

AGUILA ELEMENTARY SCHOOL DISTRICT



EMPLOYEE HANDBOOK

2016-2017 School Year

IMPORTANT TELEPHONE NUMBERS:

MCSO 1 – 800 -252-4553

**CPS 1 – 888 -767-2445
(1 – 888 –SOS-CHILD)**

HUMAN RESOURCES DEPARTMENT

CONTACT INFORMATION

Human Resources Office
P.O. Box 218
Aguila, AZ 85320

District Office

Andrew Wannemacher, Superintendent
Gareth Williams, Business Manager

Payroll Contact – Martha Mendez
928-685-2222 phone
928-685-2433 fax

Governing Board

Rogelia Robles, President
Maritza Becerra, member
Marisol Hernandez, member
Saul Sandoval, member

District Website

www.aguilaschool.org

The policies and information contained in this handbook were accurate at the time of printing. No statement should be construed as a promise of future benefits or continuing employment. The District reserves the right, according to state law, to change policies, regulations and practices, including the contents of this handbook, at any time without notice. Contents of this handbook shall at no time supersede applicable laws or District Policy. Contents of this handbook do not form part of the contract of employment between AESD#63 and any individual employee or group of employees.

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AGUILA ELEMENTARY SCHOOL DISTRICT

District Mission and Belief Statement

Schools are for Children
Schools Belong to the Community
Schools are People Developers
Self-Effort Educates

Vision Statement (A picture of what we can become)

The students of Aguila will be prepared to meet all of the challenges of the 21st century.

Mission Statement (Why we exist)

Working in collaboration with all of the Aguila community, the entire staff of the Aguila Elementary School is committed to improving the lives of all of our students through education.

School Mascot

Eagles

School Colors

Blue and Gold

STAKEHOLDERS BELIEF STATEMENTS

Students

We believe:

- Every student will be educated academically and socially so as to be a productive citizen.
- All students will have equal educational opportunities to achieve their individual potential.
- We have something to offer every student.
- Each student is unique.
- Successful education depends on parental commitment to education.

Teachers

We believe:

- Teachers are the foundation of a strong educational system.
- Teachers will maintain high expectations for themselves and their students.
- Teachers should serve as positive role models for students.
- Teachers will actively seek parent support and involvement.

Governing Board

We believe:

- Students are the number one priority.
- The Board conveys the educational needs and desires of the community to the District and establishes policies accordingly.
- The Board maintains high expectations for the District and themselves in working toward excellence.

Superintendent

We believe:

- The Superintendent is the leader, implementer, and facilitator of a successful school district.
- The Superintendent promotes and upholds the positive educational climate of the school district.
- The Superintendent is the instructional leader of the school.
- The Superintendent is the facilitator for a positive learning environment.
- The Superintendent actively seeks parent support and involvement.
- The Superintendent serves as a liaison between school and community.
- The Superintendent maintains high expectations for students and staff members.

Management Principles

We believe:

- In human beings as the single most important element in all transactions.
- In behaving with uncompromising honesty and integrity.
- In challenging people to experience their full potential so each individual contributes to educational excellence.
- In reaching quality decisions through the involvement of people.
- In establishing priorities that respond to the needs of our students, staff members, and community, and serve as the driving force behind all of our actions.
- In focusing on excellence on everything we do.

2016-2017 STAFF

Administration

Andy Wannemacher Superintendent/ Principal
Gareth Williams Business Manager

ParaPros/ Reading Intervention

Luis Amezola
Lesslie Herrera
Susanna Jaimes
Giovanny Lopez-Murillo
Yesenia Gutierrez-Preschool

Administrative Support Staff

Martha Mendez
Cecy Murillo

Library/Multimedia

DannaLee Keil

Teaching Staff

Rhian Prendergast	PreSchool
Lisa Lathrop	Kinder
Lyz Pytlak	1 st Grade
Dawn Adams-Gatke	2 nd Grade
Polly Harjo	3 rd Grade
Jethro Chavez	4 th Grade
Rebecca Huff	5 th Grade
Claudia Brown-Morgan	Middle School
Jana Ingram	Middle School
Raymundo Santos	Middle School
Kim Smith	Special Education
Karen Williams	Reading Specialist

