

# Colorado City Unified School District #14

## Employee Handbook

### 2009-10

#### **Mission, Vision, & Values**

Mission: *The school mission is*

*Soaring to Excellence: Engage, Empower, Excel*

Vision: *We are a dedicated community of lifelong learners working together for individual success.*

Values:

*Engage in high quality learning experiences with the expectation that all can achieve.*

*Articulate academic goals and instruction to ensure the expected outcomes and optimize learning time.*

*Give respect to all members of the learning community.*

*Listen and respond to individual learning styles, establish and create an inviting classroom environment.*

*Expect ethical behavior, good citizenship, and excellence.*

*Strive for academic success with continuous assessment and monitoring.*

#### **School Organizational Structure**

Colorado City Unified School District is a K-12 public school. It is directed by a five-member elected governing board. This board sets the policies and procedures for the school and oversees the administration in implementing those policies.

The district functions as a Professional Learning Community so administration of the school will be conducted by an administrative team consisting of the Superintendent, Principal, and NCLB Coordinator. The administrative team will determine the day-to-day management of the school and consider suggestions from teacher collaboration teams regarding the academic program. The school is organized into several departments which have department heads or directors. These directors are Transportation Supervisor, Maintenance Supervisor, Food Services Manager, and Business Manager.

#### **Auxiliary Organizations**

The school district has several auxiliary organizations that are in place to advise and assist the school in various capacities:

- The School Wide Committee plans and oversees the NCLB project. They meet three times per year to review the school wide plan and advise the district.

- The Parent Advisory Council is a support group for the academic program and meets monthly.
- The Career and Technical Education Local Evaluation Team reviews the goals and objectives for the Vocational Education Program.
- The Technology Committee looks at a five year plan for technology at the district. Each of these organizations includes teachers, parents, and community members.
- Preschool Parent Advisory Council provides support to the preschool program.
- Food Services Advisory Committee provides suggestions for enhancement of the food service program.

Other committees may be formed to meet the needs of the organization. Teachers are expected to serve on at least one committee as well as participate in weekly grade-level Collaboration Team Meetings.

### **Professional Teaching Requirements**

All Teaching Staff must meet the following requirements for employment.

1. Be Highly Qualified under the No Child Left Behind Act

Highly Qualified Teachers: To be deemed highly qualified, teachers must have: 1) a bachelor's degree, 2) full state certification or licensure, and 3) prove that they know each subject they teach.

- **Demonstration of Competency:** Teachers (in middle and high school) must prove that they know the subject they teach with: 1) a major in the subject they teach, 2) credits equivalent to a major in the subject, 3) passage of a state-developed test, 4) HOUSSE (for current teachers only, see below), 5) an advanced certification from the state, or 6) a graduate degree.
- **High, Objective, Uniform State Standard of Evaluation (HOUSSE):** *NCLB* allows states to develop an additional way for current teachers to demonstrate subject-matter competency and meet highly qualified teacher requirements. Proof may consist of a combination of teaching experience, professional development, and knowledge in the subject garnered over time in the profession.

2. Have a valid Fingerprint Clearance Card
3. Complete the Structured English Immersion (SEI) Training.

If a teacher is not Highly Qualified, parents must be notified at the beginning of each school year. Additionally, the teacher must complete an LEA Highly-Qualified Plan which details steps to be taken to achieve Highly Qualified status.

### **Support Staff Qualifications**

Support staff must meet the following requirements to be eligible for hire:

1. Fingerprint Clearance Card
2. Appropriate certification for their areas (i.e. bus driving permits, food handler's

permits, paraprofessional certification, etc.).

## **Learning Environment**

### **Time Accountability**

Staff will arrive at the workplace on time, prepared to begin work. Teachers need to be in class 15 minutes prior to the arrival of the students. Excessive tardies (more than 5) will result in an unprofessional conduct rating on staff evaluations. This may subject the staff member to disciplinary action including but not limited to loss of employment status, demotion, and/or a reduction in pay.

Staff will be accountable for their time. This includes working when clocked in and keeping personal business for off-the-clock hours. It also includes making leave arrangements ahead of time with supervisor. Teachers should have lesson plans created one week in advance of instruction and turned into the Principal. Teachers should check in and out of the office if they arrive late or leave campus early. Other staff should check in and out with their supervisor.

