



Catalina High School

Faculty and Staff Handbook 2019-2020

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<http://catalina.tusd1.schooldesk.net>

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GOVERNING BOARD POLICIES AND REGULATIONS

All Catalina High School, rules and regulations abide by the Tucson Unified School District Governing Board Policies and Procedures. These policies and procedures can be found at the following web site: <http://www.tusd.k12.az.us/contents/govboard/gbpolreg.html>

In particular, please review the following policies, including all sub policies:

[GBEBA: Dress Code for Employees](#)

[GBEA: Staff Ethics](#)

[GBEBB: Staff Conduct with Students](#)

[GBEBB-R: Additional Staff Conduct with Students](#)

[GBI: District and Staff Participation in Political Activities](#)

[GBGC-R1: Reporting Industrial Injuries or Illnesses](#)

[EJC: Technology Telecom Services](#)

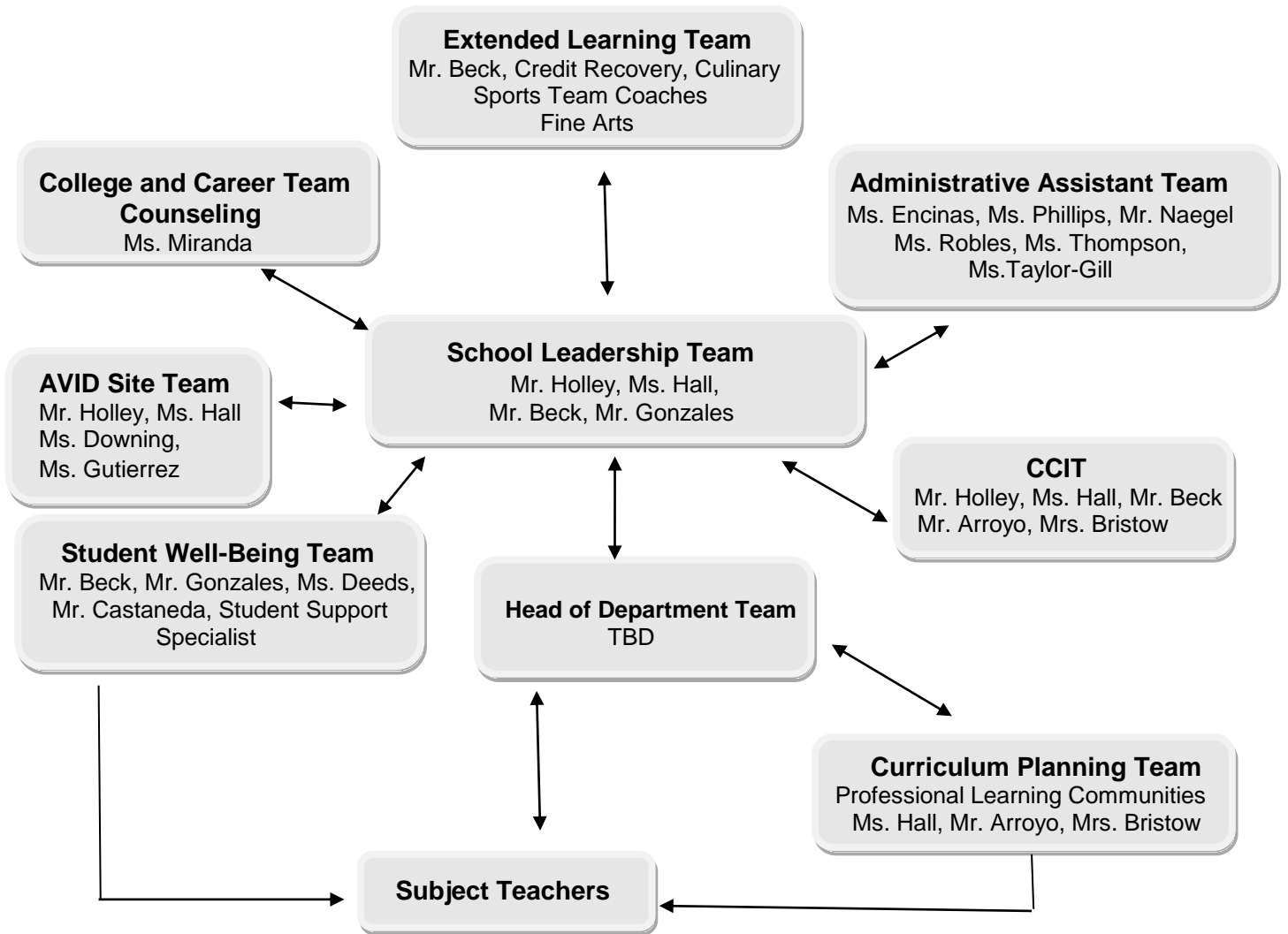
[EJA: Acceptable Use of Technology Resources](#)

[IJOC-R: School Volunteers](#)

[IKA-R: Grading/Assessment Systems](#)

[JLF: Reporting Child Abuse/Child Protection](#)

School Organization 2019-2020



POLICIES AND PROCEDURES

The following are policies and procedures related to the school program. From time to time, you may receive materials in your mailbox, which may be used to supplement the information provided in this handbook. Please add any such materials to the folder that holds this handbook.

ATTENDANCE (FACULTY)

Teachers must be on campus from 7:50 a.m. – 3:20 p.m. A teacher's contract time consists of all scheduled classes, a planning period, a professional learning community (PLC) period, and professional development responsibilities. Professional development responsibilities may be scheduled between 2:07 p.m. and 3:20 p.m. on Wednesdays. As a part of the CHS Professional Development Plan teachers will be paid for an additional 30 minutes of Professional Development every Wednesday, therefore PD will end at 3:50 pm. Please reference, TEA, Articles 9-1 through 9-12, "Normal Work Day."

