

POMERENE SCHOOL DISTRICT

“Over 100 Years of Student Achievement”



Faculty Handbook 2019-2020

POLICIES AND PROCEDURES

The following are policies and procedures related to the school program. From time to time, you will receive materials in your mailbox, which may be used to supplement the information provided in this handbook.

ABSENCE OF TEACHERS

Teachers who need a substitute **MUST** text/call Candice, 520-221-0122, between 6:00 and 6:30 A.M. each morning. This is the only number that absences will be checked on. Frequently, several substitutes must be contacted before one will accept an assignment. Therefore, an HOUR OR MORE is needed to fill a request. **Please do not, under any circumstances, initially contact a substitute on your own.**

If there is a problem with a substitute, please schedule an appointment to discuss the issue with Mr. Sherman.

All substitutes must be obtained through the procedure outlined above.

All staff members are to sign out from the office if they should find it necessary to leave the school grounds during contracted hours, no matter how short, and also sign back in when they return to campus. This is for each staff member's own protection regarding liability.

Requests to attend professional meetings must be turned in to the office at least a month in advance of the proposed absence.

ACCIDENTS

- a) If an accident should occur to you while teaching or on school business, please report the incident to the office at the **earliest possible moment, and contact The Alliance Triage Nurse 1-888-252-4689 to complete the injury report.**
- b) If a pupil under your supervision has an accident and needs medical attention, he/she should be sent to the office. If the student requires assistance, contact the office for an escort. Do not allow students to administer first aid. In cases of serious injuries, i.e., hemorrhage, difficulty breathing, back or neck problems, call 911. A written explanation of the accident must be made, giving a detailed account of the circumstances and disposition of the case together with any property damage involved.

CALENDAR

All club field trips, social activities and athletic contests should be pre-approved and be placed on the school calendar in the office. Give date, time and place. Submit all information to the Office on the proceeding Friday before noon. ALL TRIPS MUST HAVE THE PROPER PAPERWORK IN PLACE (field trip packet, etc).

CREDENTIALS

- a) All certified personnel are responsible for renewing teaching and other certificates. Be alert for expiration deadlines and renew certificates well in advance. It is your responsibility to take or send a copy of the certificate with the Cochise County Superintendent's signature to Cheri. Warrants cannot be drawn unless credentials are current and properly recorded with the county school superintendent and the personnel department.

- b) Official transcripts of all college work completed by each teacher must be available in the Principal's Office at all times. Under NCLB, parents have a right to review the qualifications of their children's teachers.

DISPLAY CASE

Individual teachers are encouraged to make good use of the display case. Many interesting and informative materials can, in this way, be presented to pupils and patrons of our school. To sign up to display class work please see Candice. Posters, bulletins, and announcements are not to be placed on painted walls or chalkboard with scotch tape. Bulletin boards have been placed in each room and in the halls for this purpose. Please do not staple things to the walls.

DRESS CODE

All faculty and staff should dress in a manner that reflects positively on our profession. Professional dress in the classroom is strongly encouraged. P.E. teachers, custodians and cafeteria staff are encouraged to look professional, while wearing clothing appropriate to their job requirements. We will work to build school culture by implementing PANTHER PRIDE Friday. Jeans will be acceptable on Fridays and staff will be strongly encouraged to show their school pride by wearing their Panther gear. **NO FLIP FLOPS ARE PERMITTED.**

EQUIPMENT

Equipment should not be moved from one room to another without the knowledge of the Superintendent. **Equipment must not be taken from the school without authorization by the administrator. Items lost or stolen should be reported immediately in writing to the office.**

FIELD TRIPS

Any teacher planning a field trip or school activity (including all summer trips) **using school vans, school buses, walking or private transportation, must secure a Field Trip/Bus Form and Cafeteria Form from the Office before the activity is approved.**

The following lead times apply:

- a) Private transportation, or walking - **ONE WEEK.**
- b) Any local trips using school vans or buses - **THREE WEEKS.**
- c) Out-of-city activity using vans or buses must board approval - **SIX WEEKS.**
- d) Out-of-state activities must have board approval - **TWO MONTHS.**

If private vehicles are used in student travel, the parent or guardian must give written assurance of minimum liability and uninsured motorists' insurance coverage.