### **Academic Excellence**

#### **State Accountability AIMS Testing Requirements**

All certified staff is expected to teach to the Arizona Academic Standards. Arizona State requires testing at grade levels three (3) through ten (10). The District's goal is that 100% of the students meet or exceed these standards. Adequate yearly progress is based on at least 95% of the students being tested, the percentage of students that meet or exceed, and the yearly attendance rate.

Student's progress in grades K – 6 will be measured based on the DIBELS measurement instrument and the quarterly assessments.

#### **School Accountability Collaboration Project**

Teachers have the opportunity to participate in the NCLB collaboration project that assists teachers in curriculum development, professional growth plans, and student intervention strategies.

### **Staff-Student Relations**

Staff must maintain a professional relationship with students at all times. This includes avoiding situations that would place the student and staff member in a secluded environment. Students and staff should not be sharing personal confidences. Conversations between students and staff should be limited to educational (non-personal) topics. At no time is physical contact allowed between staff and students. Also, in times of conflict, staff and students should not speak rudely to each other but keep comments limited to suggestions for improvement. If conversations get heated, contact the Principal for intervention.

### **High Expectations**

Staff will put student's learning first. They will maintain high expectations of student performance and behavior at all times. They will also maintain high expectation of

themselves. This is demonstrated by willingness to take on new challenges, learn new programs and positions, and support the school culture.

Staff will demonstrate professionalism in their appearance, conduct, and interactions at all times including modeling appropriate behavior for students.

### **Equal Educational Opportunities**

The right of a student to participate fully in classroom instruction shall not be abridged or impaired because of race, color, religion, sex, age, national origin, and disability, or any other reason not related to the student's individual capabilities.

The right of students to participate in extracurricular activities shall be dependent only upon their maintaining the minimum academic and behavioral standards established by the Board, and their individual ability in the extracurricular activity.

### **Collaboration**

Staff will work collaboratively with other faculty, keep an open mind, give suggestions, listen to others, support one another, implement new ideas, and give feedback.

### **Non-Disruptive Environment**

Staff will keep their work environment free from outside (non-school) distractions. Cell phones should not be used during the instructional day. Babies and small children are not to be on campus during the instructional day. Phone calls will be screened by the receptionist and should be limited to school business. If possible, arrangements can be made to return calls during breaks or after school.

### **School Ownership**

Staff will encourage students to take ownership of school. They will help student take pride in a clean, orderly, well maintained facility. Student should have an active part in keeping their environment clean. They will encourage a positive, interactive culture between students based on tolerance and acceptance of each other.

### **Orderly Environment**

Staff is responsible to maintain a safe, comfortable, learning environment. This includes keeping the classroom, bus, kitchen, gym, playgrounds, auditorium, restrooms, & hallways clean, orderly, and well maintained. Extra-curricular classroom activities or parties should have administrative approval and may not be allowed within the classroom.

### **Contracted Work Days**

Certified teachers and department supervisor will receive a contract that details the contracted work days expected of their employment. Classified staff will receive a notice of employment. Their immediate supervisor will set their work hours.

### **Staff Development Days**

In addition to the regular work duties, the staff directly tied to the educational program (teachers and instructional aides) will be required to attend additional staff development days per year. All staff will be required to participate in quarterly school-wide team

building activities. Other staff will participate in required meetings as set by their supervisors.

### **Teacher Assignment and Student Placement**

The administrative team will determine all staff assigned duties. Teachers will be given grade level teaching responsibilities. Students will be assigned to individual teachers. The administration will accept requests from teachers and parents for specific assignments, but will make decisions based on the needs of the district.

### **Student Supervision Policy**

Students must be supervised at all times when on campus. It is the teacher's responsibility to ensure that students are supervised during recess and lunch. If a student needs to be on campus before or after the instructional day, they must have made arrangements with a teacher for supervision.

Staff will monitor and supervise students at all times during the day. This includes on the bus, in the gymnasium, on playgrounds, during field trips, etc. Students will not be dismissed from the classroom prior to the bell. Staff who leave students unsupervised will incur negative marks on their staff evaluation.

