

# **Staff Handbook 2016-2017**

*...success for every student, in every classroom, every day*

**ROOSEVELT SCHOOL DISTRICT NO. 66**

The contents of this handbook are for general information and guidance only and may be modified at any time by the district. It is expressly understood that the contents of this handbook do not constitute the terms of a contract of employment.



6000 South 7<sup>th</sup> Street, Phoenix, Arizona 85042  
(602) 243-4800 Fax (602) 243-2637

Jeanne Koba, Ed. D.  
Superintendent

Schools:

T. G. Barr School  
Bernard Black School  
M. O. Bush School  
C. C. Campbell School  
Cesar Chavez School  
I.G. Conchos School  
J. R. Davis School  
C. O. Greenfield School  
Amy Houston Academy  
C. J. Jorgensen School  
P. L. Julian School  
J. F. Kennedy School  
M. L. King E. C. Center  
V. H. Lassen School  
Ed & Verma Pastor School  
Irene Lopez School  
Southwest School  
Sunland School  
Valley View School

Community Schools:

G.B. Brooks Community  
School  
RSD Wellness Center  
Sierra Vista Parent & Staff  
Education Resource  
Center

Board Members:

Ms. Christina Hernandez  
President 2016

Mr. Lawrence Robinson  
Clerk 2016

Mr. Dean Delgado  
Member 2016

Mrs. Christina Hernandez  
Member 2016

Mr. Marcelino Quiñonez  
Member 2016

July 1, 2016

Dear Staff,

Welcome to the 2016-2017 school year. It is with great pleasure that I serve as your Superintendent. We have a lot of hard work ahead and will celebrate staff and student accomplishments throughout the year. Our goal is to build strong, collaborative, professional learning communities throughout the District. District office staff will assist with the efforts of school teams to determine best practices that will enhance student mastery of common core standards and social skills. I have a strong belief that working together as a TEAM, we will accomplish great things for the children and families of the Roosevelt District community.

The Roosevelt School District Staff Handbook is being provided to ensure consistent communication of information and general expectations. As the need arises, the information in the Staff Handbook may be revised or deleted, and additional information may be added over time at the discretion of the Superintendent or Governing Board.

All Roosevelt School District employees are expected to become familiar with the contents of this handbook. A thorough understanding of the information contained within will assist in the effective and efficient operation of the District. This handbook is not intended to replace either the Roosevelt School District Policy Manual or the Agreements. All staff members are encouraged to refer to the following documents for in-depth information regarding employee rights and responsibilities: Roosevelt School District Policy Manual (available on-line), Meet and Confer Agreements (available on the RSD website), Teacher and Administrator Performance Evaluation Systems, RSD Walk-Through Protocols, and Arizona Revised Statutes.

***Have a Productive and Successful School Year!***

Sincerely,

*Jeanne Koba, Ed.D.*

Superintendent  
Roosevelt School District No.66

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## ACCIDENTS

### **Staff Accidents**

Injuries occurring while on the job must be reported immediately to the Nurse and a call to the Alliance Triage Line must be made at 1(888) 252-4689. If it is necessary to seek further medical attention, you will be sent to the District's designated Occupational Medical Clinic for treatment. Failure to report an accident may jeopardize your right to your claim being accepted for benefits. If school is not in session, contact the Office of Human Resources at (602) 243-4822.

### **Student Accidents**

Student accidents in the classroom, or on the school grounds, must be reported to both the school Nurse and the administrator, in that order. State law holds teachers and administration responsible for students while they are in school. Negligence on the part of staff could result in liability damages in the case of student injury. For this reason, it is imperative all staff members report to their duty stations on schedule. Do not leave students unsupervised in the classroom and report all accidents immediately. If you are in doubt as to the severity of an injury, protect yourself and send the student to the Nurse's office. Teachers witnessing student accidents will be asked to submit an informal report of the accident to the office.

## APPEARANCE

Research has shown that student performance increases when staff members dress professionally. Staff members are expected to serve as role models for students, and dress professionally in accordance with job responsibilities.

The following guidelines are for staff members while on the campus or at any school sponsored activity off-campus:

### **Facial Jewelry**

While performing official school business, staff members may wear earrings on their earlobes. Jewelry may not be worn on any other parts of the face, including tongue jewelry.

### **Dress Regulations**

- All clothing must be sized and fit appropriately.
- Undergarments must not be visible and midribs must remain covered.
- Shoes or dress sandals must be worn at all times.
- FLIP FLOPS, BEACH SHOES, AND SLIPPERS ARE NOT APPROPRIATE FOOTWEAR AND MAY NOT BE WORN. In addition pajama or pajama like clothing is not appropriate work attire. Leggings worn as pants are also not appropriate for work.

## ASSEMBLIES

- Students are to sit courteously and quietly during assemblies.
- Teachers must arrive, sit and stay with their students throughout the entire presentation.
- Classes will be excused from assemblies for rude behavior.

## ATTENDANCE (staff)

Staff members should maintain high standards of attendance to provide continuity for the students in their charge and display a consistent example of leadership. Late arrival, early departure, and absences are to be avoided. Planned medical visits, appointments, and personal business are to be managed outside of the workday or during days off in most cases.

### Absence Reporting

When an absence is unavoidable due to sudden illness or other emergency, all employees are required to enter absence into the Absence Reporting System (AESOP) online at [www.aesoponline.com](http://www.aesoponline.com) or call 1-800-942-3767 before 5am the day of absence. Refer to the AESOP Welcome Email for relevant information to successfully report an absence and request a substitute. All other Paid Time Off requires prior notice to the school Principal and the District's Substitute Coordinator. Keep in mind that the sooner an absence is reported and the substitute requested, the better the opportunity that the most qualified substitute will be scheduled. Employees are required to call or enter the absence in the Absence Reporting System (AESOP) for ALL absences.

### Returning to School after an Absence

If a substitute is assigned to work for you while you are absent, you are required to call the school in advance of your return to work so the substitute can be released.

- Teachers should call before 1:00pm to release their substitute;
- Custodians should call before their normal quitting time but no later than 4:00pm.
- If an employee does not call before the substitute is scheduled to return, the substitute will be paid, and the employee will be marked absent and subject to the loss of a day's pay or absence day.
- Other staff members not requiring a substitute should call before their normal quitting time to notify the office whether or not they are returning to work. Please refer to the booklet "Procedure for Reporting Certified Absence."

### Cause of Absence Forms

- In the event the absence reporting system is unavailable a Cause of Absence may be filled out and returned to the Office of Human Resources for proper processing. Each employee must complete, **ON THE DAY OF RETURN**, a "Cause of Absence" form. The form is to be filled out and **MUST** be returned to the office on the same day. After processing by the Office of Human Resources, a copy of the form will be returned to the employee. It is in the employee's best interest to maintain an accurate record of the number of days and the reasons he/she has been absent.
- If an absence needs to be corrected or cancelled you will need to submit a corrected Cause of Absence form to ensure the absence is updated or cancelled from the system.

