

# EMPLOYEE HANDBOOK 2017 – 2018



*Everyone learns, every day.*

# Saddle Mountain Unified School District Employee Handbook 2017-2018

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# Introduction

Please read through this handbook carefully. Employees are responsible for the information contained within this document.

## Communication

### ADVERTISEMENTS AND ANNOUNCEMENTS

No commercial announcements or vendor letters are to be placed in the teachers' mailboxes or distributed to students without written authorization from the Superintendent's office; if approved, stacks of 30 will be provided by that particular organization, to be sent to the schools. The school's office personnel will not copy or count. Personal announcements must be cleared through the administration before being distributed through mailboxes.

### BOARD COMMUNICATIONS WITH STAFF MEMBERS

Official communication between the Board and employees will occur as follows. An employee will first communicate on school or employment related matters at the administrative level, starting with the assistant principal or principal. Any employee who feels this level has been exhausted may then seek an appointment with district level administration. Should the matter still not be settled, the employee may then communicate with the Board in writing. No anonymous communication will be considered by the Board. Any employee who wishes to address the Board in the employee's capacity as a parent, district resident, or individual, rather than as an employee, may do so by following the procedures in Policies BEDH and BHD (complete a form Request to Address Board to be given to the Board Secretary prior to the start of the meeting).

### ELECTRONIC COMMUNICATIONS

Please refer to the technology user agreement, Policy IJNDB-E. This document is signed by all staff members upon hire. Acceptable use: Employee will use the service to support personal educational objectives within the educational goals and objectives of the District. Inappropriate use may result in cancellation of use of information services and/or appropriate disciplinary action. Employee will not view, submit, publish, display, or retrieve materials forbidden by local, federal or state statutes, laws and regulations, or District Software Guidelines & Procedures on District-owned hardware.

### PARENT/TEACHER CONFERENCES

There will be a minimum of two (2) formal Parent/Teacher Conferences scheduled during the school year. Teachers should plan well in advance for conferences. Samples of student work, test results, books and materials being used, and other information may be useful during the conference. The conferences should be a two-way exchange of information between the parent and teacher. Improvement in student performance should be the end result of the conference. Teachers should be accessible to meet with parents as requested throughout the year.

### INFORMING PARENTS

Teachers will notify parents of poor work as soon as it is clear that the progress of a student is not satisfactory or if a significant decline in academic performance occurs. Teachers should work to secure the cooperation of parents in improving the student's work. Contact with parents can be done by phone, letter, email, or conference. Teachers should keep a record of the method of contact and notification for future reference. Teachers should utilize a parent contact log. All phone calls are to be returned within a 24 hour period. If necessary, the principal will gladly assist you in making home visits. Newsletters and other "published" communication—whether electronically or in print—to parents should receive **prior approval of the principal**.

### MAIL BOXES & E-MAIL

Employees should check their mailboxes upon arrival at work in the morning and during the lunch period. They should read e-mail upon arriving at school and before departing at the end of the day. Employees are responsible for deleting messages that are not needed and are not pertinent to their job functions during the fiscal year. Staff need to use district email for school business and should not share personal emails with students.

### NAME/ADDRESS CHANGE

Employees are expected to complete a Personnel Information Form upon hire or if information changes. If contact information, **especially a home address**, should change during the school year, employee should notify the payroll office. It is important to make the necessary changes and keep information current. If a new district login and email account is desired due to marital status changes, employee should fill out a new Technology Account form.

## **TELEPHONE**

School telephones are business telephones, and should be used as such. Teachers are responsible for supervising and training students in the use of the phone. The office phone is for business use only; students must ask permission to use the phone. Students may not make arrangements for after school activities with friends, etc. These arrangements are to be made prior to leaving the home for school. Teachers should review this with students. Students should not call their parents directly to pick them up during the day; they should be sent to the school office or the health aide to initiate such communication. Teachers are not to receive incoming phone calls during normal classroom hours unless cleared through their Principal or due to emergencies. All outside incoming calls should be directed to their voicemail and checked during non-instructional time. Teachers should not use personal cell phones during instructional times.

