

STAFF HANDBOOK 2023-2024



Bouse Elementary School
District No. 26

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School District Value, Vision and Mission Statement

Our Values

- 1) We hold all school staff, students, families, and the community **accountable** for student growth.
- 2) We will foster a culture of **integrity** through honesty, kindness, and inclusion.
- 3) We will promote **respect** for all individuals including ourselves.
- 4) We will strengthen our **partnerships** with families and community by developing open communication.
- 5) Through accountability, integrity, respect and partnerships, we will strive for academic and social **growth** for all.

Our Vision

At Bouse Elementary School, we are a sought after school with community support in developing the whole student.

Our Mission

We believe in a fair, firm, and consistent learning environment for every student. We embrace the opportunity to lead our students to achieve their personal best, and build their emotional, social and physical well-being. We promote 100% attendance and 100% proficiency by building positive relationships and creating interactive, engaging learning environments.

Bouse Elementary School Districts #26

P.O. Box "S"

Bouse, Arizona 85325

Telephone: 928-851-2213

Fax: 928-851-2986

E-mail: bouseschool@bouseschool.org

Mascot: Bulldog Motto: Believe, Excel, Succeed

School Colors: Red, White, and Blue

Staff:

Administrator: Paul Martin

Teachers:

Suzy Grubbs – Kindergarten & 1st Grade

Amy DeLeon – 2nd & 3rd Grade

Stephanie Burrigh – 4th & 5th Grade

Dawn Parker – 6th, 7th & 8th Grade

Classified

Cassandra Calderon – Business Manager

Alexis Goodson - Admin. Asst./Custodian/Kitchen Asst.

Dale Cradduck – Special Ed/ Paraprofessional

Naomi Davis – Special Ed/ Paraprofessional

Stephanie Jimenez – Paraprofessional

Jeff Hall – Cafeteria Manager/ Maintenance

Dean Book – Transportation

2023-2024 Pay Date Schedule

Classified 12 month employees:

July 14th, 2023

July 28th, 2023

The first pay date for **returning** Certified Staff is August 11th, 2023

Then as follows:

August 25th, 2023

December 1st, 2023

March 8th, 2024

September 8th, 2023

December 15th, 2023

March 22nd, 2024

September 22nd, 2023

December 29th, 2023

April 5th, 2024

October 6th, 2023

January 12th, 2024

April 19th, 20234

October 20th, 2023

January 26th, 2024

May 3rd, 2024

November 3rd, 2023

February 19th, 2024

May 17th, 2024

November 17th, 2023

February 23rd, 2024

May 31st 2024

Classified 12 month Employees:

June 14th, 2024

June 28th, 2024

Vacation Days for Classified Employees FY 23/24

10 Month Employees

September 4th, 2023	Labor Day
November 9th, 2023	Veterans Day
November 23rd, 2023	Thanksgiving Day
January 15th, 2024	Martin Luther King Day
February 19th, 2024	Presidents Day

12 Month Employees

July 4th, 2023	Independence Day
September 4th, 2023	Labor Day
November 9th, 2023	Veterans Day
November 23rd, 2023	Thanksgiving Day
December 25th, 2023	Observance of Christmas Day
January 1st, 2024	Observance of New Years Day
January 15th, 2024	Martin Luther King Day
February 19th, 2024	Presidents Day
May 27th, 2024	Memorial Day

Calling in Sick or Tardy

If you need to miss work, you need to report your absence to Mr. Martin as soon as you know you will not be at work. Even if you have sent the receptionist a text message, email, or left a voicemail, you must still also notify Mr. Martin at **928-842-7236**. Please ensure you have this phone number available to you when not at work. Save it in your phone, write it in your address book, or whatever means that you use to keep track of information.

Also, if you are aware that you will need time off in advance, you must complete a purple leave request form before the date of your expected absence. This form must be submitted to Mr. Martin for approval. Once approved, it will return it to you and you must give it to Cassandra.

If you are going to be late for work, you must notify me in a timely manner so that proper arrangements can be made if needed.

And finally, it is NOT your responsibility to contact the subs. Administration will make those requests.

Planned Leave Request

- Complete "Application for Leave" request.
- Submit request to Mr. Martin in advance of the leave date(s) per BESD policy
- Obtain approval receipt from Office prior to requested leave date(s)

Professional/ Support Staff Sick Leave (GCCA)

May be taken in one-hour or full-day increments

Sick leave for District personnel is a designated amount of compensated leave that is to be granted to a staff member who, through personal or family illness, injury, or quarantine, is unable to perform the duties assigned. Each staff member shall be credited with a sick leave allowance at the rate of eight (8) hours per month up to ninety-six (96) hours per year, determined by the number of months employed.

Twelve (12) month employment Ninety-six (96) hours **Ten (10) month employment** Eighty (80) hours

The unused portion of such allowance shall accumulate to a maximum of three hundred sixty (360) hours, at which time no more sick leave can be accumulated. As accumulated sick leave hours are used and drop below three hundred sixty (360) hours an eligible employee may again accumulate sick leave up to the maximum limit. When a staff member exhausts all days of accumulated sick leave, an unpaid leave of absence must be requested, pursuant to District policy. Sick leave of any staff member who does not serve a full school year shall be prorated at the rate of eight (8) hours per month. If an employee does not wish to return to her duties following childbirth, an extended leave of absence must be requested, consistent with existing District policy.

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

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

Use of Earned Paid Sick Time

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

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

Earned paid sick time shall be provided upon the request of an employee. Such a request may be made orally, in writing, by electronic means or by any other means acceptable to the employer. When possible, the request shall include the expected duration of the absence. When the use of earned paid sick time is foreseeable, the employee shall make a good faith effort to provide notice of the need for such time to the employer in advance of the use of the earned paid sick time and shall make a reasonable effort to schedule the use of earned paid sick time in a manner that does not unduly disrupt the operations of the employer.

An employer that requires notice of the need to use earned paid sick time where the need is not foreseeable shall provide a written policy that contains procedures for the employee to provide notice. An employer that has not provided to the employee a copy of its written policy for providing such notice shall not deny earned paid sick time to the employee based on non-compliance with such a policy. An employer may not require, as a condition of an employee's taking earned paid sick time, that the employee search for or find a replacement worker to cover the hours during which the employee is using earned paid sick time. Earned paid sick time may be used in the smaller of hourly increments or the smallest increment that the employer's payroll system uses to account for absences or use of other time. For earned paid sick time of three (3) or more consecutive work days, an employer may require reasonable documentation that the earned paid sick time has been used for a purpose covered by A, B, or C, above. Documentation signed by a healthcare professional indicating that earned paid sick time is necessary shall be considered reasonable documentation for purposes of this section.

