

St. David Unified School District

TEACHER HANDBOOK
Policies and Procedures Manual



2019-20

Join us in EXCELLENCE!

TEACHER HANDBOOK
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Handbook may change periodically and notification will be given to teachers when these changes occur.
Revised 07/20/19

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 #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 #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. Violations shall be reported to the Superintendent. See Governing Board policy AC, AC-R, AC-E, GBA, GBA-R, and GBA-E for details. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator listed below:

Dr. Arleen Kennedy, Compliance Officer/Title 2

Monday through Friday 7:00 am to 3:30 pm

Mr. Andrew Brogan, 504 Coordinator

Monday through Friday 7:30 am to 3:30 pm

Mr. Jon Watts, Title IX Coordinator

70 E. Patton Street St. David, AZ

520-720-4781

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 and their regulations:

GOVERNING BOARD POLICIES AND REGULATIONS

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\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.

ABSENCE / LEAVE REQUESTS (STAFF)

When a staff member requires the day off (per policy) please call extension 133 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 the Admin Assistant for approval at a minimum of 48 hours in advance, otherwise leave will be denied. 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 Activities Secretary with the requisition portion completed for needed expenses. For additional information and requirements please see the professional development section.

When a teacher is absent it is required 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.

ATTENDANCE

Regular attendance at school has been directly linked to academic success and creates positive attitudes toward responsibility that will carry over into adult life. It is also required by state law that school age children maintain classroom attendance of 90% or better. Whenever possible, appointments should be scheduled after school hours. In the event of a necessary absence, parents are expected to inform the school on or before the day of the absence. Students are not allowed on campus after school when they are absent all day from school (this includes sports practices.) For absences greater than one day in length, parents should notify the school for each day of the absence. Absences will be classified according to the following guidelines:

EXCUSED ABSENCES: An absence due to illness, medical or dental appointments, bereavement, family emergencies (with written administrative approval) or observance of major religious holidays of the family's faith will be considered excused. When an excused absence is in question, parents and students may be required to provide additional proof (i.e. a doctor's note).

UNEXCUSED ABSENCES: An absence that does not get cleared by a note or phone call from a parent or guardian within **two days** of the date of the absence will stay an unexcused absence. Student may receive a grade of zero for work missed.

ABSENCES EXCUSED/UNEXCUSED AND MAKEUP WORK/CREDIT

When a student has had an excused absence from 1 - 3 days in duration, the student shall have one day for each day absent to makeup the schoolwork. In situations where the student will be absent for more than three (3) days, a parent or guardian should contact the office to obtain assignments. For any unexcused absence, the time allotted to complete make up work and the amount of credit to be awarded will be at the discretion of each teacher. Students that miss a class due to an extra-curricular event will be **REQUIRED TO MEET ALL DEADLINES FOR THEIR DAILY ASSIGNMENTS**. This will mean that students will need to turn in any assignments that are due prior to leaving, and pick up the assignments that are **due upon their return**. If a student fails to meet this standard, their work can be treated as all late work by the individual teachers. If there is a test or quiz the day of an extra-curricular event, it is the **student's responsibility to meet with the teacher and make arrangements to complete the material**.

ABSENCES /LOSS OF CREDIT

A student accumulating seven unexcused absences or ten total absences for the semester may lose academic credit for the class or classes where these absences occurred under the provisions of A.R.S. 15-843 and 15-803. Students who accumulate 10 or more absences in a semester will need to file an appeal for credit. Students could also be placed in Enrichment electives if their absences are affecting academic success. Exception for circumstances such as a prolonged illness will be addressed on a case-by-case basis. In some cases Juvenile Probation will be notified per A.R.S. 15-805.

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 available online. If unavailable, or if you experience problems locating please contact the site/department administrator or the Superintendent's Office. Governing Board Policies can be found by visiting <http://policy.azsba.org/asba/Z2Browser2.html?showset=stdavid> . Arizona Revised Statutes can be found by visiting www.azleg.state.az.us/ArizonaRevisedStatutes.asp.