# **District Procedures-Business**

## **CONFLICT OF INTEREST**

All employees must complete a conflict of interest form whenever a conflict of interest exists. Arizona Revised Statutes § 38-501 to 38-511 require all employees to disclose if they or a relative have a substantial interest in any SMUSD contract, sale, purchase or service. SMUSD is required by law to make known any such interest in its official records. In general terms, if a SMUSD employee or his/her relative has any ownership interest or employment relationship with a SMUSD vendor or an entity that does business with the District, this relationship must be disclosed. State law prohibits SMUSD employees from participating in a matter that is considered a conflict of interest. The law prohibits the employee from identifying that SMUSD needs goods or services from a business for which a substantial interest was disclosed. The law also prohibits the employee from selecting the business for goods or services, supervising the work of the business on behalf of SMUSD, voting on or approving the award of a SMUSD contract to the business and approving invoices for payment.

If employee, or employee's relatives (*spouse, child, grandchild, parent, grandparent, brother or sister –whole or half blood-and their spouses and parents, or a brother, sister or child of a spouse*) have a "substantial interest" in any SMUSD vote, decision, contract, sale or purchase; employee must disclose this relationship. If employee do not have a conflict at this time, but one arises in the future, employee must promptly contact the Human Resources Department and complete a disclosure form.

## **FUND RAISING/DONATIONS**

Staff members should not contact businesses or other vendors seeking donations **without prior consultation** with the school's principal.

## **FACILITIES USE**

All use of facilities by outside groups will be reserved through the receptionist at the District Office.

## **PAY PROCEDURES**

Paydays of the District are every other week. Employees with questions should call the payroll office at extension 5109. The District Office will handle payroll deductions employees may want to establish on regular payroll withholdings at the beginning of each school year. The number of exemptions claimed for tax purposes may be changed at any time during the year.

Graduate credit hours earned beyond the Bachelor's degree in a relevant field can lead to salary increases. The Human Resources office has complete details. An official college transcript is required to substantiate hours earned for salary schedule advancement. An official transcript must be received prior to October 1<sup>st</sup> if an employee wishes a salary advancement for the current school year.

## **DISTRICT PROPERTY**

Any damage is to be reported to the principal's office. Employees are responsible for the care of their own rooms and the equipment therein and shall be additionally responsible for missing or damaged equipment. Employees will be required to sign out district property (technology items) such as computers, laptops, and tablets that will be in their possession for extended periods of time. The Technology Checkout Form indicates the extent of the employee's responsibility for such equipment. Property obtained through grants written by the teacher remains the property of the school district, unless the grant specifies otherwise.

## **DISTRICT CREDIT CARD USE POLICY**

The District has retail and gas credit cards available for use by district staff to make specific purchases for school/department programs and clubs. All of these cards are located in the District Office and may be signed out, as needed, as long as an approved District Purchase Order **or** Student Activity Club requisition and Club minutes is in place prior to the use of a credit card.

ALL EMPLOYEES requesting a credit card MUST sign a current Credit Card Agreement Form before any card(s) can be signed out. When credit cards are signed out, they must be returned to the District Office the following business day that employee is at work. Along with returning the credit card to us, employee **must** include **signed** store or gas station receipt(s). Employee may make a copy of any receipts for his/her own records. **AN EMPLOYEE MAY NOT TRANSFER A CREDIT CARD THAT WAS SIGNED OUT DIRECTLY TO ANY OTHER EMPLOYEE.** Employees are responsible for this credit card while it is in their possession. Unauthorized use of any District cards may result in disciplinary action and may include termination of employment.

### **SUPPLIES-PURCHASING**

Before any purchase may be made, a Purchase Order Requisition must be completed, and approved by the principal. Employees will be held responsible for costs encumbered through unauthorized purchases.

### **SECURITY/KEYS**

Policy ECA-R refers to possession of keys. Individuals who are assigned keys may not duplicate or loan them. The loss of a key must be reported to the Principal upon discovery of the loss, and the employee may be required to pay for rekeying or replacing all effected locks. Any person who, for oneself or for another, misuses a key to any building or other area owned, operated, or controlled by the District, without authorization from the Superintendent, is guilty of a Class 3 misdemeanor. (See policy)

## **Other District Procedures**

### **HOUSEKEEPING CHORES**

Each staff member is to follow these daily guidelines, in order to have a clean and comfortable environment.