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

- A. Regardless of age, a biological, adopted or foster child, stepchild or legal ward, a child of a domestic partner, a child to whom the employee stands *in loco parentis*, or an individual to whom the employee stood *in loco parentis* when the individual was a minor;
- B. A biological, foster, stepparent or adoptive parent or legal guardian of an employee or an employee's spouse or domestic partner or a person who stood *in loco parentis* when the employee or employee's spouse or domestic partner was a minor child;
- C. A person to whom the employee is legally married under the laws of any state, or a domestic partner of an employee as registered under the laws of any state or political subdivision;
- D. A grandparent, grandchild or sibling (whether of a biological, foster, adoptive or step relationship) of the employee or the employee's spouse or domestic partner; or
- E. Any other individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

Notice:

- A. Employers shall give employees written notice of the following at the commencement of employment or by July 1, 2017, whichever is later: employees are entitled to earned paid sick time and the amount of earned paid sick time, the terms of its use guaranteed in statute, that retaliation against employees who request or use earned paid sick time is prohibited, that each employee has the right to file a complaint if earned paid sick time as required by statute is denied by the employer or the employee is subjected to retaliation for requesting or taking earned paid sick time, and the contact information for the commission where questions about rights and responsibilities under can be answered.
- B. The required notice required shall be in English, Spanish, and any language that is deemed appropriate by the Industrial Commission of Arizona.
- C. The amount of earned paid sick time available to the employee, the amount of earned paid sick time taken by the employee to date in the year and the amount of pay the employee has received as earned paid sick time shall be recorded in, or on an attachment to, the employee's regular paycheck.
- D. The Industrial Commission of Arizona shall create and make available to employers, in English, Spanish, and any language deemed appropriate by the commission, model notices that contain the information for employers' use in complying with the statute.
- E. Employer violation of the notice requirements shall be subject to a civil penalty as prescribed in A.R.S. [23-364](#).

Accrual:

- A. Employees of an employer with fifteen (15) or more employees shall accrue a minimum of one (1) hour of earned paid sick time for every thirty (30) hours worked, but employees shall not be entitled to accrue or use more than forty (40) hours of earned paid sick time per year, unless the employer selects a higher limit.
- B. Employees of an employer with fewer than fifteen (15) employees shall accrue a minimum of one hour of earned paid sick time for every thirty (30) hours worked, but employees shall not be entitled to accrue or use more than twenty-four (24) hours of earned paid sick time per year, unless the employer selects a higher limit.
- C. Earned paid sick time shall begin to accrue at the commencement of employment or on July 1, 2017, whichever is later. An employer may provide all earned paid sick time that an employee is expected to accrue in a year at the beginning of the year.
- D. An employee may use earned paid sick time as it is accrued, except that an employer may require an employee hired after July 1, 2017, to wait until the ninetieth (90th) calendar day after commencing employment before using accrued earned paid sick time, unless otherwise permitted by the employer.
- E. Employees who are exempt from overtime requirements under the Fair Labor Standards Act of 1938 (29 United States Code section 213(A)(1)) will be assumed to work forty (40) hours in each work week for purposes of earned paid sick time accrual unless their normal work week is less than forty (40) hours, in which case earned paid sick time accrued based upon that normal work week.
- F. Earned paid sick time shall be carried over to the following year, subject to the limitations on usage indicated above for employees of employers with fifteen (15) or more employees and employees of employers with fewer than fifteen (15) employees. Alternatively, in lieu of carryover of unused earned paid sick time from one (1) year to the next, an employer may pay an employee for unused earned paid sick time at the end of a year and provide the employee with an amount of earned paid sick time that meets or exceeds the requirements in statute that is available for the employee's immediate use at the beginning of the subsequent year.
- G. If an employee is transferred, but remains employed by the same employer, the employee is entitled to all earned paid sick time accrued and is entitled to use all earned paid sick time as provided in this section.

- H. When there is a separation from employment and the employee is rehired within nine (9) months of separation by the same employer, previously accrued earned paid time that had not been used shall be reinstated. Further, the employee shall be entitled to use accrued earned paid sick time and accrue additional earned paid sick time at the re-commencement of employment.
- I. When a different employer succeeds or takes the place of an existing employer, all employees of the original employer who remain employed by the successor employer are entitled to all earned paid sick time they accrued when employed by the original employer, and are entitled to use earned paid sick time previously accrued.
- J. At its discretion, an employer may loan earned paid sick time to an employee in advance of accrual by such employee.

Any employer with a paid leave policy, such as a paid time off policy, who makes available an amount of paid leave sufficient to meet the accrual requirements of this section that may be used for the same purposes and under the same conditions as earned paid sick time under this article is not required to provide additional paid sick time.

Nothing in statute shall be construed as requiring financial or other reimbursement to an employee from an employer upon the employee's termination, resignation, retirement or other separation from employment for accrued earned paid sick time that has not been used.

Retaliation Prohibited

It shall be unlawful for an employer or any other person to interfere with, restrain, or deny the exercise of, or the attempt to exercise, any right protected in statute.

An employer shall not engage in retaliation or discriminate against an employee or former employee because the person has exercised protected rights. Such rights include but are not limited to the right to request or use earned paid sick time pursuant to the statute; the right to file a complaint with the commission or courts or inform any person about any employer's alleged violation; the right to participate in an investigation, hearing or proceeding or cooperate with or assist the commission in its investigations of alleged violations and the right to inform any person of his or her potential rights.

It shall be unlawful for an employer's absence control policy to count earned paid sick time taken as an absence that may lead to or result in discipline, discharge, demotion, suspension, or any other adverse action.

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

COMPENSATION FOR UNUSED ACCUMULATED GENERAL LEAVE

An employee who terminates employment prior to completing ten (10) years of service will be compensated at the rate of thirty dollars (\$30.00) for each unused general leave day ONLY if termination of employment is voluntary by both parties, employer and employee, to a maximum of thirty-six (36) days. An employee who terminated from employment AFTER ten (10) years of service will be compensated at the rate of thirty dollars (\$30.00) for each unused general leave day or twenty-five percent (25) of average daily salary, whichever is greater only if termination of employment is voluntary by both parties, employer and employee, to maximum of 360 hours (360). All days are figured at 8 hours.

**PROFESSIONAL/SUPPORT STAFF PERSONAL/EMERGENCY/RELIGIOUS
LEAVE (GCCB)**

Each staff member will be granted personal leave not to exceed two (2) days per year. No more than ten percent (10%) of the staff or other groupings of employees may take personal leave at any one time. Requests for personal leave must be received at least four (4) working days prior to the first day of leave, and must be approved by the Superintendent.

Requests shall be acted upon in order of receipt, and the availability of substitutes, if necessary, may limit the number of requests granted at any one (1) time.

Personal leave will not be granted during the following periods:

- A. On the day immediately preceding or following a holiday or vacation.
- B. During the first two (2) weeks of school or the last two (2) weeks of school.

