

VISION

Superior Junior/Senior High School prepares students for an ever-changing global environment to ensure academic and career success and to become productive members

MISSION STATEMENT

Superior Junior/Senior High School creates a safe environment that stimulates physical, emotional, and cognitive development by providing a multi-faceted, technologically competitive education for all students by focusing on each individual student's strengths and talents to exhibit responsible citizenship.

ACTIVITY ACCOUNTS

Teachers are responsible to be knowledgeable on the purchasing /procurement procedures as prescribed by the Governing Board.

All sponsors are to check monthly organization accounts and verify that the account is correct. Discrepancies or questions should be brought to the attention of office staff. Sponsors and Treasurers should keep records of all expenditures and deposits.

(Club/Organization Balance Sheet)

The use of activity funds is to be controlled the same as district budgeted funds. Purchase orders and receipts must accompany all expenditures as well as each request. Records of class/club minutes shall be kept to document expenditures.

(Club/Organization Purchase Order Requisition Form; Club Minutes)

No sales or purchases are to be made by students without direct authorization of the sponsor(s). The individual or sponsor making the purchase will pay any purchases made without a proper purchase order request and return of receipts.

No sales or purchases may be made by the students or teachers. Any student or sponsor paying for any purchase on their own CANNOT BE REIMBURSED.

Funds generated at events are considered the same as budgeted funds with regard to accounting procedures and may not be expended without proper accounting. (See Fund Raising)

RESPONSIBILITY – The Certified Sponsor, a Certified Staff Member is ultimately responsible for submission of completed forms and proper procedures. Sponsors should make class officers responsibilities clear. **A certified sponsor must be at all activities.**

“Club Minutes” forms should be completed for each individual club activity that will involve the raising of funds, purchasing of any items, payment of fees, or scheduling any activities. Note that a roll call with meeting attendance must be submitted with each form.

A **“Club/Organization Requisition Form”** must be completed and submitted with the proper **“Club Minutes”** form and an **“Activity Request”** to obtain a purchase order

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(generated by the office) for supplies or items for resale, or payment for a service, etc. Goods cannot be received or purchases made prior to obtaining a principal-authorized purchase order.

Invoices, bills, and cash register receipts must be submitted immediately upon receipt. We must get the bills paid in a timely manner or the vendors will not sell to our high school. ALL RECEIPTS from the fund-raising activity are to be counted and deposited with the Secretary by 3:30 P.M. on the school day of the event. If the funds must be deposited after 3:30 P.M., you must make arrangements for a night deposit bag. All funds must be deposited the day of the activity.

At all athletic events where an admission charge is levied, concession money and program receipts are to be deposited via the night deposit system the day of the event.

Money shall not be deposited directly with the District Office or the bank. CASH is not to be used to pay any bill or debt of ANY kind. ALL BILLS ARE DEBTS WILL BE PAID THROUGH THE ESTABLISHED ACTIVITY/AUXILIARY ACCOUNT PROCESS.

All tickets sold for any fundraising activity are to be obtained from the office. NO TICKETS OR COUPONS ARE TO BE PRINTED WITHOUT PRIOR APPROVAL OF THE PRINCIPAL.

Fundraising by any group is clearly understood to be completely voluntary. Failure to meet a quota or goal cannot be penalized by loss of privilege or reduction in grades in any way. It is ESSENTIAL that the sponsor make certain that the students understand there are NO PENALTIES EITHER STATED OR IMPLIED FOR FAILURE TO MEET A SPECIFIED GOAL.

Change Request - a request for change is required for activities involving sales of tickets, concessions, etc. These requests should be made on a "Club/Organization Requisition" form indicating denominations and total amount (For Example: 5's-\$20.00, 1's-\$30.00, .25's-\$50.00 Total \$100.00). They **must be submitted five (5) working days prior to an activity.** You may submit requests for multiple dates at one time, for example: requests for every home football game--Junior Class, Concessions; Science Club, Popcorn Concession; Whatever Club, Pastry Fundraiser. Note: Change or proceeds from sales cannot be used to purchase supplies. Return exact change request directly in person to Jr/Sr Secretary, if Jr/Sr Secretary is not available or out of office return change request needs to be returned to the District Office Secretary.

Fundraising - an "**Activity Request**" form for fundraising activities must be completed and submitted to the student council for consideration during regular meetings and to the principal for approval prior to any activity requiring fundraising. All purchases require copies of the completed "**Club Minute**" forms (with roll call attached) and "**Activity Request**" forms related to any purchase or fee payment. They must accompany a completed "**Club/Organization Requisition**" form (purchase order request). Please be aware several people are involved with any purchase request and allow time for processing. No purchases may be made prior to receipt of a purchase order.

Fundraising that involves donated items for resale (bake sale, burro sale, etc.), requires a completed “**Donation List**” including names of people donating, the items, and amounts donated. For example: Mary Smith, 2 dozen tortillas.

Revenue from sales of donated items should be able to be approximated from the donation lists. Unsold items should be accounted for and submitted on another list including what was done with them. For example: ½ Dozen burros not sold given to kitchen workers.

Fundraising that involves the sale of tickets of any type require the proper completed forms generated by the office. **All tickets must be requested through the office and accounting for the tickets completed.** A written notice of type and value of each ticket must be given to office staff with copies of the approved activity request form.

Fundraising that involves the sale of products (for example: hats, shirts, etc.) by students requires accounting for items issued to students for sale, the number of items sold, and a record of the return of items unsold. A note should be made concerning unsold inventory.