TEACHERS ABSENCES

If a teacher needs to be absent, they must go to AESOP/FRONTLINE to request a substitute by 10PM the night before **and** report the absence by calling **232-8410 (Absence Reporting Line for planned and unplanned absences!!!)**. This will ensure that you have a coverage for a day. If you need to cancel the sub, please do so prior to 6 a.m.

Lesson plans for substitutes must be provided to the Sub Office 24 hours prior to a planned absence or for emergency absences submit via email to Anya Thompson and Lori Encinas.

Administrator's approval is required for any absences during the last week of the quarter.

RELEASED TIME ABSENCES

For release time absence a **Released Time Form** is to be filled out and attached to **Individual Absence Form** (pink sheet in the mail room) and returned to Anya Thompson in the Sub Office. Please understand, that released time forms can only be used for authorized absences, such as, professional development, in-house trainings, and field trips. It is essential for documentation since funding comes from different sources for released times, and the event coordinator may send you a budget code.

LEAVING CAMPUS DURING THE CONTRACT DAY

Teachers are required to sign in and out with the Office Manager or the Administration Office if leaving campus during the contract day, regardless of the length of the leave. This expectation is for each staff members' own protection regarding liability and may not be avoided. If a teacher needs to leave early, he/she needs to notify the principal and supervisor in writing. Planning period is not free time; it is time to plan effective instruction that raises student achievement. Planning Periods and PLC Periods are designated to assist teachers with planning for effective instruction with the goal of raising student achievement. These periods should not be used for off-campus activities without permission.

Please reference TEA Consensus Article -19-4B

10/10 RULE

There will be no student passes during the first OR last 10 minutes of every class, unless in case of an emergency.

ACCIDENTS

- a) If an accident should occur while you are teaching or on school business, please report to the designated assistant principal at the **earliest possible moment**.
- b) If a pupil under your jurisdiction has an accident and needs medical attention, he/she should be sent to the school nurse, or the school nurse should be summoned. If the nurse is not available, call an administrator. **Do not allow students to administer first aid**. In cases of serious injuries, i.e., hemorrhage, difficulty breathing, back or neck problems, call 911. A written explanation of the accident must be made, giving a detailed account of the circumstances and disposition of the case together with any property damage involved.

ALARMS

All buildings are alarmed after business hours and on weekends. Teachers who need access to the campus during these times must arrange in advance with a site administrator. When entering an alarmed building, alarm must be turned off as soon as you enter. Contact School Safety at 584-7676 as soon as alarm is turned off. Before leaving campus you must call School Safety. You **must ensure** that the campus is secure and alarms are re-activated.

ANNOUNCEMENTS

- a) Items for the announcements must be submitted via E-mail to Sam Rolfe. They must pertain to CHS activities. All announcements must be turned in by **11:30 A.M. on the day preceding** the day they are to appear.
- b) The daily announcements will be broadcast at the beginning of Third Period. **Teachers are responsible for maintaining quiet order for students to hear the announcements as they are broadcast.**
- c) It is recommended that announcements be brief and to the point. The class period during which announcements will be read is only five minutes longer than all other class periods.

AREA RESERVATION FORMS (ARF's)

To request a facility for your event please email CatalinaRentals@tusd1.org to check on available dates. Please request date(s) **30** working days before scheduling event(s). Once approved an Area Reservation Form will need to be completed to reserve the room.

AUDIO-VISUAL

Equipment will be distributed at the beginning of the school year by the Teacher Technology Liaison. It is the teacher's responsibility to secure all technology in their classroom.

COMMUNICATION

Teachers should check their mailboxes every morning and again before leaving school to check for messages, or other important information. Phone calls from parents should be returned within 24 hours, as well as E-mails. **Teachers are expected to update their online grades (available to parents through ParentVue) weekly, with at least two grades.**

DEPARTMENT CHAIRS

Department Chairpersons perform a variety of tasks that significantly enhance the quality of instruction, school climate, and the educational process at Catalina High School. His/her role is to work closely with and at the direction of the Principal, Assistant Principals, and the Curriculum Team in the performance of the supervisory responsibilities listed below. In addition to the responsibilities listed, the Department Chairperson also completes assignments which may be unique to his/her particular school/department.

1. Holds study sessions, plans department in-services around current issues, and chairs department meetings.
2. Facilitates department and subject/grade level discussions in Professional Learning Communities focused on horizontal and vertical curriculum alignment and development, the development of common assessments by subject/grade level, and the analysis of student achievement data for the improvement of instruction and student outcomes.
3. Provides input for department master schedule and recommends teacher assignments.
4. Serves on the school Instructional Council and provides a communication link between teachers and administration.
5. Ensures that a department representative is present at Instructional Council meetings when they are unable to attend.
6. Provides assistance to teachers by handling routine management tasks which support the daily instructional process.
7. *Assists in the selection, assignment, and observation of teaching staff within the department in accordance with the Consensus Agreement.
8. ** Serves as a resource person in providing support to teachers on Plans for Improvement, as requested by the teacher.
9. Provides mentoring and support for new teachers assigned to their department.
10. Addresses concerns among parents, students, and teachers relative to curriculum and instruction for their department.
11. Offers assistance to substitute teachers by making certain that lesson plans are available and assists when necessary to ensure continuity in the classroom instruction. Ensuring Emergency Lesson Plans are made available to the Office Manager for substitute teacher.
12. Nurtures leadership development within the department.
13. Coordinates the submission of departmental capital outlay requests, supply requests, and requests for maintenance and repair of departmental equipment and facilities.
14. Monitors the departmental instructional budget and advises teachers of availability of department resources.
15. Maintains inventory of all departmental materials, equipment, and supplies.
16. Works with site staff and district personnel in the selection of state-adopted textbooks and all teaching materials and attends district and school curriculum and assessment meetings.