**Bouse School District #26
Request for Leave and Substitute**

Employee: _____ Date: _____

Date(s) of Absence: _____

Partial Day- From: _____ To: _____ Hours: _____

Absence to be charged as:

- Sick Time
- Vacation Time
- Compensatory Time
- Bereavement (Relationship _____)
- Other _____

Substitute Required: Yes _____ No _____

Substitute Assigned: _____

Employee Signature

Date

Approval Signature

Date

Professional/Support Staff Conferences/ Visitations/ Workshop (GCCE)

To attend meetings or conferences, employees must obtain approval from the administration at least twenty (20) days prior to the meeting or conference dates (whenever such prior request is possible). The following guides will be used in granting released time and/or travel expense:

- A. Value of the meeting or conference.
- B. Funds available in the appropriate budgets.
- C. Availability of a substitute, if one is necessary.

With prior approval, expenses associated with authorized employee attendance at meetings and conferences may be eligible for compensation in accordance with District Policy DKC. Staff member travel and expense for participation in student field trips and excursions shall be in accordance with District Policy IJOA. Employee absences for attendance at or participation in professional association activities are not eligible for compensation under the employee's contract or work agreement. The District may authorize an employee to take other eligible unused accumulated compensated leave for a personal, professional, or other lawful purpose. For the purpose of this policy, *professional association activities* for which compensation is not available do not include in-service training in the certificated employee's assigned area of employment.

Professional/Support Staff Bereavement Leave (GCCH)

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

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

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

Professional/Support Staff Leaves /Absences (GCC):Absent Without Leave

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

- A. A reason that conforms to a policy currently in effect but the maximum days provided for in that policy will be exceeded; or

- B. A reason that does not conform to any policy currently in effect; *or*
- C. Failure to report to work without prior notification to the Superintendent.

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

Cafeteria

Staff and visitors are invited to join the students in the cafeteria for lunch. The prices are as follows:

Employees Lunch: \$3.50

Guest Lunch: \$3.50

Please be aware that the Federal School Lunch Program DOES NOT ALLOW ANY ADULT TO CHARGE A SCHOOL MEAL. Please make arrangements to pay in advance or at meal time for all food purchases.

Cell Phone Usage

In today's world, cell phones are used in many different ways. It is unrealistic to expect staff members to not have and use their cell phone. However, the cell phone should not be allowed to interfere with your work. Teachers and paraprofessionals are not allowed to be on their cell phones during instructional time unless it is an emergency. If an employee is found to be using a cell phone and it is interfering with accomplishing the mission of the District, the administrator will enforce a "no cell phone" policy with individual staff members.

Classroom/Work Areas

Staff is responsible for keeping general order in their classroom or work areas. At the end of each day, chairs should be on desks or stack neatly and larger pieces of litter should be off the floor. Student work areas should be free of clutter for cleaning. Classrooms provide an opportunity to teach children to accept responsibility for their own environment. Classrooms should be educationally and tastefully decorated. Staff is strongly encouraged to post student creations at appropriate locations in the classroom. Bulletin boards, posters and other decorations will convey a message about your room. Keep it updated, educationally relevant and safe. Staff members are responsible for keeping their work area neat, clean, and organized. Staff members are responsible for unlocking and locking their own work areas each day. Check all doors and windows at the end of each workday to ensure security.

Communicating With Families

Communication with families is the best way to get them involved in their child's education. Each teacher is required to reach out to every family, every month. A monthly log will be turned into the Administrator documenting each parent contact.

Copy Machine

There are two copy machines available at Bouse Elementary School. One for office staff, in the office; the other copy machine in the work room is to be operated by STAFF ONLY. Staff is urged to carefully monitor the quantity of copies

they produce. Seek options for large quantities of copied (use of Promethean Board, white board, overhead or encounter may alleviate excess copies)

Discipline- Governing the conduct of students

Administration will establish regulations governing the conduct of students. These policies and procedures will apply to all students traveling to, attending and returning from school, and while visiting another school or at a school-sanctioned activity and may include a wide range of penalties that may be imposed for violations in accordance with official Governing Board policy.

Gum and seeds are NOT ALLOWED on campus or on the bus. Toys valuable or battery-operated devices are NOT ALLOWED. A student may be subject to the following disciplinary actions:

- Warning or discussion
- Contact parent
- denial of privileges (recess, field trips, etc.)
- Sent to the office (This should be a last resort. Staff must attempt to change unwanted behavior and/or contact parents before sending students to the office)

When engaging in disorderly conduct or creates a public nuisance by:

- Disturbing a school activity
- Using vulgar or obscene language/gestures
- Disruptive classroom behavior
- Engaging in lewd behavior
- Loitering/ trespassing
- Making ethnic slurs
- Malicious mischief
- Cheating
- Plagiarism

Staff members should immediately report the following behavior to the office:

- Fails to comply with the directions of a teacher or other school employee
- Insult/ verbal abuse of staff member
- Assault of staff member
- Lying/ giving false information
- Resisting authority
- Violating Governing Board policy
- Fails to follow all classroom and school rules.

Endangers others by:

- Creating a hazardous or physically offensive condition
- Harassment/Hazing
- Threats, possessing weapons
- Physical assault
- Fighting (real or play) or causing other to fight
- Sexual harassment

- Possessing, providing or party to drugs, alcohol or tobacco

Commits an infraction against property through:

- Vandalism or destruction
- Theft

Engages in academic misconduct by:

- Excessive absenteeism
- Lateness
- Leaving school or class without permission

The actual discipline for a given violation will be based upon consideration of a variety of factors which will include, but are not necessarily limited, to the following elements:

- the age of the student
- aggravating circumstances
- relative severity of the event
- violation of civil or criminal laws
- the degree of interference with the educational process
- endangerment of student, other persons, and property
- special intellectual, psychological, emotional and physical characteristics of the student
- the student's attitude and expressed intent

The range of action will also vary with the number of occurrences of infractions to School Board Policy and school rules.

(This section has been adapted from its original form and does not include ALL details described in the policy (policy JK). The official Board Policy is available for review in the Bouse Elementary School office.

The ranges of penalties that may be imposed for violations of student's behavior include, but are not limited to, the following:

- Verbal warning
- Teacher/ student conference;
- Classroom time out
- Student behavior referral to office
- Communication with parents (telephone, note, conference)
- Taking responsibility for actions by writing behavior plan/incident report/apology letter
- Detention (recess, lunch, after school, before school, Friday)
- Inappropriate clothing replaced with acceptable clothing
- Suspension from bus transportation
- Suspension from athletic, social or extra-curricular activities +
- Suspension of other campus privileges (computers, art, recess, free-time, etc)
- Exclusion from a particular class
- Involuntary transfer
- Community service
- In-school suspension

- Off-campus suspension
- Expulsion

Discipline plan for Special Education Students

For special education students without specific behavior plans in their IEPs, sanctions will be administered then recorded on the discipline referral form filed in the student's discipline file.*

For all special education students with specific behavior plans in their IEPs, the principal will consult with the special education teacher to ensure legal compliance with that plan prior to pursuing any disciplinary sanctions. **

*Once any special education student accumulates 10 consecutive or cumulative days of off-campus suspension (or placement in other interim alternative placement which disrupts IEP services and is not specified in an IEP behavior plan), the principal will notify the special education teacher that a Manifestation IEP review meeting must be convened prior to any further action which might result in suspension from school or IEP services

**Copies of such behavior plans should be maintained in a confidential folder within the principal's office to assist when these situations occur.