### Timekeeping

- All Hourly (non-exempted) Staff Members (contracted and non-contracted) are required to punch in at the beginning of the work day and punch out at the end of the work day into our timekeeping system (Time Clocks Plus). Our timekeeping system collects actual time entered by the employee using the time clock. The data is later transferred to the payroll system where employees are paid according to the hours recorded in the timekeeping system. The electronic timekeeping system is the official record for hours worked
- In order to ensure consistency for employees, the data recorded in the Timekeeping System shall be considered the "official" record of the workday. Any disputes over actual hours worked or attendance will be resolved by referring to the official records.

- It is recognized that in certain situations (e.g. clock malfunction) that it will be necessary to correct or enter missing data. These changes should be minimal and will be carefully documented and reviewed by employee's supervisor.

### ATTENDANCE (student)

- Staff members should encourage daily student attendance, be models of excellent attendance habits, and take advantage of opportunities to instill in students a strong sense of personal responsibility for regular attendance.
- At the beginning of each year, the school will inform parents of the District's procedure requiring parents to call the school's attendance clerk to report their child will be absent for the day and the reason for the absence. The school's telephone number must be given to the parents. Teachers should take advantage of opportunities to communicate this information to parents throughout the school year.
- Homeroom teachers must remind students to bring office their signed excuses after an absence. Excuses must be signed by a parent or guardian.

### Absence Reporting (Student)

- Teachers are required to take attendance at least two times daily (AM and PM) and report absent students to the office no later than thirty (30) minutes after start time of the day. Teachers are required to adhere to the SMIS procedures.
- Teachers whose students switch classes must take period attendance throughout the day, to ensure student attendance.
- It is imperative that the Attendance Clerk receive the attendance report of the students who are absent immediately after taking roll.
- Arizona State Law requires that phone calls to parents verifying student's absences must be made within the first two (2) hours of the day, everyday. Since the Attendance Clerk makes daily phone calls, he/she can, in most cases, inform the teacher of the reason for a student absence. Contact the Attendance Clerk if you have questions concerning absences.

It is important to deal with absence and tardiness problems as soon as the student begins to develop a pattern. Attempts at that time should be used to correct the problem, before it becomes severe. Counseling students, phone calls to parents and home visits can help. However, if you have tried a number of things and they haven't worked, please inform your Site Administrator and they will follow-up with the student and/or family.

### Absences - Chronic: (Student)

- It is the teacher's responsibility to notify the Supervising Administrator of any student whose absences are excessive or unexcused. "Notice of High Absenteeism" will be sent to parents via U.S. mail. The student copy of the form will be given to the homeroom teacher. The teacher will place the student copy in the student's cumulative folder. Regular school attendance is one of the criteria used to determine whether a student shall be promoted from one grade to the next.
- A child who is frequently absent will receive a home visit by the school attendance officer, or his/her designee to discuss the problem.
- Students will need an office pass to enter class after fifteen (15) minutes beyond start time.

### Daily Attendance Procedure (Student)

Teachers are required to take daily attendance at least twice daily (AM & PM) and to adhere to the Attendance Process procedures. For a complete copy of the attendance process procedures contact your Site Administrator or the Attendance Clerk. It is the teacher's responsibility to be failure with and to adhere to the procedures as outlined.

### Tardiness (Student)

When a student is tardy, he/she must bring a note from a parent or have a parent call the school to explain the reason for the tardiness.

## BULLYING

Bullying encompasses a variety of negative acts repeated over time that involve a real or perceived imbalance of power, with the more powerful child or group attacking those who are less powerful. Bullying can be *physical*, e.g., spitting, pushing, stealing, hitting, and kicking, *verbal*, e.g., name-calling, teasing, taunting, and making threats and *psychological*, e.g., social exclusion, extortion, intimidation, spreading rumors, and manipulating social relationships. - The United States Department of Justice

Any student who has a grievance that their constitutional rights or equal access to programs have been violated or that they have been a victim of discrimination, harassment, bullying, intimidation, or any other personal safety issue may lodge a complaint. The students in 6<sup>th</sup> through 8<sup>th</sup> Grade must file their own written complaints to a staff member. Staff members must provide any necessary assistance to students in Kindergarten through Fifth Grade. A parent or guardian may initiate the complaint process on behalf of students in Kindergarten through Fifth Grade. Any bullying complaint must be submitted to a Site Administrator.

## CALENDAR/ACTIVITIES - SCHEDULING EVENTS DURING THE SCHOOL YEAR

All school events must be scheduled through the school office whether the activity is being held during or outside the school day. All events must be approved by the Principal.

## CARPET CARE

Teachers are encouraged to do artwork and other activities that motivate and interest students in the classroom. Activities such as finger painting, etc., require more extensive care of furniture, equipment, and carpeting. Please use newspapers or other coverings to protect these items. Protect the carpet in your classroom. Report spots in your room immediately. We want to maintain clean carpets at all times.

## CHAIN-OF-COMMAND

Staff members are expected to follow the protocol of Chain-of-Command as standard procedure in the District and the campus/work site, especially in the area of communication. This means that issues of concern, questions, or directions are to be handled between the staff member and his/her supervisor. Staff members are not to receive nor are expected to follow directions given by fellow employees who are NOT positioned in a supervisory role for that staff member (either direct supervisor or higher in the Chain-of-Command). Likewise, staff members are expected to direct issues of concern and questions first to his/her direct supervisor, and if that person is not available, to the

next higher in the Chain-of-Command. Through following the Chain-of-Command, a variety of difficulties in effective communication may be prevented.

### CHILD PROTECTIVE SERVICES REPORTING

State law requires all employees who, when acting in the scope of their employment, develop a reasonable belief that a child is or has been a victim of child abuse to immediately report it to Child Protective Services (CPS) or police. Child abuse is the infliction or allowing of physical injury, impairment of bodily function, disfigurement, or the infliction of or allowing another person to cause serious emotional damage as evidenced by severe anxiety, depression, withdrawal, or untoward aggressive behavior and which emotional damage is evident. Abuse is caused by acts or omissions of an individual having care, custody, and control of a child. Abuse shall also include inflicting or allowing sexual abuse, sexual conduct, or sexual assault of a child.

Each school has a child abuse reporting and education (CARE) team for processing suspected cases of physical abuse, neglect, or sexual abuse. Always notify the school Nurse and one school administrator as soon as possible. A child abuse form must always be completed by the reporting staff member and be signed by an administrator.

