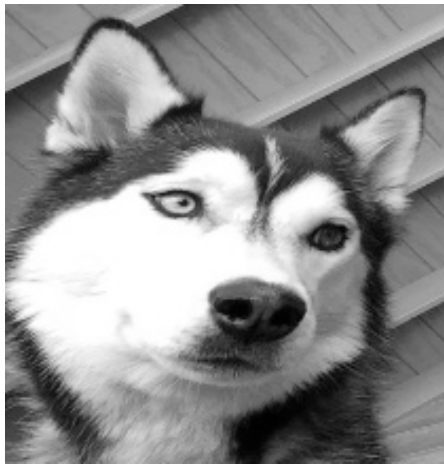


**Vernon Elementary School District #9**

**2019-2020**



# Employee Handbook

## **Treasure Hunters Pledge**

As an adult and a treasure hunter  
I am committed to search for all the talents, skills and  
intelligence that exists in all children and youth.

I believe all children are capable of success,

**No Exceptions!**

# Vernon Elementary School District # 9

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**Vernon elementary School District # 9**

**GENERAL DISTRICT INFORMATION**

**VERNON ELEMENTARY SCHOOL DISTRICT**  
**MISSION STATEMENT**

**Mission Statement**

*The mission of Vernon Elementary School is to provide high quality instruction to students in collaboration with parents. Students will develop good study habits and excel in critical thinking skills, which will be evidenced through strong written and verbal communication skills. The school culture will be based on individualized instruction while promoting community values in a safe learning environment.*

**VERNON ELEMENTARY SCHOOL GOVERNING BOARD**

<b>John Wilhelm, Governing Board President</b>	<b>January 1, 2019 – December 31, 2022</b>
<b>Deanna Hunt, Governing Board Clerk</b>	<b>January 1, 2017 – December 31, 2020</b>
<b>Steve Harmon, Governing Board Member</b>	<b>January 1, 2017 – December 31, 2020</b>
<b>Irene Humphrey, Governing Board Member</b>	<b>January 1, 2019 – December 31, 2020</b>

**All meetings of the Governing Board are open to the public. Employees are encouraged to attend.**

Regular school board meetings are held on the second Tuesday of each calendar month beginning at 5:30 p.m. If the regular meeting date falls on a legal holiday, the meeting will be held on the following day. Special meetings may be called whenever deemed necessary by the Governing Board with at least 24 hours' prior public notice. Unless otherwise posted, all meetings are held at the Vernon Elementary School Library located at 90 County Road 3139, Vernon, Arizona.

Governing Board meetings will be posted on the outside bulletin board located next to the double front doors and on the bulletin board outside the main exit gate. Both locations are open to the public Monday through Thursday from 7:30 a.m. to 4:30 p.m. except legal holidays. The public may obtain an agenda for the meeting(s) by calling the District office at (928) 537-5463 or the agenda may be viewed at the District website <http://www.vernon.k12.az.us>.

**KEY POLICIES TO REVIEW\***

Vernon elementary School District # 9

POLICY TITLE

POLICY CODE

Sexual Harassment	ACA
School-Based Management	CFD/R
School & Personal Property Replacement/Restitution	ECAD
Student Transportation in Private Vehicles	EEAG
Accident Reports	EBBB
Staff Ethics	GBEA
Drug Free Workplace	GBEC
Smoking by Staff Members	GBED
Staff Conduct with Students	GBEEB
Staff Participation in Political Activities	GBI
Board Communications with Staff Members	BHC
Staff Grievances	GBK/R
Professional/Support Staff Leave	GCCA
Prof./ Support Staff Leave of Absence Without Pay	GCCC
Prof. Staff Voluntary Transfer of Accrued Sick Leave	GCCG
Teaching About Drugs, Alcohol and Tobacco	IHAMA
Field Trips	IJOA/R
Instructional Resources and Materials	IJ
School Volunteers	IJOC
Technological Resources (Movies/Videos)	IJND/R
Use of Technological Resources in Instruction	IJNDB/R/E
Homework	IKB
Teaching About Controversial/Sensitive Issues	IMB
Student Absences and Excuses	JH
Open/Closed Campus	JHCA
Student Conduct	JIC
Student Violence/Harassment/Intimidation/Bullying	JICK
Weapons in School	JICI
Hazing	JICFA
Student Fund Raising Activities	JJE/R
Extracurricular Activity Eligibility	JJJ
Corporal Punishment	JKA
Reporting Child Abuse	JLF
Student Safety	JLI
Student Dismissal Precautions	JLIB/R
Student Records	JR/R
Public Concerns/Complaints About Personnel	KEB/R

*\* Employees are responsible for knowing and following all District policies.  
Policy manuals can be accessed at <http://lp.ctspublish.com/asba>*

**Vernon elementary School District # 9**

**Staff Telephone Extensions & Email Directory**

FY 2019-2020

LOCATION	STAFF	EXT.	EMAIL
Principal/Superintendent	Dr. Monica Barajas	108	mbarajas@vernon.k12.az.us
Reception/Admin/Board Sec.	Karol Coffman	100	kcoffman@vernon.k12.az.us
Bus/Finance Assistant/Payroll	Janet Strebeck	104	jstrebeck@vernon.k12.az.us
Business Manager	Mary Adams	105	madams@vernon.k12.az.us
Accounts Payable	Nicolette Gardner	105	ngardner@vernon.k12.az.us
Preschool/Kindergarten	Kristen Orton	162	korton@vernon.k12.az.us
1 <sup>st</sup> Grade Classroom	Ashley Umphress	134	aumphress@vernon.k12.az.us
2 <sup>nd</sup> Grade Classroom	Stephanie King	113	ttenham@vernon.k12.az.us
3 <sup>rd</sup> Grade Classroom	Tammy Barker	116	tbarker@vernon.k12.az.us
4 <sup>th</sup> Grade Classroom	Lauren L'Italien	118	LLItalien@vernon.k12.az.us
5 <sup>th</sup> Grade Classroom	Cori Brown	211	cbrown@vernon.k12.az.us
6 <sup>th</sup> /7 <sup>th</sup> Grade Classroom	Lisa Marean	111	lmarean@vernon.k12.az.us
7 <sup>th</sup> /8 <sup>th</sup> Grade Classroom	Andrew Madrid	123	amadrid@vernon.k12.az.us
Cafeteria	Suzanne Walters	140	swalters@vernon.k12.az.us
		140	@vernon.k12.az.us
<b><u>Special Services</u></b>			
Music/Music in Motion	Chris Long	164	clong@vernon.k12.az.us
Computer Lab	Rob Lefrandt	152	rlefrandt@vernon.k12.az.us
Spec Ed Teacher/Coordinator	Amy Nelson	163	<a href="mailto:anelson@vernon.k12.az.us">anelson@vernon.k12.az.us</a>
Special Ed Aid	Alicia Hunsaker	163	ahunsaker@vernon.k12.az.us
Special Ed Aid	Robin Doyle	163	rdoyle@vernon.k12.az.us
Transportation/Maintenance	Jessica Wheeler	154	jwheeler@vernon.k12.az.us
	Jacob Namm	110	jnamm@vernon.k12.az.us
	Cole Merifield	154	cmerifield@vernon.k12.az.us
	Betsy Elvendahl	154	belvendahl@vernon.k12.az.us

## **Vernon elementary School District # 9**

### **Snow Day Procedures**

In the event of extreme weather conditions, the Superintendent may choose to close or delay the opening of school. Classes will not be held, buses will not run or both may be delayed for two (2) hours depending upon road conditions and forecasted weather. Although employees will be contacted through our automative system and the phone tree, in the event of school closure, employees should listen to local radio stations.

### **Daily Bulletin Items**

Each day the front office will email all staff a Daily Bulletin. This bulletin contains information on events for the day and the upcoming week. The bulletin will be delivered by 9:00 AM each day. It is the teacher's responsibility to review the bulletin every day and to make any announcements that may be in the bulletin for student information. If you would like something put in the Daily Bulletin, please have it to Karol no later than 8:15 AM to be included in that day's edition.

### **Committees and Extra Duty**

From time to time committees may need to be established to carry out important functions of the District. The Superintendent is responsible for the creation of administrative committees.

Extra Duty assignments generally come with additional compensation. These may include such responsibilities as interscholastic activities, after school activities and clubs. The Superintendent is responsible for the appointment of staff to perform extra duty activities and the selection of staff members to fulfill these duties will be based upon the experience and expertise in the specific activity. All staff members who are interested in an extra duty will **be required to turn in a letter of interest**. If no teacher volunteers, the Superintendent may appoint staff members to sponsor the activity.

