



John F. Kennedy Elementary

2013-2014 STAFF HANDBOOK

John F. Kennedy Elementary is community based and student centered. We believe all students can and will learn. We believe that learning is a lifelong process. We provide a safe and nurturing environment, which ensures that all students meet their academic goals. The Superior Unified School District Governing Board, Administration, Staff and Community work collaboratively to support one another to assure that curriculum and instruction are priority.

Work Day

Bell Schedule

7:30 AM	Professional Day Begins
7:30 AM-7:55 AM	Breakfast
7:55 AM	AM Warning Bell
8:00 AM	Classes Begin
11:40AM-12:20PM	K/1 st & 2 nd grade – Recess/Lunch
12:20PM-1:00PM	3 rd /4 th /5 th /6 th grade – Recess/Lunch
2:30 PM	K-3 rd dismissal
3:00 PM	4 th -6 th dismissal
3:30 PM	Professional Day Ends

A professional day begins at 7:30AM and ends at 3:30 PM.

GENERAL INFORMATION

Procedures for sending students to the office.

Kindergarten – 3rd grade students must implement the buddy system, which is sending two students together. Make sure they know where they are going. Call office informing them that student(s) are on their way down to the office and the reason they are being sent.

Mailboxes

Each staff person is assigned a mailbox. This mailbox is located in the first building teacher's lounge. Check your mail each morning, during lunch, and after school.

Leaving Campus

It is permissible to leave campus during your lunch time. However, it is not recommended that you leave during your specials/prep time. This includes going to the other campus (Jr./Sr. High). Try to do your errands or any other business either before or after school. If you must leave early, you will need to get permission from the Principal to do so. Please refrain from scheduling appointments that will require you to leave before the dismissal of your students.

Dismissal/Buses

Teachers must become aware of a child's method of transportation home. Identify the walkers, bus riders and those who are picked up and by whom.

Students cannot deviate from their routine unless they have a valid, written note from their parents/guardians.

Teachers are expected to help ensure that students are on time to catch the bus home. Teachers will not hold bus students unless they have made arrangements with parents/guardians.

Teachers are expected to stay with their students until they board the bus home. At times the office receives phone calls asking for students; teachers need to be aware of which bus was boarded by the student.

Students can be removed from the bus for a variety of reasons. If this occurs, you will be notified of loss of bus privileges. These students will not be allowed on the bus for any reason, even if a field trip is planned during this time.

ATTENDANCE

Student Attendance

Teachers are responsible for documenting student attendance and reporting habitual truancy to the Principal. The following is what is stated in student handbooks:

Arizona State law requires compulsory attendance for all school age children. The definition of school attendance according to Arizona Education Laws and Rules 15-803 is:

It is unlawful for any child between six and sixteen years of age to fail to attend school during the hours school is in session. Absences may be considered excessive when the number of absent days exceeds ten percent of the number of required school days. Habitually truant mean: a child is truant for at least five school days within the school year.

Students at times may experience temporary situations that cause them to be absent for extended periods of time, such as surgeries, injuries or chronic illness. Students with a chronic illness of three days or more will need to provide a doctors' release. It is vital that parents contact the school office to inquire about accommodations for these situations.

Students who are habitually truant will be notified by mail. If chronic absence continues throughout the year, students/parents may be subject to citations by our School Resource Officer and/or referred to court.

Staff Attendance

Professional

If you are leaving to attend a professional workshop, you must fill out a professional leave request in advance. Upon approval of this request, it is a good idea to double check with the office to ensure a substitute has been assigned to your classroom. Leave lesson plans that are clear and complete.

Conferences/ Workshops

Staff members are encouraged to attend workshops and conferences. Teachers who wish to attend a conference or workshop will need to complete a form entitled "Request for Released Time". You need to have your registration information stapled to the form. This is turned in to the Principal. It will be approved or denied and a copy returned to you. It is a good idea to double-check with the Substitute Coordinator a few days prior to the trip to make sure your class is covered. If you have requested a vehicle, check with transportation. (Appendix 20) When you return from the workshop or conference, it is necessary to complete a Conference Attendance Report and turn in a copy of your attendance documentation. (Appendix 21) You will be asked to share your experiences with the staff.

