dianne Uidenich	Academy Teacher	446
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# Excellence – Every Day – For Every Student – In Everything We Do

## **CODE OF ETHICS**

The Governing Board, administration, staff, and students of Mingus Union High School desire that school be a place of learning, free from negative influence which can only detract from the success of the educational program.

Therefore, at Mingus there is a pledge to strive to assure that varying view points will be investigated and analyzed; that matters of interest to the school community are not distorted or suppressed; that all members of the school community will conduct themselves in a highly ethical manner and will not seek to embarrass or disparage one another; that no discrimination will be made based on the grounds of race, color, creed, sex, religion, or national origin; that no member will take unfair advantage of another; that all confidential information will be maintained as required; that no gifts or services will be given or received that might seem to be given or received in return for special advantage; that no member of the school community shall interfere with another's exercise of political and citizenship rights and responsibilities; and that no member shall cause any action which may result in physical or mental harm to any member of the community.

Adherence to these ethical considerations will result in a better school community for all concerned.

## **STATEMENT OF PURPOSES AND COMMITMENT TO EDUCATION**

### **Community**

The people who live in the communities of Mingus Union School District are greatly affected by the depth, breadth, and quality of the programs provided by Mingus Union High School. The residents of the district help establish goals and expectations for the overall development of the community. These goals encompass spiritual, economic, developmental, and educational needs and desires. Therefore, these goals and expectations make up the foundation for the development of the educational program for the citizens of the district.

### **Governing Board**

The people of the School District elect a Governing Board to be their representatives in developing the philosophy, policies, and funding for their educational system. These Board members must continually remain responsive to the needs, desires, and problems voiced by the students, staff, and community and must assure that the educational system of the high school continues to provide quality programs which meet the needs of the students and citizens.

In order to establish a program of high quality, it is the responsibility of the Board, using a reasonable tax rate and realistic bonding program, to provide a functional school plant, the necessary equipment, supplies, and textbooks, and a qualified staff of professional educational and support personnel.

### **Administration**

In order to administer the school system, the Governing Board selects a Superintendent which it believes will be qualified and competent to carry out its policies and philosophy. It is the duty of the Superintendent to oversee the overall administration of the school. The Superintendent is directly responsible to the Board and hence to the people of the District.

It is the Superintendent's responsibility to assure that the school's programs are of high quality, that these programs prepare the students to meet their aspirations and needs, and that the school is a safe place in which to receive a diversified education.

Excellence is paramount! In order to provide a program of excellence in education, the Superintendent must develop a staff of administrators, teachers, and support personnel. Classified and certified staff are directly responsible to the administration which has the obligation of providing the staff with the tools and resources needed to carry out their responsibilities.

The administration must provide a well maintained school plant; assure adequate transportation for the students; develop curricula which exceed minimum standards; provide extracurricular programs to develop well-rounded students; develop, train, and supervise a qualified staff; and provide the resources needed to assure excellent school programming.

## **Educators**

Professional educators are selected who bring to the position knowledge, experience, a caring attitude, and a commitment of self and time. The contract between the school and the teachers assumes that the school will provide a safe, well-equipped plant, the tools and resources needed to carry out the educational program; the salary and fringe benefits for the position, the training and supervision needed to assure excellence; and the goals of education as established by the Board of Governors in response to the community's expressed wishes.

Teachers, for their part of the contract, will provide excellence in teaching, an attitude of caring for each student, and a commitment of time and energy to the job.

## **Support Staff**

Clerical staff, custodial/maintenance personnel, and instructional aides provide organizational, supervisory, administrative, and other supportive assistance necessary to maintaining an efficient and successful learning environment. Their commitment to excellence is essential to providing a quality education for our students.

## **Students**

It is understood that other factors bear heavily upon the education and development of each student. The school must be concerned with the student's development and be aware that factors such as health, native ability, peer relationships, and economics affect the educational program. It should be the system's goal to maximize the benefits to each student and to minimize the factors that may adversely affect the student's progress. Staff members must maintain focus on teaching students the skills necessary to cope with the challenges in their lives. Students must be held accountable for appropriate behaviors.

## **Family**

The school cannot provide a successful program without the full cooperation of the family. The family needs to support the student, the staff, and the school system by providing input and by becoming involved in school programs and by ensuring that all students complete their homework and attend school daily.

If the community, the Board of Governors, the administration, the staff, the students, and the family work together as a team, the result will be a school system of the highest caliber. The district must work toward this end and provide the challenge for excellence.

## **ACCOUNTING AND BUSINESS PROCEDURES**

It is the responsibility of the Superintendent to supervise the receipts and expenditures of all school district funds within the guidelines established by Arizona State Law and the Board of Governors. In order to meet this responsibility, a strict budgeting process must be implemented so that expenditures are made to best serve the needs of the district within the revenue control limits. The Superintendent develops a workable budget that reflects the needs and available the funds for each individual project or curriculum area.

Other responsibilities of the Superintendent include:

- Supervising all purchases. Even though the Business Office is responsible for writing the purchase orders and placing orders, all requests should be made through the employee's immediate supervisor.
- Administering all transportation. The Superintendent oversees pupil transportation, athletic trips, and use of school vehicles. All requests should come to the Business Office by recommendation of the employee's immediate supervisor.
- Administering the maintenance, use, and expansion of the school plant. All work orders should be turned in directly to the Help Desk. Forms are available in the front office mailroom and through e-mail.

### **Budgeting Expenditures**

1. General Fund: The financial system of Mingus Union High School calls for a detailed annual budget based on the curriculum and facility needs as established by the staff and the Board of Governors. The established budget is then used to control the expenditures of the district.
2. Budget Requests: Department Chairs will develop budget requests and appropriate rationale within their departments and submit them to the school principal for review and approval. Each department is expected to work within the budgetary limits provided in each year's budget.

### **Purchasing**

- All purchasing for Mingus Union High School must be done by using purchase orders issued by the Business Office. **No employee can order any supplies or equipment before securing a purchase order, without assuming personal responsibility for payment.**

- In order to obtain a purchase order, an employee must first fill out a “Request for District Funds” form which may be obtained in the Business Office. This form must be filled out in detail, giving complete information as to the description of the items, catalog numbers, quantity, and price. A separate request form for supplies and capital must be filled out for each vendor and signed by the immediate supervisor.
- Upon receiving items that have been ordered, all packing slips or invoices must be turned in to the Business Office marked “received” and dated.
- Requests for student activity funds are handled in a similar manner. A “Student Activity Request Form” must be completed and two copies must be returned to the bookstore. When the request is approved, a purchase order will be issued. One copy of the request will be returned to the student organization for its records when the bill has been paid. All requests must be signed by club officers, the sponsor, and an administrator. Expenditures must be approved by the student organization and be a part of the minutes of an official meeting.

## **POLICIES AND REGULATIONS RELATING TO PUPILS**

### **Health and Safety Policies**

- Teachers are legally responsible to refer to the Assistant Principal or Principal, any student who, in the teacher’s opinion, has a health problems which inhibits his or her school work, attendance, social, or emotional adjustment. This legal responsibility also applies to suspicion of physical, mental, or sexual abuse.
- In the event of accident or sudden illness, the teacher will send the student to the nurse’s office first, if the nurse is unavailable, to the front office using an escort when necessary.
- Teachers are required to prepare reports on all accidents. These reports are to be made as soon as possible after accidents. The completed forms must to be sent to the medical records clerk or assistant principal.

### **Students’ Rights And Due Process**

A primary responsibility of the Mingus Union High school District and its professional staff shall be the development of an understanding and appreciation of a representative form of government, the rights and responsibilities of the individual, and the legal processes whereby changes are initiated.

The school is a community and the rules and regulations of the school are a reflection of the laws of that community.

All those enjoying the rights of citizenship in the school community must also accept the responsibility of citizenship. A basic responsibility of those who enjoy the rights of citizenship is to respect the laws of the community.

Court decisions have indicated clearly that young people in the United States have the right to receive a free public education, and the deprivation of that right may occur only for just cause and in accordance with due process of law.

