

Teachers Handbook  
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**St. David Unified School District**  
*Where Students Are Our Primary Focus*

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**“Handbooks may change periodically and notification will be given to teachers when these changes occur.”**

## **REFERENCE GUIDE DISCLAIMER**

This is a guide to personnel policies and practices which are most often used by the staff. Employees who have questions or need more detail should refer to the District's policy manual, the supervisor and then the Human Resources Department. In conformity with the understandings stated on the employment application and the policies of this District regarding employment status of personnel, this guide and the items contained, referred to or mentioned herein, is not intended, nor is it to be construed to constitute a contract or part of a contract of employment between the District and any one or all of its personnel. No statement in this guide is intended nor does it provide a legitimate expectancy for any benefit greater than provided for in the employee's contract. No statement in this guide is intended nor does it provide a legitimate basis for an expectation of a term of employment greater than provided by the individual agreement between the District and the individual employee. Nothing in this guide provides for any process or procedure involving discipline including dismissal of employees different or greater than that provided by contract or District policy. This guide and its contents are presented as a matter of information and direction only and the contents may be changed within the discretion of the Administration.

The provisions of this guide can be changed unilaterally by the Administration without additional consideration or compensation.

**This guide supersedes any previous handbooks.**

## **NON-DISCRIMINATION NOTICE**

(Governing Board policies AC and GBA)

Saint David USD No.21 does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission to its programs, services, activities, in access to them, in treatment of individuals, or in any other aspect of their operations. St. David USD No.21 also does not discriminate in its hiring or employment practices. This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator listed below:

Mr. Mark Goodman, Compliance Officer/Title 2  
70 E. Patton Street St. David, AZ  
520-720-4781  
Monday through Friday 7:00 am to 3:30 pm

Mr. Andrew Brogan, 504 Coordinator  
70 E. Patton Street St. David, AZ  
520-720-4781  
Monday through Friday 7:30 am to 3:30 pm

Mrs. Tylene Miller, Title IX Coordinator  
70 E. Patton Street St. David, AZ  
520-720-4781

Violations shall be reported to the Superintendent. See Governing Board policy AC, AC-R, AC-E, GBA, GBA-R, and GBA-E for details.

## **IMPORTANT NOTICE**

All District employees are expected to know and comply with current Governing Board policies and administrative rules and regulations, as they now exist and as they may reasonably be modified from time to time. Employees should read and know in detail the following Arizona Revised Statutes:

### **ARS §13-3411 Reporting Possession and Use of Drugs**

Possession or use of drugs on school grounds or at school sponsored functions is prohibited and requires an immediate report to the Administration. Refer to ARS §13-3411 for details

### **ARS §13-3620 Reporting Child Abuse/Neglect**

Any person who **reasonably** believes that a minor is or has been the victim of **physical injury, abuse, child abuse, or neglect** that appears to have been inflicted on the minor by other than accidental means or that is not explained by the available medical history as being accidental in nature or who **reasonably** believes there has been a denial or deprivation of necessary medical treatment or surgical care or nourishment shall report or cause reports to be made immediately to law enforcement and/or Child Protective Services. Refer to ARS §13-3620 for details.

### **ARS §15-2301 Hazing**

Hazing is an intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student, in which the act was a substantial risk of potential physical injury, mental harm or degradation or causes physical injury, mental harm or personal degradation. Hazing is prohibited and must be reported immediately to the Administration. Refer to Board Policy JICFA and ARS § 15-2301 for details.

### **ARS §15-341 Harassment, Intimidation, Bullying**

Any employee who has knowledge of or observe incidents of harassment, intimidation and/or bullying shall immediately report the information the Administration. Refer to ARS §15-341 for details.

### **ARS §15-341 (A)(33) Crimes and Threats**

Any employee who has reasonable grounds or knowledge of a suspected crime against a person or property that is a serious offense or that involves a deadly weapon or dangerous instrument or serious physical injury and any conduct that poses a threat of death or serious physical injury to the District's employees, students or anyone on the property of the school shall immediately report the information to their supervisor. Refer to ARS §15-341 (A)(33) for details.

### **ARS §15-514 Reporting Certified Violations**

Any certified employee who has reasonable grounds to believe that another certificated person has engaged in conduct involving minors that would be subject to the reporting requirements of ARS §13-

3620 or has engaged in an act of immoral or unprofessional conduct that would constitute grounds for dismissal or criminal charges shall report or cause reports to be made to the Department of Education in writing within seventy-two hours of the report made pursuant to ARS §13-3620. Refer to ARS §13-3620 and ARS §15-514 for details.

### **ARS §15-515 Prohibition and Reporting of Weapons**

Deadly weapons on school grounds are prohibited and require an employee who observes an individual on campus in possession of a weapon to make an immediate report to the Administration. Refer to ARS §15-515 for details.

Employees should read and know in detail the Governing Board policies and regulations in sections G, I and J with special emphasis on the following policies:

### **GOVERNING BOARD POLICIES**

BHC\Communications with Board Members  
EEAG\Transportation of Students in Vehicles  
EGAD \Copyright Compliance  
GBA\Equal Employment Opportunity  
GBEA\Staff Ethics  
GBEAA\Staff Conflict of Interest  
GBEB\Staff Conduct  
GBEBB\Staff Conduct with Students  
GBEBC\Staff Gift and Solicitations  
GBEC\Drug Free Workplace  
GBECB\Alcohol Use  
GBED\District Use of Tobacco Policy  
GBGC\Employee Assistance  
GBI\Staff Participation in Political Activities  
GBK\Staff Grievances  
GCMF\Professional Staff Duties and Responsibilities  
GBEA\GCMF Teaching About Religion  
IJND\IJNDB\IJNDB-R\Technology Resources  
IKB\Homework Policy  
IMB\Teaching Controversial Issues  
JI & JI-R\Student Rights and Responsibilities  
JIH\Student Interrogations, Searches and Arrests  
JKA\Corporal Punishment Policy  
JLCD\Administering Medicines to Students  
JLF\Reporting Child Abuse/Child Protection  
JLI\Student Safety  
JLIA\Supervision of Students  
JLIB\Release of Student from Campus prior to Conclusion of School Day  
JQ\Student Fees

## **STAFF HEALTH & SAFETY (GBGCB-E)**

The body fluids of all people should be considered to contain potentially infectious agents. Whenever possible, avoid direct skin contact with body fluids. If possible keep others clear of the area and call the office for assistance. If it is necessary for you to remove the body fluids, disposable gloves are recommended. If contact is made with body fluids, hands must be washed afterwards. Gloves used for this purpose should be put in a plastic bag, secured, and disposed of daily. If direct skin contact does occur, hands and other affected skin areas of all exposed people should be thoroughly washed with soap and water. See policy GCGBC, GCGBC-R and GCGBC-E for more details.

## **ACCESS TO GOVERNING BOARD POLICIES & ARIZONA REVISED STATUTES**

Copies of the Governing Board policies of St. David USD No. 21 and the Arizona Revised Statutes are maintained in the Superintendent's Office, each site/department office and are available online. If unavailable, please contact the site/ department administrator or the Superintendent's Office. Governing Board Policies can be found by visiting [www.azsba.org/](http://www.azsba.org/). Click on "School District Policy Manuals" on the left-hand side of the screen. Arizona Revised Statutes can be found by visiting [www.azleg.state.az.us/ArizonaRevisedStatutes.asp](http://www.azleg.state.az.us/ArizonaRevisedStatutes.asp).

## **BOARD MEETINGS**

The Governing Board meets once each month throughout the calendar year. At the boards discretion additional meetings may be scheduled. Currently, the Board meets on the 2<sup>nd</sup> Tuesday of each month at 7:00 pm in the board room at 70 Patton Street, St. David.

## **CONFIDENTIALITY**

**Any student or employee information obtained while in the employment of the District is strictly confidential. Information should only be disclosed to necessary parties within the District. Unauthorized requests for disclosure of confidential information should be directed to your administrator. Also refer to FERRA on page 17.**

## **ABSENCE / LEAVE REQUESTS (STAFF)**

When a staff member requires the day off (per policy) please call Karen Meracle at extension 107 prior to 6:30 AM and leave a message. Upon return, complete the Leave of Absence form (**See Appendix**) for the days absent. Absences due to illness or injury, which are three (3) days in duration or longer, may require a doctor's excuse upon return. Refer to policy GCCB/GDCB for details.

To request leave submit the Leave of Absence paperwork to Karen Meracle for approval. Days can only be granted when there are substitutes available. There are times during the school year when the requests become too numerous and administration will not accept Leave of Absence requests.

Per board policy GCCB absences that occur:

- Immediately before a school holiday;
- Immediately after a school holiday;
- During the first ten days of school year;

- During the last ten days of school year; or
  - Days intended for professional development, parent-teacher conferences or grading
- require prior approval from the Superintendent.** If you find it necessary to be absent on any of these days please **submit your leave request to your administrator at least 4 business days prior** to the scheduled absence.

Professional days are granted to teachers for activities that align with district goals. Submit Leave of Absence paperwork to Karen Meracle with the requisition portion completed for needed expenses. For additional information and requirements please see the sections on professional development.

When a teacher is absent it is essential that complete lesson plans are available for the substitute.

### **ABSENCE/ ATTENDANCE (STUDENT)**

K-6 Teachers take attendance twice each day. It should be taken within the first 10 minutes after the start of school and after the lunch recess. Attendance should be taken online through TeacherVue and recorded in the attendance book. It is done in both places to have written record in the event of an emergency evacuation.

7-12 teachers must take attendance within the first 10 minutes of each class period. This is done online through TeacherVue and recorded in the attendance book. It is done both places to have written record in the event of an emergency evacuation.

Once attendance has been taken students should only be admitted to the classroom if they have checked in through the front office. If a student has been marked absent all day and they report to class on-time, please send them to the office to check in so that we can make the necessary corrections.

Refer to the student handbook for specific rules regarding student attendance.