### **Additional Opportunities to Increase Salary**

- Proposition 301 – Pay for performance

## **EMPLOYMENT, COMPENSATION AND FRINGE BENEFITS**

## Vernon elementary School District # 9

### Staff Conduct

No employee, while on or using school property, otherwise acting as an agent or working in an official capacity for the District shall engage in:

- Physical or verbal abuse of, or threat of harm to, anyone.
- Causing damage or threat of damage to property of the District or property of a member of the community or a visitor to the school when the property is located on premises controlled by the District.
- Forceful or unauthorized entry to or occupation of District facilities, including buildings and grounds.
- Use, possession, distribution, or sale of alcohol or of drugs or other illegal substances.
- Use of profane or abusive language, symbols, or conducts.
- Failure to comply with lawful direction of District officials, security officers, or any other law-enforcement officer, or failure to identify oneself to such officials or officers when lawfully requested to do so.
- The carrying or possession of a weapon on school grounds without authorization from the District Administrator.
- A violation of District policies and regulations.
- Any conduct violating federal, state, or applicable municipal law or regulation.
- Any other conduct that may obstruct, disrupt, or interfere with teaching, research, service, administrative, or disciplinary functions of the District, or any other activity sponsored or approved by the Board.

In addition to the foregoing, all staff members are expected to:

- Thoroughly acquaint themselves with the rules, regulations, and other information applicable to them contained within the policies of the Board.
- Conduct themselves in a manner consistent with effective and orderly education and to protect the students and the District property.
- Maintain order in a manner consistent with District policies and regulations.
- Comply promptly with all orders of the District Administrator and the administrator who is their immediate supervisor.
- Dress and maintain a general appearance that reflects their position and does not detract from the educational program of the school.
- Comply with the requirement of A.R.S. 15-515 by immediately reporting to the District Administrator or the administrator who is their immediate supervisor:
  - § A violation of A.R.S. 13-3102 [possession of a deadly weapon on school grounds].
  - § A violation of A.R.S. 13-3111 [possession of a firearm by a minor without authorization (in Maricopa and Pima Counties and where otherwise adopted by local ordinance)].
  - § A violation of A.R.S. 13-3411 [possession, use or intent to sell marijuana, peyote, or dangerous or narcotic drugs, or intent to sell prescription-only drugs in a drug-free school zone (i.e., school grounds and the area within three hundred



## **Vernon elementary School District # 9**

(300) feet and public property within on thousand (1,000) feet of school grounds, the area at a school bus stop and a school bus)].

Any administrator receiving a report of a violation of A.R.S. 13-3102, 13-3111 or 13-3411 shall immediately report such violation to a peace officer in compliance with A.R.S. 15-515. Employees of the District who violate these rules are subject to disciplinary action.

### **Employee Insurance Benefits**

Horace Mann Life Insurance Company provides life insurance coverage. Dental and Vision insurance coverage is available, at employee expense and is provided by ASBAIT (Arizona School Boards Association Insurance Trust) and administered through MERITAIN, which will process all claims. Questions concerning insurance coverage should be directed to the Superintendent.

Employee insurance/benefits are provided through ASBAIT/MERITAIN. All insurance information and complete employee insurance packets are available in the main office. Contact the Superintendent for any questions or additional information.

### **Accident – Workers' Compensation**

All employees have a responsibility to maintain a safe condition in their work area. If an unsafe conditions exists which you cannot correct, it must be reported to your principal/supervisor immediately. **All injuries, no matter how minor, must be reported. The employee has the option to waive treatment.** If an accident occurs while you are on duty, you are protected under Workmen's Compensation Insurance.

***YOU MAY NOT BE COVERED IF THE ACCIDENT OR INJURY IS NOT REPORTED WITHIN 24 HOURS.***

All injuries, no matter how minor, MUST be reported to your supervisor or office health aide who will refer you to the online or assist you with a phone number to report incidents to insurance provider. 911 will be called for extreme cases.

### **Payroll Procedures and Options**

At the beginning of each school year or beginning employment, new employees will complete all necessary payroll forms. If an employee's family status (marriage, divorce, additional children) changes, **it is the responsibility of the employee to notify Human Resources** and complete new applicable forms. It is also the responsibility of the employee to notify Human Resources, in writing, of any address and/or phone number changes.

All school employees are required to have a social security number.

## **Vernon elementary School District # 9**

Certified and classified contract or work agreement employees who are working the usual ten (10) month school year may elect to be paid under any of these two (2) options:

- A. Bi-weekly installments, as earned – no deferral
- B. Bi-weekly 23 pay with final payment in lump sum at the end of Contract period.

**Important Notice:** The USFR requires a delayed payroll system be established for all school districts. Regardless of the type of contract or work agreement, and employee cannot be paid until the pay has been earned.

### **Time Clock**

For the 2019-2020 school year VESD has most classified staff using an electronic time clock per the requirements of the Fair Labor Standards Act.

### **Timecard Procedures and Options**

Timecards for the new pay period will be placed in the timecard slots, next to the time clock for employees to fill out each pay period. The pay periods start on a Sunday and ends on a Saturday. Please refer to the payroll calendar for start/end and pay dates. Timecard employees must sign and submit their timecards to the payroll office by 4:30 PM on the Thursday ending the pay period in order to be processed for the following pay date. No one is allowed to clock in or out for another individual.

### **Student Supply Requests**

Each month teachers are responsible to complete their monthly supply request forms and turn into school secretary. Please allow one week for supply request to be filled

### **Gifts and Donations**

Questions regarding gifts and donations should be directed to Mary Adams in the Business Office.

### **Teaching Certification**

All teachers **MUST** have and maintain certification throughout the year. Your Arizona Teaching Certificate must also be recorded at the Apache County School Superintendent's office and a copy showing the stamp furnished to the Human Resources office. No warrant may be drawn in payment of a teacher's salary unless the teacher is the holder of a legal certification in force for the full term for which payment is demanded. Please be sure to take care of this before the first day you report to duty. (NOTE: All teachers must have official transcripts on file in the District Office).

### **Fingerprinting**

Arizona State Statute A.R.S. §15-534 (B) requires that a certificate holder who applies for a renewal or any other certification service must either: (1) have a valid fingerprint clearance card or, (2) prove that he or she submitted an application for a fingerprint clearance card.

## **Vernon elementary School District # 9**

### **Renewal of Teaching Certification and Fingerprints**

Certified employees are responsible for maintaining a current, valid Arizona credential and fingerprints. Classified Employees must maintain current fingerprint clearance. Human Resources will notify an employee of renewal deadlines.

### **Horizontal Moves on Certified Salary Schedule**

Any staff member planning to move horizontally on the salary schedule must provide official transcripts to Human Resources. Official transcripts or other written proof must substantiate completion of approved units. Such verification must be filed in the Human Resource office prior to Governing Board submittal. Once official transcripts are verified and the personnel report approved by the Governing Board, a new contract will be generated and pay will be adjusted for the following year. Example: if a teacher attends Summer School and brings their transcripts into the Superintendent by August, the Superintendent will allow advancement. After summer classes, any additional credits wait until the following School Year for advancement.

### **Certified Evaluations Procedural Steps:**

- At the beginning of the school year, the principal shall meet with the school's faculty for the purpose of orienting the teachers to the total evaluation plan. This shall include whether the evaluation is used as a criterion for establishing a teacher's compensation.
- Self-evaluation for the teacher shall be urged. An observation(s) in the classroom shall be completed.
- An opportunity for a conference shall follow each formal observation-visitation.
- A written record shall be made of each formal observation, with a copy to the observed.
- The official evaluation shall be reduced to writing and signed by both the teacher and the evaluator. The teacher's signature shall not mean concurrence. The teacher shall be allowed ten (10) days to write and submit any comments, which shall be attached to the evaluation.
- A copy of the written evaluation shall be transmitted to the teacher within five (5) days after completion of the evaluation, and a copy shall be retained for the principal's file. A third copy shall be placed in the teacher's personnel file and made available to authorized District officers and employees.
- All evaluations shall remain confidential as is provided in A.R.S. 15-537

A written evaluation for all continuing (have received their fourth contract or more) teachers must be completed no later than December 15. The first evaluation for all probationary (in contract years one through three, or by evaluation) teachers shall be completed by November 15 with the second evaluation for all probationary teachers completed by January 16.

### **Classified Evaluations Procedural Steps:**

Classified personnel will be evaluated at least once during the introductory period of employment (90 days) with said evaluation occurring at least 10 working days prior to the conclusion of the probationary period. Evaluations of permanent employees who have completed their probationary period will be conducted at least once annually and not later than January 30<sup>th</sup>. Additional evaluations may be completed for anyone at any time, at the discretion of the supervisor.

Classified personnel shall be allowed ten (10) days to write and submit any comments, which shall be attached to the evaluation.

## **Vernon elementary School District # 9**

No employee will be placed in any position wherein direct evaluative or supervisory authority is exercised by a close relative. Close relative is defined as a father, mother, brother, sister, spouse, son, daughter, son-in-law, daughter-in-law, sister-in-law, or brother-in-law.

Exceptions to the above paragraph may be granted by the Board when it is deemed to be in the best interest of the District. The current assignment of close relatives, although such may be in conflict with this policy at the time of its adoption, may be continued if deemed in the best interest of the District.

### **Complaint/Grievance Procedure**

It is the policy of the district that all complaints and grievances of its employees be solved as expeditiously and fairly as possible and at the lowest possible level of mediation. It is to be understood by all that complaints and grievances are to be considered as a normal happening in any functioning organization and that in no case should an individual feel threatened or be intimidated by having considered that one should be so filed.