Blank student field trip packets are available in the Office.

KEYS

Keys may be obtained/checked out in the Office. **STAFF SHOULD NOT LOAN KEYS TO STUDENTS. UNDER NO CIRCUMSTANCES ARE KEYS TO BE DUPLICATED. LOST KEYS MUST BE REPORTED IMMEDIATELY.**

LESSON PLANS

Electronic copies of weekly lesson plans are to be emailed to the superintendent at the beginning of each week.

Seating charts, lesson plans, information for substitutes and other relevant materials should be readily available for the substitute's use. It is imperative that all lesson plans be available at the beginning of each day.

LOST AND FOUND

All articles will be turned over to the Office and will be held for a period of six weeks. If not claimed at that time, clothing will be given to the Clothing Bank.

MISCELLANEOUS ITEMS

1. Please be on time when you have morning duty. The liability risk is enormous when we have students unattended on the playground.
2. Please limit the personal use of cellphones in the classroom.

PARKING

Parking space for teachers is available in the faculty parking lots (South lot or in front of the school).

PAYCHECKS

Employee paychecks will be issued every two weeks. (please refer to your payroll calendar) Live paychecks may be picked up in the office **after 8:00 A.M.** **Direct deposit slips will be emailed to each employee and a printed copy will be placed in your mailbox. If there is an error, please see Cheri immediately. PLEASE CHECK YOUR PAYCHECKS EACH PAYDAY FOR ACCURACY!!**

REPAIRS

- a) Should repairs become necessary for any school equipment, written notice of such repairs should be made to the Superintendent. While repairs for equipment such as radios, tape recorders, TV and other electronic items, will need to be done outside the school system; many items can be repaired by the maintenance shop. Arrangements will be made for any repairs to be done.
- b) Break-ins and burglaries should be reported immediately to the Superintendent.

REPORTING OF FRAUDULENT PRACTICES

Employees are obligated to report any known instances of financial fraud to the proper authorities.

ROOM CARE

- a) One of our guiding principles states "*Our facilities and technology should reflect the high value we place on education. We take pride in a campus that is safe, attractive and welcoming.*" Teachers are responsible for the neat appearance of their rooms. Children become products of their environment. We should create spaces that are warm, inviting,

organized and free from chaos. Classroom organization and cleanliness is an expectation of all staff members.

- b) Please be sure that windows are closed, lights off, and doors locked at the close of each day. **Assist your custodian by having your students keep the floors free of waste material, and keep a careful check on classroom furniture to prevent malicious damage. The use of thumb tacks or nails in the woodwork, or scotch tape on painted surfaces is not permitted.**
- c) At the end of your teaching day, check your room carefully for items such as books, clothing, backpacks and other items that might have been left by students during the day. Items found are to be locked in the teacher's room and returned to the student the next day. If items are not claimed, they should be sent to the Office. **PLEASE HAVE STUDENTS PICK UP EVERYTHING ON THE FLOOR AT THE END OF THE DAY.**

SCHEDULE

TEACHERS contracted hours are from 7:30 a.m. until 3:30 p.m. Although students dismiss at 2:45 p.m., teachers should be available for conferences with students, parents or school officials. We understand that appointments must OCCASIONALLY be made that will require you to leave before 3:30 p.m. PLEASE do all you can to make sure that this is the EXCEPTION and not the rule. Teachers are permitted to leave at 3:00 p.m. on Fridays, making this the ideal day to schedule those appointments. If you must schedule an appointment on a day other than Friday, please speak with the superintendent for approval.

Mailboxes should be emptied in the morning and checked for messages before leaving school. Phone calls should be returned at the end of the day. Teachers should notify the office if they must leave campus during their scheduled day.