### **ACCIDENTS & INJURIES**

Reports must be filed on accidents that take place on school property or that involve school vehicles, students or staff members on school-sponsored trips, including staff members on authorized school business trips. Such reports are required whether or not there are any immediately evident injuries or damage to property. In the event the injury is serious and may result in a workman's compensation claim the District Business Manager will schedule a meeting to assist in ensuring that all the necessary paperwork is complete and you have necessary information in making a claim. **See Appendix Accident Report Form.** Refer to policies EBBB, EBBB-RA, EBBB-RB, and EEB for more details.

### **ACTIVITIES (STUDENT)**

Student activities must be approved by Student Government (when appropriate) and the school calendar checked to avoid conflicts. Activities should be approved by administration two weeks prior to their event. Any monies collected for such activities need to be turned in daily to Karen Meracle. Forms to be completed: Activity Form and Facility Use Form (**See Appendix**).



## **ASSEMBLIES**

Please accompany students to **all** assemblies. Check the class roll book to see that all students assigned are present if the assembly takes place during your class time. Help maintain order, find seats for hesitant students and sit with noisier students as a preventative measure.

Students in grades 6 – 12 who wish to attend an elementary assembly must have parental permission and must be signed out in the office.

## **ATHLETIC TRIPS/FIELD TRIPS**

*Supervision of the student Refer to policy JLIA:* Just as in the classroom it is the responsibility of the coaches/teachers to provide the proper supervision of their team or class. When a team stops to eat, the coach/teacher must supervise the players. This means that the students must eat where there is a coach/teacher present. Students are not allowed to walk over to another facility without supervision.

In the past student athletes have been given the opportunity to go to a cinema and watch movies while at state. This practice is only acceptable if the movie is rated G unless specific parental permission to watch a movie that is rated PG has been given. At no time is it permissible for students to enter or watch a movie that has a higher rating than PG.

**Practice:** For formal practice to occur, a coach must be supervising the athletes. It is acceptable for students to voluntarily hit a ball, throw a ball and run on their own. However, they are not to use any school equipment unless participating in a practice setting under the supervision of a coach.

**Food in Vans:** Coaches may allow students to eat in the vans, but must take responsibility to ensure that it is cleaned upon return; specifically, that all trash is removed from the vehicle. Be selective about what food/drink is allowed in the vans; for example, certain foods and beverages will stain the seats. Ultimately, it is the coaches' responsibility to ensure that the vehicles are returned in the same state or better than received.

**Using students not on your team:** Coaches may not use students from the student body to field a team due to absence of team members. The administration will do everything possible to reschedule games.

**Team Rules:** Coaches are to provide a copy of the team rules to the principal prior to the start of the next school year. If it becomes necessary to modify these rules prior to the first day of practice, please submit an amended copy to the principal's office.

## **ATTENDANCE/GRADE RECORDS**

The teacher's attendance record is the state accepted, official record of attendance and is kept on the Principal Office computer. Teachers must enter all absent and tardy students in the first 10 minutes of class. Any tardy student coming in after the attendance is saved must come to the office. Only admit tardy students who come into class with a pink slip from the office. In cases of a difference between the office and the teacher, the teacher record is the official one, so be careful with record keeping. Grade Record books or computer printout from teacher's grading program will be turned in to the office at the end of the year and the administration may ask to see it during the year. The book needs to be properly identified with the teacher's name, dates covered, school, class names, periods, etc. Student names need to be legible and in ink.

*SCHOOL YEAR 2015-2016 BELL SCHEDULE - HIGH SCHOOL/MIDDLE SCHOOL*

**REGULAR BELL SCHEDULE**

**VARIABLE BELL SCHEDULE – AM**

7:05 AM	1 <sup>st</sup> Tardy Bell Period 0		
7:55 AM	1 <sup>st</sup> Bell Period 1	7:55 AM	1st Bell Period 1
8:00 AM	Tardy Bell	8:00 AM	Tardy Bell
8:50 AM	End Period 1	8:47 AM	End Period 1
8:53 AM	Tardy Bell	8:51 AM	Tardy Bell
9:43 AM	End Period 2	9:36 AM	End Period 2
9:46 AM	Tardy Bell	9:40 AM	Tardy Bell
10:36 AM	End Period 3	10:26 AM	End Period 3
10:39 AM	Tardy Bell	10:30 AM	Tardy Bell
11:29 AM	End Period 4	11:16 AM	End Period 4
		11:20 AM	Class/Club Meeting until 11:40
11:30 AM	Dismiss for MS DMS / HS ENRICHMENT		
<b>11:50 - 12:23</b>	<b>High School Lunch</b>		
<b>11:50 - 12:23</b>	<b>Middle School Lunch</b>		
12:23 PM	1st Bell Period 5		
12:26 PM	Tardy Bell		
1:16 PM	End Period 5		
1:19 PM	Tardy Bell		
2:09 PM	End Period 6		
2:12 PM	Tardy Bell		
3:02 PM	School Dismissal		

**7<sup>TH</sup> – 12<sup>TH</sup> GRADE HALF-DAY SCHEDULE**

7:05 AM	1 <sup>st</sup> Tardy Bell Period 0	9:50 AM	Tardy Bell
		10:13 AM	End Period 5
7:55 AM	1 <sup>st</sup> Bell Period 1	10:17 AM	Tardy Bell
8:00 AM	Tardy Bell	10:40 AM	End Period 6
8:24 AM	End 1 <sup>st</sup> Period	10:44 AM	Tardy Bell
8:28 AM	Tardy Bell	11:07 AM	End Period 7
8:52 AM	End Period 2	11:11 AM	Class Meetings until 11:30
8:56 AM	Tardy Bell		
9:19 AM	End Period 3	11:30 AM	MS Lunch
9:23 AM	Tardy Bell	11:30 AM	HS Lunch
9:36 AM	End Period 4	12:00 PM	Buses Leave

**CAFETERIA**

1. If you are going on a field trip, please notify the cafeteria at least two weeks before so they can order and prepare a sack lunch.

2. Lunch schedules for cafeteria use are in the handbook and are very tight. The District serves about 300 students from about 10:35 until 12:00 PM. It is the elementary teacher's duty to take their children to lunch on time.
3. The elementary teachers are also responsible for having the students sit in their assigned area and are cooperative with the staff on lunch duty that day before leaving for lunch themselves.

### **CAFETERIA SUPERVISION BY ALL STAFF**

Teachers are required to supervise cafeteria when assigned. The Team leaders will meet annually with the teams and evaluate the current lunch procedures. Safety requires that those assigned to lunch duties be on time. When absent, the assignment should be communicated with the office staff and or on lesson plans.

### **CALENDAR (District Master Activity and Athletic)**

The school calendar is online and can be viewed through the school website at [www.stdavidschools.org](http://www.stdavidschools.org) . This will contain the most up to date information on all activities in the District. Please consult the calendar when planning activities to avoid as many conflicts as possible. When the paper work is submitted for the activity or event the office staff will place it on the calendar. Try to avoid activities during the week of semester exams and AIMS.

The District calendar does not have the athletic events. The athletic calendar can be viewed on the District website at [www.stdavidschools.org](http://www.stdavidschools.org).

### **CAREER DAY**

Career Day refers to one morning, generally in October, when St. David Schools invite guest speakers to campus to speak to students in grades 8 through 12 about their occupation. Elementary students are often involved briefly during that morning if there is an outside display that might be of interest.

### **CASH IN BUILDINGS**

Monies collected by school employees and by student treasurers shall be receipted, accounted for, and directed without delay to the school secretary. **UNDER NO CIRCUMSTANCE shall money be left overnight in school buildings**, except in the safe or fireproof file cabinet provided for safekeeping of valuables. Refer to policy DM for details. Deposits can be made by completing the Auxiliary and Student Activity Cash Report. (See Appendix)

### **CHANGE OF NAME, ADDRESS OR TELEPHONE NUMBER**

In order for the District to maintain up-to-date and accurate information on its employees, any changes of name, address or telephone number must be **reported in writing to the site/department secretary AND to the Human Resources Department** at the District Office within ten days of the change. These changes must also be reported to the **state retirement system**. Changes may be reported via email or you may pickup forms from the District Office.

## **CHAPERONES**

Chaperones must be willing to supervise students under the direction of the teacher while on the trip. Chaperones should not bring siblings as this will distract from the supervision of the students. Chaperones should ride to and from the activity with the class or club.

If there is an overnight activity in which both genders are participating, a male and female chaperone should be present. Chaperones should understand and agree to follow all overnight guidelines. Chaperones are not to share a room with students.

## **CLASS/CLUB MEETINGS**

Class/Clubs meet as scheduled throughout the school year.

## **CLUBS**

National Honor Society, Middle School National Honor Society, Future Farmers of America, DECA, FCCLA, High School Knowledge Bowl and Middle School Knowledge Bowl. Students should be encouraged to be involved in one or more of these clubs.

Students may opt out of the club meetings by reporting to their class sponsor's room during meetings.

### **Disbursement of Money**

Funds raised by a club or class may not be spent without some formal documentation of club/class minutes indicating that the membership authorized the funds. An annual budget listing authorized expenses and voted upon annually solves many documentation problems.

For money to be used from the Student activity or auxiliary account a Student Activity Request for Purchase Order or Payment form (**See Appendix**) must be completed.

## **CLASS SPONSORS AND ASSIGNMENTS**

All teachers' grades 7 through 12 are involved to one degree or another with class sponsorships. A class sponsor assignment list has been developed that seeks to share the load and rotate assignments.