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

An expedient procedure shall be used when grievances are presented. A grievance shall mean a complaint by the employee that there has been a misrepresentation or misapplication of personnel policies, which directly affects the employee. A grievance must be initiated within thirty (30) days from the time the employee knew or should have known of its occurrence.

The grievance procedure shall be as follows:

Level I: Within fifteen (15) days after the employee knew, or should have known, of the act or omission giving rise to the grievance, the grievant must present the grievance in writing to the immediate supervisor. The grievance shall be a clear, concise statement of the circumstances giving rise to the grievance, a citation of the specific article, section, and paragraph of the policy or regulation that directly and specifically governs the employee's terms and conditions of employment that are alleged to have been violated, the decision rendered at the informal conference, and the specific remedy sought.

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

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

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

### **Vernon elementary School District # 9**

The appeal shall include a copy of the original grievance the decision rendered and a clear concise statement of the reasons for the appeal. The Superintendent shall communicate a decision within five (5) days after receiving the appeal. Either the grievant or the Superintendent may request a personal conference within the above time limits.

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

For more details, see Governing Board Policy GSK and Regulation GBK-R

### **Transfers**

The District encourages the upward mobility of all personnel and will provide information about available job openings that may provide promotions or jobs of greater satisfaction for interested personnel. A district transfer request form can be obtained from Human Resources or on the website [www.vesd.k12.az.us](http://www.vesd.k12.az.us). This does not preclude the Superintendent from exercising his prerogative of moving staff within the confines of the building for purposes of curriculum and/or instructional improvement.

### **Leaves and Absences (Absent Without Leave)**

An employee shall be deemed “absent without leave” when absent from work because of:

- A reason that conforms to a policy currently in effect but the maximum days provided for in that policy will be exceeded; or
- A reason that does not conform to any policy currently in effect; or
- Failure to report to work without prior notification to the District Administrator.

In no case shall an employee be compensated for time lost due to being absent without leave. An employee who is absent from work without prior approval is subject to disciplinary action, as is one who was unable to obtain prior approval due to unusual circumstances and such approval is denied upon the employee’s return.

### **Directions for Reporting Unexpected Absence**

All employees must report if they leave work or will not be able to report to their job. Absence should be reported to your supervisor during normal work hours or by phoning Superintendent during the evening or early morning hours. For emergencies your supervisor must be contacted. In accordance with Policy GCC, the employee must submit a leave form within 48 hours of returning from leave. Failure to submit the required form will result in a dock (unpaid leave) for the period of time in which the employee was absent.

### **Undifferentiated Leave**

Undifferentiated leave for certificated and support staff is a designated amount of compensated leave that is to be granted to an employee member for personal business reasons, personal illness, family illness, injury, or quarantine.

**Vernon elementary School District # 9**

Each full-time employee shall be credited with an undifferentiated leave allowance at the appropriate following rate:

Twelve (12)-month employment ..... annually	Twelve (12) days
Eleven (11)-month employment ..... annually	Eleven (11) days
Ten (10)-month employment .....	Ten (10) days annually

For more information on Undifferentiated Leave refer to Governing Board Policy GCCA.

**Earned Paid sick Time**

Earned paid sick time for District staff is a designated amount of compensated leave that is to be granted to a staff member who for the purposes outlined in A.R.S. §23-373 (A), is unable to perform the duties assigned. Family, for purpose of earned paid sick time, shall include all relationships as defined in A.R.S. §23-371(H).

Each staff member shall be credited with an earned paid sick time allowance at the rate of (1) hour per every thirty (30) hours worked up to a maximum accrual of forty (40) hours per year. Each staff member shall be allowed to use up to forty (40) hours per year. Earned paid sick time may be used in quarter (1/4) increments.

Staff members hired after July 1, 2018, are required to wait ninety (90) calendar days after commencing employment before using accrued earned paid sick time.

Unused earned paid sick time shall be carried to the following year.

Upon a staff member's termination, resignation, retirement or other separation from employment, unused earned paid sick time will be forfeited.

When a staff member exhausts all days of accumulated earned paid sick time, an unpaid leave of absence must be requested, pursuant District policy.

When the use of earned paid sick time is foreseeable the staff member shall make a good faith effort to provide notice of the need for such time to the District in advance of the use of the earned paid sick time and shall make a reasonable effort to schedule the use of the earned paid sick time in a manner that does not unduly disrupt the operations of the District.

For earned paid sick time of three (3) or more consecutive work days, the staff member is required to provide reasonable documentation that the earned paid sick time has been used for purposes covered by this policy. In the event of unforeseeable use of earned paid sick time, the staff member must contact their supervisor by the beginning of the regularly scheduled work day. Exception to the rule will be made in sole discretion of the Superintendent based on showing a good cause.

**Vacation Policy GDD**

## **Vernon elementary School District # 9**

All regular twelve (12) month support staff employees shall earn ten (10) paid vacation days per year with an accumulated maximum of fifteen (15) days, at which time no more vacation can be earned. As accumulated vacation days are used and drop below fifteen (15) days, an eligible employee may again accumulate vacation up to the maximum limit. Upon termination, eligible employees may be paid fifteen (15) days of vacation. Vacations shall be taken as approved by the District Administrator.

Employees shall be entitled to all legal holidays during the school year as announced by the District Administrator and in conformance with Arizona Revised Statutes. Uncompensated days off will be established by the school calendar.

Scheduling of vacation days must be in advance and will take into account service requirements of the school system. Employees will take vacations when, in the judgment of the supervisor of the department, the work permits. All vacation requests must be approved by the supervisor and submitted to the District office for verification of vacation days due.

An employee may carry over the balance of the previous year's earned vacation to the following year up to a total of 15 days.

If, before receiving the vacation to which entitled, an employee is dismissed (except for reason of misconduct), laid off, resigns, retires, or deceases while under contract the employee will be paid in lieu of vacation; provided, however, that in the case of resignation of an employee with less than one year of service, vacation pay allowance will be prorated (Policy GDD).

### **Civic/Legal Leave**

Employees shall be granted civic leave when summoned to jury duty or other mandatory government summons. Only an employee on jury duty may receive the regular salary. It is the responsibility of the employee to reimburse the District for jury duty pay (not including mileage) when such payment is made directly to the employee. Failure to reimburse the District at the completion of the jury duty service will result in a full deduction equal to the number of contract days missed. An employee excused from jury duty shall report to their regular duties as soon as possible. Failure to report for duty will result in a deduction equal to that portion of a contract day missed [A.R.S. 21-236].

The employee must fill out a leave request form **AND** furnish the District Office with a copy of the "Notice of Jury Duty" **PRIOR** to the date of said duty if notified by mail. If notified by phone, the employee **MUST** fill out a leave request form **AND** furnish proof of duty from the court. If the employee does not receive compensation for the first day of jury duty, verification of attendance from the court **MUST** be furnished to the District Office.

**If an employee is a defendant or litigant in court proceedings, (s)he must apply for personal leave.**

### **Sabbatical Leave**

Sabbatical leaves of absence may be authorized by the Board of Governors to teaching personnel when it deems such leave to be reasonable and for good cause and not detrimental to education within the school district. Sabbatical leaves may not exceed a period of one year and up to one-half

## **Vernon elementary School District # 9**

salary may be granted to those taking such approved leaves. Please refer to Board Policy for complete details.

### **Family and Medical Leave Act of 1993**

The FMLA entitles eligible employees of coverage employers to take unpaid, job protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Eligible employees are entitled to

- Twelve workweeks of leave in a 12-month period for:
  - The birth of a child and to care for the newborn child within one year of birth.
  - The placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year.
  - To care for the employee's spouse, child, or parent who has a serious health condition.
  - A serious health condition that makes the employee unable to perform the essential functions of his or her job.
  - Any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty" or
- Twenty-six workweeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness if the eligible employee is the service members spouse, son daughter, parent, or next of kin (military caregiver leave).

The employee may be required to provide advance leave notice and medical certification. The employee ordinarily must provide 30 days' notice when the leave is "foreseeable." An employer may require medical certification to support a request for leave because of a serious health condition and may require a fitness for duty report to return to work.

Certain job benefits are protected and most employees will be restored to their original or equivalent position with equivalent pay and benefits.

**Per policy GCCC; The District shall require the repayment of any health care premiums paid by the District for continuing coverage during the period of the FMLA leave if the employee fails to return to work after the FMLA leave expires and the failure to return is not due to circumstances beyond the employee's control.**

Notices, explaining the Act's provisions, are posted at each school, in the district office, food service and maintenance/transportation departments. Additional information may be obtained by contacting the nearest office of the Wage and Hour Division, listed in most telephone directories under U.S. Government, Department of Labor.

If you are planning on using FMLA or requesting a leave of absence, please communicate with superintendent to request (planning packet and authorization form).

### **Substitute and Leave Request Procedures**

Leave requests for planned absences must be submitted at least 48 hours prior to the day(s) the employee plans to be absent. Please make sure you have accumulated leave before submitting a request.



