

**PSR-Policy INT-700**  
**Use of Douglas County Education Service District**

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Each staff member assigned teaching duties is expected to register their name with the Douglas County E.S.D. in order to qualify for borrowing privileges.

Staff members requesting materials from the E.S.D. are individually responsible for ordering, pick-up, and return of materials. Staff members are required to return materials to E.S.D. in a timely manner. Failure to do so will jeopardize Phoenix School's ability to access materials provided by E.S.D.



**PSR-Policy INT-701**  
**Field Trips**

**Field Trips**

Phoenix School staff members have a responsibility to maintain Phoenix School's value of creating emotionally and physically safe environments even while off campus. Thus, when supervising a group of students involved on a field trip, the following policy is in effect:

1. Drivers of Phoenix School vehicles must possess a current, valid driver's license, be registered with the school's auto insurer, and conduct a safety check of the vehicle before departure. Staff are not to permit students to drive personal vehicles or school vehicles on any Phoenix School sponsored field trip. With prior written permission from the parent/guardian and Principal, a student may drive him or herself only.
2. A complete itinerary will be presented to the Administration for approval before plans for the trip are finalized. No trips will be scheduled without permission of the Principal.
3. A thorough summary of purpose, rules, and regulations pertinent to field trips must include:
  - A. A complete itinerary and supply list sent to parents and a returned signed parental permission slip.
  - B. Students will ride in assigned vehicles both to and from destination. There will be **no exceptions** to this rule.
  - C. Students will adhere to school behavior policy and all relevant laws.
  - D. Staff will file appropriate forms for all trips. See Principal for forms.
  - E. Staff will include a copy of each participating student's Medical Emergency Card for out-of-town field trips.
  - F. A First Aid Kit must be carried by a staff member and/or designated volunteer on all field trips.
  - G. A cell phone readily available to staff must be carried on all field trips.

The field trip leader is responsible for making arrangements for parent chaperones to accommodate the number of students within the group.

4. The sponsoring staff member will ensure that a working line of communication with Phoenix School and local emergency services is established and maintained throughout the duration of the field trip.
  5. After any field trip, all vehicles and equipment must be cleaned inside and out by the students.
  6. Travel reimbursement for mileage will be made subsequent to travel logs being submitted to the Business Manager. Any other reimbursement requests must be accompanied by the original receipts. Approved reimbursements will occur within thirty (30) days after all required documentation is received by the Business Manager.
  7. Staff handling the field trip are responsible to find placement for any and all students not going on the field trip with a qualified staff member.
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**PSR-Policy INT-702**  
**Guest Speakers**

**Guest Speakers**

Teachers are encouraged to invite guest speakers to Phoenix with expertise in a wide range of subjects. All speakers must be cleared through the Administration at least twenty-four (24) hours prior to a scheduled appearance. Teachers inviting a guest speaker into the school are responsible for:

1. Ascertaining that the speaker's topic and manner will be appropriate to the learning activity.
  2. Providing the front office with the name and the expected time of arrival and departure on the morning the guest is scheduled to speak. The guest must check-in and check-out at the front office.
  3. Always remaining in the room with the guest speaker. If necessary, staff members will facilitate and guide the speaker.
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**PSR-Policy INT-703**  
**Videos and Films**

**Videos and Films**

Videos and films are an effective teaching tool and valuable supplement to curricular materials in the classroom. The aural and visual qualities of the video medium have a strong appeal to young people and helps teachers accommodate a variety of student learning styles. Respect for the intellectual freedom of teachers must be balanced with a concern for the developmental needs of students and parental preferences for their children.

Teachers may take advantage of “fair use” copyright guidelines to show commercial feature films and selected off-air television programs relevant to a specific curricular area for instructional purposes. Generally, federal law prohibits the use of commercially produced videos for entertainment in the classroom. However, even videos labeled “for home use only” may be used in schools (in whole or in part) provided the following conditions are met:

1. Video recordings must be used in the course of face to face (teacher/student) classroom instruction;
2. Copyright law prohibits the showing of videos for fun or as a reward unless specific public performance rights have been granted;
3. Only legally acquired videos may be used on school property. Agency equipment may not be used to duplicate copyrighted video material;
4. Videos must be shown in the classroom or other school location devoted to instruction;
5. When only a segment of a film/video is used, the teacher must give appropriate credit to the author/producer by showing the credits to the class or by creating a handout where this information is cited.

