

STAFF MANUAL

2014-2015

ELOY ELEMENTARY SCHOOL DISTRICT NUMBER #11

PINAL COUNTY ARIZONA

Administrative Team

Ruby James.....Superintendent
Ernest Montijo.....Jr. High School
Danny Rogers.....Intermediate School
Maria Wood.....Curiel Primary
Edward Saucedo.....Business Manager

Governing Board Members

Irene Patiño..... President
Anna Ogle.....Vice-President
Ralph Moran.....Member
Mary Tarango.....Member
Dina Decker-DixonMember

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Board Meetings

Governing Board meetings are scheduled at 7:00 p.m. on the second Wednesday of each month. All staff members are invited to attend. These meetings are open to the public.

Board Policies

Staff members are responsible for knowing and following board policy, which is applicable to their job roles. Each staff member should acquaint himself/herself with the provisions of board policy, which applies to the specific duties he/she performs. Contact the superintendent for any additional information required if any questions arise concerning board policies.

Copies of the official governing board policy manual are available in the office at each school.

Working Hours

Teachers are expected to conduct themselves in a timely and professional manner regarding the workday. The professional workday begins no later than 7:45 a.m. and ends no earlier than 4:00 p.m. Monday through Friday. Please schedule personal matters so that they do not interfere with the scheduled school day.

Due to the importance of parent conferences, faculty meetings and other school activities, teachers and instructional assistants may be required to remain after the close of the school day on some days. These activities are considered to be part of a staff member's responsibilities.

For safety and supervision of students no one is to leave prior to bus departure without approval by the administration.

Payroll

You will need to sign a sheet in the office to receive your check. If you need to know about direct deposit of your paycheck and benefit information, see Denise Burden, Payroll Clerk.

Opening Day Suggestions

The students form many opinions and attitudes the first day of school concerning the teachers, school, schedules, and friends. These first impressions affect their behavior and progress throughout the school year. Use the first few days of school to teach rules, routines, and procedures. The more time you spend practicing routines and procedures now, the more time you'll have for academics later.

Rooms should be arranged in functional yet interesting and attractive manner before school begins. Have bulletin boards posted and flags put up on the wall. Plan an interesting day of activities.

Each teacher should set up proper procedure to maintain the classroom in a neat, orderly manner. Have students pick up paper and other objects on the floor before leaving the room each recess period and before dismissal.

Disciplinary Philosophy

No student has the right to interfere with the learning process of another student. If a student is preventing the teacher from teaching and other students from learning, firm disciplinary action should occur. Disciplinary referral forms (white slips) are provided for staff documentation and parent notification.

Eloy Elementary School District believes that parents, teachers and students communicating together regularly will increase the success, happiness, and satisfaction of all three groups.

The school and home should both provide positive consequences for positive actions, and likewise negative consequences for negative actions.

Disciplinary Management

Classroom management, of which student discipline procedures are a large part, is very important. Each teacher must develop proper management procedures so that efficient learning will take place.

Student discipline is basically the responsibility of the teacher and teachers should handle their own discipline problems, if possible. However, in cases where help is needed, the teacher will consult with the principal. The principal will assist each teacher in establishing proper student discipline procedures.

When a student breaks a rule use the white slip to 1) document the incident or 2) refer to the principal for action. A phone call from teacher to parent is recommended. The teacher should complete each item on the form above "Administration Action Taken." If the infraction warrants off campus suspension or in-school detention, check "referral to office for action" and send all three copies to the principal. If the infraction is not marked "referral to office for action", keep the pink copy for your records, turn in the other two copies to the School Secretary for filing and mailing to parents.

Personal Belongings

Unless used in a teacher authorized instructional program, all student-owned equipment will be left at home. These items include tape players, electronic games, trading cards, fad items, etc. It is the teacher's responsibility to secure items taken from students so they are not stolen. You also have the option of

turning student property into the office for safekeeping. The office policy is to return the item to a parent/guardian only.

Mail

All staff members must check their mailbox at least in the morning and once in the afternoon. We strongly suggest you do this as soon as you arrive at school in the morning and as you leave each day. Also it is wise to check your box during the lunch hour.

Do not send students to the office to get mail. There are private and confidential items placed in boxes that should not be viewed by students.

End of the Year Closing Procedure

Teachers should do inventory of classroom items.

Return all resource books and media equipment to the School Librarian

Clear off walls and bulletin boards.

Complete folders.

Once items are boxed or stacked neatly.

The Principal will check your room.

In order to get your paycheck, you must turn in a retention list, a promotion list, a grade book, lesson plan book, summer address, and keys to the office.

Video/Movies

- The use of movies or videos in the classroom should reinforce the concepts being taught. It is also recognized that movies or videos may also be used as a reward for good student behavior.
- Anytime movies or videos are to be used, they must be identified, by title and description, in the teacher's lesson plans for principal approval. As supplemental materials, the movies or video will not comprise the majority of the week's lesson plans.
- Only movies or videos with a G rating shall be shown to students. Movies and videos with a PG rating shall only be shown to students with written parental permission. Movies or videos with any other rating shall not be shown to students. Teachers must preview any movie or video being shown to students. School owned movies and videos from the library are pre-approved for particular grade levels. Always make sure school owned movies or videos are age appropriate for your students.