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In situation where an unplanned (sickness, etc.) absence occurs, and a substitute teacher is needed, the employee will call the superintendent as soon as possible so classroom coverage can be arranged. Employees with unplanned absences are required to immediately submit a leave request upon their return to work.

The required procedure for employees requesting planned absences is as follows:

### **Support Staff**

1. Submit a leave request to their immediate supervisor;
2. Supervisor submits leave request to Human Resources for Superintendent's final approval/disapproval.

### **Teachers**

1. Submit a leave request to Human Resources so a substitute can be arranged.
2. Human Resources will submit request to Superintendent for final approval/disapproval.

After approval, all requests will be submitted to payroll for processing. **If adequate classroom coverage cannot be obtained, leave may be cancelled.**

### **Equal Opportunity**

The Vernon Elementary School District is committed to the fundamental policy of providing equal opportunity in all areas of recruitment, selection, retention, promotion and affirms that there shall be no discrimination against any persons because of race, creed, age, color, sex, physical handicap, religion or national origin.

The District shall seek the best-qualified applicants for each vacant position, regardless of race, color, national origin or sex. Title IX Coordinator for the District is the Superintendent.

## **HEALTH, SAFETY AND BUILDING SECURITY**

### **Health**

All employees must maintain a current immunization record with the Human Resources dept. VESD offers employees the option to receive the HEP B shot at no cost to them. Please see Human Resources for more information on required/optional immunizations.

### **Safety**

No electric appliances will be allowed in the classroom unless there is a medical need. No candles, flames, or aromatic electronic devices will be allowed on campus do to safety concerns and possible allergies. All employees are responsible for maintaining a safe working environment. If you observe a safety hazard, please report it to the Front Office immediately. The safety of our students and staff is our utmost priority. For training purposes, the District will conduct monthly fire drills and other "Disaster/Safety" drills throughout the year. Please see the Superintendent.

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### **Building Security**

During the school day all doors to the building will remain locked. Entry to the school will be through the District Office side door only and all visitors must sign in. If you observe non-school personnel around the campus without a visible visitor tag report it to the Front Office immediately. Please park on the side of the school. No one will be permitted to park in the back of the school due to safety concerns. When entering and leaving the school after hours the gates must be locked, make sure the lock is placed in the center hole of the lock device.

### **VESD Emergency Procedures**

#### **What is an Emergency?**

- A. A duly proclaimed existence of conditions of disaster or extreme peril to the safety of persons or property caused by air pollution, fire, flood or floodwater, storm, epidemic, riot, earthquake, intruder or other causes. This may be beyond the control of the services, personnel, equipment and facilities of the site and or district and require the combined efforts of the State or other political subdivisions. School district facilities must be prepared to respond to an emergency or traumatic event in an organized and timely manner so that students and staff can continue to function effectively without additional trauma or the development of additional emergencies.
  
- B. School district emergencies can be small and easily managed, or they can be large and difficult to manage. Every school district emergency must be managed in a way that ensures the safety of everyone involved. In order to provide a safe and secure teaching and learning environment, personnel must plan for the management of emergency events that cannot be predicted or prevented. The District has developed a plan is designed to help you do that.

#### **Purpose:**

- A. To effectively handle an emergency, a comprehensive Emergency Operations Site Plan must be developed and an Emergency Response Team must be organized before an emergency occurs. Our school's Emergency Operations Plan must be organized and all staff members trained in order to effectively prepare for maximum safety, efficiency and communication in the event of an emergency.
  
- B. The Incident Command System (ICS) will be used to manage all emergencies that occur within the district. We encourage the use of ICS to perform non-emergency tasks to promote familiarity with the system. All district and site personnel will be trained in ICS.
  
- C. Students and parents must also understand that contingency preparation and procedures are necessary and are conducted for their safety and well-being.
  
- D. Planning, preparation, and training will help staff personnel learn the proper course of action in an emergency. The manual will provide step-by-step guidelines to help deal with emergencies that may occur. The manual cannot foresee all possible circumstances of an emergency. Staff must be prepared to evaluate all the circumstances and make sound judgments based on the situation.

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- E. A committee will be established consisting of local law enforcement, fire/EMS, emergency management, and site personnel to develop the Emergency Operations Plan. The committee should consist of site staff from the following disciplines at a minimum:

Administrator	Transportation
Office/Classroom support staff	Teacher
Facilities/Maintenance	Medical Responders

- F. This plan shall be reviewed annually by the above committee and updated to maintain up to date procedures.
- G. Drills will be conducted periodically to test the effectiveness of the plan. A debriefing shall be conducted after each drill to receive feedback from all participants on the effectiveness of the plan.

### **During a Disaster**

The greatest mistake Administrators, teachers, and staff make in crisis come from not knowing what steps to take and in what order in any given situation. Planning, training, and drills will help prevent those mistakes. In a crisis it helps to know where to turn for help. The manual provides specific sequential steps to take. These steps are guidelines to inform you of the most likely steps to take. The most likely incidents have been addressed to help you in an emergency. It is critical to evaluate the circumstances and determine the most appropriate course of action when an actual emergency occurs.

### **EACH EMPLOYEE MUST REVIEW AND FAMILIARIZE THEMSELVES WITH THE VESD EMERGENCY RESPONSE PLAN.**

### **STUDENTS AND INSTRUCTION**

#### **Planning, Prep and Lesson Plans**

Plan and prep added as well as answering the following questions. We will meet periodically to ensure fidelity to school-wide 90 day plans.

1. What do we want students to know and learn?
2. How will we know if they have learned it?
3. What will we do if they don't learn?
4. How will we respond if they already know it? (gifted)

The daily and monthly meetings will be guided by the following six principles:

- Principle 1 – Common mission, vision and goals.
- Principle 2 – Ensuring achievement for **all students**: creating systems for prevention and intervention.
- Principle 3 – Collaborative teaming focused on teaching and learning.
- Principle 4 – Using data to guide decision making and continuous improvement.

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- Principle 5 – Gaining active engagement from family and community.
- Principle 6 – Building sustainable leadership capacity.

**Response to Intervention**

Certified personnel and designated support staff will be mandated to maintain a Response to Intervention binder. The binder is a tool to ensure all students’ needs are met. The TRI binder will be in line with the school Improvement Plan, Teacher Evaluation, and Incentive that include criteria such as 301 Classroom Site Fund.

**P.A.W.S**

Teachers will follow the Behavior Expectation Matrix and the PAWS plan for success. The PAWS plan includes reminding students of their need to apply four expectations of **Persevere**, **Accountability**, **Wisdom** and **Success**. Students will be reminded to review the four steps when at the specific setting.



Step 1: **Access** prior knowledge of **P.A.W.S** for specific settings.

Step 2: **Identify P.A.W.S** behaviors for specific settings.

Step 3: **Model P.A.W.S** behaviors for specific settings.

- **PERSEVERE** to overcome obstacles
- Learn personal **ACCOUNTABILITY**
- Have the **WISDOM** to inspire others
- Focus on **SUCCESS**

Step 4: **Review P.A.W.S** expectations for specific settings.

<b>VERNON BEHAVIOR EXPECTATIONS MATRIX</b>					
<b>Location</b>  <b>Expectation</b> 	<b>Hallways</b>	<b>Cafeteria</b>	<b>Playground</b>	<b>Restrooms</b>	<b>Classrooms</b>
<b>Persevere</b>	Know your location and purpose for going there.	Stay in your seat. Until excused. Keep all trash on your tray. Walk at all times.	Inform adult of inappropriate behavior. Be responsible for equipment. Use good sportsmanship	Help keep restrooms clean, Shut the water off.	Show appropriate attention.
<b>Accountability</b>	Use quiet voices. Go directly to your location.	Wait quietly in the lunch line. Use inside voices. Know your number.	Take turns. Play fair-follow rules. Include everyone.	Knock on stall door. Give others privacy. Use quiet voices.	Wait for your turn. Listen attentively. Actively Participate.
<b>Wisdom</b>	Keep hallways clean. Hold the door open for the person behind you. Allow younger children to pass.	Use table manners. Clean up after yourself; place all trash on your tray. Discard all trash into the trash can and make sure your area is clean.	Keep playground free of trash. Line up when whistle is blown. Return all play equipment to its proper place.	Flush toilet after use. Return to room promptly. Throw all paper towels into the trash can.	Return borrowed items. Be on time. Take care of your property. Have all materials ready each day.