17. Represents their department on curriculum, instruction, operational, activity, and manpower issues to administration.
18. Supervises the registration process for the department through preparation for the course fair.
19. Provides information and direction to students, counselors, and teachers regarding appropriate student course selection.
20. Provides course descriptions to the Assistant Principal of Curriculum and Instruction.
21. Provides emergency classroom coverage when necessary.
22. Submits minutes, attendance, and action items to the Assistant Principal Curriculum of Instruction for Wednesday Professional Development sessions.
23. Submits all activity/performance dates for their departments for the coming year to the Assistant Principal of Activities prior to the last day of school or as soon as they are available.
24. Organizes visits to feeder schools to provide information to students, teachers, and parents regarding departmental programs, curriculum, and services.
25. Other duties as assigned by the Principal/Supervisor.

*B. In high schools, the MBU and administrator may request that the department chairperson observe the MBU's performance and also provide a written statement of the observation to the MBU and administrator. The department chairperson will not observe for the purpose of evaluation without prior knowledge and consent of the MBU. The administrator will continue to have full and final responsibility for the written evaluation.

** C. Written Plans for Improvement may be provided when recommendations for improvement have not been met. MBUs for whom a Plan for Improvement is required, shall have the opportunity to suggest content for that plan prior to its finalization by the supervisor.

CREDENTIALS

1. All certified personnel are responsible for renewing teaching and other certificates and for maintaining highly qualified status for all classes they teach. Be alert for expiration deadlines and renew certificates well in advance. It is your responsibility to take or send a copy of the certificate with the Pima County Superintendent's signature to the Human Resources Department. Paychecks cannot be written unless credentials are current and properly recorded with the county school superintendent and the personnel department.
2. All certified personnel are responsible for providing the following items to the designated assistant principal: current state certification, current state fingerprint clearance card, college transcripts (unofficial are fine), AEPA results (if applicable).

DISCIPLINARY POLICY AND PROCEDURES

Familiarize yourself with school and district rules and policies governing student behavior, including the federal laws dealing with students who have an Individualized Education Plan or a 504 plan.

All teachers should have a behavior management plan in place in their classrooms.

Students should know all aspects of the plan in detail. Any effective behavior management plan derives its strength from the quality of the relationships the teacher establishes with the students in the class. Classroom management plans should conform to District policy and be attached to the syllabus for the class. Parents should be notified by the teacher promptly whenever a student's behavior is interfering with their learning, or that of other students. An administrator should be notified when a student's behavior is so chronic and persistent that it warrants intervention beyond the measures stated in the classroom management plan. An effective classroom management plan includes: Rules/Expectations, Classroom Procedures, Classroom Seating Arrangements/Assigned Seats, and Disciplinary Interventions.

Teachers are required to enforce ALL school discipline policies regarding technology and dress code.

When dealing with major infraction/violations, notify an administrator immediately. If the student needs to be removed from the room for safety reasons, call for a monitor to escort the student. **Do NOT send a disruptive student to the office on their own, or without a referral.**

MANDATORY REPORTING OF CRIMES AGAINST MINORS

Mandatory Reporting (A.R.S. 13-3620)

Statutory Obligation

...any 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 ...abuse ...molestation ...neglect ...exploitation ...shall immediately report or cause reports to be made...to a Peace Officer or CPS...except when the abuser is known to be someone **other than** a parent, guardian, or custodian the report shall be made to law enforcement only...failure to report (sexual abuse) can be punishable as a felony offense.

When to Suspect

- Observation:
 - Physical indicators can include but are not limited to bruising, cuts, burns, fractures, injuries to genitalia, suspicious marks, recurring lice, persistent hygiene issues, malnourishment, sexually transmitted diseases, and pregnancy.
 - Emotional indicators can include but are not limited to violence, sexual aggression/promiscuity, self-stimulation, disruptive outbursts, distracted behavior, self-mutilation, alcohol and drug abuse, animal cruelty, arson, and bedwetting.
- Listening:
 - Third party disclosure occurs when someone hears of an abusive situation from another who has heard about it or observed the situation directly.
 - First hand disclosure occurs when the victim discloses the abuse or neglectful situation.
 -

What does Reasonable Grounds (Suspicion) Mean

Reasonable suspicion means that because of what a person has seen or heard, it is possible that abuse may explain the child's current condition. Reasonable suspicion does not require

expanded proof or evidence. **REASONABLE SUSPICION IS ALL THAT IS NEEDED TO MAKE A REPORT.**

How to File a Report

If the concern involves an emergency situation, contact the School Resource Officer immediately to begin evaluating the situation. Law enforcement officers are required to ensure the safety of the child and therefore offer several critical questions:

Can the child go home? Who is the perpetrator? Does the child have someone who will protect him/her?

For all child abuse and neglect reports, contact DCS (formerly CPS) at 1-888-SOS-CHILD or for non-emergency situations, the website <https://dcs.az.gov/services/suspect-abuse-report-it-now> can be used to file a report.