Before showing commercially produced videos for the above purposes, the film/video rating system must be considered and any film or video with a rating beyond G, appropriate for the age group being instructed, must receive prior approval from the Principal. The following information must be included in writing:

1. Title and brief description;
2. Relationship to course objectives;
3. Proposed date of showing;
4. When and how parents will be notified.

When appropriate, permission slips will be used, and an appropriate alternative assignment established for those who do not participate. Unrated, off-air recordings must also be carefully evaluated for appropriateness for specific age groups.

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**PSR-Policy INT-704**  
**Use of Phoenix School Technology**

**Use of Phoenix School Technology**

This policy is intended to provide the Phoenix School employees with the guidelines associated with the use of Phoenix School information technology (IT) resources and communications systems.

This policy governs the use of all IT resources and communications systems owned by or available at Phoenix School, and all use of such resources and systems when accessed using your own devices, including but not limited to:

- Email systems and accounts.
- Internet and intranet access.
- Telephones and voicemail systems, including wired and mobile phones, smartphones, and pagers.
- Printers, photocopiers, and scanners.
- Fax machines, e-fax systems, and modems.
- All other associated computer, network, and communications systems, hardware, peripherals, and software, including network key fobs and other devices.
- Closed-circuit television (CCTV) and all other physical security systems and devices.

**General Provisions**

Phoenix School IT resources and communications systems are to be used for business and instructional purposes only, unless otherwise permitted under applicable law.

All content maintained in Phoenix School IT resources and communications systems are the property of Phoenix School. Therefore, employees should have no expectation of privacy in any message, file, data, document, facsimile, telephone conversation, social media post, conversation, or any other kind or form of information or communication transmitted to, received, or printed from, or stored or recorded on School electronic information and communications systems.

Phoenix School reserves the right to monitor, intercept, and/or review all data transmitted, received, or downloaded over School IT resources and communications systems in accordance with applicable law. Any individual who is given access to the system is hereby given notice that Phoenix School will exercise this right periodically, without prior notice and without prior consent.

The interests of Phoenix School in monitoring and intercepting data include, but are not limited to: protection of School trade secrets, proprietary information, and similar confidential commercially-sensitive information (i.e. financial or sales records/reports, marketing or business strategies/plans, product development, customer lists, patents, trademarks, etc.); managing the

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use of the computer system; and/or assisting employees in the management of electronic data during periods of absence.

You should not interpret the use of password protection as creating a right or expectation of privacy, nor should you have a right or expectation of privacy regarding the receipt, transmission, or storage of data on Phoenix School IT resources and communications systems.

Do not use Phoenix School IT resources and communications systems for any matter that you would like to be kept private or confidential.

### Violations

If you violate this policy, you will be subject to corrective action, up to and including termination of employment. If necessary, Phoenix School will also advise law enforcement officials of any illegal conduct.

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**PSR-Policy INT-705**  
**Parental Contact and Reporting**

**Parental Contact and Reporting**

In keeping with Phoenix School's philosophy of open communication, it is expected that staff members will maintain continuous contact with the parents and approved guardians of their students.

Expected methods are:

1. Contact – Phone, Mail, E-Mail, (Use of Synergy)
    - A. Each Pathways teacher will make at least two contacts per trimester with the parent(s)/guardian(s) of their assigned students and designate contact made in Synergy. The purpose of this contact is to provide positive reinforcement of each student's academic and behavior successes to their parent(s)/guardian(s).
    - B. Pathways Teachers and related paraprofessionals are responsible for contacting parent(s)/guardian(s) to collaborate for:
      - a. Student violation of closed campus policy.
      - b. Students being unprepared.
      - c. Low academic performance.
      - d. Low attendance or chronic absenteeism.
      - e. Consistent challenges regarding behavior.
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**PSR-Policy INT-706**  
**Student Contact Standards**

**Student Contact Standards**

Staff are considered to have the expertise to handle minor infractions without going through the steps of a formal procedure with students. The culture at Phoenix allows for staff to directly communicate with students first in any occurrence, unless a better method is needed to support the student and staff member. “Knowing When to Punt” to other staff members or to the Journey Support Squad (JSS) or Principal is an expectation for all staff.