Administrators and teachers also have rights and duties. The teacher is required by law to maintain a suitable environment for learning and administrators have the responsibility for maintaining and facilitating the educational process.

The Administration is authorized to suspend students for cause.

The following rules, regulations and due process procedures are designed to protect all members of the educational community.

### **Due Process**

The purpose of this statement is to assure due process rights for students involved in a disciplinary action: Every student will be informed of the reason for referral.

### **Due Process Policy**

Any student whose behavior while on campus is alleged to be in violation of school’s rules may be referred to an administrator. In every incident, a written report of the alleged violation will be prepared including: Place observed behavior, names or description of violation, etc.

### **Suspension**

- The administration shall conduct an investigation to determine the nature of the offense and the applicable consequence. After the preliminary investigation, a determination will be made as to whether the consequences will be one to ten days suspension or greater.
- If the offense is one which will result in a suspension of ten days or less, the administration shall hold an informal hearing before suspending the student. Every student will receive, in writing, a statement of charges and description of the disciplinary action.

- The student will be allowed to remain in school until after the informal hearing unless he/she poses a danger to himself/herself, others, or school property. The hearing will consist of interviews with appropriate witnesses, interviews with student and parents if they are available or if they so request, and an investigation into the facts. After the hearing, the administration will either suspend the student for up to ten days or exonerate the student. A record of the hearing will be kept.
- If a student poses a danger to him/her self, to others, or to school property, he/she may be suspended summarily and the informal hearing conducted at a later time, not more than ten days after the suspension.
- If the offense is one which will result in a suspension of over ten days, the administration must set up a formal hearing before the Board of Governors. If a clear and present danger to himself/herself, others, or school property is present, then the student may be suspended for more than ten days pending the formal hearing.

### **A formal hearing consists of the following minimum requirements**

- The student is entitled to a statement of charges.
- The student may be represented by counsel of his/her choice.
- The student may present witnesses.
- The student may cross-examine witnesses presented by the school district.
- The school district has the burden of proving the offense.
- The hearing must be recorded on tape and a record kept.
- After the hearing, the hearing officer will render a decision within one school day.
- The decision must be written and be sent to the parents of the student and the Superintendent.
- The suspension must be reported to the Board of Governors within five days.

### **Appeals Procedure**

Discipline appeals may first be made to the Dean of Students. Appeals for a decision made by the Dean of Students should be written to the Principal of the school within 24 hours after receipt of the initial decision. The decision of the Principal is final.

### **Expulsion**

All conduct and long-term suspension that will result in expulsion or long-term suspension requires a formal hearing before the Board of Governors. Such a hearing will be held with the student allowed all rights in a formal suspension hearing as outlined in the Due Process Policy.

### **Alcohol, Drug, and Substance Abuse\***

Any student found selling, using, or in possession of ALCOHOL, DRUGS, OR DRUG PARAPHERNALIA will be suspended "off campus" for ten days with the following procedures implemented. The school will:

- Call the police
- Call the parent(s) to take the student home.
- Students must appear before the School Board on every violation of the Drug Free Zone rules.
- Warning: A second offense of alcohol/drug/substance abuse will result in a recommendation to the Board of Governors for expulsion.

\*Depending on the severity of the violations, students may be taken to the Board of Governors for expulsion.

**NOTE:** Extra Curricular Activities: All students involved in any club, organization, or athletic team, will be removed from participation for possession, use, or sale of alcohol, tobacco, or illegal substances.

### **Attendance Policy**

It is crucial for students to have regular attendance to be academically successful. The ultimate responsibility for school attendance rests with students and parents, with the school assisting to fulfill that responsibility. The school expects parents/guardians to call the attendance office at 639-0744 (direct line) or send a note to verify each absence. Reasonable attempts will be made by the school through phone calls or the mail to inform parents/guardians of student absenteeism. You may call the attendance office anytime between 7:30 a.m. and 3:30 p.m., Monday through Friday, to verify your student's current attendance record.

### **Loss of Credit**



Credit will be denied upon the eighth absence in any class during a semester, regardless of the grade being earned. Students who exceed eight absences in any class will be required to attend Mingus Credit Recovery Lab before, after school or on Saturday in order to restore credit. An appeal process is available.

The only absences not counted in the seven absence limit are:

1. School excused activities
2. Verified religious absences (pre-planned and identified prior to the start of the school year by an official religious organization).
3. Court ordered appearance – must provide documentation from the courts.
4. Long term hospitalization (over 10 days) due to accident or illness, must provide documentation from attending physician.

Truancy is the deliberate missing of one or more class periods without permission of parent or guardian. Absences that are verified truanancies will result in disciplinary action. An appeal for credit eligibility may be denied if any absences are verified truanancies.

Letters will be sent to parents/guardians upon the student's fourth and seventh absences in a class. Only **one** fourth absence and **one** seventh absence letter will be sent. You may call the attendance office for a complete attendance report (639-0744).

### **Attendance Appeals**

Students who violate the attendance policy may submit a written appeal. **Appeals must be submitted before the end of the semester.** Appeals shall include student and parent letters stating reasons as to why the appeal should be granted. If the hearing officer approves the appeal and grants any additional absence(s), any subsequent unexcused absence will result in loss of credit. In case of lengthy illness during a granted extension, the student and parent may request additional absences. These absences must be verified by a medical professional.

The hearing officer is the Dean of Students. Although appeals may be heard at a time other than regular school hours, special arrangements can be made to accommodate parent/guardian's schedules.

If credit is denied at the hearing, an appeal may be made to the Attendance Review Board. If credit is again denied, an appeal may be made to the Governing Board. The Superintendent should be contacted for such appeal procedures.

**Tardy Policy** (as stated in student handbook) Periodic "Tardy Sweeps" will be conducted. Students tardy to class will be sent to the "Sweeps" room for that class period, students will be responsible for missed assignments, tests and any assigned homework. Continual tardies will result in progressive discipline.

MUHS believes in the professionalism of its staff and the responsibility of its students. This policy was constructed to give teachers autonomy in dealing with tardies and to help students understand the importance of punctuality.

**Tardy Definition:** ANY student who is not inside the classroom when the bell rings is tardy. Students who are dropped of late by parents or are returning from a Doctor's or Dentist's appointment are to report to the attendance office for a tardy pass for admittance to class.

### **STUDENT AIDE PROCEDURES**

1. Teacher/staff members may have no more than two (2) student aides per semester
2. Teacher/staff members may have no more than one (1) student aide per period unless approved by the Principal.
3. Student aides may not have more than two (2) unexcused absences during the previous semester.
4. No student who has been on attendance probation may be a student aide.
5. Students may only be aides if they have passed A.I.M.S.
6. Student aides with more than 2 unexcused absences or 4 unexcused tardies will lose credit.
7. Juniors and seniors may earn a maximum of 1.5 credits.
8. Any exceptions to the above require the following:
  - a. Approval by an administrator.
  - b. Enrollment in a course necessary to provide instruction for meeting AIMS standards.

## **POLICIES AND REGULATIONS RELATINGs TO TEACHERS**

### **Extra Curricular/Evening Activities**

Teachers will be assigned to attend extracurricular activities and other required school evening activities as directed by the Principal or his/her designee. All staff members are expected to participate in supervising extracurricular activities as part of their normal duties.

### **Absences from School**

Teachers are to call the school number 634-7531, Ext.1.311 by 6:30 a.m. the day an absence is necessary and must leave a message stating your name and class periods to be missed. In the case of a prearranged absence, complete the "Absence Request" form as soon as possible. The subcaller will make substitute arrangements and choose an available sub for your class. The subcaller may also be reached at [subcaller@muhs.com](mailto:subcaller@muhs.com). If you have come to school and become ill during the day, you should call the H.S. Office at extension 531 and talk to one of the available secretaries and a substitute will be arranged. Please have a seating chart available for the sub. The substitute will complete a report on the activities of the day.

If it is necessary to leave school during regular hours, teachers must sign out in the H.S. Office.