1. Students and teachers are asked to please use the last few minutes of the day to tidy up the room. Pick up papers and other objects on the floor, put chairs on top of the desks, and straighten desks.
2. Use blue painters' tape only on the walls, carpet or chalkboards. Avoid using masking tape. Do not put tape on floors.
3. Coffeemakers, microwaves, toaster ovens, refrigerators or other small appliances **are not to be used** in the classrooms.
4. The principal's permission is required prior to bringing any animal, reptile, insect or bird into the classroom.
5. Fire code does not allow boxes to be stacked to the ceiling.
6. Fire code prohibits the hanging of items from the ceilings, and around doors or windows.
7. No classroom drinks are allowed except water and Breakfast in the Classroom meals.
8. **NO FOOD OR DRINKS OF ANY KIND IN COMPUTER LABS.**
9. Turn computers, monitors, projectors and all electronic devices off at end of each day; please do not move computers to other locations without prior consultation with your principal.
10. Turn off all lights when not in use.
11. All repair requests must be submitted through the principals' office.
12. Storage Areas and Staff Lounges are to be kept clean and free of excess clutter.
13. Do not place extension cords across the floor or connect several together. Code requires ground (i.e. three-prong) cords.

### **VEHICLES**

**Per policy EEB, a district-owned vehicle shall not be taken to an employee's home at night without prior approval.** Employees are to complete a Vehicle Request Form in order to secure a district vehicle. The form is to be sent to the Transportation Director first to verify availability. Please make requests as far in advance as possible.

### **VISITORS**

Per state law all visitors must register at the school office. This includes parents and guardians of students. No one shall go directly to classrooms or other areas without first registering in the office.

### **VOLUNTEERS/PARENT HELPERS**

All volunteers should read the SMUSD Volunteer Handbook and sign the receipt form, returning it to the principal's office. All volunteers working in the classroom or accompanying students on field trips **must be fingerprinted within the past 3 years.** All parent helpers **MUST** be trained on the use of the machines in the teachers' workroom **BEFORE** they are allowed to use them. Teachers should provide an in-service for all their parent/student helpers. All visitors and/or helpers are to sign in daily at the front office.

# Food Service

The government reimburses the Food Service Department for a small portion of each student meal served. However, there is no reimbursement allowed for any portion of an adult meal, resulting in higher prices charged for the adult meal, the actual cost of producing the adult meal.

## **CHARTWELLS**

Chartwells is our Food Service Provider. The employees in the food service program are Chartwells employees.

## **FIELD TRIP PLANNING**

Food Service requires at least 2 weeks' notice for sack lunches. This will ensure that items for the meal will be available. Lunch for field trips usually includes meat & cheese sandwich on whole wheat bread, fresh fruit, another fruit or carrot and celery sticks, package of graham crackers or something similar, condiments and milk. The meal must be offered with milk or it cannot be counted as a reimbursable meal for the foodservice. Teachers must notify the cafeteria if students or a class will be absent during lunch.

Special Diets/Allergies: Student allergies or special diets must be reported to the Health Office. Any changes to the diet must be provided in the form of a doctor's prescription. The exception is lactose intolerance which can be accommodated with a signed note from the parent/guardian of the student.

## **NUTRITION STANDARDS**

Any snack provided to students must be pre-packaged.

## **STAFF MEALS**

The price of meals for students and staff are approved by the School Board. Adult breakfast is \$1.50 and lunch is \$3.00. Classroom staff breakfasts are included in the Breakfast in the Classroom program at no costs. A meal consists of an entrée, vegetable/starch, side salad, fruit or dessert and bottled water or milk. A la carte pricing is available if employees do not want to purchase the whole meal. Meals are served during the student breakfast and lunch periods. They may be purchased by staff with cash or on account. Staff members may set up a meal account with the cashier.