Morning Procedures

Announcements from the PA system occur in the mornings. Teachers must have students seated and quiet during the announcements.

Any students who enter the room late should be marked tardy. Attendance should be entered into the Power School System **by 9:00!** Teachers collect lunch money, do a lunch count and send information and money to the office.

Memos/Calendars

Keep daily memos and e-mails on file so you can refer back to them. Keep an updated school calendar in your classroom. Refer to the master calendar often for additions or changes.

Music/Drama Performances

Teachers are required to attend their students' evening performances. You will be assigned a place to help.

Staff Absences

Personnel absences create a major problem in the efficient operation of the educational program. Sick leave and personal leave is granted by the governing board for necessary absences of the full-time staff members in order to provide reasonable provisions for absences without loss of pay for staff member's benefit. The staff member should reciprocate by keeping absences to an absolute minimum.

It is the teacher's responsibility to fill out a leave slip and turn it in to the principal for signature. If the absence is known in advance the leave slip should be filled out and turned in as far in advance as possible. If the absence was unexpected then the leave slip must be filled out and turned in on the first day back.

Know the board policies for absences. Do not use sick leave for any absences other than actual illness or doctor/dentist appointments. If the principal suspects abuse of the sick leave benefits, proof of illness or doctor/dentist appointment may be requested. **Also remember that personal days cannot be taken the first two weeks or last two weeks of school, and not the day before or day after a school holiday.**

Two forms are provided for staff absences. One form is used for absences of two (2) hours or more. The second form is required for absences of less than two (2) hours. School business related early releases or absences will not be charged against personal or sick leave, however, the forms are still necessary for auditing purposes (please attach enrollment or agenda for school business function).

Staff should not leave campus (other than during their lunch) without prior principal approval.

All certified staff and instructional aides need to have the principal sign in the immediate supervisor space. Please fill in name of the substitute.

The teacher's plan book should be kept current at all times so the substitute will have adequate plans for that day. Plan books and grade books will be left where they can easily be found. When possible, more detailed written plans should be made for the substitute to provide a more efficient and continuous program for the students.

Remember, the effectiveness of the substitute in maintaining the classroom educational program depends to a large extent on the regular teacher's plan and records to be used during the absence.

Substitute Folders

These are for subs to use when you are absent unexpectedly. Make the contents simple, clear and somewhat generic for use at anytime. Include bus list, Special Education list, Speech list, class schedule, seat assignments, duty schedule, and teacher's aide information, map of school and clear routines and procedures. The instructions, assignments, and busy work should cover two days. Turn in sub folder to the office before September 1st.

Student Funds and Fundraising

Selected groups of students may sponsor fundraising activities during the year. All fundraising activities must be approved by the Principal and/or Superintendent. All monies collected from these activities must be deposited with the Activity Accountant Virginia Lara within 24 hours of the fundraisers and all state and federal regulations concerning school funds must be followed. The Activity Accountant and/or Superintendent will advise sponsors of these regulations. Any violations to these rules and procedures will forfeit districts obligation to an Extra Duty Contract.

Staff must not collect funds, fees, donations, or other charges from students without prior authorization of the Principal.

Patriotic Exercises

Patriotic exercises are to be conducted at the beginning of each school day. Each classroom will properly display the flag of the United States and the classroom opening exercise should include the Pledge of Allegiance to the Flag.

Students who cannot participate in the patriotic exercises due to personal or religious reasons are to sit in the classroom while others are standing during the Pledge or while singing the National Anthem. Contact the Principal in any case of this nature for additional information. In no event shall any behavior which is disrespectful to the flag or country be allowed. The Preamble to the Constitution will be recited daily in Grades 5 and 6.

Religion/Politics

Employees will not receive religious instruction or teach religious doctrine on school property.

Staff will not push their political beliefs on the students. In the case of potential controversial issues all sides of the issue need be presented.

Public Relations

No member of the faculty may assume the privilege of being spokesperson for the entire school. Every staff member should keep in mind that his/her comments and actions form a significant part of the school's relationship with the students and public; and that he/she will be judged not just as an individual, but as a member of the profession and of the school faculty.

Each staff member is expected to conduct himself/herself in an ethical and professional manner.

Professional Dress

All staff shall dress professionally on student school days. Shorts, sloppy shirts, excessive jewelry, thong (shoes), etc. are not professional dress and should not be worn on student days. Fridays have been designated as "Blue Jean" or Western Day if staff wishes to dress in casual clothing. Concerns will be handled on an individual basis by Administration, and the Governing Board adopted a Dress Code Policy GBEB-R, adopted by the Governing Board can be obtained from the Principals.

Parent Conferences

Classes are dismissed early each semester to provide time for parent conferences during the school day. The currently adopted school calendar indicates the parent conference dates.

Teachers must contact parents for a conference when grades are low or drop significantly, when discipline problems arise, or at any other time necessary to maintain proper home/school communications.

