

# Colorado River Union High School District



## Faculty and Staff Handbook

2022-2023



# CRUHSD#2 2022-2023 Calendar



4, Holiday, Independence Day

15, 18-19, New Teachers  
20-21, 25-26, Teachers Prof. Dev.  
27, First Day of School

S2/T7

July						
S	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January						
S	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

2, New Years  
16, Holiday, Civil Rights Day  
20, Teacher Professional Dev.

S16/T17

5, Teachers Professional Dev.

S19/T20

August						
S	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February						
S	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

3, Teacher Professional Dev.  
9, Parent Teacher Conf.  
13, 100th day  
20, Holiday, Presidents Day  
24, Flex Friday

S15/T16

5, Holiday, Labor Day  
9, Teachers Professional Dev.  
22, Parent Teacher Conf.  
30, Flex Friday

S16/T17

September						
S	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

March						
S	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

3, Teacher Professional Dev.  
9, Progress Report  
13-17, Spring Break  
24, Flex Friday

S14/T15

5, 40th Day  
6, Progress Report  
7, Teacher PD Day  
14, Flex Friday

S17/T18

October						
S	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April						
S	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

7, Teacher Professional Dev.  
14, Flex Friday  
5, Teacher Professional Dev.

S16/T17

4, Flex Friday  
11, Holiday, Veterans Day  
18, Teachers Professional Dev.  
21-25, Thanksgiving Vac.

S14/T15

November						
S	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May						
S	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

12, Flex Friday  
13, Graduation  
16-17, Finals  
17, Last Day for Students  
18, Last Day for Teachers  
29, Holiday, Memorial Day  
30-31, Summer School

S11/T13

2, Teachers Professional Dev.  
9, Flex Friday  
14-15, Finals  
19-23, 26-30, Winter Break

S9/T10

December						
S	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June						
S	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

1-2, Summer School  
5-8, Summer School  
12-15, Summer School  
19-22, Summer School

New Teacher Induction						
Professional Development Days for Teachers						
Parent Teacher Conferences		Progress Report		Graduation		
Intervention and Enrichment Days for Students						
No School for Students or Staff						
HOLIDAY CLOSED						
School Starts			Schools Ends			
SUMMER SCHOOL						

1st Semester Count S77/T87	S149-T165	2nd Semester Count S72/T78
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## Directory

### 1. Governing Board

- Carey Fearing - President
- Ashley Gerich- Clerk
- Lori Crampton - Member
- Arden Lauxman - Member
- Dr. Richard Cardone - Member

### 2. District Administration and Staff

- Superintendent-Dr. Tim Richards
- Terri Mohn - Administrative Assistant
- Business Manager-Sam Dell
- Payroll/Human Resources-Michelle Bemelman/Rene Hagan
- Kristy Cornelison - Director of Curriculum
- Darolene Brown-Assessment & Data Coordinator & Trainer
- TBD- Director of Career and Technology Education
- Jared White - Director of Information Technology
- William Bailey - Director of Transportation
- Lina Engelhardt - Director of Special Education
- Ronni Sanderson-Grants Manager-
- Bonnie Wheaton - Accounts Payable
- Margaret White - Accounting Clerk
- Scarlett Vargas - Data Specialist

### 3. High School Administration

- Mohave High School
  - Gina Covert- Principal
  - James Armijo, Assistant Principal
  - Amanda Amann, Athletic Director
  - Teri Arnold, Principal's Secretary
- River Valley High School
  - Dorn Wilcox, Principal
  - Athletic Director, Dorn Wilcox
  - Lupita Sanchez, Principal's Secretary
- CRUHSD Academy
  - Troy Heaton, Principal
  - Malena Oviatt, Principal's Secretary

## **CODE OF ETHICS**

### **School Relationships**

All employees of the District are expected to maintain high standards in their school relationships. These standards include the following:

- The maintenance of just and courteous professional relationships with pupils, parents, staff members, and others.
- The establishment of friendly and intelligent cooperation between the community and school district.
- The representation of the district on all occasions so that the contributions of the district to the community are recognized.
- The placement of the welfare of children as the first concern of the district.
- Restraint from using school contacts and privileges to promote politics, religious views, or propaganda of any kind.
- Directing any criticism of another staff member or of any department of the district toward the improvement of the district. Such constructive criticism is to be made directly to the particular school administrator who has the administrative responsibility for improving the situation and then to the Superintendent, if necessary.
- The proper use and protection of all school properties, equipment and materials.
- In the performance of professional duties, an educator shall keep in confidence such information as he/she may secure unless disclosure serves professional purposes or is required by law.

### **Public Use of Student Records**

Pupil records are considered professional and confidential. They contain information of a personal nature on the pupil recorded and retained by the school for future use by the school. Pupil records are not to leave the designated area set aside for the review of said records. The School District is not obligated to furnish copies of records other than transcripts of grades.

