



**Santa Cruz Valley Union
High School**

900 North Main Street

Eloy, Arizona 85131

520-466-2200

2015-2016

**Staff
Handbook**

SANTA CRUZ VALLEY UNION HIGH SCHOOL DISTRICT #840
2015-2016 STAFF HANDBOOK

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**SANTA CRUZ VALLEY UNION HIGH SCHOOL DISTRICT #840
GOALS AND OBJECTIVES**

VISION STATEMENT

Our vision is to provide opportunities for and challenges to each individual, regardless of their cultural, ethnic, and socio-economic status; to achieve measurable and substantial academic and career/technical skills; to prepare students for an adult life of good citizenship, personal responsibility to self, family, community, and country in order that they fulfill their rights to life, liberty and the pursuit of happiness.

PURPOSE STATEMENT

The Santa Cruz Valley Union High School District teaches values, information, and skills necessary for success.

STUDENT OUTCOMES

The SCVUHS District graduate will be able to:

- Read, speak, and compute at a level required for success in society;
- Learn and utilize study skills;
- Recognize and respect cultural similarities and differences;
- Be a self-directed, independent learner;
- Understand and employ critical thinking skills;
- Take responsibility for making tasks meaningful;
- Exhibit responsible, ethical conduct resulting in respect for societal norms;
- Recognize realistic technical and academic career options in the twenty-first century;
- Participate in varied aesthetic and artistic activities;
- Engage in collaborative learning experiences through cooperative learning.

SANTA CRUZ VALLEY UNION HIGH SCHOOL DISTRICT MISSION STATEMENT

The Mission Statement of **Santa Cruz Valley Union High School**, in partnership with parents and community, is committed to offering ongoing academic excellence through:

Shaping students' futures by helping them to be
Academically successful
Nurturing students, yet
Teaching them to be
Accountable for their choices

Creating a safe environment of
Respect for self and others.
United in our commitment to help students develop a
Zeal for life-long learning

CORNERSTONES OF SANTA CRUZ VALLEY UNION HIGH SCHOOL MISSION

- Effective instructional practices
- Effective classroom management procedures and routines
- A sensitivity to and understanding of the Santa Cruz valley union high school district community
- Teaching as a reflection of lifelong learning and ongoing professional growth
- Unity and teamwork among administration, teachers, support staff, parents and community members

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 SANTA CRUZ VALLEY UNION HIGH SCHOOL DISTRICT
 GOVERNING BOARD

Ms. Elizabeth Flores..... President
 Mr. Richard Reyes..... Vice-President
 Ms. Rita Walker..... Member
 Mr. Thomas Gil..... Member
 Ms. Anna Bell Saucedo..... Member

*Board Meetings are held the second Thursday of each month.

DISTRICT ADMINISTRATION

Ms. Orlenda Roberts..... Superintendent
 Ms. Debi Tabeling..... Business Manager

BUILDING ADMINISTRATION

Mr. Oranté Jenkins..... Principal

ADMINISTRATORS’ RESPONSIBILITIES

This is not an organizational chart for the entire district, but to assist you in determining the person responsible for when questions arise.

Roberts—Superintendent

Governing Board Liaison
 Hearing Officer
 District Representative
 District Spokesperson
 Transportation
 Maintenance
 -Facilities

 -Grounds
 -Custodians
 Audits
 Federal Programs

JENKINS—Principal

Curriculum/Instruction
 Professional Development
 Continuous School Improvement
 Teacher Evaluations
 Classified Evaluations
 Teacher Recruitment
 Faculty Meetings
 SCNTIP - Jimenez
Bookstore-Gates
 Fire Drills
 Discipline
Handbooks
 -Student
 -Athletic - James
 -Coaches - James
 Announcements
 Parent Newsletters
 Master Activity Calendar
 Security
 CTE
 AdvancED

Data Management-Meza & Snesrud
 -Galileo

Athletic Director-James
 -Athletic Awards Banquets
 -Student Eligibility
 -AIA Meetings
 -Athletic Awards
 -Supervision of Athletics or designee
 -Coaches Evaluations

JENKINS—Principal Cont.

Student Activities
Club Council
 -Student Clubs
 -Class Sponsors

Supplemental Programs/Activities
 Check-n-Connect- James

 -Friday School-Starks
Student Celebrations
 -Student of the Month-Castillo

 -Perfect Attendance-James

 -Devil Dash - James
 Staff Recognition
Guidance-Jimenez
 -Registration
 -Parent/Teacher Conferences
 -Scarlet & Gray Awards
 -Academic Awards Ceremony
 -Boys & Girls State
 -Freshman Experience
 -Graduation
 -Counseling Newsletter
-Community Outreach
-Scholarships

Director of SPED Education-Kelly
 -Special Education
Attendance-Castillo

DEBI TABELING— Business Manager

Budget/Annual Financial Report

Policy Manual

Audit

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Accounts Payable/Payroll
Federal Projects
Student Activities Accounts

Technology
Travel
Food Service

Auxiliary Accounts
Bond/Construction

STAFF BY DEPARTMENT 2014-2015

District Office Staff:	Sherry Eisler Michelle Dando Liz Ibarra	Administrative Assistant Payroll Clerk Accounts Payable/Student Activities
Facilities Department:	Ralph Moran Facilities Pablo Avilez Frank Martinez Matthew Leija Filiberto Chapetti Orlando Meza	Facilities Director Utility Person Grounds/Assistant Maintenance Facilities Shift Supervisor Custodian Custodian
Food Services:	Gloria Eddy Olga Villarreal Flora Morales Manuela Parades Esther Cazares	Director of Food Services Cafeteria Worker Cafeteria Worker Cafeteria Worker Cafeteria Worker
High School Front Office:	Patricia Castillo Robin Gates Gloria Herrera Genevieve Leon	SAIS/Student Attendance Administrative Assistant/AD/Auxiliary/ Bookstore Manager Registrar High School Secretary
Security:	Algie Mitchell	Campus Security
Certified Nurse Assistant:	Angelica Rochin	CNA
Specialties:	Naomi Kelly Michael Ibarra Brittany Ibarra Jerry Olveda Thomas Paredes Dina Decker-Dixon Ferris Smith	Director of Special Education SPED Paraprofessional SPED Paraprofessional SPED Paraprofessional Math Paraprofessional Distance Learning Paraprofessional Academic Coach/Federal Programs Coordinator Test Coordinator/Career Ladder SCNTIP
SC New Teacher Induction	Frank Jimenez	SCNTIP
Career Technology Ed. (CTE)	Larry Beets Lisa Woodruff	Construction-CAVIT Culinary-CAVIT
Technology:	Aaron Bates	Director of Technology
Transportation:	Jaime Lara Carol Meza Jose Lopez Liza Rodriguez Jose Luis Cardenas Richard Reyes	Director, Eloy Elementary CAVIT Bus/Van Driver Bus Driver Bus Driver Bus Driver Van Driver

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TEACHERS BY DEPARTMENT 2015-2016

English Department		Leticia Jimenez Kamian Harmon Sommer Meza
Math Department		Rishard Davis William Askew Donna Dawson Jacquelyn Shope
Social Studies/History/Gov. Department		Ricardo Miller Steven Koenigseder
Science Department		Joseph Lewicki Victoria Ruelas
Physical Education Department	Girls Boys	Andrea Reyes-James Larry Branson
Arts Department Music		Angela LaJoie Joshua White
J.A.G.		Sommer Meza
CTE/Construction CTE/Culinary		Larry Beets Lisa Woodruff
Spanish		Lex Pruitt
Special Education Department		Jeffrey Birthwright
Guidance Counselor		Frank Jimenez
Santa Cruz Center for Success		Wallace Snestrud
Distance Learning		Dina Decker-Dixon
French		Lauren Marston

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**CO-CURRICULAR SPONSORS
CLUBS AT SANTA CRUZ**

Band.....	Joshua White
Baseball.....	Oscar Porras
Boys Basketball.....	Ron Platerio
Boys Soccer.....	Algie Mitchell
Class of 2016.....	Larry Beets
Class of 2017.....	Joshua White
Class of 2018.....	Sommer Meza
Class of 2019.....	Rishard Davis
Club Council.....	Orante Jenkins
FCCLA.....	Lisa Woodruff
Cheer.....	TBD
Football.....	Rishard Davis
Girls Basketball.....	TBD
Girls Soccer.....	Ricardo Miller
J.A.G Career Association.....	Sommer Meza
Mariachi.....	Joshua White
National Honor Society	Kamian Harmon
Skills USA	Larry Beets
Softball	Andrea James
Tennis	Ricardo Miller
Track.....	Thomas Paredes
Volleyball.....	Dave Crumbaker
Wrestling	Ray Belloc
Yearbook.....	Leticia Jimenez



**DAILY BELLSCHEDULE
2015-2016**

Full Day Schedule

A-DAY	TIME	B-DAY
PERIOD 1	8:00 AM – 9:45 AM	PERIOD 2
PERIOD 3	9:50 AM – 11:35 AM	PERIOD 4
LUNCH	11:35 AM - 12:20 PM	LUNCH
CCR	12:25 PM – 1:16 PM	CCR
PERIOD 5	1:21 PM – 3:06 PM	PERIOD 6
<u>INTERVENTION</u>	3:06 PM – 3:36 PM	INTERVENTION

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Modified Bell Schedule A

A/B DAY	TIME
PERIOD 1 OR 2	8:00 – 9:40 AM
PERIOD 3 OR 4	9:45 – 11:20 AM
PERIOD 5 OR 6	11:25 – 1:00 PM
LUNCH	1:00 – 1:30 PM
BUSES DEPART	1:30 PM

Modified Bell Schedule B

A/B DAY	TIME
PERIOD 1	8:00 – 9:00 AM
PERIOD 2	9:05 – 10:05 AM
PERIOD 3	10:10 – 11:10 AM
PERIOD 4	11:15 – 12:15 PM
LUNCH	12:15 – 1:00 PM
PERIOD 5	1:00 – 2:00 PM
PERIOD 6	2:05 – 3:05 PM
INTERVENTION	3:05 – 3:36 PM

Center for Success Bell Schedule

PERIOD 1	7:30 – 8:40 AM
PERIOD 2	8:40 – 9:50 AM
PERIOD 3	9:50 – 11:00 AM
LUNCH	11:00 – 11:30 AM
PERIOD 4	11:30 – 1:16 PM

POLICIES AND PROCEDURES

The following are policies and procedures related to the school program. From time to time, you will receive material which may be used to supplement the information provided in this handbook.

The district policy book is available from the Superintendent's office. There is a link to it on SCVUHS web-site at www.scvuhs.org.

ABSENCE OF TEACHERS

Sudden illness causing absences from teaching duties should be reported at the earliest possible time.

Call Genevieve Leon, at 520.483.4683 either the evening before or between 6:00 - 6:30 a.m. the morning of the absence.

PLEASE, UNDER NO CIRCUMSTANCES, SHOULD THE TEACHER ARRANGE FOR A SUBSTITUTE. THE FRONT OFFICE WILL ARRANGE FOR ALL SUBSTITUTES.

If teachers should find it necessary to leave campus during their project hours and/or lunch please let the office know. E-mail is acceptable.

Teachers who are covering for their colleagues during their project hour are expected to uphold the classroom and school policies in the same manner as they would in their own classrooms, including classroom management and facilitation of the lesson/activities provided by the instructor.

Personal day requests should be turned in to the Principal's office at least **one day** in advance. Personal leave requested for a school day immediately before or after a holiday, weekend, or vacation period are considered **"blackout"** days

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meaning if you are absent documentation for illness, death in the family, and/or court will be required or prior approval from the Superintendent will be required.

All absences must be approved by the administration and a request for absence form, available in the office, completed within one working day of the absence. **(Appendix A)**

The District reserves the right to require an employee to produce documentation to verify absences.

After the 3rd undocumented absence per 6 month period (July 1 – December 31 and January 1 – June 30), employee will be required to provide documentation for each additional medical, court or funeral for the remainder of the 6 month period. If no documentation is provided, pay may be docked.

All out-of-state travel and/or overnight student trips must have prior approval by the Governing Board. Requests should be submitted two months before the trip. (Appendix M)

Absences for Support Staff

Employees are required to call their supervisor or the office when they are not present for work. An absent form must be completed upon return to work and submitted to the supervisor. The supervisor will initial and submit to the District office. A supervisor may also submit the absence form. It is a good practice, to have documentation for medical, court or funeral absences. A supervisor or administrator may ask for documentation. Employees who miss three or more consecutive days may be paid for the days missed only upon presentation of a medical excuse from a licensed health practitioner. **Also, due to the 4 day work schedule, any employee who is absent three (3) or more days per 6 month period (July 1—December 31 and January 1—June 30) is required to provide documentation for medical, court or funeral.**

ACCIDENTS

All accidents, regardless of their nature, shall be reported to the office. An accident form **(Appendix B)** must be filed with the Business Manager on all accidents that occur while at work on the day the accident occurs, either by the employee, administrator, or nurse.

If a pupil under your jurisdiction has an accident during the school day or on a school sponsored activity, an accident report **(Appendix B)** (obtained in the office) must be filled out giving a detailed account of the circumstances and disposition of the case, together with any property damages involved. This must be turned in to the office on the day of the accident, or the following morning. Injured pupils should be sent immediately to the office.

If you judge that the injury is severe and requires immediate medical attention, call 911, the school nurse, and an administrator, in that order. When speaking to a 911 operator, it is important to be specific while describing the location of an accident. See Workman's Compensation

ACTIVITY BUS

Activity buses are available for students.

AGENDA ITEMS FOR STAFF MEETINGS OR GOVERNING BOARD MEETINGS

If you wish to request placement of items on the agenda for staff meetings, please submit the request to the Principal. Informational items are best dealt with in writing and sent via e-mail to the staff. Discussion items might best be dealt with in smaller groups such as department meetings.

If you wish to honor any students, please submit the request to any administrator before the end of the day the Tuesday preceding the board meeting. You must be prepared to present the recognition very near the beginning of the board meeting at 6:00 p.m. The Governing Board's regular monthly meeting is the second Thursday of the month.

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ALTERNATIVE EDUCATIONAL OPPORTUNITY

The SCVUHS offers a day alternative school. The alternative school is from 7:30 a.m. - 1:16 p.m. The students may choose to attend or the students may be assigned by the administration, hearing officer, and/or Governing Board due to academic, behavior or attendance issues.

ANNOUNCEMENTS

Announcements must be submitted via email 24 hours prior to event. Requests may be e-mailed to Genevieve Leon at gleon@scvuhs.org.

All intercom announcements will be minimized and must be approved by the administration.

Organizations are responsible for placing their own publicity in the daily announcements.

ANTI-HARRASSMENT/ANTI DISCRIMINATION

Santa Cruz Valley Union High School is committed to providing all students with a safe and supportive school environment. Members of the school community are expected to treat each other with respect. Teachers and other staff members are expected to teach and to demonstrate by example that all members of the community are entitled to respect. Harassment of a student by another student or by a teacher or other staff member is a violation of school policy. This includes (but is not limited to) harassment based on race, national origin, marital status, sex, sexual orientation, gender identity, religion, or disability. Punishable harassment is conduct, including verbal conduct, (1) that creates (or will certainly create) a hostile environment by substantially interfering with a student's educational benefits, opportunities, or performance, or with a student's physical or psychological well-being; or (2) that creates (or will certainly create) a hostile environment by substantially interfering with a student's educational benefits, opportunities, or performance, or with a student's physical or psychological well being; or (3) that is threatening or seriously intimidating.

Santa Cruz Valley Union High School is committed to equal opportunity for all students and all staff. It is school practice that no one shall be treated differently, separately, or have any adverse action directly affecting them taken on the basis of race, religion, national origin, marital status, sex, sexual orientation, gender identity, or disability where a person is otherwise qualified as a student or employee or could be with reasonable accommodation. The immediate remedy for any act of discrimination shall be to end it, treat the individual equally, and, as much as practically possible, to eradicate any effects of discrimination. Discipline will be imposed where appropriate.



ANNUAL PUBLIC NOTICE OF NON-DISCRIMINATION

Santa Cruz Valley Union High School District does not discriminate on the basis of race, color, national origin, gender, age, or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. Santa Cruz Valley Union High School District Career and Technical Education department does not discriminate in enrollment or access to any of the programs available Introduction to Construction, Introduction to Culinary Arts, Culinary Arts 1, Culinary Arts 2. The Santa Cruz Valley Union High School District 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(s). Ms. Debi Tabeling, Business Manager, 900 N. Main St. Eloy, Arizona 85132 (520) 466-2239.

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ASSEMBLIES

Santa Cruz Valley Union High School will conduct periodic assemblies throughout the year.