# Professional Duties and Responsibilities

## **BT (BEYOND TEXTBOOKS) NON-NEGOTIABLES**

- \*Follow BT Math, Reading (Grades K-12) and other Subjects, as available (Grades 5-12)
- \*All Essential Questions evident for Math and Reading in lesson plans (Grades K-12)
- \*Student friendly objectives posted (Grades K-12)
- Administer Formative Assessments for Math and Reading (Grades 1-12) and count as a grade
- Math Skill Builders will be aligned and implemented (Grades 2-8)

\*These apply to all subjects available on BT

## **CLASSROOM SECURITY – CLASSROOM SUPERVISION**

**Students shall not be left unattended at any time.** Classrooms are to remain locked when the room is not occupied. Student supervision must be conducted by a certificated staff member.

## **DAILY LESSON PLANS (Policy I-720)**

Teachers must use the district template or a template with the mandatory components, subject to principal approval. It is available as a digital template on Google Drive.

## **DRESS STANDARDS**

Staff members play an important role in modeling appropriate attire to students. Staff shall follow the dress code below, which is Governing Board Policy.

### **Staff Dress Code**

Staff members shall maintain an appearance reflecting the respect and authority due them and their position. General appearance shall not be detrimental to the educational program of the district.

### **Academic and Office Staff**

- The following apparel items are not considered in dress code and shall not be worn: T-shirts, blue jeans, shorts, sweats, and flip-flop shoes.

### **Physical Education**

- Physical education staff shall follow the Academic/Office staff dress code in general.
- Physical education staff may wear shorts that would be considered appropriate attire for that particular teaching assignment – shorts must be of appropriate length (fingertip length).

### **Career and Technical Education Department**

- Agriculture, graphics and construction – staff shall follow the Academic/Office staff dress code in general, but blue jeans, which are not worn, torn or dirty, would be considered appropriate attire when instruction is in a lab setting.

### **Maintenance, Custodial, Grounds, Transportation**

- Staff shall follow the Academic/Office staff dress code in general.
- Blue jeans would be considered appropriate attire for this department.

### **Food Service**

- Staff shall follow the Academic/Office staff dress code in general.
- Blue jeans would be considered appropriate attire for this department.

### **Support Staff – Instructional Aides**

- Staff shall follow the Academic/Office staff dress code.

*Occasionally*, some days may be designated “Spirit Days” or special event days. Staff may wear school colors including school t-shirts and blue jeans.

### **DUTIES**

Per Policy GCL – Professional Staff Calendars and Schedules – All staff members shall report to their duty stations on time each workday and shall, as scheduled, be available there until the designated time(s) they are scheduled to leave. Teachers will perform duties other than classroom teaching. Extra duty assignments and meeting attendance may be assigned by the Administration as needed. Teachers are to exercise supervision over students on the playgrounds, during recess, going to and returning from specials classes, and during lunchtime if assigned such duty. Teachers are to accompany students to the bus area and remain until students depart.

### **ELECTRONIC DEVICES**

Staff members should not utilize personal electronic devices during the work day, such as iPod’s or Blue Tooth extensions. Cell phones should not be utilized or answered during scheduled class times, while on assigned duties, or during staff meetings or trainings. Personal phone calls, text messaging or other electronic communication is appropriate only during the employee’s preparation period or lunch time.

### **EMPLOYEE ABSENCES**

For accurate accounting of employee absences, it is essential that an Employee Absence Request be submitted electronically into the current software program. The submission is to be completed in advance or immediately upon the employee’s return to work. Certified and classified employees who deal directly with students should note that a substitute is needed. Remember that the software system does not make calls for substitutes **after 6:00 A.M.** For staff who do not use electronic submissions of their absences, an Absence Request Form must be submitted in advance to their supervisor or immediately upon the employee’s return to work. Requests for discretionary absences should be submitted five (5) days in advance. **Three discretionary days are allowed each year to conduct business** which cannot be scheduled on a non-work day. **Discretionary Leave may not be used for Vacation.**

Principals are responsible for approving the Absence Request in said software program or by Absence Request Form in a timely manner.

Governing Board Policies GCC, GCCA, GCCD, GCCE, GCCH, GCD and GDD contain further details on absence procedures.

### **EMPLOYEE WORK HOURS**

Classified employees will utilize time clocks at each work site and follow their assigned work hours. Teachers’ work hours are generally nine (9) hours per day unless the principal designates otherwise. Teachers are salaried employees, and administration may alter or extend the school day for meetings, special events, and activities.