Pupil records shall be available under the following circumstances:

- When they are to be used by the professional staff of the School District in which the student is in attendance to accomplish professional goals.
- When they are requested by a School District, employer, or institution, if approved by the parent or guardian of the student.
- When they are requested by any state or federal agency as long as the records do not identify the student.
- When they are requested by a parent or guardian upon confirmation of identity
- When they are requested by the pupil or person who is over the age of eighteen and whose records are maintained by the school.

The parent or guardian has the right to attach a written response to any item in the records when accuracy is disputed.

### **ABSENCE FROM CLASSROOM**

Teachers will be responsible for their classes at all times. At no time are students to be left unsupervised. Students are not to be sent on errands from the school premises unless authorized by the principal. Refer to CRUHSD Governing Board Policy JRI for further details.

## **ABSENCES FROM THE BUILDING/LEAVE REQUESTS**

Each certified staff member shall be credited with a sick leave allowance at the rate of one (1) day per month. Certified staff are allotted 10 sick days and 2 personal days. Unused sick leave may be accumulated and carried forward to the next year, however payout will be limited as indicated by Regulation GCCA-R. When a staff member exhausts all days of accumulated sick leave, an unpaid leave of absence must be requested, pursuant to District policy. 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

Staff may not schedule or use personal leave the day prior to or the day following a pre-scheduled school holiday, during the first two weeks or the last two weeks of school. Time taken off during these periods must be requested off and approved by the Superintendent. If not approved, the time will be leave without pay. Refer to CRUHSD Governing Board Policy GCCA and GCCB for further details.

The following protocol is to be used when requesting time off:

- Contact ReadySub and input dates, select substitute, and upload lesson plans
- Contact administrative secretary to notify them of absence
- Complete the district approved Leave Request form

Unplanned or short notice/emergency absences employees must do the following:

- Contact (email or phone) the administrative secretary **prior to 6:00 a.m.** on the day of the absence and request a substitute teacher
- Contact ReadySub and upload lesson plans
- Contact principal and/or assistant principal, notifying them of absence

When planning for any absence, teachers must furnish information concerning lesson plans and any special instructions for the substitute teacher

**When employees leave the building for authorized reasons they must sign out when they leave and sign back in upon their return.**

## **ACTIVITY REQUESTS AND FIELD TRIPS**

All special activities and field trips must be pre-approved by the site administrator/athletic director. Activity request forms are available on Google Shared Drive and must be submitted and approved at a minimum of two weeks prior to the activity or event.

**FIELD TRIPS:** All field trips must be educational, and must be designed to augment or enrich existing curricular or extracurricular programs in a manner that cannot be achieved on campus. As such, all field trips must be supervised by at least one (1) certificated staff person.

No field trips will be scheduled the last two (2) weeks of a semester. If a staff member plans to drive a school vehicle, the staff member must provide a copy of his/her driver's license to the transportation department at least two (2) weeks before the field trip and watch a series of Safety Videos. The use of alcohol, tobacco products and/or other illicit substances by anyone on a District sponsored field trip is strictly prohibited.

**Absolutely no personal vehicle is to be used to transport students on a field trip or function.** Only current students of the District will be permitted to participate in District travel and associated activities. All field trips must first be approved by the Governing Board before any field trip request will be processed.

If School District funds are insufficient to pay for a field trip, students may voluntarily participate in fund-raising efforts, and/or parents may make voluntary donations to help defray the cost of travel for all students involved. The Governing Board must approve any proposed field trip before any funds may be raised through on campus fund-raising activities.

No student shall be denied the opportunity to participate due to financial hardship as long as the student has participated in the fund-raising events.

Any field trips must be completed within one calendar year of the Governing Board's approval of such field trips.

**PROCEDURES:** Requests (form IJOA-EA) shall be submitted to the school principal or principal's designee at least one (1) month before the trip. (Out of state and out of country travel must be approved by the Governing Board at least three [3] months prior to departure).

All field trip requests (IJOA-EA) must include approval signature and dates of club sponsor, department chair (where applicable), building principal, and Superintendent prior to being submitted to the Governing Board for consideration to approve.

All students must return a Field Trip Permission Form (IOJA-EB) and *proof of insurance* to the supervising teacher at least one (1) week prior to the trip.

### **BUILDING KEYS**

Students are not permitted to have school keys for any reason.

### **CLASS PROJECTS/MOVIES**

Movies, videos and electronic materials with ratings other than for general audiences (Rated G) 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, video or electronic material has been previewed by the teacher or other certificated staff member.
- The movie, video or electronic material 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 responsible school administrator has approved the use of the movie, video or electronic material 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, video or electronic material and the date on which it will be shown.
- When a movie, video or electronic material has a rating the above advance notification will include the rating and the source providing the rating.
- A student whose parent(s) or other responsible adult has provided notice of their disapproval will not be permitted to view the movie, video or electronic material.

Parents or guardians have the right to have advance access to instructional materials, learning materials and activities currently in use, or being considered for use, in the District. 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.