### **Student Conduct Requiring Referral**

Staff members are expected to use appropriate classroom management techniques to address common classroom misbehavior. For any of the following infractions, students will be held accountable and disciplined, whether taking place on campus or at a school function or activity:

- Gross Insubordination or refusal to serve teacher assigned consequences.
- Drugs, drug paraphernalia, alcohol, tobacco, use or possession.
- Stealing or helping others to steal.
- Destroying or defacing property.
- Rude and/or discourteous behavior.
- Fireworks - use or possession.
- Fighting (other than self-defense).
- Using obscene language or obscene gestures.
- Cutting class, failing to check out.
- Loitering on adjacent private property or in the parking lots.
- Disrupting classroom activities.
- Behavior that may endanger the health or safety of others.
- Inappropriate displays of affection.
- Possession of obscene literature or signs.
- Sexual harassment in any form will not be tolerated.
- Possession of weapons; knives, guns, etc.
- Water guns and water balloons are not allowed.
- Any dress, gestures, or hand sign acknowledging gang affiliation or that may be interpreted as such are prohibited.
- Violation of the dress code.

IT SHALL BE THE POLICY OF THE GOVERNING BOARD OF THE MINGUS UNION HIGH SCHOOL DISTRICT THAT REPEAT OFFENDERS OF ANY SCHOOL REGULATION MAY BE DENIED ATTENDANCE AT MINGUS UNION HIGH SCHOOL AND ALL ACTIVITIES ASSOCIATED WITH THE SCHOOL. ALL DECISIONS OF THE GOVERNING BOARD WILL FOLLOW DUE PROCESS PROCEDURES.

### **Classroom Rules, Grading Method, and Procedures**

All teachers will provide each student and their supervising administrator with a copy of classroom rules, grading methods, and procedures. Teachers are required to have, on file, the signature of each student/parent to verify that they have received this information.

### **Student Discipline**

It shall be the responsibility of each teacher to report (on a Student Behavior Report Form found in the high school office), any student who violates any campus or classroom regulation **that cannot be solved by teacher intervention and counseling**. The report should be submitted to the Assistant Principal as soon as possible and should include: **name, grade, reporting teacher, place, period, time, an accurate description of the offending behavior, and a**

**recommendation of action to define the severity of the problem.** The reporting teacher will receive a copy of the Student Behavior Report from the Assistant Principal informing the teacher of the action taken.

Teachers must send any student who is suspected of alcohol/drug/or dress violations to the office immediately. This includes any student who smells of marijuana or alcohol.

### **ALC Policy**

ALC (Alternative Learning Center) – Any student who is disruptive in class may be sent to ALC where that student makes a commitment to change his/her behavior. (Unless extenuating circumstances exist, teachers should send no more than one student at a time.) **ALC must not be a primary management strategy and should only follow when appropriate classroom management strategies have shown ineffectiveness.**

Step 1: The teacher must send the student to H.S. Office with a completed Referral Form. Student's who report to the office without a completed form will be sent back to the teacher to collect the form.

Step 2: An administrator will assign a student to ALC, if appropriate.

### **Additional guidelines to be considered include:**

1. Alternatives must be developed for referring students for minor classroom disruptions and not having pencils or books.
2. If a student is a repeat offender and breaks his/her agreement with the teacher, the teacher has the option to report the student to Principal on a Student Behavior Report Form.
3. The teacher will not specify that an assignment is to last a specific number of days. An assignment to ALC will last until an acceptable commitment is written.

### **Cell Phones**

In light of the prevalent use of electronic devices and their interference in our educational goals, it has become necessary for Mingus Union High School to restrict the possession and use of electronic devices in the halls, classrooms/gym, and anywhere that is being used as an educational area.

Students must have all electronic devices (an electronic device is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor) turned off and out of sight from the time the first bell rings at 8:40 am until the beginning of lunch at 12:40 pm. The ban on electronic devices comes into effect again at 1:20 pm until school is dismissed at 3:20 pm.

The district's rationale for such restriction and consistent enforcement of the restriction includes:

1. These devices disrupt learning and instruction in the classroom.
2. These devices cause students to be tardy for class or create the opportunity for the student to skip a class.
3. These devices inhibit students' focus on academics.
4. **New technologies are developed which continually introduce new problems into our academic settings. Such as:**
  - Invasion of privacy-unauthorized recordings, text messaging and photographs.
  - Violations of the integrity of instruction and assessment activities. Students using cell phone cameras to take a picture of a test.
  - "Cyberbullying": where students place calls or send text messages ridiculing, threatening, or harassing others. A recent issue of *Arizona Republic* had an article on this subject.

The message from case law tells us that Mingus Union High School can be sued if we know about the of improper use of photographic/communication equipment of any kind, but have taken no steps to prevent that use. Our school has had several incidents involving photos and text messages that have no place in a school or for that matter, anywhere. If we are not diligent in our efforts to stop this, a claim of negligent supervision or of violation of recognized privacy rights based on foreseen ability may be viable. **Therefore Mingus Union High School recognizes its responsibility to our students, staff, and community by strictly enforcing its handbook policy.**

**Consequences** for violating the restriction on electronic devices include confiscation of the device, **to be returned to parents/guardians only at the end of the day from the administrator's office.** Repeated offenses would carry with them detention, suspension, and parent conference. ***Repeated violations may result in the devices being confiscated.***

The purpose of the enforcement of this policy is to provide a safe learning environment for our students and a sound educational facility for our staff to do their job.

## **Dress Code**

1. All staff are expected to enforce the dress code consistently and should always stress respect when discussing this issue with students.
2. Dress reflects attitude. The dress code at Mingus Union High school reflects the standards and values of the community. To encourage learning and develop a student's positive self-image, the code is based upon modesty, neatness, cleanliness, and safety.
3. The school dress code is being enforced to help ensure a positive and focused learning environment. Disciplinary consequences will include detention, ALC and off-campus suspension.
4. Students must be aware that the dress code does not necessarily imply that the clothes allowed to be worn at Mingus would be appropriate for job interviews, employment, and for certain special activities held at the school.
  - Shirts, tops and blouses must cover the shoulders. No cleavage is to be showing at any time. Shirts **MUST** be long enough to extend **BELOW** the top of the bottom garment **AT ALL TIMES**. (No bare midriff or lower back)
  - Anything endorsing or implying gang affiliation or the use of substances not legally available to minors; or containing ethnic or gender slurs; or having profane, violent, inhumane, or sexual connotations is not permitted.
  - All skirts dresses and skorts must be long enough to extend at least **three inches** past the fingertips when in a normal standing position. Shorts, when the student is in a normal standing position with palms flat to the side, the shorts must meet or extend past the fingertips.
  - No sagging pants or clothing that might expose undergarments may be worn. Any jewelry, apparel or accessories that can be used as a weapon is not allowed. (including but not limited to chains, belt buckles [shaped like brass knuckles], spiked jewelry, and excessively long belts.) Shoes must be worn. House slippers are expressly forbidden.
  - Clothing must be in good repair. Clothing with holes, frays, tears (fashion-designed or otherwise) above the knee or that expose the knee when sitting are not allowed.
  - Sunglasses, hairnets, stocking caps, baseball caps, bandanas, "do-rags" and western hats may not be worn in classrooms or school offices.

Teachers in shop and specialized areas, along with extracurricular sponsors, may specify variation in the dress code for activity requirements and for reasons of health and/or safety.

## **Attendance at Assemblies**

Attendance at assemblies during the school day is a requirement of all teachers. Teachers are to sit with their students when the assembly is in the gym or auditorium. Teachers are to be supervising the behavior of students. If a teacher has a prep hour during an assembly, they are to assist with monitoring students and prevent students from leaving campus or ditching the assembly.

## **Leaving Class During a School Period**

Unless there is an extreme emergency, **classes are never to be left unattended.**

## **Contacting Parents**

Teachers are encouraged to contact parents as often as is necessary regarding student progress and should document the contact. Call parents in the evening.