### **Dress Code**

All staff is expected to maintain the school district's dress code. Skirts must extend below the knee. Shirts and blouses must have a T-Shirt length sleeve. Neckline should not be revealing even when bent over. Midriff must be covered at all times, including when arms are raised above head or when bent over. Slits in skirts should not extend above the knee. Clothes cannot be extreme, depict slang, suggestive slogans, obscenities, controlled substances, or represent gang apparel. Hats are not to be worn in building except when necessary to meet safety standards. Hair must be clean and neat and kept out of the face at all times.

Failure to dress appropriately will constitute unprofessional behavior and will be reflected in employee evaluations.

### **Academic Interventions**

#### **Exceptional Student Services**

Exceptional Student Services has been established to meet the needs of students who have special academic, physical, or behavioral needs. Staff members have the responsibility to observe students within their care and refer students for evaluation that appear to need additional assistance. Certified Staff members are expected to participate in establishing Individual Education Plans and implementing that plan on behalf of ESS students.

#### **Gifted Students**

The District offers a Gifted Education program to meet the needs of academically excellent students. If a student scores at or above the 95<sup>th</sup> percentile on any component (Reading, Writing, Math, and Science) of the AIMS or other nationally normed test, they will be referred for gifted

testing. Parents and teachers may also refer a child for gifted testing. A child qualifies as gifted when he/she scores in the 97<sup>th</sup> percentile on the gifted qualifying exam. These students will be offered differentiated curriculum to meet their individual needs.

### **Child Find**

The district has the obligation of providing Child Find services throughout the district. Child Find is a program that identifies children that have growth and development concerns and may be eligible for special services. This obligation is met through conducting four regularly scheduled Child Find Clinics per year. The clinics focus on the identification of children from birth to age five (5). We also screen children not attending the school district ages six (6) through twenty-one (21). Requests for those screenings should be directed to the ESS office. Every staff member has the responsibility within the community to let parents know that these services are available.

### **Guided Study**

All students within the District must be given every opportunity to succeed. If a student is falling behind in a subject or needs extra interventions, a guided study before, during, or after school may be required of them.

### **Tutoring**

Special tutoring may be arranged through the Student Support Team for students who need additional one-on-one assistance for a particular subject.

### **Promotion/Retention of Students**

Promotion of students from one grade to the next will be based upon the student meeting the academic standards for the grade level. Retention of students will be based on students failing to meet the academic standards for the grade level. No decision for retention will be made without parent involvement. Parents must be informed by the second parent teacher conference of the likelihood of student retention. Final recommendation shall be made by the teacher, consultation with the principal and other staff members. Involvement of the parent(s) in all steps of the retention process is vital.

### **Feature Films**

No feature films will be shown to students without first obtaining administrative and parental permission. No rating higher than PG-13 will be allowed. Previewing the movie before showing to students is mandatory. When a movie is shown, alternative arrangements must be made for students not obtaining parental permission.

### **Student Discipline**

Student supervision is the responsibility of all staff members. If a student is found violating a school rule or policy, the staff member will refer that student to the principal

for disciplinary action. Acceptable student conduct must be maintained while students are traveling to, attending, and returning from school, and while visiting another school or at a school-sanctioned activity.

Offenses that a student may be referred for are: use of controlled substances on school grounds, insolence, bad language or gestures, disrespect, sluffing, rowdy or disorderly behavior, dishonesty, plagiarism, vandalism, bullying, sexual harassment, and failure to follow school policies. At no time will a staff member physically punish a student.

### **Vandalism**

Staff should be observant at all time to prevent damage or destruction of school property. Any marking or marring of school property should be reported to the office at once.

### **Sexual Harassment**

All individuals associated with this District, including, but not necessarily limited to, the Governing Board, the administration, the staff, and students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when made by a member of the school staff to a student or to another staff member, or when made by a student to another student. (See policy A-300, ACA)

## **Educational Concerns**

### **Immunization Requirement**

All staff members must be able to provide proof of immunization. If a staff member waives the responsibility for immunization, they will be required to remain home during an outbreak.

### **Equal Opportunity Employer**

Colorado City Unified School District is an Equal Opportunity Employer. Hiring decisions will not be based upon race, religion, sex, handicap/disability, color, or national origin.