STUDENT DISCIPLINE

REFERRAL OF STUDENT TO ADMINISTRATOR

Student's Name	Date/Time Sent	Teacher	Period/Room

Purpose for which the student is being referred _____

If the referral is for misconduct, have you previously referred this student for the same, or similar, reason(s)?

Yes No

Do you desire to confer with the Superintendent, or the Superintendent's designee, before disciplinary action is taken?

Yes No

Is it your intent to file a Notice to the Superintendent of Refusal to Readmit Student?

Yes No Possibly

REMINDER: All documentation substantiating the reason(s) and condition(s) for a refusal to readmit the student following the student's temporary removal pursuant to A.R.S. [15-841](#) must be provided by the next business day following the temporary removal.

Teacher's Signature

Drug Free Workplace (Policy GBEC)

No employee shall violate the law or district policy in the manufacture, distribution, dispensing, possession or use, on or in the workplace, of alcohol or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance, as defined in schedules I through V of section 202 of the Controlled Substances Act (21 USC. 812) and as further defined by regulations at 21 C.F.R 1308-11 through 1308-15.

Workplace includes any school building or any school premises and any school owned vehicle or any other school approved vehicle used to transport staff members or students to and from school or school activities or on school business. Off school property, the workplace includes any school-sponsored or school-approved activity, event, or function where students or staff members are under the jurisdiction of the District. In addition, the workplace shall include all property owned, leased or used by the District for any educational or District business purpose.

Any employee who has been convicted under any criminal drug statute for a violation occurring in the workplace, as defined above, shall notify the supervisor within five days thereof that such conviction has occurred.

As a condition of employment, each employee shall abide by the term of the District policy respecting a drug-free workplace. Any employee who violates this policy in any manner is subject to discipline, which may include, but is not limited to, dismissal.

Emergencies

Fire Drills

In the event everyone must leave the building, the Fire Drill Bell will sound

- All students, staff, and visitors are required to evacuate the classroom using the regular fire drill route (unless told otherwise).
- Students should not take anything with them.
- Teachers should take their class record AND be the last person out the exit, ensuring that all students are out. Doors and windows should be closed.
- Once all your class is assembled on the sports field, the teacher must account for all students
 - ★ Teachers must take roll call
 - ★ Report to administrator immediately if any students are not accounted for
- Teacher and class should wait at the location for further instruction or an “all clear” call.
- Students must remain silent throughout the entire drill.

Drop, Cover, Hold

In the event students and staff need to take cover

- A Staff member will announce “Drop, Cover and Hold”.
- Take cover under a nearby desk or table, face away from windows.
- Cover your eyes by leaning your face against your arm
- Hold on to table or desk legs, if possible
- Wait for instructions or an “all clear” signal

Lockdown

In the event everyone must stay in his or her room until further notice, you will hear an intercom announcement “Lockdown”

- Everyone outside must return to the building immediately
- Direct all students, staff and visitors into classrooms
- Lock all outside doors and windows
- Cover windows, if possible
- Keep students away from doors and windows
- Account for all students
- No one is allowed to leave the room
- Wait for instructions or “all clear” signal

Power Outage

- Remain calm, safety lighting is provided throughout the building
- Restrict or limit use of water until the length or the outage can be determined
- If dismissal procedures are approved by administration, all parents will be notified of early dismissal (using cell phones) prior to the students’ departure on the school bus

Equal Employment Opportunity

Discrimination against an otherwise qualified individual with a disability or any individual by reason of race, color, religion, sex, age or national origin is prohibited. Efforts will be made in recruitment and employment to ensure equal opportunity in employment for all qualified persons.

Evaluation of Staff Members

The process of evaluation for staff members shall lead to improvement of the quality of instruction and the strengthening of the abilities of the staff members. Certain elements in an effective evaluation process shall be emphasized:

- Evaluation shall be a cooperative endeavor between evaluator and evaluatee.
- Open communication shall be considered essential.
- The agreed upon purpose of evaluation shall be to work toward common goals for the improvement of education. This shall include attention to students and staff success, which shall include all staff members
- Evaluation shall be continuous, flexible and sensitive for need for revision
- The result of evaluation(s) shall be courses of action for the improvement of instruction. These course of action shall be set in motion by specific recommendations mutually reviews by the evaluator and the evaluatee
- Evaluation shall be considered one aspect of effective management, rather than a discrete entity
- Effective evaluation depends on accurate information; therefore, input from all appropriate sources shall be used
- Evaluations shall be based on but not limited to:
 - ★ Job expectations with the District
 - ★ Instruments for assessment
 - ★ Personal observations

A teacher's classroom performance is inadequate if the following presents:

- Necessary skills for effective teaching are absent or infrequently observed
- The teacher has not made improvement requirements described in their plan
- The teacher has not overcome deficiencies described in their plan

Field Trips

Field trips are useful to encourage learning through exploration of the environment not immediately accessible to the classroom. However, field trips are only one means of achieving an educational objective. Approval of field trips will be based on a number of items such as availability of transportation, budget, personnel, weather, risks and distance, as well as educational objectives.

It will be the responsibility of the staff and the administrator to organize field trips so an experience is not repeated yearly for a student or group of students. There might be some justification for repeating an experience, but generally the same field trip will not be repeated for any one student within a three (3) year cycle.

The cost of transportation for field trips must be included in budget planning. Each teacher who wished to plan field

trips should make tentative plans with the principal during budget planning. Such plans should include the place, time and educational justification for each field trip. The District will attempt to have some capacity for scheduling field trips beyond those requested by the teachers as part of the budget process, but there can be no assurance that such unbudgeted trips can be accommodated.

Field trips must be planned within the context of the school program and must be appropriate for the age level, grade level and curriculum. Due to limitations imposed by local conditions, field trips may be limited by the administrator. All field trips must be specifically approved by the administrator in advance so that arrangements can be made prior to the trip. Before any student is taken from the school grounds on a field trip, an itinerary including parent/legal guardian consent must be processed.

In general, field trips shall be conducted within the normal school day. Longer trips or overnight trips must have Governing Board approval. The district will not sponsor, approve, support or encourage field trips that do not meet the criteria outlined in this policy, unless the board gives approval after a presentation justifying the specific need for the exception.

Students must be current with all assignments, have appropriate classroom behavior, and satisfactory attendance to be eligible to attend field trips.

Sample of Permission Slip

Dear Parents/Guardians,

Salome H.S. is having its annual track meet. This meet is open to students in grade 5th through 8th. There will be two divisions: Grade 5th and 6th and grades 7th and 8th.

It is expected that students wear their Bouse shirts as their uniforms. Below you will find the permission slip and schedule for the Salome track meet.

Wednesday, March 21st

Depart: 7:45 A.M. from Bouse Elementary School

Arrive: 8:15 A.M. Salome High School

Return: 2:00 P.M. Bouse Elementary School

Students will be provided with lunch. If you have any questions call the school at (928) 851-2213

(Remove and return bottom portion only)

I give permission for _____ to attend and participate in Salome Track Meet.
(Students Name)

I understand that in the event of an emergency, I give permission for my child to receive whatever emergency medical treatment is deemed necessary until I can be reached.