Qualifying situations occur that requires an escalation directly to the Principal. If a staff member is unsure of the situation and unclear if the incident is a qualifying situation it must be discussed with the Principal.

A student incident report must be filed whenever a qualifying situation occurs. Restrictions on discipline, discipline procedures, and recommended methods are provided to all staff.

The final determination of all official discipline is the responsibility of the Principal.

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**PSR-Policy INT-707**

**Parent Teacher Conference Standards**

**Parent Teacher Conferences**

Staff will be available for regularly scheduled trimester conferences. Other conferencing or staffing will be scheduled on a “need to” basis. Parents **must** be called prior to a staffing for serious behavioral incidents and low academic performance, in which decisions regarding the student’s future at Phoenix School is in jeopardy. Staff will coordinate with the Journey Support Squad (JSS) staff on all parent conferences as appropriate. Conferences may be recommended by any person directly involved with the student(s).

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**PSR-Policy INT-708**  
**Grading Standards**

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**Weekly Grades**

Weekly evaluations include reporting on weekly academic progress and entering grades into Synergy by Friday of each week.

**Trimester Grades**

Students may receive an A, B, C, D, F or Pass/No-Pass (P/NP) or an In-Progress (I) including comments with one positive. Staff will make every effort to encourage students to maintain a minimum of a "C" average.

**Poor Academic Performance**

Students who demonstrate continued poor academic performance will be placed on a plan of assistance in order to remain enrolled at Phoenix School.

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**PSR-Policy INT-709**  
**Progress Reports Standards**

**Progress Reports**

Interim progress reports will be assigned by faculty to students at 6 weeks into each trimester. During each trimester, the grade report shall reflect a summation of the progress to date.

Any student whose work is below a "C" average will be discussed with parent(s). During that discussion with a student and their parent(s), the cause(s) of the low grade and possible strategies to improve the grade will be determined.

Students choosing to not follow recommendations for improvement may choose to leave Phoenix School. Any recommendations agreed upon by staff members, parents, and students must be in written form, signed by all parties, and placed in the student's file.

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**PSR-Policy INT-710**  
**Animals in Phoenix Facilities**

**Animals in Phoenix Facilities**

Phoenix School only allows service animals serving persons with a disability and animals approved by the Executive Director that are part of an approved curriculum or co-curricular activity to be allowed on the Phoenix School premises. Approved animals must be adequately cared for and appropriately secured.

Only the teacher or students designated by the teacher are to handle the animals. If animals are to be kept in the classroom on days when classes are not in session, arrangements must be made for their care.

Animals, except those service animals serving persons with a disability, may not be transported on a school bus.

Phoenix recognizes The Americans with Disabilities Act definition of “service animal” means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.

- Companion and comfort animals are not considered service animals.
- Other species of animals, whether wild or domestic, trained, or untrained, are not service animals for the purposes of this definition.

The work or tasks performed by a service animal must be directly related to the individual’s disability.

Examples of work or tasks include, but are not limited to:

- Assisting individuals who are blind or have low vision with navigation and other tasks
- Alerting individuals who are deaf or hard of hearing to the presence of people or sounds
- Providing non-violent protection or rescue work
- Pulling a wheelchair
- Assisting an individual during a seizure
- Alerting individuals to the presence of allergens
- Retrieving items such as medicine or the telephone
- Providing physical support and assistance with balance and stability to individuals with mobility disabilities
- Helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

The crime deterrent effects of an animal’s presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition. The law and its regulations also make an allowance for miniature horses.

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