The Governing Board meets once each month throughout the calendar year. At the Board's discretion additional meetings may be scheduled. Currently, the Board meets on the 2nd Tuesday of each month at 6:30 pm in the boardroom at 70 East Patton Street, St. David.

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 the Student Activities Secretary. 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.

ATTENDANCE/GRADE RECORDS

The teacher's attendance record is the state accepted, official record of attendance and is kept on the Principal's 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 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.

BELL SCHEDULES

REGULAR BELL SCHEDULE – Monday, Wednesday and Tuesday, Thursday. Friday all classes

7:05 AM 1st Tardy Bell Period 0

7:55 AM 1st Bell Period 1/5

8:00 AM Tardy Bell Period 1/5

9:30 AM End Period 1/5

9:35 AM Tardy Bell Period 2/6

11:05 AM End Period 2/6

11:05 AM – 11:55 AM

High School Lunch

11:20 AM - 11:55 AM

Middle School Lunch.

11:50 PM 1st Bell Period 3/7

11:55 PM Tardy Bell Period 3/7

1:25 PM End Period 3/7

1:30 PM Tardy Bell Period 4/8

3:00 PM End Period 4/8

FRIDAY BELL SCHEDULE

Period 0 7:05 - 7:55 Period 5 10:39 - 11:16

Period 1 8:00 - 8:36 LUNCH 11:16 - 11:50

Period 2 8:39 - 9:16 Period 6 11:55 - 12:34

Period 3 9:19 - 9:56 Period 7 12:38 - 1:17

Period 4 9:59 - 10:36 Period 8 1:21 - 2:00

LATE - START BELL SCHEDULE Period 1 10:

CAFETERIA

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.

Lunch schedules are very tight. The District serves about 300 students from about 10:35 until 12 pm. It is the elementary teacher's duty to take their children to lunch on time. 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 their own lunch.

Teachers are required to supervise cafeteria when assigned. 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 on lesson plans.

Adults will be permitted to charge up to five (5) days of school lunches. A positive balance must be maintained in the adult's account or cash on hand during the last ten (10) days of school as no charging will be permitted during this period. Any outstanding balances need to be paid prior to leaving or by the end of the school year. Any negative balances will be deducted from your final paycheck if not cleared up. All balances will be carried over to the next school year.

The cafeteria serves hot meals at reasonable prices. The food is tasty, nutritious and convenient. Free or reduced price lunches are available to students who qualify. Information about the free lunch program is available from the Principal's Office. Menus are available online at the St. David School website and in the Principal's Office. Menus are subject to change due to availability of certain foods. Changes will be posted in the daily bulletin.

Kindergarten – 8th \$2.35

9th grade – 12th grade \$2.85

Adult.... \$3.50

Milk \$0.50

CALENDAR

The school calendar is online and can be viewed through the school website at 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 paperwork 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, district and state testing.

The District calendar does not have the athletic events. The athletic calendar can be viewed on the District website at www.stdavidschools.org.