Pre-numbered receipts must be written for money received from students for product sales, dues, fees, etc. The money must be deposited with copies of the completed pre-numbered receipts totaling to an equal amount of money. Concession sales do not require receipts but do require beginning inventory and ending inventory lists. If unsold items are discarded in some manner a written accounting should be made and submitted when the money and ending inventory lists are submitted

Inventory Lists - a beginning inventory and ending inventory must be made for every sale date. The first inventory may consist of a copy of the first supply purchase or register receipt. Copies of your inventories must be submitted to the office with cash count slips.

Money deposits - must be made prior to 3:30 P.M. in the office the day of the activity. Activities requiring deposits after 3:30 P.M. require arrangements for a night deposit bag. All money for any activity should be deposited no later than one working day after the activity. Deposits require the completion of a three-part “**Cash Count Slip**”. These forms are available in the office. A copy of a cash count slip from night deposits should be submitted to the office the following day. Cash count slips for student activity accounts require the signatures of two adults and one student. Your signature indicates you have counted and verified the amount of the deposit is correct. Deposits should not be made without the additional required paperwork (receipts, inventory lists etc.) A memo will be sent to the Principal concerning any deposits made without the proper forms.

Please make deposits in the office with the same care you make deposits to your personal accounts. A Certified Sponsor should make all deposits and wait for receipts. Allow time for money to be counted and a receipt issued. Allow time for office staff to handle money properly.

ANNOUNCEMENTS

Teachers/Sponsors should write announcements on the **Announcement Forms** and submit them to the office by 3:30 p.m. the preceding day. The principal will review and approve announcements.

ASSEMBLIES

It is mandatory for teachers to be in attendance at ALL assemblies (pep, awards, banquets, graduation) of the student body and will take a position in a section of the bleachers. Class sponsors shall be with the students.

Students who cause a disturbance in an assembly, following a caution to stop, **WILL BE ESCORTED** to the office **IMMEDIATELY**.

ATTENDANCE POLICY

Students who have more than ten (10) unexcused absences from a semester class or five (5) days in a quarter may not receive credit for that class. Extenuating circumstances will be taken into account and must be approved by the Principal. Parents must contact the school regarding absentees (see the student handbook).

After three (3) absences the teacher will notify the parents. After five (5) absences in a quarter the teacher will report the student to the office. A review board of teachers, the counselor and principal shall determine the status of students who are absent more than ten (10) days. The student will remain in the class with the understanding that, if achievement and attendance warrant, he/she may receive credit for that class.

Attendance records are included on the progress and grade reports mailed to parents. The truancy officer checks daily on absences and contacts parents regarding excessive absences.

Attendance Recording -Teachers must mark attendance electronically within the first five minutes of each class. The only absences and tardies not recorded are those authorized due to participation in a school function (activity absences): games, conventions, field trips, etc. Parental excuses of any nature **DO NOT** fall in this category. Students arriving 20 or more minutes late shall be marked absent (excused or unexcused).

Attendance will be recorded in the computer the first five minutes of each period. Please call the office to have an absent changed to tardy if student enters the classroom after you have marked them electronically. DO NOT GIVE YOUR COMPUTER PASSWORD TO ANYONE.

Student Absences – Teachers shall become familiar with the attendance policy as prescribed by Governing Board Policy.

Students may make up work for school sponsored non-attendance, out-of-school suspensions and for excused absences. Students may not make up work missed during truancy. Students should be given as many days as they were absent plus one day to make up work. If said work is not made up in that time frame, late work should not be accepted.

Students are not to take roll and record it. **The district receives State funding on attendance accounting procedures, and accuracy is mandatory.**

Final Exams attendance – A teacher shall excuse a student from a final exam for a specific class if the student has **2 absences or less and an average of 90% or higher. Students with a passing grade and perfect attendance are also exempt.**

EACH TEACHER WHO HAS A STUDENT ASSIGNED TO HIM/HER IS REQUIRED TO SUBMIT ATTENDANCE FOR THE PERIOD/S THE STUDENT/S ARE ASSIGNED TO HIM/HER UNTIL NOTIFIED BY THE ATTENDANCE OFFICE THAT THE STUDENT HAS WITHDRAWN FROM SCHOOL OR DROPPED THE CLASS.

AUDIO-VISUAL EQUIPMENT SCHEDULING

Audio Visual equipment is available for classroom use. Please schedule with the audio-visual coordinator (librarian). The use of all audio-visual tapes must receive prior approval by the principal. The “SHS Video Request” form should be completed, the principal’s approval received, and the video obtained from the audio-visual coordinator (librarian), or business. Televised programs also require prior approval. If you have audio-visual tapes stored in your classroom, you must submit a list to the audio-visual coordinator and make proper arrangements. All audio-visual tapes must receive prior approval by the principal via the proper form (**Video Request**). The multi-media arts should be scheduled with the technology director. Any videos used in class must be pre-approved by the principal on the proper form.

BELLS

The teacher, not the bell, dismisses class. The bell is a signal to the teacher that a period has ended. Students are not to be dismissed prior to a passing bell. Students must walk, not run, from the classroom.

BIDS/PURCHASES EXCEEDING \$2000

Verbal price quotations will be requested from at least three vendors for a transaction in excess of \$2500 but less than \$5000 (also applies if the district purchases in excess of \$2500 but less than \$5000 from one vendor). The price quotations should be

shown on, or attached to, the related requisition form. If three verbal quotations cannot be obtained, documentation showing the vendors contacted that did not offer price quotations, or explaining why price quotations were not obtained, shall be maintained on file in the principal's office and forwarded to the Superintendent's office. Written quotations are required for purchase of individual items or combination of items over \$5000.00 but less than \$10,000.00 (also applies if the district purchases in excess of \$5,000 but less than \$10,000.00 from one vendor) with a minimum of three (3) quotes. Individual items or combinations of items \$10,000.00 or over require bids and board approval. The proper forms must be submitted. (See Purchasing)

BULLETIN BOARDS

Teachers are responsible for maintaining functional and attractive bulletin boards in their respective classrooms. You may also be responsible for other areas if assigned. There will be calendars of activities maintained and areas for posting items pertaining to teachers. Please locate these areas and check them regularly.