TEACHER	GRADE LEVEL	EXTRA CURRICULAR	TEAM LEADER
All assignments are subject to change			
VALDEZ, J	10 <sup>th</sup> Grade	FFA	
BRADFORD, P	11 <sup>th</sup> Grade	FBLA/YEARBOOK	
CHANDLER, D	10 <sup>th</sup> Grade	PROM	
CHANDLER, L	9 <sup>th</sup> Grade	NCA	
DAVIDSON, K	7 <sup>th</sup> Grade	M.S. Knowledge Bowl	
DEHAVEN, B		8 <sup>th</sup> Grade Promotion	6 <sup>TH</sup> – 8 <sup>TH</sup>
DELGADO, J	7 <sup>th</sup> Grade		
FENN, P			3 - 5
FENN, R	11 <sup>th</sup> Grade	H.S. Knowledge Bowl	
KAISER, M	YTP		
GREGORY, J	12 <sup>th</sup> Grade/Senior Trip	FCCLA	9 <sup>TH</sup> – 12 <sup>TH</sup>
WATTS, J	8 <sup>TH</sup> Grade		

HOWE, V	6 <sup>th</sup> Grade	MS AD	
BROGAN, M	9 <sup>th</sup> Grade		
WILLINGHAM		NHS- HS	STU-GO
DAVIS, B	8 <sup>TH</sup> Grade		
COULTER, B	12 <sup>th</sup> Grade	SHOW CHOIR	
KIRSCHMANN, S			K-2
UNGER, D	6th Grade		

## **CLASSROOM DECORATIONS**

Rooms should be arranged and decorated to create a pleasant environment conducive to learning. Posters, pictures, classroom regulations and student work are examples of appropriate items that should be displayed. Please use the tackable wall surface as much as possible to avoid damage to the walls. Do not use tape of any kind on doors or window frames. Please note that State Fire department regulations prohibit any items hanging from the ceiling.

## **COMPUTER REPAIRS AND ADJUSTMENTS**

Teachers who need help with their classroom computer will need to send an email to [techsupport@stdavid.org](mailto:techsupport@stdavid.org). Please be sure to include your name or/and room number.

## **COPY MACHINES**

Copiers are located in the teacher work rooms. If a machine is down, the office machine may be used. Please make every effort to use both sides of the paper.

## **DAILY BULLETINS**

Announcements are distributed daily via e-mail. Please read daily to your students. There are often reminders, changes and updates every day. Many teachers find it helpful to print and post the bulletin in their rooms.

If you have an announcement, submit it to the office via e-mail to Denise or complete the daily announcement form located in the Principal's office. **(See Appendix)**

## **DANCE REGULATIONS AND SUPERVISION**

Teachers and others who supervise dances need to be aware of the dance regulations, which the Student Government has developed and which are in the Student Handbook. Please enforce these rules.

## **DIRECT DEPOSIT**

Direct deposit authorization forms are available from the District Office. A completed form and a voided check are necessary to complete the process. Requests should take effect within two payroll cycles after the request is made.

Direct deposit may be discontinued by notifying the Payroll Department in writing. **Payroll must be notified to stop direct deposit PRIOR TO CLOSING AN ACCOUNT.**

## **DISCIPLINE/CLASSROOM MANAGEMENT GUIDELINES**

It is the responsibility of each teacher to effectively manage his or her classroom. Each teacher is expected to develop and post a brief yet specific set of classroom rules and consistently enforce them as required. Classroom discipline is essential for learning. The most effective manner is when teachers implement progressive classroom consequences while seeking parent support. There are serious discipline issues, which should be referred directly to the principal such as: fighting, disruptions that prevents teaching and repetitive discipline problems. In most cases implementing progressive classroom interventions or consequences and making parent contact is required prior to making a formal discipline referral to the principal documenting the nature of the problem and steps taken to resolve. By following a systematic approach most discipline situations are handled effectively by 1) implementing progressive classroom consequences; 2) making parent contact to seek support when classroom interventions have not solved the problem; 3) making a formal written discipline referral to the principal documenting the nature of the problem. By following a systematic approach to classroom discipline involving progressive interventions consequences maximum time in the classroom can be devoted to instruction. A copy of the discipline referrals can be found in the **Appendix**.

## **DRESS CODES**

The elementary and MS/HS school dress codes are in the respective Student Handbooks. Staff has a clear responsibility to enforce the policies outlined in the handbooks.

## **DROPPING STUDENTS OFF CLASS ROLLS**

Teachers should continue to carry students on their attendance records and report their absence until the office officially advises the teacher to drop them and stop marking their attendance.

## **DUTY ASSIGNMENTS**

Early morning, lunch duty, recess duty, bus duty, etc. falls on all staff when they are scheduled by their team leader and when the Adult Paraprofessional is absent. When a rainy day schedule is announced teachers need to open their room and allow students in for the duration of the recess or lunch period.

## **DUTY TO REPORT**

Pursuant to A.R.S. 13-3620, any school employee who, during the course of employment, reasonably believes that a minor is or has been the victim of physical injury, abuse, child abuse, a reportable offense or neglect that appears to have been inflicted on the minor by other than accidental means, shall immediately report this belief to Law Enforcement and shall follow up this initial report with a written report within seventy-two (72) hours. The only exception is where the person suspected of causing the non-accidental injury, abuse, child abuse, reportable offense or neglect is a family member. The employee may choose to report to either Child Protective Services or Law Enforcement.

The District has forms which may be used to fax the information for the initial report to Law Enforcement. These forms, if completed, will also serve as the written report and acknowledgement of the receipt of the report by Law Enforcement. Failure of the District to provide the forms to the employee does not relieve the employee of the duty to immediately report and to follow-up with a written report.

Immediately following, or contemporaneously with the making, the initial report to Law Enforcement or Child Protective Services, the employee shall inform the principal, or if a principal is absent, the superintendent, of the non-accidental injury, abuse, child abuse, reportable offense or neglect. An employee's failure to immediately report a reasonable belief on non-accidental injury, abuse, child abuse, a reportable offense or neglect to law enforcement or child protective services shall result in disciplinary action up to and including termination and a report to the Arizona State Department of Education for unprofessional behavior. In addition, the employee who fails to immediately report may be charged with a criminal offense. Failure to immediately report to administration may lead to discipline up to and including termination for insubordination.

## **ELIGIBILITY**

This applies to any student in grades six to twelve. Teachers need to turn in weekly Notices of Concern for any student with a D or failing grade. Once students are reported for failing a class, or having more than one D grade, they are placed on probationary status. One week later, if the student still has any failing grade or more than one D grade, additional notice need not be given to the office. The student will be automatically placed on the ineligible list where he/she will remain until the teacher again notifies the office of the passing status of the student. A Notice of Concern is required every time a student changes status from passing to failing.

The Athletic Director is the person that should be contacted with any questions for both Middle School and High School Athletics.

Teachers are to communicate with student, parents and coaches to ensure that students have the information and materials needed to assist them in regaining their eligible status. The ineligible list will be given to coaches and will suffice as notification of a student's status.

### **Teacher Responsibilities:**

1. Email all new "D's" and "F's" to the office by NOON each Friday.
2. Evaluate each student weekly. What happens in class on Friday carries over to the following week.
3. Work turned in by the student after 3:00 PM on Wednesday may not be credited until the following week.
4. Notify student if their current grade puts them on the "D" or ineligible list.

### **Student Responsibilities:**

1. Turn in all makeup work by 3:00 PM, Wednesday.
2. Know current grades by speaking to teachers or by checking their grades on the computer.

### **Office Responsibilities:**

1. Prepare the "Ineligibility List"
2. Distribute to coaches/teachers by Monday morning.
3. Email the notice of any new "F" and any new "D" to the parents.

### **Coach's Responsibilities:**

1. Inform participants of their status (probationary or ineligible) on Monday.

2. Orient the athletes as to the policy, procedures, and responsibilities.
3. Check on the academic progress of students.

### Parent Responsibility

Review school grades via ParentVUE weekly. Parents can access ParentVUE at [www.stdavidschools.org](http://www.stdavidschools.org). For Password, contact the Principal's office. A computer will be available for parents in need of connectivity during normal business hours.

### EMAIL

All employees are issued a District email upon hire. This is the primary vehicle for delivery of all official District notices and other important employee correspondence.

### EMERGENCY PROCEDURES

State law requires that schools conduct emergency evacuation drills. Each room has an EMERGENCY RESPONSE GUIDE (lime green) and a posted diagram of their room showing the emergency evacuation route. This diagram must be posted in a prominent location in the room, preferably close to a door. All employees are expected to know and be able to execute the different procedures listed for each emergency circumstance addressed in the plan. **In the event of an evacuation, teachers must take grade book or student roster to ensure all students are accounted for.** Refer to policy EBC, EBC-RA, EBC-RB, EBC-RC, EBC-RD for details. Teachers are to complete a Fire Drill Report or a Lock Down Report at the completion of drills. (See **Appendix**)

### ETHICS

All employees of the District are expected to maintain high standards in their school relationships. Refer to policy GBEA for general guidelines regarding the standards of expectation.

### EVALUATIONS

Non-tenured teachers are evaluated at least twice a year. Tenured teachers are evaluated at least once a year. Refer to policy GCO, GCO-R and the St. David Teacher Evaluation System (See **Appendix**) for details.

All new classified staff should be evaluated a minimum of twice per year when possible (once within 90 days of hire, the second evaluation before March 1<sup>st</sup>). Returning classified staff will be evaluated a minimum of once annually on or before April 1<sup>st</sup>. Refer to policy GDO, GDO-R for details.

### FAX SERVICES

Fax services are available in the Superintendent's office. Bring in the item to be faxed complete with the fax number to be called and the person to whom it is directed. For sending or receiving faxes the fee is \$2.00 for the first page and \$1.00 for each additional page.

### FERPA

This is the acronym (Family Education Rights and Privacy Act) that refers to the legislation that mandates privacy for students and families regarding school information and records. Teachers need to be aware of what can and cannot be said to other individuals regarding students. In general, school



personnel cannot share student data, information, etc. with anyone other than the students' parent or legal guardian unless specific written permission from the parent is granted.

## **FIELD TRIPS**

On trips, students directly represent the community, school, coaches or sponsors; therefore, it is expected that all concerned will dress in an acceptable manner and maintain appropriate standards of behavior. Additionally:

1. Students who ride on the bus must return on the bus. Student may be released to their parents at the game with permission of the sponsor, and with proper documentation.
2. Students who ride on the bus as scheduled must return on the same bus.
3. Students should make arrangements for transportation from the school to home before leaving home.