### CLASSROOM EQUIPMENT AND CARE

- Students must learn to respect property (e.g., furniture, equipment, and textbooks), be clean and responsible. Students should leave their desks clean inside and out, clean the floor around them, and put their chairs on top of their desks at the end of the day.
- Trash should be thrown away in the proper places around the school grounds. It is everyone's responsibility to train the students to do this.
- Monitor the student desktops frequently and make sure students are not writing or carving their names on them. Any student writing or carving on furniture, or willfully destroying equipment, should be reported to the Principal/Assistant Principal office immediately.
- Inventory of all equipment and furniture in your room will be done bi-annually. A copy of this inventory is kept on file in the District Office.
- Bulletin Boards are changed regularly, are creative, interesting, neat, and reflect what is currently being studied in class.
- Students are given basic classroom responsibilities such as maintaining the classroom, helping with bulletin boards, etc.
- The ultimate responsibility of equipment and classroom care belongs to the teacher. Please be sure to keep your room neat and in an orderly manner at all times.

### COMMUNICATION

#### Classroom Phone

- Staff members are to check their District voicemail at least twice per day.

#### E-mail

- Staff members are to check their District email account for school/district information at least twice per day.

#### Mailboxes

- Staff members have an assigned mailbox and are to pick up their own mail at least twice per day.

- DO NOT SEND STUDENTS TO PICK UP THE MAIL FOR YOU!

### **Personal Phones & Calls**

- Inbound and outbound personal calls, whether from a personal cell phone or District phone, are to be limited to employee's personal time. Phone messages received in the office will be placed in your mailbox as soon as possible.

## **COMPLAINTS**

When a staff member wishes to make a formal complaint regarding another staff member who is NOT his/her supervisor, that process begins with a verbal or written notice to the site administrator. The site administrator will then take any necessary steps to rectify the situation. The complaint process is NOT the grievance process, nor does it proceed in the same manner.

When a staff member wishes to file a grievance, which is to make a formal complaint regarding his/her supervisor, the process is specifically outlined in the Professional and/or Classified Agreements. The staff member should request the proper procedure and should complete any documentation through the appropriate office (certified or classified) in the Office of Human Resources.

## **CONDUCT**

Employees are expected to maintain a high level of professional behavior in all aspects of employment and at all times while performing the duties of his/her position. This includes conduct while at the campus/work site or elsewhere. Staff members are encouraged to be friendly with all individuals, including other staff members, encountered at the campus/work site. However some actions are or may be interpreted as inappropriate if the actions are undesirable or detrimental to the smooth operation of the facility. Public displays of affection are not acceptable in the workplace. Staff members should refrain from foul, race-related, or sex-related, joke-sharing, illustration-sharing, language, or discussions. Additionally, employees are expected to refrain from any form of gossip or harassment (including teasing, bullying, gestures, sexual harassment, public degradation, or stalking), written or spoken.

## **COPIERS/EQUIPMENT**

- A user code will be assigned to each staff member at the beginning of the school year.
- Please notify the department secretary if the copier(s) requires toner, or you experience a paper jam.

### **High-Speed Duplicator/Copier Use**

The copiers have been set up for teacher use. When running twenty-five (25) copies or more of the same document, the High-Speed Duplicator should be used. The High-Speed Duplicator will run back to back copies. Only school related materials may be run on the copiers. The High-Speed Duplicator and the copier are capable of running copy paper, card stock, construction paper, tagboard and oversized paper.

## **CUMULATIVE FOLDERS**

The student cumulative folders contain permanent record cards, registration forms, the home language survey, birth certificate, record of pertinent information, all report cards, language proficiency and other testing records, standardized test results (AIMS), and other relevant documents.

These are considered confidential files, as are all student records. The office staff, Nurse, administration, teachers, Pupil Personnel Services and the Special Education Department has access to student confidential folders. Under no circumstances should anyone else handle cumulative folders. DO NOT send students to pick up folders or return them to the office at any time. STUDENT CUMULATIVE FOLDERS ARE NOT TO BE TAKEN HOME! Cumulative folders must be stored and secured in the designated file cabinet. Do not leave cumulative folders unattended. Refer to the cumulative folder procedures for your school whenever accessing cumulative folders.

## CUSTODIANS

The school custodians are an important component of the educational program at each campus/work site. They are responsible for keeping our school clean at all times. Custodians are responsible for keeping the school grounds clean and safe, doing repairs, dusting, cleaning chalkboards, floors, doors, sidewalks and maintaining all areas in a neat and orderly manner. Please inform an administrator as soon as possible of any concerns you may have regarding maintenance of your work area. Let the office know IMMEDIATELY if there are emergency repairs that need to be attended to. For minor repairs at a campus, please inform the Unit Manager in the manner designated by your Principal/Assistant Principal. For minor repairs at the District Office, notify the appropriate Department Secretary. Secretaries are encouraged to utilize the SchoolDude online system for reporting minor repairs.