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<b>Success</b>	Walk. Stay to the right. Watch where you are going.	Eat First. Sit with both feet on the floor and your bottom on the bench. Walk holding your tray with two hands.	Walk to and from the playground. Stay within playground boundaries. When the bell rings follow teacher direction	Keep feet on the floor. Keep water in the sink. Wash hands. Use the restroom for its purpose.	Keep hands and feet to yourself. Sit with feet on the floor, bottom on the chair and facing the teacher. Walk, don't run in the classroom.
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<b>VERNON BEHAVIOR EXPECTATIONS MATRIX</b>					
<b>Continued</b>					
<b>Location <sup>?</sup> Expectation <sup>?</sup></b>	<b>Assemblies</b>	<b>Computer Lab</b>	<b>Arrival/ Dismissal</b>	<b>Lines</b>	<b>Dress Code</b>
<b>Persevere</b>	Remain focused and attentive through the performance. Be courteous. Make your teachers proud	Stay in your seat. Refrain from entering prohibited sites.	Make other appointments for Fridays. Stay until the end of the day (unless ill).	Stay in line. Always walk with your hands to your side or back	Maintain dress code all year.
<b>Accountability</b>	Give your attention to the speaker or performance. Listen to the message.	Use inside voices. Use only approved websites.	Line up and be ready to learn when the bell rings.	Listen to your teacher.	Remember to brush your hair and your teeth every day.
<b>Wisdom</b>	Be a leader. Be respectful to your neighbors. Use your best behavior.	Use your time to learn. Become efficient with technology use. Know your codes.	Strive for perfect attendance.	Be line leaders, despite your position in line. Model correct walking.	Be a role model with your dress choices.
<b>Success</b>	Sit keeping your hand and feet to yourself. Listen to the presenter. Give your attention to the presenter.	No food or liquids. Stay in your seat. Eyes on your computer. Use quiet voices if you have a question.	Be on time. Stay within playground boundaries. Walk through the gate.	Keep hands and feet to yourself. Face the front of the line.	Wear neat and clean clothes every day. Take pride in your appearance.

**Student Incentive Program**

Students will have the opportunity to earn P.A.W.S. tickets. One copy goes home to the parent/guardian to indicate the positive behaviors, one ticket goes into the weekly P.A.W.S. drawing, and the last ticket is used to purchase items in our P.A.W.S. Store. (Add)

It is the administration's desire that students develop an intrinsic value for education. However, we also realize students need extrinsic motivation as well. We are also aware that extrinsic motivation works well with students who are already motivated to learn, but those who are not external rewards

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are often viewed as unreachable and have little meaning for those at that end of the spectrum. Our goal with the extended school day and Friday school program is to provide them with a foundation so that extrinsic motivation is more meaningful. For those students we must build a ladder of success for them to climb. The Student Incentive Program is designed to provide them with opportunities that would not otherwise be available to them based on grades alone. Students who meet the requirements of the Student Incentive Program will have the opportunity to participate in activities as well as a monthly activity, provided they have no disciplinary infraction.

- Million Word Challenge – The Librarian will keep a record of all books read by a student to be included in Million Work Challenge. A chart will be placed in the hallway showing the success of our best readers and the opportunity to attend a school movie.
- Bench Mark Challenge – Students who meet the benchmark or show significant growth in the core subject areas will be recognized with a certificate and a school movie.
- Student of the Month – Students who excel in citizenship through teacher nomination will be recognized by the superintendent and a plaque placed in the office.
- Perfect Attendance/Good Attendance – Students who have perfect attendance or miss no more than one day for the quarter will receive a certificate and an opportunity to attend a school movie.
- Honor Roll - Award with criteria of citizenship, attendance and effort – Students with a grade point average of 3.0 or better will receive a certificate and a school movie.
- Superintendent's Honor Roll – Students with a grade point average of 3.5 or better will receive a certificate and a school movie.
- Future Educator's Award – Each quarter a student will be recognized through teacher nomination for the Award based upon evidence showing extraordinary leadership. The student will receive the “Principal Tie” and a certificate
- Positive Behavior Tickets – Students are given “Positive Behavior Tickets” by school staff. Students place the ticket in the Lottery Box. At the end of each quarter, names will be drawn from the box and the students will be awarded a prize. The more tickets in the box, the more chances!

### **Awards**

Each teacher is responsible to submit awards at to the Superintendent at the end of the semester. The office will order award certificates. Please keep the number of awards to a level that is meaningful.

### **Textbook and Supplemental Material Selection**

Textbooks and supplementary books for the common school recommended by textbook selection committees will be placed on display in the District Office for a period of at least sixty (60) days prior to the meeting at which the Governing Board will consider their adoption.

Textbook selection committees shall be guided by the following:

- Resources shall be recommended to support and enrich the school curriculum and to meet the personal needs of the students.
- Resources that are recommended shall be appropriate for the subject area and for the age, emotional development, ability level, learning styles, and social development of students for whom the materials are selected.

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- Resources that are recommended shall provide a background of information that will motivate students to examine their own attitudes and behavior, to comprehend their duties, responsibilities, rights and privileges as participating citizens in our society, and to make intelligent judgments in their daily lives.
- Resources that are recommended shall provide information on differing sides of issues so that users may develop the practice of critical analysis.
- Resources shall be recommended for the atypical student as well as for the average student.
- Resources shall be recommended for their strengths rather than rejected for their weaknesses, and shall be judged as a whole.
- Recommendations shall support and be consistent with general education goals of the District and goals and objectives of specific courses.

### **Student Assessments**

All students will take State mandated testing in the spring. The Arizona Department of Education will announce the dates for testing.

### **Student Grading System**

Our grading system is based on the following areas:

- 4 - HP - Highly Proficient = 86-100%**
- 3 - P – Proficient = 76-85%**
- 2 - PP – Partially Proficient = 61-75%**
- 1 - MP – Minimally Proficient = 0-60%**

Parent/Teacher conferences will be held twice during the school year, although teachers or parents may request a conference at any time concerning grades. Teachers should explain their grading system to each of their classes. It must be based on the scale above.

- ❖ Teachers must mark grades clearly. If tests weigh more than other assignments, students must know in advance.
- ❖ Assignments must be provided for students who are legitimately absent any time upon parental request. Students are responsible for collecting and turning in missed work within two days of the absence.

### **Homework**

The development of study skills and self-discipline are integral and indispensable elements of a quality educational process. Homework should be assigned consistent with the maturity, special needs, and potential and achievement level of the individual student. It should not carry the stigma of punishment. Its assignment should be specifically addressed to the objectives of the instructional program and in addition students should develop responsibility for actively pursuing knowledge without immediate supervision outside as well as within the classroom.

Students, regardless of their intellectual capacity, should understand that mastery of skills is not always possible within the time constraints of the classroom. Each student should leave the District with a firm foundation for pursuing knowledge and developing skills on an independent basis.

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The District Administrator is responsible for procedures that will achieve objectives through homework, including, but not limited to, the following:

- Intervention that changes deficient performance to performance that meets acceptable standards.
- Reinforcement and mastery of critical skills and concepts. Special emphasis will be placed on the mastery of basic skills.
- Challenge through exploration of concepts and skills that complement and elaborate those introduced in the classroom
- Feedback from the teacher through correction and clarification of all outside assignments.

### Move on when Reading

The District shall provide an annual written notification to parents or guardians of students in kindergarten programs and first (1<sup>st</sup>), second (2<sup>nd</sup>), and third (3<sup>rd</sup>) grades that a student who obtains a score on the reading portion of the Arizona Statewide assessment for English Language Arts and Mathematics (AZMERIT) test or a successor test, that demonstrates the student is reading far below the third (3<sup>rd</sup>) grade level will not be promoted from the third (3<sup>rd</sup>) grade. If the student's school has determined that the student is substantially deficient in reading before the end of grade three (3), the District shall provide to the parent or guardian of that student a separate written notification of the reading deficiency that includes the following information:

- A description of the current reading services provided to the student.
- A description of the available supplemental instructional services and supporting programs that are designed to remediate reading deficiencies.
- Parental/Guardian strategies to assist the student to attain reading proficiency.
- A description of the District policies on midyear promotion to a higher grade.

### Attendance – Schoolmaster

All teachers must accurately record absences and tardies in Schoolmaster after 5 minutes have elapsed into the class period. If students come to class 5 minutes late, send them to the office for a tardy slip. When you have a substitute, print class lists from your Schoolmaster grade book. Substitutes will take attendance on these lists and send them to the office. Students arriving 5 minutes late to school first hour must report to the office.

### Cumulative Records

Cumulative records are kept in the principal's office and are available to teachers for their information and guidance. **These records are confidential records and are not to be taken out of the office.**

### Gradebook and Class Records

Each teacher is required to keep accurate class records on Schoolmaster. A gradebook for each class must be set up in Schoolmaster and grades entered in a timely fashion. In order to communicate with parents effectively concerning their student's academic performance, teachers will be expected to grade and record assignments on Schoolmaster in a timely manner. Teachers will have grades



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entree into Schoolmaster no later than two weeks into every quarter. Both progress reports (mid-quarter) and the Parent Portal will be utilized to communicate student progress with parents. Students and parents must be informed of their grades on a continual basis for each subject. The following information will be recorded: student's name, absences, tardies, daily grades, test grades and final grades.

### **Report Cards**

Report cards will be mailed on the Monday following the end of each 9-week grading period. Teachers must have quarter grades posted to grade cards in Schoolmaster not later than Thursday on the end of the quarter date.

### **Evaluation of Pupil's Work**

Individual teachers may vary in their methods of evaluation, but it is important that the students be informed as to how their work will be evaluated. Should a controversy arise over a grade, the teacher must have adequate records to show how the grade was determined.

