

# POMERENE SCHOOL DISTRICT

*“Over 100 Years of Student Achievement”*



## **Employee Handbook** **2023-2024**

## **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. You may view all district policies online at <https://azsba.org/policy/policybridge/>.

### **ABSENCE OF EMPLOYEES**

- Employees 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. Please also contact Mr. Sherman at 520-221-1100 (Please text). 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.

- Employees who do not require a substitute **MUST** text/call Candice at 520-221-0122 and Mr. Sherman at 520-221-1100.

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.

### **STAFF SICK LEAVE Policy GCCA**

Sick leave for District personnel is a designated amount of compensated leave that is to be granted to a staff member who, through personal or family illness, injury, or quarantine, is unable to perform the duties assigned.

Each eligible employee shall be credited with a sick leave allowance at the rate of one (1) day per month up to ten (10) or twelve (12) days, determined by the number of months employed:

Twelve (12) month employment = twelve (12) days, Ten (10) month employment = ten (10) days

Acquisition of sick leave is based upon a full-time, eight (8) hour days. Eligible employees working on any other work schedule will be credited with sick leave that shall be computed at the same ratio that the number of employed hours bears to full-time employment. Any previously accrued sick leave will be taken at the same ratio that the current number of Board-approved hours bears to full time.

Employees, in non-regular positions (temporary or substitute), shall be credited with a sick leave allowance at the rate of one (1) hour for every thirty (30) hours worked, up to forty (40) sick leave hours per year.

When an employee exhausts all days of accumulated sick leave, an unpaid leave of absence must be requested, pursuant to District policy.

Sick leave of any employee who does not serve a full school year shall be prorated at the rate of one (1) day per month.

If an employee does not wish to return to her duties following childbirth, an extended leave of absence must be requested, consistent with existing District policy.

Upon request, the staff member shall inform the Superintendent of the following:

- A. Purpose for which sick leave is being taken.
- B. Expected date of return from sick leave.
- C. Where the staff member may be contacted during the leave.

### **Use of Earned Paid Sick Time**

Earned paid sick time shall be provided to an employee by an employer for:

- A. An employee's mental or physical illness, injury or health condition; an employee's need for medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition; an employee's need for preventive medical care;
- B. Care of a family member with a mental or physical illness, injury or health condition; care of a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition; care of a family member who needs preventive medical care;
- C. Reasons related to child care, domestic violence, sexual violence, abuse or stalking, and legal services as described in A.R.S. [23-373](#).

Earned paid sick time shall be provided upon the request of an employee. Such request may be made orally, in writing, by electronic means or by any other means acceptable to the employer. When possible, the request shall include the expected duration of the absence.

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

Earned paid sick time may be used in the smaller of hourly increments or the smallest increment that the employer's payroll system uses to account for absences or use of other time.

For earned paid sick time of three (3) or more consecutive work days, an employer may require reasonable documentation that the earned paid sick time has been used for a purpose covered by A, B, or C, above. Documentation signed by a health care professional indicating that earned paid sick time is necessary shall be considered reasonable documentation for purposes of this section

As defined in statute ([A.R.S. 23-371](#)), "family member" means:

- A. Regardless of age, a biological, adopted or foster child, stepchild or legal ward, a child of a domestic partner, a child to whom the employee stands in loco parentis, or an individual to whom the employee stood in loco parentis when the individual was a minor;
- B. A biological, foster, stepparent or adoptive parent or legal guardian of an employee or an employee's spouse or domestic partner or a person who stood in loco parentis when the employee or employee's spouse or domestic partner was a minor child;

C. A person to whom the employee is legally married under the laws of any state, or a domestic partner of an employee as registered under the laws of any state or political subdivision;

D. A grandparent, grandchild or sibling (whether of a biological, foster, adoptive or step relationship) of the employee or the employee's spouse or domestic partner; or

E. Any other individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

**Notice:**

A. Employers shall give employees written notice of the following at the commencement of employment or by July 1, 2017, whichever is later: employees are entitled to earned paid sick time and the amount of earned paid sick time, the terms of its use guaranteed in statute, that retaliation against employees who request or use earned paid sick time is prohibited, that each employee has the right to file a complaint if earned paid sick time as required by statute is denied by the employer or the employee is subjected to retaliation for requesting or taking earned paid sick time, and the contact information for the commission where questions about rights and responsibilities under can be answered.

B. The required notice required shall be in English, Spanish, and any language that is deemed appropriate by the Industrial Commission of Arizona.

C. The amount of earned paid sick time available to the employee, the amount of earned paid sick time taken by the employee to date in the year and the amount of pay the employee has received as earned paid sick time shall be recorded in, or on an attachment to, the employee's regular paycheck.

D. The Industrial Commission of Arizona shall create and make available to employers, in English, Spanish, and any language deemed appropriate by the commission, model notices that contain the information for employers' use in complying with the statute.

E. Employer violation of the notice requirements shall be subject to a civil penalty as prescribed in A.R.S. [23-364](#).