Teachers are expected to be available for parent conferences from 7:45 a.m. until 4:00 p.m. each school day or later if necessary. Conferences with parents are necessary and often the only way to solve some problems of the students; all teachers should encourage parents to come to the school for conferences whenever necessary.

Parents should be contacted concerning student problems before the problem becomes serious. Parents often complain that they are not notified of problems at the proper time.

Bus Procedures

It is important that the bus loading procedure is consistent. Please consider the following:

1. Buses are to arrive and depart on schedule.
2. Bus drivers are to remain on buses or at doorway when students are on the buses.
3. Teachers are to dismiss on time according to the bell schedule. Allow students time to get drinks before escorting to buses.
4. The lower grades board the bus first.
5. Students are to walk to the buses in an orderly manner supervised by the teacher and board the buses quickly and orderly.
6. Students are not to get on and off the bus while waiting to depart. Buses will not wait for students to get drinks, go to the restrooms, return to classroom for books, etc...
7. Buses are to depart promptly each day and are not to wait longer than five (5) minutes after the last dismissal bell.
8. Teams practicing after school are to be supervised by the coach.
9. Students who miss the bus are to report to the office for transportation arrangements to be made. Students are not to walk home if the bus is missed.
11. Parents will be contacted to come for students who miss the bus unless other proper arrangements can be made.

Students should not have glass, CD's, radios, toys, or balloons on the bus. Teachers should check their voice mail or contact the office near the end of the day for any changes in student transportation procedures. **A student may not change his/her destination.**

Field Trip Guidelines

1. Parental consent for each student (signed note by parent or guardian) must be obtained prior to trip. Forms may be obtained in the principal's office.
2. Travel requisition forms should be completed and turned in to the office at least two (2) weeks prior to the trip.
3. Parents should be invited to accompany the group to assist in supervision; number of parents to be determined by need for that particular activity and age group.
4. Departure should be scheduled 30 minutes after the beginning of classes and students should return no later than 30 minutes prior to dismissal time.
5. Students cannot be required to provide expenses for field trips but may take extra money for items that are not required.
6. Sack lunches may be obtained from the cafeteria. The cafeteria manager must be given a one-week advance notice in writing including a list (by

- name) of the students and adults needing school lunches. Once the list is turned in to the cafeteria manager...there will be no last minute changes allowed.
7. Letters containing all necessary information concerning field trips will be sent to parents by teachers.
 8. The teacher/sponsor of the field trip is to assume responsibility for following up on details to implement activity and maintain close communications with the Administration in the planning and implementation of the field trip activity. The teacher/sponsor will be responsible for clean up and return of all cafeteria equipment used on the field trip. The cafeteria staff will prepare all equipment to be used and will have all ice chests filled and ready for departure.
 9. Receipts and expenses charged to the school budget must be obtained and turned in to the business office.
 10. Complete accurate listing of all students and adults participating in the field trip activity must be filed in the principal's office prior to leaving on the trip.
 11. Field trips should not be taken in the first two weeks of school or the last two weeks in May.
 12. Eligibility rules for students to attend field trips must be published and distributed to students and parents for each field trip. Field trips are considered an educational experience and students should not be deprived of the field trip unless a serious situation has occurred and the Principal has been consulted. For children not attending a field trip, meaningful alternative education plans are to be provided.

Cafeteria

Students are encouraged to participate in the cafeteria breakfast and lunch programs but participation is not a requirement. Those students who bring sack lunches from home may purchase milk for (25) cents. Students who participate in the cafeteria meal program may purchase one extra milk for (25) cents. Partial meals are not sold; the charge is the same for all or part of a meal. Students are to give their teacher their money in the morning during attendance. All money is to be sent to the office in the attendance folder.

All students who wish to participate in the meal programs are permitted to do so. Therefore, no student is to be denied eating without specific authorization from the administration office. Free and reduced price meal applications are available in the office and are also sent home with every student the first day of school.

The cost of cafeteria meals is \$.40 for reduced; \$1.30 for lunch for full pay students. Breakfast is provided free of charge for all students. Adult's meals are \$3.00.

Food should not be taken out of the cafeteria without permission. Students may not drink soda pop during lunch.

Teachers will walk their students to the lunch line at the proper assigned time. All students will wash their hands prior to entering the cafeteria.

No two or three party checks will be cashed from the cafeteria funds.

School employees must pay for lunch either in the morning or as they go through the lunch line. **No adult may charge lunch!**

Inclement Weather

In the event of inclement weather at dismissal time, all teachers are to supervise their class on the way to the buses as normal and to keep students under canopies whenever possible.

When weather conditions prohibit outside play of the students, the regular duty schedule is canceled and the teachers are in charge of their students in the classroom during recess and/or noon periods and special area teachers are assigned restroom and walkway duty.

Duty

Playground, walkway, restrooms, and cafeteria duties are important and children are to be supervised throughout the day. The duty teacher is in charge of the children for that particular scheduled duty and is responsible for the students. Some duties may have the assistance of aides in order to minimize the duty frequency required by teachers. Aides will assist under the professional supervision of the certified staff.