All teachers will sit with and be responsible for the actions of their class and/or assigned area. Assemblies in the gym or stadium will be first come first seated with all teachers supervising in assigned areas.

Before every assembly please remind students of appropriate behavior.

ASSESSMENT

ASSESSMENT:

Assessment plays a critical role in the alignment process because it helps us determine what essential learning students have mastered and where they need to go next in the learning process. Assessments can provide valuable information about student progress and the effectiveness of instruction.

One view of assessment is that the primary purpose is to measure or audit attainment. It is viewed as something separate, an activity performed after the teaching-learning cycle. It is an unchanging measure of what the student achieved. Teachers use the results to make final decisions about a relatively fixed set of instructional activities. This type of assessment is referred to a **Summative Assessment**—assessment *of* learning.

The other view is the primary purpose of assessment is to help gain important information about student learning so we can adjust instruction to meet individual student needs. **Formative Assessment**, assessment *for* learning, purpose is to improve learning and achievement. It is carried out while learning is in progress—day to day, minute by minute. It is viewed as an integral part of the teaching-learning process and it is ongoing, influenced by student need and teacher feedback. It partners teachers and students to continuously and systematically gather evidence of learning with the express goal of improving student achievement.

Your student assessment program must be designed to incorporate both formative and summative assessments. Teachers and students work together to do the following:

- Focus on learning goals.
- Take stock of where current work is in relation to the goal.
- Take action to move closer to the goal.

Galileo is a comprehensive, standards-based instructional improvement and instructional effectiveness system providing assessment and instructional tools designed to help schools implement educator effectiveness initiatives. State and Common Core State standards are built in and ready for use. Galileo assists educators in establishing instructional goals reflecting the district's curriculum, assessing goal attainment, predicting standards mastery on statewide tests, and using assessment information to drive classroom instruction and professional development. All students will be required to complete Galileo testing on a scheduled basis. Teachers will receive the results of these assessments to guide their instruction specific to individual student needs in an effort to increase student achievement.

Galileo Testing will take place during the following weeks:

- August 10th – 18th
- September 14th – 22nd
- November 2nd – 10th
- December 2nd – 10th
- January 11th – 20th
- February 8th – 17th
- March 7th – 15th
- April 18th – 26th

ATTENDANCE/TARDY POLICY FOR STUDENTS

Productivity decreases when employees are not on the job. Absenteeism is of high concern among employers and many times poor attendance is the reason for termination. Most applications ask for the number of days missed in the previous year. Equally there is a close relationship between academic success and school attendance. Good attendance habits learned and developed in school will be carried over into the world of work.

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Teachers must have their class (curriculum) set up that in addition to the expectations of having academically challenging, relevant and engaging lessons, there is a negative impact on student achievement and success if a student is absent.

- All absences must be EXCUSED and DOCUMENTED.
- Excused absences are MEDICAL, COURT, and FUNERAL.
- Parents must call the office the day of the absence (need to know where a child is)
- All absences are unexcused unless documented, a note from a doctor, a medical receipt for doctor visits or pharmacy (includes non-prescription medicines) on the date(s) of absence; a court document; a funeral program, obituary announcement or death certificate.
- A chronic illness letter from a doctor is good for one school year but the parent must still call in for each absence.
- Documentation due within 48 hours of return to school.
- Work conflicts will NOT be accepted as excuses for absences as well as babysitting, family trips, car trouble, etc. This includes days with special schedules.
- Credit will NOT be given for work due or completed during an undocumented absence.
- Please make every effort to schedule routine medical appointments after school or when school is not in session.
- Every effort is made by the office personnel to contact parents after an undocumented, unexcused absence.
- Consequences:
 - 3rd, 4th, and 5th absence: Parent contacted by school
 - Excessive documented absences: conference with parent, student, and administrator which may result in referral to an alternative or different education program.
 - Students who have not reached the age of 16 are subject to A.R.S. 15-803 (State Truancy Law). An unexcused absence for at least one class period during the day, or fifth unexcused absence will result in a referral to the Eloy Justice Court.

Tardy Policy

The most common reason for job termination is tardiness. It is an interruption for others when people arrive late to work, to social functions and to school. Being on time is expected of all of us and will be for the rest of our lives. To reinforce lifelong habits students are expected to arrive to school and to the class on time. Excused tardies are only for late school bus. **Attendance is to be taken within the first 30 minutes.**

Take attendance on PowerTeacher.

- 3 tardies = Parental contact
- 4 tardies = Parental contact and intervention meeting with administrator
- 5 tardies and beyond = Parental contact AND Friday School assigned

Designated personnel are the only persons that can direct a change in student attendance, tardy and or grades.

BENEFITS

In addition to salary and wages, the district extends medical, dental, and vision benefits to full time employees. Please see Debi Tabeling, for details.

BOMB THREATS

See Crisis Plan (Front or Back of Binder)

BOOKSTORE

The bookstore handles books, workbooks, student supplies, yearbooks and collects other fees as necessary. The counseling office handles student ID's and the front office handles student parking permits.

BREAK-INS, BURGLARIES, VANDALISM

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Please notify an administrator immediately if there appears to have been a break-in, theft or vandalism. Check to determine if anything has been disturbed. Since the police are notified of all incidents of this nature, please do not disturb any evidence until cleared by an administrator.

BUILDINGS AND FACILITIES, USE OF

Any school club, organization, or performing group must schedule through the front office and Robin Gates. This is necessary in order to avoid conflicts over use of areas, to arrange for custodial and security services, if necessary, to be in a position to answer parents' questions and to satisfy legal responsibilities. A form requesting the use of an area is available in the front office or from Robin Gates along with the cost of using the facilities.

CAFETERIA/CLOSED CAMPUS

Students are not allowed to leave campus for lunch unless checked out through the front office by a parent. It is helpful if teachers monitor this as they are out and about. Refer to Duty Groups/Duty Week. Student meal cost is \$2.75 and adult meal price is \$4.50.

CALENDAR (School)

The master calendar can be accessed on the SCVUHS web site. All school events must be registered on the master calendar in the activities office. In order to avoid scheduling of more than one activity per night, all conflicts will be reviewed by the principal. It will be based on a first come first serve basis. After an event is scheduled, only in extreme circumstances can that event be changed. See SC calendar at end of this book (**Appendix C**).

CASH

Staff members who collect student monies are directed to deliver the money to the district office for deposit. If money is received from student parking, student identification replacement cards, or extracurricular fees, deposits must be made daily. Money is kept in school vault. Under no circumstances money is not to be kept in desks or on their person, or taken home. Employees are personally responsible for any amount of money not left in the school vaults. (**Reference Procedures: Cash in School Buildings DM-R, DM-RA, DM-RB, DM-RC and DM-RD**) **USFR – (Uniform System of Financial Records) Manual Section VI-C**)

CELL PHONE USE

A school district-owned cell phone will be issued to a District employee when required by that employee's job duties and as determined by the Superintendent or his/her designee.

Additionally, the following rules shall apply regarding the use of a District-owned cell phone:

- The District enrolls in a monthly plan that provides for up to a specific number of minutes available for use. When on a monthly basis, the use exceeds the allowable minutes, the employee will be responsible for all personal calls or other data use (text messages, internet), if any, charged that month, up to the total number of minutes that exceeded the monthly allocation. Cell Phones are only to be used for district related business.
- The employee is also responsible for any additional charges incurred during each month as a result of personal use, i.e., total calls.
- Excessive charges may be paid by employee by a personal check or deducted by payroll.
- The cell phone may not be used by anyone other than the School District employee.
- Each employee assigned a district-owned cell phone must sign a Cell Phone Use agreement.

(Appendix X)

CHARACTER EDUCATION

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Recently, there has been a lot of press about business ethics and the character of individuals running these corporations. Character is the features and traits that form a person's individual moral and ethical qualities, behaviors and personality such as honesty, courage, and integrity. At Santa Cruz we endorse and live by the pillars of *Character Counts!* They are:

Trustworthiness	Respect	Responsibility	Fairness	Caring	Citizenship
<ul style="list-style-type: none"> • Be honest--don't deceive, cheat or steal • Be reliable--do what you say you'll do • Have the courage to do the right thing. • Build a good reputation. • Be loyal--stand by your family, friends, school and country. 	<ul style="list-style-type: none"> • Treat others with respect; follow the golden rule. • Be tolerant of differences. • Use good manners, not bad language. • Be considerate of the feelings of others. • Don't threaten, hit or hurt anyone. • Deal peacefully with anger, insults and disagreements. 	<ul style="list-style-type: none"> • Do what you are supposed to do. • Persevere--keep on trying! Always do your best. • Use self-control--be self-disciplined. • Think before you act--consider the consequences. • Be accountable for your choice. 	<ul style="list-style-type: none"> • Play by the rules • Take turns and share • Be open-minded; listen to others • Don't take advantage of others--don't blame others carelessly 	<ul style="list-style-type: none"> • Be kind, be compassionate and show you care • Express gratitude; forgive others; help people in need 	<ul style="list-style-type: none"> • Do your share to make your school and community better • Cooperate--stay informed; vote • Be a good neighbor--obey laws and rules • Respect authority; protect the environment.

CLASS SPONSORS

Teachers are assigned a class to sponsor that may involve supervision of some after school/weekend activities. It is an expectation that teachers, on a rotating basis, supervise float building, class sponsored dances, junior class prom, etc.

Freshmen: * Rishard Davis, William Askew, Joseph Lewicki and Angela LaJoie

Sophomores: * Sommer Meza, Wallace Snesrud, Andrea James Lisa Woodruff and Jacquelyn Shope

Juniors: * Josh White, Jeffrey Birthwright, Donna Dawson, Leticia Jimenez and Larry Branson

Seniors: * Larry Beets, Kamian Harmon, Ricardo Miller Steven Koenigseder and Victoria Ruelas

*Head sponsor

CLASSROOM SITE FUND (301)

Classroom Site funds (CSF) are proceeds of a special sales tax approved by Arizona voters in 2000, which are distributed to school districts by the Arizona Department of Education throughout the year. Guidelines for the use of the funds are prescribed by the legislature at A.R. S. 15-977, but each district designs its own plan. This plan has been prepared with input from teachers and administrators in the Santa Cruz Valley Union High School District. **(APPENDIX E)**

COMPUTER FACILITIES

There are two computer labs located in the Media Center in Rooms 27 and 39. Contact Genevieve Leon at extension 2200 to schedule. The Media Center lab in Room 39 will be available for students before school daily from 7:30am to 7:55am. A monitor will be provided in Room 39 before school.

CONCERNS, COMPLAINTS AND GRIEVANCES

Whenever a group of persons spend a large amount of time together, friction and disputes will develop, but it is important to achieving the mission of the District that there be ways in which differences can be resolved fairly, on the basis of full information from all parties to the dispute and relatively promptly. The District has different mechanisms for handling different kinds of disputes.

An employee who has a **complaint** based upon his or her role as a parent or member of the community should first try to resolve the matter informally, and then to pursue the complaint by using the forms and procedures in Section K – School-Community Relations of the District Policy Manual. Calling or writing to the Governing Board as a whole or to an

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individual Board member will delay resolution, since Policy KE requires that complaints that come to Board members be referred to the Superintendent for administrative investigation and an attempt to solve the problem. If the problem cannot be resolved by the Administration, it can be referred to the Board for review, together with the information that has been collected.

The most common complaint involves the action of a District employee; the policy to use is KEB, and its regulation and form. Policy KEC is used for complaints about instructional resources, and KED for complaints about District facilities and services. Failure to separate the roles of parent and employee may lead to violation of employment rules, and ultimately to disciplinary action. **[KE/KEB/KEC/KED]**

CONFLICT OF INTEREST

The Governing Board has adopted limitations on practices of employees designed to remove employees from situations in which their personal interests may not be the same as the District's interest.

- No employee of the District may be supervised by a close relative (father, mother, son, daughter, sister, brother, spouse or those same relatives of a spouse).
- No employee of the District shall accept gifts from any person or entity doing business, or desiring to do business, with the District, other than inexpensive novelty advertising items, business lunches or holiday gifts to be shared with other employees.
- Any employee who has or whose relative has a substantial interest in any decision of the District—contract, purchase of goods or services, employment, award, etc.—must make known that interest on a form designed by the District for such purpose and must not participate *in any manner* in the District's decision-making process.
- All employees shall fill out a conflict of interest form. If applicable, they must list any relative working for the district.

The determination of whether a particular situation constitutes a conflict of interest under state statutes, and therefore requires that an employee file a statement of a conflict of interest and not participate in related decisions, is not simple. Employees who are not sure whether or not a conflict exists should bring the matter to the attention of their supervisor so that a decision can be made by District Office staff. Common examples of situations that present conflicts are a relative who is a District student, a District employee or an owner of a business that sells or wants to sell goods or services to the District. **[GBEAA] (Appendix F)**

CREDENTIALS

All certified personnel are responsible for keeping their credentials current (includes transcripts and placement files) and certificates. Warrants cannot be drawn unless these are up to date and properly recorded with the County Superintendent and the office of the District Superintendent.

All teachers new to the District need to have on file official transcripts, a valid Arizona certificate, fingerprint clearance card, and a placement file.

IT IS ULTIMATELY THE TEACHER'S RESPONSIBILITY TO KEEP HIS/HER CERTIFICATE CURRENT.

CURRICULUM

Curriculum is the "what" of education. National, state, and local standards set the direction, and the curriculum fills in the blanks of what we want the students to know and be able to do. Make sure that you design your instruction to accomplish the delivery of the curriculum.

DISCIPLINE

A safe, orderly environment is a priority at Santa Cruz. So too, is a positive school climate. To achieve both it is essential that we work closely with our students' parents. Parents respond favorably to the opportunity to work with teachers on student's inappropriate behavior before the student is referred to the office for disciplinary action. Behaviors appropriate

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for parental involvement before office referrals are: lack of preparation (either lack of appropriate materials or supplies or failure to complete homework), inattentiveness in class, minor classroom disruptions, tardiness, poor or incomplete work, failure to dress out, etc. Discipline should provide for a positive safe learning environment. The objective of discipline is to create an atmosphere conducive to teaching and learning.

Discipline referrals to the office:

Send only those students to the office who are continued offenders, or who have committed some major offense. Teachers are encouraged to seek assistance from the counselor in working with minor infractions students commit. A written discipline referral form must be filled out on ALL STUDENTS sent to the office for discipline. These forms are available in the office or online.

Steps in filling out a paper referral:

1. Write out a separate referral for each student involved in an incident.
2. Carefully check the measures you have taken prior to this referral. Except for an emergency situation (i.e. fight, drugs, etc.) teachers are to make parent contact by phone, email, or letter BEFORE a student is sent to the office. Record parent contacts in your log and keep copies of written correspondence.
3. State only the facts when you describe the incident. It is important that you accurately and explicitly state students' responses.
4. A log entry will be entered by office staff after it is handled by an administrator with the discipline result(s).

Steps in filling out the electronic referral:

1. This form is on the P-drive.
2. Choose referral Form 2015-2016
3. Complete all of the teacher section
4. Save a copy
5. E-mail to appropriate administrator

DRESS GUIDELINES

As an employee of a school district, administrators, teachers and support staff are role models for young, impressionable people. Our actions, speech and dress have a direct impact on students' behavior.

The following are minimum requirements. Suits, ties, etc. are still appropriate and are expected the first week of school. Acceptable professional appearance includes good personal hygiene, clothes pressed or ironed, tattoos covered to the best of an individual's ability and visible body piercing should be limited to ears. If nose is pierced, should be as inconspicuous as possible.

Male Classroom: Dress slacks —khakis appropriate
Collared shirts
T-shirt with no writing and worn with jacket
Socks / Closed toe shoes*

Female Classroom: Dress slacks or dress pants
Dresses or suits-Skirts no more than 3" above knee, even if tights are worn with skirt
Sleeveless blouses & dresses that cover the shoulder to top of arm
No spaghetti straps or lasagna straps
Dress shoes or dress sandals*

PE Teachers: Walking shorts, PE coaching shorts and appropriate athletic footwear
Spandex should be worn as an undergarment only. No short, tight, revealing see through clothing, spaghetti straps or tank tops

Items Inappropriate: Shorts
Denim ***
Slippers, rubber flip flops, etc*
T-shirts with writing on it**

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Leggings/Spaghetti Straps-Lasagna Straps
Lace or Sheer Clothing

Consideration of safety and role modeling for students is important. All dress should be tempered with good taste, sense and judgment.