**Accrual:**

A. Earned paid sick time shall begin to accrue at the commencement of employment or on July 1, 2017, whichever is later.

B. An employee may use earned paid sick time as it is accrued.

C. Employees who are exempt from overtime requirements under the Fair Labor Standards Act of 1938 (29 United States Code section 213(A)(1)) will be assumed to work forty (40) hours in each work week for purposes of earned paid sick time accrual unless their normal work week is less than forty (40) hours, in which case earned paid sick time accrues based upon that normal work week.

D. If an employee is transferred, but remains employed by the same employer, the employee is entitled to all earned paid sick time accrued and is entitled to use all earned paid sick time as provided in this section.

**Retaliation Prohibited**

The District shall not engage in retaliation or discriminate against an employee or former employee because the person has exercised protected rights. Such rights include but are not limited to the

right to request or use earned paid sick time pursuant to the statute; the right to file a complaint with the commission or courts or inform any person about any employer's alleged violation; the right to participate in an investigation, hearing or proceeding or cooperate with or assist the commission in its investigations of alleged violations and the right to inform any person of his or her potential rights.

The District sick leave policy will not count using earned sick leave as an absence that may lead to or result in discipline, discharge, demotion, suspension, or any other adverse action.

Protections of this section shall apply to any person who mistakenly but in good faith alleges violations of this policy based on the supporting statutes.

Any employee who can be shown to have willfully violated or misused the District's sick leave policy or who has intentionally misrepresented any statement or condition will be subject to discipline, which may include reprimand, suspension, and/or dismissal.

Policy Updated 5/11/2020

### **PERSONAL LEAVE (POLICY GCCB)**

Each staff member shall be entitled to two (2) personal leave days per year with pay. After the days are used an employee may elect to take a third day of personal leave to be charged as two (2) days against unused sick leave. Personal Leave for part time employees shall be prorated.

The leave must be approved by the employee's immediate supervisor at least twenty-four (24) hours in advance. If, however, an unforeseen emergency requires an absence that cannot be approved twenty-four (24) hours in advance, the reason for the absence shall be reported and the supervisor may, at the supervisor's discretion, approve the absence as a day of personal business.

- Personal business leave shall not be taken immediately before or immediately following a holiday or weekday when school is closed, on an in-service training day for teachers, or at the beginning or end of the school year.

- The beginning of the school year shall mean the first five (5) duty days for teachers. The end of the school year shall mean the last five (5) duty days for teachers. A holiday period may not be extended by taking personal business leave at the beginning of the following week when a holiday falls on Friday or at the end of the preceding week when a holiday falls on Monday.

Exceptions to the above restrictions on days to be used for personal business may be made by the immediate supervisor for emergencies that require the employee's absence on the restricted days.

Unused personal leave may be carried over to the following year to a maximum of four (4) days.

Policy Updated policy 12/14/2020

### **BEREAVEMENT LEAVE (POLICY GCCH)**

An employee may be granted, upon request to the Superintendent, up to five (5) days of leave per year, with pay, to be used in the event of death of an employee's family member as defined in Policy GCCA.

As defined in statute ([A.R.S. 23-371](#)), "family member" means:

A. Regardless of age, a biological, adopted or foster child, stepchild or legal ward, a child of a domestic partner, a child to whom the employee stands in loco parentis, or an individual to whom the employee stood in loco parentis when the individual was a minor;

B. A biological, foster, stepparent or adoptive parent or legal guardian of an employee or an employee's spouse or domestic partner or a person who stood in loco parentis when the employee or employee's spouse or domestic partner was a minor child;

C. A person to whom the employee is legally married under the laws of any state, or a domestic partner of an employee as registered under the laws of any state or political subdivision;

D. A grandparent, grandchild or sibling (whether of a biological, foster, adoptive or step relationship) of the employee or the employee's spouse or domestic partner; or

E. Any other individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

Extensions of bereavement leave may be granted upon personal request to the Superintendent. If approved, all such extensions of bereavement leave shall be deducted from the employee's accrued sick leave.

In the absence of any accumulated sick leave, and upon request, the Superintendent may approve an unpaid leave of absence for each day of extended bereavement leave used.

Adopted: May 07, 2018

## **GBGCA WELLNESS PROGRAMS**

### **Measles (Rubeola)**

It shall be a condition of employment that, unless exempted, all employees, including substitutes, shall present proof of immunity to rubeola (measles) prior to reporting for work.

Evidence of immunity to measles shall consist of:

- A record of immunization against measles with a live virus vaccine given on or after the first birthday; or
- A statement, signed by a licensed physician or a state or local health officer, that affirms serologic evidence of having had measles.
- Anyone born prior to January 1, 1957 shall be considered to be immune to measles. (Rubeola)

### **German Measles (Rubella)**

Similarly, unless exempted, all employees, including substitutes, shall present proof of immunity to rubella (German measles) prior to reporting for work.

Evidence of immunity to rubella shall consist of:

- A record of immunization against rubella given on or after the first birthday; or
- A statement, signed by a licensed physician or a state or local health officer, that affirms serologic evidence of having had rubella.

## **General Information**

Exempted employees include those with medical contraindications for receiving vaccines and those who refuse immunization for religious reasons.