### **Appropriate supervision must occur. (See athletic trips in this handbook)**

“Field trips must be planned within the context of the school program and must be appropriate for the age level, grade level, and curriculum.”(Refer to policy IJOA) “Field trips are very useful to encourage learning through exploration of the environment not immediately accessible to the classroom. However, field trips are only one means of achieving an educational objective.”

1. All field trips must be approved by the principal (or designee) long enough in advance to make arrangements. (All paperwork must be submitted two weeks prior for approval. Forms to be completed are Staff Leave of Absence and Field Trip Request **see Appendix**)
2. Approval will be based upon a number of items such as: Availability of transportation, budget, personnel, weather, risks, and distance, as well as the educational objectives.
3. Before any student can be taken from school grounds, written permission must be obtained from the parents.
4. Transportation shall be provided only in district vehicles.
5. In general field trips shall be conducted within the normal school day and within the state.
6. It is the responsibility of the staff to organize field trips so that the experience is not repeated annually for the student or group of students.
7. The cost of transportation for field trips must be included in budget planning. Although the District will attempt to have capacity for scheduling field trips beyond those requested during the budget process, there can be no assurance that unbudgeted trips can be accommodated due to the projected budget deficit.
8. Plans should include time, place, and educational justification for each field trip.
9. The sponsoring teacher is responsible for the students while on field trips and must follow board policy in regards to supervision.
10. Prior to all overnight field trips exhibit IJOA-E must be completed as part of the field trip paperwork prior to approval. **(See appendix)**
11. It is necessary to have the extra-curricular activities function within a realistic framework of control. In order that over enthusiastic students do not place a social or athletic function on a higher plane than the academic program, students must remain eligible. Extra-curricular activities are those for which no credit towards graduation is given. Some classes such as music and vocational may have field trips that are divided between curricular (an extension of the classroom and extra-curricular festivals, competitions). These classes must submit the itinerary and stated purposes of the trips to administration. The responsible administrator will determine if the trip is curricular or extra-curricular.

12. Short vs. Long trips. Elementary classes are limited to one long trip per year in general but several short hops within 20 miles (round trip) can be set up with administrative approval. These short trips should be an extension of the current learning objectives and have a minimum loss of instructional time.
13. Per directive **ALL** reward field trips should minimize any loss of class time. There are a few that are pre-approved and may be scheduled within the school day (DARE, Senior Trip, and 8th Grade Trip). All others must occur during non-instructional times unless approved by the Superintendent, or designee.
14. The District will not support field trips that do not meet these criteria unless the Board gives approval after a presentation justifying the specific need for the exception.
15. See Chaperone Guidelines

### **FOOD IN CLASSROOM**

Food and soft drinks are not allowed in any of the classrooms or educational areas on campus. Exceptions for special activities or health considerations may be pre-approved by the administration.

### **GATES AFTER HOURS**

On weekends and after 9:30 P.M. the gates should be locked. If a teacher unlocks a gate, he/she should lock it when he/she leaves regardless if others are inside the area.

### **GRADING SYSTEM**

The district is on a nine-week grading system. Teachers of grades 6 - 12 must maintain accumulative grade records on the athletes from one grading period to the next for eligibility requirements. Grades start over at the semester for eligibility.

Teachers must use the district-grading program so that parents can access grade information via the Internet.

Grades are to be kept up to date. Assignments should be given frequently (at least 2 or 3 each week). There will be occasions in which projects are being worked on and grading is impracticable until the assignment is complete; however, participation or progress grades can be entered and is highly recommended to meet the above requirements.

### **GRADING SCHEDULE- 2015/2016**

#### **Report Card & Progress Report Schedule**

August 10, First day of 1<sup>st</sup> Quarter

September 13, Progress Reports sent home with students

September 13, Review possible retentions

October 07, Last day of the 1<sup>st</sup> Quarter

October 19, Grades due to the office **IN OFFICE BY 2:00**

October 21, Report Cards sent home **ALL GRADES**

October 17, First day of 2<sup>nd</sup> Quarter

November 15 Progress Reports sent home

November 15, Review possible retentions

December 21-22 Semester Exams

December 22, Last day of the 2<sup>nd</sup> Quarter

Jan 11, Grades due to the office  
Jan 13, Report Cards sent home

January 09, First day of the 3<sup>rd</sup> Quarter  
February 14, Progress Reports sent home with students  
February 14, Review possible retentions  
March 03, Last day of the 3<sup>rd</sup> Quarter  
March 15, Grades due to the office  
March 18, Reports Cards set home

March 13, first day of 4<sup>th</sup> Quarter  
April 18, Progress Reports sent home with students  
April 18, Review possible retentions  
May 23-24 Semester Exams  
May 25, Last day of the 4<sup>th</sup> Quarter  
May 26, Remaining grades due to the office  
June 06, Report Cards mailed home

**ALL 8<sup>TH</sup> AND 12<sup>TH</sup> GRADE, GRADES ARE TO BE SUBMITTED BY MAY 23rd, PRIOR TO PROMOTION/GRADUATION.**

## **GRIEVANCES**

Effective communication between District employees, the administration and the Governing Board is essential for the proper operation of the schools. Refer to policy GBK, GBK-R for details regarding the grievance process.

## **GBK-R ©**

### **REGULATION**

### **STAFF GRIEVANCES**

#### **Definitions**

A *grievance* is a complaint by a District employee alleging a violation or misinterpretation, as to the employee, of any District policy or regulation that directly and specifically governs the employee's terms and conditions of employment. The term grievance shall not apply to any matter for which the method of review is prescribed by law, or the Governing Board is without authority to act. The suspension or dismissal of employees is covered by statute and, therefore, is not a grievable matter. Assignment, reassignment, or transfer of an employee to another position or duties is not grievable beyond the Superintendent unless there is a reduction in compensation or the Superintendent requests that it go to the Board.

A *grievant* shall be any employee of the District filing a grievance.

*Terms and conditions of employment* means the hours of employment, the compensation therefore, including fringe benefits, and the employer's personnel policies directly affecting the employee. In the case of professional employees, the term does not include educational policies of the District. A day is any day during which the District conducts business. The immediate supervisor is the lowest-level administrator having line supervisory authority over the grievant.

### **Informal Level**

Before filing a formal written grievance, the grievant must attempt to resolve the matter by one (1) or more informal conferences with the immediate supervisor. The first of these informal conferences must be conducted within ten (10) days after the employee knew, or should have known, of the act or omission giving rise to the grievance. A second or any subsequent conference must occur within five (5) days after the initial informal conference, or any subsequent conference.

### **Formal Level**

***Level I.*** Within fifteen (15) days after the employee knew, or should have known, of the act or omission giving rise to the grievance, the grievant must present the grievance in writing to the immediate supervisor.

The grievance shall be a clear, concise statement of the circumstances giving rise to the grievance, a citation of the specific article, section, and paragraph of the policy or regulation that directly and specifically governs the employee's terms and conditions of employment that are alleged to have been violated, the decision rendered at the informal conference, and the specific remedy sought.

The immediate supervisor shall communicate a decision to the employee in writing within five (5) days after receiving the grievance.

Within the above time limits either party may request a personal conference to attempt to resolve the matter.

***Level II.*** In the event the grievant is not satisfied with the decision at Level I, the decision may be appealed to the Superintendent within five (5) days after receipt of the decision.

The appeal shall include a copy of the original grievance, the decision rendered, and a clear, concise statement of the reasons for the appeal. The Superintendent shall communicate a decision within five (5) days after receiving the appeal. Either the

grievant or the Superintendent may request a personal conference within the above time limits.

**Level III.** If the grievant is not satisfied with the decision at Level II, the grievant may, within five (5) days, submit an appeal in writing to the Superintendent for consideration by the Governing Board.

### **General Provisions**

**Section 1.** Failure at any step of this procedure to appeal a grievance to the next step within the specified time limits shall be deemed an acceptance of the decision rendered at that step, and there shall be no further right of appeal. Failure to file a grievance within fifteen (15) days after the employee knew, or should have known, of the circumstances upon which the grievance is based shall constitute a waiver of that grievance.

**Section 2.** The filing or pendency of any grievance under the provisions of this policy shall in no way operate to impede, delay, or interfere with the jurisdiction of the Governing Board or the Superintendent.

### **HANDBOOKS**

Handbooks have been developed for various groups of teachers, parents, and students in order to improve communication. It is expected that all teachers/sponsors will be very acquainted with the **Teacher Handbook**. All coaches/sponsors should also be familiar with the **Parent/Athletic Handbook**. Teachers should be familiar with the **Student Handbooks** pertaining to their grade level.

### **HOSPITALITY**

The Hospitality Committee will arrange for flowers for appropriate occasions, gifts for retirement, etc. Please keep them advised of special staff needs and circumstances. A voluntary contribution of \$5.00 per staff member is needed to defray costs.

### **HOUSEKEEPING**

In an effort to maintain a clean, attractive learning environment, teachers should have students pick up trash off the floor at the end of the day or each period. **When you leave your room at the end of the day, make sure that the lights, AC or heat are turned off.** Please complete a work order to inform the custodial staff regarding any unusual cleaning needs such as spots that should be removed from the carpet.

### **INTERNET/E-MAIL USAGE**

All employees will adhere to policy IJNDB and IJNDB-R related to the use of technology and the internet. **This policy advises users that they are to expect no privacy in the contents of their personal computer files, email and use of the internet on the District's system.** The District's

internet system has been established for a limited educational purpose to include classroom activities, career development, and limited high-quality self-discovery activities. It has not been established as a public access or as a public forum. Furthermore, a staff member may not use this system for commercial purposes to offer, provide or purchase products or services through the system. The system may not be used for political lobbying. A signed agreement is required prior to use of any computer on campus and is valid for the entire term of the employee's employment. Refer to policy IJNDB and IJNDB-R for details.