I may be reached at the following phone numbers during the hours of the field trip:

Home: _____ Work: _____ Cell: _____

*Please note any allergies or special medical notes:

Parent/Guardian Signature

Date

Parents: The school would like to have parent chaperones during the field trip. We have 3 slots open. If interested, please contact the school in advance at (928) 851-2213. This will be a very rewarding trip.

Grade Book/Attendance

Each teacher is responsible for keeping accurate and up-to-date details of each student's daily attendance and classroom performance. Classroom performance and attendance will be recorded in the Tyler SIS program daily or as directed by the office staff.

Teachers must enter a minimum of 2 grades per week per content area into the Tyler SIS gradebook.

Guest speaker/Visitors

The district recognizes that one of the greatest resources of the school is to find people in the community who have special knowledge and particular talents to contribute to the school program. Therefore, the use of community resources and citizens to serve in furthering the educational program is encouraged. Use of outside personnel and resources will be under procedures authorized and approved by the administrator.

- All visitors must sign in at the office and wear a visitors pass while on campus
- Unscheduled visitors are not encouraged
- All guest and visitors must be approved by the administrator
- Guest must sign out at the office and surrender their visitors badge
- All staff members are to report any visitor without a guest badge to the office immediately.

Holidays and Celebrations (Special Days) (GCD/GDD)

When special or significant events are recognized, it is recommended that appropriate classroom and assembly programs be presented in keeping with the traditional and historical significance of the event or the season. Holidays, celebrations, and classroom parties are to be limited in an effort to maintain academic and educational integrity. Keep in mind that all students do not celebrate all the holidays, especially religious holidays. Religious holidays will not be celebrated without the consent of the school administrator. Holiday celebrations should be named after seasons whenever possible. Parent notification and permission is needed for all holiday celebrations. Academic celebrations

are appropriate, and encouraged. Alternative plans must be made for students who will not be taking place in the celebration.

Instructional Program – Goals and Objectives

The instructional program shall reflect the importance of language acquisition/reading-skill development as the basic element in each student's education. The first priority of the instructional program will be language acquisition through a planned sequence of reading skills and language experiences beginning in the kindergarten program. The improvement of specific reading skills of students should be continuous throughout their education. Each classroom shall have a reading program as required by A.R.S. 15-704 and applicable State Board of Education rules.

The second priority of the instructional program will be mastery of the fundamentals of mathematics, beginning in the kindergarten program. Attention to the above listed priorities shall not result in neglect of other areas of the curriculum.

The instructional program will include planned sequences in:

- Language arts- reading, spelling, handwriting, English grammar, composition, literature and study skills.
 - ★ Provide intensive reading instructions as defined by the State Board of Education to each student who does not meet or exceed the AASA, and review its reading program and take corrective action as specified by the State Board of Education whenever more than twenty percent (20%) of the third grade students do not meet the AASA standards.
 - ★ Devote reasonable amounts of time to explicit instruction and independent reading.
- Mathematics experiences
- Social Studies- history, geography, civics, economics, world cultures, political science and other social science disciplines.
- Science experiences
- Fine and practical Art experience- art education, vocal, and instrumental music, and vocational/business education
- Technology Skills
- Health and safety education
- Physical Education
- Character Education

Teachers are responsible to teach to the current State Standards, and assess at least three times a year to record students progress in meeting mastery of those said standards (per teacher goals, prop 301 guidelines and teacher evaluations).

Inventory

Bouse Elementary School assets are regularly inventoried by staff. Each staff member is responsible for the proper care and location of district equipment and property that is in their custody or control. Items should not be moved from room-to-room without notifying the office staff. Loss, damage or misuse by staff or students must be controlled.

Student damage becomes the financial responsibility of the parents; the administration must be informed. School property should NEVER be removed from campus without permission from administration (this applies to staff and students).

Keys

Access to school buildings and grounds will be granted to all employees. A log of key assignments is maintained in the office. Employees will sign for keys. Individuals may not loan or duplicate keys. Loss of keys must be reported upon discovery of the loss, and the employee may be responsible for costs. All keys must be surrendered when no longer needed upon request. School access keys should NEVER be in the possession of a student.

Lesson Plans

The board and administration considers written lesson plans a useful tool to ensure continuity of instruction. To facilitate more effective instruction, lesson plans should be prepared sufficiently in advance of the class presentation to allow plan books to be inspected by the administrator.

- All teachers will submit a copy of their lesson plans on the last instructional day of the month by 4:00 pm.
- Teachers shall make thorough preparation. The lesson planning shall be implemented with the following in mind:
 - ★ Plan shall be developed according to acceptable formats and shall reflect the scope and sequence of the courses of instruction
 - ★ Plans must include state standards
 - ★ Plans must include page number of text and worksheet assignments
 - ★ Plans should include accommodation/modification instructions for individualized programs and should be consistent with the general overview and purpose of the instructional program. The progress of individual students must be a consideration in lesson plans.
 - ★ Integrated and target EL instruction must be included in the teacher's daily lesson plan.
Teacher must include:
 - EL Standard
 - Content Standard
 - Proficiency Level
 - Student's SSID
 - instructional activities
- Teachers are to provide adequate directions for substitutes, the purpose of which shall be to continue, if possible, the ongoing program or, if more appropriate, a meaningful educational alternative that relates to the subject area. Copies of lesson plans and other pertinent information must be available for substitute teachers in the "Substitute Teacher folder." The administrator shall be informed of the location of this folder.
- Lesson plans must be kept in a binder that is accessible to the administrator without disrupting the class.

Mail Boxes/ Electronic Mail Boxes

Each staff member is assigned a mailbox in the workroom. This box should be checked at least twice daily, before school and at lunch, to ensure that critical communication is shared. Please keep confidentiality guidelines in mind when checking the mailbox. Students are not allowed to check your mailbox or be in the staff lounge for any reason.

Mandatory Reporting Laws

13-3620- Duty and authorization to report non-accidental injuries, physical neglect and denial or deprivation of necessary medical or surgical care of nourishment of minors; duty to make medical records available; exception.

Arizona law states: Any school personnel, social worker, peace officer, parent, counselor, or any other person having responsibility for the care or treatment of children whose observation or examination of any minor discloses reasonable grounds to believe that a minor is or has been the victim of injury, sexual abuse pursuant to section 13-1404, molestation of a child pursuant to section 13-1405, sexual assault pursuant to section 13-1406, molestation of a child pursuant to section 13-3552, sexual exploitation of a minor pursuant to section 13-3553, incest pursuant to section 13-3608. Child prostitution pursuant to section 13-3212, death abuse pursuant to section 8-201, or physical neglect which appears to have been inflicted on that minor by other than accidental means or which is not explained by the available medical history as being accidental in nature or who has reasonable grounds to believe there has been a denial or deprivation of necessary medical treatment or surgical care or nourishment with intent to cause to allow the death of an infant less than one year of age protected under section 36-2281 shall immediately report or cause reports to be made of this information to a peace officer or to a child protective services in the Department of Economic Security. Reports shall be made forthwith by telephone or in person forthwith and shall be followed by a written report within seventy-two (72) hours.