Personal

If you will be out for a personal day, you must fill out a personal leave request. This is to be done at least 3 days in advance when possible. Upon approval, double check with the office if you need a substitute. Lesson plans must be clear and complete. Absences on Mondays and Fridays are discouraged. **Any absence before or after a school holiday or break will need to be requested in writing and will subject to approval by the Principal/Superintendent.**

Sick Leave

It is the sole responsibility of the teacher to contact the Substitute Coordinator at 520-827-1863 if you are going to be absent without prior notice. Upon return, you must fill out the proper paper work. If this is not provided to you, it is important that you request it and complete it promptly. If you will not be returning the following day, you must call the school office before 2:00pm, so that substitute arrangements can be made. If you can't leave complete and clear lesson plans, your emergency substitute folder will be utilized. If this happens, you must update your substitute folder within a week.

Employee Absences

Sick leave for certificated and support personnel is a designated amount of compensated leave that is to be granted to a staff member who, through personal or family illness, injury, or quarantine, is unable to perform the duties assigned. Family, for purposes of sick leave, shall include:

Spouse Grandchildren

Children Parents of spouse

Parents Brothers or sisters of spouse

Brothers or sisters Sons-in-law or daughters-in-law

Grandparents

After five (5) consecutive leave days, the personnel department may require a signed statement from your physician if you plan to continue your leave.

Sick days may not be accrued while on a leave of absence.

Sick leave may include other excused absences, such as medical, dental, or optical examination or treatment impossible to schedule on non-duty days.

Professional (Certificated) Staff Only

Full-time certificated employees are eligible for sick leave allowances of twelve (12) days per year and three (3) personal days which will be converted into sick days if left unused.

Support (Classified) Staff Only

Each full-time twelve (12)-month employee who works thirty (30) or more hours per week earns fifteen (15) sick days.

Sick leave must be earned before it may be used. Abuse of sick leave may lead to disciplinary action. Employees are responsible for completing and submitting absence report forms.

Both Professional (Certificated) and Support (Classified) Staff

The unused portion of such allowance shall accumulate to a maximum of one hundred seventy five days, at which time no more sick leave can be earned. As accumulated sick leave days are used and drop below one hundred seventy five days, an eligible employee may again accumulate sick leave up to the maximum limit.

When a staff member exhausts all days of accumulated sick leave, an unpaid leave of absence must be requested, pursuant to District policy.

Sick leave of any staff member who does not serve a full school year shall be prorated.

Sick leave may be used for childbirth from the time the physician verifies that the employee is physically unable to perform her normal duties until the time the physician verifies that her condition is satisfactory to resume her normal duties. Sick leave for childbirth will not extend beyond six (6) weeks without the physician's verification. If the employee does not wish to return to her duties, an extended leave of absence must be requested, consistent with existing District policy.

A staff member who is or will be the father or the grandparent of a newborn child will be allowed two (2) days of sick leave for the birth. In the event of medical complications, more than two (2) days of sick leave may be allowed.

Upon request, the staff member shall inform the Superintendent of the following:

- Purpose for which sick leave is being taken.
- Expected date of return from sick leave.
- Where the staff member may be contacted during the leave.

Sick leave is only for the purpose of recuperative activities, e.g., obtaining medical care or treatment, procuring medications or other prescribed materials, convalescing at home or at a medical facility, or other therapy or

activity prescribed by the employee's physician or health practitioner (with verification required if requested by the Superintendent). The District may, at District expense, require the employee to submit to medical or psychiatric examination by a physician or psychiatrist selected by the District to determine 1) whether or not the continued use of sick leave is appropriate or 2) whether return to duty is appropriate.

Any employee who can be shown to have willfully violated or misused the District's sick leave policy or misrepresented any statement or condition will be subject to discipline, which may include reprimand, suspension, and/or dismissal.

LEGAL REF.: A.R.S. [15-187](#)
[15-502](#)

Tardies

If you are going to be late, please call the school office informing them of your expected arrival time. Do not ask someone to relay the message, as it is very busy in the morning and the message may not be received.

EXTRA DUTIES

Extra Duties

Teachers are responsible for their students. A duty schedule will be provided to all teachers. If you are not available, please make arrangements for another teacher to take these roles.

Teachers will be on a rotating schedule for morning duty (7:30-8:00am). All teachers will walk their own class out to the buses after school and **remain on duty until all of their students have left campus.**

Extra-Curricular Pay

Superior School District does provide extra pay for various activities outside of the classroom. This extra duty pay must be approved by the school board. Some examples might be sponsoring a club, coaching, or after-school tutoring.