### **Homeless Policies**

Teachers have the responsibility for reporting students to administration whom they have reason to believe are "homeless students." The term "homeless students" means individuals who lack a fixed, regular, and adequate nighttime residence and includes:

- Students who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement.
- Students who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.
- Students who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings,

The school will provide a liaison to coordinate the activities and programs in the best interest of homeless students, this will include but is not limited to:

- Continue the student's education in the school of origin for the duration of homelessness
- Enroll the student in a public school near the actual residence of the student
- Provide a written explanation, including a statement regarding the right to appeal, to parents or guardian, if the student is sent to a school other than the school of origin
- In case of an unaccompanied youth, the liaison for homeless students shall assist in placement or enrollment decisions, considering the views of such unaccompanied youth, and providing notice to such student of the right to appeal. (See Policy JFABD)

### **Child Abuse Reporting**

Any school personnel or other person having responsibility for the care or treatment of children, whose observation or examination of any minor discloses reasonable grounds to believe that a minor is or has been the victim of injury, sexual abuse, or physical neglect that appears to have been inflicted upon such minor by other than accidental means shall report such information to a peace officer or to the Child Protective Services. Any school employee who has orally reported to CPS or a peace office a reasonable belief of an offense to a minor must provide written notification to the principal of the oral report not later than the next work day following the making of the report. (See Policy J-6250)

### **Certified Teacher Performance Evaluation**

As mandated by state law, all certified teachers will be evaluated through a formal evaluation process. The purpose of evaluation shall be the improvement of the quality of instruction. Evaluations shall be predicated on the assumption that it will be a cooperative procedure, with the evaluator and the evaluated having full knowledge of the criteria, process, and results. (See Policy G-5361 and evaluation instruments)

#### **Specific Evaluation Purposes**

- Determine if school objectives are being carried out.
- Basis for motivation and self-improvement
- Basis for planning in-service training and supervisory activities
- Basis for administrative decisions, such as personnel employment, assignment, promotion, demotion, or termination.
- Aid in the determination of adequacy or inadequacy of classroom instruction.

#### **Evaluation Schedule:**

Tenured teachers will be evaluated a minimum of once per year prior to February 15<sup>th</sup>.

Non-tenured teachers will be evaluated a minimum of two times per year, once prior to November 15<sup>th</sup> and once prior to January 10<sup>th</sup>.

If a teacher receives an *unsatisfactory* rating, they will have 90 days to correct their teaching deficiency. After 90 days, they will receive another formal

evaluation. If they still are *unsatisfactory*, the administration may recommend to the governing board for a non-renewal of teaching contract.  
(See policy G-5361)

### **Classified Staff Evaluations**

All classified employees will be evaluated once per year. New staff members may be required to undergo a 30, 60, and 90 day review. At any time during this probationary period, either party may give the other ten (10) days written notice of intent to discontinue the employment relationship.

### **Grievance/Termination Policy**

If an employee has a conflict with an immediate supervisor, they may use the employee grievance procedure to resolve it. The first step is for the employee and his immediate supervisor to attempt to work out their conflict through informal conversations. If this does not resolve the conflict, the employee must put their grievance in writing within fifteen (15) days of the conflict. The supervisor has five (5) days to give a written response to the grievance. If the employee is not satisfied with the supervisor's response, they have five (5) days to write an appeal to the superintendent. The superintendent has five (5) days to give a written response to the grievance. If the employee is not satisfied with the superintendent's response, they have five (5) days to appeal the decision to the governing board. (See Policy G-1811)

### **Prop 301 Plan**

Each year, the district receives a portion of the sales tax assessment from Proposition 301 to go directly to education. The first 20% of these funds are distributed directly to teacher's base pay each year. The next 40% of these funds go toward teacher performance pay. The last 40% of the funds will be used according to district and governing board discretion. Allowable uses are dropout prevention, class size reduction, educational improvement, and additional duty compensation addendums for staff members.

### **Parent Involvement Policy**

A positive relationship between school and home is vital to student success. Teachers will invite open communication between parents, students, and school. Teachers will encourage parents to visit their classrooms. Teachers will provide curriculum information to parents, including what is to be learned, how it will be taught, and how it will be assessed. Teachers will provide frequent assessment of academics, conduct, and attendance. They must keep their student records up to date in PowerSchool, the student information software which is accessible to parents.

Parent-Teachers conferences are held twice per year. At that time, teachers are expected to review the student's academic and behavioral progress with the parents and make plans for interventions if necessary.

To clarify expectations for school and home, a Parent Compact must be signed by parents, teachers, and students. This compact delineates the responsibilities that each of these people hold regarding the educational process.