## **Lesson Plans, Gradebook, Seating Charts** (if applicable, and taking attendance)

- ◆ The teacher's gradebook is the official record for attendance and academic performance.
- ◆ **NO** student is to have access to the teacher's grade book. Students are **NOT** to enter grades. (computers included)
- ◆ Grading scales and a legend showing the methods used to arrive at the final grade must be included for each term.
- ◆ Any grade changes made in a gradebook must be initialed by the teacher.
- ◆ Any student's date of entry and withdrawal, if applicable, must be recorded in the gradebook.

- ◆ Attendance records are to be entered according to the following:
 

A = Absent	OC = Suspended on Campus, not in class
T = Tardy	SA = School Activity Absence
- ◆ Lesson plans are to be kept current and available.
- ◆ Seating charts are to be kept.

### **Field Trips**

- Field trips will be planned at least **a week before** scheduled. Transportation request must be approved by the Assistant Principal and turned in at that time. *(please note that transportation requests should be handed in approximately 10 days in advance)*
- **Money has not been budgeted for field trips**, so **all costs** must be covered by the sponsor/club/student.
- Parent permission slips are required and must be in the possession of the teacher on the trip.
- **Students are to be made aware that while on field trips, the area they are visiting becomes an extension of the school and all school rules apply.**
- If the field trip is longer than one class period, the names of the students on the field trip must be provided to the Attendance Office no later than 1:00 pm the day preceding the event.
- If pupils are absent from the field trip, it is the teacher's responsibility to turn the names of the absent student(s) in to the Attendance Office.

### **Checklist for Out-of-State Travel with students** (must submit to the governing board for approval)

Checklist must accompany the travel request. All forms found in the mailroom.

- Itinerary for each day of trip.
- Flight itineraries, airline contact numbers, & flight number.
- List of students, adults & staff on trip, with contact numbers.
- Addresses and contact information for all locations to be visited.
- Contact numbers at lodgings, convention/meeting locations, & etc.
- Cell phone number(s) of advisor/sponsor(s).
- Main tour group or sponsor organization contact numbers.

### **Hours for Teachers**

As professional educators, teachers are expected to be available to work with students at least ½ hour before the beginning of the school day and ½ hour after the end of the day. Meetings and other professional commitments may require teachers to remain engaged in professional duties for more than the usual half hour. Such duties include parent meetings, staff meetings, and other duties as requested by the principal.

### **Passes from Class**

Unless an emergency exists, all students sent from a classroom for whatever reason, are to use the **Student Handbook**. Forms are available from the office in the event of an emergency or students have lost their handbook.

### **Film Usage**

Principal's prior approval is required of any video materials which are not owned by the school. All videos, films etc. must serve an instructional purpose and be clearly related to the lesson for the day and to the educational process.

### **Dance Policies**

- All dances are scheduled through the Student Council and proper forms completed one week prior to the event.
- A minimum of four faculty sponsors are required at all dances.
- On Thursday prior to all dances, a meeting with the Assistant Principal for Student Activities will be held at 2:45 p.m., to review the number of sponsors, their responsibilities, and the rules governing the dance.
- A complete cleanup of the dance is required. The organization sponsoring the dance will be charged for any cleanup necessary.
- Only Mingus students are allowed at dances unless guest passes are secured prior to the dance from the main office. Grade school and junior high students are not to be admitted. Criteria for guests to dances:
  - ⇒ Has the student completed his/her education—received state recognition? (Yes)
  - ⇒ Was there violent or belligerent behavior toward school personnel? (No)
  - ⇒ While in the school, did the student violate state law? (No)
  - ⇒ Was there habitual disregard for school rules? (No)
  - ⇒ Is there legal documentation of home schooling? (Yes)

- Students, who arrive at a dance and are not allowed admittance, will be required to remain in a designated area until parents are contacted or the dance is over.
- A Mingus I.D. card is required for admittance to all dances.
- Once a student has left the dance, he/she may not return.
- No one will be admitted to the dance ½ hour after it begins.
- No shoes are allowed on the gym floor. Sponsoring organizations must provide a “shoe clerk” and a method of collection, storage, and return if the dance is held in the gym.
- One policeman must be employed for campus supervision during the dance.

### **Transportation Requests/Excused Lists**

Requests for transportation must be approved by the Assistant Principal on the Thursday before the week of the event. This would include the use of a private vehicle for school activities. Excused lists for athletics/field trips are due by 1:00 p.m. the **day before** use.

### **Transportation in other than School Vehicles**

No student is to be transported in private vehicles without authorization of the Principal. (Board Policy EEA)

### **Student Use of Keys**

**Students are never to be given a teacher’s keys to any of the school’s buildings!!**

### **Course Outlines Followed**

Teachers are expected to follow the course outlines as approved by the Board.

### **Guest Speakers**

Guest speakers should check in at the high school office and are encouraged in all subject areas with prior approval of the supervising administrator.

### **Hall Supervision**

**Teachers are expected to supervise hallways and restrooms during passing time and preparation hours. Teachers will also be assigned Lunch Duty supervision on a rotating basis.**

### **Grievance Procedures**

The District Grievance Procedure may be obtained from the M.U.E.A. representative or the Board Policy Manual in the library.

### **Semester Exams**

Comprehensive final exams must be given in all curriculum areas except special education. Teachers must keep final exams one semester following the date in which the exam was given.

### **Class Schedule Changes**

Students who need schedule changes, after the last day of registration, (other than computer corrections or repeating of failed classes) will be considered only at conferences with students and parents in attendance. Such changes are then subject to class size limitations.

### **Visitors on Campus**

Visitors must obtain a visitor’s pass from the school office. School law does not permit persons to loiter on school premises. Teachers are responsible for making sure that visitors have been cleared by the office.

### **Teachers’ Official Files**

All official files for teachers are placed in two specific areas and may be viewed at any time by the teacher. Files dealing with payroll and other benefits are kept in the Business Office. Examples of documents placed in these files would be payroll deduction forms, transcripts, EACR’s, teaching certificates, and contracts. The rest of the files are kept in the main office. These files will include evaluations, observation reports, and other correspondence dealing directly with the teacher’s performance in the classroom and extracurricular activities.

P.L. 101-226 requires the district to inform all employees of the following:

- \* District Policy prohibits unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as part of any of its activities.

- \* Disciplinary sanction (consistent with local, state, and federal law) up to and including termination of employment and referral for prosecution, will be imposed on employees who violates the standards of professional conduct.
- \* A description of sanctions is included in the Board of Governors Policy Book.
- \* Employee compliance with standards of conduct is mandatory.

### ***GUIDELINES FOR HIRING CERTIFICATED FACULTY MEMBERS***

1. All certified positions will be posted for a minimum of five days. Faculty will be notified of notice of vacancies by mail or e-mail. (Campus mail or U.S. mail if school is not in session.)
2. In case of vacancies in new or existing positions, first consideration will be given to qualified applicants among current employees.
3. When possible, the principal will set up an interview team (from the appropriate subject) to review applications and conduct interviews of prospective faculty members.
4. Board policy GCF and GCK will be followed in all hiring and transfers of certificated positions.
5. The superintendent will determine all professional staff assignments. Hiring of new professional staff members must be approved by the Governing Board.

### **Position Description**

The attached position description is part of this evaluation package.

### **Qualifications**

- A bachelor's degree from an accredited four-year university.
- An appropriate teaching certificate issued by the State of Arizona.
- Meets NCLB Highly Qualified Teacher Requirements.
- Meets North Central Association requirements for subject area assigned.
- CTE Certification is required for CTE designated courses.

### **Responsible To**

The classroom teacher is directly responsible to the Principal.

### **Function**

To instruct in specific subject areas and assist students with their intellectual, emotional and psychological growth.