It is imperative that personnel are at the proper place and on time for all duties in consideration of the safety and welfare of our students. Please do not stand together and visit while on duty. **BE THERE ON TIME, EVERY TIME, FOR THE ENTIRE TIME you are on duty.**

It is the responsibility of each teacher and aide supervising students on the playground to closely monitor student behavior. Rock throwing, fighting, rough housing, and any other form of dangerous behavior are not to be tolerated. Sexual, racial or ethnic verbal or physical abuse is not to be tolerated at any time. Name-calling on the playground should be considered a serious offense and properly disciplined.

Any off-duty teacher being present at the doorway when the student's return from the playground can eliminate many problems. It is not the responsibility of duty personnel to supervise the students lined up at the classroom doors after the recess periods ends. The classroom teacher is responsible for arriving on time at the room after recesses to supervise students properly.

Playground

Children should play in the designated areas only. Safety rules are to be strictly enforced to prevent accidents. The grass between the buildings is not to be used as a play area, and playing on sidewalks is to be discouraged. Children should leave and return to the classrooms in a quiet and orderly manner. Running, scuffling, or ball bouncing is not allowed on the sidewalks. Each teacher is responsible for knowing the rules expected to be followed by the students. (SEE Student Handbook for a more comprehensive listing of expected student behavior.)

The play and recess activities are a part of the curriculum and should be considered a teaching situation.

Student safety is the most important consideration in playground activities. Duty teachers and aides should be alert to detect and eliminate hazardous situations. Immediately notify the office of any corrective measures needed to maintain optimum safety standards.

Pupil Safety

Teachers and aides are to be constantly on the alert and ready to prevent or remove potentially dangerous situations which could result in injury to the students; report unsafe objects, situations, etc., to the office. Students are to be supervised at all times while under the authority of the school.

If a student is injured, first aid only will be administered. The school nurse/health assistant will have the major responsibility in this area when available. Staff members, other than the nurse, are not to administer any external or internal medicine, including Tylenol, except under the supervision of the school nurse/health assistant.

More serious injuries are to be reported on the standard form by the teacher in charge of the student at the time of the accident.

Injuries

All staff injuries, which could result in possible insurance claims and/or medical attention, are to be reported to the district office. All staff members are covered under Workman's Compensation and in order for claims to be valid, injuries must be reported immediately.

All student injuries should be reported to the nurse/health aide. All medicines are to be kept in the nurse's office. Only the nurse (or designated office staff) is allowed to give medications.

Detection of Hearing/Sight Problems

Attention should be given to the detection of possible sight, hearing or other learning difficulties of children. Refer all suspected problems to the principal or proper authority.

Child Abuse Reporting

If you suspect any form of child abuse it needs to be reported to Child Protective Services. The reporting number is 1-888-767-2445. The school has a child abuse reporting form that you need to fill out. One copy goes to the nurse and another copy to the Principal's office.

Lesson Plans

Teachers are responsible for maintaining a complete, current set of lesson plans. Plan books are issued to teachers for that purpose. Plans must be for at least one (1) week in advance and be available for examination at any time. Remember that plans must be complete enough so that any substitute could readily teach effectively from the outlined plans. Lesson plan books/Power school lesson plans will be examined as per the Building Administrators, and turned in to the Principal's office at the end of the school year.

Grading Procedure

Teachers are responsible for maintaining accurate, detailed, and complete records of a child's progress in each subject taught. Powerschool report cards are to be used and distributed at the designated times. Teachers are encouraged to provide additional information on each child's progress to parents on a more regular basis and particularly if a child experiences a significant drop on the grade.

Teachers must be able to justify all grades by showing the parent, child or Principal how the grade was determined. However, never share a student's grade with other adults or children.

Midterm Reports

In the middle of each quarter teachers will average grades and a sent report home with the student. The report must be signed by parent/guardian and returned to the teachers.

Cumulative Folders

A cumulative file will be maintained for each student enrolled as the official legal school record for that child. This record is to be housed in the Administration office and is available to the teachers upon request. These files are not to be taken from the office area. All teachers MUST sign and date the authorization

documentation on the outside of each student record whenever examining or filing any information into the file. Parents have access to this file, and may contest any information contained therein. Only pertinent information, which can be justified, on a professional and ethical basis is to be included in this folder.

Pupil Retention Procedures

1. Students will be retained only if this is best for the child-not because of any other reason.
2. Parent agreement should be obtained for retention, but this is not a requirement.
3. If a child is to be retained, it is best in the lowest grade possible, i.e., K, 1st.
4. Students should be retained no more than one (1) year in primary school, K-3.
5. Contact parents early if a student will probably be considered for retention. Parent conferences should be requested as required. Board policy on retention procedures must be followed.
6. Report card grades must indicate failing work if a pupil is to be retained.
7. Parents should be involved in the decision for retention, and not just at the end of the school year. The first "Notice of Possible Retention" should be sent home by December 15; the second "Notice of Possible Retention" should be sent home by March 1 and final "Notice of Retention by May 1.
8. Cumulative folder must indicate: RETAINED IN GRADE__ for each student who is not promoted at the end of the year.