### **Public Concerns and Complaints**

If a parent or community member has a concern or complaint, staff should direct them to the office. The office will attempt to resolve the concern and/or provide them with the grievance procedure.

### **Visitors**

Parents are encouraged to visit and observe the classes of their students at any time after checking in at the office. If parents wish to speak with the teacher, an appointment should be made during the teacher's prep period or after school. **All visitors** must check in at the office upon arrival at school. Students not enrolled in the school are not permitted on the campus or allowed to visit classes without direct permission from the principal and the classroom teachers. Visitors are to be kept at a minimum. This permission should be arranged for prior to the day of visit.

### **School Ceremonies and Observances**

Each teacher will establish an opening ceremony in their classroom. All grades except four (4) through six (6) will begin with the Pledge of Allegiance. Grades four (4) through six (6) will begin with a passage from the Declaration of Independence (see policy I-8250). All classes will observe a period of meditation, not to exceed one (1) minute in duration. No other activities will be allowed in the classroom at that time.

### **Patriotic Classroom Displays**

Each classroom shall have a flag displayed for patriotic observance. Grades 7<sup>th</sup> through 12<sup>th</sup> must have a poster displaying the constitution.

### **FERPA (Family Education Rights and Privacy Act)**

The Colorado City Governing Board has established written policies regarding the collection, storage, retrieval, use, and transfer of student educational information collected and maintained pertinent to the education of all students to ensure the confidentiality of the information and to guarantee parents' and students' the right to privacy.

Student education records are collected and maintained to help in the instruction, guidance, and educational process of the student; to provide information to parents and staff; to provide a basis for the evaluation and improvement of school programs; and for legitimate educational research. Parents have a right to inspect all records related to their child including a list a people who have access to the records.

Student records and information may only be released to the parent. If records are to be transferred to another entity or person, a written statement of permission must be obtained from the parent.

Staff members will maintain the confidentiality of student records. They should destroy documents that contain student's personal information such as grades given on submitted work before discarding.

## **School Safety**

### **Bus Safety**

School bus safety is a top priority for the school district. Teachers should instruct students on appropriate bus conduct. Teachers will discuss bus rules and regulations with their students. Elementary teachers will accompany their students to the bus loading zones and supervise the bus loading procedures.

Bus evacuation drills will be conducted twice per year.

### **Grounds Safety**

Student supervision on school grounds is the key to keeping them safe. Staff is expected to monitor student while on playgrounds. If dangerous conditions, such as broken or malfunctioning playground equipment, ice patches, swampy areas, holes in grass, etc., are noted by staff members that could cause a student or staff accident, the staff member must report it to the office immediately.

Dangerous games, such as tackle football or Rugby, are not allowed to be played by students because of a lack of protective gear. Bicycles, skates, skateboards, and scooters are only allowed on school premises during an organized, supervised activity. Helmets must be worn if these items are used.

### **Motor Vehicle Regulations**

All motor vehicles on school property must be kept to designated parking areas. No vehicles are allowed in the bus loading zone or in the fire lane.

### **Fire Drills & Emergency Plans**

To meet the legal safety requirements, the district is required to conduct monthly fire drill and/or emergency response drills. These could include an evacuation drill or a lockdown procedure.

When a drill occurs, staff is expected to account for all students under their jurisdiction. Students should be led through the proper safety response exercise.

The fire department has been willing to conduct class presentations on fire safety and assist the staff in training students. Fire safety week will be used to highlight fire safety with the students.

### **Emergencies**

Communicate emergency needs to the main office immediately. Stay with the injured party until help arrives. Do not attempt to move a seriously injured person without a medical professional assisting.

### **Security Arrangements**

The campus will be locked each night according to the lockup schedule. If a staff member needs to be in the building after the lockup schedule, arrangements must be made with the administration. The security officer is not responsible for staff requests.

### **Health/Wellness Policies**

In response to the growing national problem of child obesity, the district has implemented health and wellness policies. As part of the school's learning culture, staff should implement frequent brain break activities which incorporate physical movement into their classes. They should also encourage physical activities during recess, physical education periods, school activities, etc. Staff will also limit foods on campus that contain minimum nutritional value, such as chips, candy, pop, etc. Food and drinks are not to be brought to school by students for consumption during a regular class period except for special activities scheduled by the instructor.