### **General Responsibilities**

- Implements the district philosophy of education, instructional goals, and objectives.
- Guides the learner toward the achievement of curriculum goals and communicates these goals to students.
- Assess students to determine whether desired student performance objectives are being achieved.
- Plans a program of study, after identifying student needs.
- Employs instructional methods and materials that are most appropriate for meeting State objectives.
- Identifies the possibility of learning disabilities and refers the student to appropriate specialist.
- Evaluates conscientiously and fairly the accomplishments of students and provides progress reports as required by law, district policy, and administrative regulation.
- Provides an atmosphere, physically and psychologically, conducive to learning.
- Maintains accurate permanent academic and attendance records of students.
- Counsels with colleagues, students, and/or parents as needed.
- Assists in upholding and enforcing school rules, administrative regulations, and Board of Governors Policies.
- Attends and participates in general faculty and department meetings.
- Cooperates with other staff members in planning instructional goals, objectives and methods.
- Assists in the selection of books and other instruction aids.
- Establishes and maintains cooperative relations with others.
- Maintains and improves professional competence.
- Performs other reasonable duties as may be directed by the Principal.

### **Term Of Employment**

One year contract corresponding to the dates established by the Board of Governors on the yearly calendar. Salary by Certificated Salary Scheduled as determined by the Board of Governors.

## **Evaluations**

Mingus Union High School complies with the Arizona legislature concerning teacher and principal evaluations. Please refer to the Arizona Department of Education website at [www.azed.gov/](http://www.azed.gov/) for all criteria and requirements. Mingus Union High School Governing Board for the 2013 – 2014 school year has approved the Yavapai County Education Service Agency Evaluation Rubric. This rubric will be provided to you at the beginning of the school year.

# **FOR DISTRICT PERSONNEL POLICIES**

**Go To – <http://www.mingusunion.com>**

**HS Staff – drop down to Mingus Personnel Policies**

**Policies GA – GDR** – Deal with general personnel policies, leaves & absences, Staff Conduct, Staff Welfare, Staff Grievance.

Forms available on-line or in the High School Office



## SECTION G

### Personnel

Section G of the NSBA/NEPN policy classification system provides a repository for personnel policies. This section has three main subdivisions: subsection GB presents policy topics that pertain to all employees; subsection GC is for policies that pertain to professional personnel, including administrators, who must hold educational certification by the state to serve in their positions; subsection GD is for policies pertaining to all other personnel.

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Code	Description of Policy
GA	Personnel Goals/Priority Objectives
GB	General Personnel Policies
GBA	Equal Employment Opportunity
GBAC*	Indian Preference in Employment
GBB	Staff Involvement in Decision Making
GBD	Communications with Staff Members
GBEA	Staff Ethics
GBEAA*	Staff Conflict of Interest
GBEB	Staff Conduct
GBEBB	Staff Conduct with Students
GBEBC	Gifts to and Solicitations by Staff Members
GBEC	Drug-Free Workplace
GBECA*	Nonmedical Use or Abuse of Drugs or Alcohol
GBECB*	Alcohol Use by Staff Members
GBED	Smoking by Staff Members
GBG	Staff Welfare/Protection
GBGA	Staff Health
GBGB	Staff Personal Security and Safety
GBGC	Employee Assistance
GBGCA*	Wellness Programs
GBGCB*	Staff Health and Safety
GBH	Staff Participation in Community Activities
GBI	Staff Participation in Political Activities
GBJ	Personnel Records and Files
GBK	Staff Grievances
GBP*	Prohibited Personnel Practices
GBPD*	Drug and Alcohol Testing of Employees

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See Policy Manual Located in the H.S. Office

GC	Professional Staff
GCA	Professional Staff Positions
GCB	Professional Staff Contracts and Compensation
GCBA	Professional Staff Salary Schedules
GCBAA	Merit/Performance Pay for Instructional Staff
GCBB	Administrative Staff Contracts and Compensation/Salary Schedules
GCBC	Professional Staff Supplementary Pay Plans
G CBD	Professional Staff Fringe Benefits
GCC	Professional Staff Leaves and Absences ( <i>See also</i> GCC/GDC)
GCCA	Professional Staff Sick Leave ( <i>See also</i> GCCA/GDCA)
GCCB	Professional Staff Personal/Emergency/Religious Leave ( <i>See also</i> GCCB/GDCB)
GCCC	Professional Staff Leaves of Absence without Pay ( <i>See also</i> GCCC/GDCC)
GCCD	Professional Staff Military/Legal Leave ( <i>See also</i> GCCD/GDCD)
GCCE	Professional Staff Conferences/Visitations/Workshops ( <i>See also</i> GCCE/GDCE)
GCCF	Sabbatical Leave
GCCG*	Professional Staff Voluntary Transfer of Accrued Sick Leave
GCCH*	Professional Staff Bereavement Leave ( <i>See also</i> GCCH*/GDCH*)
GCD	Professional Staff Vacations and Holidays
GCE	Professional Staff Recruiting
GCEC	Posting and Advertising of Professional Vacancies
GCF	Professional Staff Hiring
GCFC	Professional Staff Certification and Credentialing Requirements
GCG	Part-Time and Substitute Professional Staff Employment
G CGB	Arrangements for Substitute Staff Members
GCH	Professional Staff Orientation and Training
GCI	Professional Staff Development
G CID	Professional Staff Training, Workshops, and Conferences
GCJ	Professional Staff Noncontinuing and Continuing Status
GCK	Professional Staff Assignments and Transfers
GCL	Professional Staff Time Schedules and Calendars
GCM	Professional Staff Workload
GCMC	Professional Staff Meetings
G CMD	Professional Staff Extra Duty
GCMF*	Professional Staff Duties and Responsibilities
GCN	Supervision of Professional Staff Members
GCO	Evaluation of Professional Staff Members
GCP	Professional Staff Promotions
GCQ	Professional Staff Termination of Employment
GCQA	Professional Staff Reduction in Force

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See Policy Manual Located in the H.S. Office

<b>GDK</b>	Support Staff Schedules and Calendars
<b>GDL</b>	Support Staff Workload
<b>GDLA</b>	Support Staff Extra Duty
<b>GDLB</b>	Support Staff Meetings
<b>GDM</b>	Support Staff Career Development
<b>GDMB</b>	Support Staff Training, Conferences, and Workshops
<b>GDN</b>	Supervision of Support Staff Members
<b>GDO</b>	Evaluation of Support Staff Members
<b>GDOB*</b>	Drug and Alcohol Testing of Transportation Employees
<b>GDP</b>	Support Staff Promotions and Reclassification
<b>GDQ</b>	Support Staff Termination of Employment
<b>GDQA</b>	Support Staff Reduction in Force
<b>GDQB</b>	Resignation of Support Staff Members
<b>GDQC</b>	Retirement of Support Staff Members ( <i>See also</i> GCQE/GDQC)
<b>GDQD</b>	Discipline, Suspension, and Dismissal of Support Staff Members
<b>GDR</b>	Nonschool Employment by Support Staff Members

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**See Policy Manual Located in the H.S. Office**

## SUBSTITUTE GENERAL INFORMATION

### What to Expect

We try to arrange for a substitute as far in advance as possible. Some teachers know months in advance when they will be out and other times it is because of illness, which would mean a phone call early in the morning usually around 6 am. The process is:

1. The teacher submits a request to be gone to the principal and the principal approves the leave. The request is then put on the "Substitute Calendar" by the subcaller for assignment of a substitute.
  2. The subcaller begins calling substitutes and assigning them to the teacher absence date. All requests by teachers for a particular sub are honored when possible.
  3. The assignment is made and an e-mail from the "subcaller" is sent out to the teacher and to the substitute. At this point the teacher is able see who is going to sub for them by accessing the calendar. The substitute may receive a call from the teacher to review their plans for the day of their absence.
  4. On the day of the substitution the sub should report to the HS Office approximately 30 minutes before class to pick up their assignment. You will receive:
    - a. 2 copies of the class rosters. One copy of the roster should be sent to the attendance office for roll at the beginning of the each class period. The other copy is for the substitute to keep for reference.
    - b. 1 copy of the teacher's schedule.
    - c. A time sheet
    - d. Key to the classroom.
  5. At the end of the day the substitute should return the key to the front office and check out.
  6. You may leave the teacher notes on their desk as to how the day went. There are also forms in the office that you can fill out regarding your assignment. Feel free to come by and fill out a form and leave it in the office.
- 