Student Awards

Award Assemblies are held periodically during the school year as well as end of the year. Awards should be many and varied among as many students as possible. Awards can help build self-esteem and confidence among students.

Curriculum Priority

Reading, writing and mathematics skills are to be considered the academic areas to receive top priority at all grade levels. These subjects can and should be taught by all teachers, in all subject areas. Reading is the most important of the three priority subjects.

Teachers have the creative authority to use supplementary materials as well as adopted basic text materials to teach the various subject areas.

Achievement Test

The state mandates two types of assessment. A normed reference test called the Terra Nova is administered in the spring to second grade. The Arizona Instrument to Measure Standards (AIMS/DPA) is a criterion reference assessment administered to all other grades each spring. This assessment is based on the Arizona State Standards.

All teachers are responsible for preparing their students for these assessments. Students must have experience with these types of assessments at every grade level, not just the selected grades for state measure. All teachers are expected to attend workshops on these assessments.

The teachers will analyze each of their students' previous achievement test scores. Strengths and weaknesses will be identified and communicated to parents on a standardized form during the week of open house. As the school year progresses; teachers should provide special attention to individual student weaknesses.

Daily Attendance Reports

Attendance information should be properly entered into the Power School System. Please be accurate when completing this procedure. Students are not to take attendance, this is a teacher responsibility. When students are tardy they must report to the office first. The student will be given a tardy slip, which will allow entrance into the classroom. If there are any questions or problems please see the School Secretary or Attendance Clerk.

Students are allowed two days for every one-day absent to complete all work missed while absent.

Excuse Note

After an absence, students are to bring a note from the parent/guardian. Teachers please stress the importance of this procedure to the students. Excuse notes are to be turned into the School Secretary by the teacher on a daily basis.

Student Dismissal During the School Day

An excuse slip or a call over the intercom by school personnel is required to release the student by the teacher. An adult must be properly identified and sign out the student in the school office. Students are not to leave the school grounds during the school day other than by following this policy. A student will be released only to a parent or legal guardian having legal custody of the student or to another adult who has written permission from the parent or guardian.

Perfect Attendance

Teachers are encouraged to emphasize good attendance and be a good role model for students. Students with perfect attendance each quarter should receive special recognition from their teachers.

Special Recognition will be awarded by the office for students with perfect attendance the entire school year.

Hall Passes (Middle School)

When a student is released from class for any reason, the teacher is to issue a hall pass to the student prior to the student's departure unless an emergency situation precludes the issuance of a pass. The teacher is responsible for collecting the pass upon the return of the student and checking for proper signatures and times.

Student Withdrawal

Student withdrawals are made through the administration office only. The standard state withdrawal form will be filled out and one copy filed in the student's cum folder. Official school records will be mailed to the enrolling school. If at all possible the student should receive his/her report card and one copy of the withdrawal form at the time of withdrawal.

Visitors

All visitors are to be cleared through the administration office. A visitors badge will identify a properly signed in visitor.

Student visitors must have consent from the principal or his designee to attend classes; student visitors without authorization should be sent to the administration office.

Staff Members Children on Campus

While children of staff members are welcome at the school, visits at the school should be kept to a minimum. If staff members' children are to visit the school, or spend time in parent's classroom the principal must have given permission prior to the visit. During any visit of this nature the staff member (parent) is completely responsible for supervision of the child. Excessive abuse of this privilege will result in the staff member being directed to not have children visit during work hours.

Supplies and Materials

Procedures to secure teaching supplies and materials from the clerk:

1. Supply requests must be written on a supply request form.
2. Deliver your request (completed and signed) to the attendance clerk's mailbox.
3. Requests for supplies may be made any day at any time.
4. Requests will be filled and delivered to the designated room on Wednesdays and Fridays.
5. Requests received on Friday, Monday and Tuesday will be delivered on Wednesday and requests received on Wednesday, Thursday will be delivered on Friday.
6. The supply clerk will fill requests for items available. The supply clerk will deliver all supplies. **NO SUPPLIES WILL BE GIVEN OUT TO STUDENTS.**
7. If the supplies are not available in the district, complete the following steps:
 - A. Obtain a requisition form from the school secretary.
 - B. If the item(s) are to be a catalog order, check several different catalogs to obtain the best price and quality.
 - C. Catalogs are available in the supply office.
 - D. Refer to the attached sample to properly complete the requisition form.
 - E. Submit the requisition to the office for approval by the Business Manager and then the Superintendent.
 - F. If your requisition is approved, a purchase order will be issued. If your requisition is denied, the requisition will be returned to you.
8. Under no circumstances may any employee purchase items for the school without direct and prior approval of the Business Manager and the Superintendent.
9. Any personal purchases from catalogs whereby you use the school address, YOUR NAME must appear on the billing invoice-not the school name.
10. All requisition will require (7) working days to be processed by the Lupe Garrison, Bookkeeper. **NO EXCEPTIONS!!**

School Property

It is the responsibility of each school employee to safeguard and protect the properties of the school district. Do not remove any school property from the school grounds without prior approval from an administrator. There is a form "use of school equipment" which needs to be signed by the principal prior to taking school property off campus.