BUS/VEHICLE REQUESTS & FIELD TRIPS

If you desire to schedule a bus or district vehicle for a field trip or other reason, obtain permission from the principal. If you are scheduling a field trip, 1) complete the "**Application for Bus Trip**" form or "**Application for Use of District Vehicle**" (van). A completed "**Field Trip Planning Request**" form and sample "**Field Trip/Activity Information and Permission Form**" must be submitted to the principal at least one week before the intended trip. They, in turn, will be forwarded to the superintendent's office for scheduling. Field trips require a completed permission form for each student (copies must be submitted to the office the day of a trip; originals are kept by the sponsor). If a student is going to return home with a parent after the event, a completed "**Athletic or Field Trip Parent Travel Request**" form is needed.

It is the responsibility of the teacher(s) or coach(s) requesting to go on a field trip or coach a game to find coverage for their classes for the time they will be away from the classroom.

Students riding on special-activity buses are under the direct supervision of the sponsor(s). Students who do not conduct themselves properly will be denied the privilege of riding the buses on future trips. Riding the bus is a privilege, not a right. Vehicles may be available for professional trips. Complete a request.

CARE OF CLASSROOM AND SCHOOL

Each room shall be locked during lunch or conference periods unless the teacher remains in the room. After school, windows should be closed, lights turned off and doors locked before leaving. Window blinds are to be used only for light adjustment. Check desks and floors each period. Do not allow the room to become littered. Hold each student responsible for cuts, scratches, and writing on equipment. The window in the door to the hall must not be covered except during a code red lockdown. The teacher is

responsible for the care and cleanliness of the classroom as well as for all school property within the room.

Do not allow permanent markers in your classroom. Confiscate said markers from students.

Every teacher is directly responsible for supervision of students in his/her classroom and in any other class or activity under his/her supervision. (see First Day of School – Discipline)

Teachers are responsible for the supervision of any and all students in the classroom, in the halls, on the grounds, at games, dances, and at any school authorized activity. Teachers are required to correct a student's misbehavior at any school activity or situation.

Teachers are responsible for the proper care of all books and other school property committed to their charge. A school wide inventory is to be completed at the end of the year.

CELL PHONES

Teachers should not use cell phones during class time. They should turn their cell phones off or have them on silent alert setting so they do not disrupt instruction/learning. [If teachers see a student with a cell phone on campus, they should confiscate the phone and turn it in to the office along with the name of the student/owner.] The student's parents will be required to come collect the phone or it will be given to the student at a later time. Teachers should be especially aware that cell phones, I Pods and other electronic devices are prohibited on campus and can be used by students to cheat on tests and plagiarize work. These should also be confiscated and turned in to the office.

CLUB/CLASS ACTIVITIES

Head sponsors and co-sponsors shall make plans for their clubs activities. Please fill out the forms required for each activity, get principal and student council approval and schedule the activity on the master calendar with the Principal's office. The Principal and the Superior High School Student Council or Junior High Student Council must approve each Junior High or High School activity. Request activities early to facilitate coordination. (See Activities)

COMPLAINTS AND GRIEVANCES, STAFF

Teachers who feel they have been "treated inequitably" by reason of any act or condition that is contrary to established Governing Board policy and/or practice governing or affecting employees' have the right to a grievance procedure.

The term grievance shall not apply to any matter upon which the Governing Board is without authority to act. (See Board Policy GBM.)

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CONDUCT

All employees of the District are expected to conduct themselves in a manner that promotes effective, orderly education and protects students and district property (see board policy GCQF).

CONFERENCE AND PLANNING PERIOD

One planning period certainly doesn't allow enough time to do all the work that needs to be done: planning, preparation, reading, making tests, grading, etc. Teachers routinely using the planning period to leave campus will jeopardize good public relations and may receive disciplinary consequences.

Whenever it is necessary to leave campus during the conference and planning period, the teacher will notify the principal and sign out in the office. The goal is to be able to respond to a call for the teacher and be aware of the teacher's absence.

CONTROVERSIAL ISSUES AND TEACHING

Democratic tradition often involves dealing with controversial issues. Knowledge and understanding of such issues are an indispensable part of education.

The teacher holds a position of authority and respect in the classroom and community. By virtue of that position the teacher has great influence in the formation of all students. It must be clear that personal views are not a part of the instructional program and must be tempered by the responsibility to maintain professionalism.

To ensure that controversial issues are dealt with fairly and objectively, and with instruction as their goal, such issues may be a part of the curriculum as long as the following policies are observed.

- ❖ Teachers should instruct students in the principles and techniques of the scientific method and provide opportunities for practice in applying established facts to specific problems.
- ❖ Teachers should seek to develop in students the ideals of truth and honesty.
- ❖ All personnel should seek to create an atmosphere in which difference of opinion can be voiced without fear and hostility and with mutual respect for all viewpoints.
- ❖ Constitutional guarantees of due process and freedom of speech will continue to be observed as to students and teachers alike when they are involved in a controversial issue.
- ❖ Teachers should encourage the suspension of judgment and conclusions until all relevant and significant facts have been assembled, critically examined, and checked for accuracy.

- ❖ Teachers should seek to develop in students a sense of responsibility for their beliefs, opinions, attitudes, and actions.
- ❖ Teachers should place major emphasis upon 'why' and 'how' to think rather than 'what' to think.