FAQs:

Should the parents be called? NO

Can law enforcement and DCS interview a child on campus without our presence? YES

Should offices be made available to law enforcement and DCS to conduct student interview? YES

Should school officials talk to the child to determine if the report is a valid abuse situation? NO

When should a report be filed? IMMEDIATELY

Who should file the report? PERSON WHO RECEIVED THE INFORMATION

Is the person who files a report liable for the report? NO

Statutory Defenses to Sexual Conduct with a Minor

A.R.S. 13-1404

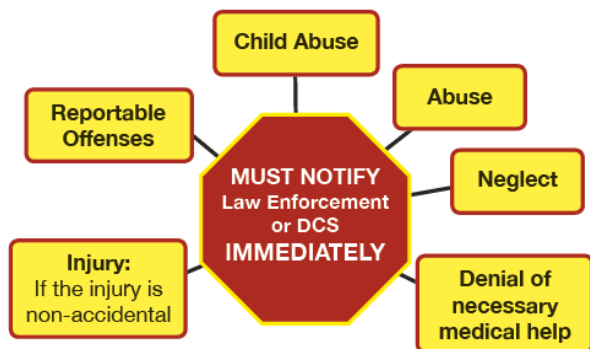
A.R.S. 13-1405

A.R.S. 13-1407

A.R.S. 13-3620

Please refer to Board Policies GBEA, GBEB, JLF-R, and JLF-E for additional information.

Mandatory Reporting Flowchart



Pursuant to A.R.S. § 13-3620, school personnel are required to immediately report any reasonable belief of non-accidental physical injury, neglect, or sexually related offense against a minor.

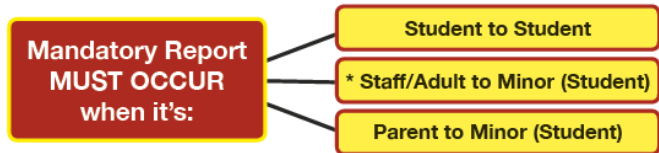
When to call Dept. of Child Safety – vs – Law Enforcement (911)

Call Dept. of Child Safety if:

Call 911 if:

- | | |
|---|---|
| <ul style="list-style-type: none"> • Offense is committed by a parent, guardian or caretaker • You have <i>reasonable</i> belief of... • Denial of necessary medical treatment • Neglect • Child Abuse | <ul style="list-style-type: none"> • Offense is committed by an adult other than a parent, guardian or caretaker • You have <i>reasonable</i> belief of... • You are not able to make a report to DCS or haven't received a return call. • Meets one of the offenses listed on the reverse side. • Child Abuse |
|---|---|

- **When you have it, report IMMEDIATELY.**
- **Report by means of 911 for all offenses.**
- Report to **DCS Hotline** or **DCS website** all offenses involving parent/guardians/caretakers.
- DCS Hotline: **1-888-SOS-CHILD** (1-888-767-2445)
- DCS Website: <https://dcs.az.gov/report-child-abuse-or-neglect>
- Your **liability is limited** if you follow the law and report. **Request and record the case number.**
- Be confidential.
- **If you are in doubt, make the report.** If you have questions, talk to your supervisor but if you cannot reach them, make the report. **After the call, notify your supervisor.**



* If the staff member is certificated, a report **must ALSO be made to ADE within 72 hours.** TUSD Human Resources will fulfill this requirement.

DO NOT LET RELATIONSHIPS (YOURS OR THEIRS) INFLUENCE YOUR DUTY TO MAKE A MANDATORY REPORT.

DISPLAY CASES

Departments and individual teachers are encouraged to make good use of the display cases. Many interesting and informative materials can, in this way, be presented to pupils and patrons of our school. Posters, bulletins, and announcements are not to be placed on painted walls or chalkboard with scotch tape. Bulletin boards have been placed in each room and in the halls for this purpose. See Assistant Principal of Building and Operations to obtain a key to the display cases.

EQUIPMENT

Equipment cannot be moved from one room to another without the knowledge of the department chairperson and the designated assistant principal. **Equipment must not be taken from the school without authorization by an administrator.** Items lost or stolen should be reported immediately in writing to an administrator and Teacher Technology Liaison.

TECHNOLOGY

Teachers are **NOT** to move or remove any technology without Administrator approval and appropriate work order. TTL's will not be allowed to grant permission to remove any technology without Administrator approval.

FIELD TRIPS

Any teacher or staff member at Catalina High School planning a field trip or school activity (including all summer trips) **using school vans, school buses, city buses, walking or private transportation, must secure a Student/Travel Transportation Request Form 953, a Released Time Form, and any relevant district forms (dependent upon the destination) in the Activities Office BEFORE THE ACTIVITY IS APPROVED.**

The following lead times apply:

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

When planning a field trip, take the following steps:

- a) Complete the Filed Trip Form # FT1000A or # FT1000B. To find the form, please go to Intranet, then Forms, then type "field trip".
- b) Make an appointment with Office Manager, Lori Encinas, to review the completion of the packet, and to identify the funding source for the field trip.
- c) See the Assistant Principal, Mr. Beck, for approval and signatures. He will notify you which students are **eligible** to participate in the field trip.
- d) One week in advance of the trip, distribute and collect the permission forms from the students. Keep these on file for your own protection. Field trips do not constitute an absence. The list of students approved for such a school activity must be given to the Attendance Office along with the statement that makeup work is expected. Mark such students absent on the attendance rosters.
- e) Submit an alphabetical list of those attending, with matriculation numbers, to the Activities and Attendance Offices. (Include only those who have turned in the completed forms). When permission is granted for students to miss more than your class, have this list into the Activities and Attendance Offices **no later than 11:00a.m. two days before** the trip. When the Petitions of Absence are completed, students will be excused from one or more of their classes. **(NOTE: See Nurse for special needs students and students requiring medication.)**

- f) Make arrangements for the students not attending the trip and inform them where they are to report during your class and inform them they are to attend all other classes as well.
- g) Inform all students that if, for any reason, they miss their transportation, they are to report to the Attendance Office to excuse their absence and then return to class.
- h) When you return, verify with the Attendance Office those who participated in the field trip and those who did not.
- i) Notification of Date, Time and Student(s) attending must be sent out a week in advance.