Money (Security)

Do not leave money in classrooms overnight; turn in all school money before the end of the school day. Do not leave personal or valuable items in view of students; keep purses and personal valuables in a secure place. Your goal is to eliminate temptation from students.

Use of Private Vehicles

Reimbursement for use of private vehicles for school business will be made per GOVERNING BOARD authorization, which is to be based on the amount allowable. Reimbursement requires prior approval of the Superintendent. School vehicles, when available, may be authorized by the Principal for school business rather than using private vehicles.

Staff Copier

Remember staff, you are not mechanics and the machines in the workrooms are not to be worked on by anyone. When a problem arises contact Carol Lara or Pam Wortham.

Telephone

Each class has a phone that allows local calls only. Use the phone often to keep parents informed about student progress (attendance, academics and behavior). The phone is a powerful tool for correcting behavior. Have each parents current phone number (home, work, and cell) handy. Call immediately when the child acts up.

Check your voice mail several times a day. It is especially important to check your messages before dismissing students at the end of the day.

Personal calls by teachers and students must not interfere with the primary reason for additional telephones.

Fire and Bomb Threat Evacuation Drills

A Fire Exit Route map is posted by each door of every room.

The usual alarm is a continuous oscillating tone. When the alarm is sounded, the pupils should walk out immediately without books, coats, etc. The custodial staff and the school administrator will check the student restrooms. The buildings should be cleared in less than sixty (60) seconds. All doors and windows should be closed upon exit. The students are to be trained to listen for the teacher's instructions as evacuation routes can be changed from time to time. Stress the seriousness and importance of these drills to the students and demand proper compliance. Rapid, quiet, and orderly evacuation is to be stressed. When the

students are at least 150 feet away from the building, the pupils should face the building and remain quietly in line while the teacher calls the roll to determine that each child is accounted for and present. The regular tone is the signal to return to the classroom.

Occasionally, the outside bell system or PA system will also be used to denote a fire drill. When this system is used, a rapid intermittent bell will signal the alarm. One long bell will signal the return to the classrooms. In case of power failure, the alarm will be given by voice instructions by a staff member contacting personnel in each room.

All staff members should acquaint themselves with the method for giving the fire alarm. Office personnel will assist in instructing each staff member on how to give the alarm.

Fire extinguishers are located throughout the school facility. All staff members should acquaint themselves with fire extinguisher locations and proper operational procedures. All school personnel are to participate in the evacuation drills by leaving the building.

Fire and Bomb Threat Drills

When a fire or bomb threat alarm is sounded during recess or lunch breaks, please instruct your students to:

1. Go immediately to their normally assigned area; or
2. If they are too far away, they will walk rapidly (not run) to the nearest teacher.

Teachers are to go immediately to their normally assigned areas near the exterior fence. Teachers take roll of your class, list any students who do not belong to you by grade, and send the lists to the proper teacher by one student stressing that the messenger travel well away from the buildings. If the teacher is still missing students, notify the office staff as soon as possible.

Further instructions will come from the Principal or his designee.

Lockdown Procedure

The first person that recognizes the need for a lockdown should dial an (all call) and clearly state "we are in a lockdown situation." If you are unsure if you should call for a lockdown at Eloy Junior High School call Mr. Montijo (520) 466-2140, Eloy Intermediate Mr. Rogers (520) 466-2130, Curiel Primary Ms. Wood (520) 466-2120 or (520) 466-2110 and District Office Ms. James (520) 466-2100.

In a lockdown situation do not pull the fire alarm.

Immediately after calling for a lockdown, and announcing the location; the office will determine if the police or other authorities need to be called. Be specific and

clear when calling the office. Tell them your name and room number. Once the office has been contacted, we will continue communication with the police and direct movement on campus through the PA System.

If you decide to call 911, remember, you must first dial 9 to get an outside line. So, to dial 911 you must dial 9-911.

The following are sample reasons for calling a lockdown:

- Intruder on campus
- Staff or student behaving in a threatening manner
- Threatening weather condition
- Train derailment or accident on the freeway involving a toxic spill.

In a lockdown all students should go to the nearest classroom. All doors should remain locked. Students should be seated on the floor in a safe area of the room. Students in the cafeteria will remain in the cafeteria. It may be necessary to move them to the kitchen or teachers lounge.

DO NOT call around looking for missing students. The teacher who has your student will let someone know they have your student at what they believe to be an appropriate time.

Evacuation Procedure

If the Curiel Primary or the Intermediate School is being evacuated, all students and staff will be loaded into school vehicles and transported to the Junior High Gym School Gym.

If the Junior High School is being evacuated, all students and staff will be loaded into school vehicles and transported to Curiel Primary Elementary Gym on the Curiel campus.

If both schools are being evacuated, all students and staff will be loaded into school vehicles and transported to Santa Cruz Valley Union High School in Eloy.

1. Drivers will go directly to the buses to take buses to the loading area.
2. Remaining staff will assist in loading buses. Staff will ride buses with children.
3. Attendance will be taken on each bus and the children on a bus will be the responsibility of the adults on that bus.
4. All staff and others on campus will be transported in school vehicles.
5. Once at the location staff will supervise students.
6. Office staff will establish a parent check out table in lobby of auditorium. Parents will sign children out of auditorium at the check out table.
7. The principal will depart with the first busload of students and be the first to arrive.
8. The maintenance supervisor and the superintendent will be the last to depart to make sure all have left the campus.