COPIES

A code must be used to operate both copiers (see April for number). A total of 750 copies per month will be allowed. Once you have reached your limit, amount is checked every week; your number will be deleted from the copier until the following month. For special projects, see Mr. Duarte. **Students are NOT to use the copiers.**

CURRICULUM, TEACHING TO THE

Curriculum guides are to serve as a framework from which a teacher will develop units of study, individual lesson plans, and approaches to instruction that will serve the students' particular needs at a particular time. The guides shall be used to map the logical sequence of instruction.

The principal, department head, or other supervisors shall see that optimum use is made of available curriculum guides.

STAFF INVOLVEMENT IN DECISION-MAKING

Board Policy encourages employee participation in the decision-making process for the school district. This will be accomplished through committees established by the superintendent and principals. Teachers should be willing to serve on said committees unless extenuating circumstances prevent such service.

DISCIPLINE

The best and most effective correction takes place in the classroom between the student and teacher. Parents must be informed if problems persist or result in a disruption of the classroom climate required for instruction and learning. Only when all avenues have been exhausted by the teacher or the behavior warrants immediate removal in order to proceed with instruction should a student be referred to the office.

Students may be sent to the office with a pass indicating that the teacher will handle the situation later. The student will be kept till the end of the class in these cases. The use of this option should be rare.

Progressive Discipline – In most cases, the normal disciplinary progression will be followed:

- Warning by teacher
- Parent contact and classroom consequences

Subsequent violations will result in a referral to the office for the following:

- Detention
- At-Home suspension (OSS)
- Expulsion or alternative educational placement

When a serious and/or chronic discipline situation develops, a discipline referral will be filled out by the teacher and sent to the office. The purpose of the referral is meant to be constructive, involving the teacher, principal, and the parent(s).

Do not send students to the office without a written referral stating the reason for the referral. In case of an emergency, the teacher may send the student with a hall pass stating a referral will follow.

Teachers must act consistently and **as a team**. Teachers will correct rule violations as they occur and refer flagrant violations to the office. **Do not refer students to the principal for misbehavior until you have exhausted every avenue to correct the misbehavior.** Parent contact must be made prior to referring the student to the office unless the violation is so dangerous or disruptive that immediate removal is warranted.

Students respect those teachers that model and expect mutual respect. Students want to know exactly what is expected of the academically and behaviorally. They respect the teachers that are consistent and fair with disciplinary procedures and grading policies. Students and employees must model and show respect for others.

Students have a keen sense of fair play. You may make a rash decision by dealing quickly with a discipline situation. A moment's hesitation, or even better, deferring action for a few hours or until the next day, may avoid the irreparable harm caused by an inappropriate decision wherein the elements of fair play have been violated.

Good judgment dictates that a teacher should not make threats to students that cannot be carried out. In making a threat and failing to carry it out when the occasion demands, prestige and command of the entire class is lost. Do not punish an entire class for the misconduct of a few.

Ejecting a student from the classroom - occasionally, a teacher's immediate reaction to misbehavior is to dismiss a student from the room. Whenever this is done, the teacher loses a certain measure of their prestige and future effectiveness when it is done unfairly or capriciously. In effect, the teacher is saying to the class, "Here is a situation I cannot handle", and as such, admits defeat. The psychological effect becomes increasingly worse with each repeated performance.

Teachers have the right to not allow a student to attend class after all paperwork and procedures have been met – see District Policy Manual JK-EC

Hall Discipline – Teachers shall help maintain discipline in the halls when students are changing classes. Teachers are responsible for hall supervision between classes and should be visible. **Teachers are to stand near their doors when students are in the process of changing classes.**

NO TEACHER SHOULD EVER LEAVE HIS/HER CLASSROOM UNATTENDED.

When and if you have a severe discipline problem, request your closest colleague to observe your class as you escort the problem student to the office.

Due Process, Student rights - For a full and complete explanation of due process and student rights, see the District Policy Manual JGD/JGE/JFA.

Discipline Plan – Each teacher will be prepared to distribute his/her discipline plan on the first day of class. The plan should be discussed with students and any questions should be answered. The tear-off stating that the plan has been read and understood should be signed by both the student and his/her parent(s) and returned to the teacher.

Teachers will forward a copy of the Discipline Plan to the principal's office for future reference **before the first day of classes**.

EMERGENCY EXITING - FIRE DRILL

A fire alarm emergency signal is controlled from the office. You will be notified when to reenter the building. In the event of an actual emergency, a teacher in the area of the emergency will notify the office either in person or via the communication system.

During fire drills or emergencies, teachers will take their grade/attendance books with them. Attendance should be taken and any students attending at the beginning of the period but not with the teacher should be noted. In the event of an emergency or fire, the proper officials should be notified regarding missing students. Shut all doors and windows (do not lock), escort students to the evacuation zone and monitor their behavior until the all-clear signal is announced. Students are not to take anything other than their immediately accessible personal property, i.e. purses. Students should exit the building in a quiet and orderly manner so that they may hear instructions during the evacuation.

Attendance should be taken again upon return to the classroom and a list of any students not reentering sent to the office.

EMPLOYEE ABSENCES

Sick leave for certificated and support personnel is a designated amount of compensated leave that is to be granted to a staff member who, through personal or family illness, injury, or quarantine, is unable to perform the duties assigned. Family, for purpose of sick leave, shall include:

Spouse, Grandchildren

Children or Parents of spouse

Parents, Brothers or sisters, sons-in-law or daughters-in-law

Grandparents

After five (5) consecutive leave days, the personnel department may require a signed statement from your physician if you plan to continue your leave.

Sick days may not be accrued while on a leave of absence.

Sick leave may include other excused absences, such as medical, dental, or optical examination or treatment impossible to schedule on non-duty days.