### **Progress Reports**

Progress Reports will be sent home with students every two weeks. Teachers are responsible to send home these reports for all students. This helps keep parents informed on their child's academic and behavioral progress. These reports are to be kept as a record of parental involvement.

### **Student Handbooks**

Teachers will read and review the entire student handbook with their Home Room class the first week of school. Students will be given the opportunity to read and clarify any questions they may have concerning student conduct and expectations. Students and Teachers must sign the Acknowledgment Form and return this page to the office. This will be kept on file while students attend our school.

### **Classroom Management**

It is the philosophy of the administration and staff that all school personnel must work hard at developing good teacher to student relationships and be proactive in their management of student behavior. High expectations, calm and caring management practices should be used consistently. To this end, that faculty and administration have developed a school-wide discipline plan to assist teachers in the task of classroom discipline. It is based on the following assumptions:

- Teachers who repeatedly and ineffectively respond to misbehavior spend less time on instruction.
- The distractions created by misbehavior within the classroom make it difficult for students to be attentive to instruction.
- Teachers who are unable to maintain classroom discipline are often frustrated and negative.
- Some discipline problems reach the office that could have been handled more effectively by the classroom teacher had a discipline plan existed.

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- Many behavior problems can be prevented when all teachers communicate consistent expectations to students and follow a similar intervention plan when students, teachers, parents and administrators understand their responsibilities and reinforce each other's efforts.
- A code of conduct removes some hard decisions from teachers about being too hard or too soft and defuses the "us" verses "them" atmosphere in the classroom.
- A consistent approach to discipline is easily communicated to parents and generally evokes a supportive attitude from them.
- Recent research on effective schools concludes that achievement is higher and delinquency less common in schools where discipline is based on expectations set by the entire school rather than left to individual teachers to work out for themselves.

Expectations for appropriate behavior in your classroom must be in writing. One copy shall be provided for the Superintendent. One copy shall also be posted in a prominent place in your classroom. On the first day of classes, the teacher shall go over the expectations with their students to explain, answer questions and get feedback.

Disciplinary Procedures: An effective teacher is capable of handling routine disciplinary matters without the need for referral to the administration. Teachers should immediately refer students to the administration for infractions involving alcohol, arson, bomb threats, drugs, emergency alarms, theft, assault, tobacco, vandalism, skipping class and weapons. The teacher through their discipline ladder should handle other disciplinary matters. This ladder must have steps that increase in the severity of disciplinary action as a student's infractions increase. This ladder should include student conferences, parent phone calls, parent conferences, detention and other appropriate disciplinary actions. All actions regarding students discipline must be documented on the Schoolmaster portal under guidance. Stage two and stage three discipline referrals must have appropriate paperwork sent with the student when being referred to the administration. A log of parental/guardian contact must be kept to verify your communication with parent/guardians regarding disciplinary and academic concerns.

### **Bus Duty**

This duty includes both morning and afternoon responsibilities. During the morning, teachers should be on duty at 7:25 a.m. and stay until 7:50 a.m. making sure students exit the buses in an orderly and safe manner. During the afternoon, teachers are to walk their students to the bus and make sure all students board the buses safely.

### **Hall Duty and Passes**

**Teachers are responsible for the conduct of students in their classrooms and in its immediate vicinity.** Hallway activity is as much the responsibility of all teachers as is room activity. **Staff members should be at the door during passing periods to supervise the hallway.** During school hours' teachers are expected to assume the responsibility for handling situations involving student misconduct wherever they occur.

Students will not be in the halls without a properly signed hall pass. Teachers should monitor daily the number of passes given to students. Students should rarely need to go to the bathroom during class time. However, should the urgency arise, sending more than one student at a time to the bathroom is not a good practice. Keep in mind; students are in the classroom to learn. When they leave your classroom for reasons that could have been done at some other time, students are not

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learning. Some students are well aware of this fact and will use any opportunity to get out of the classroom. Before you issue any pass, first determine the urgency of the need. Not an urgent matter, NO pass.

### **Field Trips**

Field trips must be of educational value and planned well in advance according to field trip booking procedures. Teachers are responsible for making sure all field trips are properly planned. Not having registration fees paid, meals, funding etc., will result in the trip and future trips not being approved. Approval for the proposed field trip must be obtained before any field trip can be planned. Overnight field trips must be approved by the school board.

### **School Ceremonies and Observances**

The following shall be adhered to regarding required opening exercises and school programs as they pertain to customs and holidays:

- Each student shall be provided with an opportunity to participate in the Pledge of Allegiance or other patriotic observance each day.
- Each student in grades four (4) through eight (8) shall recite the following passage from the Declaration of Independence:

“We hold these truths to be self-evident, that all men are created equal, that they are endowed by their creator with certain unalienable rights that among these are life, liberty and the pursuit of happiness. That to secure these rights, governments are instituted among men, deriving their just powers from the consent of the governed.”

- When special days or significant events are recognized, it is recommended that appropriate classroom and assembly programs be presented in keeping with the traditional and historical significance of the event or season.

### **Classroom Interruptions**

It will be the responsibility of the District Administrator to limit the clerical duties of classroom teachers as much as possible and to reduce, to a minimum, interruptions of classroom programs. Teachers should not be called out of their classrooms for telephone calls, salespersons, or by visitors. Exceptions may be made in emergencies. The classroom setting shall not be interrupted by the use of the interschool communication system unless authorized by the District Administrator.

To optimize and increase communication between school and home, telephones have been made available to you in your room. Telephones should be used in a professional manner to enhance learning. Personal long distance calls may not be charged to the school district.

Personal cell phones often lead to classroom interruptions as well. Phones must remain OFF (not silent) and concealed during instructional time. During instructional time teachers are not to receive, make or otherwise use their phone for texting, messaging and social networking.

### **Guest Speakers**

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Guest speakers may be used as a valuable educational resource. Before allowing guest presenters, the host teacher must request the Superintendent's permission by filling out a "Guest Presenter" form.

### **Permission to View Movie**

Any movie should be approved by the Superintendent **five (5) days in advance**. Fill out the appropriate request form and turn it into the Superintendent. Pass out Parent Permission Slips to students, if necessary. Teachers should keep the permission slips on file. Any student requesting not to see the movie, or who did not bring back a permission slip, must be accommodated with an alternate assignment. Only movies rated "G" or "PG" or "PG 13" should be considered. Students should not handle DVD or TV equipment. Teachers should restrict use of the DVD.

### **Student Athletics**

Each student-athlete must present the "Permission to Participate in Athletics" form and have a current physical on file with the Coaches and the Front Office. Coaches will be provided the Emergency Information Sheet for each student participating. Coaches should have this information at all practices and games. Practices will be determined according to sport schedule and an activity bus will take the students home after practice. There is no student activity bus after scheduled games and all parents will be responsible for picking up their student at the allotted time. Athletes are to travel to and from away games with the team. Students must meet eligibility requirements of the state of Arizona and the eligibility criteria can be reviewed in VESD policy manual section JJJ.

Teachers will keep the eligibility lists and notify the Coach of any ineligibility. Teachers will keep all forms on file. Coaches will establish rules for sports conduct; to include practices and games. At the athletic events, students will have the opportunity for fundraising by selling concessions and sports related t-shirts etc., providing the fundraising has been approved by the Board.

### **Pupil Participation in Extra Curricular Activities**

The eligibility guidelines which can be found in Policy JJJ are applicable to the following after school activities:

- Athletics
- Student Council
- Other activities that involve students as representatives of the school or District

Eligibility shall be based on the cumulative work at the end of each two (2) week period. The eligibility criterion for extracurricular participation shall be a passing grade in all classes in which the student is enrolled, and the student shall maintain progress towards promotion. Before a student is declared ineligible, there must be a two-week period of pending ineligibility followed by a subsequent week of failure to pass all classes on a cumulative basis.

**The guidelines are mandatory for all grades and will be enforced by the teacher of each grade level.**

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### **Mandatory Reporting of Child Abuse/Neglect**

A.R.S. 13-3620 requires: “Any...nurse...teacher...counselor or other employees of the School District or any other person having responsibility for the care or treatment of children whose observation or examination of any minor discloses reasonable grounds to believe that a minor is or has been the victim of injury, sexual abuse pursuant to section 13-1406...[this includes an extensive listing of possible signs of abuse & neglect]...shall immediately report or cause reports to be made of this information to a peace officer or to the Department of Child Safety in the Department of Economic Security office., and are required to turn in documentation to the superintendent. Reports shall be made forthwith by telephone or in person forthwith and shall be followed by a written report within seventy-two hours.... The law continues to define in length requirements of reporting.”

The full text of A.R.S. 13-3620 can be reviewed at the following website: [www.azleg.state.az.us/ars](http://www.azleg.state.az.us/ars). All school personnel should be aware of this requirement for reporting suspected abuse and/or neglect. Principals in each school and Directors will have a procedure for employees to follow when reporting.

### **Rehabilitation Act (Section 504)**

Section 504 is an Act which prohibits discrimination against persons with a disability in any program receiving Federal financial assistance. If you have questions regarding the Rehabilitation Act, please feel free to contact Vicki Schindler, the Section 504 coordinator for Vernon Elementary School District.