## DISCIPLINE

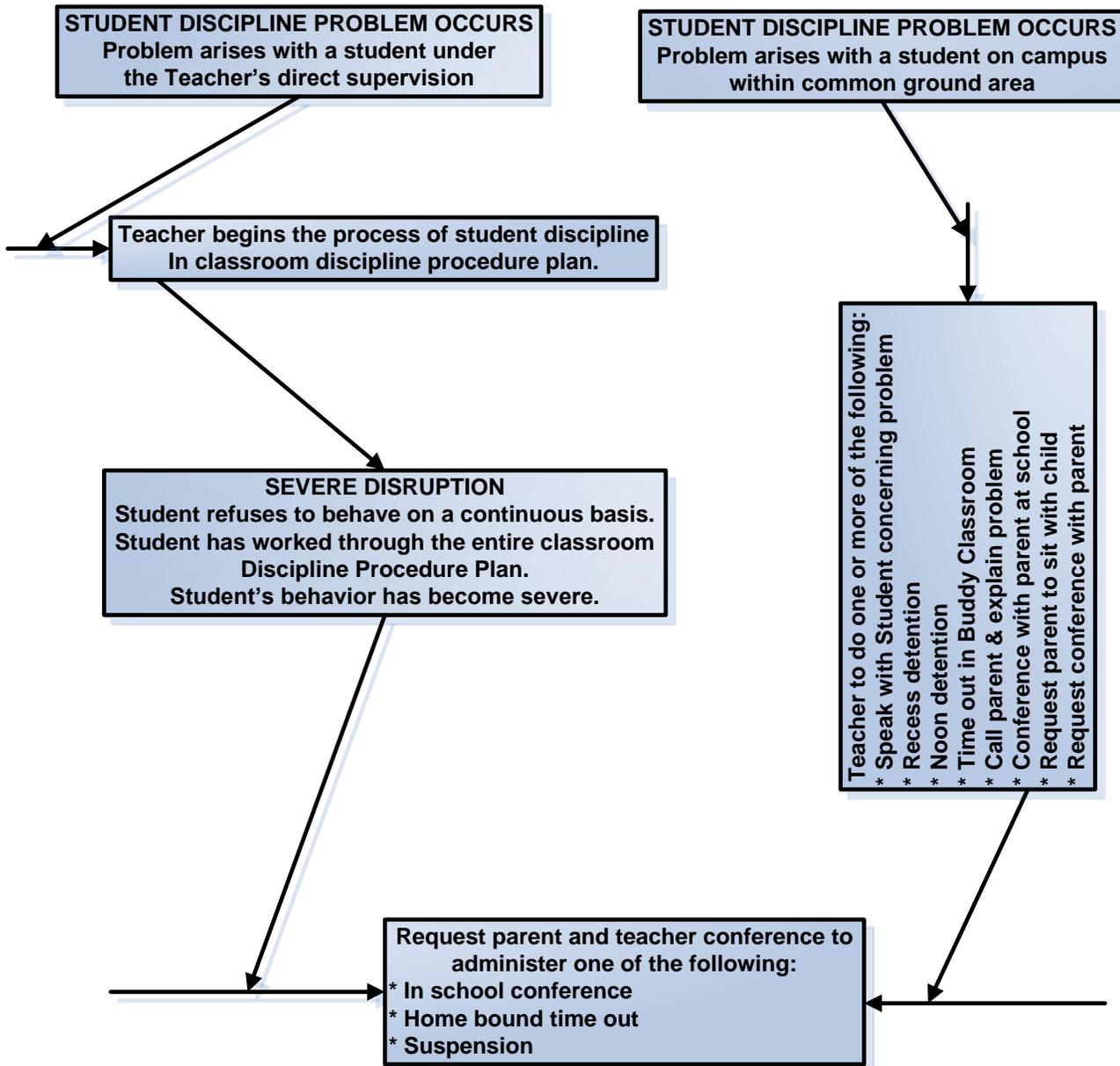
This is a competency-based approach to classroom and school discipline. It is designed to provide educators with the skills and confidence necessary to eliminate discipline as a problem in the classroom or school. Designated staff members are required to develop discipline plans as directed by the site administration. The following are some guidelines to be aware of in formulating your discipline plan:

- Limit the number of classroom rules to four (4) or five (5). Junior high and special subject teachers should meet to formulate their rules and consequences since students will be attending more than one teacher's class in the course of a day.
- Consequences should be limited to no more than five (5). If any of the consequences involves the use of lunch or after school detention, please follow the procedures for documenting the detention.
- Rules are to be posted so they are readily observable.
- The consequences must contain a "Severe Clause" in case the student causes a major disruption. In that case the student goes immediately to the office. The school administrator is always the last consequence in the plan. If you send a student to the office, make sure you fill out a Discipline Referral. You will receive a notice of action taken. If an administrator is unavailable to follow-up on the referral, the student will be sent back to your class. At that point, please send the student to your buddy classroom for a "time-out" until the office can follow up.
- A copy of your rules and consequences should be reviewed by you and a site administrator.
- A COPY OF YOUR APPROVED & CURRENT DISCIPLINE PLAN IS TO BE KEPT IN THE OFFICE.
- A parent letter including the details of the discipline process is to be sent home the first day of school. You may make changes in your discipline plan, but please remember to make the changes on the office copy also. Please make sure to send any amendments home as well. Students and parents should sign the letter and return it to you. Also, tell the parents what some of the positive consequences (rewards) will be for good behavior. THIS IS IMPORTANT!

- Your plan applies to all students in the classroom and at the end of the day all names and/or check(s) are erased. Never erase a name or check(s) as a reward for improved behavior.
- If after three (3) days, or less, the plan is not working with one or more students, modify the plan to accommodate the needs of those students.
- You may include lunchtime and after school detentions in your list of consequences.

ROOSEVELT SCHOOL DISTRICT NO. 66

PROCEDURES FOR STUDENT DISCIPLINE  
IN THE CLASSROOM & ON CAMPUS



## DUTY

Schools are charged with the responsibility of supervising students from the time they arrive at school until they leave the school grounds. A major concern is the management of student behavior. Please encourage self-control, moderate, considerate behavior and discourage boisterous behavior that can be a threat to general student safety. A staff member cannot prevent all accidents from occurring. If, however, a staff member is assigned and on duty, and is alert, available and circulating among the students, no one can be held liable for negligence. If persons assigned to duty are chronically arriving late, or are not circulating, a meeting will be held with a Site Administrator to rectify the problem. If a resolution cannot be reached, a Site Administrator will initiate the District's Staff Conduct Procedures. A staff member must inform other staff members on duty if he/she must leave his/her post due to an emergency. The staff member covering the duty must remain with the students until the other staff member returns or is replaced. If there is an accident while on duty, please notify the office immediately. PLEASE DO NOT ABUSE COLLEAGUES BY ARRIVING LATE FOR YOUR DUTY! Staff members on duty are to wait until all students are picked up before leaving the duty area. DO NOT LEAVE STUDENTS UNATTENDED.

### EMERGENCY INFORMATION (student)

Please update Student Emergency Information Slips promptly following each grading period as directed by the site administrator. Employees are required to notify the office at their respective site.

### EMERGENCY INFORMATION (employee)

Employees are required to notify both the office at their respective site and the Office of Human Resource as soon as possible to update their records when personal information changes. You may visit the Web Portal at [www.rsd.k12.az.us](http://www.rsd.k12.az.us) to update your information online.

### EVALUATION (of staff by administrators)

Evaluation of staff will be completed in accordance with District policies and procedures. Refer to the Teacher Performance Evaluation System for detailed information on teacher evaluation. The following are some of the areas considered important when an administrator visits the classrooms throughout the year.

- Classroom Performance
  - Instructional Design and Implementation
  - Managing the Learning Environment
  - Assessing and Communicating Student Achievement
  - Professional Records
  - Professional Knowledge
- Professional Conduct
  - Professional Development
  - Professional Attitudes, Behaviors and Ethics

### FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over eighteen (18) years of age –'eligible students' certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within forty-five (45) days of the day the District receives a request for access. Parents or eligible students should submit to the school administrator a written request that identifies the record(s) they wish to inspect. The school administrator will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask Roosevelt School District to amend a record that they believe is inaccurate or misleading. They should write to the school administrator, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; or a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist). A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. Non-custodial and divorced parents have equal rights relating to student records unless the school has been provided a court order to the contrary. Certain student education records are considered "directory information," including the following: student's name, mailing address, e-mail address and telephone number; names of the parents; address and telephone number of the parents; date and place of student's birth; class designation (grade level, etc.); extracurricular participation; weight and height if a member of an athletic team; enrollment dates; awards received; and photograph. Directory information may be released to the public unless the parent or eligible student gives written notice to the District that any or all such information should not be made public without prior consent. In addition, the District must comply with a request by a military recruiter or an institution of higher education for a secondary student's name, address and telephone number unless the parent or eligible student has opted out of providing such information by giving written notice to the District that such information should not be made public without prior consent.