Professional (Certified) Staff Only

Full-time certified employees are eligible for sick leave allowances of twelve (12) days per year and three (3) personal days which will be converted into sick days if left unused.

Support (Classified) Staff Only

Each full-time twelve (12) month employee who works thirty (30) or more hours per week earns fifteen (15) sick days.

Sick leave must be earned before it may be used. Abuse of sick leave may lead to disciplinary action. Employees are responsible for completing and submitting absence reports forms.

*Both Professional (Certified) and
Support (Classified) Staff*

The unused portion of such allowance shall accumulate to a maximum of one hundred seventy five days, at which time no more sick leave can be earned. As accumulated sick leave days are used and drop below one hundred seventy five days, an eligible employee may again accumulate sick leave up to the maximum limit.

When a staff member exhausts all days of accumulated sick leave, an unpaid leave of absence must be requested, pursuant to District Policy.

Sick leave of any staff member who does not serve a full school year shall be prorated.

EMPLOYEE DRESS

Because the way you dress sends messages about yourself to others and often influences the way you and students act, employee dress must be modest, clean, and professional and provide a positive example for students to follow in preparation for their own future careers.

Immodest clothing includes short shorts, tight pants, and other revealing attire. Employees should not wear off the shoulder, low-cut or revealing clothes. Undergarments should be covered at all times. Inappropriate clothing for employees includes shorts, (except at certain school activities or PE), jeans, very baggy or tight pants, revealing clothing or tops that are low-cut, off the shoulder, expose the back or midriff or have narrow straps.

Clothes should not advertise alcohol, drugs or tobacco nor have vulgar or suggestive sayings. Earrings should be limited to the ear and body piercing is not allowed by employees at school.

Employees are encouraged to participate on "dress up days" and show their school spirit. Jeans and other casual attire may be worn on Fridays if accompanied by a school shirt. For the most part, jeans are not appropriate attire for teachers and office personnel. The modesty standard is not relaxed at any time.

Clothes should be neat and in good condition. Excesses should be avoided along with exaggerated hair styles and colors. Teachers should not wear hats or caps inside the building except as protective clothing in certain subject areas.

ETHICS, STAFF

All employees of the District are expected to maintain high standards in their school relationships. See Governing Board Policy GBC.

EXTRA-CURRICULAR PAY

The district will pay teachers for work done outside the limits of the regular workday, provided such work has been given prior approval by the administrator in charge. The work must be done for the benefit of the district and students. The district will not be liable for work done without prior approval.

Beginning time for extra-curricular duties outside the regular school day are defined as work performed after the normal working day. Examples include musical productions, play productions, clubs or group events requiring supervision that have prior approval.

DUTIES NOT CONSIDERED TO BE EXTRA-CURRICULAR

- Curricular events such as field trips taken on school days.
- Professional meetings, NCA meetings, Honors Assemblies, Graduation.
- Duties paid by a separate stipend.
- Open houses or parent conferences.
- Gate or crowd control at assigned home games.

Rate of pay for extra-curricular duties performed outside the regular school day are to be paid at the rate of **\$7.00 per hour** as set by the Governing Board.

Changing of personnel will be arranged by mutual consent of the staff and reported to the principal before hand.

PAYMENT PROCEDURE

Obtain an "Extra-Curricular Hours" form from the office and have the duty approved before the work is performed. A time sheet will be submitted to the principal the day following the event. If an event is long-term, turn in the "Extra-Curricular Hours" form every two weeks. The principal will approve the time. The staff member will receive

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a copy of the time sheet. Prior approval will not be necessary for athletic events such as assigned football and basketball games. Turn your forms in the day following the event.

Checks will be issued every two weeks. If there is a discrepancy or question, contact the principal.

ACTIVITIES FOR WHICH STIPENDS WILL BE PAID WITH ADDENDUM CONTRACTS:

Prospector (yearbook)	JH Student Council
FCCLA	Panther Memories (yearbook)
DECA	
HS Student Council	
Gifted Teacher	
Cheerleader Sponsor	
Junior Class Sponsor	

FACILITIES, USE OF

In order to schedule the use of the high school facilities, other than for regularly scheduled athletic contests and practices, the following procedure shall be followed:

1. A FACILITY REQUEST form will be filled out and submitted to the activities office as early as possible proper scheduling and to prevent conflicts.
2. The request will be sent to the District Office for approval by the superintendent.

The person(s) using the building will be responsible for areas of the building and must be sure the lights, etc. are turned off and the building is secured. Leave the area clean or cleaner than it was before.

The above procedures apply to all and include athletic teams, weekend use and periods of time when school is not in session.

FACULTY ADVISORY COMMITTEE

The principal may establish advisory committees as needed. Faculty members may request the formation of a committee.

FACULTY MEETINGS

Faculty meetings will be scheduled and teachers notified. Most information to the faculty from the administration will be communicated by written communication and personal conferences. Teachers must check their e-mail and mail boxes several times daily. **Students are not to enter the teacher's lounge.** Junior high teachers meet for a team meeting each Tuesday at 7:00 am in room 119. High school teachers meet for a team meeting each Thursday at 7:00 am in room 101.

FIELD TRIPS

See Bus/Vehicle Requests.

FINAL EXAMS - ATTENDANCE

Students with two absences or less in a semester that earn a 90% or higher in a class are exempt from taking the semester exam. Students with perfect attendance and a passing grade are also exempt from semester exams. Semester exams should be given for all classes. They may be written or practical.

FIRE DRILLS-EMERGENCIES

See Emergency Exiting - Fire Drill in this handbook.