The school district has specific responsibilities under the Act, which include the responsibility to identify, evaluate and if the child is determined to be eligible under Section 504, to afford access to appropriate educational services.

The Family Educational Rights and Privacy Act (**FERPA**) also specifies rights related to educational records. This act gives the parent or guardian the right to:

- Inspect and review his/her child's educational records;
- make copies of these records;
- receive a list of all individuals having access to those records;
- ask for an explanation of any item in the records; and,
- a hearing on the issue if the school refuses to make the amendment

## **SCHEDULES AND DUTIES**

### **Duty Hours**

**Duty Hours shall be from 7:25 a.m. until 4:00 p.m. daily.** Teachers shall not dismiss their classes earlier than the regularly scheduled time without the approval of the Superintendent.

This is one of the most important parts of maintaining a safe school and a culture that is focused on learning. Please be prompt and vigilant in observing all students during your designated duty time. Watch carefully for suspicious and dangerous behavior. **At no time will a class or group of**

## **Vernon elementary School District # 9**

**students be left unattended.** Should an emergency arise which necessitates the teacher's absence, the principal should be notified so that temporary supervision may be arranged.

On a teacher's designated duty day, teachers should be on duty in their designated location at 7:30 a.m. until the bell, at breakfast and at lunch. At breakfast and lunch breaks, please report immediately to your area and plan accordingly to eat breakfast or lunch on duty. Duties include monitoring the safety and well-being of all students. Movement and constant observation should be included in your duty. Teachers are encouraged to proactively manage student behavior and intervene before a situation escalates.

Teachers may be assigned as sponsors of student organizations and will be required to attend functions of the organization to which they are assigned.

### **Faculty Meetings**

Faculty meetings are held regularly, as needed for staff development and training. At least one meeting will be held each month for general school information. Teacher input into the focus of these meetings is welcome. There is a great deal of expertise on the staff which allows us to maintain our focus and organize for optimal success. In addition to the faculty meetings there will be professional development days throughout the year.

Parent/Teacher conferences will be held on September 20, 2019 and February 7, 2020

Teacher Orientation will take place on July 29, 30 and 31, 2019. Open house is July 31 from 4-5 pm. Parent/teacher conferences will be held on September 20, 2019 and February 7, 2020. Teachers last work day will be May 29, 2020.

### **BlackBoard Connect Automative Outreach**

Schoolmaster service is helping educators improve communication via streamlined, efficient, automated communication, time-sensitive mass notification engine. This service enables school administrators to record, schedule, send, and track personalized voice and e-mail messages to thousands of students, parents, and staff in minutes.

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**SUMMARY OF CALENDAR OF EVENTS**  
**2019-2020 School Year**

<b>July</b>	<b>04*</b> <b>29, 30, 31</b> <b>31</b>	<b>Legal Holiday: Independence Day (Thursday)</b> <b>Staff Orientation (Monday, Tuesday, Wednesday)</b> <b>Open House</b>
<b>August</b>	<b>1</b>	<b><u>First Day of School</u> (Thursday)</b>
<b>September</b>	<b>02*</b> <b>20</b>	<b>No School – Labor Day (Monday)</b> <b>Parent / Teacher Conferences (Friday)</b>
<b>October</b>	<b>01</b> <b>03</b> <b>14-17</b>	<b>Picture Day (Tuesday)</b> <b>1<sup>st</sup> Quarter/Report Due (Thursday)</b> <b>No School – Fall Break (Monday thru Thursday)</b>
<b>November</b>	<b>11*</b> <b>27* &amp; 28*</b>	<b>No School – Veteran’s Day (Monday)</b> <b>Thanksgiving Break (Wednesday &amp; Thursday)</b>
<b>December</b>	<b>19</b> <b>23, 24*, 26* 27, 30 31</b>	<b>11:45 Release - End 2<sup>nd</sup> Quarter / 1<sup>st</sup> Semester (Thursday)</b> <b>Winter Break</b>
<b>January</b>	<b>01*, 2,</b> <b>20*</b>	<b>Winter Break</b> <b>No School – Martin Luther King Day (Monday)</b>
<b>February</b>	<b>08</b> <b>17*</b>	<b>Parent/Teacher Conferences (Friday)</b> <b>No School – Presidents’ Day (Monday)</b>
<b>March</b>	<b>5</b> <b>16 - 19</b>	<b>3<sup>th</sup> Quarter Due (Thursday)</b> <b>Spring Break (Monday - Thursday)</b>
<b>April</b>	<b>6-16</b>	<b>State Testing (Monday, 04-09-20 thru Thursday, 04-16-20)</b>

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<b>May</b>	<b>18</b>	<b>Field Day</b>
	<b>19</b>	<b>AM Awards Ceremony (Tuesday)</b>
	<b>20</b>	<b>Kindergarten &amp; 8<sup>th</sup> Grade Graduation (Wednesday)</b>
	<b>21</b>	<b>11:45 PM Release – Last Day of School (Thursday)</b>
	<b>21</b>	<b>4<sup>th</sup> Quarter/2<sup>nd</sup> Semester/Report Card due (Thursday)</b>
	<b>22</b>	<b>Teacher’s Last Day (Friday)</b>
	<b>25*</b>	<b>Memorial Day (Monday)</b>
	<b>26,27,28</b>	<b>Make up Snow days if needed</b>

**\* District Closed - 12 Month Employee Holiday**



**DISTRICT PROCEDURES AND SUPPORT SERVICES**

**Dress Code**

VESD employees are expected to maintain a professional appearance at all times. No jeans are to be worn on any student contact day. The same dress code that applies to students, will also apply to staff.

The following clothing/garments/articles **ARE NOT** permitted on campus or at any school activity:

- Low-hanging or sagging pants, including exposure of any undergarments.
- Shorts and skirts shorter than mid-thigh length.
- Strapless, straps that do not go to the shoulder, racer back or backless dresses or blouses and halter tops. All undergarments (brassieres, etc.) must be fully covered.
- Blouses or shirts of a transparent or mesh material revealing a bare midriff or shoulders.
- Tops or dresses that reveal cleavage.
- Tops that are so short they cannot be tucked in
- Muscle shirts and oversized tanks that must have a t-shirt worn underneath.
- Tights, leggings, spandex and other types of form fitting clothing must be accompanied by skirts or shorts that comply with the dress code policy.
- Hairnets, skull caps, “do-rags” and bandanas
- Hats (other than weather protection) of any kind are not permitted in the classroom. Hoodies covering the head may only be worn outside.
- Clothing, hats, jewelry or accessories that display inappropriate messages or symbols
- Clothing that promotes alcohol, drugs, tobacco, gang affiliation, nudity or profanity.
- Clothing with messages or pictures referring to death, violence, Satanism, racism, weapons, sex, profane or obscene statements.
- Pajamas and slippers of any kind
- Bare feet are not acceptable. In the interest of safety, shoes must be worn at all times
- Writing or drawing on skin or clothing, tattoos on the neck or face must be covered.
- Spiked or studded belts, earrings, bracelets or necklaces.
- Chain belts, wallet chains, handcuffs or sharp, heavy rings
- Any item that is a distraction/disruption to the classroom learning environment.

**Use of Personal Vehicle**

Staff member responsibilities regarding **transport of students** in a personal vehicle are detailed in Policy EEAG and IJOA. Transporting students in a staff member’s vehicle is discouraged and requires Superintendent approval.

Travel to and from training or professional development opportunities must be conducted using the school vehicle. No reimbursement of travel expenses will be made for use of a personal vehicle unless the school vehicle is unavailable. A travel request form is required to be approved to book the use of the school vehicle.

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### Reimbursement of Travel Expenses

Employees must submit a School Expense Travel Claim in order to receive reimbursement for lodging and meal expenses. Mileage will only be reimbursed **IF** the school vehicle is unavailable **and** with approval of the superintendent. Lodging and meal reimbursement rates are based on the current average for reasonable lodging and up to state average per day for meals. See Business Office for details. **Receipts are required for lodging and meal reimbursements.** Lodging for conferences will be limited to the cost of the conference facility. Contact the Business Office in advance of travel for restrictions.

### Use of School Equipment

Teachers shall be responsible for the proper care of all school equipment, apparatus, furniture and supplies under the control of the teacher.

### Textbooks

Teachers are required to issue textbooks to students and record their numbers in the teacher's record book. A number check should be made every nine weeks or more often if necessary. Please collect for books as they are lost or damaged. This will avoid billing parents at the end of the year.

### Purchasing Policies

The district Governing Board adopts a policy conforming to state law regarding the purchasing procedures. Following is a summary of purchasing policies of Vernon Elementary School District #9. The Governing Board must approve all expenditures.

If an employee plans to use District funds to purchase supplies, equipment or services, this is the procedure that **must** be followed:

- 1) Ask for a Requisition for the item or service to be purchased. Requisitions need to include item descriptions as well as catalogue numbers. An official Purchase Order will be generated from the Requisition.