Staff members are encouraged to discuss this with administration to ensure proper compliance.

Medicine

The use of medicine (prescription or over-the-counter) during school hours must be carefully monitored. The “Family Handbook” presents the guidelines from student medicine procedures. Staff is to keep all medicine in a securely locked location. The office is available for storage if necessary. At no time should any student have access to or opportunity to access any medicine belonging to staff. Specific concerns in this regard should be brought to the attention of the administration.

Morning Announcements

- Each student shall be provided with an opportunity to participate in the Pledge of Allegiance or other patriotic observance each day.
- Each student shall be provided with an opportunity to recite the following passage from the “Declaration of Independence” each day following the pledge:
 - ★ “We hold these truths to be self-evident, that all men are created equal, that they are endowed by their creator with certain unalienable rights, that among these are life, liberty and the pursuit of happiness”.
- Each student shall have the opportunity to participate in a moment of silence, not to exceed one (1) minute in duration.
- Students, whose parents have informed the school that they are not to take part in the moment of silence of patriotic observance, will be expected to observe the courtesy of not disturbing others.
- All available staff are required to attend morning announcements.

The staff will meet during the first week of school to develop a morning “Routine” for morning announcements and required pledges.

Movies/Videos

It is the policy of the district that there is educational value in utilizing movies and videos in classrooms only when such movies and videos extend and/or reinforce the concepts being taught and have been planned for in advance

Movies and videos with rating other than “G” for general audiences of all ages are not to be shown in classrooms or at any district facility (this includes buses and motels where students are present) except when:

- The movie or video has been previewed by the teacher or other certificated staff member.
- The movie or video has been determined to not contain material that is objectionable or inappropriate for the age group to which it is intended to be shown.
- The administrator has approved the use of the movie or video prior to its showing.
- The teacher or other certificated staff member has provided advance notification to each student’s parent(s), or other responsible adult, of the title of the movie or video and the date on which it will be shown.
- A student whose parent(s) or other responsible adult has provided notice of their disapproval will not be permitted to view the movie or video.

Parents have the right to request that their child not view any movie or video, regardless of its rating or the purpose for which it is to be shown.

No Smoking Campus (Policy GBED)

According to Arizona Law 36-798.03 – Tobacco products are prohibited on school grounds, inside school buildings, in school parking lots or playing fields, in school buses or vehicles or at off-campus school sponsored events. Using or possessing tobacco products on school grounds or at off campus school sponsored events is a petty offense for adults and a delinquent act for minors. Therefore, if you need to smoke during the hours you are employed, you will need to leave campus during your scheduled breaks. In case of emergency, please notify the front office when you will leave the campus. (The school marquee is part of the school campus even though it is housed outside the fenced area).

On-The-Job Injuries

Any employee who has an accident, no matter how slight, while on duty, shall notify the administrator immediately. Failure to follow this procedure could result in the loss of workers’ compensations benefits.

After being notified by an employee the employee and the administrator shall complete and submit the report of Industrial Injury to the district office. Administration, upon receiving this report, shall, within ten (10) days after notification, submit the report of Industrial Injury to the insurance carrier.

Passes

Each staff must be aware of the location of each student in his/her care at all times. Students are to be supervised at all times. Should a student need to leave a classroom, a pass must be carried. This system will notify the teacher of the student’s safe passage to another location (including, but not limited to, restroom pass, office pass). While generic passes, decorative “sticks” are usually acceptable, a complete pass includes student name, destination, time, date, and staff signature. The use of generic vs. complete pass is at the teacher discretion until the option poses a problem or modification is requested by the principal.

Only ONE student may be allowed outside the classroom at a time (other than regularly scheduled lunch, recess, etc.)

Personal Items

The only personal items needed at school are those school supplies approved by the child's teacher. Technology, smart phones, iPad, etc, or any other item deemed to be disruptive to the school environment are prohibited. Students whose parents want them to have cell phones for communication before or after school must turn the phone into the school office upon arrival on campus each morning and pick it up when leaving campus for the day. The school is not responsible for money or personal items that are lost, stolen or misplaced at school.

Students found to have prohibited, nuisance items in their possession on campus and/or in the classroom will have the items confiscated and held in the office until the child's parent/guardian claims it and will receive a verbal warning. Repeat offenders will face additional consequences.

Students found to be using prohibited items on campus and/or in the classroom may face disciplinary action in accordance with district policy.

It is strongly suggested that all clothing books, book bags, etc. be labeled with the student's name. Exceptions to this policy (e.g. applicable educational items or special school trips) must be approved by administration.

In addition, school items should NEVER be taken home by staff or students without prior permission from the administrator.

Professional Staff Development/Professional Learning Community (PLC)

The Board recognizes its particular responsibility to provide opportunity for the continual professional growth of its staff such opportunities include, within budgetary limitation, in state training courses, workshops, school or district visitations, conferences, professional library and assistance from others at the administrators discretion. Professional staff development plans should be reviewed for validity, quality and value with administration. Financial expenditures require prior approval.

Staff members will be asked to present a copy of his/her training certificate for the file upon return. Staff members may also be asked to make a presentation on expertise learned at training for professional development credit (per Prop 301, performance needs assessments or evaluation requirements).

An effective PLC will include all staff, consultants and employees who work with the students of Bouse Elementary School. Staff is expected to participate in all meetings and prepare necessary paperwork. PLC meetings will be scheduled by administration as deemed necessary to meet the needs of the students of Bouse Elementary School.

Professional Staff Duties and Responsibilities

(Duties of teachers; failure to comply unprofessional conduct; penalty)

Every Teacher Shall:

- Hold students to a strict account for disorderly conduct
- Exercise supervision over students on the playgrounds and during recess if assigned to such duty

- Keep class attendance records and up-to-date lesson plans
- Grade each child at least twice a week per each subject taught
- Make the decision to promote or retain a student in grade. Such decisions may be overturned only as provided in A.R.S. 15-342
- Comply with all rules, regulations and policies of the Governing Board that relate to the duties as prescribed
- A teacher shall not use sectarian or denominational books or teach any sectarian doctrines or conduct religious exercises

A teacher who fails to comply with the above is guilty of unprofessional conduct and may be subject to disciplinary action by the Governing Board and by the State Board of Education

Promotion and Retention of Students (IKE)

Regular Education

The District is dedicated to the continuous development of each student.

Year to year promotion of a student in grades one (1) through eight (8) will be based upon standards for each basic subject area as identified in the course of study. The District may conduct a ceremony to honor pupils who have been promoted from the eighth (8th) grade.

The District standards that students must achieve shall include accomplishment of the standards in reading, written communication, mathematics, science, and social studies adopted by the State Board of Education.