*Exceptions are doctors' recommendation

**Exceptions are spirit days, team or slogan is appropriate and designated by the administration.

***Exceptions are those participating in the Denim for Dust Devils Program.

DRUG FREE WORKPLACE

In compliance with federal requirements, it is a criminal offense for which an employee may be prosecuted, for any employee to use, possess, manufacture, dispense or distribute alcohol or controlled substances in or on any District property or during any activity away from school property where students or staff members are under the jurisdiction of the District. Violations will result in disciplinary action, which may include dismissal from employment. All employees will be given two copies of a Drug-Free Workplace notice to be signed. One copy appears in this handbook on the following page. The employee will be given a second copy that will be signed and maintained in the employee's personnel file.

(Appendix V)

DUPLICATING SERVICES

Faculty and staff are to use the district office copier as the primary copier.

- Reminder – please do not leave your original in the copier
- If you send print jobs from your computer, please pick up the copies in a timely manner
- Please check your copies to be sure you only take what you have copied as others are using the copier simultaneously
- If you have problems, please ask a district office staff member and they will be happy to assist

DUTY TO REPORT CHILD ABUSE, NEGLECT and INJURY

Every school employee or volunteer who learns, in the course of school employment, information that causes him/her to reasonably believe that a person under the age of eighteen (18) is or has been the victim of non-accidental physical injury, child abuse or neglect, or any crime involving sexual contact is **required** by state statute (A.R.S. § 13-3620) to immediately report the matter to law enforcement. If the person causing the injury, abuse or neglect is one who has care, custody and control of the minor, Child Protective Services needs to receive the report, but the employee can make the report to a peace officer, who will share the information with CPS. Within 72 hours after making an oral report, a written report must be filed.

Reporting the situation to a supervisor or administrator **does not fulfill the reporting obligation**. An employee can consult with a supervisor or administrator concerning whether a report needs to be made on the basis of the information the employee has, but it is the obligation of the individual employee to make the report. Failure to report is a criminal offense (either a class 1 misdemeanor or a class 6 felony, depending upon the kind of conduct against the minor that should have been reported).

District policy has a form that calls for all of the information that must be included in a written report.

[JLF]

DUTY GROUPS/DUTY WEEKS

Teachers are expected to supervise the following areas before and after school and 15 minutes of their lunch hour. Groups 1 and 2 will provide lunch supervision for the first fifteen minutes of lunch. Groups 3 and 4 will provide lunch supervision the last fifteen minutes of lunch. The assigned duty week is below. The captain of each group will make the

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assignment. Areas to be supervised are: cafeteria, commons area, north gate area, parking lot area, stadium area, and softball field and bus area.

First Semester	Groups	Second Semester	Groups
08-03-15 – 08-06-15	Group 1	01-04-16 – 01-07-16	Group 4
08-10-15 – 08-13-15	Group 2	01-11-16 – 01-14-16	Group 1
08-17-15 – 08-20-15	Group 3	01-18-16 – 01-21-16	Group 2
08-24-15 – 08-27-15	Group 4	01-25-16 – 01-28-16	Group 3
08-31-15 – 09-03-15	Group 1	02-01-16 – 02-04-16	Group 4
09-07-15 – 09-10-15	Group 2	02-08-16 – 02-11-16	Group 1
09-14-15 – 09-17-15	Group 3	02-15-16 -- 02-18-16	Group 2
09-21-15 – 09-24-15	Group 4	02-22-16 – 02-25-16	Group 3
09-28-15 – 10-01-15	Group 1	02-29-16 – 03-03-16	Group 4
10-05-15 – 10-08-15	Group 2	03-07-16 -- 03-10-16	Group 1
10-12-15 – 10-15-15	Group 3	03-14-16 – 03-17-16	Group 2
FALL BREAK		SPRING BREAK	
10-26-15 – 10-29-15	Group 4	03-28-16 – 03-31-16	Group 3
11-02-15 – 11-05-15	Group 1	04-04-16 – 04-07-16	Group 4
11-09-15 – 11-12-15	Group 2	04-11-16 – 04-14-16	Group 1
11-16-15 – 11-19-15	Group 3	04-18-16 -- 04-21-16	Group 2
11-23-15 – 11-26-15	Group 4	04-25-16 – 04-28-16	Group 3
11-30-15 – 12-03-15	Group 1	05-02-16 – 05-05-16	Group 4
12-07-15 – 12-10-15	Group 2	05-09-16 – 05-12-16	Group 1
12-14-15 – 12-17-15	Group 3	05-16-16 – 05-19-16	Group 2

Duty Group 1: Rick Miller (CAPTAIN), Sommer Meza, Jacquelyn Shope and Lisa Woodruff

Duty Group 2: Josh White (CAPTAIN), Jeffrey Birthwright, Donna Dawson, Leticia Jimenez and Larry Branson

Duty Group 3: Larry Beets (CAPTAIN), Kamian Harmon, Steven Koenigseder and Victoria Ruelas

Duty Group 4: Andrea James (CAPTAIN), William Askew, Rishard Davis, Joseph Lewicki and Angela Lajoie

EDUCATIONAL RESEARCH

In regards to questions related to personal habits and lifestyles, the Protection of Pupil Rights Amendment affords parents and students who are under age 18 certain rights regarding the District’s conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent
- Receive notice and opportunity to opt a student out of
- Receive/inspect, upon request and before administration or use

The school district has developed policies (L-0500) establishing guidelines and factors regarding decisions in connection with research involving students, teachers, and other employees. Please contact the District office before administrating any collection of information.

E-MAIL

E-mail is used as the primary source for communication. Please check your e-mails a minimum of twice daily. E-mails are used for business purposes only so please do not forward jokes and non-school mail onto others. All employees and students are required annually to sign a Use of Technology Resources agreement. Student e-mail accounts can be created if it is essential for school related use.

ELIGIBILITY FOR ATHLETIC PARTICIPATION

Eligibility to start a semester

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- Santa Cruz Valley UHS students who have made satisfactory progress toward promotion or graduation and who passed all classes at the end of the previous semester are eligible for the next 4.5 week grading period that starts the new semester and or season of sport. Exception freshman students are eligible to start the first 4.5 week grading period of the first sport they go out for.
- Students who have made satisfactory progress toward promotion or graduation, but failed a class(s) at the end of the semester, begin the new semester/season of sport under “advisement”. This advisement period is 4.5 weeks (grading period). Students may practice and compete during the advisement period.
- At the end of the 4.5 advisement/grading period, the student’s grades will be checked, if they are passing all of their classes, they are eligible for the next 4.5 week grading period.
- If a student is failing a class(s) at the end of the advisement period, they are ineligible to compete in any competition for the next 4.5 week grading period. They may continue to practice if they attend two tutoring sessions per week in the class(s) that they are failing.

Satisfactory Progress toward Promotion or Graduation

- Freshman- Auto eligible for first 4.5 grading period of their first sport.
- Sophomores- Must have earned 5.5 credits.
- Juniors- Must have earned 11 credits.
- Seniors- Must have earned 16.5 credits

Eligibility through a semester

- Eligibility for in-season athletes is to be checked every 4.5 week Grading Period (aligned with Progress Reports). For fall sports the grading period begins with the start of school. For winter and spring sports, grade checks begin with the first grading period following the start of that season of sport as determined by the A.I. A. calendar.
- Students who have passed all classes at the grading period remain eligible for the next 4.5 weeks.
- Grades will be checked every 4.5 weeks (progress reports). Students with a 59% or below in any class(s) will be ineligible the following Monday.
- These students will remain ineligible (may practice only) until they have raised their grade(s) to 60% or better.
- Students who become ineligible must meet with teachers in classes that they are failing for tutoring before/after school. Once they are passing that class(s), student will turn into the Athletic Director official documentation signed by teacher(s) showing a passing grade(s).
- Teachers have 24 hours to grade make up work.
- AD will notify coaching staff at this point that the student has regained their eligibility for the remainder of the grade check period

Non-Satisfactory Progress Eligibility

- Students who have not met the minimum number of credits toward promotion or graduation are ineligible for the start of the first semester unless they have attended summer school and have earned enough credits to get back on track for promotion or graduation. In this case they become eligible to start the semester.
- Students who have earned enough credits for promotion or graduation at the end of the first semester become eligible (possibly under advisement) for the second semester.

Transfer Students Eligibility

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- Students who have transferred to Santa Cruz Valley Union High after their freshman year will have their satisfactory progress toward promotion or graduation determined by an administrative committee made up of the principal, athletic director, counselor, or their designees. All other AIA transfer requirements must be met.
- Every 3rd and 6th week of a 9 week grading period, oral or written preliminary notice to students and their parents of pending ineligibility. (R7-2-808, State Board of Education) Every progress report (4 ½ weeks), students and their parents will receive written notification that ineligibility has been determined. (R7-2-808, State Board of Education)
- Teachers are available from 7:30 am—7:55 am, 2:55 pm—3:30 pm, and by appointment for tutoring all students. (R7-2-808, State Board of Education)
- Grades 9, 10, and 11 students must take a minimum of 5 classes per semester (AIA).
- Students who have been put on a nine day suspension pending an LTS Hearing may lose athletic eligibility for the remainder of the school year.

EQUIPMENT

A large amount of money is expended each year cleaning, painting, repairing and purchasing additional equipment. This is done because we firmly believe that the school environment should be as attractive, clean, and wholesome as we can possibly make it. Please strive to instill into each of your students a pride in the physical appearance of the school, paid for by his/her parents and other taxpayers.

Equipment must not be taken from the school site without permission from an Administrator. Equipment should not be traded among staff members or permanently moved to another location without filling out a change of location form, which can be obtained in the District Office.

Items lost or stolen should be reported immediately to Ms. Debi Tabeling, Business Manager.

School equipment and facilities cannot be made available for use for individual personal projects and repairs.

Santa Cruz Valley Union High School District will not assume any responsibility for any teachers or student's personal equipment or materials.

EVALUATION AND/OR SUPERVISION OF CERTIFIED PERSONNEL

The focus of the evaluation process is on the improvement of the teachers' classroom instruction. **(Appendix G)**

The purposes of the evaluation process are to:

- Refine or extend teachers' skills
- Maintain existing strengths of teachers' skills
- Improve self-evaluation skills of teachers

Additional purposes are to:

- Create a professional learning community
- Create a different role of the administration—leadership vs. managerial
- Allow an awareness of the teaching and learning process going on in the classrooms
- Provide the administration with concrete support for improving instruction and curriculum school wide
- Show positive results in student achievement, school climate, and teacher effectiveness

Walk-throughs will be conducted frequently. Formal observations will be announced and a minimum of 30 minutes in duration. They will consist of a pre-conference, the observation itself, and a post-conference. Informal observations are unannounced and will consist of a post-conference. In addition to the assigned evaluator there may be supplemental observations by other designated observers. The summative evaluation will consist of formal and informal observations, and data collection provided by the teacher and/or administrator. The summative evaluation instrument is at the end of this book. **(Appendix G)**

Data collection will include, but is not limited to, the suggestions as listed in the evaluation instrument.

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Teachers may have students give written feedback to the teachers at the end of each semester.

Certified Teacher Observations will be completed by JENKINS and MEZA		Classified & Other Evaluators' Assignments are:	
		<u>ROBERTS</u>	<u>JENKINS</u>
Shope	Snesrud	Facilities Director	Front Office Staff
Harmon	White	Administrative Assistant	Distance Learning Proctor
Dawson	Beets	Business Manager	Campus Security
James	LaJoie	<u>JIMENEZ</u>	Dropout Prevention Liaison
Davis	Woodruff	Registrar	Guidance Counselor
L. Jimenez	Birthwright	<u>TABELING</u>	<u>ATHLETIC DIRECTOR</u>
Koenigseder	Branson	Accounts Payable	Coaches
Lewicki	Askew	Payroll	Athletic Secretary
Meza	Ruelas	Food Service Director	A and A Supervisor
Miller		<u>JAIME LARA</u>	<u>RALPH MORAN</u>
		Bus Drivers	Custodians
			Grounds

FIELD TRIPS (Ref: Travel Section)

(See Appendix H)

FIELD TRIPS AND SCHOOL SPONSORED ACTIVITIES

Due to economic reasons, field trips will be approved on a very limited basis, if at all. Activity clubs must pay for the cost of the trip. A partial list includes entry or admission fees, cost of bus driver and gas, cost of substitute.

All out of state travel for both employees and students, and overnight trips for student activities must have prior Governing Board approval before submitting registration, travel and hotel requisitions. Requests are to be submitted to the District Office two months in advance to be placed on a Governing Board agenda. Trip request, purpose of trip, dates and time of trip, destination, names of individuals attending, cost of trip, funding information must be included in the agenda item request. No registration fees or other costs may be paid prior to Board approval.

Field trips are a privilege. Decisions to attend field trips may be based on attendance, grades, and/or behavior. Students may be banned from field trips for too many absences, doing poorly (below 60% average) in classes, failing to make up work or another reason deemed appropriate by the administration and teacher. If a student is failing ANY class, the student will not be permitted to attend the field trip. Eligibility must be confirmed 24 hours prior to the departure time of the field trip. Students will be held to the same behavior expectations that they follow when regular class is in session. Consequences for school infractions will be the same whether on or off school grounds.

Class field trips must be budgeted. Class field trips, taken during school hours, must be learning based, not reward based. Field trips are planned for educational purposes to meet classroom objectives.

Class field trips related to the curriculum will not be classified as a privilege. (i.e. band trips, yearbook training sessions)

Prior approval must be obtained from the administration by requesting the trip in writing. The request needs to include:

- Purpose of trip
- Date and time of trip
- Destination of trip
- Number of students going
- Number and names of chaperones
- Cost of trip

Documentation from the student activities secretary/treasurer (Liz Ibarra) that funds are available to cover the cost.

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After approval from the administration, the teacher will have students complete a parent permission form found in back of this book (**Appendix H**). **STUDENTS WITHOUT A SIGNED PERMISSION FORM WILL NOT BE ALLOWED TO PARTICIPATE.** In the event the district is NOT providing transportation to a school sponsored event, students are still required to complete and submit a parent permission form.

Other requirements that the teacher sponsoring the field trip must do are:

- Bus or transportation request
- Teacher's absence form
- Inform teachers and staff by e-mail of the upcoming field trip (this allows other teachers to adjust their class plans/test, etc.)
- 24 hours before the trip, please e-mail all faculty and staff the names of eligible students.
- The day of the trip, prior to departure, inform the office of students on the previously emailed list that are not attending the field trip.

All students on a field trip, along with athletes, band members, etc. are representatives of the entire school. **Please discuss with the students appropriate dress and actions.** Consequently, poor behavior will not be tolerated and school rules apply.

Any teacher that drives a school vehicle and transports students must have a Class D license (Regular).

It is imperative that all students who participate in a school-sponsored field trip use the transportation provided by the school district. If a student cannot ride both to and from the field trip in the transportation provided, he/she should not be included on the trip and should report to school as usual.

We ask that a teacher not include his/her spouse, unless acting as a chaperone, and/or children on school-sponsored field trips. Sponsors and coaches will, in addition to the driver, be responsible for the conduct of the students and the condition of the bus. Sponsors and coaches are expected to adhere to the bus rules also. **Sponsors are to disperse themselves throughout the bus.** The bus driver will have absolute authority at any time the bus is in motion.

FERPA

(FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT)

Educational Record is defined as records that contain information directly related to a student and which are maintained by an education agency or institution OR a party acting for the institution. A record is a student's name or information that an individual student can be personally identified.

Examples of Records:

- Handwritten or typewritten information
- Tapes, film, or video
- Computer records
- Attendance records
- Test scores
- Psychological records
- Application for admission
- Health information
- Teacher & counselor evaluations

There is confusion on what constitutes a record and a good example is Falvo v Owasso Independent School District case where students exchanged papers to grade. The Supreme Court ruled in favor of the school district because FERPA laws do not apply until teacher has collected and recorded in grade book.

- The rationale was student papers are not maintained (or stored) by the school district.
- Student graders are not acting for the school district.
- This was beyond what Congress intended.
- FERPA implies that educational records are institutional records kept by a single custodian, such as a registrar.

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The question remains open if a teacher's grade book is an educational record. To avoid a violation of FERPA, the safest course is to consider the teacher's grade book to be an educational record.

A school official can be a person:

- Employed by the LEA in an administrative, supervisory, academic, research, or support staff position (including law enforcement and health staff personnel);
- Elected to the Governing Board;
- A company employed by or under contract to the LEA to perform a special task such as the attorney, auditor, or collection agency;
- A student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

Personally Indefinable (Or non-releasable information) Includes all information, not defined as directory information, that the student has instructed the LEA not to release; personally identifiable information may not be released without the prior written consent of the student, except to the extent that FERPA authorizes disclosure without consent.