GRADING PERIODS AND FAILURE NOTIFICATION TO PARENTS

Progress reports are mailed home every four and one half weeks throughout the year. Their primary purpose is to inform parents of students' academic status at that juncture and provide the opportunity for parents to intervene if a student is failing, or in danger of failing. However, it is expected that teachers will contact parents at other times during the year whenever a student's academic performance or behavior warrants parent contact. Teachers should document **all** contacts in the notes section in Synergy. A report card, or progress report should never be the first notice a parent and/or student receives about their child's academic progress, or behavior, especially if a student is at risk of failure.

Teachers need to compare their verification reports with the grade book and make corrections before signing off on the verification report. The teacher's grade book must accurately represent the grades of the student and the grading scale.

ACCURATE RECORD KEEPING IN SYNERGY

In order to improve our organizational efficiency and to support our district initiatives, CHS needs the cooperation of all teachers. Therefore, it will be a requirement of all teachers to maintain accurate records in Synergy and upload grades weekly. As a result, CHS will be able to provide weekly reports on the academic achievement of all students. This focus on student achievement is necessary for:

- Providing current information to families who monitor their child's progress through Synergy
- Providing support for all students as they interact with their teacher during conference period
- Monitoring the progress of seniors toward graduation
- Maintaining a focus on academic achievement for all members of the school community
- Monitoring progress for athletic eligibility

GRADE ENTRIES

A minimum of two grades will be recorded in Synergy each week. The type of grades could be formative or summative.

- Formative: a score which provides information to be used as feedback to modify the teaching and learning activities in which students are engaged
- Summative: a score which represents a teacher's evaluation of student learning

Things to Remember When Doing Progress Reports/Grades:

1. If a student is in danger of failing and the student is given a D or F grade, **at least one comment should be marked in order to give the parent more specifics as to why the student is failing. Some parents may not view a “D” as in danger of failing, so be sure to mark the “in danger of failing” comment and identify reasons.**
2. If a student is found to be failing between progress reports and this was not indicated on the previous progress report, **the teacher should contact the parent by telephone and/or mail as soon as possible.** The teacher should keep documentation in all cases.
3. An attendance detail summary of each student goes out with each progress report.
4. For student's receiving a semester “F”, teacher **must** complete a Teacher Consultation Form and turn it in to the designated administrator.

GRADING POLICY

The subject grade should be based upon student mastery of the content of the course. The teacher will establish a reasonable standard for average achievement in each of the subjects. If at any time the teacher is in doubt that this standard is too high or too low, the teacher should discuss the matter with the department chair.

The teacher will establish a uniform system of grading. This system is based upon attainment of what the teacher requires. Content of the course shall be set up to be measured by numerical percentages which are then transferred to letter or numerical equivalents. The follow scale will serve as a guide for the distribution of grades but reasonable alternative letter grades may be approved at the district level:

Letter Grade Scale		Numerical Scale
90 – 100	A	4
80 – 89	B	3
70 – 79	C	2
60 – 69	D	1
Below 60	F	0

The following should be observed in implementing a grading system:

- The grading system should be consistent within the class for the entire year.
- The students should understand the system thoroughly, such as the content on which the grade for the course depends, the weight attached to various phases of the material, the manner in which the grade is devised, and the meaning of the final grade which is sent home as a report to the parent.
- If a teacher from year to year consistently promotes classes with predominantly high or low scores for the majority of the pupils in each class, then such practice causes parental and pupil difficulties for the succeeding teacher. If a teacher consistently finds

the grades high or low for a large percent of the class, then the teacher should evaluate their established standards of average achievement on grading.

- **NOTE: Conduct and other non-academic factors may not be included in the academic grade.** See governing board policy regarding academic grades.

STUDENT SUSPENSIONS

Make Up Work during student suspensions

Should a student be placed on suspension, a homework request form and progress report will be placed in the appropriate teachers' mailbox indicating the length of time for suspension pending a hearing, if needed. Per Governing Board policy, teachers must provide suspended students the opportunity to make up all work. Hard copies of assignments must be turned in to the suspending administrator's office within 24 hours. In addition, teachers may need to provide on going makeup work as work is submitted by the suspended student.

TRANSFER GRADES

Sometimes it is necessary for a student to receive a schedule change. Students may change into an existing course within the same subject area. If a grade is established in the course prior to the change, the established grade will transfer to the new course selected until the subsequent grades can be earned to replace the transfer grade. The new teacher may administer an assessment in order for the student to demonstrate competency in the content standards to date.

When students enroll at CHS from another school, they should be graded on work assigned once they enter the class. When the transfer grades are received from the previous school or teacher, the registrar will forward the grades to the teachers and the grades should be included in the new average. If a student arrives with no transfer grades, teachers are urged to identify the key standards that have been taught and require students to show mastery of those standards. It is not necessary to have students make up every assignment prior to their enrollment.

ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

All club meetings and social activities must be pre-approved. Give date, time and place on an area reservation form and submit it to Michael Beck, Assistant Principal. The school calendar is maintained by the designated assistant principal and is posted in the front office. Club sponsors and coaches are responsible for placing their own publicity in the daily announcements.

In order for students to participate in extracurricular activities, students must meet all academic eligibility requirements.