### **Internet Acceptable Use Policy**

The Internet is available for staff and student use. Although the district makes every effort to filter inappropriate content, it is the staff's responsibility to ensure that they and their students are not accessing sites that contain such content. Downloading items from the Internet is only allowed for legitimate educational purposes.

Prior to accessing the Internet, staff members must sign a signed Internet Acceptable Use Policy (See Forms)

### **Drug, Alcohol Use, and Smoking on School Grounds**

All school property is a drug-free, tobacco-free zone. The nonmedical use, possession, or sale of drugs on school property or at school events is prohibited. "Drugs" shall include, but not be limited to: all dangerous controlled substances prohibited by law, all alcoholic beverages, any prescription or over-the-counter drug, except those for which permission to use in the school has been granted pursuant to board policy, hallucinogenic substances, and inhalants. The possession or use of tobacco products is prohibited.

It is the responsibility of all school employees to report to the principal or other administrator in charge all suspected instances of the use, possession, or sale of drugs or tobacco on school grounds or at school sponsored events.

### **Health Services**

The district has provided a health services center staffed by a Registered Nurse and an assistant. This center will provide routine vision and hearing screenings for selected grade level. They will create health plans for students with special health conditions and will work with classroom teachers to implement these plans.

If a staff member realizes that a student is ill, they should send the student to the nurse's office. If the nurse determines that the student should go home, she will have the office call the parents for pickup. The office will then inform the teacher that the student will not be returning to class.

### **Medication at School**

To protect the students, all medication must be administered through the school nurse's office. This includes prescription medication as well as over-the-counter medication such as pain relievers, allergy medications, cough syrups, etc. The only self-administered treatment allowed will be inhalers for asthmatic students. Staff has the responsibility to bring the student to the principal's office if they are found with medication.

### **CPR/First Aid Trained**

The nurse's office, bus drivers, and the ESS teachers and paraprofessionals are CPR/First Aid trained. In case of an emergency, these staff members can provide medical assistance.

### **Bullying/Hazing**

It is the responsibility of all staff members to see that students within the district feel safe at all times. They must not be subject to unwelcome teasing, threats of personal injury, inappropriate gestures, inappropriate language, social isolation, etc. If a staff member has any knowledge of bullying or hazing of students, they should report it to the principal's office immediately.

### **Bloodborne Pathogen Training**

Each year, all staff members must receive bloodborne pathogen training. Anytime a staff member is exposed to bodily fluids, they must follow the universal procedures listed in the training manual.

## **Food Services**

The district has chosen to participate in the National School Lunch program. Meals will be available for purchase during the lunch hour by staff and students. Student meal accounts are not allowed to go negative. If a student's account does not have adequate funds, the student will be given an alternative lunch. The food services program will notify parents timely of their child's account status. If a child chooses, he/she may bring their own lunch.

The lunchroom will be monitored during the lunch hour by the supervising teacher.

## **Accounting Requirements**

### **Human Resources**

#### **Check Retrieval Procedures**

To maintain confidentiality of employee information as well as the need to safeguard personal assets, it is required that each employee signs for their payroll check and/or sure pay slip.

#### **Employee Benefits**

Colorado City Unified School District provides employee benefits to all employees working 30+ hours per week. At this time, this includes medical insurance and life insurance for the employee only. Eligible employees also have the option of upgrading their medical coverage, and purchasing dental and vision coverage. Optional coverage premiums will be deducted from the employee's payroll check.

#### **Automatic Payroll Deposit**

The District offers all employees the option of having their payroll checks automatically deposited into their checking or savings accounts. Any employee wishing to exercise this option must fill out the appropriate paperwork with the Human Resources Clerk.

### **Leave of Absence**

All employees are given five paid leave days at the start of their employment period. They will accrue one day per month up to the number of months worked each year. A ten-month employee can accrue ten days, a twelve-month employee accrues twelve days.

Hourly employees accrue each month the number of hours they work within a day. For example, a six-hour per day employee, will start with thirty (30) hours of leave time and accrue six (6) hours per month. Forty hour employees working on a four-day week will have sick leave deducted at 125% per day. Any unused leave days will be accrued up to a maximum of 100 days.

In order to receive compensation for leave days, the employee must fill out a Leave of Absence form and obtain authorization from their supervisor **prior** to the date of the absence. Without the authorized Leave of Absence form, the employee will have the missed day or hours deducted from the pay period following their absence.