St. David Calendar 2019-2020

| July | | | | | | | August | | | | | | | September | | | | | | | | |
|------|----|----|----|----|----|----|--------|----|----|----|----|----|----|-----------|----|----|----|----|----|----------------------------|---------------------|-------------------|
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | | |
| | 1 | 2 | 3 | 4 | 5 | 6 | | | | | 1 | 2 | 3 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | Teacher In-Service | Aug. 2nd, 5th-6th |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | First Day of school | Aug. 7th |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | In-Service-1/2 Day | Aug. 30th |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | Labor Day | Sept. 2nd |
| 28 | 29 | 30 | 31 | | | | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 29 | 30 | | | | | | In-Service-1/2 Day | Sept. 27th |
| | | | | | | | | | | | | 18 | | | | | | | 20 | Parent Conference 1/2 day | Oct. 10th | |
| | | | | | | | | | | | | | | | | | | | | Early Release/End of Qtr 1 | Oct. 11th | |
| | | | | | | | | | | | | | | | | | | | | Fall Break | Oct. 14th-18th | |
| | | | | | | | | | | | | | | | | | | | | In-Service 1/2 day | Nov. 1st | |
| | | | | | | | | | | | | | | | | | | | | Veterans' Day | Nov. 11th | |
| | | | | | | | | | | | 1 | 2 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | Early Release | Nov. 27th | |
| | | | | | | | | | | | | | 8 | 9 | 10 | 11 | 12 | 13 | 14 | Thanksgiving Holiday | Nov. 28th-29th | |
| | | | | | | | | | | | | | 15 | 16 | 17 | 18 | 19 | 20 | 21 | In-Service 1/2 day | Dec. 13th | |
| | | | | | | | | | | | | | 22 | 23 | 24 | 25 | 26 | 27 | 28 | Semester Exams | Dec. 18th-19th | |
| | | | | | | | | | | | | | 29 | 30 | 31 | | | | | Early Release | Dec. 20th | |
| | | | | | | | | | | | | | | | | | | | | Winter Break | Dec. 24th-31st | |
| | | | | | | | | | | | | | | | | | | | | Winter Break | Jan. 1st-3rd | |
| | | | | | | | | | | | | | | | | | | | | School Resumes | Jan. 6th | |
| | | | | | | | | | | | | | | | | | | | | Martin Luther King Day | Jan. 20th | |
| | | | | | | | | | | | | | | | | | | | | In-Service 1/2 day | Jan. 31st | |
| | | | | | | | | | | | | | | | | | | | | In-Service 1/2 Day | Feb. 28th | |
| | | | | | | | | | | | | | | | | | | | | President's Day | Feb. 17th | |
| | | | | | | | | | | | | | | | | | | | | Spring Break | March 9th- 13th | |
| | | | | | | | | | | | | | | | | | | | | In-Service 1/2 day | March 27th | |
| | | | | | | | | | | | | | | | | | | | | Spring Recess | April 10th | |
| | | | | | | | | | | | | | | | | | | | | In-Service 1/2 day | Apr. 24th | |
| | | | | | | | | | | | | | | | | | | | | In-Service 1/2 day | May 8th | |
| | | | | | | | | | | | | | | | | | | | | Semester Exams | May 19th-20th | |
| | | | | | | | | | | | | | | | | | | | | Last Day-Early Release | May 21st | |
| | | | | | | | | | | | | | | | | | | | | Teachers' Last Day | May 22nd | |
| | | | | | | | | | | | | | | | | | | | | Memorial Day | May 25th | |
| | | | | | | | | | | | | | | | | | | | | Semester | 89 Days | |
| | | | | | | | | | | | | | | | | | | | | Semester | 91 Days | |
| | | | | | | | | | | | | | | | | | | | | | | |

Board Approved 2/13/2018

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.

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 pick up forms from the District Office.

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.

CLUBS, ORGANIZATIONS, CLASS SPONSORS

National Honor Society, Middle School National Honor Society, Future Farmers of America, Future Business Leaders of America, Family Career and Community Leaders of America, Future Health Professionals, Hope Squad, 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 meeting times.

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

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.

CLUB MEETING SCHEDULES

HS Academic Team (Knowledge Bowl) varies every month based on when the competition is

MS Academic Team - Every Thursday during lunch

NHS - 2nd Wednesday of the month

FFA - 1st Tuesday of the month

FCCLA - 2nd Tuesday of the month

FBLA - 3rd Tuesday of the month

Hope Squad - 4th Tuesday of the month, during Enrichment

HOSA - 4th Tuesday of the month, during lunch

STUGO - Every Thursday

Math Club - last Friday of the Month (all meetings are subject to change based on school calendar)

CLASS MEETINGS, SPONSORS AND ASSIGNMENTS

Class Meetings are scheduled during half-days from 10:55 – 11:16. All teachers' grades 6 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. All assignments are subject to change.

| TEACHER | SPONSOR FOR | EXTRA CURRICULAR | TEAM LEADER |
|------------|------------------------|------------------|-------------|
| Barker | 12 th Grade | FBLA/YearBook | |
| Crum | 10 th Grade | MS Football | |
| Delgado | 11 th Grade | | |
| Dever | 11 th Grade | | |
| Gonzalez | 10 th Grade | | |
| Nduwimana | 9 th Grade | Knowledge Bowl | |
| Richardson | 10 th Grade | | |
| Taurins | 11 th Grade | Band | |
| Wallace | 9 th Grade | FFA | |
| Weisling | 12 th Grade | FCCLA | 6-12 |
| Larson | | Hosa, Hope Squad | |
| | | | |
| Kirschmann | | | K-2 |
| Mayberry | | | 3-5 |
| | | | |
| | | | |

CONFIDENTIALITY, PERSONNEL & STUDENT RECORDS, ETHICS & FERPA

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 or as permitted by law. Unauthorized requests for disclosure of confidential information should be directed to your administrator.