Confidentiality and security concerns require teachers to forbid students from knowing passwords or using the computer unsupervised. Students are not to use a staff computer.

### **KEYS**

Keys are checked out from the office at the beginning of the year and checked back in at the end of the year unless the teacher makes some separate arrangement with the administration. **Keys should not be given to students or other community/family members. Lost or stolen keys must be reported immediately to the administration.** Refer to policy ECA and related regulations for additional information.

### **LEAVING THE BUILDING**

If it is necessary to leave the building during the normal duty day, the staff person is required to inform the administration before leaving, and upon returning, to the campus.

### **LEAVING THE CLASSROOM**

If it becomes necessary to leave the classroom while class is in session, contact a teacher in a nearby room or the office. **Do not leave students unattended in a classroom.**

### **LESSON/UNIT PLANS**

Lesson/unit plans shall be kept in a visible place within the classroom. The plans shall include learning objectives, reference to the pages in the text or other material being used, and the homework assignment. Appropriate lesson plans should be in place for the substitutes when absent.

### **MEDICATION**

All student medications need to be under the control of the nurse.

### **MENTOR ROLES**

Mentors are assigned by the administration to be a help to new teachers. These people are volunteers who make themselves available to new teachers for their questions, curriculum matters, etc.

### **MOVIES/VIDEOS/TELEVISION PROGRAMS**

Television programs, movies and videos may not be used for recreation, entertainment, rewards or incentives. Programs/movies with a rating of PG or PG13 must have Administrative approval. Under no circumstances can a program/movie with a rating that exceeds PG13 be used.

### **OFFICE SUPPORT**

**In general, the teachers may go to the following personnel concerning matters listed below:**

1. Mr. Brogan– School level administrative matters: discipline, curriculum, athletics, calendar, middle school approval, and staff evaluation.
2. Mrs. Wood – Synergy, State reports, grades, student records, graduation check, honor roll, valedictorian, salutatorian, report cards, paraprofessional schedules, eligibility, and appointments with Mr. Brogan.
3. Mrs. Judd – student finances, substitutes, clubs, keys, workroom supplies, classroom supplies, student debts, fees, school facilities use requests, requisitions and bulletin.
4. Mrs.Scott - Attendance, marquee, agendas, and bulletin.
5. Mrs. Kaiser –Transition Specialist.
6. Mr. Goodman– District level administrative matters, Special Education, Title I and ELL
7. Mrs. Bradford, Mrs. Meracle - insurance, withholding, room maintenance, repair and personnel issues.
8. Ms. Willingham- Scheduling student activities for grades 9 - 12, fundraisers, dances, Student Government matters.
9. Mrs. Grapp - Career Day, Scholarships and financial aide, career counseling.
10. Mrs. Kathy Davidson – Title I and ELL
11. Mrs. Maxine Eglinsdoerfer – Testing/Data Coordinator.

### **OPEN HOUSE NIGHT**

ALL certified staff members are expected to be in attendance at the annual Parent Open House Night. This event generally is set in August from about 6:00 P.M. until about 7:30 P.M.

The program usually includes a gathering in the gym for a welcome to parents and an introduction of new staff to the community. The evening is sponsored by the P.T.O. and they introduce new officers, enlist membership and provide some light refreshments.

After opening remarks, maps are distributed, and a schedule is followed that allows parents to get acquainted with their children's teachers.

### **OVERTIME (Hourly Employees)**

Hourly employees cannot work more than their number of contracted hours without prior authorization. If it becomes necessary for an hourly employee to work more than 40 hours during any week, it must be agreed upon that the employee will be compensated either through compensatory time or monetarily, with Superintendent (or designee) approval, prior to the performance of the extra work. **Hourly staff cannot volunteer to work more hours than contracted.** Refer to policy GDL for details.

### **PARENT CONFERENCES**

Parent conferences are one of the most valuable tools teachers have to enlist parental support, cooperation, and help with their children. Parent conferences are scheduled for all grades at the end of the first and third grading periods.

### **PAYCHECKS/INSURANCE**

Staff members get paid every two weeks. Checks are distributed by the Superintendent's Office on payday from 7:00 - 9:00 A.M. Insurance programs and forms are available the office.

## **PAYROLL DEDUCTIONS**

Federal and Arizona income taxes, social security, and employee contributions to the Arizona State Retirement System will be deducted as mandated by state and federal law. **It is the employee's responsibility to review federal, state and retirement deductions to ensure deductions are accurate and sufficient.** Voluntary deductions such as insurance premiums for dependents, tax-sheltered annuities, and tax credit donations may also be deducted at the employee's option and expense.

## **PERSONAL PROPERTY**

The District shall not assume responsibility for the loss of, or damage to, **personal property** stored, installed, or used on school premises. Employees who bring personal property to work do so at their own risk. Please mark personal belongings with a tag and record all serial numbers. Refer to policy ECAD.

## **PERSONNEL RECORDS**

The District maintains a complete and current official personnel file for each employee. These files are confidential and access is limited to authorized District officials and employees. Should you need to review items in your personnel file, contact the Superintendent's Office to schedule an appointment. Refer to policy GBJ for details.

## **PROFESSIONAL DEVELOPMENT/COLLEGE CLASSES**

Staff is encouraged to seek out additional professional development opportunities; however, we also recognize that there is no substitute for a teacher in the classroom. Try to find a balance between professional development opportunities and the loss of academic time. Teachers wishing to attend a conference must complete the Leave of Absence form (**See Appendix**) and be sure that they complete the requisition part of that form for the cost of any registrations fees, hotels, and meals that are needed.

Upon the return from the conference complete the Training Evaluation form and turn into the Principal's office (**See Appendix**)

In order to get credit for graduate college course work that is taken for horizontal movement on the Salary schedule it must be approved by the Superintendent. Please notify district personnel office and provide transcript when course work is complete.

## **PURCHASES**

Purchases may only be made by personnel authorized by the site administrator. **Do not purchase items without a prior approved purchase order.** This violates state law and subjects you to personal liability for any purchases made without a purchase order. Purchasing includes obtaining samples, reserving items or services, placing items on hold and previewing videos that in any way obligates or may obligate the district funds. Once you have submitted a requisition in which you are the vendor (you making the purchase and receiving reimbursement) you will be notified when the requisition has been approved, and when you can make the purchases.



All requisitions that are not part of your classroom supply funds must be pre-approved by your team leader. Refer to policy DJ, DJE

Purchase orders must be generated for all purchases. Requisitions will be filled out and submitted to the Principal's Office. (See Appendix)

To spend money out of a Student activity or auxiliary accounts classes and club sponsors must complete the Student Activity Request for Purchase Order or Payment form and have proper documentation that the club or class has authorized the expenditure.

### **RAINY DAY SCHEDULE PLAN FOR GRADES K - 5**

Please be advised that when it is announced that the school is on a “Rainy Day Schedule” it means the following:

1. Teachers are to eat lunch at the same time as the students in K-Hall.
2. Teachers are to return to their classrooms immediately after lunch with the children and provide the children with classroom activities that will keep them dry and productive.

### **RELEASE OF STUDENTS PRIOR TO THE END OF THE SCHOOL DAY**

No student under the age of 18 may be released from school prior to the end of the school day except by the student’s parent or a person authorized by the student’s parent or by a person who has legal custody of the student. Refer to policies JLIB and JLIB-R for details. Students 18 years of age or older can only be released by self but their absences must be approved by a parent or administrator for them to be consider excused.

### **RETENTION OF STUDENTS**

Please refer to board policy IKE, IKE-RA, IKE-RB. See Appendix for retention policy and forms

### **SCHOOL FACILITIES REQUESTS**

To use any facility other than your classroom requires that a staff member complete the facility usage form. This will ensure minimum conflicts. Remember to please notify the office when a class goes to another location on campus.

All groups or organizations that wish to use school facilities for such things as dances, dinners, community ball games, and fundraisers, need to have a representative fill out a facilities use request form. Fees for non-school sponsored groups are in place for the use of K-Hall, the gym, the cafeteria, etc. School sponsored groups such as classes, clubs, the P.T.O., the Boosters Club, etc., are generally not assessed a fee unless additional clean up or costs are incurred by the school.

### **SCHOOL IMPROVEMENT PLAN (ALEAT)**

The School Improvement Plan is a document generated by the high school faculty and approved by North Central Association that is designed to increase student success in subsequent years. It contains reasonable, challenging goals for improvement of all students and a list of possible means to those goals. The plan was approved by the Board. An annual visit will be made by NCA representatives to

ascertain progress and/or completion of goals. The high school Team is responsible for checking on implementation by the entire school and staff.

## **SEARCHES**

**Teachers and classified staff shall not conduct searches under any circumstances.** Searches are to be conducted only by the Principal, Assistant Principal, Superintendent or his/her designee. If you suspect the presence of drugs, alcohol, weapons, or other items prohibited by law or District policy, report it to the administration immediately. Refer to policy JIH for details.

## **SEXUAL HARASSMENT (POLICY ACA)**

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 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, or when made by a student to another student where:

- Submission to such conduct is either explicitly or implicitly made a term or condition of an individual's employment or education; or
- Submission to or rejection of such conduct is used as a basis for employment or education decisions affecting such individual; or
- Such conduct has the purposes or effect of substantially interfering with an individual's educational or work performance, or creating an intimidating, hostile, or offensive employment or education environment.

Sexual harassment may include, but is not limited to:

- Suggestive or obscene letters, notes, invitations, derogatory comments, slurs, jokes, epithets, assault, touching impeding or blocking movement, leering, gestures, or display of sexually suggestive objects, pictures, or cartoons.
- Continuing to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction between peers is not considered sexual harassment.)
- Implying or withholding support for an appointment, promotion, or change of assignment; suggesting that a poor performance report will be prepared; suggesting that probation will be failed; implying or actually withholding grades earned or deserved; or suggesting that a scholarship recommendation or college application will be denied.
- Coercive sexual behavior used to control, influence, or affect the career, salary, and/or work environment of another employee; or engaging in coercive sexual behavior to control, influence, or affect the educational opportunities, grades, and/or learning environment of a student.
- Offering or granting favors or educational or employment benefits, such as grades or promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassifications, etc., in exchange for sexual favors.