FIRST DAY OF SCHOOL

The first day of class is critical to your success. Be prepared to start on a positive note, i.e.:

1. State objective and purpose of the class (rationale for having class).
2. Explain your method of evaluation and grading (See Grades).
3. Explain what materials and tools are required.
4. Instruct students as to classroom procedure and how the class will be conducted.
5. Hand out a class outline or syllabus.
6. Explain and describe your classroom rules and procedures.
7. Hand out your discipline plan/attendance policy with a section to be signed by parents and returned to you by your student.

GRADING SYSTEM

Our grading system is as follows: A, B, C, D, F. A is highest, B is above average, C is intermediate, D is lowest, and F is failing. Use A, B, C, D, and F. **Please use percentage grades when calculating quarter and semester grades.**

ALL SEMESTER GRADES MUST BE FINAL - NO INCOMPLETES!

On October 7, 1998 the Superior School Board, based on the recommendation of the Principal, adopted the following policy: The first quarter will be worth 40% or 2/5, the second quarter will be worth 40% or 2/5, and the final exam worth 20% or 1/5. All grades will be based on percentages and letter grades. Percentage grades are converted to a letter grade on the following scale:

100 – 90	=	A
89 – 80	=	B
79 – 70	=	C
69 – 60	=	D
Below 59%	=	F

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All teachers will use the same grading scale .

Examples of possible situations:

Johnny earns 72% 1st quarter

Johnny earns 85% 2nd quarter

Johnny earns 59% Final Exam

$$\frac{(1^{\text{st}} \text{ Qtr} * 2) + (2^{\text{nd}} \text{ Qtr} * 2) + \text{Exam}}{5} = \frac{(72 * 2) + (85 * 2) + 59}{5} = \frac{373}{5} = 74.6\% \text{ C}$$

Johnny earns 72% 1st quarter

Johnny earns 85% 2nd quarter

Perfect Attendance – No final

$$\frac{(1^{\text{st}} \text{ Qtr} * 2) + (2^{\text{nd}} \text{ Qtr} * 2)}{4} = \frac{72 + 85}{4} = 78.5\% \text{ C}$$

The number of failures of “F’s” at the end of a grading period does not determine the toughness or strength of a department. Strength is shown by the number of students assigned to you that have actually been taught and given encouragement and guidance to be successful to the degree of their ability.

Before you compute grades, think back and ask yourself, “Have I given that student every possible opportunity to prove himself? Have I really taught him/her? Have I tried every means to do my best as a teacher, including offering extra help?”

Teachers must be able to justify the grades they assign: 1) to themselves, 2) to the students and their parent(s)/guardian(s), 3) to the administration.

The Special Education students must be given special consideration based on their Individual Education Plan (IEP). Please check with the Special Education teacher for the student’s disability and how they should be accommodated. Federal and State Law must be followed. Students must be evaluated within the first two weeks of enrollment for recommendation for special education.

GRADE BOOKS - ALL CERTIFIED STAFF MEMBERS WHO HAVE A STUDENT ASSIGNED TO THEM ARE REQUIRED TO ENTER ALL ATTENDANCE AND GRADES ELECTRONICALLY. Printed grades for the year will be turned in to the office before final checks are distributed at the end of the school year. (See Records, Grading)

REPORT CARDS - Progress Reports are taken home by the student and Report Cards are mailed directly to the student’s home. Scheduled Progress Reports are sent at the halfway point of each grading period and are generated by the teacher. You may also complete and send a written form available in the office prior to or after scheduled progress reports. Report Cards are sent at the end of each nine-week period.

Progress reports - must be sent home midway through each quarter of each nine-week grading period. Progress reports may be sent home at anytime before the grading period ends. Progress reports will be sent out for all students.

- All teachers will use this method and start each quarter from scratch; this is only for the purpose of uniformity. Students will only have to learn one method of computing the final grades.
- Do not use assignments (homework) as a punishment! This instills a negative work ethic.
- An assignment worth giving is as assignment worth grading. Choose and make assignments carefully and always for an educational purpose; this may include practice.
- The teacher should grade assignments.
- Each quarter and semester grade should be represented by a sufficient number of grades (assignments) to assess the student's learning, educational progress, and to justify his/her evaluative letter grade for that grading period. A good rule of thumb is two to three grades per week.
- Only the teacher should enter grades. All students and all grades should be entered electronically. The printed grades are the official record for all grades ... not a file folder full of worksheets.
- Help students learn from and correct mistakes. Having students correct mistakes on assignments makes educational sense. Papers must be corrected and returned in a timely manner. Time is important when considering the learning curve in relation to short and long term memory (recall) and reinforcement.
- Grade entries should be kept neat, organized and up to date. They should be readily understood by anyone with average mathematical ability. Each assignment column should be clearly labeled, e.g., "Test Chapter 1," or "Quiz 2." This column should also show the total number of points possible.
- Keep it simple ... keep it objective. You do not need unusual codes, strange marks or symbols. Be consistent in your grading for all students. Treat all students the same. Students in Special Education are the LEGAL EXCEPTION and **IEP'S MUST BE FOLLOWED.**
- Above all be, fair. Be realistic. Treat students the way you would like to be treated.

HAZING

Hazing (bullying) is not allowed and constitutes a violation of board policy and state law. Hazing is defined as any act that injures, degrades, or disgraces; or tends to injure, degrade, or disgrace any student. Hazing must be reported to the administration. See Governing Board Policy JICFA

HOMEWORK

The Superior Unified School District does not discriminate in employment, educational programs, services, or activities based on race, color, religion, national origin, age sex, or disability in accordance with state and federal laws.

Homework is an integral and indispensable element of a quality education process.

Homework shall be assigned to each student on a routine and systematic basis consistent with the maturity, special needs, potential, and achievement level of the individual student.