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.

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.

The Family Education Rights and Privacy Act 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.

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.

COPY MACHINES

Copiers are located in the teacher work rooms. When the last toner is used please inform the office so new toner cartridges can be ordered. When you notice paper supply is getting low, please inform the office so it can be replenished. If a machine is down, the office machine may be used. Please make every effort to use both sides of the paper and conserve.

DAILY BULLETINS

Announcements are distributed daily via email. 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 email to the front office secretary or complete the daily announcement form located in the Principal's office. **(See Appendix)**

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 CODE

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.

We encourage students to take pride in their attire as it relates to the school setting. Students should dress in a manner which in addition to the following guidelines takes into consideration the educational environment, safety, health, and welfare of self and others. Clothing with obscene, or derogatory language or symbols of sex, drugs or alcohol are expressly prohibited.

Shorts and skirts must be tailored. Shorts, skirts and dresses must fall five inches above the middle of the kneecap or longer. Bare midriffs and back are not permissible. For example, halter-tops, spaghetti straps, fishnet and or jerseys worn without T-shirts underneath are not acceptable. All shirts, blouses or tops are to cover the entire midriff, back and cleavage. This includes shirts worn under overalls, halters tops, backless, string ties, crop tops, low cut, or spaghetti straps.

Sleeveless blouses and shirts are acceptable as long as they come to the end of the shoulder. Tank tops will not be permitted at any time if they do not follow the above rule for a sleeveless blouse or shirt. Also clothing with gaping parts that expose the back or sides will not be allowed. Altering clothing in any manner that violates this policy is unacceptable. The student will be asked to change. Skirts, mini-skirts or shorts that are deemed distracting by the faculty or staff will not be permitted. Pants and shorts must be hemmed and worn around the waist so as not to show the undergarments or flesh. No sagging! Pants should not extend beyond the heel. Clothes with holes or frayed hems are not acceptable. In the interest of student safety, shoes must be worn at all times.

Jewelry shall not be worn if it presents a safety hazard to self or to others. Belts must be tucked in belt loops with no "tails" hanging out.

Headgear of any kind will not be allowed in campus buildings. This includes but is not limited to sunglasses, caps, hats, helmets, headbands, hair nets, or visors. Due to the inherent risks to both the safety and the educational environment, bandanas will not be allowed on school property.

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.

Elementary Teachers:

Morning – (8:00-8:15am) Meet students in the lineup area and help escort them to the MPR. Stay with the class during the morning meeting and encourage participation and SRR behavior. Escort the students to your class. **Lunch** - At the grade specific time (K- 10:30-10:55, 1st – 10:35-10:55, 2nd & 3rd -10:40-11:05, 4th – 10:45 – 11:10, 5th – 10:50 – 11:10) escort the students to K-hall and through the cafeteria line. Make sure that all students have their food and are seated before taking leave for personal lunch. **Lunch Recess**- (On your given day 11:05 – 11:30am) meet the second and third graders in route from K-hall to the playground. Escort them the rest of the way ensuring safe procedures. Monitor the playground equipment area until 11:30. At 11:30 blow your whistle to signal the end of lunch recess. Encourage the students to proceed quickly to their line up area and ensure that all students are out of the play area. Ensure that all balls end up in the ball bucket and all lunch boxes and jackets find their owners before escorting your own class back to your room. **Flagpole/ parent pick-up** – (On your given day 1:55- 2:10 pm) Escort your and your cohort’s students to the K-2 tree. Have the students wait under the tree. Students are not to leave until they have identified the person who is picking them up, pointed them out to the teacher, the pickup person has stopped in a safe spot and the student has given the teacher a high five and been dismissed. Safe and aware behavior is to be encouraged by all students under the tree. If there are students left when the buses leave and they are not able to see their ride coming than escort them to the office and notify the office staff. **Bus** – (On your given day 1:55- 2:10 pm) While waiting for the kindergarten and first grade classes, encourage the arriving students to create 3 orderly lines depending on which bus they are to board. Bus 1 is on the edge of the sidewalk, bus 2 is in the middle and bus 3 is against the building. First graders are allowed to come to the front of the lines. Once the kindergarten and first grade classes have all arrived stand at the back of the last bus so that you can see down the buses and also the students who are still lined up. The attending kindergarten teacher will walk the kindergarten students to the buses ensuring that each student is on the correct bus. Once the kindergarteners are loaded call for bus one riders. Encourage students to use safe walking feet. Once those students have passed the door for bus 2 call for the bus two riders. When those students have passed the door for bus three call for the bus three riders. Make sure that all classes have boarded the buses. If a class is missing when the buses have started their engines, gain the attention of the bus one driver and notify him of the situation. **Fridays**- *Arrive at 1:50 and follow the same procedures. Do NOT allow the middle school and high school students to board before the elementary students are completely on their bus. Once students are all loaded you are relieved of the duty.* **Half day**- *follow the same procedure as Friday but arrive at 11:50am.* **Extra coverage lunch recess duty** – (11:00-11:30 am as needed) Meet the K-1 students in route from K-hall to the playground and help escort them the rest of the way ensuring safe procedures. Monitor the field area until 11:30 am. At 11:30 blow your whistle to signal the end of lunch recess. Encourage the students to proceed quickly to their line up area. Ensure that all balls end up in the ball bucket and all lunch boxes and jackets find their owners before escorting your own class back to your room. **Extra coverage morning recess duty** – (9:30 -9:45 am as needed) Communicate with the paraprofessional on duty if you are to cover the field area or the playground equipment area. Monitor the students in your given area until 9:45am. At 9:45 blow your whistle to signal the end of recess. Encourage the students to proceed quickly to their line up area and ensure that all students are out of the play area.

Grades 3-5: **Morning duty** - Meet and greet students at morning assembly. **Lunch Duty** (11:05-11:30) - Meet students at the 3-5 playground. Either the teacher or aide monitors the field (if used) the other person monitors the tennis courts and the playground. Teachers divide the responsibilities on a rotating schedule. Each year teachers choose if rotation is daily or weekly. **After school** - Teachers send those riding the bus to the bus lines, and walk those being picked up to the flagpole. Wait at the appointed area until students are picked up by parents or after all buses have left, remaining students are sent to the office to contact parents.

Middle School Teachers: Morning duty - All teachers are expected to be outside by their classroom to watch the students as they arrive (7:45 AM- 8:00 AM). **Lunch recess duty** is assigned on a rotation. (11:38-11:55 AM) One teacher picks the students up from K-hall. The other teacher meets them on the playground. The rotation depends on the number of teachers each year. Two teachers cover the duty each day. Location - Elementary playground. **After school**, teachers stand outside their classroom and watch the students encouraging them to leave campus in a safe manner(3:00 PM- 3:10 PM). **Other duties as assigned** covers everything else. For example: teachers cover classes or activities whenever the office requests our assistance.

DUTY TO REPORT INJURY, ABUSE, NEGLECT

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

In order to emphasize academics and maintain a proper perspective relative to extracurricular activities, St. David High School will adhere to the following procedures concerning eligibility.

When you are participating in any school sponsored extracurricular activity, you are expected to attend all of your classes the day of the activity. Exceptions may be made on an individual basis.

For the purpose of extracurricular activity eligibility, St. David High School will be on a quarterly grading period. The ineligibility will last the 9 weeks, from the end of the grading period (quarter) to the start on the next grading period.

Participants shall maintain a passing grade in all their classes with no more than one "D" grade, and be progressing toward graduation. If a student has an F at the end of a 9 week grading period they will be ineligible for the whole next grading period. If a student has 2 D's or more they will be placed on a probationary period in which they must attend remediation set by the teacher until their grades are

above a D. If the student does not attend this remediation they will become ineligible. Probation status means a student may practice and play. Ineligible status means a student may not dress out, suit up, travel with team, practice etc.