SCHOOL EMERGENCY PLAN

A COPY OF THE SCHOOL EMERGENCY PLAN IS ATTACHED TO THE HANDBOOK.(coming soon) Please become familiar with the plan. Also note any assignment you might have. If you have any questions, contact the Superintendent.

SCHOOL VAN USE

- a) Vans are to be used for official PESD business only.
- b) A photocopy of operator's valid Arizona Driver's License must be on file with site administrator.
- c) All passengers must wear seat belts.
- d) Conduct pre-trip and post-trip inspections, use daily vehicle checklist, and report all discrepancies to the office.
- e) When one or more students are being transported, no school bus or van driver shall drive for more than 10 hours in any 24-hour period.
 - No school bus or van driver shall work more than 15 hours in any 24-hour period, including any other work.
 - On activity trips, the driver shall stop for a short rest period and check the tires at least every 2 hours or 100 miles, whichever comes first.

- Never shall liquor, dangerous or narcotic drugs, or any prohibited substance be permitted in a district vehicle.
 - Animals, insects or reptiles, glass items, weapons of any sort, explosives, fireworks, smoke or stink bombs, or other dangerous objects shall not be transported in a district vehicle.
 - Drivers shall not permit students to place any part of their bodies out of the vehicle windows.
- f) Report all accidents immediately from the scene.
- g) Report all new damage on/in vehicles to site administrator.
- h) Do not fuel with passengers on board (ADOT Reg. #R17-4-607).
- i) Brief all passengers on emergency evacuation procedures before departure.
- j) No smoking in any district vehicle.
- k) Inform the Office Manager when the fuel gauge is between $\frac{1}{4}$ and $\frac{1}{2}$ tank full.

SUPERVISION

For liability purposes, teachers are expected to directly supervise or arrange for faculty supervision of all students for the duration of the time they are assigned to them regardless of where the class is meeting. **Teachers are expected to supervise areas adjacent to their classrooms, including the halls and restrooms, and during passing periods. If students are observed not following policies and procedures, teachers are expected to intervene.** If behavior is not corrected, administration referrals are to be made. All students are included.

SUPPLIES

- a) **NO PERSON IS AUTHORIZED TO BUY OR CHARGE MERCHANDISE, SERVICES, OR SUPPLIES FOR THE SCHOOL WITHOUT FIRST OBTAINING A PROPER POMERENE PURCHASE ORDER.** The individual is responsible for the cost if these procedures are not followed.
- b) Materials and supplies from vendors may not be returned or exchanged without approval of the Business Manager. The individual teacher concerned, with regard to the proposed return, substitution, or exchange should make a written statement, giving the reasons for the return.

TECHNOLOGY SERVICES

- a) Our IT services are now provided by Rob Eglinsdoefer. He is a consultant for our district and will be used as needed on a part time basis.
- b) All technology related issues are to be emailed to him using a ticket system. Please email him at reglinsdoefer@pomereneschool.org with your work order.
- c) Due to Rob's schedule, he will need a minimum of 24 hours to respond to each work order.
- d) Please note, all work orders must be reported to Rob and they must be given a ticket number to be addressed.

TELEPHONE CALLS

- e) Phone calls **will no** longer be transferred to the classroom during contract hours, unless it is your planning period or an emergency is indicated by the caller.
- f) Messages to faculty will be placed in your mailboxes, or an email will be sent to you. If you are expecting an urgent call for personal business, please inform the office.

GRADING PERIODS AND FAILURE NOTIFICATION TO PARENTS

Progress reports are sent home every four and a half weeks throughout the year. The primary purpose is to inform parents of students' academic status and provide the opportunity for parents to intervene if a student is failing or in danger of failing.

The teacher's grade book must accurately represent the grades of the student and the grading scale.