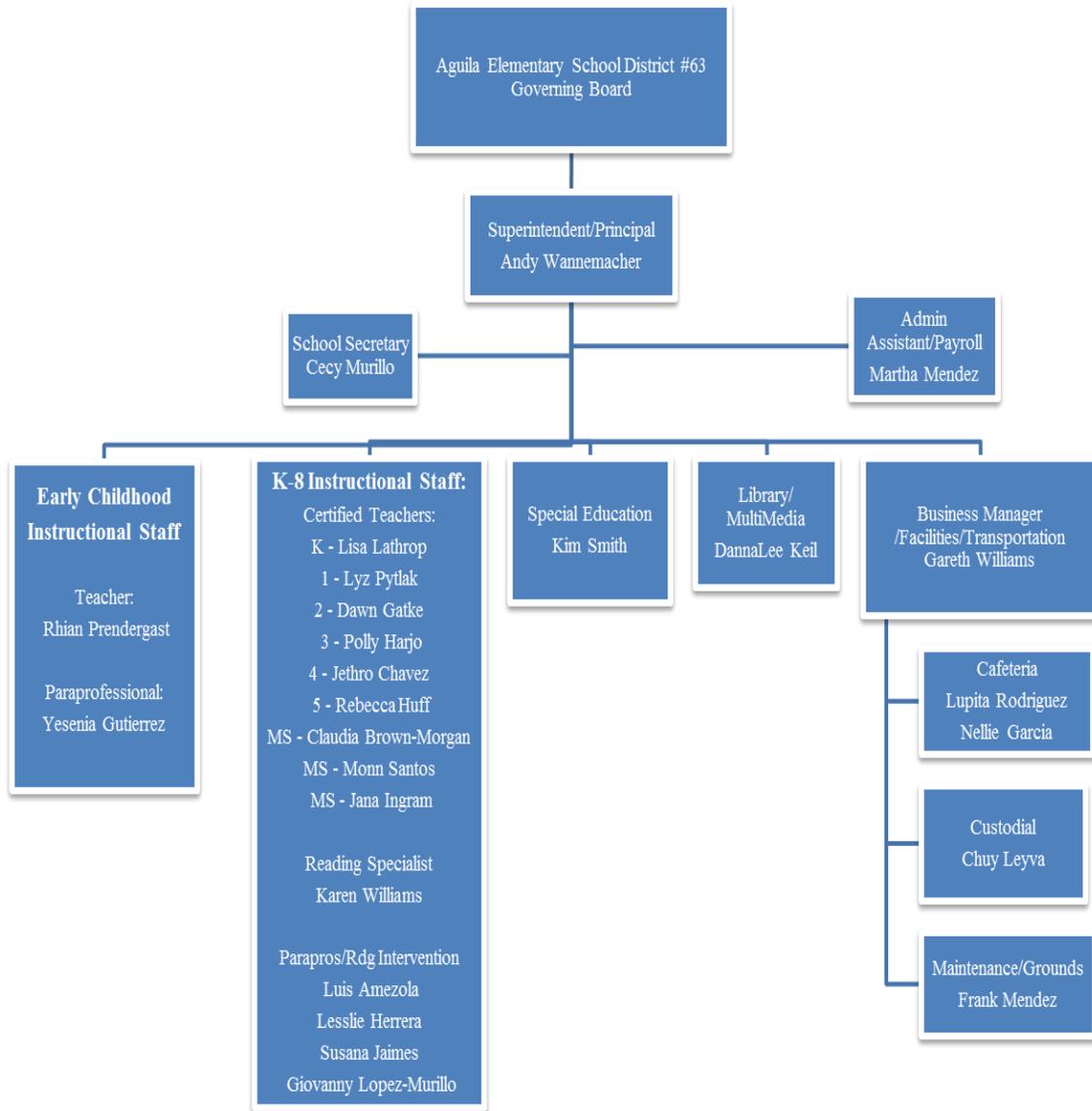
Cafeteria Staff

Guadalupe Rodriguez – Manager
Balbaneda Garcia

Maintenance/Custodial

Frank Mendez
Jesus Leyva

AGUILA ESD#63 ORGANIZATIONAL CHART



EDUCATIONAL PHILOSOPHY

The Board considers the responsibilities of these elements of the school community to be as follows:

Staff:

The Board fulfills its responsibility for the education of students by employing first a competent Superintendent, on whose recommendation it also employs a competent staff. As a condition of this employment, the Board expects each staff member's best efforts to be exerted toward the accomplishment of the educational objectives of the District. Because education is imparted primarily by teachers, the board specifically places responsibility for maintaining and expanding educational ability on each teacher, to the end that each student may reach maximum potential and develop a sense of dignity and self-worth.