Extracurricular activities are those activities sponsored by the district for which no credit towards graduation is given. In some classes such as music, activities are divided between extracurricular (festivals, competitions) and those that are an extension of the classroom (concerts, field trips) as determined by the school administrator.

Student eligibility may also be forfeited for severe or continued discipline issues. This consequence may only be given by an administrator.

To remain academically eligible the student must have no F's at the 9 week grading period. To remain off probation a student must have no more than 1 "D" at the 9 week grading period.

Example:

If during the 1st grading period check at the 9 week mark a student has an "F" they will be considered ineligible for the entire 2nd grading period (9 weeks).

A student cannot become eligible or ineligible in the middle of a grading period. They may come off probation but may not come off ineligibility.

There will be a grade check sent out to all parents and coaches at the halfway mark (4th Week) of the student's current grade.

Teacher Responsibilities:

1. Email "D's" and "F's" to the office by the 4th Week of each quarter.
2. Communicate failing grades to parents.
3. Notify students when their grade becomes failing.
4. Setup remediation times for students who have 2 "D's" or more at the end of the grade period.
5. Teacher will keep current and up to date with grades. The teacher will put in 2 grades per week.

Student Responsibilities:

1. Turn in work by the due date.
2. Complete every assignment to the best of their ability.
3. Know current grades by speaking to teachers or by checking their grades on the computer via StudentVUE at <http://stdavid.apsc.org/pxp> .

Office Responsibilities:

1. Send out parent notifications of grade status updates to the parents and coaches by the middle of the 4th week.
2. Send out ineligibility notice at the end of every quarter.

Coach's Responsibilities:

1. Check on the academic progress of students.
2. Encourage students to do their best in the classroom.
3. Orient the athletes as to the policy, procedures, and responsibilities.

Parent Responsibility:

1. Review school grades via ParentVUE weekly. Parents can access ParentVUE at <http://stdavid.apsc.org/pxp> . For Password, contact the Principal's office. A computer will be available for parents in need of connectivity during normal business hours.
2. Contact the teacher with any concerns.
3. Support student by encouraging them to give their best efforts.

EMAIL, INTERNET USAGE, FAX, TECHNOLOGY

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.

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.

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, or provide 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.**

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 email for school related correspondence. Private email 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@stdavid.org.

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

EMERGENCY PROCEDURES

State law requires that schools conduct emergency evacuation drills. Each room has an **EMERGENCY RESPONSE GUIDE** 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**)

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 1st). Returning classified staff will be evaluated a minimum of once annually on or before April 1st. Refer to policy GDO, GDO-R for details.

FIELD TRIPS & ATHLETIC 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.

“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 extracurricular.
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.

Supervision of the student, refer to policy JLIA: Appropriate supervision must occur. 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.

Chaperones must be willing to supervise students under the direction of the teacher while on the trip. Chaperones should not bring children 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 when possible. Chaperones should understand and agree to follow all overnight guidelines. Chaperones are not to share a room with students.

In the past student athletes have been given the opportunity to go to a cinema and watch movies while at State Championships. This practice is only acceptable if the movie is rated G unless specific parental permission to watch a movie that is rated PG or PG-13 has been given. At no time is it permissible for students to enter or watch a movie that has a higher rating than PG-13. Coaches/teachers must also attend said movie with the students, and a consensus of movie must be found.

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. 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.

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 Athletic Director 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.

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

Gates/fire lane access should remain locked. If a staff member enters this area after school hours the gates should be locked behind them and not left open regardless if others are inside the area. Driving in these areas during schools hours or during school events is not permitted without administration authorization.

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.

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.