## FIELD TRIPS

### Preparation for Field Trips

- A certificated staff member must take responsibility for preparing for and supervising field trips, including submitting a Transportation Request form and a Food Services form.
- Field trips must be arranged to accommodate a block of time between the beginning of school and student dismissal. The Transportation Department must have at least ten (10) working days prior notice of any field trip. If this time is not adhered to, your field trip request may be denied.
- Field trips should not be taken just for the sake of taking field trips. Trips should be entered in the teacher's weekly lesson plans and should be related and relevant to the unit being taught.

- Field trips must be educational and related to classroom work, i.e., math, science, reading, social studies, writing, etc. ALL FIELD TRIP REQUESTS MUST INCLUDE: DATE & TIME; SITE & ADDRESS, TRANSPORTATION SCHEDULING INFORMATION; NUMBER OF STUDENTS, BY CLASS & GRADE; STAFF NAMES; STUDENT TO ADULT RATIO; ARIZONA ACADEMIC STANDARD, RELATED CLASSROOM ACTIVITY & FUNDING SOURCE.
- A staff member who has duty on the day he/she is scheduled to take a field trip, must make arrangements to have the duty covered. If there are any problems, see an administrator so arrangements for coverage can be made.
- If it is necessary for a student(s) to stay behind and not participate in a field trip, make arrangements with another staff member to supervise the student(s) during the time period of the field trip. Inform an administrator and provide the office with a written list that indicates with which staff member each student will be staying.

### Field Trips during School Hours

School hours Field trips must be scheduled between the hours of 8:30am and 12:30pm (buses must be back at the school no later than 1:00pm.) When requesting a field trip, this procedure must be followed:

- Staff members should obtain a copy of the field trip packet from the office. The transportation request must state the teacher name(s), destination, times and number of passengers. List all places to be visited e.g., the Phoenix Zoo and Papago Park for lunch. Indicate the time visiting each place and the time returning to school.
- The transportation form must then be submitted to the office at least ten (10) working days prior to the date of the proposed trip.
- Once approved and signed by the school Principal, your request will be forwarded to the Teaching and Learning Department, and upon approval, will then be forwarded to the Transportation Department for assignment of a bus and driver. (You will receive a copy of the Transportation Request as confirmation of your trip.)
- Teachers must make arrangements with the cafeteria for sack lunches, ten (10) working days prior to the date of the proposed field trip. The lunch request form is in the field trip packet.

### After Hours Field Trips

If requesting an after school hours or weekend field trip, please discuss it with the Principal first. Out-of-county field trips and/or overnight trips must have Governing Board approval before scheduling. Field Trip Request & Transportation Request forms must be submitted in time for Governing Board approval and at least fifteen (15) working days prior to the date of the trip. Make sure the correct dates and times are on the field trip forms. Otherwise, the forms will be returned to the school and the field trip date will need to be rescheduled.

### Supervision of Field Trips

Each field trip must have at least one (1) adult on the bus and one (1) District employee besides the bus driver. Out of town trips will require at least three (3) adults on the bus, one (1) of which must be a certificated employee of the District. INSTRUCTIONAL ASSISTANTS WILL NOT ATTEND FIELD TRIPS, UNLESS AN EMERGENCY OCCURS. The responsibilities of the adults in charge of the field trip are as follows:

- Confirm the designated route with the driver before leaving the school.
- Have the students ready to board the bus at the designated time.
- Supervise the safe loading and unloading of all passengers.
- Control the conduct of the children on, as well as off, the school bus.

- Provide drinking water when going on a long trip.
- Make sure the area visited is left clean before leaving.
- Enforce the School Bus Safety Code.

A well-planned field trip can be very effective. Parents must be notified, in advance, of any field trip.

- Notes stating destination, time, and purpose of the proposed trip must be sent home.
- Notes are to be approved by the office before being duplicated.
- A written permission slip must be secured from the parent or guardian of each child going on a trip.
- Children who do not obtain a signed permission slip will not be allowed to make the trip.
- At no time should a staff member make it mandatory for a child to bring money for a field trip.
- Field trip permission slips are also included in the field trip packet.

#### Student to adult ratio:

Grades K-4:	1 to 6 students	per adult
Grades 5-8:	8 to 10 students	per adult
All Grades:	5 students	per adult <i>(If a trip is planned for the AZ Science Center)</i>

### FIRE DRILLS/EMERGENCY EVACUATIONS/LOCK DOWN

- Emergency Plans for fires and other threats have been developed by the District. The plans specify the conditions under which evacuation or other procedures should take place. All classrooms and offices must post the Evacuation Plan and have the Emergency Procedures Quick Reference Guide immediately available.
- Fire drills will be held once a month at random times and following the site's evacuation procedures. Classes which find themselves in a different location other than their homeroom (e.g. cafeteria, library, etc.) at the time of the fire drill should follow the Evacuation Plan as set forth for that room. (The Evacuation Plan is to be posted in a conspicuous place near the exit.)
- Every fire drill is a test of:
  - ✓ *THE SITE'S ABILITY TO EVACUATE THE BUILDING OF ALL OCCUPANTS IN A QUICK & ORDERLY FASHION*
  - ✓ *STAFF AND STUDENTS ABILITY TO EFFECTIVELY PERFORM THEIR ASSIGNED DUTIES*
  - ✓ *THE SITE'S ABILITY TO ELIMINATE CONFUSION IN CASE OF AN EMERGENCY.*
- Extreme importance should be placed upon the execution of each fire drill. It should be brisk, quiet, and orderly. All fire drills are to be conducted as if there were a real fire on the premises.

#### General Duties/Responsibilities

- All occupants are to follow the Fire Drill Evacuation Plan as posted in that classroom or office.
- Staff members will lead the evacuation of students from the rooms in an organized and orderly manner, making sure everyone leaves the room and then joining the class en-route to their designated area.
- All students must use and remain on the sidewalks at all times while evacuating the building. No one will be allowed to cut across the courtyard.
- Horseplay, pushing, shoving, hitting, shouting, tripping, or any other disorderly conduct that may contribute to unsafe conditions for other students is not allowed and will require serious discipline by the Principal. (Any student that is misbehaving or not following the rules set forth should be reprimanded at once and sent to the office immediately following the drill.)
- Students will be allowed to return to their classrooms when directed to do so by an administrator or designee.
- The Phoenix Fire Department may supervise at least two (2) fire drills during the year.