### **Substitutes are required to:**

- ✓ **Check into the Main Office**
  - Go to the High School office sign in, and pick up:
    - Time Sheet (or verify time sheet)
    - Teacher's daily schedule
    - Class roster
    - Key
- ✓ **Check the Assigned Classroom**
  - Locate the lesson plans, seating chart, fire drill instructions and duty schedule. These things should be in every classroom.
  - Be resourceful, but if keys do not work, you cannot locate such things as lesson plans, etc. the sub caller (Bridget Hillman extension 386 or Suzan Knight extension 455) can help.
- ✓ **Check the Schedule**
  - You will, of course, refer to this throughout the day, but take a few minutes to get a general picture of what lies ahead.
  - Refer to the Bell Schedule for information regarding when classes begin and end. Check what lunch your third hour is assigned and whether or not you have duty. If you have difficulty understanding the schedule, check with a neighboring teacher or call the front office.
- ✓ **Check the Lesson Plans**
  - Please **follow the lesson plans** created by the teacher along with **classroom rules and procedures** (bell schedule, lunch time A/B, duties). The teachers usually put a lot of time into planning their absence and appreciate it when the plans are followed and the daily goals are met and learning continues.
    - If there are **no plans contact the front office**. Sometimes the teacher is out unexpectedly and will have "emergency plans" for your usage.

- Occasionally, the teacher will leave **resources on their computers** or other technology. Please let us know if you need help with basic technology knowledge.
- **Introduce yourself!** Write your name on the board so students can address you properly.
- **Take attendance.** Leave a note to teachers regarding absences and tardies. Send period attendance to Alicia Stamper each block. You may elect to send a student with a pass to the attendance office for this task.
- **Walk around!** Interact with the students during the class period! By walking around you will keep discipline problems to a minimum. If you sit and read a book, students will use that as an invitation to act out and misbehave.
- Be sure to refer to the **Student Handbook** for reference to the school rules.
- Be aware of our **Emergency Plan** for fire or lockdown. Look at the **emergency route** before classes start.
- **Leave a note.** This is the most important communication you can make to the teacher. By leaving a note, the teacher can follow up on any problems, praise, what worked, what didn't work.

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## TEACHER EVALUATION OF SUBSTITUTE

Teacher: \_\_\_\_\_

Date: \_\_\_\_\_

Substitute: \_\_\_\_\_

1. Please rate your substitute 1 – 5 with 5 being the highest rating:



2. Did your substitute follow the lesson plans?     Yes         No
3. Do you think your substitute interacted appropriately with the students?     Yes     No
4. Did the students accomplish the goals you set for them?     Yes         No
5. Was the room left orderly?     Yes     No
6. Did the sub leave you a note?     Yes         No

**Additional Comments:**

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**SUBSTITUTE EVALUATION OF ASSIGNMENT**

**Date:** \_\_\_\_\_

**Substitute Name:** \_\_\_\_\_

**MUHS Teacher's Name:** \_\_\_\_\_

**Subject:** \_\_\_\_\_

Were lesson plans provided and adequate? Yes No Comments:

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Were seating charts available? Yes No

If no seating charts were available, were you able to take roll? Yes No

Did you have any disruptive students? Yes No

Please leave an explanation of any problems: (leave the disruptive student(s) names for the teacher).

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Any suggestions that would be helpful next substituting day: \_\_\_\_\_

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## 2013/2014 PAY PERIODS

Pay Period	Start Date	End Date	Pay Date
1	7/1/2013	7/14/2013	7/19/2013
2	7/15/2013	7/28/2013	8/2/2013
3	7/29/2013	8/11/2013	8/16/2013
4	8/12/2013	8/25/2013	8/30/2013
5	8/26/2013	9/8/2013	9/13/2013
6	9/9/2013	9/22/2013	9/27/2013
7	9/23/2013	10/6/2013	10/11/2013
8	10/7/2013	10/20/2013	10/25/2013
9	10/21/2013	11/3/2013	11/8/2013
10	11/4/2013	11/17/2013	11/22/2013
11	11/18/2013	12/1/2013	12/6/2013
12	12/2/2013	12/15/2013	12/20/2013
13	12/16/2013	12/29/2013	1/3/2014
14	12/30/2013	1/12/2014	1/17/2014
15	1/13/2014	1/26/2014	1/31/2014
16	1/27/2014	2/9/2014	2/14/2014
17	2/10/2014	2/23/2014	2/28/2014
18	2/24/2014	3/9/2014	3/14/2014
19	3/10/2014	3/23/2014	3/28/2014
20	3/24/2014	4/6/2014	4/11/2014
21	4/7/2014	4/20/2014	4/25/2014
22	4/21/2014	5/4/2014	5/9/2014
23	5/5/2014	5/18/2014	5/23/2014
24	5/19/2014	6/1/2014	6/6/2014
25	6/2/2014	6/15/2014	6/20/2014
26	6/16/2014	6/29/2014	6/30/2014





2013



Approved 2-year Calendar

**July**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**August**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**September**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

2 - Freshmen Only  
5 - First Day of School

2 - Labor Day No School

**October**

S	M	T	W	T	F	S
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

14 - 18 = Fall Break No School

**November**

S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

11 = Veterans' Day No School  
27 - 29 = Thanksgiving Break No School

**December**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

23 - Jan 3 = Winter Break No School

2014

**January**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1 - 3 = Winter Break No School  
20 = MLK Day No School

**February**

S	M	T	W	T	F	S
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

14 = CTE Day (Teacher Day - No students)  
17 = Presidents Day No School

**March**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

10 - 14 = Spring Break No School

**April**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

18 = No School

**May**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

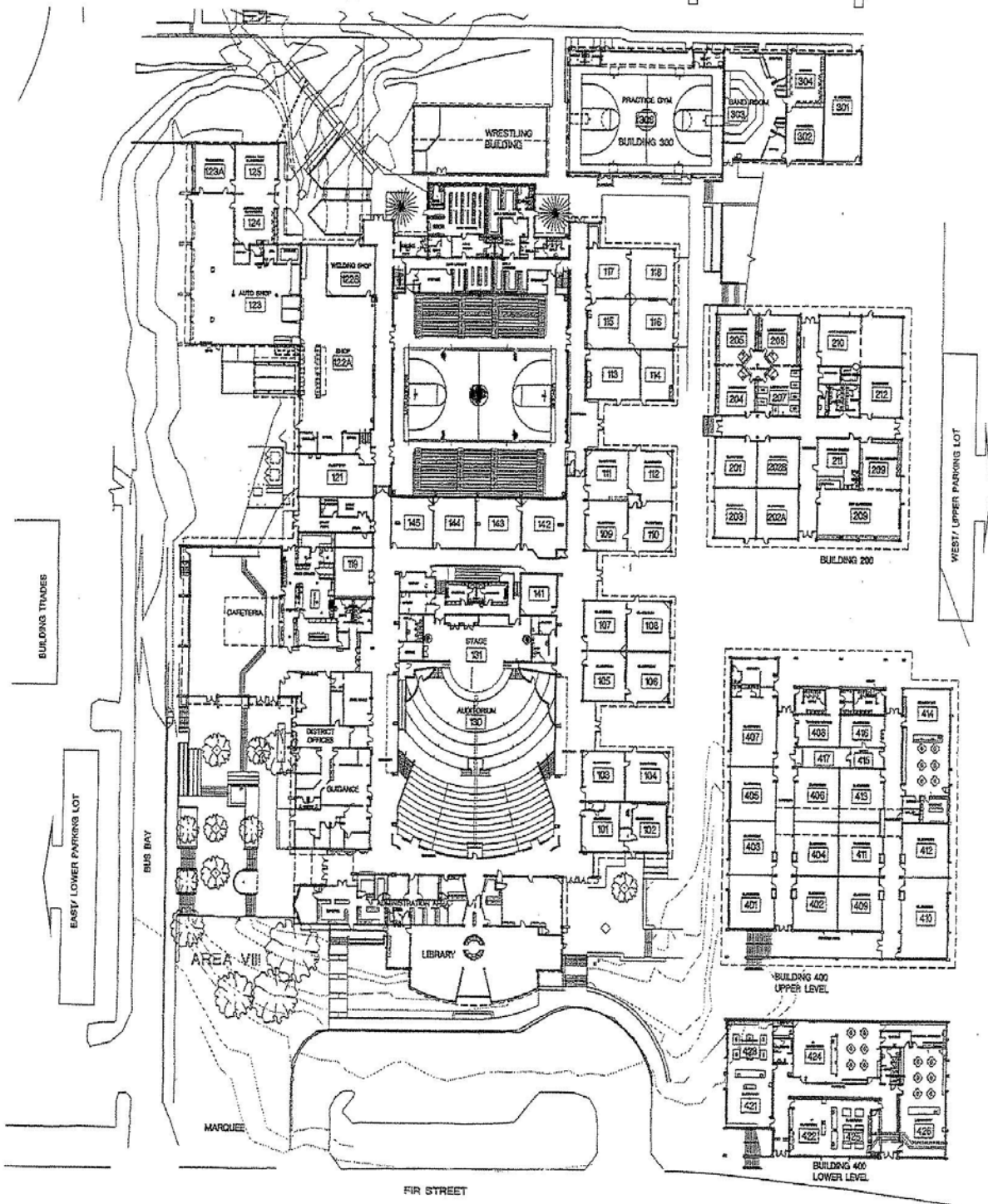
2 = VV Fair 1/2 day  
22 = Last day for Students  
23 = Graduation - Teacher Day