Homework should not carry the stigma of punishment and/or busy work and should promote learning. Homework should be checked by the teacher and credit given where appropriate.

INSTRUCTIONAL MATERIALS

Students using district-provided books and/or library books are responsible for any damage or loss of books. When a student requires a second copy of a textbook he/she will pay for the lost book prior to being issued a replacement book. When and if the original book is found, the student will be granted a refund.

LEAVING EARLY

Permission to leave early will be obtained from the principal's office. A parent/guardian must come into the office and sign a student out/in when leaving during the school day. Students will not be allowed to leave school without prior approval from the PARENTS. Students must come to the office and wait for a parent/guardian to sign him/her out before leaving campus. **TEACHERS DO NOT HAVE AUTHORITY TO ALLOW STUDENTS TO LEAVE CAMPUS.**

LESSON PLANS

The Governing Board requires lesson plans to assure continuity of instruction.

Lesson plans must be prepared in advance and a copy submitted weekly to the server on my computer and one to the office by Monday at 8:30 am. Lesson plans are to be kept on top of the teacher's desk.

Lesson plans are designed to help the teacher organize sequential learning activities and provide guidelines for a substitute. Teachers must make thorough preparation for daily lessons and shall prepare written plans reflecting such preparation.

MAILBOXES

Each teacher is assigned a mailbox. Please check your mailbox daily, both A.M. and P.M. **DO NOT SEND STUDENTS TO CHECK YOUR MAILBOX.**

NURSE

There is only one nurse to serve the entire school district. Call the office when a student needs to see the nurse. A list will be created and students will be called from class when she arrives at school.

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PASSES

NO STUDENT MAY BE IN THE HALLS DURING CLASS TIME WITHOUT AN AUTHORIZED PASS. TEACHERS SHOULD AVOID REQUESTING THAT A STUDENT BE SENT FROM ANOTHER CLASS. DO NOT SEND ANY STUDENT TO ANOTHER TEACHER UNLESS THE OTHER TEACHER HAS MADE PRIOR ARRANGEMENTS WITH YOU. A teacher does not have the right to keep a student from their regularly scheduled class. Avoid detaining a student. Professional courtesy should be the standard. If a student has stayed after class for a fellow teacher to complete a test, quiz, etc., do not put the student on the spot. Contact the teacher later in the day to verify and discuss the issue. If students see that you are having problems with another teacher, they may try to manipulate the situation. Maintain your professional demeanor.

When a student requests permission to go to the restroom, or the office, he/she must have a pass. These requests should be minimal; students need to be in the classroom and learning.

ONLY ONE STUDENT AT A TIME SHOULD BE ALLOWED TO LEAVE A ROOM TO GO TO THE RESTROOM. Students will NOT be issued passes from a class for activities involving decorating for the prom, a homecoming float, etc.

PARENTAL CONTACT

TEACHER RESPONSIBILITIES

Teachers are to contact parents as student behavior, attendance and performance warrant. Teachers should document said contact on the appropriate parent contact form.

Teachers should conduct themselves professionally and be positive examples for students to emulate. Teachers should:

1. Provide the best educational presentation and the best knowledge of content possible.
2. Provide a logical and structured program of study.
3. Be honest, just and fair to all students.
4. Show consideration and respect to students as their age and maturity allows.
5. Show personal interest in students as individuals.
6. Protect and shield students from abuse and harassment.
7. Praise and discipline students as the situation deems appropriate.
8. Assign clear and meaningful homework.
9. Provide prompt, accurate feedback and evaluation of student work.
10. Challenge all students according to their individual academic levels.
11. Recognize good work and publicize it when appropriate.

LEAVES AND ABSENCES, PROFESSIONAL STAFF

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For information dealing with sick leave, pregnancy rules, business leave, pay for unused sick leave, sabbatical or other permitted leaves, etc., see the District Policy Manual, GCBD. Leaves or absences should be approved in advance except in the case of an emergency.

When you are going to be absent for personal or professional reasons you must complete the appropriate form: “**Request for Released Time**”-Professional Leave, “**Request for Personal, Vacation or Illness Leave**”. When possible complete the leave forms prior to your request to insure a substitute is scheduled. In case of sudden illness, the form should be completed the day you return to work and turned into Maggie. Trips for professional leave should be made at least 5 days in advance and may require submission of the “**Application for Use of District Vehicle**” form (van/auto request) for travel. If you have indicated there are charges, fees, meal expenses, etc. requisitions must be submitted with your “**Request for Released Time**” form. Documentation of fees, etc. must accompany the requests. Completion of a “**Conference Attendance Report**” is required after attendance at any conference. Receipts, change, etc. must be returned the day following the event.

PLEDGE OF ALLEGIANCE

Each school day and all assemblies will be opened with the recitation of the Pledge of Allegiance.

POLITICAL ACTIVITIES

The Board recognizes and encourages the right of its employees, as citizens, to engage in political activity. School time may not be used for political purposes.

PURCHASING PROCEDURE

Teachers are responsible to be knowledgeable of the purchasing procedures as prescribed by the Governing Board. Items may be purchased for use in the classroom through district funds. Meals and travel expenses related to professional leave may be requested through district funds. Items, services, etc. may also be purchased through club or organization activity or auxiliary accounts. (See Activities) If you need any supplies or materials for your classroom, you must know the exact amount of the item(s) to be purchased, including the tax, and fill out a requisition (available in the office). A purchase order (P.O.) will be produced if the requisition is approved. **DO NOT purchase materials without a purchase order. YOU WILL BE REQUIRED TO PAY FOR ANY ITEMS YOU PURCHASE WITHOUT A PURCHASE ORDER.**

RECORDS

Teachers are encouraged to keep a log or record of problems (academic and behavioral) for each assigned student in their classes. Documentation helps immensely when conferencing with parents about their student.