The promotion of a student from grade three (3) shall be conditioned on the satisfaction of the applicable competency requirements prescribed by A.R.S. [15-701](#) and depicted in Administrative Regulation IKE-RB.

In addition to these standards, test scores, grades, teacher-principal recommendations, and other pertinent data will be used to determine promotion.

Retention of students is a process that is followed when the professional staff, in consultation with the parent, determines it to be in the best interests of the student. Though primary grades are suggested as the most appropriate time, retention may be considered at any grade level.

When circumstances indicate that retention is in the best interest of the student, the student will have individual consideration, and decisions will be made only after a careful study of facts relating to all phases of the student's growth and development. The student's academic achievement level and mental ability are important, but physical and social characteristics are also important factors. A decision should be based on sufficient data, collected over a period of time and motivated by a desire to place students in school programs where they will be the most successful.

In addition to the above, such decisions, when applied to students enrolled in special education, shall be on a case-by-case basis, consistent with the individualized education program and in accordance with A.A.C. [R7-2-301](#) and [R7-2-401](#).

Special Education

Students who do not meet regular promotion requirements must meet the course of study and promotion requirements for special education under the guidance of A.A.C. [R7-2-401](#). The programs for such students may include adaptations.

Any student unable to meet regular academic requirements for promotion must meet the requirements of an alternative curriculum derived from the regular curriculum, which will be developed by an individualized educational program (IEP) team on an individual basis. Students placed in special education will complete the course of study as prescribed in their individual promotion plans and implemented through their individual education programs. Course work will be presented at a level commensurate with the student's ability. The student's permanent file shall identify

the courses completed through special education; however, the student will receive the standard certificate of promotion.

Recess/Playground

Staff members will be assigned duty for the supervision of recess times. Classroom teachers are responsible for the line-up and safe movement of their students to and from the playground area. The "Student/Family Handbook specifies the following playground expectations:

"Student safety is the number one rule on our playground. Students must always be supervised while on the playground (including fields, swings, slide and equipment set). Students must stay within designated areas unless permission is granted by duty persons. The equipment set it to be used ONLY by students in 4th grade or below. Playground balls are to be returned to the rack at the end of each recess and before students return to class. All school rules apply during recess and consequences for unsafe behavior will range from loss of playground privileges to an office referral. Respect the duty persons and follow directions from them at all times".

In the event of inclement weather conditions that could result in the playground being unsafe, recess will be canceled or moved to the gym. If canceled, students are to remain in their classroom under teacher supervision. All staff are expected to assist in supervision and rotation of breaks. Alternative activities should be planned for such instances. Teachers must use discretion in allowing students to leave the room during these times. The final decision regarding cancellation of recess rests with the administration.

Staff Dress

All Bouse Elementary School staff members are expected to dress and conduct themselves in a professional manner all the time. As a District, we are asking that our students "Dress for Success" each day and dress appropriately for their "job of learning". As educators, the image we project to our students, parents and the community of Bouse should be professional, positive and enthusiastic. Each Thursday is "school spirit day". Students, staff and parents are encouraged to wear the school colors (blue, red, and white) or a school T-shirt and may wear jeans.

Board Policy GBEB A

Staff Dress Code

(Dress Code Standards for Employees)

Minimum Standards:

- I. All employees shall be neat and clean when reporting to work, including personal hygiene.**
- II. Clothing shall be free from frays, holes, or tears and should not expose undergarments, buttocks, chest or midriffs.**
- III. Clothing and exposed body art shall be free from:**

- A. Profanity;
 - B. Obscene gestures, pictures, or words;
 - C. Sexually graphic or sexually suggestive pictures or words;
 - D. Supportive references to alcohol, cigarettes, drugs or sexual activity; and
 - E. Messages degrading others on the basis of race, color, religion, ancestry, national origin, gender, sexual orientation or disability.
- IV. No gang related apparel or items are permitted
- V. Dresses, shorts, and skirts should be at least knee length.
- VI. Tank top straps must be greater than strings and not expose undergarments.
- VII. Caps, hats, head apparel and sunglasses may be worn outside only, unless there is a documented medical reason or religious association.
- VIII. Shoes or sandals must be worn. Flip-flops and slides (i.e. beachwear) are not considered to be sandals.
- IX. All employees will abide by all health and safety rules relating to their specific assignment. (Example hairnets for food services workers or closed-toed shoes for custodial staff.)
- X. Appropriate under garments must be worn.
- XI. Teachers and other professional staff may not wear spandex shorts/pants, sweats, leggings, or other exercise clothing except for physical education.
- XII. Tee-shirts (graphic or otherwise) shall only be worn by maintenance, transportation, or janitorial staff with the exception of spirit days.
- XIII. Jeans may only be worn on spirit days (except maintenance, transportation or janitorial staff).

Staff Ethics (GBEA)

All employees of the District are expected to maintain high standards in their work relationships. Employees acknowledge that the school belongs to the public they serve for providing educational opportunities to all. However, every employee assumes responsibility for providing leadership in the district, their work site and the community. This responsibility requires the employees to maintain standards of exemplary conduct. Employee's actions will be viewed and appraised by the community, associates and students. To these ends, the Board adopts the following statements of standards.

The district employee:

- Supports the Constitution of the United States, the constitution of the State of Arizona, and all local, state and national laws, and defends them against all enemies, foreign and domestic.
- Protects the civil and human rights of all individuals and holds the principle of due process.
- Makes the well being of students the fundamental value of all decision making and actions
- Complies with Governing Board's policies, administrative regulations and District standards
- Is a good steward of public funds
- Fulfills professional responsibilities with honesty and integrity.
- Will not falsify, misuse, sell, transfer or access for personal use, records or data maintained by the school district.
- Never accept gratuities or gifts that influence judgment in the exercise of professional duties.
- Avoid using position for personal gain through political, social, religious, economic or other influence.
- Abides by copyright restrictions, security or administration procedures for a test or assessment.
- Honors all contracts until fulfillment or release.
- Accepts academic degrees or professional certification only from appropriate licensed and accredited institutions
- Keeps information deemed confidential in nature secure unless disclosure serves District purposes or when required by law.
- Pursues appropriate measures to correct any laws, policies or regulations that are not consistent with sound educational goals.

A.A.C R 7-2-205

Instructional Meetings

There will be a teacher's staff meeting held weekly, usually every Monday. Ms Peck will alter teacher staff meetings and data discussion/PLC meetings. Administration also will arrange for and hold staff meetings as the need may arise. All teachers and paraprofessionals are required to attend any such meetings unless officially excused by the administration prior to the meeting.

Staff Schedules

All staff members shall report to their duty stations no later than 7:00AM (other than cafeteria and bus driver) and shall, as scheduled, be available there until the designated time(s) they are scheduled to leave. The administrator may alter or extend the school days for meetings, special events and activities. Staff members are expected to be in their respective rooms or work areas as the schedule prescribes so they may see students, parents and/or attend to other duties as assigned.