9. The secretary and the administrative assist will immediately contact all news media to alert them about the evacuation and provide information about parents picking up children.

Children will not be allowed to leave the auditorium without their parents properly signing them out.

Title IX Compliance

The Eloy Elementary School District No.#11 states its intent to comply with the spirit of the law and the regulation of Title IX, which prohibits discrimination on the basis of sex in education programs or activities which receive federal funds, extending to employment in and admission to such programs and activities. The district further commits itself to take remedial action, if it is necessary, to eliminate discrimination on the basis of sex or to eliminate the effects of any past discrimination. The Compliance Officer for the Eloy Elementary School District is Ruby James, Superintendent, 1011 N. Sunshine Blvd, Eloy, Arizona 85231, and telephone number 520-466-2100. Questions concerning compliance with the Title IX regulation should be referred to the Chief Administrative Officer.

Title IX Grievance Procedure

In the event that a student, parent, or school employee has reason to believe that the rights and privileges of the individual have been violated regarding the provision of Title IX, the following procedure has been designed to remediate the problem.

Level 1. The student, or parent, shall first contact the teacher involved to discuss the matter and possibly come to a mutual agreement. Staff members shall contact their immediate supervisor to attempt to settle the question.

Level 2. In the event the problem is not solved at Level 1, the student, parent, or employee shall provide the Chief Administrative Officer with a written complaint, which contains details concerning the alleged infraction. Within five days the Chief Administrative Officer will conduct an investigation regarding the complaint. The findings and action taken will be reported to the complainant within twenty days after receipt of the written report.

Level 3. In the event the complaint is not settled at Level 2, the complainant may request, in writing, a hearing before the governing board. The board will consider the request for a hearing at the next regular meeting of the board, and will notify the complainant of the board's decision concerning the request for a hearing.

Where To Write

FEDERAL	STATE
<p>Senator John McCain, R-AZ 241 Russell Senate Office Building Washington, DC 20510 202-224-2235</p>	<p>Governor Jan Brewer 1700 West Washington Phoenix, Arizona 850007 1-800-352-8404</p>
<p>Senator Jon Kyl, R-AZ 730 Hart House Office Building Washington, DC 20515 202-224-4521</p>	<p>Representative David Schweikert, R-AZ 1205 Longworth House Office Building Washington, DC 20515 202-225-2190</p>
<p>Representative Ed Pastor D-AZ 2465 Rayburn House Office Building Washington, DC 20515 202-225-4065</p>	<p>Representative Jeff Flake, R-AZ 240 Cannon House Office Building Washington, DC 20515 202-25-2635</p>
<p>Representative Paul Gosar, R-AZ 504 Cannon House Office Building Washington, DC 20515 202-225-2315</p>	<p>Representative Raul Grijalva, D-AZ 1511 Longworth House Office Building Washington, DC 20515 202-225-2435</p>
<p>Representative Trent Franks, R-AZ 2435 Rayburn House Office Building Washington, DC 20515 202-225-4576</p>	<p>Representative Gabrielle Giffords, D-AZ 1030 Longworth House Office Building Washington, DC 20515 202-225-2542</p>
<p>Representative Ben Quayle, R-AZ 1419 Longworth House Office Building Washington, DC 20515 202-225-3361</p>	

POSITIVE CONSEQUENCES S=SCHOOL H=HOME	NEGATIVE CONSEQUENCES S=SCHOOL H=HOME
Play outside, gym, classroom (H-S)	Verbal Reprimand (H-S)
Social Time (S)	Discussion of Situation (H-S)
Free Time (S)	Loss of Privileges (Recess, Time-out, Snow Cones, Television, Bike, Nintendo, Telephone, Field Trips, Various School/Home Activities) Parents Signs and Returns Note to Teacher (H-S)
Caught You Being Good (S)	Writing Apology (H-S)
Computer Time (H-S)	Isolation in Bedroom (H)
Month, Semester, Year Party (H-S)	Writing a Letter (H-S)
Student of Week, Month, Year Awards (S)	Extra Chores (H)
Field Trips (H-S)	Pick up Playground or Cafeteria (S)
Spectator at Game Days (H-S)	Perform Community Service (H-S)
Award Ceremonies (S)	Lunchroom Detention (S)
Athletic Teams (H-S)	IN-SCHOOL Detention (S)
Intramurals (H-S)	IN-HOME Suspension (Grounded) (H)
Financial Rewards (H)	After School Detention (S)
Telephone Privileges (H)	Parent-Teacher-Student-Administrator Conference (H-S)
Special Trips with Parents (H)	Restitution (H-S)
Birthday Party (H)	Suspension (S)
Excused from Chores (H)	Expulsion (S)
Work with Friends in Class (S)	File Police Report (S)
Stickers (H-S)	Phone Call to Parent (S)
Pizza (H-S)	
TV Time (H)	
Movie Time (H)	
Verbal Praise (H-S)	
Coupons for Treats (H-S)	
Homework Pass (S)	
Pencils or other School Supplies (H-S)	
Positive Note from Teacher to Parents (S)	
Lunch with Principal or Teacher (S)	
Name in Newsletter or Newspaper (S)	
Applause (H-S)	
Buttons/Badges (H-S)	
Hugs (H-S)	
Read to Another Class (S)	
Earn Catchum (H-S)	
Special Art Activities (H-S)	
Read to Principal/Superintendent (S)	
Posting Class work on Display (H-S)	
Library Time (S)	
Telephone Call to Parents (S)	
Pizza with the Principal (S)	
Name Posted on Good Behavior Board (S)	
Teacher Helper (S)	
Line Leader (S)	
Honor Roll (S)	