Anyone who is subject to sexual harassment, or who knows of the occurrence of such conduct, should inform the compliance officer, as provided in ACA-R.

A substantiated charge against a staff member in the District shall subject such staff member to disciplinary action.

A substantiated charge against a student in the District shall subject that student to disciplinary action, which may include suspension or expulsion.

All matters involving sexual harassment complaints will remain confidential to the extent possible.

### **SPECIAL EDUCATION**

The Individuals with Disabilities Education Act (IDEA) mandates that children with disabilities have available to them a free appropriate education that includes special education and related services to meet their unique needs. As a school site we are responsible for providing appropriate educational services to all identified special education students through each student's Individual Education Plan (IEP). Regular education teachers play a vital role in assisting the special education teachers in developing and implementing student IEP's. It is a statutory requirement that teachers support IEP goals and objectives and make accommodations that may be specially called for in a student's IEP. Students, who have been identified as having Attention Deficit Disorder or Attention Deficit Hyperactivity Disorder, maybe afforded certain rights under IDEA. Accommodation plans developed from Child Study Teams must be recognized and actively supported by all classroom teachers.

### **SPECIAL SERVICES**

The District is involved in an Intergovernmental Agreement with other Cochise County districts to contract specialists to serve students in the areas of counseling, speech therapy, audiology, psychology and occupational/physical therapy, etc. The specialists have a rotating schedule that takes them to several schools. When they are on campus, they are located in the Special Services Building.

### **STAFF CONDUCT**

All employees of the District are expected to conduct themselves in a professional manner consistent with effective and orderly education and to protect students and District property. Refer to policies GBEA, GBEAA, GBEB, GBEBB, GBEBB, GBEC, GBECB and GBED for details.

### **STUDENT GOVERNMENT, RESPONSIBILITY, ORGANIZATION**

STUGO meets regularly. All fund raisers on campus and off campus that effect students in grades K - 12 needs to have approval through the Student Government to avoid conflicts re: dates, facilities, equipment, etc. Appropriate paper work must be submitted to the office and all money collected must be maintained to ensure the safe keeping as outlined in district policy DM. (see appendix)

### **STUDENT FEES**

Fees may be assessed to students enrolled in classes or activities only upon approval by the Governing Board. Refer to policy JQ for details.

### **STUDENT OPT-OUT POLICY**

A student may request to withhold their directory information from being published or released to outside agencies. Please check with the office to find out which students have filed an Opt-Out Form prior to releasing or publishing any student information. See Board policy JR.

### **STUDENT RECORDS**

The confidentiality of student records must be kept at all times. Records must be kept locked at all times except when under review by an authorized person. Special education records must be kept under double lock (e.g., a locked file cabinet in a locked storage room). **Do not make unauthorized copies of student's records or give original student records to anyone, including parents. Do not let parents or any other unauthorized persons make copies of student files.** Refer to policy JR and JR-R for details.

## **STUDENT RIGHTS AND RESPONSIBILITIES—Policy JI**

All students are entitled to enjoy the basic rights of citizenship that are recognized and protected by laws of this country and state for persons of their age and maturity. Each student is obligated to respect the rights of classmates, teachers, and other school personnel. District schools shall foster a climate of mutual respect for the rights of others.

All District personnel shall recognize and respect the rights of students, just as all students shall exercise their rights responsibly, with due regard for the equal rights of others and in compliance with the rules and regulations established for the orderly conduct of the educational mission of the district. Students who violate the rights of others or who violate rules and regulations of the District or of their school are subject to appropriate disciplinary measures designed to correct their own misconduct and to promote adherence by them and by other students to the responsibilities of citizens in the school community.

The following basic guidelines of rights and responsibilities shall not be construed to be all-inclusive, nor shall it in any way diminish the legal authority of school officials and the Governing Board to deal with disruptive students.

### **Rights:**

- Students have the right to a meaningful education that will be of value to them for the rest of their lives.
- Students have the right to a meaningful curriculum and the right to voice their opinions, through representatives of the student government, in the development of such a curriculum.
- Students have the right to physical safety, and safe buildings, and sanitary facilities.
- Students have the right to consultation with teachers, counselors, administrators, and anyone else connected with the school if they so desire, without fear of reprisal.
- Students may file a complaint or concern for violations of constitutional rights, denial of equal opportunity concerns of personal safety, discrimination, and harassment. **Please see Appendix Exhibit JII-EB.**
- Students have the right to free elections of their peers in student government, and all students have the right to seek and hold office in accordance with the provisions of the student government constitution and in keeping with the extracurricular guidelines of the District.
- Students have the right to be made aware of administrative and/or faculty committee decisions and to be aware of the policies set forth by the Governing Board and school.
- Legal guardians or authorized representatives have the right to see the personal files, cumulative folders, or transcripts of their children who are under the age of 18 years. School authorities may determine the time and manner of presentation of this information.

- Students' academic performance shall be the prime criterion for academic grades; however, noncompliance with school rules and regulations may affect grades (e.g., unexcused absences).
- Students shall not be subjected to unreasonable or excessive punishments.
- Students have the right to be involved in school activities, provided they meet the reasonable qualifications of sponsoring organizations, state organizations, and school regulations.
- Married students share these rights and responsibilities, including the opportunity to participate in the full range of activities offered by the school, and shall be subject to the rules and regulations of the school.

### **Responsibilities:**

- Students have the responsibility to respect the rights of all persons involved in the educational process and to exercise the highest degree of self-discipline to observing and adhering to school rules and regulations.
- Students have the responsibility to take maximum advantage of the educational opportunities available to seek to achieve a meaningful education.
- All members of the school community, including students, parents, and school staff members, have the responsibility to promote regular attendance at school.
- Students have the responsibility to protect school property, equipment, books, and other materials issued to or used by them in the instructional process. Students will be held financially responsible for any loss or intentional damage caused to school property.
- Students have the responsibility to complete all course assignments to the best of their ability and to complete make-up work after an absence.
- Students have the responsibility to help maintain the cleanliness and safety of the school buildings and property.
- Students have the responsibility to present themselves in class at the prescribed time and with the necessary materials.

### **STUDENT SUPERVISION**

For the safety and well being of students, faculty members should supervise on school grounds and during school sponsored activities. Refer to policy JLIA

### **STUDENT TEACHER AIDES**

Teachers in need of an aide to assist students with instruction may submit requests to the front office.

#### **The following rules must be followed by all teachers who have an aide assigned to them:**

1. They are to be used as direct tutors to children, to prepare bulletin boards, to clean up after activities, and to lead small group activities and game leadership under adult direction at all times.
2. The credit given for this position is .50 per semester and the grade will be a Pass/Fail. Roll must be taken and absences noted. Maintain accurate attendance records. Contact the Principal's Office when the student is absent and when the aide violates the tardy policy.
3. Aides must have legitimate business to be walking about the campus. Teachers must provide a pass to aides if they are to be out of the classroom.
4. Aides are not allowed access to teacher workrooms or the office to run off papers.

## **STUDENT VISITORS**

The campus is closed before, during, and after school hours to any but registered students, with the exception of athletic events or other activity at which they pay for a ticket.

## **SUBSTITUTES**

At times it is difficult to cover all requests for leave. A specific substitute may be requested, and if possible, the request will be approved. In order to attract and keep good substitutes, it is important that well disciplined classrooms with established rules and procedures are maintained. Teachers are also required to have complete lesson plans that will promote learning in their absence.

Teachers can complete a Teacher Evaluation of Substitute Performance upon their return (**See Appendix**).

## **TARDY**

**Please instruct students to be in the classroom when the bell rings. Students entering the classroom after the attendance has been submitted to the office must be sent to the office for a tardy pass. Students who enter the classroom before attendance is submitted should not be sent to the office.**

## **TARDY POLICY**

Refer to Student Handbook

## **TEACHER ARRIVAL/DEPARTURE TIMES**

Officially, teachers are to work 7.5 hours per day. There may be occasions in which a teacher may need to stay late to meet with a parent or student. If a teacher needs to leave earlier or arrive later, he or she should contact the principal's office. Teachers should be on campus no later than 7:45 AM.

## **TEACHER WORKROOMS**

The teacher workroom is strictly for faculty staff use and is off limits to students. Teachers may freely use any of the workrooms whether in the elementary building or the one in the high school area. In the event that the machines are down in the workrooms, teachers are free to use the one in the office.

## **TEAM MEETINGS**

Teams exist for every grade level and teachers are expected to attend these meetings. The meetings are organized by grade groups. These groups are K-2, 3-5, 6-8, and 9-12. The primary purpose of these teams is to discuss strategies/solutions for students' academic and behavioral problems. Additionally, the team meetings are used as a sounding board for teacher input and professional idea sharing for curriculum improvement, i.e. calendaring, field trips, unit collaboration, etc. Concerns should be addressed directly with the Team Leader. The Team Leader will act as a liaison between teachers and administration.

## **TECHNOLOGY/INTERNET**

In order to protect the students and to maintain a safe learning environment, the internet is filtered. At times there are legitimate sites that for some reason are blocked. If this is the case make the request immediately on the screen denying access or send an e-mail to the Director of Technology

to review the site.

E-mails are archived and may be subject to public requests for information. Staff is encouraged to use the school e-mail for school related correspondence. Private e-mail accounts can be set up and checked from school computers during non-instructional times. Refer to board policy IJNDB for complete details.

If there are additions or improvements that would enhance the school website contact the Director of Technology. When computer hardware, software, or network problems exist, please submit a work order by emailing to [techsupport@mail.stdavid.org](mailto:techsupport@mail.stdavid.org).

## **TELEPHONES**

A phone is available for both local and long distance school calls in the Superintendent's office.