**June**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Summer School - June 2 - 27

# Mingus High School Campus Map



## MUHS CLASS TIME SCHEDULES

Period	Start	End	Minutes
1	8:40	9:35	55
2	9:40	10:35	55
3	10:40	11:35	55
4	11:40	12:40	60
Lunch	12:40	1:20	40
5	1:20	2:15	55
6	2:20	3:20	60

Announcements at end of 2<sup>nd</sup> period

### Special Schedules

#### Assembly Schedule

Period	Start	End	Minutes
1	8:40	9:30	50
2	9:35	10:30	50
3	10:35	11:25	50
Assembly	11:25	11:55	30
4	12:00	12:50	50
Lunch	12:50	1:30	40
5	1:35	2:25	50
6	2:30	3:20	50

Announcements at end of 2<sup>nd</sup> period

Academy at Mingus			
Session	Start	End	Minutes
Morning	7:45	11:45	
			240
Afternoon	12:00	4:00	
			240

#### ½ Day Schedule

Period	Start	End	Minutes
1	8:40	9:20	40
2	9:25	10:05	40
3	10:10	10:50	40
4	10:55	11:35	40
5	11:40	12:20	40
6	12:25	1:05	40





Today's Date: \_\_\_\_\_ Entered on calendar Date: \_\_\_\_\_  
 Mingus High School  
 1801 East Fir Street, Cottonwood, AZ 86326  
 Office: (928) 634-7531 Fax: (928) 639-4236 By: \_\_\_\_\_

**MINGUS UNION HIGH SCHOOL FACILITIES USE REQUEST**

I have reviewed the master calendar – Check this box after you have verified **THERE ARE NO CONFLICTS WITH YOUR PLANNED ACTIVITY**. This request will not be processed until you have done so.

Club/Organization: \_\_\_\_\_

Activity: \_\_\_\_\_

Requested Day(s): M T W Th F Sa Su Date: \_\_\_\_\_

Set-up Time: \_\_\_\_\_

Event Times: from \_\_\_\_\_ to \_\_\_\_\_

Room or area required (check all which apply):  
 Main Gym  Library  
 Small Gym  Library Conference Room  
 Kitchen  Cafeteria  
 Auditorium  Other \_\_\_\_\_

Equipment needed (check all which apply):  
 Podium  Microphone  
 Sound System  Bleachers  
 Chairs  Tables  
 Screen \_\_\_\_\_  
 Other \_\_\_\_\_  
 Other \_\_\_\_\_

Special Instructions: \_\_\_\_\_

Staff contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Person in charge: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

Community organizations must show proof of insurance and arrange setup/custodial fees in the bookstore before approval. Both boxes must be checked below for community requests.

Insurance verification turned in to Activities Secretary. Initial: \_\_\_\_\_  
 Fees paid to Bookstore. Initial: \_\_\_\_\_  
 Facilities use charge agreement turned in to the bookstore. Initial of Bookstore Clerk: \_\_\_\_\_

Request granted \_\_\_\_\_  
 Request denied Reason: \_\_\_\_\_

Administrator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

White copy: Activities Office Yellow copy: Custodial/Maintenance Pink copy: Originator Gold: Media

**Forms available in the HS Office**





**MINGUS UNION HIGH SCHOOL DISTRICT  
EVENT FORM**

Student Name \_\_\_\_\_ Student ID \_\_\_\_\_

Teacher \_\_\_\_\_

Activity \_\_\_\_\_ Date of Activity \_\_\_\_\_

Location of Activity \_\_\_\_\_

Special Needs \_\_\_\_\_

Method of transportation will be \_\_\_\_\_

Departure Time \_\_\_\_\_ Returning Time \_\_\_\_\_

Place of Departure \_\_\_\_\_

In case of emergency notify: Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Insurance Information (optional): Company \_\_\_\_\_

Policy # \_\_\_\_\_ Student's Date of Birth \_\_\_\_\_

Home Phone # \_\_\_\_\_ Address \_\_\_\_\_

I grant permission for my child to attend this event. If emergency medical service becomes necessary for my child, I consent to the rendering of such emergency medical service for the above named student as shall be necessary in the opinion of medical personnel rendering such service.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

You will not be allowed to go on this trip unless this form is signed and turned in to the trip sponsor.



## Fundraiser Request For Approval

### SECTION I

#### Student Leadership Section

Name of Club \_\_\_\_\_

Person requesting fundraiser: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Staff Member in Charge of Fundraiser: \_\_\_\_\_

Written Description of Fundraiser: \_\_\_\_\_  
\_\_\_\_\_

Fundraiser Purpose (funds will be used for): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Anticipated Date of Fundraiser: \_\_\_\_\_ Expected Number of Students Participating: \_\_\_\_\_

*\*\*Submit to Leadership Class for approval\*\**

Approval of Leadership Class: \_\_\_\_\_  
Leadership Sponsor \_\_\_\_\_ Date \_\_\_\_\_

*Leadership class will approve and determine that no similar or conflicting fundraisers are taking place at the same time, keep a record of requests and forward this form on to the Principal for signature. Rejection information on back.*

### SECTION II

#### Principal Approval

Principal \_\_\_\_\_ Date \_\_\_\_\_

### SECTION III

#### Business Office Approval

Account# the funds will be deposited into: \_\_\_\_\_  
*\*\*\*All reconciliation/inventory of sales forms should be attached at time of deposit/withdrawal\*\*\**

Business Manager Signature \_\_\_\_\_ Date \_\_\_\_\_

*Once all III Sections are completed and signed, a copy of this form will be returned to the staff sponsor. Please use district approved forms for deposits and withdrawals.*

**FINAL APPROVAL FORM to be submitted for Professional Growth**

Date: \_\_\_\_\_

Dear: \_\_\_\_\_  
Administrator

I have successfully completed the course work outlined on my Pre-approval Form submitted  
\_\_\_\_\_. The course(s) I have completed is/are titled:  
Date

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I have NOT completed the course(s) \_\_\_\_\_  
(List courses if any)

I have attached a copy of all documentation (transcripts, Certificates) for courses completed.

I submit these records to you with a request to grant \_ credit hours toward growth on the salary schedule.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
# Credit(s) Approved

\_\_\_\_\_  
# Credit(s) Denied

\_\_\_\_\_  
Administrator Signature

\_\_\_\_\_  
Date

Notes/Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PRE-APPROVAL FORM for those seeking advancement on salary schedule**

Dear \_\_\_\_\_:  
Administrator

As a preliminary step, I am submitting this plan for my professional growth to you for pre-approval before enrolling in courses, seminars, or workshops. I am planning to enroll in the following courses provided by \_\_\_\_\_:  
Institution

Course Title	Units	Brief Course Description	Paid?*
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

\*\*Indicate how course fee will be paid by using the following key: 1) No Fee Course, 2) My own personal funds used for tuition/registration, 3) Scholarship.