Parents:

The Board recognizes that the ultimate responsibility for the well-being of all children rest with their parents. All parents are expected to cooperate in the District's educational effort by ensuring maximum attendance of their children, be requiring that their children cooperate in the educational endeavor of the District, and by fostering an attitude in their children that recognizes the importance of education

Community:

The resources necessary to provide education for students are provided by members of the community through their taxes and other supporting services. The Board's goal is that all members of the community, both individually and through their governmental, civic, and social organizations, will continue to support the educational activities of the District.

Students:

Education is an opportunity provided to the children of the District by their community. The Board expects that all students will learn to recognize the value of this opportunity, and will therefore work diligently to help ensure that their maximum potentials be realized. The Board further expects that all students will recognize that their fellow students have the right to be educated, and will avoid any action that may interfere with their ability to exercise that right.

The Board believes that education should develop habits, attitudes, understanding, and skills necessary for a productive, satisfying life in our society. Students should be taught to understand the duties and privileges of responsible citizenship as such duties and privileges relate to themselves as individuals and to the whole community. The vast changes brought about by increasing technology, population, and organization must also be taught. The input and support of the citizens of the community, and especially the professional staff, are solicited as the school community endeavors to develop the attitudes and abilities demanded in this age of rapid changes.

In consideration of the accomplishment of these responsibilities by each sector of the school community listed above, the Governing Board, with the concurrence of each individual Board member, pledges its best efforts to ensure that the District is governed effectively and efficiently so that the goal of an appropriate and outstanding educational experience is available for all students of the District.



GOVERNING BOARD

The Aguila Elementary School District's Governing Board is comprised of five elected community members who assist our district in delivering the best possible educational opportunities to our students. In addition to helping us establish effective district policies, they volunteer their time to help district administrators set policy, hire and retain quality staff, and encourage parent involvement.

PROFESSIONAL CONDUCT

Professional Ethics:

Assume a positive outlook toward all fellow employees, teachers, administration, students and the general public. All employees are expected to adhere to the same ethical standards as regular teachers. Stories or gossip should not be carried out of the school building. A professional ethics list can be found in District *Policy GBEA*, available at the district office or any school office. Share criticism and/or suggestions with school authorities rather than the public.

Confidentiality:

All school records and reports should be treated with discretion. Many records are confidential in nature, and are maintained in order to provide information on student development for the professional staff. It is essential that you not give out any information received from contact either with students, professional staff or other co-workers.

Telephone/Email:

Always answer phones in a cheerful manner, identifying yourself and the District. Include appropriate and accurate information in e-mails and remember, written correspondence, including e-mails can become public. Maintain respectability, professionalism and observe proper e-mail etiquette. Return calls and e-mails promptly and check voicemail and e-mail regularly.

Dress Code:

Please dress neatly and appropriately for the working day and for your position. Professional dress helps establish respect among students, staff, and community. This would prohibit wearing anything with lettering or advertisements, revealing or sexually explicit garments, and anything with major tears, rips, or stains.

Drug-Free Workplace/Tobacco Use Policies:

The nonmedical possession or use or abuse of drugs and/or use of alcohol is forbidden on school property or at school-sponsored activities away from school property. The use or possession of intoxicants or illegal drugs on school property or at school events is prohibited. The possession or use of tobacco products is prohibited in the following locations: school grounds, school buildings, school parking lots, school playing fields, school buses and other District vehicles and off-campus school-sponsored events. (*Policies GBEC, GBED*)

Staff Conduct with Students: Employees are expected to exercise general supervision over the conduct of students, not only while in the schoolroom, but also before and after school and during recess. At all times teachers and other staff members will accord students the dignity and respect that they deserve, and avoid embarrassing any student unnecessarily.