## **END OF YEAR CHECKOUT PROCEDURES**

Digital Checkout Procedures will be implemented at the conclusion of the academic year. Employees shall follow these directions in order to make end of year check-out and activities as smooth as possible. Special Education staff will need to check-out with the Special Services office as well. Staff will receive final paychecks once contractual obligations have been fulfilled.

## **MEETINGS**

Teachers are expected to attend ALL meetings called by the administration. Please make all other appointments around these scheduled meetings. All phones shall be turned off and/or turned to vibrate during any meetings.

## **PERSONAL POSSESSIONS**

Personal possessions should be under lock and key. Items of value should not be left in the classroom unattended.

## **SMOKING**

The Board recognizes that smoking during school hours and on school property presents a health and safety hazard that can have serious consequences for the smoker, the nonsmoker, and the safety of the District and therefore decrees a smoke-free environment. For purposes of this policy, smoking shall mean all use of tobacco, including vapor devices. In order to protect students and staff members from a harmful environment, the Board cannot, even by omission, condone the use of tobacco. The Board prohibits smoking by employees on or in any district property and during any school sponsored activity, event, or trip. The preceding prohibitions include electronic cigarettes.

## **STAFF CONDUCT/STAFF ETHICS**

Each staff member is responsible to review Policies GBEB to GBED, and Policy GBEA. These policies pertain to expectations with respect to Staff Conduct, Ethics for School Employees, Conduct with Students, Dress, Prohibition of Tobacco and Alcohol.

## **SUBSTITUTES (Guest Teachers)**

Each teacher is required to have a well-developed "Substitute Folder" available; it should include the following:

1. Seating Chart
2. Duty Roster
3. Detailed Lesson Plans
4. Specific directions to help a Sub understand the workings of the day
5. Renew lesson plans after use
6. Note special education or 504 students and necessary accommodations
7. Supply medical information or food sensitive issues
8. Discipline Plan
9. Substitute evaluation to be submitted to the principal
10. AESOP evaluation instrument

Emergency Response Plan – Its location should be noted in the Substitute folder and a "Buddy Class" should be designated.

## **TEACHER CERTIFICATION**

Teachers are expected to maintain current certification for their teaching assignment. Teachers seeking recertification may need fingerprint renewal. See the Human Resources office for forms and other assistance in recertifying. District Office staff will complete fingerprints for employees.

## **TEACHER EVALUATION**

The process of evaluation for professional staff members shall lead to improvement of the quality of instruction and the strengthening of the abilities of the professional staff. Full details are in the teacher evaluation handbook. Additional information will be presented annually at school sites.

## **SUPPORT STAFF EVALUATIONS**

All support staff are required to have an evaluation at the end of their 90-day probation period and annually thereafter.

## **GUEST SPEAKERS**

All visitors and guest speakers should be **cleared in advance with the principal**. They should be instructed to report to the office when first arriving at school. All visitors are required to secure a visitor's badge in the school office. School employees are to request visitor to return to office for a visitor's badge if individual is not wearing this identification.

# Safety Procedures

## **ABUSE OF EMPLOYEE**

A person who knowingly verbally abuses a teacher or other school employee on school grounds violates *ARS §15-507*, or interferes with an employee who is engaged in the performance of his duties, is guilty of a class 3 misdemeanor (*Refer to ARS §13-2911 interference of educational facility.*) Physical assault against a school employee is a violation of *ARS §13-1204* and is considered Aggravated Assault, a felony.

## **ACCIDENT REPORTS**

Employees must report all student and/or staff accidents. Written accident reports are to be filled out immediately after each accident of serious (or potentially serious) nature. The supervising teacher is responsible for filing the report in the nurse or principal's office for any injured student.

Employees who are injured in the course of their work are required to notify their supervisor or site nurse and contact the Alliance on-call triage nurse.

## **FIRE PROCEDURES**

The fire bell will be an intermittent ring or siren. There is to be an evacuation route map in every classroom/room in each building. Below are the Evacuation Drill Procedures.