These courses will supplement my expertise in \_\_\_\_\_, which is within general pedagogy/ my teaching area/ major/ minor (circle all the apply).

I am planning to complete these courses by \_\_\_\_\_.  
Date

I understand that I will need to submit notice of actual course completion upon the conclusion of the course work. I want the satisfactory completion of these courses to be considered for (check all the apply)

- \_\_\_\_\_ District Professional Growth (movement on the schedule)
- \_\_\_\_\_ Recertification
- \_\_\_\_\_ University Credit

Sincerely,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

Submitted: \_\_\_\_\_  
Date

The coursework outlined above meets with my tentative approval

\_\_\_\_\_  
Administrator Signature

DPG0012

MINGUS UNION HIGH SCHOOL DISTRICT #4  
 1801 EAST FIR STREET, COTTONWOOD, AZ 86326

INDIVIDUAL TIME RECORD

EXTRA PAY

Game Worker      Summer Help      Tutoring      Workshops, etc.



\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
PAY PERIOD:

\_\_\_\_\_  
Project Description

**WEEK # 1**

DAY	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	TOTAL
DATE:								
Hours Worked								

**WEEK #2**

DAY	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	TOTAL
DATE:								
Hours Worked								

TOTAL HOURS TO BE PAID: \_\_\_\_\_ Add both weeks / Exclude Overtime Hours

\*\* Overtime is hours worked over 40 hours per week. All overtime must be Pre-Approved.

*By my signature I certify that this claim is just and correct and the services herein represented have been rendered.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor Signature

Revised: 7/3/2013 3:40 PM

## Absence Request

Employee Name:		Position:		Certified	Classified				
Signature required ONLY if your direct supervisor is other than the Principal.									
Supervisor Signature:			Please fill in.	Room # _____					
Type of Absence Requested:		Check one							
<input type="checkbox"/> PTO/Sick	<input type="checkbox"/> Vacation (12 mo. employees)	<input type="checkbox"/> F M L A*	Maternity/Paternity (requires pre-approval)						
<input type="checkbox"/> PTO (requires 4 days notice)	<input type="checkbox"/> Jury Duty*	<input type="checkbox"/> Military Duty	Check one						
<input type="checkbox"/> Time Off Without Pay	<input type="checkbox"/> School Business	<input type="checkbox"/> Extracurricular	Substitute Needed:						
<input type="checkbox"/> Staff Development	<input type="checkbox"/> Bereavement*	<input type="checkbox"/> Other: Explain below	Yes->	NO->					
Date(s) of Absence →	Work days affected From: _____ To: _____	Total # of hours Requested:	Sub needed for Periods: (circle )						
			0	1	2	3	4	5	6
Ack	Enter date of work days affected.	Substitute Assigned:	Local coverage:	Fill in hrs. to be out. Note if you are absent for more than 3 hrs it will be counted as a full day.					

Reason for Absence other than PTO: Please attach flyer or verification, i.e. Jury Duty Request & etc.

To call in sick call 928-634-7531 – when you hear the school’s message press 1 and then 311. This will get you to the voice mail for the subcaller. DO NOT call Alicia on the attendance line. She is not the subcaller. DON’T call Suzan or Val. When you get to the message line LEAVE A MESSAGE. Say your name clearly, what subject you teach, what periods you teach and the date you will be absent. You may also e-mail the subcaller at subcaller@muhs.com . This is a proven system. IT WORKS! Please call by 6 a.m. If you at work and need to leave call ext. 531 for assistance.

Conference: \_\_\_\_\_ Place \_\_\_\_\_  
Time: \_\_\_\_\_

*Paid Time Off other than for illness requires administrative approval and a 4-day advance notice. No more than 10% of the staff can be absent on the same day with other leave requests. Leave taken for personal reasons may not exceed 4 consecutive days without authorization (GCCA). \*See policies GCC – GCD. FMLA requires written request and superintendent approval. See reverse for more details on MUHS Leave Policies.*

Employee Signature	Date form filled out
Principal's approval required for ALL HS Staff. Turn your completed form in to the HS Office.	

<input type="checkbox"/>	Approved	Date
<input type="checkbox"/>	Denied	Date

Comments:

Received in District By:	Date
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D:\noe\K

## MUHS Leave Definitions

**Family** is defined by Board Policy as: Spouse, Children, Parents, Siblings, Grandparents, Grandchildren, Parents of spouse, Brothers or sisters of spouse, Sons-in-law or Daughters-in-law

**PTO** (Paid Time Off) for all full-time personnel is limited to your specific contract year. PTO requires a four (4)-day advance notice. No more than 10% of the staff can be absent on the same day with "other" leave requests. Leave cannot exceed more than 4 consecutive days without superintendent authorization. (GCCA) *[Example: hunting trip to Montana in October]*

**PTO Sick Leave** is for the purpose of recuperative activities. Leave due to a family illness shall not exceed three (3) days, unless an approved extension is granted by the Superintendent or Principal. (GCCA) *[Example: 111 with the Flu for two days]*

**Victim Leave** is available to employees so they can be present at proceedings where they are the victim of juvenile or adult crimes. An employee who requests victim leave can use their **PTO, sick bank** or vacation for such leave. If no leave is available, the employee shall request leave without pay. (GCCD)

**Leave Without Pay** may be granted in extenuating circumstances by the Superintendent. (GCCC) *[Out of PTO and wanting to attend a family wedding in Cancun.]*

**FMLA** (Family Medical and Leave Act) provides employees who have worked 1250 hours in the district or at least twelve months prior to requesting FMLA leave for child birth, adoption or foster care, care for son, daughter or parent, or own serious medical condition. FMLA leave is up to 12 weeks and may be paid or unpaid. Any individual considering FMLA should make an appointment with the Superintendent or Human Resources Officer and review the FMLA requirements. (GCCC) *[Example: Expecting a child and wants to stay home with the child for twelve weeks.]*

**Jury Duty** requires the employee to reimburse the district for jury duty pay when such pay is made directly to the employee. The jury duty notice shall be attached to the leave request form. (GCCD)

**Military Leave** allows an employee who serves in Reserves or National Guards to fulfill their military obligations without losing their employment. Employees can use vacation or accumulated time or may take an unpaid leave of absence. (GCCD)

**Professional Conferences/Workshops** Travel require twenty (20) days advance notice, whenever possible. The guides for granting release time include: value of the meeting or conference; available funds; availability of substitutes. (GCCE) This is discretionary professional development, things you identify that you believe will help you grow as a member of the staff and will improve student learning. *[Example: Want to attend Backwards Design Workshop on a Saturday and have the district help defray the costs.]*

**Curriculum Development** is curriculum and/or assessment work that is requested and pre-approved by the Superintendent. *[Example: It is curriculum adoption year for your department and you are asked to work on curriculum]*

**Staff Development** is any professional growth that you are required to attend as determined by the Superintendent and/or Principal. *[Example: A team is sent for NCA workshop.]*

**Extra-Curricular** is any travel or absence from work because of coaching, advising, sponsoring, etc. *[Volleyball match in Page]*

**School Business** is for meetings that are required for the fulfillment of your responsibilities. These are normally required by the Superintendent and/or principal. *[Example: IBN]*

**Sabbatical Leave** may be granted to certified teachers and administrators for a maximum of one year. Requests are due by March 15 and is governed by ARS 15-510. (GCCF)

**Bereavement Leave** may be granted for up to five (5) days of leave per year. Extensions may be granted by the Superintendent and are deducted from PTO or earned sick leave. Otherwise, if approved, it is unpaid leave. Bereavement is for the death in an employee's family as defined in GCCA and at the top of the page.

**Vacations** - The Superintendent shall approve when vacation days are to be taken. (GCD)