**\*\*\*\*Note:** Purchases without **PRIOR** requisitions and approved Purchase Orders will **NOT** be paid for by the District. **\*\*\*\***

- 2) State law has established procedures that must be followed when purchasing items that cost \$5000 or above.
  - A. Expenditures of more than \$5,000 or totaling \$5000 for one vendor or item type District-wide, require three (3) telephone or verbal quotations. Quotation information should be attached to the respective requisition. This policy applies to all types of goods or services unless the Governing Board has identified the vendor as a sole source.
  - B. Expenditures of more than \$15,000 or totaling \$15,000 for one vendor or item type District wide, require a minimum of three (3) written quotations on the

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vendor's letterhead. This policy applies to all types of goods or services unless the Governing Board has identified the vendor as a sole source.

- C. Procurement of construction or other items costing more than \$50,000 or totaling \$50,000 for one vendor or item type District wide, require sealed bid procedures. The district will comply with all Arizona statutes relating to labor, equipment, supplies or services purchased, leased or contracted. All sealed bids and requests for proposals are issued by the purchasing office.
  - D. All goods must be shipped to Receiving. Receiving checks shipments against purchase orders for accuracy.
- 3) The **Business Office** issues **Purchase Orders**. Purchase orders are required for all expenditures except exempted items, such as salaries and related costs. **No material may be ordered "on approval" without a purchase order. If an employee orders material without a purchase order, this will be deemed a personal expenditure and the employee will be liable for payment!** Blanket purchase orders may be used for items of a recurring nature, but should indicate the period of time covered and a specified expenditure limit. If an employee exceeds the expenditure limit on a blanket purchase order the purchase order will be closed.
- 5) A purchase order will be faxed or mailed with an authorized district signature. The purchase order number must appear on all correspondence, invoices and freight bills. The cost of freight may be added to the invoice but all items must be shipped prepaid.
- 6) District employees who receive goods and/or services directly (e.g., pick up orders) must verify the quantity and item descriptions for all items received and date the receiving report for **the date the merchandise was actually received or the date the services were actually completed.** Return the completed receiving report with packing slips attached to the Business Office.
- 7) After the receipt of goods and/or services, only an authorized signer may approve invoices for payment. Expenditures will only be processed for payment after written authorization has been received by the Business Office.
- 8) The business office submits expenditure vouchers to the County School Superintendent's Office where they are checked and the expense warrants are drawn. The warrant is returned to the Business Office where it is mailed to the vendor.
- 9) If it becomes necessary to cancel an order or items that have been back ordered, the Business Office **must be notified of the cancellation**. If other items will be ordered as replacement, a new purchase order must be issued for the replacement items.

### **Disposal and Transfer of Inventory**

An Inventory Transfer and Disposal Form must be completed for any inventory items, which are unusable or broken and need to be removed from inventory. Required information includes:

- School
- Department/Teacher/Room

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- Tag Number
- Reason for Disposition
- Signature/Date

For equipment transfers, use the same form and include transfer information.

### **TECHNOLOGY**

All Technology requisitions, price comparisons, leasing and brand names are reviewed by the Business Office and the IT Coordinator.

All computer related repairs should go through the Coordinator before sending out of the District for repair.

**It is against District Policy to install software on your individual computer.** All District computers must have only licensed software installed on them. If you have a software program that you want to install on your local client, you may donate it to the District, and the licensing will be kept on file at the Information Technology office.

All computer and computer related donations must be routed through Rob Lefrandt. Questions concerning technology policies and procedures should be directed to Rob Lefrandt.

### **Email and Mail**

All teachers will have an email account and will be expected to read emails on a daily basis – preferably when you first arrive in the morning. Please use email for professional communication that enhances the educational environment. Do not use the district’s email to promote political candidates, joke inappropriately, etc. Each teacher has an assigned mail box in the work room. Mail is sorted and distributed to the boxes daily. Your mail box must be checked daily as well.

### **Receiving Your E-mail Offsite**

Enter <http://mail.vernon.k12.az.us/default.aspx> in the URL.

1. Enter your Username in the User ID field
  2. Enter your Password in the Password field and click the Login button.
- See Rob Lefrandt for additional information.

### **Electronic Information Services User Agreement** **(Appropriate Use of Electronic Information Services)**

Acceptable use of the electronic information services (EIS) requires that the use of the resources support education, research, and educational goals of the district. The user must:

- Use the EIS for educational purposes only.
- Agree not to knowingly submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially inaccurate, or illegal material.

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- Abide by all copyright regulations. The use of all software must be in compliance with State and Federal law and VESD's software licenses. *\*Violating United States copyright law by illegal reproduction of software can be subject to civil damages of as much as \$100,000.00 and criminal penalties, including fines and imprisonment.*
- Have software and hardware products installed or run on VESD client computers approved by the IT Department.
- Understand that many services and products available for a fee and assume the responsibility for any expenses incurred without District authorization.
- Acknowledge that the school district specifically denies any responsibility for the accuracy of the information. While the district will make an effort to ensure access to proper materials, the user has the ultimate responsibility for how the electronic information service (EIS) is used and bears the risk or reliance on the information obtained.
- Not reveal the home addresses or personal phone numbers.
- Understand that electronic mail or direct electronic communication is not private. VESD reserves the right to monitor electronic communications.
- Not use EIS for commercial purposes.
- Follow the District's code of conduct.
- Not attempt to harm, modify, or destroy software or hardware or interfere with system security and district servers. Servers on the VESD network are the sole responsibility of the Rob Lefrandt (IT).

#### **In addition, acceptable use for Employees is extended to include requirements to:**

- Maintain supervision of students using EIS. Understand that students are responsible for complying with their own EIS User agreement.
- Agree to directly log on and supervise the account activity when allowing others to use a personal account.
- Take responsibility for personal accounts, including password protection.
- Protect the confidentiality of all passwords, the filtration override password (where applicable) user ID's, and personal identification numbers (PIN's) assigned to or created by employee, to prevent the use of personal accounts by unauthorized persons.

*Each user when signing the ACKNOWLEDGEMENT at the end of the Employee Manual shall agree to the terms and conditions of this EIS User Agreement. A user who violates the provisions of the terms and conditions may be denied access to the information services and may be subject to disciplinary action. Accounts may be closed and files deleted at any time.* The District is not responsible for any service interruptions, data loss, changes or consequences.

**\*\*Please note that this contract is valid and enforceable for the entire time the employee is working for VESD. \*\***

#### **Records Storage**

Contact your school's Administrative Assistant for records storage details.

#### **AZED and Schoolmaster**

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The Arizona Department of Education requires Districts to submit student-level data to ensure “precise student counts, accurate tracking of mobility and dropouts, and accurate measurement of student progress.” This information is used to determine the amount of funding a school district receives to operate its schools.

**Accurate accounting of student data using Schoolmaster is extremely important to the District. Every certified employee and some classified personnel will be required to know and use Schoolmaster for data reporting to ADE.** It is mandatory that employees required to use Schoolmaster receive appropriate training to ensure that the District’s reports are accurate and timely. For employees new to the system, learning Schoolmaster is mandatory – and one of the first work assignments.

## **FORMS**

The following forms are available in the Teacher Workroom. If you need extra forms or the form is not in the Teacher Workroom please contact school secretary

Employee Travel Request  
Facilities Department Work Order  
Field Trip Request  
Guest Speaker Permission  
Leave Request  
Non-Profit Organization Use of School Facilities  
(use for School Events)  
Permission to View Movie  
Professional Development Request  
Report of Non-Accidental Injury  
Requisition  
Stage Two and Three Discipline Report  
Stage One to be entered directly onto Schoolmaster after parents called.  
Student Accident Report Form  
Student Activity Fundraiser Request  
Student Activity Requisition  
Supervisors Incident Report  
Travel Reimbursement  
Nurse Slip  
Eligibility Form/ Progress Report  
Property disposition Request



**Acknowledgement**

This 2019-2020 version of the employee handbook has been prepared for your information and understanding of the policies, philosophies and practices and benefits of the Vernon Elementary School District. Please read it carefully. Upon completion of your review of this handbook, sign the statement below, and return it to Human Resources by the due date. A copy of this acknowledgment appears at the back of the handbook for your records.

I, \_\_\_\_\_, have read a copy of the Vernon Elementary School District’s Employee Manual that outlines the goals, policies, benefits and expectations of VESD, my responsibilities as an employee, and the *Electronic Information Services User Agreement*.

I have familiarized myself with the contents of this handbook. By my signature below, I acknowledge, understand, accept and agree to comply with the information contained in the employee handbook. I understand this handbook is not intended to cover every situation that may arise during my employment, but is simply a general guide to the goals, policies, practices, benefits and expectations of VESD.

Information presented in this manual is a brief summary only. More information on these plans can be found in plan documents and VESD Policy Manuals. If any discrepancies occur between information in this manual and the actual plan documents or policy manual, the plan documents and/or policy manual will prevail.

I understand that the VESD Employee Handbook is not a contract of employment and should not be deemed as such.

\_\_\_\_\_  
(Employee signature)

Return signed hardcopy of this page to Superintendent