### **Additional Hours/Overtime Policies**

Each hourly employee's notice of employment will designate their work schedule. Any hours worked in addition to this work schedule must have prior authorization from the employee's immediate supervisor and the superintendent. Except in extreme cases, overtime is not allowed.

Without this authorization, the employee will have a written notice of warning submitted to them and placed in their personnel file.

## **Purchasing Procedures**

### **Purchase Orders**

If a staff member needs to make a purchase, they must fill out a Purchase Requisition form. The purchase requisition must list the requestor, a date, Vendor name, Vendor address and phone number. It must be accompanied by proof of price. It must also be signed by the employee's department head. Any purchase request over \$1,000 must be accompanied by three (3) written quotes from three (3) different vendors.

After this, the purchase requisition may be approved or rejected through the business office based on budgetary considerations. If requisitions are submitted prior to 2:00 p.m. on a regular business day, the Purchase Order should be available by 2:00 p.m. the next day unless unusual circumstances occur. **Do not expect same-day purchase orders.** If your purchase has been rejected, the accounts payable clerk will notify you within five (5) days of submission. If it is accepted, you can anticipate your order being filled within thirty (30) days. **If the employee is ordering or picking up the product, they must have a purchase order number prior to incurring the expense.** Without a purchase order number, the employee may be required to pay for the item.

### **Textbook Adoption**

All classroom textbooks must be adopted by the governing board. To adopt a text, three different publishers must be considered. A textbook adoption committee should review all texts and give the board a recommended text for adoption. At that point, the texts must be put on display and parents notified that they are available for review. After a sixty (60) day posting period, the board may formally adopt the text.

If a teacher would like to consider a textbook adoption for the next school year, they must submit a request to the Principal who in turn will submit it to the administrative team for consideration. Once the approval is given by the administrative team, a textbook adoption committee must have the review completed and the textbooks on display by the April Governing Board Meeting.

### **Travel Procedures**

On occasion, staff members may be given the opportunity to travel for the school district. Before any travel arrangements can be made, a Travel Request Form must be completed and signed by an authorized fund administrator.

Once authorization is obtained and a **purchase order number** is received, the traveler may book hotels and register for conferences. If the hotel or conference will accept a purchase order, then the traveler may request that the Accounts Payable Clerk issue a purchase order directly to the hotel or conference. If they will not accept a purchase order, the traveler must pay with his/her own credit card.

Travelers are expected to cover the costs of their travel and then, upon return, submit a travel claim for reimbursement of their expenses. Reference the Travel Reimbursement Schedule to determine allowable charges for hotels, meals, and mileage. Hotel bills must show a single rate if the room is occupied by one employee (double if two employees).

The traveler should complete a Travel Claim Form within five (5) days of their trip. This form should be accompanied by a hotel folio, conference agenda, certificate of completion, gas receipts (if district vehicle), airline receipts (if applicable), and a copy of the travel request form.

### **Inventory Procedures**

Each staff member is responsible for the inventory that is listed under their name on the district inventory lists. If a staff member chooses to relocate an inventory item, they must complete an Inventory Transfer Form and submit it to the business manager. Prior to receiving the end of year checks, staff member must have accounted for all inventory assigned to them.

### **Key Request Procedures**

To maintain the security of the facilities, all keys must be requested through an administrator. Keys will be returned to the principal at the end of the school year.

Any misuse of keys will be grounds for discipline. Keys are not to be passed to other individuals without authorization.

### **Fundraising Plans**

All fundraising activities for the district must have governing board approval prior to the event. All organizations or committees wishing to conduct fundraisers must submit a year-long fundraising plan to the district governing board. This plan should include a description of each fundraising activity, approximate time of year, projected cost, and projected revenue. Once the plan is approved, staff members and student organizations may work through the administration on the implementation of the plan.

### **School Board Policies**

School employees are required to follow all board policies as detailed in the District Policy Manual which can be found at [www.azsba.org](http://www.azsba.org). Once at the site, click School District Policy Manuals, click Free Public Access, and select Colorado City Unified School District.

### **Handbook Updates**

School employees are expected to abide by the policies and procedures detailed in this handbook. Updates to this handbook may be given through the regularly scheduled faculty meetings. Employees will ensure that their handbooks are kept current.