Legitimate educational interest is a school official that has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Access to Records: Parents or eligible students have the right to inspect and review all of the student's education records maintained by the school. Schools are not required to provide copies of materials in education records unless, for reasons such as great distance, it is impossible for parents or eligible students to inspect the records. Schools may charge a fee for copies.

Records Correction: Parents and eligible students have the right to request that a school correct records believed to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record commenting on the contested information in the record.

What can be Disclosed: FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific state law.

Posting Grades: May not post by class roster, may not leave papers/tests in a box for students to collect, may not pass back papers by circulating an entire set. Teachers may post if each student gives you a number known only to you and that student.

Custodial Issues: In a dispute over parental authority, look at the domestic court ruling or require the parties to obtain clarification from the domestic court.

Easiest Way to Comply:

- Keep papers containing student information face-down;
- Minimize your computer screen when someone comes into your classroom or office or move your screen so that information is not viewable by others;
- Lock your computer screen if you must step away from your desk;
- Place documents in a drawer or file cabinet so they can't be seen by a casual observer;
- Shred all papers containing student information when you no longer need those papers;
- Lock your classroom or office when you leave it.

To Avoid FERPA regulations do not:

- At any time, use the entire Social Security number or ID number of a student in a public posting of grades;
- Ever link the name of a student with that student's Social Security number or ID number in any public manner;

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- Leave graded tests in a stack for students to pick up by sorting through the papers of all students;
- Circulate a printed class list with student name and Social Security number, ID number, or grades as an attendance roster
- Discuss the progress of any student with anyone other than the student or parent (if the student is not an “eligible student”) without the consent of the student;
- Provide anyone with student schedules or assist anyone other than the parents or those with a “legitimate interest” in locating a student on campus.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record.

FERPA Websites:

- **The United States Government**
 - <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>
 - <http://www.ed.gov/policy/gen/guid/fpco/ferpa/students.html>
 - <http://www.ed.gov/policy/gen/guid/fpco/ferpa/lea-officials.html>
 - <http://www.ed.gov/policy/gen/guid/fpco/ferpa/parents.html>
 - <http://www.ed.gov/policy/gen/guid/fpco/pdf/ht100902b.pdf>
 - <http://www.ed.gov/policy/gen/guid/fpco/pdf/htterrorism.pdf>
 - <http://www.ed.gov/policy/gen/reg/ferpa/indextoc.html>
- **Arizona State University**
 - http://www.asu.edu/registrar/general/ferpa_policy.html
 - <http://www.asu.edu/registrar/facultyandstaff/ferpa/ferpafaqs.html>

FILM PREVIEWING

Teachers may use films, slides and videos as supplementary tools for the curriculum of their courses. It is expected that these media forms be relevant and enhancing to the class study. Movies are not to be shown in their entirety. Films can be useful for reinforcing curriculum material when just clips or segments are used.

Teachers should preview all forms of media to be used in their classes in order to insure appropriateness and relevancy. Teachers are not to show any film that is R rated. Please check with the principal on R-rated films.

Teachers will make arrangements for students who are not allowed to view any films. Film viewing form (**Appendix I**)

FIRE DRILLS

Fire drills are conducted on a monthly basis and will not be announced. Please refer to your classroom's evacuation plan and inform all students of the procedure. Keep your door unlocked and take a hard copy of your class roster. When you arrive at your destination, please take roll. If not all students are accounted for, inform the administration immediately.

FOOD AND BEVERAGES/PARTIES/CANDY AND FOOD SALES (District Admin.)

Students are not allowed to bring candy, food, or drink into the classrooms. Exception is bottled water in a clear and transparent bottle.

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- Parties and social functions should be held in the designated eating areas after school hours not during class time. Special permission should be obtained from the administration prior to the event.
- Candy/food sales will not be allowed on campus during the school day. Sales will only take place after school hours. All requests for sales must be submitted to Club Council for approval.

FOUR DAY SCHOOL WEEK

Because of general economic pressures at the state and national level, coupled with declining enrollment and over-expenditures pay back, the Santa Cruz Valley Union High School District approved a four day school week beginning FY2010. The decision was based primarily on efforts to save or more efficiently use available funds. Extensive research of the literature, interviews with administrators working in a four day school week and surveys of all stakeholders were conducted prior to the decision. The focus on student achievement was and will continue to be central to our mission. School will be in session Monday through Thursday except the weeks that there is a national/district holidays: Labor Day, Monday, September 7; Veterans' Day, Wednesday, November 11; Thanksgiving, Thursday, November 26; Martin Luther King Day, Monday, January 18; President's Day, Monday, February 15. These holidays will require a modification in the week's schedule.

FUND RAISING

All fund raising projects must be pre-approved by Mr. Jenkins and the Club Council. Governing Board Policy directs that fund-raising activities are to be guided by the following principles:

- The aim of the activity shall benefit youth in educational, civic, social, and ethical development.
- The activity shall not be detrimental to the regularly planned instruction.
- Before an expenditure request, there must be a club meeting and the members must approve the expenditure by voting.
- A copy of the minutes must accompany the expenditure request.

The proceeds of all fund-raising activities shall be deposited with the Student Activities Treasurer, Liz Ibarra, in the District Office. The funds will be deposited into the Student Activity Fund bank account. Requests for expenditures from the Student Activities account are to be signed by the club's sponsor, student officer and the dean of students, and forwarded to Liz Ibarra to process the payment. Fund Raising includes monies raised by parent groups. Parent groups must have approval in advance from the administration and Student Council. All appropriate forms must also be completed by parent group. **See Activities Handbook found in Appendix O**



GRADES/ATTENDANCE: (POWERTEACHER)

An accurate and neatly kept record of grades is essential if grades on the pupil's report card are to reflect correctly the quality of his school work, and if one is asked to justify to parents the reasonableness of those grades. Each grade should be clearly labeled to indicate for what the grade was given, (i.e. Chapter II test, Exercise 10, pg. 26, etc.). A legend should be included in the program to explain all marks and weighting system used by the teacher. The purpose for the aforementioned is to insure accurate interpretation of grades, absences and tardies by someone other than the teacher.

GRADES MUST BE KEPT CURRENT AND POSTED BY 8:00 AM EACH MONDAY. A MINIMUM OF ONE GRADE PER WEEK IS EXPECTED.

The following grading system is standard at Santa Cruz Valley Union High School:

<u>Letter</u>	<u>Percentage</u>	<u>Rating</u>
A	90 - 100	Superior

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B	80 - 89	Above Average
C	70 - 79	Average
D	60-69	Below Average
F	59 and below	Failing

The following code can be used for marking of attendance:

To indicate absence A

To indicate tardy T

PowerSchool/PowerGrade guides to follow:

1. Arrange all names alphabetically by last name (PowerGrade/PowerSchool will do this automatically).
2. At least one grade per week per student in each course taught
3. Assignments need descriptive titles with accurate due dates
4. As PowerSchool/PowerGrade is the official attendance record and official grade book, only the teacher should have access to the PowerSchool/PowerGrade program(s).
5. Grades, absences and tardies will be recorded by the teacher only and attendance personnel will verify and update.
6. In the appropriate column indicate 9 week averages for daily work, tests, and other material used in arriving at 9 week grades.
7. At each grading period there should be an explanation at the bottom of the page as to the weight given to daily work, tests, etc.

Quarter Ends: October 1, 2015, December 17, 2015, March 10, 2016 and May 19, 2016

Teacher of record is the only person that can direct a change in grades.

GRADUATION PROCEDURES

At the close of each school year, a day will be set aside for all senior grades to be turned in. There will be no exceptions - teachers must turn in final grades for all seniors.

Every effort should be made to inform seniors expecting to graduate of their status in any course in which they are enrolled in order to provide every opportunity for their success.

Graduation practice dates will be announced at the end of the spring semester. Teachers are expected to assist with supervision and to participate in the graduation ceremony.

GRIEVANCES

District policy GBK gives guidance to employees when a complaint by an employee referring to established practice, written policy or procedure arises. The purpose of the formal grievance is to insure equitable solutions to complaints at the most immediate administrative level possible.

Concerns arising from issues not in established practice, written policy or procedure do not fall under the purview of the policy and are handled by school and district administration.

HIRING OF PERSONNEL

It is the policy of the District to employ and retain the best-qualified personnel. Recruitment of personnel is the responsibility of the Superintendent, who may enlist the assistance of other administrators and supervisory staff in the selection process. The Superintendent makes recommendations to the Governing Board, which has the authority to employ and to terminate employment.

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Minimum qualifications for all District employees:

- High school diploma or GED certificate for classified
- Appropriate degree(s) and or certification for certified
- Compliance with the Selective Service registration system
- Documentary evidence of eligibility for lawful employment in the United States
- Signing of loyalty oath required by Arizona statute
- Affidavit that not awaiting trial on, and never having pled guilty to or been convicted of certain offenses.
- With limited exceptions, fingerprinting for purposes of a criminal history check. Certified personnel will be fingerprinted in connection with certification by the Arizona Department of Education.
- Qualifications specific to the position for which being considered.

HOME/SCHOOL COMMUNICATION

Contact with parents is an important component of the learning process. At the beginning of school, a course syllabus, including classroom guidelines, grading procedures, behavior expectations, statement of availability and how to access their child's grades and attendance will go home to parents. A copy will be given to the office.

Teachers will be expected to make parental contacts. A suggested number is 5 - 10 personal contacts per week including a progress report to parents by the dates listed on the school calendar. Accountability may be insured by keeping a record of parent contacts found in the Full Cycle Evaluation Process book. **(Appendix G)**

HOMEWORK

Homework and practice are instructional techniques that provide students with opportunities to deepen their understanding and skills relative to content that has been initially presented. Two common purposes for homework are:

- Practice—should be structured around content with which students have a high degree of familiarity and
- Preparation or elaboration—prepare for new content or elaborate on content that has been introduced

Homework does allow learning opportunities beyond the confines of the school day. A total of 60 to 120 minutes a night for a high school student is appropriate. This is not per class, but rather the sum of all classes. A minimum of 20 minutes per class per night is appropriate.

When assigning homework please follow the below guidelines:

- Homework policy is written in the class syllabus in order to establish and communicate a homework policy.
- Design homework assignments that clearly articulate the purpose and outcome.
- Comment on the homework and vary the approaches to providing feedback.
- Failure to do homework may result in the student being assigned before or after school tutoring.
- Teachers are to comply with front office homework requests in a timely manner.

HORIZONTAL ADVANCEMENT

Reference: GCBA-R PROFESSIONAL STAFF SALARY SCHEDULES (Professional Growth Program)

The horizontal advancement committee shall be responsible for the review, evaluation, and approval of all educational or training courses, workshops, seminars, et cetera, submitted by employees for advancement on the salary schedule. The committee shall be composed of the Superintendent or Superintendent's designee and two (2) teachers selected by the certified employees.

The following guidelines have been established for certificated personnel requesting horizontal advancement on the salary schedule:

- All teachers requesting horizontal advancement must submit a copy of the "Application for Horizontal Advancement" form to the Superintendent's office by April 15 of each year preceding the year for which the teacher wishes to receive horizontal advancement credit. The Superintendent's office will announce that these forms are available by March 15.

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- The committee will review and inform faculty of status no later than April 30.
- Horizontal advancement is permitted if funds are approved in the District budget and placed on the faculty members' contract.
- In order to receive credit for horizontal advancement the requesting teacher must apply for and receive approval from the horizontal advancement committee before taking any courses. Failure to do so may result in the teacher being denied horizontal **advancement credit for those courses.**
Only graduate courses offered by an accredited institution of higher learning and pre-approved undergraduate courses from an accredited institution are acceptable. Acceptable courses must be in the following areas:
 - Technology
 - Certificated major/minor
 - Career & Technical Education
 - Foreign Language
 - English Language Development (ELD or ELL or ESL)
 - Gifted Education
 - Special Education
 - Guidance and Counseling
 - Pursuit of an administrative degree
- Courses required to qualify for an Arizona Teaching certificate upon employment will not apply toward horizontal advancement.
- Credit will not be granted for horizontal advancement where professional leave was granted by the District or if the District has paid for the course(s). This rule applies unless the horizontal advancement committee stipulated in advance that the course(s) would be granted toward horizontal advancement. There will be no allowance for horizontal advancement if the course(s) was taken during the teacher's contract day unless special permission has been granted by the Superintendent in advance of taking such course(s).
- All teachers requesting horizontal advancement shall present to the District by October 1 of the new school year proof of having fulfilled their earlier request. In most cases, the official college transcript will be accepted as the proof required
- Once a teacher has successfully completed all of the above requirements, the teacher will receive an addendum to their contract for the current school year. The addendum shall be issued to the teacher after October 1 of the current school year, and the amended contracted salary will begin no later than the last pay period in November of the current contract year, the amount of the addendum contract to be amortized over the rest of the school year.
- Certificated staff members shall, upon written request, be provided opportunities for a hearing before the horizontal advancement committee to appeal any action taken on their request. The decision of the committee or the Superintendent after an appropriate hearing shall be final.
- Teachers are required to make applications for approval on a regular basis and to submit official documentation as courses are completed, whether horizontal advancement will take place, or not.
- The horizontal advancement committee will schedule meetings at least two (2) different times. The committee will meet between April 15 and April 30 to consider horizontal advancement applications for the following contract year. The committee will meet between October 1 and October 31 to review transcripts demonstrating completion of the April 15 application for horizontal advancement.

Adopted: 4-08

LEGAL REF.: A.R.S. §15-502

Advancement on Salary Schedule

A 3% increase was approved by the Governing Board for FY14-15 for all employees who were returning from FY13-14. The Governing Board approved a 5% raise for all returning staff for the 2015-2016 fiscal year.

IDENTIFICATION

Teachers are required to wear a school I.D.

INSTRUCTION

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The delivery of the curriculum is the instruction or the “how” of teaching. Instruction is successful only if it is well planned, has a clear objective and has a beginning, middle and end. As a classroom teacher, you will consider the curriculum and develop strategies to teach it.

At Santa Cruz, teachers will create academically challenging, relevant, and engaging lessons. Students must know and understand why they must learn the material.

Strategies are based upon the skill level of the student and their previous preparation. Because of the block scheduling, it is a must that strategies be varied during a lesson.

It is important that you teach process as well as content. If you want students to work cooperatively in groups, it is necessary to teach the process of working in groups before you have them do it.

Secondary teachers tend to use only two or three strategies while elementary teachers use about 8. Please discover new strategies and make certain that the students are involved in their learning – engaged, hands on learning.

INTERNET USE

Guidelines regarding the use of the District’s technology resources have been created in the form of an agreement. Internet violation is an area that is subject to abuse by adults and students. The agreement includes a list of the terms and conditions of acceptable use. The agreement states that it is the staff member or student’s responsibility to report any misuse of the technology to the teacher or administrator, as is appropriate. Employees and students are expected to abide by the generally acceptable rules of network etiquette. Employees and students will be required to sign such an agreement which will be placed on file. The agreement specifies that any violations of the terms and conditions. **(Appendix J)**

INVENTORY

According to the Auditor General’s office, Districts need to keep track of items that are \$1,000.00 and higher in value. The District has chosen to include equipment. (TV’s, computers, monitors, printers, projectors for smart boards) Classified and Certified Staff members will need to do an inventory of their area at the beginning of the fiscal year and at check out every year.

1. At the beginning of the year you will be given a print out of the items in your classroom.
2. You need to verify the items by the tag number (tag will be either red or black) and the serial number.
3. If you find a discrepancy, please indicate on the form what you have found.
4. You need to sign and date the bottom of the inventory form.
5. Anytime during the year items are removed from or added to your room, you must complete “Request for Authorization to Relocate Property/Equipment” and have the appropriate administrative approval/signatures. This form is found on the “P” drive in the Fixed Assets folder. Turn it into the district office so that the changes can be made.
6. At the end of the year you will receive a print out of the items in your classroom that will reflect any changes from the beginning of the year.
7. At anytime during the year or after the check out the district office will check to verify the accuracy of the inventory that you completed.
8. If there is a problem with what is in your room and what is on the inventory form it may lead to disciplinary actions.

KEYS

Keys will be distributed by High School Secretary. (Replacement Fee is \$25.00 per key)

STUDENTS SHOULD NOT BE ALLOWED TO HANDLE KEYS AND UNDER NO CIRCUMSTANCES ARE KEYS TO BE DUPLICATED.

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All building, cabinet, and gate keys are the property of the school district. Teachers may not keep school keys over the summer. Keys will be available in the office during summer months for your use.