CLASSROOMS

Classroom Care

You must report all maintenance/custodial needs in your classroom to the office as soon as possible. Make every effort to keep your classroom clean. You must close windows and blinds and turn off the lights at the end of every day. Do not allow rooms to become littered. Hold each student responsible. You must lock the door when you leave your

classroom. We have had many missing items and the school district cannot be held responsible for personal items that are missing due to unlocked doors. Gum and candy are not allowed unless given permission. Healthy snacks are allowed at lunch/break but not during class time. Water is the only beverage allowed in the classroom.

Inventory

Staff Members are responsible for keeping an inventory of large and small equipment in their area. An inventory will be done at the end of every school year and turned in to the office.

Keys

Keys will be issued and signed for at the beginning of the school year. These keys must be returned at the end of the year during check out. If keys are lost, a charge of \$25.00 per key will be assessed.

Classroom Supplies

If you need supplies for your classroom (paper, pencils, tape, markers, etc.), you will need to fill out a Supply Requisition (Appendix 9) and turn in to the office. Supplies will be filled once a week. Please **do not** send students to the office for supplies. It is your responsibility to be prepared for your students.

CURRICULUM

Curriculum

Teachers and grade level teams will work throughout the year using the curriculum, following Arizona State Standards, textbooks and best practices. All teachers are required to follow the adopted curriculum of the Superior Unified School District.

Grade Level Teams

Your grade level will meet as a team at least once a week. You will determine which time is best for you. You will need to fill out a Team Meeting Summary (Appendix 10) each week and turn it in to the Principal.

Staff Meetings

Staff meetings will be held on Tuesdays as needed. There will not be any after school clubs meeting on this day.

Daily Ceremonies

Announcements will be made at 8:05 AM every day with the Pledge of Allegiance.

If you have an announcement, you must bring it to the attention of the office by 7:30AM daily. There is a yellow notepad available in the office. Unless there is an emergency, there will be no announcements made throughout the day.

Lesson Plans

Teachers are required to prepare weekly lesson plans. Plans should be in a visible area along with any pertinent information a substitute would need. Lesson plans should refer to Arizona State Standards and/or Grade Level Benchmarks.

Evaluation (Appendix 11)

Evaluations include a pre and post meeting between the teacher and the Principal. Evaluations also include informal supervisory visits. Two evaluations must be done on all teachers during the school year.

STUDENT GRADING

Grade Books

All certified staff members are required to keep a grade book. This grade book should track attendance, assignments, and grades of all students assigned to your classroom. This grade book must be turned in at the end of the year when you check out. If you keep an electronic grade book, please keep a hard copy on file.

Parent/Teacher Conferences

Parent/Teacher conferences are held twice a year: at the end of the first and third grading periods. It is important to meet with all of your students' parents at the end of the first grading period. It is important to share strengths as well as weaknesses. Student-led conferences are encouraged.

Report Cards/Permanent Record Cards

Report cards are to be filled out every nine weeks. Permanent Record Cards are to be completed at the end of each semester. Permanent Records Cards are not to be left in your classroom overnight. (Appendix 12) The dates are as follows;

<u>End of Grading Period</u>			<u>Report Cards Issued</u>
First	September 27, 2013	(46 days)	Conferences Sept. 26 & 27
Second	December 13, 2013	(42 days)	December 20, 2013
Third	February 28, 2014	(43 days)	Conferences March 6 & 7
Fourth	May 23, 2014	(49 days)	May 23, 2014

Progress Reports

Progress Reports are to be sent home after four weeks of each grading period. (Appendix 13) It is important to let all parents know how their child is doing. Parents should be made aware at this time of any concerns you may have about their child.

First Report	August 23, 2013
Second Report	November 8, 2013
Third Report	January 29, 2014
Fourth Report	April 23, 2014

EMERGENCY PLANS

Health Aide/Accidents

The health aide (also shared with the Jr./Sr. High) is available to the staff throughout the day. In case of an accident during the workday, the teacher must notify the Principal and fill out an accident form.(Appendix 3) This must be done within 24 hours of the accident.

Fire Drill

The fire alarm will ring in case of a fire. There will be fire drills at least once a month. Please follow procedures and practice fire drills with your students. Each classroom has an assigned area and exit. (Appendix 4)

Teachers make sure you are the last to leave; do not take time to shutdown equipment or gather pets. You must take your grade book and close the door behind you. Once you get to your assigned area, take roll.

Crisis Plan

The Superior Unified School District has adopted a crisis plan. This plan should be reviewed and the staff must be knowledgeable of the plan. The plan contains evacuation routines and procedures for many types of emergencies. This plan will be practiced twice a year.