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.

Relationships between staff members and students that include “dating,” “courtship,” or “romantic involvement” are prohibited. (*Policy GBEBB*)

Staff participation in Political Activities: The Board recognizes the right of its employees, as citizens, to engage in political activity. However, school time, personnel, equipment, supplies, materials, buildings, or other resources may not be used to influence the outcomes of elections. (*Policy GBI*)

Equal Employment Opportunity: Discrimination against an otherwise qualified individual with a disability or any individual by reason of race, color, religion, sex, age, or national origin is prohibited. Efforts will be made in recruitment and employment to ensure equal opportunity in employment for all qualified persons. (*Policy GBA*)

Sexual Harassment: All individuals associated with this District, including, but not necessarily limited to, the Governing Board, the administration, the staff, and students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment.

Sexual Harassment May Include, but is NOT limited to:

1. Unwelcome leering, sexual flirtations or propositions
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions
3. Graphic verbal comments about an individual's body or overly personal conversations.

4. Sexual jokes, stories, drawings, pictures or gestures
5. Spreading sexual rumors
6. Teasing or sexual remarks about students enrolled in a predominately single sex class
7. Unnecessary patting or pinching, or touching an individual's body or clothes in a sexual way
8. Cornering or blocking of normal movements
9. Displaying sexually suggestive objects in the educational environment
10. Demanding sexual favors accompanied by an implied or overt threat or a promise concerning an individual's educational status or employment
11. Actual physical force used or threatened to coerce sexual conduct
12. Any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint

Top Ten Expectations of Staff:

1. Safety is the top priority at all times
2. Students are supervised at all times
3. Teachers are well-prepared for instruction and students actively engaged
4. Staff are familiar with, follow, and implement district policies, procedures, curriculum and demonstrate ethical, professional behavior at all times
5. Everyone follows the chain of command, especially in communications to the board, to parents, and community
6. No surprises; let superintendent or other appropriate staff know when problems are brewing or you or others need help.
7. Student test scores, other relevant data, along with Arizona State Standards are to be used for instructional design
8. All staff are to support and further develop a positive and dynamic working and learning community for the benefit of students and staff participating in the Aguila Elementary School District
9. Staff will effectively use technology and other resources for the purpose of effective communication, maximal use of resources, and for effective instructional practices
10. Staff will respect and follow all confidentiality and privacy laws, including HIPPA and FERPA for both students and staff

English Only in the Workplace:

Aguila Elementary School is an English only workplace. Bilingual employees are required to use, English only, at all times and in all areas of the school grounds. The only exception will be to translate for monolingual parents and to assist students who come to our school with no English whatsoever, but this is only temporary for the assistance of the student. We have many students who are English Language learners and much of our community does not use English as a first language. Many of our student's homes do not use English as a first language either. The only exposure many of our students have is the time they spend at our school. To maximize the student's English exposure and to encourage the use and acquisition of English, by our students, this policy will be strictly enforced.

Be Preventative as an Educator:

Teachers may prevent trouble before it starts by observing the following helpful hints:

- Establish classroom regulations the first day. Develop a handout explaining your grading procedures and rules on the policies students are to follow in your classroom.

Common elements of a class handout for rules and procedures

(Be sure your classroom policies conform to the overall school policies and procedures)

- Absences
 - Tardies
 - Behavior expectations
 - Grading
 - Late work
 - Make-up work
 - Food, drinks, gum etc.
 - Electronic devices
 - Clothing
 - Cheating
 - Homework expectations
 - Seating
 - Fire Alarms
 - Safety issues
 - Textbooks
 - Required supplies
 - Times you are available for conferences or extra help
 - Extra credit
 - Consequences
-
- Quickly master the names of everyone in your classes. Use seating charts or other mechanical aids if necessary
 - If you have questions about the students' ability, attendance records, etc. please see the appropriate school official
 - Be sure your classroom is physically comfortable, has proper ventilation, lighting, seating, and proper visibility for each student
 - Frequently scan the room
 - Set a tone of mutual respect - If you want to be dealt with courteously then you must be courteous
 - Move around the room often you cannot sit in one place
 - State questions clearly and insist on clearly stated answers. Make all instructions and assignments clear, definite and meaningful
 - Allow for supervised practice time in your class
 - Have a clear understanding about what discipline problems are yours to deal with and what the administration should deal with
 - Don't make major issues out of minor issues
 - Don't talk too much, too long, too fast, or too loudly
 - Avoid one on one confrontations in front of your class
 - Avoid group punishment for individual offenses
 - Avoid threats you cannot enforce