Things to Remember When Doing Progress Reports/Grades

1. Progress reports reflect grade status for those nine weeks, not a cumulative grade.
2. **If a student is in danger of failing and the student is given a D or F grade, a comment(s) should be marked in order to give the parent more specifics as to why the student is failing. Some parents may not view a "D" as in danger of failing, so be sure to mark the "in danger of failing" comment and identify reasons.**
3. If a student is found to be failing between progress reports and this was not indicated on the previous progress report, **the teacher should contact the parent by telephone and/or mail as soon as possible.** The teacher should keep documentation in all cases.
4. Parents appreciate the comments, both positive and negative.
5. An attendance detail summary of each student goes out with each progress report.

DISCIPLINARY POLICY AND PROCEDURES

Familiarize yourself with the Student Code of Conduct and remind your homeroom students to review it and share it with their parents.

When dealing with minor classroom disruptions/infractions follow these steps first:

1. **CONFERENCE WITH THE STUDENT**
2. **NOTIFY THE PARENT/GUARDIAN**
3. **SET UP AN APPOINTMENT WITH TEACHER, THE PARENT AND STUDENT. ***

AFTER THESE INTERVENTION STEPS HAVE BEEN COMPLETED AND THERE IS NO IMPROVEMENT, SUBMIT A DISCIPLINARY REFERRAL WITH THE DOCUMENTATION OF THE PREVIOUS STEPS TO THE ADMINISTRATOR.

When dealing with major infraction/violations such as abusive and profane language, smoking, assault, theft, possession of obscene material, use or distribution of illegal substances, arson, possession of weapons, sexual harassment and vandalism, write a disciplinary referral.

In the event that a student needs to be removed from the classroom, follow the “Temporary removal procedures”.

Temporary Removal Procedures

In the event that a student needs to be removed from the classroom temporarily, the following steps will be followed:

1. Student is sent to a designated cooperating teacher and a log entry is made in PowerSchool. The cooperating teacher will be notified prior to the student entering their classroom.
2. In the event temporary removal becomes habitual or cumbersome for the cooperating teacher, parent communication will be necessary. This communication will include a meeting request involving the teacher, parents and principal should be invited.
3. In the event of an emergency, teachers may call the office, or a direct text to 221-1100 and the principal will remove the student.

*Students should not be removed temporarily without supervision.

*Students should not be sent to the office for temporary removal.

STUDENT ATTENDANCE

PHILOSOPHY

Attendance in every class is vital to a student’s education and opportunity for success. Student participation is an important ingredient in the educational process and is a requirement in every class.

When a student has a valid reason to be absent from school, it is the responsibility of the parent to provide the appropriate and acceptable excuse within **two (2)** school days of the absence(s) for an academic make-up credit.

A parent or guardian must call the Office at 586-2407 or provide a written signed note excusing the absence within two (2) school days of the absence. Without documentation in the Office, the absence is classified as unexcused. Teachers are obligated to create an opportunity for students who have excused absences to have access to class assignments, make-up work, and information concerning class assignments. Except for suspensions or other school-initiated absences, teachers are not obligated to allow students credit for work done following an unexcused absence. In awarding credit to suspended students for work made-up, the teacher may consider the quality of the classroom experience and the importance of classroom participation in determining the amount of credit to be given. If a student has more than **THREE** absences in your class, please contact the parent and notify the office immediately.

TEACHER RECORD KEEPING/REPORTING PROCEDURES

Remember that the teacher’s attendance record book is the official record of student attendance. NO STUDENT is to record information in the record book, and students must not have access to another student’s information. Please be cognizant of FERPA and the need to secure records.

Check attendance at the beginning of each day. The teacher's attendance in the record book is the official record and as such is subject to audit by the State Auditor's Office. This may be used as a cross-check to your online attendance.

TARDIES

A student arriving late to class disrupts the education of every member in the class. Students are considered tardy if they are not in the classroom when the bell rings signaling the beginning of the period.

Students who are tardy at the beginning of the school day must report to the Office.

NOTE: Teachers **must not** dismiss students prior to the dismissal bell.