- All students, including incoming freshmen, who participate in extracurricular activities, must be earning at least a "D" in every class at the end of each grading period, including progress reports.
- All students must be enrolled in seven classes. Seniors must be enrolled in at least five classes.

- A student who receives an “F” at any grading period is ineligible.
- A student who receives an “I” at any grading period is ineligible. The student must complete all work within 10 school days at the beginning of the following grading period but eligibility once the grade is replaced with a passing grade is not guaranteed.
- The administrator for athletics, along with the Athletic Coordinator, will coordinate the eligibility process and reports to the coaches.

Teachers are encouraged to contact coaches of students who may be in danger of failing in order to receive extra assistance for student success in the classroom.

HOMEWORK

Recognizing that the education of children is a cooperative enterprise between the home and the school, the Governing Board values the assignment of homework as an integral part of the learning process. Therefore, every school will develop homework procedures and expectations consistent with the following guidelines:

- The type and amount of homework to be assigned should be appropriate to students’ grade level and general level of ability.
- Homework assignments should be specific and have clearly understood expectations.
- Homework should generally be used to introduce, reinforce, or expand what is taught in the classroom.

KEYS

A key request must be obtained from Assistant Principal of Building and Operations **STAFF SHOULD NOT LOAN KEYS TO STUDENTS. UNDER NO CIRCUMSTANCES ARE KEYS TO BE DUPLICATED.** Teachers on a leave of absence must turn in keys upon approval of the leave. **LOST KEYS MUST BE REPORTED IMMEDIATELY.**

LESSON PLANS

At the beginning of each year all teachers are required to submit THREE emergency lesson plans to Anya Thompson in the Sub Office to keep on file. Please submit your emergency lesson plan no later than Friday, August 16, 2019.

When you plan your absence, please make sure to leave a lesson plan for your substitute on your desk. You are responsible to prepare all the necessary copies for students prior to your absence.

In case of unplanned absence, your emergency lesson plan on file will be used, unless you send us a lesson plan for the day.

LOST AND FOUND

All articles will be turned over to staff in the Student Services Office. If not claimed at that time, clothing will be given to the Tucson Unified School District's Clothing Bank.

NEW STUDENTS

All new students are uploaded in Synergy immediately. Please take attendance accordingly. If a student has not attended class, two consecutive days please notify the Attendance Office.

If you have been provided with a New Student Screening Form, a document required under state law, it is imperative that you return it to the Attendance Office by **the stated due date**.

If you believe an error has been made, refer the matter to the designated assistant principal after class. If more students show up than you have chairs, or desks are not available for the assigned student, please notify the office. **Do not deny the student admittance.**

PARKING

Parking space for teachers is available in the faculty parking lots. All faculty and staff members will receive parking permit tags, which must be visible at all times. Please follow the instructions when filling out the parking permit form. The forms are available in the mail room. **Staff members who have a regular need to leave campus must park in the front lot and not in the North Lot. It is unacceptable to ask for the North Lot gates to be unlocked during the day so that a staff member can leave campus.**

REPAIRS/WORK ORDERS

- a) Should repairs become necessary for any school equipment, written notice of such repairs should be made to Assistant Principal of Building and Operations, Mr. Beck. While repairs for equipment such as radios, tape recorders, TV and other electronic items will need to be completed outside the school system, many items can be repaired by district personnel through the maintenance shops. Arrangements will be made for any repairs to be done. Do not dispose of furniture without first checking with the designated assistant principal.
- b) Break-ins and burglaries should be reported immediately to the designated assistant principal, or the principal.
- c) All repair requests need to be emailed to Mr. Beck so that he can process a workorder.
- d) Pest Control – If you are experiencing pest control issues, please follow the outline guidelines:
 - All food sources need to be eliminated or stored in pest proof containers.
 - Eliminate clutter (provides nesting areas).
 - If after a two week period, rodents persist email Mr. Beck or Lori Encinas, you will be placed on the monthly list for the pest control services.

COPIES OF CLASS MATERIALS (Please refer to TEA Article 9-1 through 9-12)

Teachers need to complete a copy request form and submit with the originals. Please plan appropriately and expect a 48 hour turn around. Each teacher will be allowed 2,000 copies per month so please plan the use of your copies wisely. **Poor planning is not an excuse for emergency copies and should not occur with regular frequency.**

Fair Use Guidelines for Duplicating Copyright Materials

Books	One chapter may be copied for teacher use 1000 words or 10% may be copied for class
Encyclopedias	One story or article may be copied for teacher use
Anthologies	2500 words or one story may be copied for class use
Periodicals	One article may be copied for teacher use 2500 words or one article may be copied for class use
Charts, Cartoons	One per book may be copied for teacher use
Pictures	One per class may be copied for class use

- a. **To be requested no less than 48 hours!** *Due to high request of copies everyday, we are kindly asking you to submit your request no less than 48 hours. Please ask your department chair to help you with the emergency requests (less than 24 hours). Requests submitted on Friday after 2PM will be completed by Tuesday morning. Each teacher is limited to 2,000 copies per month.*
- b. **On the Copy Work Order paper please fill in the blanks:**
 - *Teacher/Dept.*
 - *Number of Original Pages*
 - *Number of copies needed*
 - *Special Instructions (One-Sided, Duplex, Staple, 3-Hole Punch or Other)*
 - *Date Requested*
 - *Requested By*
- c. **Your work order will be placed in your department box.**