- Look for ways to relieve or prevent tensions in the classroom by varying your methods; for example guest speakers, tapes recordings, video, music, collaboration, review games, etc.
- Use praise much more often than negatives
- Use eye contact with each student
- Actively involve each student in all assignments
- Make sure you have a clear and articulated policy for missing assignments
- Check for understanding often and individually
- Phone parents to tell them good news then when you have to contact them about bad news they will be less defensive
- Call parents before the student can give them a warped sense of the truth
- Find something to laugh about every day
- Take care of your health; teaching is very hard work

Social Media: In the last decade we have seen an alarming number of school employees across Arizona and nationally experiencing a negative impact upon their Professional Career and personal lives by being complacent in their relationships with students and the parents of the students in the use and application of all the technology we now take for granted. What is appropriate or acceptable usage of technology and social media for adult to adult communications and social media interactions is not acceptable for Teacher to student communications and social media interactions. It is our Professional Responsibility to monitor our own use of technology and social media in this regard, and to assist our colleagues to remain vigilant in this regard.

Some Best Practices to follow in the use of technology:

- Do not use your personal web page, Facebook, Instagram, Snap Chat, email, text accounts, etc. to communicate with students. Once something is posted to the internet, it is there forever. Monitor your personal accounts closely.
- If you do set up a webpage for instructional purposes, you must maintain its professional integrity and exclusivity.
- If you use a webpage for homework, assignments or other educational purposes, remember it reflects on you as a teacher. Only course content and assignment information will be displayed.
- Do not provide students with your personal email address, cell phone numbers.
- Do not “friend” students on Facebook, Instagram, or other social media sites.
- Closely monitor all electronic data incoming and outgoing to maintain a very clear, professional communication with students and parents.

This list is just the proverbial tip of this iceberg and is only intended to trigger your thinking in this area and to raise your level of consciousness of this concern before it becomes a personal problem for you. If you are in doubt about whether or not something is appropriate in this regard, ask a colleague or administrator before you “hit send”. If it doesn’t seem right or appropriate to you, then listen to your inner voice, reevaluate, and check with your administrator. (See Policy GBEP)

INSTRUCTION

Professional Growth:

Effective professional growth is a continual process. As new strategies and techniques are developed, professional teachers, even while maintaining commendable practice; strive to find areas in which to distinguish themselves.

Professional Development (PD) Credit:

PD credits may be applied for horizontal movement on the salary schedule.

PD credits are to be completed within the guidelines set forth and may be a combination of:

- Graduate credits
- Undergraduate credits (if content specific or specific to a district identified need)

Curriculum Development:

It is recognized that curriculum development is of vital importance in maintaining quality education in the District. The District will provide the opportunity for qualified teachers to engage in the process of developing or rewriting curriculum.

Early Release:

Aguila Elementary School District has made a commitment to the professional development of certified staff members. Each Friday afternoon of the school year has been designated in support of professional collaboration, training, student data analysis.

All certified staff members are expected to attend Friday training events unless prior arrangements have been made with supervisors. Professional development is the singular most accessible means educators have to develop the new knowledge, skills, and practices necessary to better meet students' learning needs.

Grading:

Professional Fridays prior to the end of each quarter will provide teachers time to complete student records and reports to parents. It is recognized by the district that this release time is to allow teachers to calculate and record student grades. To the extent possible, administrators will not schedule meetings during this release time unless the teacher is not responsible for grades. Teachers are expected to be on their respective campuses.

BENEFITS

Employee/Dependent Healthcare:

Certified Employees who continuously work 32 or more hours per week will qualify for medical insurance coverage (including dental & vision) paid for by the district. In addition, the employee may purchase medical, dental or vision coverage for their spouse and children. **ASBAIT** (*Arizona School Boards Association Insurance Trust*) provides medical and dental coverage, administered through Meritain Health, which processes all claims. For more information, you can go to www.bagnall.us. You can view medical, dental and vision benefit summaries and plan information, search for providers and access carrier websites.