I have received and read a copy of the Eloy
Elementary School District Staff Manual

Staff Member Signature:

School Site:

Date: _____

PLEASE RETURN TO
DENISE BURDEN, PAYROLL CLERK

REMINDER: NO CHECK WILL BE ISSUED UNTIL
STAFF MANUAL SIGNATURE SHEET IS
RETURNED!!

*IF I HAVE A
QUESTION..WHO
CAN HELP ME AT
THE DISTRICT
OFFICE?*

MS. RUBY JAMES -SUPERINTENDENT

- *DISTRICT POLICIES*
- *BOARD MEMBER INFORMATION*
- *COMMUNITY ENTITIES*
- *GRIEVANCE POLICIES*
- *DISTRICT GOALS*
- *VISION and MISSION STATEMENT INFORMATION*
- *LEGAL ISSUES*
- *ADMINISTRATIVE CONCERNS*

EDWARD SAUCEDA-BUSINESS MANAGER

- *BUDGET*
- *INSURANCE INFORMATION*
- *SPECIAL PROJECTS*
- *EXPENDITURES*
- *SCHOOL FACILITY BOARD REPORTS*
- *USFR POLICIES/PROCEDURES*

VIRGINIA AVILA-ALLEN EXECUTIVE SECRETARY

- *SAIS DATA/ATTENDANCE*
- *DISTRICT ENROLLMENT*
- *ASSIST SUPERINTENDENT*
- *STUDENT ACTIVITY ACCOUNTANT*
- *SECRETARY LIAISON*

***PAM WORTHAM-GRANTS and RESEARCH
DIRECTOR***

- *GRANTS*
- *FUNDING SOURCES*
- *ALL TITLE GRANT INFO*
- *CERTIFICATION ISSUES*
- *BOARD SECRETARY*
- *CONFERENCE ARRANGEMENTS*
- *STAFF DEVELOPMENT*

LUPE GARRISON-BOOKKEEPER

- *PAYS DISTRICT BILLS*
- *PURCHASE ORDERS*
- *STUDENT ACTIVITY*
- *CERTIFIED NUTRITION DATA ENTRY*
- *DEPOSITS ALL CASH*

DENISE BURDEN-PAYROLL

- *PROCESS PAYROLL*
- *CONTRACTS*
- *STIPENDS*
- *FILES INDUSTRIAL*
- *PAYROLL POLICIES*
- *EXTRA DUTY CONTRACT*
- *ALL PAYROLL CONCERNS*
- *INSURANCE*

CAROL LARA-WAREHOUSE SUPERVISOR

- *SUPPLIES*
- *SHIPPING and RECEIVING*
- *DISTRICT MAINTENANCE*

ROBERTA GONZALES-GRANTS & RESEARCH ASSISTANT

- *CONFERENCE RESERVATIONS*
- *DISTRICT FIXED ASSETTS*
- *CERTIFICATION*
- *GRANT FUNDED PURCHASE ORDERS*
- *STAFF DEVELOPMENT PLANNER*

JAIME LARA

- *ALL TRANSPORTATION NEEDS/CONCERNS*
- *VEHICLE TITLES/INSURANCE*
- *DISTRICT ROUTES*
- *ASSIST YOU WITH CONCERNS*

BILL STEBER-TECHNOLOGY DIRECTOR

- *COMPUTER ISSUES*
- *INTERACTIVE TELEVISION*
- *TELEPHONES*
- *TECHNOLOGY CONCERNS*

TRINA MASTERS-FOOD SERVICES DIRECTOR

- *LUNCH CONCERNS*
- *CAFETERIA CONCERNS*
- *SPECIAL LUNCHEONS*
- *DISTRICT CATERING*
- *LUNCH PRICES*
- *FOOD SUPPLIES/ORDERING*

Eloy Elementary School District

Mission Statement

**THE MISSION STATEMENT OF
OUR DISTRICT IS TO PROVIDE
EDUCATIONAL EXPERIENCES
WHICH MOTIVATE ALL
STUDENTS TO REACH THEIR
ACADEMIC AND PERSONAL
GOALS**

**THE ELOY ELEMENTARY
GOVERNING BOARD GIVES
COMMITMENT TO THE
OPPORTUNITY FOR ACTIVE
PARTICIPATION BY THE
COMMUNITY AND DISTRICT STAFF**