ROOM CARE

- a) Teachers are responsible for the neat appearance of their rooms. Please be sure that windows are closed, blinds left open, lights off, and have doors locked at the close of the day. Please have your students keep the floors free of trash, keep a careful check on classroom furniture to prevent malicious damage, and limit the amount of food left in the classroom to reduce pest control issues. The use of thumbtacks or nails in the woodwork, or scotch tape on painted surfaces is not permitted. Do not hang any student work or any other items from your office or classroom ceiling. This is against Fire Code. **Also, do not cover door windows entirely as we need to be able to have a clear view into your classroom as needed."**
- b) **At the end of your teaching day, check your room carefully for items such as books, clothing, musical instruments and other items that might have been left by students during the day. Items found are to be locked in the teacher's closet and returned to the student the next day. If items are not claimed, they should be sent to Lost and Found in the Attendance Office.**
- c) **Please confer with administration before bringing any furniture from home or from the district furniture warehouse.**

SCHOOL FINANCE OFFICE

- a) The School Finance Office handles student financial transactions. Teachers who desire to sell supplies, food, or materials to students must receive approval from Activities Office and follow proper procedures. **Under no circumstances are teachers to sell materials to students.**
- b) Money will be kept only in the Finance Office. You must deposit all monies with the Finance Manager. **It is against the law and District policy to keep money in your classroom.**
- c) Student body and club money expenditures should be cleared with the designated assistant principal, who will advise teachers on procedures and forms.
- d) All textbooks are checked out and returned to the Finance Office.

SCHOOL SAFETY PLAN

A copy of the safety plan procedures will be distributed to all teachers. Evacuation and lockdown drills will be practiced throughout the year.

SCHOOL VAN USE

Please check with Shelly Newsome, Assistant Principal or Athletic Director if the vans are available.

- a) Vans are to be used for official TUSD business only.
- b) No more than 10 authorized passengers on board (including driver).
- c) A photocopy of operator's valid Arizona Driver's License must be on file with site administrator/transportation.
- d) All passengers must wear seat belts.
- e) Conduct pre-trip and post-trip inspections, use daily vehicle checklist, and report all discrepancies to vehicle maintenance personnel in writing.
- f) When one or more students are being transported (ICC and ADOT requirements), no school bus or van driver shall drive for more than 10 hours in any 24-hour period.
 - No school bus or van driver shall work more than 15 hours in any 24-hour period, including any other work.
 - On activity trips, the driver shall stop for a short rest period and check the tires at least every 2 hours or 100 miles, whichever comes first.
 - **NEVER** shall liquor, tobacco, dangerous or narcotic drugs, or any prohibited substance be permitted in a district vehicle.

- Animals, insects or reptiles, glass items, weapons of any sort, explosives, fireworks, smoke or stink bombs, or other dangerous objects shall not be transported in a district vehicle.
 - Drivers shall not permit students to place any part of their bodies out of the vehicle windows.
 - School vans are not permitted out of state.
- g) Report all accidents immediately from the scene by calling the designated assistant principal at 232-8407 and School Safety at 584-7676. In an emergency, call 911. Use forms/information in packet provided.
- h) Report all new damage on/in vehicles to site administrator and transportation.
- i) Do not fuel with passengers on board (ADOT Reg. #R17-4-607).
- j) Brief all passengers on emergency evacuation procedures before departure.
- k) Follow proper maintenance schedule (sticker placed in upper left-hand corner of windshield).
- l) Vehicle maintenance personnel must inspect vans prior to all out of Tucson metro area trips.
- m) Inform the athletic director when the fuel gauge is between $\frac{1}{4}$ and $\frac{1}{2}$ tank full.

STUDENT ATTENDANCE

Teachers must use Synergy and provide a hard copy of their grades and attendance at the end of the year. Remember that the teacher's attendance record book is the official record of student attendance. **NO STUDENT, including student aides,** are to record information in the record book or online, and students must not have access to another student's information.

Check attendance at the beginning of each period. Please do not send students to the office if they are late, just mark the tardy. The teacher's attendance in the record book is the official record and as such is subject to audit by the State Auditor's Office. Teachers are required to keep accurate attendance records daily and must report all attendance no later than 3:20 P.M. This may be used as a cross-check to your on-line attendance. Attendance **MUST** be taken during the first 15 minutes of every class period. If a student comes in late it is a **PRIORITY** that the attendance be updated by the end of that class period.

Students needing an early dismissal slip on a given day should get one from the Attendance Office before school starts.

The Athletic Director will email teachers a list of students who will need to be dismissed early for athletic or fine art events.

STUDENT SCHEDULE CHANGES

All student initiated schedule changes must be requested before the first day of the semester and completed within two weeks of the semester. The only valid reasons for schedule changes are as follows:

1. Changes necessary to satisfy graduation requirements.
2. Changes necessary because of failure of prerequisite course (entrance criteria).
3. Changes required for health reasons (doctor's verification required).
4. Changes required because of completion of a course in summer school or alternative school course.
5. Changes required because of course conflicts appearing on computer schedules.

Class Drops/Change of Schedule:

1. Students are expected to successfully complete the courses they selected during registration.
2. Class drops/changes are not automatic upon request. A parent is required with student, parent, student's teacher, counselor and administrator/evaluator.
3. A student who wants to drop/change a class must meet at least one of the following criteria:
 - a) The student demonstrates an economic need. (Provide supporting documentation).
 - b) The student demonstrates a need to attend to personal or family health needs or provide care for other family member during part of the school day. (Provide supporting documentation).
 - c) The student demonstrates a need for an alternative program or a change in educational placement.
 - d) Student misplacement.
4. All class drops must have the approval of a CHS administrator prior to the class being dropped.
5. The following are not valid criteria for dropping/changing a class:
 - a) Student does not need class to complete graduation requirements.
 - b) Student is failing the class (lowering GPA).
 - c) Student wishes to remain eligible for athletics.
 - d) Student does not "like" the teacher.
 - e) Student wants a different lunch period.
 - f) Student says class is "stressful." We will support students who need help.