Meritain Insurance Costs for FY 16-17:

All eligible employees receive the Co-Pay Gold Plan Medical Insurance (cost \$558 per month) Dental plan (cost \$37.60 per month), Vision Plan (\$6 per month), and \$50,000 in Life and AD&D Insurance at no cost to the employee. Total cost \$601.60 per month in Insurance benefits the district is paying on your behalf.

District Provided Plan: CO-PAY Gold Medical Insurance only

Employee only:	\$0 cost (<i>benefit</i>)
Employee & spouse:	\$551.00 per month
Employee & child(ren):	\$494.00 per month
Employee & family:	\$884.00 per month
Deductibles:	\$0 (None) Calendar Year Out of Pocket Maximums: \$6,350/\$12,700

NOTE: District insured employees can elect to have dental and/or vision coverage for themselves and their family at the following rates. It can be in addition to medical or stand alone.

Dental coverage option:

Employee only:	\$0 cost (<i>benefit</i>)
Employee & spouse:	\$37.60 per month
Employee & child(ren):	\$39.80 per month
Employee & family:	\$68.80 per month

Vision coverage option:

Employee only:	\$0 cost (<i>benefit</i>)
Employee & spouse:	\$6.00 per month
Employee & child(ren):	\$6.00 per month
Employee & family:	\$11.00 per month

NOTE: ALL rates above are **MONTHLY** rates. These rates are calculated as follows to determine the amount deducted from each paycheck.

Monthly rate x 12 months = cost per year ÷ 12 equal payments = deduction amount per paycheck
Example: \$68.80 x 12 = \$825.60 ÷ 12 = \$68.80 per paycheck

Bereavement Leave:

An employee may use up to five (5) days leave to attend the funeral of an immediate family member (spouse, parents, children, siblings). An employee may use other leave if bereavement leave is needed for someone who is not an immediate family member. If more than five (5) days are needed, the employee shall apply in writing to the Superintendent or his/her designee for approval. Such leave, if granted, shall be deducted from discretionary leave. (*Policy GCCH*)

ASRS Retirement Plan:

Arizona State Retirement System statute ARS 38-727 states that any employee is eligible for retirement benefits when meeting a standard of 20 weeks/20 hours per week. The ASRS website can be found at www.azasrs.gov. Plan **includes long-term disability** coverage. Please contact the ASRS website www.azasrs.gov for a brochure.

Arizona State Retirement Starting Points:

- ❖ Go to Arizona State Retirement Website <https://www.azasrs.gov/>
 - This will become your primary source of information. ASRS is conducting more and more of their member services via the website. Plus this is a great up to date source of all ASRS related information.
- ❖ Look for the “Log in” link, click and you will be directed on creating your personal account. Once created, this becomes your portal for all ASRS information, completing and submitting forms, application submissions, secure email contact, etc.
- ❖ Under “Contact Us” you’ll receive instructions on the secure email, telephone numbers, location of ASRS Offices, etc.
- ❖ Of particular interest to those initially looking into retiring and those who are starting their retirement will be the Member Education. ASRS provides group meetings around the state with a list of upcoming meetings, topics, location and times. Also available are a combination of webinars, live and recorded. The online resources provide an option of receiving information need on your on time schedule and in the comfort of your own home.
- ❖ It is recommended that you apply for your ASRS Retirement 3 months prior to your retirement date to have an uninterrupted income when going from working to retired.
- ❖ ASRS will notify the date you will receive your 1st ASRS benefit check (direct deposit is the preferred option) and notify you of the specific amount you will receive monthly. The 1st 1 to 3 checks will be temporary amounts and by the 4th check you receive, the final amount of your retirement will be determined.

The Human Resources will be happy to assist you to the best of our abilities; however, we are not the experts. For the best information and advice, you’ll need to contact ASRS directly. ASRS will do their part to assist you fully in this transition to retirement and throughout your retirement.

Social Security Benefits:

Depending on your age, you will be contacting Social Security, <http://www.ssa.gov/>, for information on initiating your Social Security payment and Medicare at age 65. You can also contact Social Security via phone or in person at one of their regional service centers.