SPECIAL EVENTS

School/Community Events

At times throughout the year our school will hold school community events. Although these are held after the professional day ends and your attendance is not required, it is highly recommended that you attend whenever possible.

Field Trips

Throughout the year, grade levels (or combinations of grade levels) will be encouraged to make arrangements for trips for your students. These trips should be of educational value and related to the curriculum. It is suggested that students be allowed one trip in the Fall and one in the Spring. Please use the following procedures to arrange a field trip:

- 1) A Field Trip request form must be completed. This requests includes place, date, costs, etc. (Appendix 5)
- 2) A bus request for transportation must be completed and attached to your field trip request. (Appendix 6) It is recommended that you check dates for the bus before you finalize your arrangements to avoid possible conflicts and subsequent cancellation.
- 3) Food Service Requests must be completed and sent to the Food Service Department.
- 4) A permission slip must be obtained from all students attending the trip.
The teacher –child ratio is 10-1 for K-3 and 15-1 for 4-6th. (Appendix 7)
Teachers must obtain their own chaperones.
Please give a copy of the permission slip to the Principal.

- 5) It is a good idea to double-check with the cafeteria and transportation a few days prior to the trip.
- 6) On the day of the trip, you must give the office a list (copy) of all students and adults on the bus.

Fundraising

An activity request form for fund raising activities must be completed and submitted to the student council for consideration during regular meetings and then submitted to the Principal for final approval prior to any activity taking place. All purchases require a copy of club minutes. No purchases may be made prior to receiving a purchase order.

Fundraising that involves donated items require a donation list. Ex. Mary Smith – 2 cases of soda. Fundraising that involves the sales of tickets of any type requires proper documentation. A ticket log of sold and unused tickets must be turned into the office. Bake Sales and the sale of “junk food items” are no longer allowed during the instructional school day according to Arizona State Law. To see a list of “junk food items” see the Principal.

Money Deposits

Teachers often collect money for various events. Extreme care must be exercised when handling money. All funds collected during the day should be counted and logged on a Kennedy Money Collection slip daily. (Appendix 8) All money must be turned in to the office by the end of the day. When collecting money from students/parents, a receipt must be issued to them and a copy kept by the sponsor. This receipt must be turned in with the deposit. When you turn in this money, make sure you get a signature from office personnel. Do not leave money in your classroom overnight.

Purchases

If you wish to purchase materials/supplies for use in your classroom, you must fill out a Supply Order Form. (Appendix 14) If it is approved, you will receive a Purchase Order. You must return your register receipt immediately after your purchase. These receipts are extremely important. You will not be reimbursed for money you spend without a purchase order.

COMMUNICATION

Newsletters/Parent Information

All teachers must send home a newsletter at least once a month. These newsletters should include, but are not limited to, curriculum being covered, activities and honored students. Give the Principal a copy of any newsletter, announcement, letter, or request that is sent home. This includes Preschool, Special Area, and Special Education teachers.

Phone

Telephones were placed in all classrooms for school purposes. Use them to call parents, the Principal, nurse, office, and room to room. Personal phone calls will not be sent to

your classroom during the school day. Long distance lines are available; call the office and they will connect your phone to that line. Misuse of the telephone may result in loss of privileges.

Cell Phones

Cell phones are strictly prohibited in the classroom. While we all have experienced the need to answer or make a call during the school day (sick child at home, repairman, doctor's office, etc.) it is **strongly discouraged** to use your cell phone during instructional time. Please make calls or check messages during your lunch time, or before/after school. Failure to comply with this request could result in disciplinary action. Urgent messages can be delivered by the front office if necessary.

FOOD SERVICE

Breakfast/Lunch

Breakfast is served from 7:30AM - 8:00AM.

Please leave yourself ample time to pick up your students promptly in the cafeteria after lunch.

All students should be finished eating before class begins. Special circumstances sometimes arise in which they are not, and you will be notified. They should not be marked tardy.

COMPLAINTS/GRIEVANCES

Staff members that feel they have been treated unfairly and inequitably have the right to file a grievance/complaint. The steps are as follows:

1. Talk to your immediate supervisor.
If your concerns are not resolved...
2. Talk to your superintendent.
If your concerns are not resolved...
3. File a complaint/grievance according to school board policy.
See policy manual for more information.

Students and parents also have the right to file complaints/grievances against school personnel. If this problem arises, you will be notified.