A neat, accurate record of attendance and grades, by periods, must be kept for each class in a record (grade) binder or file.

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Students ARE NOT to be dropped from a class roll without a written transfer or drop slip from the counseling office.

REQUISITIONS (INSTRUCTIONAL/MEDIA)

Teaching materials, films, or materials for student activities require a "Requisition" form approved by the principal. Requisition forms are available in the office. Please give the secretary the magazine and page number of the item wanted. This will insure you get the item you want and expedite the purchase. (See Purchasing)

REQUISITIONS (SUPPLIES)

When supplies, such as pens, paper, rulers, etc., are needed ask for them in the office. The supplies will be placed in your mailbox. DO NOT SEND STUDENTS TO THE OFFICE TO REQUEST OR PICK UP SUPPLIES.

SCHOOL-COMMUNITY RELATIONS

Teachers are involved in school-community relations whether or not they are aware of it. The best ambassadors to the public are the students. Do the best job you can to educate these young people through the "academic" as well as the "hidden" curriculum.

When dealing with an unreasonable or demanding parent, be assertive and stick to your professional judgment. Be wise and judicious. Try to always have the parents leave with a good feeling.

SMOKING

The Board prohibits smoking by employees in school buildings, on school grounds, on school buses, and in any classroom, hallway, or instructional area.

Teachers shall NOT leave a classroom during class time to smoke or seek refreshment, coffee, etc.

Students are NOT allowed to smoke in the buildings or on the grounds at any time.

SPONSORS

When classes or clubs are holding any activity the sponsor(s) is/are responsible concerning the care of school buildings, property, and student behavior in accordance with established rules and conventional practice. (See Activities, Bus Requests, Use of School

Facilities, Fund Raising, Purchasing Procedures). Class sponsors will sit with students and supervise them at ALL SCHOOL ASSEMBLIES.

ALL TEACHERS ARE TO ATTEND ALL ASSEMBLIES AND SUPERVISE THE STUDENT BODY.

STUDENT WELFARE

Student welfare is the school's top priority. All teachers and administrators are charged with the responsibility of promoting this policy at all times.

Student welfare refers to what is best for the students in most cases. Teachers and staff must report suspected child abuse to the authorities. The principal must also be notified.

Superior School District Policy JHG*-R defines Child Abuse. Abuse means the infliction of physical injury, impairment of bodily function, disfigurement, or the infliction of serious emotional damage as evidenced by severe anxiety, depression, withdrawal, or untoward aggressive behavior, which emotional damage is diagnosed by a medical doctor or psychologist as defined in A.R.S. 13-223, and shall include inflicting or allowing sexual abuse as defined in A.R.S. 13-1404, sexual conduct with a minor as defined in A.R.S. 13-1405, sexual assault as defined in A.R.S. 13-1406, molestation of a child as defined in A.R.S. 13-1410, commercial sexual exploitation of a minor as defined in A.R.S. 13-3552, sexual exploitation of a minor as defined in A.R.S. 13-3553, or incest as defined in A.R.S. 13-3608.

Child, youth, or juvenile means an individual who is under the age of 18 years.

STUDENT HEALTH AND SAFETY

Any accidents/incidents involving a student should be reported immediately. Staff members who observe or are on the scene should contact the office and complete the required form. The teacher, sponsor or witness must complete an incident report form.

STAFF HEALTH AND SAFETY

All employees are covered by workman's compensation insurance for any accident while on assignment, including an accident on the school's property or while on official business off school property. An employee must report any such accident to the supervisor's office immediately; report the time of the accident, person's involved, and how

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it happened as required. An employee who has an accident, no matter how slight while on duty shall:

1. Notify the supervisor's office immediately.
2. Fill out an accident report ASAP (available in the office within 24 hours after the accident occurs) and submit it to your supervisor.
3. The supervisor shall file the accident report with the District Office.

Communicable Diseases - Any employee having a communicable disease shall be excluded from work for the period of time designated in the Arizona Department of Health Policy for the Prevention and Control of Communicable Disease. Employees who have Acquired Immune Deficiency Syndrome (AIDS) and are directly involved with students require special consideration. The District shall consider each employee with AIDS on a case-by-case basis. (For more information see District Policy Manual GBE (3)-R.)

Performance-Related Examination - The Governing Board reserves the right to require a complete health examination by a fully licensed physician approved by the Governing Board. This requirement will be met when, in the opinion of his immediate supervisor and/or the superintendent, the employee's ability to fulfill his duties is jeopardized by his physical or emotional condition. The District will pay the expense of this examination.

SUBSTITUTES

When you know you will be absent, please fill out the forms as soon as possible so we can get a substitute teacher. Substitute teachers are assigned on a first come first serve basis. Turn in the paperwork to April Juarez. This is also true for coaches or sponsors who will miss school for school events.

If you are ill, call April at 520-827-1172 as soon as you can (after 6:00 am or before 10:00 am). This will improve our chances of getting a substitute to cover your classes.

THREATS

Any employee who is threatened with bodily harm by an individual or a group while carrying out his/her assigned duties shall immediately notify the principal. General or specific threats involving students shall be reported to the principal.

TEACHER WORKDAY

On most school days, the teacher workday begins at 7:15 AM and ends at 3:15 PM. Teachers may be required to attend parent conferences and other school events beyond the normal workday.

VANDALISM

Teachers will report to the principal every incident of vandalism and, if known, the names of those responsible. Parents and students will be made aware that the law

provides that parents are liable for the willful destruction of property by a minor in their custody or control.

SUPERIOR JR/SR HIGH SCHOOL

STAFF HANDBOOK 2013 - 2014

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