LESSON PLANS

Teachers are to have plans available for all lessons presented to students. How detailed these plans are will depend upon the type of activity the teacher is employing to achieve the stated objectives of the lesson and/or unit of instruction. It is suggested that each daily lesson plan contains the following components:

1. Lesson Foundations
2. Orientation Phase
3. Focus Lesson Phase
4. Guided Instruction Phase
5. Productive Group Work Phase
6. Independent Learning Phase
7. Closure Phase
8. A stated list of activities to accomplish the objective and purpose. The practice and application should include meaningful activities, interaction, and feedback.
9. Assessment(s)
10. Reflections

The SCVUHS Lesson Plan Template is included in back of this book. **(Appendix K)**

Two (2) days of content-related lessons must be submitted to Principal by August 13, 2015 to be used for emergency absences.

Teachers may be asked to produce lesson plans when classroom walk-throughs and/or classroom observations are conducted.

A substitute handbook that includes lesson plans, seating charts, information for substitutes, etc. should be readily available. See Substitute section of this handbook.

LOST AND FOUND

All articles will be turned in to the school front office. Items not claimed after a designated period will be donated to a local charity.

MAKE-UP WORK

After any excused AND documented absence or absence due to a school event, a student shall be required to initiate contact with school instructors to obtain make-up work. The student may have as many days to make-up the work missed as the number of days he or she was excused plus the first day back. Work missed by students due to unexcused absences or out of school suspension may not be made up for credit. Long-term assignments are due to the teacher on the date of return to school.

In case of an extended absence, assignments may be requested by the administration. Please comply with these requests as soon as possible. If there is a problem, see the requesting person. These assignments should be completed upon the student's return.

Unexcused or undocumented absences will be dealt with differently than excused, documented absences. Teachers will accept and grade assignments missed due to unexcused or undocumented absences, but will not give credit. Each missed assignment may be recorded in the grade book as a "0". This will also apply to out of school suspension. Teachers will maintain a folder of student assignments collected while under suspension.

MAILBOXES

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Mailboxes are located in the front office and should be checked at least twice daily before and after school. Because mailboxes may contain confidential information, **students should not have access to the mailroom, unless they are an approved aide.**

MANDATORY EVENTS

All teachers will be required to attend specific events including, but not limited to:

- Parent Teacher Conferences (October and March)
- Scarlet and Gray Awards Assemblies (October and March)
- Freshman Experience Night (April)
- Academic Awards Ceremony (May)
- Graduation (May)

ORGANIZATIONAL CHART

(See Appendix L)

OUT OF STATE TRAVEL/STUDENT OVERNIGHT TRIPS

All out of state travel for both employees and students, and overnight trips for student activities must have prior Governing Board approval before submitting registration, travel and hotel requisitions. Staff members must have prior approval from their principal. Administrators must have prior approval from the Superintendent. Please submit requests to the District office **two months in advance**. Governing Board agenda items must be submitted to the District Office the Tuesday of the week before the meeting. The meeting is the second Thursday of the month. **(Appendix M)** A requisition must be submitted for expenses after a purchase order is created, then travel arrangements may be made.

Following the travel event, detailed receipts must be submitted along with a Travel Claim form for any approved meals and/or incidentals. There will be no money expended in advance. All expenses will be reimbursed if allowable and with required documentation. **(Reference District Procedures - Expense Authorization/Reimbursement – Policy DCK-RA)**

OVERTIME

Non-exempt employees (those paid an hourly wage) shall not work more hours than scheduled without prior authorization by their immediate supervisor or an administrator. If an emergency requires additional work, the employee must seek supervisory approval immediately upon the end of the emergency situation.

Non-exempt employees required to work beyond normal work hours may be required to shorten other workday(s) in the week. Non-exempt employees who work more than forty (40) hours in a workweek will normally accrue one and one-half hours of compensatory time (time off with pay) for each hour worked in excess of forty (40) hours. Employees shall be allowed to use compensatory time, with the prior approval of their supervisor, except at such times as the absence will unduly burden the District. In extraordinary circumstances, the Superintendent may give prior authorization for monetary payment for hours worked in excess of forty (40) hours per week. In accordance with the Fair Labor Standards Act, such payment will be at one and one-half times the normal hourly rate.

P- Drive

P Drive—is a public drive for SC employees. It houses documents and forms. To access the P drive

1. Log on any district computer as a staff member.
2. Double click on the my computer icon on the computer's desktop
3. Once My Computer is opened on your screen you will see a drive with the letter P:
4. The public drive is shared by all staff. If anyone desires, technology can add folders that only some staff members have access. Technology can also set up a private folder for a group of staff members. Contact technology to make necessary additions or changes.

PAID LEAVE

Vacation:

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All regular twelve (12) month support staff employees shall accumulate vacation with pay at the rate of eighty (80) hours during the first ten (10) years of employment. For year eleven (11) and thereafter, vacation shall be accumulated at the rate of one hundred twenty (120) hours per year, to a maximum allowable accumulation of one hundred twenty (120) hours possible after which time no more vacation can be earned. As accumulated vacation hours are used and drop below one hundred twenty (120) hours, an eligible employee may again accumulate vacation up to the maximum limit. Vacations shall be taken as approved by the Superintendent.

Employees shall be entitled to all legal holidays during the school year as announced by the Superintendent and in conformance with Arizona Revised Statutes. Other holidays will be established by the school calendar and work schedules.

Vacations shall be taken with prior approval of the employee's supervisor and the Superintendent, who may refuse the time requested, if the employee's absence at that time would place an undue burden on the District.
[GCD/GDD]

Sick Leave: All full-time employees earn one day per month of sick leave, which can be used for recuperative activities of the employee or members of the immediate family or household. Sick leave may also be used for medical, dental or optical appointments that cannot be scheduled on non-duty days.

- Ten-month employees may use up to two days as *personal* leave, to conduct personal business not medical in nature.
- Twelve-month employees may use up to three days as *personal* leave. **[GCCA]**

Voluntary Transfer of Sick Leave: Governing Board Policy GCCG provides for the voluntary donation of no more than five days of accrued sick leave to an employee whose prolonged absence has exhausted his/her own leave. No employee is entitled to receive sick leave from other employees, but every employee is eligible to receive donated leave.
[GCCG] (Appendix N)

Sick Leave Buyback: The District will "buy back" an employee's accrued sick leave, at the rate of \$30 per day, at the time of resignation or retirement. The employee must submit a written request no later than March 1, and payment will be made at the end of the following fiscal year. **[GCCA]**

Leave for Legal or Military Purposes: The District will grant leaves of absence for jury duty, to participate in training or a call to active duty by the military reserve or National Guard, or to attend court when the employee is a victim of a crime.

- An employee will be paid for time spent on jury duty only if the money received for jury duty is signed over to the District.
- An employee is permitted to take time off to attend court as a crime victim, but will be paid only if the employee has vacation or other leave available.
- A member of the military reserve or National Guard is entitled to be absent without loss of pay for up to thirty days in any consecutive two-year period. **[GCCD]**

Bereavement Leave: Employees may take up to five (5) days of paid leave each year in the event of death in the family (as described in policy **[GCCA]**). Upon the employee's request, the Superintendent may grant an extension of the leave, which shall be charged to the employee's earned sick leave.

PAID HOLIDAYS FOR 10 MONTH AND 12 MONTH CLASSIFIED STAFF

Holiday Schedule:

12 Month Employees

July 2, 2015 – 4th of July

September 7, 2015– Labor Day

November 11, 2015–Veterans Day

November 26, 2015 – Thanksgiving Day

December 21, 2015 – December 24, 2015

December 30 - 31, 2015–New Years Day

January 18, 2016 – Martin Luther King Jr. Day

February 15, 2016 – President's Day

May 30, 2016 – Memorial Day

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10 Month Employees

November 26, 2015– Thanksgiving Day

December 24, 2015– Christmas Eve

PARKING

Front Office will issue parking permits to all faculty and staff. The tags are to be placed on the rear view mirror.

PAY DAYS

All regular employees, including substitute teachers are required to have direct deposit.

Checks will be issued by direct deposit bi-weekly during the term of contract or agreement with the District. An employee who quits the service of the District or is terminated shall be paid a 'live check' all wages due on the regular payday for the pay period during which termination occurs. Such wages may be paid by mail if requested.

An electronic copy of the pay stub will be sent via the employee's school e-mail address. It is the employee's responsibility to inform the district of a change in status of direct deposit.

Teacher contracts include a requirement, often called a "liquidated damages provision", that a teacher who does not complete the full term of a signed contract owes the District \$1,500.00 in consideration of the cost, inconvenience and disruption to learning that occurs when a teacher leaves during or immediately prior to the school year. The District may withhold that amount from final wage payment, or may agree with individual employees to other mutually acceptable terms. The liquidated damages will not be assessed if the District initiates the teacher's leaving. The Governing Board may waive or modify the payment if the teacher's leaving is due to a circumstance beyond the teacher's reasonable control.

Most payroll checks will be direct deposit. When an exception occurs, checks may be picked up in the district office and employees are expected to sign for the check. If someone other than the school employee picks up the check, there must be a written note naming the person and a signature of the employee. The person requesting the check may have to show ID. When not picked up, checks will be mailed to the home address. For the purpose of calculating regular and overtime hours in accordance with wage and hour requirements, the district's designated work week shall begin at 12:01 a.m. on Thursday and conclude at 12:00 p.m. midnight the following Wednesday. There is a five day delay in payroll each pay period due to the auditor general's requirements.

PAY SCHEDULE

First Semester	Second Semester	
07/17/15	01/01/16	
07/31/15**	01/15/16	
08/14/15	01/29/16	** 1st pay for staff returning first week of August
08/28/15	02/12/16	
09/11/15	02/26/16	
09/25/15	03/11/16	
10/09/15	03/25/16	
10/23/15	04/08/16	
11/06/15	04/22/16	
11/20/15	05/06/16	
12/04/15	05/19/16	Teachers last day (Balance of Contract)
12/18/15	06/03/16	
	06/17/16	
	07/01/16	
	07/15/16	

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PERSONNEL RECORDS

A personnel file will be maintained in the District Office for each employee. Employees may review their own files by making a written request to the Superintendent. Access to the personnel files will be limited to authorized District staff, and documents within a file will be kept confidential unless disclosure of documents from the file is required by the Public Records Law. The District will give the employee prior notice in the event that documents from the personnel file are going to be released in response to a subpoena or a request under the Public Records Law.

Whenever information of a derogatory nature is placed in the personnel file, an employee will be allowed to review that information, and shall be allowed to submit a written reply to the information. The employee's reply will be attached to the document to which it responds, and will be maintained as part of the file.

[GBJ]

PHONE CALLS

Most classrooms are equipped with a phone. The office will make every effort to minimize the use of phones during class hours. Please use reason concerning the use of phones during the class time. Make a concerted effort to turn off your cell phone while class is in session. In your syllabus, please inform parents how to contact you.

Teachers will be notified immediately on emergency phone calls.

POLICIES and PROCEDURES

Absences

Employees are required to call their supervisor or the office when they are not present for work. An absent form must be completed upon return to work and submitted to the supervisor. The supervisor will initial and submit to the District office. A supervisor may also submit the absence form. It is a good practice, to have documentation for medical, court or funeral absences. A supervisor or administrator may ask for documentation. Employees who miss three or more consecutive days may be paid for the days missed only upon presentation of a medical excuse from a licensed health practitioner. ***Also, due to the 4 day work schedule, any employee who is absent three (3) or more days per 6 month period (July 1—December 31 and January 1—June 30) is required to provide documentation for medical, court or funeral.***

All out-of-state travel and/or overnight student trips must have prior approval by the Governing Board. Requests should be submitted two months before the trip. See Travel. **[GCCA] (Appendix A)**

POLITICAL ACTIVITIES

The District recognizes the right of its employees, as citizens, to engage in political activity. However, school time personnel, students, equipment, supplies, materials, building, or other resources may not be used to influence the outcomes of elections.

Teachers may not use the authority of their position to influence students.

Teachers who hold elective or appointive office are not entitled to time off from their school duties for reasons incident to such offices, except as such time may qualify under the leave policy.

PROGRESS REPORTS

Midway between each 9 week grading period, parents of all students will be notified, in writing of their child's progress. The teacher should also notify parents when a student's grade drops, if a student is not coming to class or if a student is not turning in homework. It is up to the instructor as to the method of notification. Parents and students may access their own grades and attendance. It is imperative that the electronic book is current. Grades should be entered in a timely manner. Each teacher must submit a minimum of one grade per student per course taught.

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Teachers are also encouraged to notify parents of positive student accomplishments.

Progress Reports/Eligibility Checks: September 1, 2015; October 1, 2015; November 17, 2015; February 2, 2016; March 10, 2016; April 19, 2016

PROJECT/PREP HOURS

Project /Prep hours are used for planning, preparing and parental contact. There are numerous times that parents and administrators need to contact a teacher during this time. Therefore, if teachers should find it necessary to leave campus during their project hour, please sign out with Genevieve Leon in the front office.

Because the substitute pool is limited, it is necessary to ask teachers to cover their colleagues' class. Every effort will be made to keep these requests to a minimum and the assignments will be on a rotation basis.

PROFESSIONAL AND UNPROFESSIONAL/IMMORAL CONDUCT

The regulation adopted by the Arizona State Board of Education to define unprofessional and immoral conduct prohibits the following conduct. Remember that such conduct must be reported to the State Board and may result in disciplinary action up to and including loss of certification and or termination.

1. Discrimination or harassment based on race, national origin, religion, sex, including sexual orientation, disability, color, or age.
2. Misrepresenting or falsifying pupil, classroom, school, or district-level data from the administration of a test or assessment.
3. Engaging in a pattern of conduct for the sole purpose or with the sole intent of embarrassing or disparaging a pupil.
4. Using the position for improper personal gain or advantage.
5. Accepting gratuities or gifts that influence judgment in the exercise of professional duties.
6. Possessing, consuming, or being under the influence of alcohol on school premises or at school-sponsored activities.
7. Illegally possessing, using, or being under the influence of marijuana, dangerous drugs, or narcotic drugs.
8. Making any sexual advance toward a pupil or child, verbal, written, or physical.
9. Engaging in sexual activity, a romantic relationship, or dating a pupil or child.
10. Submitting fraudulent requests for reimbursement of expenses or for pay.
11. Using school equipment to access pornographic, obscene, or illegal materials.
12. Engaging in conduct that would discredit the teaching profession.

There are countless legal and practical situations for which teachers may need guidance. Even experienced educators sometimes have lapses in judgment as has been evidenced by numerous press accounts. While school employees may not commit any illegal acts per se, some behavior can be misconstrued and cause a firestorm of negative publicity for the school and eventually cost an employee his/her job. The fallout caused by employees, especially teachers, engaging in inappropriate behavior is great considering that mostly minor students are involved. Behavior may be not only inappropriate, but also potentially illegal.

Young staff especially may be subject to inappropriate attention from their students. Please be reminded that what we consider to be part of being a good teacher –being friendly, showing concern for students, relating to student—can be easily misconstrued. This is especially true when the age difference between student and teacher is small, students can make the mistake of thinking of the teacher as a peer.

Teachers know that engaging in sexual relations with students or buying alcohol for or drinking with students is not only completely unacceptable it is illegal. What a teacher may not realize is that a simple gesture, such as a congratulatory hug, is borderline behavior that should be checked.

- What follows is a blueprint for how to prevent inappropriate attention from occurring in the first place, and to put a lid on exposure if it does occur. These are rules of propriety that are imposed upon the teaching staff.

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- No hugs or kisses, even on the cheek or the top of the head. Stick to handshakes and high-fives.
- Require students to use proper greetings, such as Mr. Smith or Ms. Jones. No first names are allowed.
- No dating of a student ever, even if the student is 18.
- Avoid being alone with a student. If it is impossible, keep the classroom door wide open and sit near it. Ask a colleague to walk by once in a while.
- Document any situation that could potentially come back to haunt you. Report it to the principal or other appropriate administrator.
- Don't ask about students' personal lives, especially regarding dating and social activities.
- Never socialize with students outside of school.
- Respect personal space. Instead of sitting side-by-side or leaning over a student, sit across a desk from each other.
- Do not give or accept gifts.
- Beware of doing favors, such as offering a ride home. Better to stay with the student, in public until his/her ride arrives.
- Do not comment on a student's body or figure. If a student is dressed inappropriately please send to the office. It is perfectly acceptable for a teacher to feel uncomfortable about a student's dress and not allow it in his/her classroom.

The above may be overly correct and should be tempered with good sense but it is better to be safe, than to lose a job or career, be in court, or be in the headlines.

Teachers may benefit from a colleague in which specific advice on behavior questions can be answered.

