

# 2016-2017 CAVIT Teacher Handbook





## **Vision Statement**

Education with a Purpose

## **Mission Statement**

The Central Arizona Valley Institute of Technology provides Career and Technology Education opportunities for students to become members of a competitive workforce.

## **CAVIT School Jurisdiction**

The CAVIT School District has authority and control over its students during the regular school day, attendance at any school-related activity, regardless of time and location, and any school-related misconduct, regardless of time and location.

## **Non-Discrimination Statement for CAVIT School**

The CAVIT School District does not discriminate on the basis of race, color, national origin, sex, or handicap in providing education services. Mike Glover, Superintendent, has been designated to coordinate compliance with the nondiscrimination requirements of Title IX and of Section 504 of the Rehabilitation Act.

## **Attendance Policy**

Monitoring student attendance is the responsibility of the individual teachers. Attendance is to be reported through Schoolmaster, our computer-based system, each class session. Attendance must be entered and submitted within the first 20 minutes of each session.

Reference student handbook for makeup and late work procedures.

## **Audio Visual Materials and Media**

Classroom teachers are encouraged to supplement and enrich their lesson content with appropriate audio visual materials and media. All AV materials and media (film, digital, tapes, CD, satellite or cable) used or shown must be directly linked to a specific learning objective (course standard). In addition, adequate lighting must remain on in the classroom at all times when audio visual/media materials are being used. Any AV materials or media that is being used during a lesson should be included in weekly lesson schedules. Full length feature films/movies are NOT to be shown in their entirety.

**Under no circumstances may an excerpt from a film, movie, or other visual material, with a rating other than "G" or "PG", be shown.**

### **Classroom Access and Security Alarms**

Teachers may access their classrooms anytime on a school day and on the weekends. In addition, security cameras monitor the campus entrances and breezeways.

### **Building Maintenance and Repairs**

Any teacher who becomes aware of some part of the building that needs repair should immediately send a detailed email to the Superintendent. It is the responsibility of each and every teacher to monitor the school campus and immediately report any potentially dangerous condition or situation for swift action.

### **Calendar**

The Superintendent will maintain the official facility and event calendar for CAVIT. All events/activities must be placed on the CAVIT calendar. Events may be placed on the calendar by emailing the Superintendent. Each activity scheduled (on or off campus) must be placed on the calendar.

Careful planning and scheduling of school activities is essential in order to avoid conflicts. In the event that conflicts do occur, the decision as to which activity should receive priority rests with the Superintendent.

If an event is cancelled or changed, please notify the Superintendent immediately, so changes can be made on the calendar.

The upcoming events calendar maintained on the CAVIT website is only a highlight of future important events. This IS NOT a complete listing of school-related events that will be occurring in the near future.

### **Cheating/Plagiarism**

Cheating shall be defined as receiving or giving unauthorized information or assistance on tests, examinations, homework, projects or other assignments intended for individual completion. The penalty for cheating/plagiarism will be a grade of zero in the work involved for all parties involved. This grade will be recorded in the grade book, the situation will be documented, and report made to the Superintendent. Teacher notification of the student's parents is required.

### **Child Abuse and Neglect**

It is the responsibility of ALL school personnel to be aware of the possibilities of child abuse/neglect. A staff member who suspects there may be an incident of child abuse and/or neglect should immediately report his/her concern to Child Protective Services (1-800-SOS-CHILD).

### **Discipline, Suspension and Dismissal**

Certified staff members may be disciplined for infractions that, in the judgment of the District, are inappropriate. (Ref Policy GCQF)

### **Dress and Grooming of Professional Personnel**

Adults should model appropriate dress and behavior at all times. Also professional dress allows individuals to present themselves so that the best possible impression is made.

### **Employee Evaluation**

In accordance with state laws, all certificated personnel will participate in the development and periodic evaluation of teacher performance. A teacher's classroom performance is inadequate if the teacher receives an unsatisfactory rating in two or more components listed on the teacher evaluation instrument. (Ref. GCO) The Superintendent serves as the District's teacher evaluator.

### **Equipment, School Owned**

It is essential that each teacher accept responsibility for school equipment. Failure to maintain proper supervision and to see that such equipment is returned to proper storage may result in damage to valuable property.

### **Examinations, Grading and Testing**

Quarterly and semester examinations are mandatory and administered online via [www.classmarker.com](http://www.classmarker.com).