1. Line students up at the door (check the in-class restroom).
2. Take class roster.
3. Leave lights as they are; if on, they remain on, if off, they remain off.
4. Shut the door and leave it unlocked.
5. Escort students out to designated exit.
6. Take roll at assigned location.
7. Do not re-enter building until the "ALL CLEAR" announcement is given.
8. Support staff will cover assigned areas.
9. If fire alarm sounds during recess time or before or after school teachers not on duty should meet their students in the prescribed meeting place.
10. Teachers on duty and with students on the playground, should instruct students to go to their meeting area. (Assist in keeping order until classroom teachers arrive).

## **LOCKDOWNS**

All staff must be familiar with the district's Emergency Response Plan, including provisions for lockdowns, evacuations, and other emergencies.

## **STUDENT SEARCH AND SEIZURE**

Policy JIH speaks to authority of employees and administrators in searching students and school property.

## **STUDENT VISITORS**

Non-enrolled student visitors **may not** attend classes, or accompany classes on a study trip.

## **VERBAL THREATS/HARASSMENT BY STUDENTS**

By law, staff members must report to administration any threats made by one student to another individual.

# Students: Policies & Procedures

## **ATTENDANCE**

Arizona Revised Statutes charge the parent or guardian with responsibility for the student's consistent school attendance. The Principal will place emphasis on the prevention and correction of the causes of absenteeism. Teachers will check and formally record attendance daily and verify discrepancies regularly. All teachers need to take attendance in their 1<sup>st</sup> hour class within the

first 15 minutes of school starting. High School teachers, Ruth Fisher 4th – 8th Grade teachers, and Tartesso 7th & 8th Grade teachers should take attendance within the first 5 minutes of each period for the rest of the day.

### **ENTERTAINMENT VIDEOS/MOVIES**

All videos/movies must be that of G rating. Per policy IJND, only movies and videos which reinforce and/or extend the concepts being taught are to be shown in the classroom. These movies/videos are to have been planned for in advance. Any videos shown need to be approved by the principal and the teacher would need to provide advance notification to each student's parent(s), or other responsible adult on the title of the movie or video and the date on which it will be shown. Per federal copyright law movies/videos may not be shown for entertainment purposes only. Any videos labeled, "For Home Use Only," are not to be shown in the classroom - violation of copyright laws.

### **FEES (Policy JQ, Student Fees, Fines, and Charges)**

The Board recognizes some students are not able to pay certain fees; no student will be denied an education as a result of inability to pay any supplementary charges. Students will not be required to supply specific types of school supplies or equipment as a prerequisite to successful completion of a required course or project. Students will, however, be responsible and accountable for loss of or damage to school property, including textbooks, library books and district issued technology devices.

### **FIELD TRIPS & STUDENT TRAVEL**

**Field trips must be approved by the principal** and scheduled through the Transportation Department on the approved form. District vehicles must be used for transportation. Reservations must be made and all paperwork completed ten (10) days in advance. Study trips should provide educational opportunities for all students in the class. An itinerary is to be supplied to the transportation department and school office and the following guidelines observed.

1. Ten (10) business days (minimum) written notice, administrative approval and transportation request.
2. Funding source identified in advance.
3. Goals and objectives of the study trip.
4. Restrooms and eating facilities along the way, if necessary.
5. Supervisory Help (fingerprinted volunteers).
6. Bus passenger list.
7. Supervision until all students are home, picked up or dismissed from school.
8. Student understanding of bus rules.
9. Permission slips, Emergency Card for each student.
10. Tentative approval from place you wish to visit, checking on the following:
  - a. Size of group they can accommodate.
  - b. Accommodations available (restrooms, water, eating facilities)
  - c. Accessibility for the inclusion of special needs students
  - d. Cost
  - e. Hours/days of operation
12. Student-paid funds are to be kept in the school's safe (not in the classroom or office desk). Employees must follow the correct banking, cash collection and deposit procedures. The principal, secretary/registrar, or district office business staff can assist with compliance. When calculating the cost of field trips, employees must include entry fees, if applicable, PLUS the estimated transportation costs including the bus driver, payroll benefits of 25% and the cost of fuel.

### **GIFT EXCHANGES**

Classroom gift exchanges are not permitted, unless gifts are made in the classroom with materials provided by the teacher.