- Teachers must carry the proper attendance record during a fire drill.

## HOMEWORK

Homework continues to be an accepted part of the educational program of children attending public schools. The Governing Board supports this and expects Administration and Instructors to adhere to this practice. The following policy and procedure regarding homework assignments is for the purpose of creating uniformity and clarity and establishing District policy. The purpose of homework is to help students become self-directing, independent learners. Homework assignments shall support clearly defined school and classroom objectives.

The immediate purpose of a specific homework assignment may be to:

- strengthen basic skills;
- extend classroom learning;
- stimulate and further interests;
- reinforce independent study skills;
- develop initiative, responsibility and self-direction;
- acquaint parents with the work students' do in school; and
- offer parents the opportunity to work with their child.

Homework assignments shall be planned in accordance with the following principles:

- If the homework is to have value, its purpose and relation to what has been learned in the classroom must clearly be understood by the students.
- Students should understand not only what to do, but also how to do it.
- Homework should grow from classroom problems, projects, and concerns.
- The student's total daily homework load and out-of-school responsibilities must be considered by the teacher when deciding upon the length of any assignment.
- Assignments should be varied and should require the use of a number of skills.
- Every homework assignment should be properly evaluated.

The Governing Board encourages administration to assist teachers in planning homework assignments in keeping with the above principles.

## IDENTIFICATION

All Employees are required to wear their District issued ID Badge when on ANY Roosevelt School District property. Employees are issued a badge during new hire orientation. All employees are required to present their ID to the Secretary or Receptionist when visiting any RSD property that is not their designated campus/work site. Please contact the Office of Human Resources if you require a replacement.

## INCLEMENT WEATHER PROCEDURES

### **Morning**

In the event of rain in the morning before school, rooms are to be opened and students will be allowed to occupy them under teacher supervision. (Duty teachers are relieved of duty).

### **P.E. Classes**

In the event of continued inclement weather, the office will announce over the PA system that P.E. classes will be held in the cafeteria or in the classrooms during the scheduled P.E. times. It is important that the classroom teachers return promptly for their students at the end of the P.E. period. The regular classroom teacher becomes responsible at that time for supervision of his/her own students.

### **Recess**

Recess is limited to activities which can be conducted in the regular classroom. Teachers may take their class to the restrooms and to get a drink of water. Each teacher is responsible for the supervision of their own class. However, teachers can work as a team and cover one another's classes on a rotating basis, if they so desire.

### **Lunch**

Students will be accompanied to the cafeteria and allowed fifteen (15) minutes to eat. Teachers must pick up their class from the cafeteria after fifteen (15) minutes and supervise the students in the classroom until the lunch break is over.

**NOTE:** On inclement weather days, staff may leave fifteen (15) minutes early.

### **INTERVIEW OF STUDENTS BY LAW ENFORCEMENT AGENCIES**

UNDER NO CIRCUMSTANCES SHALL AN ON-CAMPUS INTERVIEW OR CONTACT BETWEEN STUDENT AND A LAW ENFORCEMENT AGENCY BE GRANTED WITHOUT CONSULTING THE PRINCIPAL OR HIS REPRESENTATIVE.

### **INSTRUCTIONAL SKILLS**

- The teacher delivers instruction using a variety of strategies.
- The teacher provides for small group, total group, and individual instruction.
- The teacher provides for the students' individual educational needs.
- The teacher delivers instruction in an organized and creative manner utilizing a variety of appropriate media.
- The teacher monitors students during instruction and independent work.

### **KEYS**

Classroom and/or other necessary keys will be provided to each individual staff member at the beginning of the school year and an inventory of the keys will be signed at that time. LOST KEYS ARE TO BE REPORTED TO THE SITE ADMINISTRATOR IMMEDIATELY – FAILURE TO DO SO MAY RESULT IN DISCIPLINARY ACTION. Only one (1) duplicate key for each individual room is made and kept in the office for use by substitute staff members. Keys are not to be loaned to students for opening or closing doors. LOSS OF KEYS WILL REQUIRE A TUMBLER CHANGE OR AN ENTIRE SCHOOL LOCK CHANGE AT THE EXPENSE OF THE STAFF MEMBER. SCHOOL EMPLOYEES ARE RESPONSIBLE FOR LOST KEYS. (Please review policy ECAA/Access to Buildings.)

### **LEARNING ENVIRONMENT**

- Students are enthusiastic and involved with assignments and the learning process.
- Students are on task and are using their time constructively.
- A variety of current student work is displayed in an attractive manner.

- Staff members enforce the classroom's discipline plan.
- Rules, including negative and positive consequences, are visible in the classroom.
- Parent contacts are being made on a continuous basis.
- Students are encouraged to ask questions and hold discussions; student projects are promoted in all areas.

### LEAVING THE CAMPUS/WORK SITE

#### Students

Students must not leave the school grounds from the time they arrive in the morning until they go home in the afternoon, unless excused by the office or the Nurse to leave with their parent(s) or guardian(s). Notes brought from home requesting a student be dismissed early to walk home must be brought to the office by the student. Parents will be contacted for verification and to see if there is any way possible the student can be picked up. Under NO circumstances will a student be allowed to walk home other than at dismissal time.

#### Staff

Staff must receive administrative approval AND sign-out in the office in order to leave the campus/work site during their regular work hours, planning period or lunchtime. Staff must return to school with enough time to meet their students or be at their assigned duty station. Please notify the office upon returning and sign-in. This procedure assists the office when trying to contact or locate staff for any reason. If it is necessary for staff to leave the campus/work site any other time of the day, an administrator must be notified.

### LESSON PLANS

- Teachers must prepare weekly lesson plans, one (1) week in advance of instruction, and provide them for review as directed by the administration.
- The teacher's lesson plans reflect the District and school curriculum maps.
- Lesson plans must include the District objectives in math, reading, English, social studies & science for each lesson.

### LOST AND FOUND

Anytime an article of clothing is found on campus, it should be taken to the school Nurse. If money or any personal item is found it should be turned in at the school office. Please direct your students to one of these two offices when they have lost or found something. The District Office lost and found is maintained by the Receptionist.

### LOUNGE UPKEEP

Staff members are expected keep the work and eating areas clean.

- Dispose of leftover food in the trash - NOT the sink.
- Do not leave empty containers in the sink or on the counters.
- Students are not permitted in the staff lounge.

### LUNCH INFORMATION (students)

Staff members on cafeteria duty must make sure students are following the rules. Please act promptly and firmly to correct student behavior.