The Arizona Department of Education recently published guidelines to help educators in the state comply with statutes that require them to report alleged or suspected cases of sexual misconduct by educators against minors. District procedures require you notify an administrator immediately of alleged or suspected cases. Reporting to an administrator is not enough. After reporting to the administrator, you have an obligation to make a report to ADE. The following is a summary of several sections from the guidelines:

- A report must be made in writing or by e-mail to the state education department's investigative unit as soon as is reasonably practicable, but no later than three business days after the person first suspects or receives an allegation of misconduct.
- All school district superintendents and chief administrators of charter schools are required to make such reports.
- The standard for making a report is a reasonable suspicion or receipt of a reasonable allegation.
- School personnel are not required to investigate allegations of misconduct prior to making a report.
- If it is unclear what should be done, the best policy is to report the allegation to the proper authorities.
- Reporting statutes grant those making reports immune from civil damages, provided that the report was made in good faith.
- The "State of Arizona Reporting Procedures" can be obtained online at www.ade.az.gov/services/pio/Press-Releases/Attachments/ReportingProcedures.pdg.

Networking Web Sites and/or Blogs

Professional standards dictate that an adult should never be alone with a student in an isolated space (e.g., one student, one teacher together in a classroom with the door closed after school operating hours). This is true in online environments as well. Even though blogs, social networks, and Web sites such as *Face book*, *MySpace*, *Twitter*, *Second Life*, *LinkedIn*, *YouTube* and other emerging sites are exciting new channels to share knowledge and connect with others guidelines must be used to effectively protect personal and professional reputation.

Social networking sites such as *Face book* and *MySpace* are structured to be closed environments, and as such the Santa Cruz Valley Union High School District discourages students and teachers from using them to communicate with one another.

District/Professional Use

The following best practice guidelines have been developed from other districts, on line and industry sources.

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First and foremost, it is vital that when participating in Internet social media in a professional capacity that you are honest who you are and are thoughtful before you post.

For District/business related use of such resources:

- If you are participating on a social networking site/blog for district related business you must get the approval of your supervisor first.
- Accessing inappropriate web sites during work hours, or using your district e-mail address or resources inappropriately may result in disciplinary action.
- You must identify yourself and your position with the District. Never create an alias and never be anonymous.
- Misidentifying yourself or providing false information may result in disciplinary action.
- The scvuhs.org address attached to your name implies you are acting on behalf of the District and as such, you are expected to conduct yourself as a professional.
- When using a District E-mail address and/or equipment to participate in any social media or professional social networking activity (such as *LinkedIn* and others), your actions are public and employees will be held fully responsible for any and all activities.
- Any information shared via social networking sites and/or blogs regarding the business of the District, whether using personal or District equipment, is considered public record.
- Do not post confidential or proprietary information about the District, its students, alumni or employees. Use good ethical judgment.
- By their very nature, social media Web sites and blogs are not private. Internet search engines can find information years after it was originally posted. Comments can be forwarded or copied and archival systems save information even if you delete post.
- If you feel angry or passionate about a subject, it may not be the time to share your thoughts in a post – you should delay posting until you are calm and clear-headed.
- Thoroughly spell and grammar check your content before you post. Citizens expect that education employees set a good example when they write and speak in public. Content never disappears entirely once it is posted, so it's important you correct any errors as soon as you can. Since transparency is important, admit your mistake, apologize if necessary, correct it and move on.
- Remember that you are writing for publication, even if it's just for a social networking Web site. Refrain from making unsubstantiated statements and avoid careless comments, such as "research shows" unless you also provide full citations of the research.
- Teachers that feel that "mainstream sites" such as Face book and MySpace will add educational value that cannot be attained without such sites, should communicate their intentions with their building level administrator and the parents of their students. Teachers must remember that they should not assume that all students have access to the Internet or to social networking sites, and should not use these as the sole source of communication.
 - Let your administrator, fellow teachers and parents know about your educational network.
 - When available, use school-supported networking tools.
 - Do not say or do anything that you would not say or do in as a teacher in the classroom. (Remember that all online communications are stored and can be monitored.)
 - Have a clear statement of purpose and outcomes for the use of the networking tool.
 - Establish a code of conduct for all network participants.
 - Do not post images that include students without parental release forms on file.
 - Pay close attention to the site's security settings and allow only approved participants access to the site.

Social Networking Sites and Blogs for Personal Use:

The personal use of social networking sites or blogs creates the risk of affecting your professional career whether you want it to or not. To that end, it is vital that you conduct yourself in such a way that it doesn't adversely affect your position with the District.

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The following guidelines have been developed:

- If you participate in a social networking site for personal use, you may identify yourself as an employee of the District. If you do, you must state that you are expressing your own opinion, not that of the District. If you identify yourself as a District employee, remember, your actions will reflect not only on you but on the District as well. If you identify yourself as a District employee, readers will associate you with the District, even with the disclaimer that your views are your own.
- Never pretend to be someone else and post information about the District. Tracking tools enable supposedly anonymous posts to be traced back to their authors.
- Do not use the District's Official Seal or individual school logos, athletic logos, mascots or any other such graphic representations or images – including photographs – during your personal online activities (Web site, blogs, etc.) or on any personal sites.
- Weigh whether a particular posting puts your effectiveness as a teacher at risk.

- If you post information or comments that are not related to the District, your activities may still result in professional and/or personal repercussions. Such actions include, but are not limited to:
 - Posting of photographs, regardless of the content, which could be considered offensive to other parties and be a violation of state and/or District rules and policies;
 - Posting of information that is considered to be proprietary, copyrighted, defamatory, libelous or obscene (as defined by the courts) may be a violation of state and/or District rules and policies. Exercise caution with regards to exaggeration, colorful language, guesswork, legal conclusions, and derogatory remarks or characterizations.
- You do not have control of what others may post on social networking sites; therefore, be aware that your conduct in your private life may affect your professional life. Be vigilant about what others post about you or on your page and, if necessary, take steps to remove comments that pose a risk to you or the District.
- It is inappropriate for District employees to communicate with current students enrolled in the District on any public social networking site (Face book, MySpace, etc.). This includes becoming "friends" or allowing students to access your personal page to communicate.
 - Do not accept students as friends on personal social networking sites. Decline any student-initiated friend requests.
 - Do not initiate friendships with students.
 - Remember that people classified as "friends" have the ability to download and share your information with others. Post only what you want the world to see. Imagine your students, their parents, your administrator, visiting your site. It is not like posting something to your web site or blog and then realizing that a story or photo should be taken down. On a social networking site, basically once you post something it may be available, even after it is removed from the site.
 - Do not discuss students or coworkers or publicly criticize school policies or personnel.
 - Visit your profile's security and privacy settings. At a minimum, educators should have all privacy settings set to "only friends". "Friends of friends" and "Networks and Friends" open your content to a large group of unknown people. Your privacy and that of your family may be a risk.
- Employees should refrain from creating "personal" Web pages, etc. that permit social interaction with current students enrolled in the District. This does not include "professional" Web pages that may be used for work related reasons (homework blogs, school sports teams, etc.) All postings on work related Web pages that are related to District business are public record and must be maintained as required by law. Employees are encouraged to consult with Aaron Bates to create a Web page related to their activity that can be made a part of their location's own Web page.
- Employees should notify parents of their intention to use this media to communicate with the student and the intended purpose of such communications. All ethical and legal expectations for appropriate employee/student relationships should be followed.
- Employees should refrain from providing their personal E-mail address to students currently enrolled in the District.

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- Employees should only provide their official District E-mail address (this address can be accessed via computers at work, at home and on personal digital assistants and Smartphone's) as a way to communicate with students or parents regarding District and/or school related business.
- During the work day, employees should refrain from participating on any social networking Web site for personal reasons, even from personal equipment (i.e. their own Blackberry, iPhone, laptop, netbook, etc.)
- Employees should avoid posting personal comments – on their page or someone else's page – no matter whose equipment it is during lunch time and/or breaks since such activities will leave time-stamps that could be misinterpreted by others.
- If a staff member learns of information, on the social networking site, which falls under the mandatory reporting guidelines, they must report it as required by law.

The very nature of the Internet and social networking sites are that they are ever changing. The above guidelines are intended to provide direction if you choose to use social networking sites and/or blogs for either personal or professional reasons.

PROFESSIONAL STAFF DEVELOPMENT OPPORTUNITIES

Our ultimate goal for professional development is to have each and every teacher in our district be skilled practitioners and have a strong knowledge base of teaching. PD Fridays afford the collegial structure for teachers to be trained in research based instructional strategies and to work together engaging in tasks of teaching, learning, assessment, observation, and reflection. PD Fridays also provide the time for professional learning/training by having it built into teachers' schedules. This commitment by the Governing Board and administration publicly supports teachers' professional learning and refutes the widespread denial of the existence of a knowledge base on teaching. Increasing teacher capacity through knowledge is the most powerful, effective process for improving schools and therefore improving student achievement.

The structure will be for teachers to work individually and together in whole group, study groups, grade level and/or department meetings. Outside consultants and facilitators will still be used, but their role will be one of training, observation and feedback.

Professional Development days (8-Fridays) include: September 18, 2015; October 2, 2015; November 20, 2015; January 8, 2016; February 5, 2016; March 4, 2016; April 8, 2016; May 6, 2016.

PURCHASE PROCEDURES—REQUISITIONS, PURCHASE ORDERS, RECEIVING

ALL PURCHASES AND PREVIEW REQUIRE A PURCHASE ORDER ***PRIOR*** TO ORDERING.

Below are purchasing procedures Santa Cruz Valley Union High School staff must follow so that we may stay in compliance with the USFR standards set forth by the Auditor General and ADE.

- Prepare a requisition found in the district office, signed and dated by the person requesting, and approved by the supervisor, or administration. Make sure to fully describe the product or service being ordered: quantity, model number, size, etc. Include the unit price and multiply by the quantity, add the items ordered so the supervisor is fully aware of what is being approved. Attach supporting documentation for 3 quotes (oral or written).
 - Forward the requisition to your supervisor.
 - Once your supervisor has approved, bring it to the District Office.
 - The business manager will verify that sufficient budget capacity exists to make expenditures from the appropriate fund or return it to the requisitioning department if sufficient budget capacity is not available.
 - If there is sufficient budget capacity, the business manager will ensure that a purchase order is prepared within 72 hours of receipt. A copy of the purchase order will be given to the requestor and to Purchasing Clerk, Liz Ibarra.
 - Depending on the box checked, the purchase order will be mailed, faxed, or returned to the requestor.
- INCOMPLETE REQUISITIONS WILL BE RETURNED TO THE REQUESTOR WITHOUT PROCESSING.**

Purchases

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Purchasing procedures established by the Auditor General and the State Board of Education must be followed. While District Office staff is responsible for the details of compliance, all employees must be aware of the procedures applicable to all purchases:

- Prepare a requisition; the form is purple for the 2015-2016 fiscal year. The person requesting the purchase of goods or services must sign and date the requisition, and have it approved by the supervisor, department head, or principal. If the funds for the purchase are intended to be from a particular fund (e.g., a grant, extracurricular tax credits, something other than the M&O budget), include that information. In the box on the right side of the form, give direction as to what is to be done with the purchase order once it is issued.
- Forward the approved requisition to the business office.
NOTE: Submitting a requisition does not authorize placing an order. The requisition is a request for a Purchase Order. As its name indicates, the Purchase Order is the document that authorizes an order.
- The Business Manager will verify that appropriate procedures have been followed in selecting a vendor (If we don't have complete information on the vendor you will be asked to get a W-9 from the vendor and have it faxed to the district office) and that sufficient budget capacity exists to make the expenditure, and will provide the account code to make the expenditure from the appropriate fund.
- Incomplete requisitions will be returned, delaying the request.
- When several hundred dollars are involved, evidence that the requestor has shopped for the best price must be provided. Three quotes from three different vendors should be attached to requisition. Such evidence might be copies of pages from catalogs, newspaper ads, handwritten notations of phone calls to possible vendors and the prices quoted. If a product or service is available from only one source, indicate that.
- If there is sufficient budget capacity, the Business Manager will see that a Purchase Order is prepared, normally within 72 hours of receipt of the requisition. A copy of the Purchase Order will be given to the requestor and to the Accounts Payable Clerk, and the directions on the requisition for handling the original P.O. will be followed.
- **DO NOT make purchases with the expectation of being reimbursed. Unless the purchase has been authorized, as evidenced by your having been given a copy of a Purchase Order, or a number of the applicable Purchase Order, you can expect that you will have made a personal purchase, which may be donated to the school.**

Receiving

1. Most deliveries by commercial parcel delivery services are made to the District Office, where personnel inspect the boxes for visible damage while the carrier is still present. Damaged good should not be accepted, however, goods can be damaged without visible damage to the packaging, and it is important that all employees receiving shipments inspect the delivery promptly, and advise the District Office of the nature and quantity received.
2. Open deliveries no later than the next day after receipt. On the packing slip, invoice and **Goldenrod (RECEIVING) copy** of the Purchase Order, indicate the date the goods were received, the number received, and if any of the goods are damaged. Sign your full name and date when received.
3. Submit the documentation of receipt of the goods to the Accounts Payable Clerk, Nicki Wyble, in the District Office.
4. Receiving reports must also be prepared and retained for purchased services and construction projects for verification of performance and completion. Such receiving reports should be prepared by the district employee responsible for procuring the services or managing the project.

Discipline Procedures

Any employee not adhering to the above will be subject to a written letter of reprimand. A second offense may result in dismissal.

REPAIRS

Should repairs become necessary for any school equipment, written notice of such repairs should be emailed to Ralph Moran at rmoran@scvuhs.org. Contact technology support for computer repairs and maintenance. Email all technology requests to: techsupport@scvuhs.org.

ROOM CARE

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Teachers are responsible for the neat appearance of their rooms. See that windows are closed, lights off, and doors locked at the end of the day. If you are the last person to leave the office and/or wing, please make sure the alarm is set. If you are the last to leave the campus, please lock the gate(s). ***For custodial services, email Ralph Moran at rmoran@scvuhs.org.***

Please assist your custodian by having your students keep the floors free of waste material and keep a careful check on classroom furniture to prevent malicious damage. **** Because our exterior and most of the interior has been freshly painted, there will be no tape on walls or doors. Any announcements must be thumb tacked to cork boards and/or bulletin boards provided. THERE IS ABSOLUTELY NO EATING OR DRINKING IN THE CLASSROOM.**

SAFETY RULES, MAINTENANCE/CUSTODIAL/TRANSPORTATION

It is the responsibility of everyone to maintain the school grounds and building to ensure safety to all staff and students. The following safety rules will be followed by all members of the maintenance, custodial and grounds staff.

1. Keep work areas clean and orderly. Clean up all tools and equipment and put them up properly when a job is finished.
2. Be alert, watch for, and heed all warning signs and tags when working on such things as:
 - ✓ Electric lines
 - ✓ Water/Steam lines
 - ✓ Chemicals
 - ✓ Power equipment
3. Report any unsafe conditions to the supervisor immediately, correct the situation if possible.
4. Appropriate clothing and safety wear must be used at all times, examples include:
 - ✓ Gloves
 - ✓ Masks
 - ✓ Safety glasses
 - ✓ Hard hats
5. Horseplay, practical jokes, fighting or other disorderly conduct which may endanger any employee or student, or the operation will not be tolerated.
6. Do not perform any task unless you are trained and aware of the hazards associated with that task, examples include:
 - ✓ Boiler repair
 - ✓ Chemical use
 - ✓ Equipment use
7. Practice safe work habits. When in doubt about performing a job safely, contact the supervisor for instruction and training.
8. Be considerate of fellow employees; keep their safety in mind when working together.
9. Always perform an assigned job in a safe and proper manner. Do not take short cuts. Taking short cuts, excessive speed and ignoring established safety rules are leading causes of employee injury.
10. Follow safety lifting practices, if in doubt ask for help.
11. Make sure all fire exits and fire doors are kept clear of obstructions.
12. Follow the proper procedures for transporting students to ensure their safety. This includes that all passengers in a vehicle must wear a seat belt.
13. Be conscious of safety hazards around the transportation vehicles and campus and report them quickly to the supervisor. This includes any equipment such as windows, tires, etc that need to be repaired.
14. Maintain a schedule for inspections of vehicles and equipment to ensure all safety requirements are met.
15. Follow safety rules for each specific duty your job may require.

SCHEDULE CHANGES

Schedule changes will be limited to the first two weeks of each semester.

Changes necessitated by computer errors, coursework needed for graduation requirements, coursework passed in summer school or correspondence will be allowed.

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SCHOOL SAFETY

It is the intent of the Santa Cruz Valley Union High School District to limit the risk of injury to employees, students, and all others who may be present on school property by asking that staff members keep in mind the following safety rules.