Nonimmune employees, including those who utilize the exemption, shall, in the event of an outbreak of either disease, be put on leave without pay, or they may use accumulated sick leave during the period they are excluded from work due to the outbreak. If a staff member does not have any earned sick leave, a salary deduction of one (1) contract day will be made for each day of authorized leave used.

Adopted: date of Manual adoption

## **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.

## **PURCHASING (POLICY DJ)**

### **(Purchasing Ethics Policy)**

The District's Governing Board members and employees shall not use their offices or positions to receive any valuable things or benefits that would not ordinarily accrue to them in the performance of duties if the things or benefits are of such value or character as to manifest a substantial and improper influence upon the performance of their duties.

A person who supervises or participates in contracts, purchases, payments, claims or other financial transactions, or a person who supervises or participates in the planning, recommending, selecting or contracting for materials, services, goods, construction, or construction services of a school district or school purchasing cooperative is guilty of a Class 6 felony if the person solicits, accepts or agrees to accept any personal gift or benefit with a value of three hundred dollars (\$300) or more from a person or vendor that has secured or has taken steps to secure a contract, purchase, payment, claim or financial transaction with the school district or school purchasing cooperative. Soliciting, accepting or agreeing to accept any personal gift or benefit with a value of less than three hundred dollars (\$300) is a Class 1 misdemeanor.

Any person or vendor that has secured or has taken steps to secure a contract, purchase, payment, claim or financial transaction with a school district or school purchasing cooperative that offers, confers or agrees to confer any personal gift or benefit with a value of three hundred dollars (\$300) or more on a person who supervises or participates in contracts, purchases, payments, claims or other financial transactions, or on a person who supervises or participates in planning, recommending, selecting or contracting for materials, services, goods, construction or construction services of a school district or school purchasing cooperative, is guilty of a Class 6 felony. Offering, conferring or agreeing to confer any personal gift or benefit with a value of less than three hundred dollars (\$300) is a Class 1 misdemeanor.

For the purpose of this policy a *gift or benefit* means a payment, distribution, expenditure, advance, deposit or monies, any intangible personal property, or any kind of tangible personal or real property. A *gift or benefit* does not include food or beverage, expenses or sponsorships related to a special event or function related to individuals identified in this policy, nor does this include an item of nominal value such as a greeting card, T-shirt, mug or pen.

A District employee who has control over personnel actions may not take reprisal against a District employee or that employee's disclosure of information that is a matter of public concern, including a violation of District policy or laws/regulations governing the District.

Adopted: February 04, 2019

## **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 the business manager. 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.

## **DRESS CODE**

All faculty and staff should dress in a manner that reflects positively on our profession. Professional dress is expected. Important attributes of professional attire- cleanliness, free of excessive wear, wrinkle free to a reasonable degree. Jeans will acceptable on Fridays. If jeans are worn on any day other than Fridays, you must wear dress shoes, a belt, dress shirt and tie. Ladies may substitute a blouse or dress shirt for the shirt and tie.

Capri's are acceptable for the ladies and are defined as being long enough to cover the knee. Above the knee is considered to be shorts.

Any type of leggings or spandex style pants may only be worn with a dress shirt that has a minimum length that is mid-thigh.

Modest shorts are acceptable on work days when the superintendent specifically gives permission.

P.E. teachers, custodians and cafeteria staff are encouraged to look professional, while wearing clothing appropriate to their job requirements.

## **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, or lesson plans placed on desk daily.

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.

## **GIFTS Policy GBEB**

### **Gifts**

Students, parents, and other patrons of the District shall be discouraged from the routine presentation of gifts to employees. This shall not be interpreted as intended to discourage acts of generosity in unusual situations, and simple remembrances expressive of affection or gratitude shall not be regarded as violations of this policy.

Gifts to students by staff members shall be discouraged. Simple remembrances on certain occasions to all students in a class or section shall not be regarded as a violation of this policy.

### **Solicitations**

A school employee's position in the District shall not be used to influence parents or students to purchase books or other merchandise, except for materials approved by the Superintendent for use in the classroom.

Staff-member solicitation(s) of other employees and/or students for any profit, nonprofit, or charitable groups, institutions, or organizations must have the approval of the Superintendent in advance.

No other solicitations shall be made by or of employees during official duty time.

### **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, please leave the spaces in front of the sidewalk south of handicap spots for parents and visitors).

### **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. If there is an error, please see the business manager 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. Please fill out a work request for maintenance and place it in his box on the counter in the office.
- 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 2:30 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 Pomerene Elementary School District (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. WE ARE REQUIRED TO HAVE A PURCHASE ORDER BEFORE THE ITEMS ARE PURCHASED!** 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.
- c) Employees should fill out a requisition form with information from the vendor including the price of the quoted item(s).

## **TECHNOLOGY SERVICES**

- a) Our IT services are provided by Joe Heersema. 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 [jheersema@pomereneschool.org](mailto:jheersema@pomereneschool.org) with your work order.
- c) Due to Joe'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 Joe 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 Mr. Sherman at 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.