### **Faculty Meetings**

Faculty meetings will be held as scheduled throughout the year at 2:35pm in the multipurpose room. Faculty meetings are a critical communication tool for CAVIT and are mandatory. Special meetings may occasionally be called on an as needed basis. Punctuality on the part of all faculty members is essential.

### **Faculty/Staff Professionalism**

Faculty and staff are expected to conduct themselves in a professional manner. This includes not only professional dress, but the manner in which we conduct ourselves when representing CAVIT. We are to remain professional when addressing students, parents, community members and other staff members. This includes personal conversation, phone calls and emails. In addition, our classrooms require that we conduct ourselves in a professional, courteous manner.

### **Field Trips**

A field trip should be planned only if the teacher sincerely feels that the trip will make a positive contribution to the desired learning outcome of the class. No field trips will be taken after November 30<sup>th</sup> for first semester and May 1<sup>st</sup> for second semester. Approval for each field trip must be obtained and the appropriate paperwork completed and signed by the Superintendent at least three weeks in advance of the scheduled trip. Teachers are to use the CAVIT field trip request form (on website) to schedule events.

### **Financial Accounting**

All funds collected by and for CAVIT must be deposited daily by 2:35pm with the Business Manager. Funds should never be kept overnight by a school employee. A receipt will be given to the person making the deposit reflecting the organization's account to which the funds are credited. Teachers are prohibited from

taking funds home with them and under no circumstances should money be left in the classroom. If necessary, money may be placed in the school vault for safekeeping. Daily deposits prevent and discourage break-ins and thefts.

### **Fire Drills**

Fire drills will be conducted periodically throughout the school year. Maximum silence is to be observed by students. Teachers are expected to prepare each class for emergency drills and procedures.

### **Food/Drinks/Rewards**

No food or gum is allowed in any of the classrooms at CAVIT. Bottled water is the only permissible drink allowed. If there is an instructional need for food to be used, prior approval must be obtained from the superintendent.

### **Gradebook**

Both students and parents will be able to access teacher Schoolmaster online grade books. Students will be given online access username and password by the end of week three.

Each teacher will refresh/update his/her Schoolmaster grade book at least once a week. Careful consideration should be given to the type of assessments and assignments given to students. Teachers will include at least two new grades each week in order to inform students and parents of academic progress in each class.

### **Grading**

At the beginning of each year, teachers should go over their grading criteria with each class. Students should know what is expected in regard to preparation of assignments, format to be used and specific policies regarding any unique features of individual courses.

Teachers should grade and return all work completed. Grading should be precise, accurate and specific enough so that each student clearly understands what needs to be done for improvement.

A rubric must be used for major assignments, projects and assessments. This must be given to students when the project/assignment is assigned. Grades received at the end of each grading period should never be a “surprise”. Nine week progress reports will be mailed out to all students.

### **Grades/Records and Reports**

Teachers are CAVIT are responsible for preparing and maintaining the following records and reports:

1. Quarterly pacing schedules
2. Student grade reporting through Schoolmaster
3. Progress reports
4. Student daily attendance reporting through Schoolmaster
5. Course outline
6. Course syllabus
7. Documentation of student skill attainment

### **Grievance Procedure**

A grievance is a complaint by a District employee alleging a violation or misinterpretation of District policy or regulation that directly governs the employee's terms and condition of employment. Employees may follow the grievance procedure as outlined in policy GBK-R in the policy manual.

### **Health and First Aid**

In case of serious injury, first aid should be given, if possible, the Superintendent should be notified immediately. If warranted, emergency medical assistance (call 9-1-1) should be called as quickly as possible. Teachers are to complete a Student or Visitor Accident Report Form (on website) immediately after the event and submit the form to the Superintendent.

### **Homework and Assignments**

There are no specific requirements regarding the amount, if any, of homework students are assigned. However the following guidelines should be of major consideration.

1. Homework should have a positive purpose with definite learning objectives in mind.
2. Assigned homework should always be checked for completion, errors noted and graded.
3. A student's repeated failure to accomplish homework should be documented and the parents notified.

### **Leaves**

#### *Personal Leave*

Each staff member will be granted personal leave not to exceed three days per year.

#### *Legal, Jury Duty and Military Leaves*

It is recognized that no employee is exempt from jury duty. The Board will grant leaves when an employee is called to attend field training services, military reserve or National Guard.

#### *Bereavement Leave*

An employee may be granted up to five days of leave per year with pay to be used in the event of death in the employee's immediate family.