1. Attend all training sessions on the handling of body fluids, following universal safety precautions at all times.
2. When lifting boxes, desks, supplies, etc., remember to lift with your knees, not your back.
3. Do not stand on desks or chairs to hang items on bulletin boards or from the ceiling.
4. Do not place heavy items on shelves higher than shoulder level.
5. Keep the windows and exit doors clear of obstruction in case of a fire.
6. Be conscious of safety hazards around the campus and report them quickly to the principal.
7. Do not permit horseplay, practical jokes, fighting or other disorderly conduct which may endanger any employee or student.
8. Be considerate of fellow employees; keep their safety in mind when working together.
9. Follow the proper procedures for transporting students to ensure their safety.
10. When in doubt of safe procedures including all passengers buckled, it is always better to ask than to risk injury.

All teachers should establish necessary safety precautions for their classes. This would cover such things as running or boisterous actions in classrooms or nearby hallways, throwing objects in classrooms, standing on unstable furniture, etc. in a regular classroom setting. For shop, lab, P.E. areas, and so forth, these safety rules would, of course, be more extensive.

All teachers are to be certain they have established appropriate safety rules and regulations for their classes. These should include written instructions to students regarding proper attire, use of equipment and travel precautions among other items that should be established for your particular class or area. It is important that good judgment be exercised in the supervision of all student activities.

Some other safety precautions for teachers to remember:

- Leave convenience in the past. Once you prop open a door to the outside to let in fresh air or walk to another destination, the safety of the school is in your hands.
- Remember – when you see someone that you do not recognize, address him or her by asking how you can help – even if you assume they have already been authorized. You can be as much a part of visitor management as the front office.
- Even though an empty classroom seems to be an empty threat, there is still information left behind while at lunch breaks or other breaks that intruders can steal and use.
- Teachers should be trained to know that an iPhone looks like an iPod – but a phone can be a security threat. Teachers should also know how to teach students that putting personal information on a social networking Web site can be a danger to the school.
- Teachers should know where all members of their class are at all times.

The teacher in charge of a student activity or class is not a guarantor of the safety of participants. However, the teacher and the District, as the teacher's employer, will be liable for injuries or damages to property that results from the teacher's acts or omissions that constitute negligence. Negligence includes the failure to take reasonable precautions to prevent reasonably foreseeable actions or consequences. Employees and volunteers are covered by the District's liability insurance through the Arizona School Risk Prevention Trust.

STUDENTS ARE REQUIRED TO PASS A SAFETY EXAM IN SOME CLASSES IN ORDER TO PARTICIPATE IN THE ACTIVITIES FOR EACH CLASS.

SEARCH AND SEIZURE

Searches by teachers will be conducted only in exceptional situations. Go no further than having a student empty all pockets and turn pockets inside out. More extensive searches will be handled through the administrative offices, security personnel or law enforcement personnel.

SECURITY OF BUILDINGS

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The buildings – and the people and belongings in them -- can be no more secure than the control that is exercised over possession of keys.

- Do not loan keys to anyone.
- Inform an administrator immediately if keys are lost.
- Do not attempt to have a key duplicated.

There will be a \$25 charge to replace a lost key.

Safety Rules, General

It is the intent of the Santa Cruz Valley Union High School District to limit the risk of injury to employees, students, and all others who may be present on school property by asking that staff members keep in mind the following safety rules.

1. Attend all training sessions on the handling of body fluids, following universal safety precautions at all times.

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2. When lifting boxes, desks, supplies, etc., remember to lift with your knees, not your back.
3. Do not stand on desks or chairs to hang items on bulletin boards or from the ceiling.
4. Do not place heavy items on shelves higher than shoulder level.
5. Keep the windows and exit doors clear of obstruction in case of a fire.
6. Be conscious of safety hazards around the campus and report them quickly to the principal.
7. Do not permit horseplay, practical jokes, fighting or other disorderly conduct which may endanger any employee or student.
8. Be considerate of fellow employees; keep their safety in mind when working together.
9. Follow the proper procedures for transporting students to ensure their safety.
10. When in doubt of safe procedures for doing any task, it is always better to ask than to risk injury

[EEAE/EEAG]

Safety Rules, Maintenance/Custodial/Transportation

It is the responsibility of everyone to maintain the school grounds and building to ensure safety to all staff and students. The following safety rules will be followed by all members of the maintenance, custodial and grounds staff.

16. Keep work areas clean and orderly. Clean up all tools and equipment and put them up properly when a job is finished.
17. Be alert, watch for, and heed all warning signs and tags when working on such things as:
 - ✓ Electric lines
 - ✓ Water/Steam lines
 - ✓ Chemicals
 - ✓ Power equipment
18. Report any unsafe conditions to the supervisor immediately, correct the situation if possible.
19. Appropriate clothing and safety wear must be used at all times, examples include:
 - ✓ Gloves
 - ✓ Masks
 - ✓ Safety glasses
 - ✓ Hard hats
20. Horseplay, practical jokes, fighting or other disorderly conduct which may endanger any employee or student, or the operation will not be tolerated.
21. Do not perform any task unless you are trained and aware of the hazards associated with that task, examples include:
 - ✓ Boiler repair
 - ✓ Chemical use
 - ✓ Equipment use
22. Practice safe work habits. When in doubt about performing a job safely, contact the supervisor for instruction and training.
23. Be considerate of fellow employees; keep their safety in mind when working together.
24. Always perform an assigned job in a safe and proper manner. Do not take short cuts. Taking short cuts, excessive speed and ignoring established safety rules are leading causes of employee injury.
25. Follow safety lifting practices, if in doubt ask for help.

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26. Make sure all fire exits and fire doors are kept clear of obstructions.
27. Follow the proper procedures for transporting students to ensure their safety. This includes that all passengers in a vehicle must wear a seat belt.
28. Be conscious of safety hazards around the transportation vehicles and campus and report them quickly to the supervisor. This includes any equipment such as windows, tires, etc that need to be repaired.
29. Maintain a schedule for inspections of vehicles and equipment to ensure all safety requirements are met.
30. Follow safety rules for each specific duty your job may require.

SECURITY OF CASH

Cash or checks MUST be kept in the vault, either at the high school or the District Office. Cash or checks MUST NOT be kept in classrooms or offices, whether the money is being collected by a staff member or students.

Publicize the safekeeping of funds. If it is well known by students and employees that ALL cash and checks are locked in the vaults, we may reduce the temptation to break in.

Employees are personally responsible for the money they collect, and will be liable to the District or to the student activity account suffering the loss of any money due to the employee's failure to put cash and checks into the vault. Certified employees are advised that failure to safeguard money collected in connection with employment is "unprofessional or immoral conduct" under the rules of the State Board of Education, and is required to be reported to the certification division of the Department of Education. (Appendix R- District Procedures – Cash in School Buildings)

SICK LEAVE BANK

The District recognizes the existence of circumstances under which non-job-related, seriously incapacitating, and extended illness and injury may exhaust an employee's accrued leave. To provide some measure of relief in such situations, a limited mechanism, based upon voluntary transfer of accrued leave is established. The mechanism is termed *voluntary donation of accrued personal leave*. (Reference Policy GCCBA – Professional /Support Staff Accrued Sick Leave)

Subject to the terms, conditions, and limitations referenced in Policy GCCBA, a qualifying employee may be able to receive and use personal leave in addition to the leave normally afforded to the employee by means of a grant of additional personal leave from a voluntary donation.

To be entitled to requires, and, if granted, use additional personal leave from a voluntary donation, an employee must:

- Have a non-job-related extended and seriously incapacitating illness, injury, or disability, either personally or in the immediate family. (For the purpose of this policy, the term immediate family is defined as someone who is a dependent as defined by the Arizona Tax Code.) An extended and seriously incapacitating illness, injury, or disability is one that results in a reasonably unavoidable absence of the employee from regularly assigned duties for a minimum of fifteen (15) work days.
- Have exhausted all accumulated leave days or be in a position where all such leave days will be exhausted prior to the use of any days from the personal leave donor program.
- Be a "qualifying employee". A qualified employee is an employee who qualifies for full-time employment benefits.

An employee who satisfies all of the requirements and desires to receive additional personal leave must submit a written petition to the District's personnel office.

The employee may request up to thirty (30) days of personal leave. If additional leave is warranted, the employee may later apply for additional days up to a maximum of (a) sixty (60) days per approved illness, injury or disability; or (b) ninety (90) days in any two fiscal years (July 1 to June 30), whichever limitation first occurs.

The Superintendent or the Employee Leave Bank Committee (ELBC) (if in place) shall receive the applications and shall screen for and determine eligibility.

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DONATION OF PERSONAL LEAVE

Accrued personal leave may be voluntarily donated by one employee to another employee providing all of the following conditions are met:

1. The donor employee may donate no more than five (5) days per contract year.
2. In order to be eligible to make a personal leave donation, the donor employee must have thirty (30) or more days of personal leave accumulated.
3. Donated personal leave shall be allocated on a first-offered, first-used basis and all unused personal leave offered to the recipient shall be returned to the leave donor.
4. At the time of the use of donated personal leave, each one (1) day of personal leave shall be deducted from the accumulated personal leave donor employee, and the dollar value of the donor personal leave day (the daily pay rate for that employee), shall be paid to the recipient employee.
5. Donations will not be allowed to be made to the employee's immediate supervisor.

(Appendix N)

SMOKING

There will be no use or possession of tobacco anywhere on campus per District policy and Arizona State Statute. This statute includes use & possession by adults also. The policy prohibits use or possession of tobacco products on

- School grounds
- School buildings
- School parking lots
- School playing fields
- School buses and other district vehicles
- Off-campus school-sponsored events

STAFF CONDUCT

Ethical: Everything done in this District must contribute to furthering this mission. The Governing Board and Administration appreciate your commitment to this common goal. As a guide to employee conduct that will implement, rather than obstruct, the District's goal of a community of responsible persons, the Governing Board has adopted a policy concerning staff ethics, which follows this page. **[GBEA]**

Orderly: All employees of the District are expected to conduct themselves in a manner consistent with effective and orderly education and to protect students and District property. No employee shall, by action or inaction, disrupt any legal District activity or encourage any such disruption. No employee, other than one who is a peace officer or one who has obtained specific authorization from a school administrator, shall carry or possess a weapon on school grounds. All employees shall at all times attempt to maintain order, and shall carry out all orders given them by the Superintendent.

[GBEB]

Respectful in Relationships: All personnel employed by the District are expected to relate to students of the District in a manner that maintains social and moral patterns of behavior consistent with community standards and acceptable professional conduct. Teachers and other staff members will not unnecessarily embarrass or disrespect any student. Relationships between staff members and students that include "dating", "courtship", or "romantic involvement" are prohibited. **[GBEBB]**

Staff Schedules

All staff members shall report to their duty stations on time each workday and shall, as scheduled, be available there until the designated time(s) they are scheduled to leave. The Superintendent may alter or extend the work day for meetings, special events, and activities.

Employees shall register arrival and departure by use of time clocks, or otherwise as instructed by supervisors.

In order to ensure the safety of students and the security of school campus, employees may be assigned supervisory duties during the school day. If assigned, these duty assignments shall be considered a regular part of the duties of support staff and shall be fulfilled routinely. Other employees may be temporarily assigned to student supervision. The

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administration reserves the right to alter an employee's scheduled work hours occasionally, for a specified period, or permanently.

Family members are not allowed in work areas during scheduled duty hours.

STUDENT ACTIVITIES

A Student Activities Club Sponsor Handbook is available in the district office or **(Appendix O)** in order to assure that contributions made to Santa Cruz's extracurricular activities are entitled to be treated as tax credits, there will be a nominal, onetime fee of \$5.00 assessed of each student. The principal will have discretion to allow a student who is financially unable to pay the fee to delay or waive the fee.

STUDENT ASSISTANT GUIDELINES

Student Assistants are only sanctioned after conferring with the administration. If selected students are required to sign a Student Assistant Job Description Form. Student Assistants will receive a pass/fail grade.

When selecting a student assistant, please consider the following guidelines:

1. Being a student assistant is a position of honor and responsibility. It should only be given to a **junior** or **senior** student who approaches the role with a serious attitude, and who has demonstrated a high degree of trustworthiness and maturity. In addition, such a student should be able to:

Student Assistant Guidelines

- Must be a Junior or Senior, on track for graduation and passed all sections of state mandated assessments.
 - Greet students and other visitors in a pleasant and courteous manner.
 - Perform clerical duties such as filing, typing, scanning, photocopying, answering phones, and taking messages.
 - Run errands (e.g. hang posters, drop off mail, etc.) as needed.
 - Check with assigned teacher/office personnel for work to be completed and for additional tasks.
 - Complete assigned duties without disruption to the educational environment.
 - Ensure that all information encountered remains confidential.
 - Follow directions thoroughly and independently.
 - Enter and leave a classroom respectfully and unobtrusively.
2. If at any given time you have nothing for your student assistant to do, he/she is to use the time for reading or studying. THE STUDENT REMAINS YOUR RESPONSIBILITY AND SHOULD NEVER BE ALLOWED TO ROAM THROUGHOUT THE BUILDING OR CAMPUS. NOR SHOULD YOU GIVE THE STUDENT PERMISSION TO LEAVE CAMPUS.
 3. While the student assistant is working, he/she is governed by the same conduct and citizenship requirements of other classes. If you observe inappropriate behavior from a student assistant, please alert the supervising teacher. A continuation of such behavior could result in that student's removal from the position.

It would be a good idea to discuss these points (and others) with your student assistant at the onset, so each will have a clear understanding of the expectations the job entails.

New teachers: You may have a number of students request to be your assistant. Please take a minute to check with their previous teachers for recommendations.

Teachers are to have no more than one student assistant per teaching period. Teachers should not have aides during project periods.

STUDENT ATTENDANCE POLICY

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Philosophy: Academic success is directly correlated to attendance and tardies. Administrators, counselors, campus monitors, teachers, students and parents must work together to make sure students are present and on time to each class of the day. There must also be a strong effort by each person in our community to help students arrive to class on time and be prepared to learn.

Teachers must have their class (curriculum) set up that in addition to the expectations of having academically challenging, relevant and engaging lessons, there may be a negative impact on student achievement and success if a student is absent.

- All absences must be DOCUMENTED.
- Excused absences are medical, court, and funeral.
- Parents must call the office the day of the absence (This does not excuse the absence, but informs the school that the Parents are aware their child is absent.)
- All absences are unexcused unless documented, a note from a doctor, a medical receipt for a doctor visit or pharmacy (includes non-prescription medicines) Charge; a court document; a funeral program, obituary announcement or death certificate.
- A chronic illness letter from a doctor is good for one school year. Parent must still call in for each absence.
- Documentation due within 48 hours of return to school.
- Work conflicts will not be accepted as excuses for absences as well as babysitting, family trips, car trouble, etc. This includes days with special schedules and early release days.
- Credit may not be given for work due or completed during an undocumented absence.
- Please make every effort to schedule routine medical appointments after school or when school is not in session.
- Every effort is made by the office personnel to contact parents after an undocumented, unexcused absence.

Consequences:

3rd and 4th absence

- Parent contacted by school.
- Referral to Drop-Out Prevention Liaison

5th undocumented absence

- Student will be assigned Friday School

Excessive undocumented absences

- Conference with parent, student, and administrator.
- May result in referral to an alternative or different education program.
- Referral to Truancy court

Students who have not reached the age of 16 are subject to A.R.S. 15-1803 (State Truancy Law). An unexcused absence for at least one class period during the day, or fifth unexcused absence will result in a referral to the Eloy Justice Court.

Tardies

Students arriving late to school should go directly to the Front Office and obtain a tardy Pass that indicates the student has signed in at the Front office before going to class. Students should be in their seats and prepared for the lesson to begin when the tardy bell rings.

This policy will work only if each and every person involved participates consistently to implement this policy.

Each person has a role:

Administrators – will support counselors and teachers by assigning and monitoring lunch detention, suspension, and all other interventions provided.

Student/Parent Liaison– will meet with habitually tardy students and make parent contacts.

Campus Security– will patrol the campus, monitor the flow of student traffic, and help students get to class on time.

Teachers – will make every effort to monitor the hallways during passing periods for at least the last two minutes while greeting students at the door and keep the student traffic moving and be a positive adult presence, and show students that teachers do want them to be on time.

Teachers' responsibilities include:

- Recording attendance daily in their roll books and Power School attendance for every period.
- Not allowing students out of class without a proper hall pass. Show positive role modeling by being to class on time.

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Students:

- Will arrive to each and every class on time.

Parents:

- Will support their child in arriving to school on time. Parents will communicate with teachers, advisors and administrators and support the discipline process.

****Grades may not be affected by tardies. Grades may be affected by taking away points if the student misses an assignment because of tardiness.***

Santa Cruz Valley Union High School Tardy Policy

For the purpose of this policy, a tardy will be defined as a student who is not in their seat and ready to learn when the tardy bell begins to ring.