Visitors

Every visitor to your classroom must have a pass. Visitors should check in the office first before visiting your classroom. If someone shows up at your classroom, even for a minute, without a pass, please send him or her back to the office. For safety reasons we need to be aware of who is on campus at all times. If you have a visitor with you for the day, please send them for a pass.

SPECIAL EDUCATION DEPARTMENT

Referral Procedures

Referrals to Special Education/Services

- 1) Fill out a Student Study Team referral; give the original to a SST Coordinator.
- 2) A Student Study Team meeting will be held to determine needs and brainstorm solutions with parent and teachers.
- 3) The teacher and child will approach subjects in a variety of new ways
- 4) The Student Study Team will meet again in a substantial amount of time to determine the next step.
- 5) A student's problem could be solved or they could be referred to special education.

If a referral to special education is deemed necessary, the school psychologist will meet with the child for further testing.

A School Psychologist is available to the district and can be contacted through the Special Services Office at 689-3105. The school psychologist gathers information regarding the developmental history of the child's emotional, social, behavioral and intellectual traits from the teachers and the parents/guardians. The child is observed in the classroom and at play. The psychologist then utilizes various testing instruments to assess the child's intellectual ability, including the presence or absence of specific learning disabilities and emotional adjustments. It is the psychologist's responsibility to meet with school personnel to explain the results of the assessments and make recommendations regarding the child.

A Speech Therapist is available to the district and can be contacted through the Special Services Office at 689-3105. The speech therapist works with students who have problems with articulation and language delays. Teachers refer students to the speech therapist by turning in a speech referral to the Principal. The speech therapist then screens students in the district and makes recommendations. It is not necessary at this point to utilize the Child Study Team process.

LIFESKILLS/DISCIPLINE

Character Education

John F. Kennedy Elementary is a place where students and staff are expected to model and enforce high standards of behavior. It is important that classrooms are discussing life skills and good character traits – the six pillars of character (respect, responsibility, trust worthiness, fairness, caring, and citizenship). The staff will model these life skills and pillars of character at all times.

Lunch Detention

Students may be sent for lunch detention by teachers filling out a discipline report. The Lead Teacher/Principal will determine whether or not detention is necessary. Teachers must make sure students receive their lunch if detention is given. Students are responsible for taking their referral home and returning it with a signature. If they do not, they may serve *one more day only* in detention. If they still have not returned the detention slip, the teacher must make a home contact (letter, phone call, etc). Students should not be sent to detention for incomplete homework or incomplete class work. If this becomes a problem, other arrangements can be made.

While it may be inconvenient to keep students in from recess/lunch, it is important that students learn that there are consequences for their actions. You may want to arrange with your teammate or another teacher to keep your students on certain days so that you are not staying in every day with your students.

Consequences:

First Offense:	Warning
Second Offense:	Loss of a privilege/detention, possible parent contact
Third Offense:	Detention/Referral – Parent Contact

Suspension could follow one or more referrals.

There will not be lunch detention on early release days.

Procedures for Bullying

Student report it to classroom Teacher, the Teacher will then write up a report to the Principal.

- 1st offense – Parents/Guardians are called
- 2nd offense – Student will be sent home for the rest of the day.
- 3rd offense – Student will be suspended for up to 3 days.

Principal Referrals

A student should not be referred to the Principal unless it is severe* or teachers have done all of the following and have exhausted every other possibility.

- 1) Classroom consequence
- 2) Time out
- 3) Parent contact
- 4) Lunch detention
- 5) After-school detention

*Severe referrals include fighting, insulting staff members, bullying, food fights, vandalism, theft, weapons, drugs, and threats.

PROFESSIONAL DEVELOPMENT

Professional Growth

The district encourages and rewards professional growth. Every fifteen hours allows a move across the salary schedule. Contact the district office for more information.

The Professional Growth committee meets twice a year. Teachers who have met requirements to move on the salary schedule must have all necessary paperwork turned in by October 1st and May 1st.

END-OF-THE-YEAR CHECK OUT

At the end of every year, teachers and staff will be required to complete a check out log. This log will consist of, but is not limited to, the following;

1. Classroom Inventory
2. Textbook Inventory
3. Key Inventory
4. Library Materials Returned
5. Attendance Cards Filled out in Blue Ink
6. Student Cumulative Folders Completed
7. Student Report Cards Filed
8. Summer Contact Information
9. Classroom Cleaned
10. All Debts Paid
11. IEP's returned to Special Ed Office.