Family members are not permitted in teacher work areas during scheduled duty hours unless their presence has been approved in advance by administration.

In order to ensure the safety of students and the security of the school campus, staff members may be assigned supervisory duty during the school day. These duty assignments shall be considered a part of regular duties and shall be fulfilled accordingly. Teachers will perform duties other than classroom teaching. Extra duty assignments will be made by the administrator.

Certified staff members are to be on campus at 6:30 a.m. or no later than 7:00 a.m. and are free to leave at 4:30 p.m. or 5:00 p.m. depending upon your arrival. Certified staff is required to work a half day once a month on Friday (see calendar). Attendance at after-school performance, parent/teacher conferences, IEP meetings and community meetings are also required.

Student Dress (JICA)

Bouse students are expected to dress in a manner which enhances the educational atmosphere. The District encourages students to take pride in their attire as it relates to the school setting. Students should dress for success and appropriately for their job of learning. A student's dress and appearance shall not present a health or safety problem or be of a disruptive nature. The board authorizes the administrator to make the final decision on acceptable clothing in all instances.

The following student dress code needs to be reinforced by all staff members:

- Tops and dresses with spaghetti straps, string ties, halter straps, tube tops, strapless tops and racer backs, see-through or sheer fabric, exposed undergarments.
- Undershirts worn as an outer garment with nothing over them.
- Low-cut shirts, blouses or dresses.
- Shirts cut off around the neck or sleeve or cut to expose sides or midriff.
- Bare midriffs (shirts must be long enough to tuck in).
- Shorts, skirts, and dresses must be at least "fingertip" length. (4th grade and up).
- Pants that are worn below the student's hips or exposing undergarments.
- Clothing with holes in inappropriate places.
- Bare feet are never acceptable. In the interests of student safety, shoes must be worn at all times.
- Closed-toed shoes are to be worn for any type of physical activity such as physical education, etc.
- Jewelry or accessories which present a safety hazard to self, others, school property or violate any portion of this policy.
- Obscene, profane or defamatory language, symbols or suggestions (including drugs, sex and alcohol) on clothing, jewelry, hats or accessories.
- Gang related personalization on hats, items of clothing, accessories or on one's person (including bandanas, colors, nets or related symbols or signs).
- Hats or visors are acceptable only in the original, unaltered condition with the bill facing forward.
- Hats or visors are never to be worn inside any buildings except for properly approved occupational safety headgear required for special classes.

A telephone call will be made home to acquire acceptable attire or appropriate clothing may be loaned to students from the office.

The same dress code rules apply at school, on school trips or any school activity. Exceptions for special activities or health considerations may be pre-approved by the administration. Students who volunteer for extracurricular activities, such as athletics, are subject to standards of dress as defined by the sponsors of such activities.

A Well-Dressed Student is more likely to Perform Well

Each Thursday is school spirit day. Students, staff and parents are encouraged to wear the school colors (blue, red, and white and/or a school t-shirt).

Supplies and Purchases

Classroom supplies are available in the workroom. A reasonable quantity of each item may be picked up by each staff member as needed for their classroom or students. Bouse Elementary School provides students with paper, pencils, crayons and certain other supplies. However, in consideration of budgetary demands, these supplies should be carefully monitored. Do not send students to pick up supplies. Ink cartridges have been purchased for all the printers on campus. Items which are not on hand must be purchased through proper procedures. Any purchase must be approved by the administration. Do not anticipate reimbursement for any purchases made without prior authorization.

Support Staff Workload (GDL)

The normal workweek for classified support staff personnel will not exceed forty (40) hours per week. Typically the week will be based on eight (8) or nine (9) hours per day, four (4) days per week; however, the administrator may designate other workweek structures to meet varying conditions and needs of the district. Employees will be notified at least one week in advance of any modification to the work week plan.

Classified staff members are to be on campus according to the schedule that has been approved by administration. Any change to this schedule must be approved by the administration in advance. All classified staff will use the time clock to get paid by 15 minute increments, with two (2) paid fifteen minutes breaks and a half hour lunch break.

Any employee may work over time provided that advance authorization is obtained from administration or in the case of an emergency, authorization is obtained immediately upon completion of the work as soon thereafter as practicable.

An hourly employee cannot volunteer to work overtime hours in order to complete duties or tasks which are a part of their job description or normal workday. Violations to this policy are subject to discipline which may include reprimand, suspension and/or dismissal.

Individual employee work schedules will be based on the position held by the respective employees and on district needs as identified during the employment process.

Suspected Drug Abuse

- All suspected drug abuse of students or staff must be reported to administration ASAP.
- If a staff member is on medication prescribed by a doctor and may have symptoms that may impede one's ability to perform professionally and safely in the classroom, notify the administrator immediately.
- Staff members may not report for duty while under the influence of alcohol or illegal drugs (Grounds for Termination).

Technical Support

If there is an issue that requires technical support from IT, please fill out a Technical Support Form and place it in the IT inbox in the office. Technical Support Forms can be found in the bin mounted outside the conference room.

IT Specialists will not address technology issues without first receiving The Technical Support Form.

Threats of Violence – Crisis Response Plan

If a student verbalizes, writes or otherwise indicated potential harm to self or other, the following steps will be followed:

1. A concise report of this will be made immediately to the administrator.
2. An assessment as to the seriousness of the potential threat will be made by the administrator or another staff person appointed by the administrator. The assessment will include:
 - a. Intent – has the person thought about or have plans to do what was reported?
 - b. Method – has the person thought of a specific way of hurting someone?
 - c. Lethality – is the method one that could be lethal (i.e., guns)?
 - d. Access – Does the child have a plan to gain access to the method of choice?
3. The following actions will then be taken by the administrator or designee following assessment:
 - a. If a,b,c, and d are serious, the Sheriff's office will be called and the student detained until an officer arrives . The parents (when possible) will be immediately notified of the situation.
 - b. If indication is that there is no immediate threat or harm to self or others, parents will be immediately alerted if the assessment and the behaviors leading up to the need for such assessment.
 - c. The administration will document for the school file the specific reason for referral, assessment results and administrative action
 - All threats of violence must be taken seriously and reported immediately to administrators, or authorities.
 - If reported by a parent or student, make note of the incident and report to the administrator or authorities.
 - If a threat is read only by a student, staff, or parent, make note of the facts reported and where this threat is located online and report immediately to administrator or authorities.
 - Actively persuade peace over violence by stepping in before the situation becomes heated.
 - d. Investigate student/parents complaints
 - Reinforce character traits
 - Help students communicate frustrations without making threats and taking responsibility for their own actions

End-of-Year Procedures

At the end of each school year, each staff member is responsible for completing a check-out sheet. Each area must be approved by the associated staff member. This includes an inventory of all material with staff control. All signatures must be obtained before staff is cleared for final check-out. Exceptions to this procedure must be arranged through administration.

Governing Board Policies

This handbook contains references to many approved Governing Board Policies. The complete policy manual, which includes all governing board policies, can be viewed at

<https://policy.azsba.org/asba/browse/allmanuals/bouse/root>.