Teachers' Responsibilities:

To require a portfolio for the implementation of the stamp requirement, students will carry the form in their portfolio to be stamped by the teacher at the end of class for each period. Stamp-earning criteria must include, but is not limited to, the following. See course syllabus for each class for specific details pertaining to that course;

- Class on time
- Following dress code
- Wearing student ID's properly
- No referral worthy behavior
- Completing homework on time

Consequences

Students without all stamps will stay in their last class' room for the **Intervention** period.

- Failure to attend Intervention may result in Friday School
- Repeated failure to attend Intervention may result in disciplinary action including but not limited to Off Campus Suspension. (OCS)
- 5 tardies will result in Friday School
- Friday School will be assigned
- No show to Friday school may result in Suspension.

Friday School will be held on administratively designated Fridays from 8am until noon. Serving Friday school will clear tardies for behavioral/attendance contract purpose, not in Power School.

****There will be no suspensions for tardies. Suspensions will only be applied for no shows to Intervention or Friday school. In addition, an incentive program will be developed to reward students for excellent attendance.***

Intervention

Students demonstrating good citizenship and organizational skills and meeting class expectations will be rewarded with the privilege of leaving school thirty minutes before the end of the school day. At 3:06pm all students who have obtained all the stamps for the day will Devil Dash! Those who have not met the expectations as outlined in their course syllabi will remain in class during the Intervention period until 3:36pm. A last-period-of-the-day, Intervention, will provide immediate consequence for failure to comply with school expectations. It will also provide a reward for those students who meet the SC standards. Every period, each teacher will check for a notebook, paper, writing utensil, book, homework, devil dash sheet, student planner and or other materials as outlined in the course syllabus. If students have met the stamp earning criteria, a stamp will be issued.

Students who have all stamps for the day are released at the beginning of the Intervention period. Those without all stamps will stay in their last class' room until the final bell. Failure to show up to class on time will result in no stamp for that class. *Note: 5 tardies will result in Friday School.*

Expectations during Intervention

- Parents cannot check students out without documentation. Those students checked out will attend Intervention the following day.
- Students not attending Intervention on the day of their missing stamp(s) may be required to serve Friday School.
- No passes or breaks during Intervention

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- Intervention will be held in each of the teacher's classrooms.
- Those not attending Intervention will be considered as ditching since they left prior to the end of the school day.

**At the end of every 4 ½ week grading period administration will hold a celebration social for all students that have acquired 80% of the reward stamps for those 4 ½ weeks and perfect attendance.

STUDENT ATTENDANCE PROCEDURES FOR SUBSTITUTE TEACHERS

Teachers are to run a copy of their "**Blank Grade book**" from the **Reports** section of the attendance program for each of their classes and place them in your **Substitute Folders**. These sheets will have students' names and ID numbers with a series of empty columns. Substitutes will write the date at the top of the column and enter an "A" for absent students, or a "T" for tardy students and send this form to the front office at the beginning of each hour and the office personnel will manually enter the attendance into the computer. The **Blank Grade book** sheets will then be returned to the teacher for future use. **Please remember to complete the class information in the *Edit* section of the attendance program so that your name and class period will automatically appear on the blank Grade book sheets.**

STUDENT HANDBOOK

See handbook in back of this book (**Appendix P**)

STUDENT PASSES

Proper student control, safety and the protection of school property require close supervision of students by all certified personnel. As a general rule, no students should be issued passes to go to the restroom or water fountain during the regular school day. All certified personnel are held accountable for the issuance of student passes and interruptions of the teaching-learning process should be carefully monitored.

At no time should a student be permitted to leave the class to see another teacher during instructional time. At no time should a student be permitted to leave the class to go to any of the school offices without first having permission from the office. Students leaving the room must carry an OFFICIAL pass which is provided in the front office.

SUPERVISION OF STUDENTS

Teachers are expected to be in the classroom during the class period. Classes should never be without the teacher's supervision whether they are being conducted in the classroom, athletic field, labs, off campus activity, etc.

Teachers are expected to supervise areas adjacent to their classrooms, including the halls before school, after school and during passing periods. Teachers are expected to assist in campus supervision even when not specifically assigned to an area. As you move around the campus, please be alert for any problems that may occur and settle them immediately, if at all possible. Report these incidents to the administration if further action is required.

Teachers are not to allow students to leave campus for any reason.

It is the responsibility of every teacher to have control of all the students in his/her class during the entire period. Teachers are not to dismiss individual students or the class as a whole before the period has ended.

SUPPORT SERVICES – CONTACT INFORMATION

MAIN CAMPUS SWITCHBOARD	520.466.2200
ENGLISH AS A SECOND LANGUAGE (ESL) PROGRAM - Dr. Naomi Kelly	520.466.2219
FACILITY, MAINTENANCE, GROUNDS, TRANSPORTATION	
Ralph Moran	520.251.3112
Robin Gates Secretary	520.466.2202
Jaime Lara, Transportation	520.466.2106
FREE AND REDUCED MEAL PROGRAM - Ms. Gloria Eddy	520.466.2231

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GUIDANCE AND COUNSELING

Mr. Frank Jimenez, Counselor
Ms. Gloria Herrera, Secretary

520.466.2211
520. 466.2214

SPECIAL EDUCATION PROGRAM

Mrs. Naomi Kelly, Director & Psychologist

520.483.0640

SUPPORT STAFF EVALUATION

Such a process, to achieve the greater measure of success, shall be predicated on the assumption that the evaluation will be a cooperative procedure, with the evaluator and the evaluate having full knowledge of the criteria, process, and results. **[GCO]**

All support personnel will be evaluated by the appropriate supervisor or administrator. A written evaluation of effectiveness of each support staff member shall be completed no later than 90 days after the first day of work, with a second evaluation performed not later than the anniversary date of employment. At least once each year thereafter, an evaluation will be conducted. The evaluation will be used to increase job proficiency and for recommending continued employment. **[GDO]**

(Appendix G)

SYLLABUS AND EXPECTATIONS

Each teacher **must** provide a course syllabus by the first day of class. The syllabus will include classroom guidelines, behavior and academic expectations, grading procedures and any other pertinent details including information to parents about accessing the Internet for their child's grades and attendance. The teacher will send home the syllabus to include a signature page for parent and student. Signature page should be returned to teacher and kept on file.

TAX CREDIT DONATION

Here is your chance to make an important contribution to education at our high school and receive an income tax credit for the full amount you contribute up to \$200 (or \$400 per married couple). Arizona tax law (ARS 43-1089.01) allows taxpayers a tax credit if they contribute to extracurricular activities in public schools. Extracurricular activities such as sports, band, overnight field trips, and clubs are not fully funded by the district. You may also contribute by payroll deduction.

Extracurricular activities are school sponsored activities that require enrolled students to pay a fee in order to participate. Such activities may include, but are not limited to, use of band uniforms, use of equipment or uniforms for varsity athletics, use of scientific laboratory equipment or materials, or in-state or out-of-state trips that are solely for competitive events. Extracurricular activities do not include any senior trips or events that are recreational, amusement or tourist activities. Generally, any optional, noncredit, educational or recreational activities that supplement the education program of the school are considered to be extracurricular activities. **(Appendix Q)**

TIME SHEETS

Time sheets are printed by the payroll clerk the Thursday prior to pay day. Time sheets are verified by employees and submit any absence forms or missed time clock forms needed. All time sheets are signed by supervisors. Pay weeks are from Thursday to Wednesday. *For the purpose of calculating regular and overtime hours in accordance with wage and hour requirements, the districts designated work week shall begin at 12:01 a.m. on Thursday and conclude at 12:00 p.m. midnight the following Wednesday.* **(Refer to Procedures – Payroll Procedures/Schedule – DKA-RA)**

TRANSPORTATION (VEHICLE) REQUESTS

1. Complete transportation request form.
 - These forms may be picked up in the front office or in District office.

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- Complete forms and have signed by Principal or Supervisor
 - Submit form to the Administrative Assistant (Sherry Eisler) in the District Office
 - A copy of your Driver's License & current insurance card needs to be submitted to the District Office
 - Family members must have prior authorization from the Superintendent before being allowed to ride in school vehicles. A waiver form must be signed by the individual or parent of minor child.
 - If you are taking your own vehicle, you must have prior authorization from the Superintendent. If a school vehicle is available, you will not be reimbursed for your mileage or gas.
2. The Administrative Assistant will fax the form to Jaime Lara, Transportation Director, Eloy Elementary Bus Barn or to Ralph Moran, Facilities Director
- Requests for buses will require additional time to process.
 - Use of Cars and Vans:
 - Keys, fuel cards and paperwork will be given to the driver by Sherry Eisler.
 - Use of Seatbelts:
 - **ALL passengers MUST USE SEATBELTS.** Drivers MUST ensure all passengers are wearing seat belts.
 - Failure of a passenger to wear a seatbelt will result in that passenger NOT being transported.
 - Failure of a Driver to ensure seatbelts are being worn may result in loss of vehicle privileges and/or disciplinary action being taken.
 - Vehicles returned after hours:
 - Vehicles MUST be parked INSIDE the garage building, if other arrangements need to be made contact Jaime Lara at 520-466-2106 prior to departure.
 - Cleaning of vehicles:
 - It is the responsibility of the Driver to have all trash, clothing, personal belongings, etc., removed from the vehicle upon return.
 - Club Sponsors, Coaches, etc.; PLEASE make sure NO FOOD ITEMS are left in the vehicles. Club and team members should make sure they remove their own trash. Failure to do this can result in the club or team being denied future use of vehicles.
 - Vehicles will be inspected, no later than the following work day, to ensure they are fueled and cleaned.
 - Reporting of Damage or Repairs needed:
 - Please write any information, regarding damage or the need of repairs, on the paperwork given out at the time of use.
 - Major damage, i.e.: broken windows, broken doors, body damage, etc.. MUST be reported to the Transportation Director IMMEDIATELY.
3. Any additional requirements may fall under School Policy- Special Use of Buses-EEAF-R

(Appendix T)

TRAVEL PROCEDURES

OUT-OF-STATE TRAVEL MUST BE BOARD APPROVED. All Board Agenda items are due the week prior to the Board Meeting (the first Tuesday of the month) The Governing Board meets on the 2nd Thursday of every month.

ANY OVERNIGHT STAY THAT INVOLVES STUDENTS, WHETHER IN-STATE OR OUT-OF STATE, MUST BE BOARD APPROVED.

Travel and Expense Reimbursements are completed upon approved pre-approved travel or expenditure. Reimbursements are a high priority and to be processed without delay. Reimbursements may include: air fare, hotel accommodations, mileage, parking fees, meals and other incidentals, pre-approved emergency purchases to businesses that will not accept a school district purchase order.

Prior to travel, the traveler must be aware of the per diem allowances for their primary destination for lodging, meals and incidentals. Meals are broken down by breakfast, lunch and dinner. It is the responsibility of the traveler to make sure they stay within the allowance for the daily per diem. All receipts must reflect the detailed charges, time and date

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of purchase. If one is unaware of the per diem for the city or area you are traveling, please see Nicki Wyble in accounts payable. NO CHECKS FOR PER DIEM (MEALS & INCIDENTALS) WILL BE ISSUED PRIOR TO TRAVEL. These items will have to be listed on Travel Claim Form and reimbursement requested.

BEFORE YOU TRAVEL

Before you travel things that need to be done: Start the process 2 months prior to travel.

1. Travel must be approved, if out of state it has to be board approved.
 - a. If it needs board approval you will need to submit all backup documentation to district office for the board packet. (see Laurie McBride in district office)
2. You need to turn in a requisition to the district office with all of your projected expenses on it. All back up documentation needs to be attached.
 - a. Conference Brochure
 - b. Itinerary
 - c. Copy of leave form
 - d. Copy of conference registration form
3. After you get your PO then you can make all of your travel arrangements. (hotel, conference registration, airfare, etc.)
4. It is the responsibility of the requestor to make sure that the purchase orders have been sent to the conference vendor. If a hotel requires a check, the requestor must make sure that the requisition is noted properly (FAST PAY – NEED CHECK) PLEASE ALLOW AT LEAST TWO (2) WEEKS TO RECEIVE A CHECK. Requestor may take the check to the hotel to pay for the hotel.

UPON RETURN FROM TRAVEL

1. Employee must complete the Travel/Expenditure Claim form. All information must be provided including vehicle information, dates of travel or expenditure, odometer readings, and purpose of travel. The columns must be totaled.
2. Claim form must be signed by employee and administrator.
3. Turn in claim form along with detailed receipts and documentation of reason of travel to accounts payable, Liz Ibarra. District office administrators will turn in their receipts to accounts payable.
4. The business office will verify information on the claim form; follow through on any deficient information, including any missing supporting documentation.
5. Travel claims are reimbursed through Accounts Payable.
6. ***Reimbursements are a high priority and to be processed without delay***

DAY TRIPS WHERE MEALS/MILEAGE ARE REIMBURSED.

1. Meals for day trips are not reimbursable.
2. If a school vehicle is available you need to use it. If a vehicle is not available you will need to turn in a requisition for your mileage. If a vehicle is available & you do not use it, you will not be reimbursed for mileage or gas.
3. Upon return you will need to turn in a travel reimbursement form completely filled out.
4. Make sure that you have a purchase order in place for day workshop **prior** to the date of travel.

TRAVEL/STUDENT OVERNIGHT TRAVEL:

Overnight travel and out of state travel requires Governing Board action. Since the Governing Board normally only meets once a month, it is imperative that you plan ahead. Agenda items for Governing Board consideration are due to Sherry Eisler by the first Tuesday of the month. Please follow the following procedure:

TUTORING

Before and after school tutoring is available to all students Monday through Thursday from **7:30 — 7:55 am and 3:36 – 4:06 pm**. Certified teachers supervise and assist students with their academic needs.

Academically ineligible athletes are required to attend tutoring sessions in the classes they are failing. When an athlete attends sessions with an individual teacher, the teacher must e-mail Mrs. James verifying this.

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Teachers are also expected to provide academic assistance on an individual student basis, by appointment, with no additional compensation.

VISITORS

All visitors must check in with the office. Student visitors are not allowed. Deliveries must check in with the office. Because we want to maintain an environment that is serious and non-distractive; we ask that students do not bring visitors to classes. This includes young children and friends from other schools or from out of town/state/country. A visible ID worn around student's neck on a lanyard will identify students. Individuals wanting to visit their child's classroom may do so for thirty minutes and at the discretion and oversight of administration. All visits are to be arranged through the front office. There will be no visitations during lunch time.

WEAPONS

(Procedure for Teachers Reporting)

Any rumor about a dangerous instrument and/or weapon, contact the administration immediately.

If, in your professional judgment, you believe the health and safety of others is in immediate jeopardy, call the police, and then contact the office.

WORKDAY HOURS

Teachers are expected to be in the rooms, to assist students by 7:30 am each day and to be available until 4:06 pm daily. Checking mailboxes or running off material should be done before 7:30 am or after 4:06 pm. Remediation and extra help time for students and contact with parents must be provided before and after school or by appointment.

Teachers will be responsible for attending all scheduled meetings, conferences and staffing. Attendance will also be required during reasonable emergency meetings, conferences and staffing.

When there is a need that cannot be met in another way, teachers will be asked to cover other teachers' classes during their planning period, with compensation time provided. The administration will assign coverage in an equitable fashion and will strive for teacher/area match.

All teachers are required to comply with any request from the administration to cover a class during their planning period. However, teachers will be allowed options of reasonable excuse.

Teachers shall be expected to give their complete attention to their particular teaching assignment during the school day. They will in no case permit private business or other activities not related to their teaching, to interfere with their regular duties. Children are not allowed on campus during workday hours. Any activity at school involving the use of school facilities by an employee shall be conducted under the supervision of the administration.

Staff members are encouraged to attend extra-curricular activities such as graduation, award programs, banquets, fine arts presentations, and athletic events.

All teachers shall comply with the rules and regulations of the Governing Board and the accepted policies and procedures of the school administration during the normal workday and co-curricular activities.

WORKMAN'S COMPENSATION PROCEDURES

An employee is covered by worker's compensation insurance for any accident while on assignment, including an accident on school property or while on official business off school property. Any employee who has an accident, no matter how slight, while on duty shall notify their supervisor immediately. Injured employees are required to report any such accident to Debi Tabeling or Sherry Eisler in the district office immediately, complete proper paperwork so the district office can file a report at the time of the accident whether or not you intend to receive treatment. ***Prior to getting treatment, you must go to one of the two designated facilities designated by 'The Alliance' for your initial treatment. If no one is available in district office, there are forms in the High School office as well. A copy of your claim card will be given to you for your records.***

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