Telephones are available for teacher use as necessary. **Personal calls, including the use of cell phones, should be limited to non-contact hours with students and should not occur within the presence of students.** Long Distance calls are restricted. If you need to make a long distance call, these can be made in the administrative offices.

Teachers should return calls promptly to parents (within 24 hours). This is one of the major sources of concern for establishing a positive working relationship with parents and community members. Keep a log of parent calls including the date, time and summary of the call.

## **TEXTBOOKS**

Textbooks need to be approved by the School Board. A recommendation from the textbook selection committee, and a 60-day open-to -the public provision and a readability test, is required before class sets of adopted books may be purchased. Teachers seeing a need for a new textbook need to allow time for this process. Involve the administration early and check on progress regularly.

## **TOBACCO/MEDICAL MARIJUANA POLICY**

It is unlawful for employees to possess or use tobacco or medical marijuana on school grounds, in school vehicles or at school functions. Violation of this policy will result in disciplinary action. Refer to policy GBED for details.

## **TRAVEL**

Staff members may be reimbursed for approved business travel. A purchase requisition must be submitted prior to travel for all expenses and the Business Office will make all travel reservations.

## **USE OF DISTRICT PROPERTY**

Employees are responsible for the proper use and care of all District property. Staff **CANNOT** take District property home unless administrative approval is sought by completing the proper form. Refer to policies EDB, EDB-R, and EDC for details.

## **USE OF DISTRICT VEHICLES**

Policy EEB prohibits the use of District vehicles for personal use, unless the personal use is incidental to a school-related trip. A school vehicle shall not be taken to an employee's home at night unless the employee has permission from the Superintendent. Refer to policy EEB for details

## **VIDEOS**

Videos must be rated as "G" or non-rated to be shown without additional parental and administrative approval. PG or PG13 videos may not be shown without specific approval by the principal. Refer to policy IJND and IJND-R

## **VEHICLES AND FOOD ON FIELD TRIPS**

Eating is permissible on the busses provided clean up is performed by those on the trip. As the vehicle returns to the parking area, the students need to be involved in cleaning up the vehicle and no one should be allowed to depart for home until the vehicle has been inspected and approved by the coach/teacher.

## **VISITORS**

Visitors must check into the office before going anywhere on campus. Please direct any strangers that are seen on campus to the office. This also applies to any student that is not currently registered at St. David Schools. **Immediately report to the office the presence of unidentifiable individuals.**

## **WEAPONS**

The district has a zero tolerance for weapons policy that has strict consequences for anyone who brings a firearm or weapon onto the campus.

**Teachers need to immediately report to the office any student in possession of a firearm or weapon.**

## **WORK ORDER REQUESTS**

If teachers need a light replaced, a repair made or something done to improve the room (heating, cooling, etc.) they are to email at work order to [maintsupport@mail.stdavid.org](mailto:maintsupport@mail.stdavid.org).

Guidelines and Regulations  
For Coaches and Physical Education Teachers

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**ATHLETES’ DRESS**

Clothes should reflect pride in one’s appearance and represent the school in a positive manner. Each coach should require a specific dress code for their team so that their appearance meets our expectations of dressing for success.

**ATHLETIC ELIGIBILITY**

Coaches need to review weekly the academic standing of their student athletes. Administration will provide a list of students that are either on probation or are ineligible. Coaches should work with the student and when appropriate meet with the student and teacher to determine what can be done to improve their academic performance and thus regain eligibility. The student has the primary responsibility for contacting and working with their teacher to complete eligible assignments that were missed, and to seek additional tutoring when needed. Coaches should support athletes by allowing them to come late to practice if they are engaged in an academic session with a teacher.

Coaches should support athletes to miss practices or come late to practice if they need to get tutoring from a teacher or to take a makeup test.

## ST. DAVID SCHOOL DISTRICT GUIDELINES AND EXPECTATIONS FOR COACHES AND PHYSICAL EDUCATION TEACHERS

### COACHES CODE OF CONDUCT

#### **All St. David High School and Middle School coaches shall:**

1. Understand that the purpose of interscholastic athletics is to promote the physical, mental, moral, and social well being of the students.
2. Set a good example for their team members, students, and general public.
3. Act in a sportsman-like manner at all times.
4. Not smoke, chew, drink, or use profane or vulgar language while supervising athletic teams.
5. Maintain complete control and supervision of team members at all practices, games, and related activities.
6. Respect the decisions of officials and remain undemonstrative in accepting these decisions.
7. Never criticize an official, fan, coach, player or school in public.
8. In the event a head coach feels it necessary to challenge an official's rule interpretation he/she will do so in a courteous manner as outlined in the National Federation Rule Book for that sport
9. Be courteous to visiting teams and officials.
10. Strive for a good working relationship with opposing coaches and schools.
11. Achieve a thorough knowledge and understanding of the rules of the game.
12. Be responsible for the implementation and adherence to the "Purpose, Objectives and Code of Ethics for Athletes" and the AIA Victory with Honor Program for St. David School.
13. Submit in writing all complaints and charges against another staff member to the Athletic Director.
14. Never use racial-ethnic references.

## **Coaching Expectations and Team Outcomes**

There is more involved to coaching than wins and losses in an education-based setting. Of course winning is important, but Honor is ABOVE ALL. This does not mean we deemphasize winning but we want to emphasize winning in an ethical way. Athletics should complement the academics/curriculum of the school. The following components will be evaluated to ensure a successful program.

### **1-Preparation and effort of working toward a win**

- Planning organized and effective practices- All student athletes will participate for 80% of the time. Practices should focus on the skills and needs of the team and individual athletes.
- Game Preparation and planning (realistic)- Know the ability and strengths of home and opponent so that a game plan can be devised that will allow athletes the best possible chance for success.
- Placing student athletes in a position to succeed through hard work, dedication and teamwork.

- Conditioning-St. David Athletes must be conditioned appropriately to prevent injury and to provide a safe and healthy experience.

## **2-Administrative tasks**

- Eligibility-Coaches are required to ensure that only eligible student athletes participate in athletic contests. Coaches should work with the athlete, parent, and teacher to assist in the academic improvement. The District expectation is that athletes be permitted to attend afterschool study and tutoring with teachers if it is required.
- Life/Health (Prevention and care of injuries)
- Adherence to School and AIA Rules-Coaches are to familiarize and comply with School Policy, regulations, handbooks, and AIA Bylaws. As changes occur, these will be communicated through writing and/or coaches meetings
- Team Rules-Coaches should explain and ensure that team rules are administered in a fair and consistent manner.
- Communicating effectively with athletes, parents, teachers, administrators, and opponents.

## **3-Instruction**

- Coaches are Teachers —they must provide effective instruction (individualized for individual needs)
- Planned Practiced Sessions- based on an analysis of need and input from all coaching staff.
- Knowledge and Instruction of Fundamentals-Daily
- Game day is an Instructional Day-Part of instruction is evaluation and assessment. It is a time to demonstrate the skills they have learned in practice and to assess future needs.
- Emphasize/recognize effort and improvement
- Provide Meaningful and Timely Feedback

## **4-Educational Outcomes (Social, Emotional, Intellectual, Moral, and Physical Development of a student)**

- Teaching 6 Character Traits (Trustworthiness, respect, responsibility, fairness, caring, citizenship), the values of Pursuing Victory with Honor, and the lifelong lessons beyond their sport. Are the athletes' better people as a result of participating? Are we developing honorable men and women, active citizens, and better people?
- Goal Setting-How to work to achieve goals, how to be part of a team, and how to fill a role.
- Coaches to serve as a positive role model for the athletes, students, fans, and community.
- Demonstrating lifelong learning through a commitment for professional development.

## **5-Team Performance**

- Execution of fundamentals and game plan during play
- Attitude/Behavior of athletes on and off the field of play
- Sportsmanship of the team and those associated with the team.
- Conduct of coaching and support staff

## **Pursuing Victory with Honor**

- Develop and enforce a written code of conduct that stresses the importance of good character and specifies ethical obligations and sportsmanship expectations.

- Teach athletes to discern and deal with ethical and sportsmanship issues by discussing these issues in relation to actual and hypothetical events that are or can occur in games and practices.
- Teach athletes that good character, ethics, and sportsmanship are essential to honorable athletic competition and that any victory attained in any other way is empty and unworthy.
- Include character and ethics in conversations; Make it known that these are important and is the focus of the team.
- Establish guidelines and clear consequences for dealing with unsportsmanlike and unethical behavior.
- Establish practice rituals and traditions that reinforce the principles of sportsmanship.
- Have student athletes think of themselves as students first and athletes second.
- Recognize behaviors and actions that emulate the ethical and sportsmanlike behaviors we want.

### **COACHES' CONDUCT AND METHODS**

- Complete agreement on the field. Iron out problems off the field.
- Extreme care and diligence must be used in safeguarding school keys. Do not lend them to students, i.e., sending students for ice to the gym.
- Constructively criticize the athlete's effort or execution - not their character.
- Do not demean, belittle, or use profanity.
- Praise is the greatest stimulant to better performance.
- Avoid the use of profanity and/or language with sexual overtones.
- Be a positive role model.
- Be firm, but fair.
- Teach sportsmanship and fair play above all else.
- Develop pride in being a Tiger!

### **COACHES' EVALUATIONS**

The Athletic Director will evaluate head coaches at the end of each season and will make a recommendation to the Principal as to whether that coach should be re-hired for next season. Athletes will be given an opportunity for input into the job of the coach. Review the evaluation tool to become acquainted with it. These guidelines are taken into consideration as part of the instrument.

### **COACHES MEETINGS**

Periodically, the Athletic Director may ask the coaches and/or PE teachers to meet in order to coordinate facilities or to discuss items of concern to all parties.

### **CRITERIA FOR CONSIDERATION FOR RETIREMENT OF A PLAYER'S UNIFORM**

- Athlete should excel well above the norm in the sport under consideration earning post-season honors issued by the region and state.
- Athlete should be a role model on and off the court.
- Athlete should go on and participate in that sport at a higher level and letter in that sport at the college level.
- A minimum of 5 years shall have elapsed before being considered.