#### *Sick Leave*

Each staff member shall be credited with a sick leave allowance at the rate of one day per month up to ten days. The unused portion of such allowance shall have unlimited accumulation. When a staff member exhausts all days of accumulated sick leave, an unpaid leave of absence may be requested, pursuant to District policy.

#### *Family Medical Leave Act*

Because CAVIT has fewer than 50 employees, FMLA leave is not available.

### *Payout of Unused Leave*

There are no payout provisions allowed of unused leave balances for employees leaving the district.

### **Leaving Campus**

#### *Students*

CAVIT is a closed campus. Therefore, students are not authorized to leave campus during class without having obtained prior permission from the front office. In addition, students may not have visitors on campus.

#### *Staff*

The regular workday for CAVIT teachers is 6:45am-2:45pm. Teachers are expected to be on campus each workday during these stated hours. Should the need arise for a staff member to leave campus between 6:45am-2:45pm, he/she will need to gain approval from the Superintendent and sign out in the front office. This procedure is primarily for the purpose of accounting should we need to get in touch with a staff member.

### **Lost and Found**

Lost articles should be turned in to the front office. If personal items are not claimed in 3-4 weeks of time, they will be given to a charitable organization.

### **Mail**

Teacher mailboxes are located in the front office. Teachers should check their mailboxes daily for mail. Teachers should not allow mail or any other material to accumulate in their mailboxes. You are expected to remove all material each time you check your mailbox. In this way any new material will quickly come to your attention. Teachers are expected to check their school email regularly throughout the day and respond to emails requiring answers.

### **Maintenance**

Teachers are requested to not deal directly with CAVIT's maintenance person except in an emergency. Requests for maintenance, facility/equipment repair or special custodial services should be emailed to the superintendent. Heating and cooling problems are handled by the Superintendent.

Teachers can assist greatly in building maintenance by having a quick, general clean-up in their rooms at the end of each day.

### **Student Records**

A new student's transfer grades may not be available immediately, but will be shared with his/her teacher as soon as they are received by the Superintendent. Individual Education Plan's (IEP) will be made available for teachers to review as soon as they are received from the home school.

### **News/Publicity**

Teachers having material suitable for release to the newspapers must send the information, in writing, to the Superintendent who will forward the information on to the appropriate sources. All campus communication with outside media sources should be directed to the Superintendent.

### **Open Records**

Parents have the right of access to “all written records of CAVIT concerning the parent’s child”. Parents must not be allowed access to the records of or given information concerning any student other than their own. Remember email is subject to the Open Records law. Please do not include anything in an email you would not want others to read.

### **Overnight Trips**

CAVIT will not sponsor overnight trips for any purpose other than those which are of a purely academic nature. The activities must have prior approval of the Superintendent.

Any out-of-state trips or competitions must have satellite school board approval before arrangements are made. The superintendent will handle the requests submitted to the satellite school boards. Individual employee travel for out-of-state trips is subject to approval by the school board.

### **Political Activities**

CAVIT recognizes the rights 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 outcome of elections.

### **Procedures for Purchase Orders**

Please see the Business Specialist.

### **Professional Relationships**

Teamwork and a spirit of cooperation between members of the high school faculty and are essential to the smooth operation of the district. Differences of opinion should be respected and individual points of view encouraged. A spirit of collegiality and support for one another should exist at all times.

Most of the problems that arise can be easily solved if some action is taken immediately. Each teacher should understand the overall picture and how his/her responsibilities and duties affect the entire school program.

Routine inquiries, problems, or questions by students or parents regarding a teacher’s policies or procedures will be referred back to the teacher to clarification or resolution.

### **Purchases**

Purchases for program equipment, supplies, travel, lodging or in behalf of students must have prior approval by the Superintendent. **Teachers who use personal funds for purchases will not be reimbursed unless the Superintendent has granted prior written approval.** There will be no exceptions to the procedure.

### **Return Merchandise Procedure**

If the merchandise is defective or incorrect, immediately return the item(s) to the Business Specialist.

### **Safety**

#### *Worker's Compensation*

All employees have a responsibility to maintain safe conditions in their work and teaching areas, making safety a part of the normal work and instruction routine. Employees are responsible for making regular safety inspections before using District and classroom equipment. All employees are covered by worker's compensation insurance for any accident while on assignment, including an accident on school property or while on official business off school grounds. (Ref. Policy GBGC)

#### *Accident Reporting*

Any employee who has an accident, no matter how slight, while on duty shall notify the Superintendent immediately. Failure to follow this procedure could result in the loss of workers' compensation benefits.