The most important detail with Social Security: Regardless of when you apply for Social Security Benefits and your age, it will take a full 3 months from the time you submit your application to receiving your 1st check. PLAN AHEAD to avoid any delays or gaps in your income.

COMPENSATION/DUTIES

Classified Staff Guidelines:

Time cards:

Regular work hours are from 7:00 a.m. to 3:30 p.m. with a clocked out 30 minute lunch unless other arrangements have been made through the administration.

Time must be marked by the time clock showing time in at the beginning of the work day and time out at the beginning of the lunch period time in at the end of the lunch period and time out at the end of the work day. In the event you do forget (*please try not to*) have someone in the office mark your time card.

At the end of the pay period time cards must be added, totaled, and signed.

If you are sick and unable to report for work, please notify the office as early as possible before school starts so teachers are informed and duties are covered. If you know ahead of time you will not be at work, you must notify the teachers you work with, notify the office, and make arrangements to cover your duties.

Leave Forms:

If you are out sick or anticipate being out please submit a leave form to the superintendent. Verbal notice is not sufficient.

Leave forms are available on the P drive/teacher folder/leave request forms.

They are also available at the bottom of your mailboxes and at the end of this handbook.

Overtime:

There shouldn't be any overtime, but in the event there is it must be approved in advance by the administration. There are times when overtime will occur for events like Parent/Teacher conferences, Open House, field trips, special programs, and evening Parent Advisory Meetings. (*your time card should be marked with the event explaining overtime*). If you have overtime, you must take that time off during that pay period.

Aides with cafeteria, hall/time out, or a.m./p.m. playground duties:

Please remember your lunch break is only 30 min.

Teachers have scheduled their activities based on your support, and are expecting you back after those 30 minutes.

If activities are scheduled that may conflict with your lunch break the office can help you figure out what time is best to take your lunch.

Please be at your assigned duty on time and remain on duty as assigned. The safety of students is our top priority.

Supervision:

During the time you are assigned to a teacher, you are under that person's direction. Your schedule may be changed for a special event as long as all the teachers you work with agree. The superintendent is your supervisor.

Staff Workday:

With a few exceptions, the certified staff workday is: 7:30 a.m. – 3:30 p.m. based on changes made with the student schedule. The classified work day is from 7:30 to 3:00 Monday – Thursday and 7:30 to 1:00 on Friday with 30 minutes clocked out for lunch.

Staff members are expected to report to work on time and to remain on campus and at work until their end time.

For classified staff, if it is necessary to report later to work or to leave work early, the time must be documented in hours and submitted as personal, vacation, or sick leave.

For certified staff, it is necessary to report later to work or to leave work early, the time must be documented on a leave form. In the event, there is no conflict with established meetings or professional development time and no need to hire a substitute teacher, leave time may be flexed with superintendent approval in advance. Use the leave form to do this.

Classified staff members must complete a daily time sheet as provided by the office. Overtime must be pre-approved by the staff member's supervisor.

Staff members who report to work late or leave work early may receive a formal reprimand and/or payroll dock.

Lesson Plans:

Planning for instruction is an important responsibility of all classroom teachers. Four quarter planning outlines the standards and other content to be covered in a year's time. Lesson plans are the means by which the standards and established curriculum are incorporated into the classroom activities for the day, the week, and throughout the school year.

Your lesson plan for a week should outline goals and objectives that you want to accomplish. However, no lesson plan should be cast in stone. There are always serendipitous events that present last minute and/or unexpected teaching and learning opportunities in the classroom.

Your lesson plans also serve another function. They give the superintendent a map of how goals, objectives, and skills are being developed throughout the school year. In addition, they provide information necessary for compliance reviews. Your lesson plans must always show that in your classroom, your students are receiving instruction in the curriculum established by the governing board and that is aligned with Arizona State Standards. If you do not have a paper copy of the Arizona State Standards, you may access them at the Arizona Department of Education website: [http:// www.ade.state.az.us/standards](http://www.ade.state.az.us/standards).