### Process:

The athlete will be recommended by the coach of the sport under consideration or by the athletic director and passed by a panel of the coach, athletic director, and a classroom teacher that has had the individual as a student.

The recommendation will be forwarded to the governing board for final approval.

### **EQUIPMENT AND UNIFORMS**

Part of the St. David School philosophy is that we will strive to teach our students to become responsible. The athletes must be held accountable to return the uniforms and equipment in good shape or pay for replacement/repair. Forms to accomplish this are available from the athletic director. Equipment reports of lost or damaged equipment must be made to the front office at the end of each season, and at the end of the year. **Athletes who have outstanding athletic equipment at the end of the season/year, or who have failed to pay for lost/damaged equipment, will not be allowed to participate in athletics the following season/year, pending return of equipment or reimbursement.**

**Seniors playing in All-Stars game: Deposit \$40.00. Participant must return all equipment by Wednesday following the last game of the season. \$10.00 a day penalty will be imposed until equipment is returned after the deadline. Equipment must be in as good condition as it was when issued.**

### **EQUIPMENT CHECK OUT/IN AND SHARING**

At times, both PE teachers and coaches share the same facilities and/or equipment. All staff shall be aware of the needs of the other programs and leave areas secure, neat and orderly.

### **FACILITY SECURITY AND CLEANLINESS**

It is the staff's responsibility to see that the users under his/her supervision properly clean up the dressing room and activity areas after each use. Floors should be swept and/or mopped if something is spilled. Trash should be picked up and deposited in a proper receptacle. Lights, fans, etc. should be turned off when finished.

Leaving buildings open invites vandalism. Also be aware of students placing rocks in doorways to allow themselves access later. It is the staff's responsibility to check every door of the facility and leave the building locked for the next person to open.

### **HOLIDAY PRACTICES**

Mandatory athletic practices are not to be held on nationally recognized holidays without administrative permission.

- Labor Day
- Veteran's Day
- Thanksgiving Day
- Christmas Day

Practice during the holidays that involve more than one-day need to have parental permission. Practices should not prohibit an athlete from participating in a family vacation or activity, and should be on a voluntary basis without penalty to the athlete who does not attend.

\*Exception—when there are school breaks that are in excess of four school days a coach may call mandatory practices. (Fall Break, Spring Break and Winter Break)

\*Middle School coaches may request a voluntary practice during these breaks.

### **LOCKERS**

Student lockers are the property of the district and shall remain under the control of the District at all times.

- The District retains the right to inspect student lockers for any reason, at anytime, without notice or student consent, and without a search warrant.
- Students are required to keep the lockers secured through the use of school provided lock. The District assumes no responsibility for lost or stolen items.
- Use of any lock other than a school issued will result in the lock being cut off as needed.
- All personal affects left in assigned/unassigned lockers, after the completion of the athletic season or at the end of the school year, will be discarded.

### **LOCKER ROOM SECURITY**

All coaches should consider collecting valuables from athletes each day and securing them in a safe, locked place until practice is over. Make sure that locker room doors are secured before leaving for the practice fields.

### **LOCKER ROOMS AND PLAYER EQUIPMENT**

- No group is to be left unsupervised in the locker room.
- Coaches are to stay until the last team member has left. This duty may be rotated among the coaches.
- No locker room horseplay.
- Keep locker room clean.
- Keep lockers locked at all times.
- Keep the locker room doors secured at all times when out on the practice field.

### **PRACTICE TIMES**

Practices must end by 7:00 pm on Mondays and 6:30 pm on Wednesdays. Practices should not exceed 2 ½ hours, without prior notification to athlete's parents and administration. (An additional 30 minutes may be added for a weights program)

### **PRE/POST GAME INSPECTIONS**

Before each game, the coach should make a brief inspection of the assigned locker room to make sure all is in order. If not, contact the opponent's coach or athletic director and point out the problem area.

At the conclusion of each game, coaches should report immediately to their assigned locker room for supervision purposes. The coach needs to inspect the locker room to make sure that all is in order and nothing has been damaged. We need to remind our athletes that they are representing St.

David High School and the community, and that they should take great care not to do anything that could reflect negatively on them, their team, or their school.

**Athletes should remain inside the locker room until all players have dressed and are ready to leave as a group. He/she needs to accompany the team to the bus by a secure route and as quickly as possible to avoid any negative spectator or opponent behavior. If there is cause for concern in this area, the coach should contact the opponent's athletic director and/or administrators and ask for more security support.**

The bus should leave immediately to return to campus. Once on campus, it is the coaches' responsibility to remain with the athletes until the last one leaves.

The coach is to then secure any buildings on the way out.

### **SHOWERS AND DRESSING ROOMS**

These areas can be hazardous due to slips, falls, fights, and unacceptable behavior with snapping towels, etc. It is the coaches' responsibility to have staff assigned to open the gym, and be present to prevent any accident or incident.

Students who are going on to another class after PE are encouraged to shower. The students will provide their own towel and cleansing materials that should be locked in their locker for safekeeping. No razor blades or sharp instruments are allowed.

### **TEAM STATE GUIDELINES FOR OVER NIGHT STAY:**

1. Dependent on budget and location, and if the start time of a state competition is before 10:00 AM, teams will be allowed to stay overnight at an approved motel/hotel. If the start time of state competition is after 10:00 AM, teams will not stay overnight.
2. If State competition ends before 6:00 pm, and the teams loses, the coaches will cancel Rooms and proceed home. If team competition ends after 6:00 pm and the team has lost, the team will stay overnight. All team and school rules should be enforced.
3. If a team loses, and the overnight stay is on a week day, teams are to eat breakfast at the facility and then be on the road by 8:00 am. Players are to check into school as soon as possible upon arrival in St. David. Coaches are responsible to make sure students know this. No meal money will be used on this day. If the overnight stay ends on a Saturday, then coaches can proceed home at their discretion, but no meal money will be used.
4. If coaches are of the same sex, they will share a room with two beds. If coaches are of opposite sex, each will have their own room and may invite family to stay with them. In general, no students should stay in the room(s) of coaches. If parents or players are staying in the same facility, players need to stay in assigned rooms with the team and be transported with the team until such time that they can be released to parents under normal school guidelines.

## **TOWEL SERVICE**

School towels will not be provided for athletes. All athletes should be requested to bring their own towels to school for practice and games. Athletes should also be requested to bring towels for away games since schools in our league do not provide towels to visiting teams. Athletes should be encouraged to bring a clean towel every day. No used towels should remain in lockers overnight.

## **TRAINING RULE VIOLATIONS**

All violations should be reported to the head coach and appropriate action taken.

## **TRAVEL REGULATIONS**—Refer to Policy/Regulation IJOA-E

**Students while traveling on school-sponsored activities are representatives of St. David School. As representatives they are governed by the same rules and policies of the school as well as those given by the sponsor, teacher, or coach. These are some general rules that are applicable to most traveling occasions.**

- Students are expected to act at all times in a way that will bring credit to our school and group.
- The school dress code applies on all trips.
- Students are to be in their assigned rooms at 10:00 p.m. unless travel times or finish times dictate a late arrival. If sponsors dictate an earlier hour that will be the time enforced.
- All students are to remain in their room after 10:00 p.m., or time set by their sponsor, unless accompanied by their coach or teacher.
- Boys and girls are not to be in the same bedrooms at anytime unless sponsors or school chaperons are present.
- Sponsors may ask for all keys to the room at 10:00 p.m. Sponsors have the right to check rooms at any time as they see a need.
- Students must submit all appropriate forms by the due date to be allowed to travel.

## **UNSAFE CONDITIONS**

It is the responsibility of the athletic coach/PE teacher to make note of and report any unsafe conditions that exist with regard to facilities. This notice must be in written form, dated, and submitted to the Athletic Director/Administration.

## **VEHICLES/TRAVEL**

It is the coaches' responsibility to protect the vans and busses taken on athletic trips. The district expects the coach to be responsible for the security and use of the cellular phones provided for emergencies on away trips. A call to the Athletic Director to advise of a later than usual return time is appropriate so parental concerns may be alleviated.

- Eating is permissible on buses provided cleanup is performed by those on trips.
- Athletes are not to wear cleated shoes on the busses or vans as they cause unnecessary damage.
- **As the vehicle returns to the parking area, the athletes need to be involved in cleaning up the vehicle, and no one should be allowed to depart for home until the vehicle has been inspected and approved by the coach as clean.**



## **WEIGHT ROOM RULES**

1. No horse-play allowed in the Weight Room
2. No food or drinks allowed in the Weight Room, except water.
3. Stretch or warm-up before lifting weights.
4. Keep the room clean and pick up after yourself.
5. Know the equipment and its purpose before you use it.
6. Follow all directions when using a piece of equipment.
7. Don't abuse the equipment - someone else wants to use it.
8. Always lift with a partner.
9. Proper clothing and footwear will always be worn while lifting.
10. Put away all weights when you are finished.
11. Last one out checks room, turns off fan, lights and locks door.

## **WEIGHT ROOM USE/ABUSE**

Allowing students and private individuals/adults to have keys to the room and use the room unsupervised is prohibited. Coaches and other personnel may not open the weight room and allow non-student use without administrative approval.

### **RULES:**

1. Never give your weight room key to a student, a family member or a friend.
2. Use of the weight room must be directly supervised at all times.
3. This area and equipment may only be used under supervision by certified staff that has been authorized as supervisors by the administration.
4. Always leave the room orderly and clean. Have the users clean up and put the weights back, secure the machines, turn off lights, cooler, heater, fan, etc.
5. Radios should be used at coaches' discretion in the weight room.
6. Arrange and coordinate with the athletic directors the use of the weight room before and after regular hours.
7. Neither food nor drinks, except for water, are to be consumed in the weight room. Proper attire for the weight room is the domain of the instructor.
8. Coaches/supervisors are responsible for ensuring doors are locked upon leaving.