### **BULLYING/CYBER-BULLYING PREVENTION**

Employees are expected to review Policy JICK as summarized in classroom postings. This policy indicates that any form of bullying, hazing, or cyber-bullying must be reported immediately. JICK further prescribes that "failure by an employee to report a suspected case of bullying may result in disciplinary action up to suspension without pay or dismissal, pursuant to Board Policies GCQF and GDQF.

New policy and federal law place particular emphasis on vigilance with regard to cyber bullying and inappropriate use of technology. The Children's Internet Protection Act, now in Board Policy IJNDB, says "it shall be the responsibility of all employees to educate, supervise, and monitor appropriate usage of the online computer network . . . ."

## **PARTIES**

Each elementary teacher is permitted to have up to **three (3)** parties per year. Volunteers may help with parties. Students may have one surprise party per year for their teacher with prior **principal approval**. Unless otherwise approved by the principal, parties should be held the last 30 minutes of the day.

## **RECORDS (Policy JR-R, Student Records)**

In order to meet the provisions of the Family Educational Rights and Privacy Act (FERPA) and the Individuals with Disabilities in Education Act (IDEA), all personnel in the district are expected to fulfill the requirements of the policy and procedures listed therein in order to protect the confidentiality of personally identifiable information at collection, storage, disclosure, and destruction stages. Teachers will be expected to keep an accurate record of student achievement. Grade books and lesson plans must be kept up to date, including student name, attendance, entries and withdrawals, subject marks, etc. These records will be turned in at the end of the year; a printed electronic version is acceptable.

## **REPORTING CHILD ABUSE (Policy JLF and ARS 13-3620)**

When a staff member suspects that a parent or other adult is abusing a child, or is contributing to substance-using behavior of a student, that staff member shall confer with the principal or assistant principal. **Such a conference with the administrator does not change the duty of the person making the observation to report to the appropriate child protective service as required by law.** The staff member shall make the report, or cause the report to be made, but the administrator still must be notified of the call to the Department of Child Services. A written report must be submitted within 72 hours. All staff members are mandated reporters.

## **RETENTION**

Your principal has information on the process and requirements for considering student retention. The process is governed by Board Policies IKE and IKE-R. The *Light's Retention Scale* is utilized to determine suitability.

## **SCREENING FORMS -- 45 DAY**

Each kindergarten student and each student enrolling without appropriate records of screening, evaluation and progress in school shall be screened within 45 calendar days of entry. A 45-Day Screening form shall be in each student cumulative file. Areas to be screened include, but are not limited to: Academics, Vision, Hearing, Social/Emotional Behavior, Communication, and Psychomotor skills.

## **STUDENTS AND SPECIAL EVENTS**

**What to do if parent does not pick up child after Special Events** – Parents are to be notified in advance of pick-up times. If a parent does not pick up a child at the scheduled time, contact the parent by phone (using the emergency phone contact form). Students are not to be left unsupervised at any time. Should the parents arrive extremely late, they are to be notified that continued lateness in the future may jeopardize their child's continued participation in the activity. Employees are not to transport students in their own vehicles. **IF NECESSARY, A DISTRICT VEHICLE MAY BE USED TO TRANSPORT A STUDENT, WITH THE APPROVAL OF THE SITE ADMINISTRATOR.** If these options are not available to the employee, the local law enforcement agency is to be called and requested to return the child home. **Coaches and/or Club Advisors are to remain until the last student is picked up by a guardian. Students may not be left alone at any time.**

## **STUDENT INTERVENTION TEAM (SIT)**

Detailed information on Special Education referral procedures and services can be found in the Saddle Mountain Unified School District Special Education Handbook.

## **STUDENTS' USE OF SCHOOL EQUIPMENT**

Students are NOT to use the following equipment, unless directly supervised by a staff member: paper cutter, copiers, laminators, kitchen, stove (kitchen equipment; can opener, knives, etc.) microwave, soda, juice or candy machines in relation to the teacher's work areas.

## **TRANSPORTING STUDENTS (Policy EEAG)**

During school or school-sponsored events, students may be transported only in school-approved vehicles operated by district-authorized personnel unless specific approval by the Superintendent has been obtained. The Board specifically forbids any employee to transport students for school purposes without prior authorization by the Superintendent.