- Teachers should instruct and supervise their students on proper cafeteria behavior. The following is not allowed and will be subject to reprimand:
  - ✓ unnecessary loud talking, hitting, shoving, kicking, cutting in line, horseplay or tripping;
  - ✓ spitting or throwing food; or
  - ✓ disrespectful behavior toward cafeteria staff.
- Emphasize to students that they are to keep their tables and floor areas clean.
- If students drop anything, it is their responsibility to clean it up.
- Please encourage your students to eat all their food.
- No food is allowed out of the cafeteria.
- Students are to leave the cafeteria when directed to do so.
- Students will sit and eat with their regular class.

All students requesting permission to leave the school grounds for lunch must be referred to the office. Roosevelt School District has elected to continue the "Closed Campus Policy" for all District schools. Students will NOT be allowed to go home for lunch unless a parent signs them out and in on a daily basis. PASSES FOR LUNCH WILL NOT BE ISSUED.

### MEDIA ORDERS (INCLUSIVE OF TAPES, DVD'S, CD'S ETC.)

Requisition forms for films and other AV aids may be obtained from the office. Films must be reflected in the teacher's weekly lesson plan and should be related and relevant to units being taught. When completing the film requisition order, include the subject area it pertains to. Films should only be viewed by the teacher who requested the film. Films must not be shared with other teachers unless reflected in their lesson plans and is related and relevant to the unit being taught. FILMS MUST BE RATED PG OR G. IT IS AGAINST ROOSEVELT SCHOOL DISTRICT POLICY TO SHOW PG-13 OR R RATED FILMS. All media showings must have Site Administrator approval prior to showing.

### MEETINGS

Staff members are expected to attend scheduled meetings and, additionally, teachers are required to attend scheduled parent meetings and conferences. In order to end meetings on time, it is imperative that meetings begin on time.

### MONEY

All monies collected in the classroom/library (book orders, pictures, fines, fundraisers, field trips) must be delivered by the staff member to the office DAILY. NEVER leave money in your possession or in your classroom overnight. Money will be secured in the school safe. Unsecured money that is lost or stolen will be the responsibility of the staff member who accepted it. This person must replace stolen or lost funds. All staff members must adhere to the policy and procedures outlined by Business Services as related to student funds.

### MOVEMENT PROCEDURE

- Student movement from one location to another should be initiated by the staff member. If a class leaves the classroom for any reason, a staff member must be with that group at all times.
- Students should walk in an orderly manner, quietly, and in line with the staff member supervising them at all times.
- Classroom lines should not linger from one end of campus to the other.

- Only one (1) student at a time should be allowed to use the restroom (unless it is an emergency.)
- Staff members must be prompt when picking up students. Prompt pick-up will set the tone and climate you wish to set for the day..

### NEW STUDENTS

New students will be assigned to a homeroom by the office. Homeroom teachers should not accept new students without a registration form assigning the student to their classroom.

### NURSING SERVICES

Nurses are available at school sites during the regular school hours for students to assist students when sick or injured. Students must have a proper pass in order to visit the Nurse unless it is an emergency. Passes must indicate the purpose of the visit. Other responsibilities of Nurses include checking student heights, weights, hearing, vision, and scoliosis screenings. Staffs continued assistance and cooperation is appreciated.

### OFFICE

The school office is a professional place where staff can check information concerning students, parents, records, discipline, and other pertinent items. It is also the central point of operations. Parents and other individuals also use the school office regularly for student and business purposes. Please respect the environment by maintaining a professional tone of voice and activities when in this area. All students sent to the office must bring a proper pass with them indicating the time and the reason for their visit.

### PATRIOTIC OBSERVANCES/MOMENT OF SILENCE

In accordance with ARS, the United States flag will be displayed each day at the school site and, additionally, flags will be displayed in each classroom. Each day, morning announcements over the intercom will include recitation of the pledge of allegiance to the U.S. Flag, playing the National Anthem, and a moment of silence. Students will, at all times, show respect during patriotic observances by standing and facing the flag without talking, laughing, leaning against the desk, etc. Students who choose not to salute the flag for whatever reason must stand respectfully.

### PERMANENT RECORD CARDS

The Permanent Record Card (PRC) is the most widely used method of recording information in the student's cumulative folder. The PRC will follow the child through their academic career. It is extremely important that the teacher fill out the card completely and accurately, making sure to update any pertinent information.

### PERSONAL BELONGINGS

Secure personal belongings and money in a locked cabinet in the classroom. The school administration is not responsible for lost personal items.

### PROGRESS REPORTS

Teachers must prepare and disseminate Progress Reports for all students during the fifth (5<sup>th</sup>) week of each grading period, according to the District academic calendar. The teacher should record an

adequate quantity of grades to justify the grade assigned on the Progress Report. A “Notice of Unsatisfactory Achievement” must be completed and mailed to parents for students who are failing or at risk of failing. Copies of these notices must be filed in the student’s cumulative folder

### PROPERTY BELONGING TO THE DISTRICT

District property that has been approved to be taken off district property by the principal will become the responsibility of the employee. Any item lost, stolen, or damaged will become the financial responsibility of the employee. A payroll deduction may be implemented for such loss.

### PROTECTION OF PUPIL RIGHTS AMENDMENT

The Protection of Pupil Rights Amendment gives parents and eligible students, e.g., emancipated minors or students who are eighteen (18) or older, certain rights regarding protected personal information, instructional materials, physical exams and health screenings. These include the right to:

- Provide written consent before a student participates in any survey funded by the U.S. Department of Education that requests protected information:
  - ✓ political affiliations;
  - ✓ family mental or psychological problems;
  - ✓ sexual behavior or attitudes;
  - ✓ illegal, anti-social, self-incriminating or demeaning behavior;
  - ✓ critical appraisals of family members;
  - ✓ privileged relationships recognized by law, such as with attorneys, doctors and ministers;
  - ✓ family religious practices, affiliations or beliefs; or
  - ✓ income, unless required by law to determine program eligibility.
- Be notified and choose to opt-out of certain activities, surveys and exams, including:
  - ✓ activities involving collection, disclosure or use of personal information obtained from students to market, sell or otherwise distribute information to others;
  - ✓ surveys requesting protected information, regardless of funding; and
  - ✓ any non-emergency, invasive physical exam or screening required for attendance, administered by the school and not necessary to protect students’ health and safety—except for hearing, vision or scoliosis screenings, or any exam or screening permitted or required by State law.
- Inspect the following material, upon request, before the District administers or uses:
  - ✓ surveys and instructional material involving protected information;
  - ✓ documents to collect students’ personal information for marketing, sales or other distribution purposes; and
  - ✓ instructional material in the educational curriculum.
- Receive notification at the start of each school year, and after substantive changes are made, about the District’s policy for complying with the Protection of Pupil Rights Amendment.
- Report any violation of rights by filing a claim with:  
*Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Ave. SW  
Washington, DC 20202-4605*

### REPORT CARDS

Teachers must prepare and disseminate Report Cards for all students according to the District academic calendar. The teacher should record an adequate quantity of grades to justify the grade assigned on the Report Card. Depending on the grading period, the teacher is responsible for completing a "Notice of Unsatisfactory Achievement," a "Notice of Possible Retention," or a "Notice of Retention." Copies of these notices must be filed in the student's cumulative folder.