### **School Facilities**

All classroom doors should be locked and the alarm set when not in use. Before you leave in the afternoon, lock your classroom and set the building alarm, if all teachers have left your building.

### **Sexual Harassment Policy**

All individuals associated with this District are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when made by a member of the school staff to a student or to another staff member.

### **Smoking/Tobacco**

Smoking and the use of tobacco produces on District premises, in District vehicles, or in the presence of students at school or school related activities are strictly prohibited. Faculty who fail to comply with this policy shall be referred to the Superintendent.

### **Special Programs**

Staff members will comply with all state and federal guidelines regarding both special education and Section 504 students. Decisions regarding the evaluation of students will be made in the spirit of providing

the least restrictive environment for students so those students may reach their fullest educational potential.

### **Subject Matter**

The subject matter for each course in the CAVIT curriculum is based on ADE CTE and industry learning standards adopted for each specific program. Teachers must supplement the textbook material in many and varied ways if the course is to be adequately developed.

Teachers should be aware that only CAVIT adopted textbooks are authorized as the primary textbook for courses in the district.

### **Supervisory Visits**

One of the functions of the Superintendent is to act as a professional consultant, working with the teacher to improve instruction. The Superintendent at times will make unscheduled visits to the classroom in order to observe the instructional program. The teacher should never change a plan or procedure merely because of the appearance of the Superintendent.

### **Supplies and Materials**

Supplies such as paper clips, staplers, tape, etc. which is common to all classes can be obtained by filling out a purchase order. Orders will be filled and placed in the teacher's mailbox. Please allow sufficient time for the order to be filled.

### **Tardy Procedures**

Reference student handbook.

### **Teacher Duties**

Duties assigned to teachers fall roughly into three categories: 1) those directly connected with classroom instruction 2) those non-classroom duties included in the employment contract and 3) those out-of-class activities that customarily accompany a school program.

### **Teacher Duties and Substitutes**

Providing substitutes for faculty at CAVIT will be supervised by the superintendent. Every effort will be made to provide a substitute; however, last minute requests could involve staff members filling in for other staff members during their conference period.

All teachers will have emergency lesson plans available at all times for every course taught and complete. Once the plan has been used, the teacher must provide a new set of emergency plans.

Procedures for Requesting a Substitute:

1. Contact your mentor to secure class coverage. Provide assignments via email or text to that person.
2. Text or email the Superintendent that you will be absent and who is covering your classes.
3. If absence is known in advance, complete leave form (on website) and submit to Superintendent.

### **Visitors**

Parent involvement and visits are to be encouraged. It is in the best interest of public relations that parents be sincerely welcome in our school; however, classroom interruptions are discouraged.

Visitors to the school must be cleared by the Superintendent and will have in their possession an official visitor's badge. Because CAVIT is a closed campus, no visitors (students) who are not enrolled in CAVIT are allowed on campus without prior superintendent approval.

Any stranger observed by a faculty member should be approached by that faculty member, extended a courteous introduction, and asked if they have a visitor's pass.

### **Work Day**

**The official work day for all faculty and staff is 6:45am-2:45pm.**

### **CAVIT Policies**

The CAVIT School policies are listed online and can be accessed using the following address <http://lp.ctspublish.com/asba>. If you would like a hard copy of any policy, you may print one from the web site.







**CAVIT Non-Discrimination Policy** – CAVIT is committed to a policy of nondiscrimination in relation to race, color, religion, gender, age, national origin, disability, sexual orientation, gender identity or expression, or marital status. Unless expressly superseded by controlling federal or state statutes, regulations or court decisions, this policy will prevail in all matters concerning staff members, students, the public, educational programs and services and individuals with whom the CAVIT District does business. Prohibited Discrimination: in addition, Section 504 of the rehabilitation Act (29 U.S.C. 794, et seq.) requires, and it is the policy of the District, that otherwise qualified handicapped persons must not be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination solely on the basis of handicap, under any district program or activity, that receives federal financial assistance. The District expressly prohibits all such unlawful discrimination by its agents and employees. Direct questions to: Mike Glover, Superintendent, 1789 W. Coolidge Avenue, Coolidge, AZ 85128 – Phone (520) 423-2991