SEI Lesson Plans :

All lesson plans must contain the following:

- Correlation to standards
- Content objective
- Language objective
- Key Vocabulary
- SIOP features
- Lesson Sequence (4 hours of ELD instruction with a minimum of 30 minutes uninterrupted time for each portion)

Non-SEI Lesson Plans:

Teachers in classrooms of non English Language Learners are required to have lesson plans containing all of the features of the SEI lesson plans except a language objective. In the non SEI classrooms it is highly recommended that SEI features be used.

All lesson plans become the property of the school district and may be requested at any time. At the end of the school year all lesson plans must be turned in to the administration as part of the year end check out procedure.

Staff Lunches:

Lunches for staff members is \$3.00. If however, you would like to eat with the children in the café your lunch will be free of charge.

Appendix

Student Discipline

Certified staff members are directly responsible for student discipline. As a classified employee you should be well aware of the school rules, policies, and expectations. Some tips are provided below to help you be successful:

- Be aware of school and class rules. Class rules are usually posted on the wall of the classroom.
- Be fair. Injustice, not punishment, is what makes a student rebel. Avoid ultimatums and whole class punishments.
- Be friendly and enthusiastic. Show an interest in what the students are doing. Students will see right through a person who does not care about them. A sense of humor is extremely valuable when working with kids.
- Be pleasant. Give praise; look for good qualities in each and every student.
- Be constructive, not repressive, in dealings with students.
- Be reasonable. Do not judge misconduct on how it annoys you, but by the rules of the classroom and school.
- Be sensible. Do not comment on every little thing a student does. Sometimes it is wiser to ignore trivial behaviors. Do not insult, degrade or attack a student's character or behavior. Do not make unsubstantiated accusations against a student.
- Be calm. Raising your voice significantly and exhibiting tense body language invites more severe discipline problems. Students need to see you are in control when managing a class.
- Be the adult. Use your maturity and educational knowledge to defuse negative student behavior.
- Be kind. Never hold a student up to public ridicule. It is a sure way to create added discipline problems. Always talk to students one on one if there is an ongoing issue.

AT NO TIME ARE YOU TO TOUCH A STUDENT, UNLESS THE STUDENT IS GOING TO PHYSICALLY HURT SOMEONE ELSE OR THEMSELVES. CORPORAL PUNISHMENT IS AGAINST DISTRICT POLICY.

Releasing a Student and Emergencies

Releasing a Student: If a person who is not connected with the school seeks information about a student or permission to remove the student from the room, that person should be directed to the Principal's office. The school principal and office staff are the only authority that may release students. Never release a student without the authority of the office.

AgUILa Elementary School District #63 Pay Schedule 2016-2017

Pay Period	Start Date	End Date	Pay Date
1	6/15/2016	6/28/2016	7/7/2016 12M only
2	6/29/2016	7/12/2016	7/21/2016 12M only
3	7/13/2016	7/26/2016	8/4/2016 11M/12M only
4	7/27/2016	8/9/2016	8/18/2016 Teacher 1 st pay
5	8/10/2016	8/23/2016	9/1/2016
6	8/24/2016	9/6/2016	9/15/2016
7	9/7/2016	9/20/2016	9/29/2016
8	9/21/2016	10/4/2016	10/13/2016
9	10/5/2016	10/18/2016	10/27/2016
10	10/19/2016	11/1/2016	11/10/2016
11	11/2/2016	11/15/2016	11/24/2016
12	11/16/2016	11/29/2016	12/8/2016 Title II recruit/retention Pay for Dist. Certified
13	11/30/2016	12/13/2016	12/22/2016
14	12/14/2016	12/27/2016	1/5/2017
15	12/28/2016	1/10/2017	1/19/2017
16	1/11/2017	1/24/2017	2/2/2017
17	1/25/2017	2/7/2017	2/16/2017
18	2/8/2017	2/21/2017	3/2/2017
19	2/22/2017	3/7/2017	3/16/2017
20	3/8/2017	3/21/2017	3/30/2017
21	3/22/2017	4/4/2017	4/13/2017
22	4/5/2017	4/18/2017	4/27/2017
23	4/19/2017	5/2/2017	5/11/2017
24	5/3/2017	5/16/2017	5/25/2017 Teacher final pay
25	5/17/2017	5/30/2017	6/8/2017 11M/12M only
26	5/31/2017	6/13/2017	6/22/2017 11M/12M only