#### RETENTION POLICY (Student Assistance Team)

The SAT process is designed to help the teacher develop a set of strategies to use with a student who is in danger of being retained. The purpose of the strategies is to help the student be successful and thereby allowing him/her to pass to the next grade. As the school year progresses, the teacher will prepare progress reports and grades will be issued. Teachers should consult the Principal as soon as retention is even considered, as retention is a process which requires various specific steps. The teacher and school must be able to show that everything possible has been done to help the student progress to the next level. Make sure that a "paper trail" has been carefully kept.

#### SAFETY

Staff members are to be cautious and conscious of the safety of themselves, the students, and others at all times. Take all necessary steps to prevent accidents and other incidents that may lead to injury. Follow all measures outlined by the site administrator, as well as guidelines connected with specific tasks or machines/implements. Though accidents may occur, negligence is a liability which is very difficult to defend. Staff is required to immediately report the full details of an accident to a Site Administrator when it occurs.

#### SCHEDULE PREPARATION AND CHANGES

The school schedule is prepared under the direction of the school Principal. This includes the calendar of events and the daily schedule of periods. Teachers must inform the Principal of any concerns they have with the scheduling of any class or event. **CHANGES ARE ONLY TO BE MADE WITH THE APPROVAL OF THE PRINCIPAL OR ASSISTANT PRINCIPAL.** The scheduling of any school related activity or event must be handled through the school Principal, including Parent/Teacher/Student Organization events, fundraising events, or other student events.

#### SPECIAL EDUCATION REFERRALS (SAT PROCESS) AND IEP / 504 ACCOMMODATIONS

Each teacher and Nurse is expected to become familiar with the mandatory accommodations of their students and fully implement the requirements of the plans.

##### **SAT Process**

When a teacher believes a child should be considered for Special Education services because the student is having learning difficulties, the teacher should discuss the recommendations and justifiable reasons with the building Principal/assistant Principal. The teacher must attain and complete the referral forms from the school Student Assistance Team (SAT) Coordinator. The SAT referral process must be followed.

##### **IEPs**

Certain students may have specific academic and/or physical requirements that must be put into practice by the staff members in the regular classroom. A Special Education Individual Education Plan (IEP) provides additional services for students who have been identified and meet the qualifications for such services.

## 504 Plans

A 504 Plan provides students with specific services which must be put into practice by the staff members to assist with temporary or permanent physical limitations.

## STAFF RESPONSIBILITIES

Please refer to the Professional or Classified Agreement between the Governing Board and Roosevelt Education Association (REA) for a detailed description of responsibilities and duties.

## SUBSTITUTE FOLDERS

Staff members requiring a substitute must prepare a substitute folder in a manner directed by the administration in case of an absence.

## SUPERVISION OF STUDENTS

The policies of the Roosevelt School District and Laws of the State of Arizona require that students be adequately supervised while in attendance at school. According to State Statute, the school is responsible for the students, from the time they leave home in the morning until they arrive home in the afternoon. The Principal is to assign school staff in strategic established locations for the purpose of supervising students.

## TEACHER ATTRIBUTES

- The teacher uses a variety of motivational techniques with the students. Students are praised for their efforts.
- The teacher has a positive and cooperative attitude with colleagues, parents, and the school.
- The teacher provides information to the Principal about concerns relating to the curriculum, parents, students, and other areas.
- The teacher communicates regularly with the school Nurse concerning students and absences.
- The teacher is enthusiastic, helpful, and organized.
- The teacher utilizes instructional tools: such as the overhead projector, visual media, recordings, computer software, websites, and manipulatives.
- The teacher assists students by walking around the classroom and helping them.
- The teacher is organized, punctual in submitting reports, lesson plans, and other information.

## TEXTBOOKS

Teachers should conduct at least three (3) book "checks" throughout the year. The purpose of these book checks is to hold students accountable for the care of their textbooks.

Please note the following regulations:

- If a student loses a book, he/she must pay for it.
- If a book is damaged beyond reasonable wear, the student should pay for the damage. Consult the office for prices.
- Money collected for either of the above items is to be turned in to the office and a receipt will be issued.

- The teacher is responsible for the exact number of textbooks he/she receives. Any errors in the count and/or type of books should be reported to the office immediately. Final written notification of all charges for lost books, including library books, must be paid for at least two (2) weeks prior to the close of school, not held until report card time.

### TRANSFER OF STUDENTS

Teachers must notify the office immediately if a student informs them that he/she is moving. Once confirmed, the office will start the transfer procedures by filling out a transfer form and placing the folder in the teacher's mailbox. The teacher must complete the PRC card and the cumulative folder with grades and all other pertinent information (attendance, test scores, etc.). The transfer form must be completed, signed, and returned to the office within two (2) days. Be sure the student has been cleared by the librarian and all books, both classroom texts and library, have been returned in good condition and no money is owed. If a report card is to be issued, give it to the student. Teachers must make out a report card if the child has been enrolled for a period of twenty (20) days or more. It may be necessary at times for the office to send parents to the classroom to get transfers completed, as they do not always give us advance notice of transfer requests.

### USE OF PRIVATE VEHICLES TO TRANSPORT STUDENTS

- During school or school-sponsored functions, students may be transported in personnel vehicles only if authorized by the Superintendent.
- School administrators and Nurses are authorized to transport students.
- Staff members who have the Superintendent authorization to transport students must have a certificate of insurance on file with the Office of Business Services.
- **TEACHERS ARE NOT TO USE PERSONAL VEHICLES TO TRANSPORT STUDENTS.**

### VISITORS

ALL VISITORS TO THE SCHOOL MUST REPORT TO THE OFFICE TO SIGN THE "VISITORS BOOK" AND TO RECEIVE A "VISITOR PASS".

- All employees should be extremely vigilant about any strangers entering the school grounds.
- It is the responsibility of all staff members to report any stranger walking around the campus as soon as possible to the office or an administrator.
- Any stranger on campus is to be asked if they have obtained a Visitor's Pass from the office.
- Please refer to the guidelines of the site administrator and use good judgment about limiting visitors for personal purposes, including the amount of time they spend at the campus/work site.
- If a parent requests permission from the office to visit a classroom, we will notify the teacher in advance (if possible).
- All parents visiting the classrooms must follow the visitor sign-in procedures.