A student's class is not dropped until the student receives a new schedule indicating that a change was processed. He/she must continue to go to the original class until he/she has been given a new printed schedule through homeroom.

Not attending class until receiving a new schedule will result in the student getting an "F" on his/her report card for not attending class.

Schedule changes must be an attempt to meet the **instructional** needs of the student. Some requests must be decided on the basis of individual circumstances.

SUPERVISION

For liability purposes, teachers are expected to directly supervise or arrange for faculty supervision of all students for the duration of the time they are assigned to them regardless of

where the class is meeting. This implies the need for teachers to have all students assigned to them where they can be monitored and observed at all times. Use a class pass for restroom visits, or other purposes. **Students must also have their ID's visible when on campus at all times. Teachers are asked to, whenever possible; supervise areas adjacent to their classrooms, including the halls and restrooms, during passing periods. If students are observed not following policies and procedures, teachers are expected to intervene.** Teachers are required to attend all school wide student assemblies and help with supervision

SUPPLIES

- a) To obtain supplies, consult with the department chairperson who completes a requisition requesting the purchase of the materials. Forms are obtained from the TUSD's Intranet. Requisitions must be approved and signed by the department chair and the Principal. Purchase orders will be issued by the TUSD Purchasing Department. **NO PERSON IS AUTHORIZED TO BUY OR CHARGE MERCHANDISE, SERVICES, OR SUPPLIES FOR THE SCHOOL WITHOUT FIRST OBTAINING A PROPER TUSD PURCHASE ORDER.** The individual is responsible for the cost if these procedures are not followed.
- b) Materials and supplies from vendors may not be returned or exchanged without approval of the department chairperson, the Principal, and the purchasing department. The individual teacher concerned, with regard to the proposed return, substitution, or exchange should make a written statement, and giving the reasons for the return.

SYLLABUS – Turn in a copy to Ms. Hall for approval prior to copying (Due 8/9/19)

Major and Minor Components of a Course Syllabus:

- Course Description/Overview
 - Contact information
 - Welcome statement
 - Purpose(s)/goal(s) of course
- Course Content
 - Topics/themes/areas of study
 - Skill/Objectives
 - Reading/Writing requirements
 - Course calendar/schedule outline
- Course Materials
 - Textbooks
 - General supplies (e.g., pencils/pens, paper)
 - Calculators
 - Lab equipment
 - Mathematical tools (e.g., ruler, compass, protractor)
- Course Policies
 - Attendance/absences/tardiness
 - Make-up work/late work
 - Classroom rules/expectations
 - Disciplinary policy

- Passes (e.g. no passes during first or last
- Grading Policy/Assessment
 - Grading scale
 - Point value of items graded
 - Calculation of grades
 - Extra credit
 - Types of assessments
 - Retesting
 - Progress reports
- Course Procedures
 - Course format/pacing
 - Work requirements
 - Labs/group work
 - Notebooks/binders
 - Parent-student signature or contracts
- Personal Statement
 - Words of Wisdom
 - Pedagogical assumptions
- Additional Information
 - School-related opportunities
 - Extra help
 - Parent and student signature (may want to include space for email or cell phone number for contact)

TEACHER DRESS CODE

The Governing Board believes that all employees should dress in a professional manner, setting an example for workplace attire for the students TUSD serves. The Governing Board recognizes that “professional” work attire will vary depending on the position held by the individual. Employees should wear attire suitable for the type of work they perform.

Attire shall be considered professionally appropriate if it does not disrupt the educational or workplace environment. While individual style will be recognized, there are minimum standards of grooming and attire to which employees must abide. All employees will comply with the minimum standards established for students not subject to a standardized dress code (uniforms).

Minimum Standards:

- All employees shall be neat and clean when reporting to work.
- Clothing shall be free from frays, holes, or tears and should not expose undergarments, buttocks, chests or midriffs.
- Clothing and exposed body art shall be free from
 - profanity,
 - obscene gestures,
 - sexually graphic pictures,

- supportive references to alcohol, cigarettes, drugs or sexual activity
- messages degrading others on the basis of race, color, religion, ancestry, national origin, gender, sexual orientation or disability.
- No gang related apparel or items are permitted.
- Dresses, skirts and shorts should be mid-thigh or longer.
- Caps, hats, and sunglasses may be worn outside only.
- Shoes or sandals must be worn. Rubber/plastic flip-flops are not considered to be sandals

SCHOOL TAX CREDIT FUNDS

General Information

Arizona Revised Statute allows taxpayers a credit for contributions made to public schools in the state for the support of extracurricular activities. Taxpayers who file a tax return as a single or head of household are eligible to receive a tax credit up to \$200 and married couples filing a joint return are eligible to receive a tax credit up to \$400. See Finance Manager for further details.

SMOKING / VAPING

Smoking and vaping are prohibited anywhere on campus by state law and district policy GBED.

STUDENT AIDES

Requests for student aides can be initiated by a teacher or a student may request to be a teacher's aide. Student aides fulfill tasks such as filing, duplicating, equipment management and organizing materials. They may **not** enter grades or absences into the system or do any type of work that gives them private information about other students. Student aides receive elective credit and are to be issued a P (pass) or F (fail) grade. Teachers are responsible for the students assigned to them for the student assistant period. Teachers may not have more than one student aide per period. Teachers Aides must obtain a teacher's aide ID card from the Finance Office. It is the responsibility of the teacher to ensure that teacher aides are properly supervised and accountable at all times.