HANDLING MONEY

Monies collected by school employees and by student treasurers shall be receipted, accounted for, and directed without delay to the school activity 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)

Procedures of Funds collected for Fundraising/School Activities

1. Fill out the activity form request and turn into Student Government & principal's office. (This will be done for every fundraiser/activity you hold where money is collected, however continuous fundraiser such as concessions, and multi event sales may fill out one activity request form for the entire activity.)
2. A blue Auxiliary/Student Activity Cash and Ticket Report should be filled out and a cash box requested. A blue sheet is required even if just donations are being taken, and must be filled out each time money is collected.
3. Cash Box must be requested a day in advance. There will be a cash box or zipper bag available at all times upon request.
4. Tickets and items being sold are to be tracked. If donations are being taken the school receipt book is to be used and every donation is to be tracked in the receipt book and the donor is to be given a copy of the receipt.
5. Cash is always to be kept in a safe place and not left unsupervised during the fundraiser/activity. This includes leaving the money with a student. This is not an acceptable form of supervision of money.
6. After all the money has been collected for the event, it must be counted and tallied by two individuals in a safe location. Blue Auxiliary/Student Activity Cash and Ticket Report. The report must be signed by the two individuals who have counted the money verifying the totals.
7. After the money has been counted and tallied by the two individuals, the cash is to be turned into the school activities secretary or dropped in the drop box in a zipper bag provided by the district.
8. Money is never to be taken home. On weekends the money should be dropped in the drop box.

HOSPITALITY COMMITTEE (Sunshine Club)

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 \$20.00 per staff member is requested 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 are off and your room is secured.** 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. Please submit to maintsupport@stdavid.org

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 CLASSROOM, LEAVING THE BUILDING

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.**

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.

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 except those authorized by law. Please see nurse or administration if there are questions.

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.

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

OFFICE SUPPORT

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

1. Principal– School level administrative matters: discipline, curriculum, athletics, calendar, middle school approval, and staff evaluation
2. Principal’s Administrative Assistant – Synergy, State reports, grades, substitutes, paraprofessional schedules, and appointments with the principal, testing/data coordinator
3. Activities Secretary – student finances, clubs, keys, workroom supplies, classroom supplies, student debts, fees, school facilities use requests, requisitions and eligibility.
4. Office Secretary - Attendance, marquee, and bulletin
5. Superintendent – District level administrative matters, Special Education, Title I and ELL
6. Business Manager & Superintendent’s Administrative Assistant- insurance, withholding, room

- maintenance, repair and personnel issues
7. Student Government Sponsor - Scheduling student activities for grades 9 - 12, fundraisers, dances, Student Government matters
 8. Guidance Counselor - Student records, graduation check, honor roll, valedictorian, salutatorian, report cards, Career Day, Scholarships and financial aid, career counseling.
 9. CTE Director/District Testing Coordinator – CTED classes, 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. 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 grading period and as needed to promote growth.

PAYCHECKS, PAYROLL DEDUCTIONS, 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.

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.

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.**

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.

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 considered 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, SPECIAL SERVICES

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.

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, GBEB, GBEC, GBECB and GBED for details.

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 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.

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 make copies.

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. Please refer to the Student Handbook for more information on the tardy policy.

Because instruction begins as soon as the bell has rung and St. David prepares students with the skills for life success.

- Students will be in the classroom when the bell rings.
- Students entering the classroom after the attendance has been submitted to the office will be sent to the office for a tardy pass or office will be contacted.
- Students who are late to first period and signed in by a parent are still considered tardy.
- Any students outside of class after the instructional block has begun must have a written pass that has the time and date the student is leaving the class, the destination, and teacher signature. Staff cannot override this expectation. The Classroom Nurse Pass should be used to go to the nurse's office. The classroom bathroom pass can be an object with the teacher's name on it.
- Students that are in Seminary or have a home release should be off campus by the time the tardy bell rings. Students that violate this expectation are open to receive the same consequences.
- Tardies will be calculated per class. On the fourth tardy (excused or unexcused) in any scheduled class per semester and each time thereafter, students are subject to disciplinary action.

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 7:30 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.

TELEPHONES

A phone is available for both local and long distance school calls in the principal's and superintendent's office. Telephones are available for staff 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. Teachers should keep a log of parent calls including the date, time and summary of the call for the Classroom Site Fund reporting.

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, USE OF DISTRICT VEHICLES

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.

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

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.

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 a work order to maintsupport@stdavid.org.