A parent or guardian who objects to any learning material or activity on the basis that it is harmful includes objection to a material or activity because it questions beliefs or practices in sex, morality, or religion or, because of sexual content, violent content, or profane or vulgar language, may request to withdraw that student from the activity or from the class or program in which the material is used and request an alternative assignment. **See Board Policy IJND-R.**

### **COMMUNICATIONS**

**MEMOS AND COMMUNICATIONS:** Teachers are expected to check their email and individual mailboxes upon arrival on campus and at the conclusion of the school day.

**PARENT/TEACHER CONFERENCES:** Formal, parent/teacher conferences are PRE-SCHEDULED on the school calendar. Teachers are responsible for contacting parents and arranging conference times.

**PARENT COMMUNICATIONS:** Return all telephone calls and emails to parents/guardians within 24-hours. Teacher must keep a record of parental communication.

**CHAIN OF COMMAND:** The superintendent and building principals have an open-door policy and employees may request a conference at any time to discuss district related issues. As a matter of courtesy, an employee shall notify their immediate supervisor when a request is made to meet with the Superintendent and Assistant Superintendent(s). The following is the established chain of command for CRUHSD employees in order listed:

1. Leadership Team Leader/or Department Head (when applicable)
2. Instructional Coach (when applicable)
3. Assistant Principal
4. Principal/District Program Directors
5. Superintendent
6. Governing Board

### **DAILY ANNOUNCEMENTS**

Items for the announcement must be submitted to the Google Document no later than close of business on the previous day. The only exceptions to this policy are sports scores and emergency information.

### **ELEOT OBSERVATIONS**

ELEOT Observations will be completed quarterly, at a minimum, to produce data geared towards professional development that will directly impact student learning. Administrators, Instructional Coaches, and Department Heads will perform ELEOT Observations. [ELEOT observations are not to be used as personal evaluation data.](#)

### **EVALUATIONS**

The evaluation process of both certified and classified employees is conducted in accordance with Governing Board Policies. The District will involve its certificated teachers in the development and periodic evaluation of the teacher performance evaluation system. The following elements will be a part of the evaluation system:

- It will meet the requirements prescribed in statute and provide at least one (1) evaluation of each certificated teacher by a qualified evaluator each school year or as provided in Section I.
- A copy of the evaluation system shall be given to each teacher in the District.

The Board shall *describe performance improvement plans* for teachers designated in the lowest performance classification *and dismissal or nonrenewal procedures* pursuant to section [15-536](#) or [15-539](#) for teachers who continue to be designated in the lowest performance classification.

Per state policy, teachers who have been with the district for fewer than three (3) years are required to have two observations per school year.

### **FACILITIES REQUESTS**

The use of facilities outside of the normal classroom **must** be scheduled through the administrative offices. Extra-curricular activities (e.g. field trips, assemblies, dances, etc.) require the completion of an Activity Request Form, available from the school secretary.

### **FOOD IN CLASSROOM**

Food is not permitted in the classroom, with exception for MEDICAL REASONS.

### **FUND-RAISING**

Fund-raising activities by students on school premises or elsewhere as representatives of the school will be permitted only for the types of fund-raising activities approved by the Governing Board. The specific fund-raising



activities, within the types approved by the Governing Board that student groups and organizations may pursue, remain subject to approval by the Superintendent. To propose fund-raising activities, groups, clubs, organizations or teams must first present their proposal to the student council for approval, then to the school administration. All artwork must be approved by the administration.

## GOVERNING BOARD POLICIES

Governing Board policies can be found at the District Office. Please contact Terrie Mohn

## GRADE BOOK REQUIREMENTS

**GRADE BOOKS:** Grade books are legal records for the school and should reflect the highest degree of accuracy. These books are a part of the district's permanent record system. They must contain an accurate record of student academic progress. Each record must include the name of the school, teacher's name, course title, school year (list semester as 1<sup>st</sup> and 2<sup>nd</sup>) as well as individual grades on projects, tests, etc. Grades should be returned to students in a timely manner.

At the conclusion of each semester, teachers will use the report function in Synergy to download and email the official record of their gradebook to the school registrar.

Teachers will confer with parents when necessary concerning academic progress and discipline of students. Teachers will report to parents on students' conduct, scholarship, attendance, or excessive tardiness. The grading system should be consistent within the class for the entire year.

The following should be observed in implementing a grading system:

- The grading system should be consistent within the class for the entire year.
- The student 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 letter grade is devised, and the meaning of the final letter grade which is sent home as a report to the parent.
- Work habits and conduct are two (2) areas that will be marked individually. Grades on basic subjects must not be awarded or upheld based upon disciplinary problems, work habits, or conduct.

An average of **two (2) grades per week** should be kept in numerical values in the teacher's grade book for each subject. Average numerical values for the six (6) weeks will also be recorded in the grade book.

Periodic integrity checks will be made by administrators to ensure that these grading requirements are being met. These integrity checks will be a component of all staff evaluations.

**GRADING SCALE:** 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 equivalents. The following scale will serve as a guide for the distribution of grades but reasonable alternative letter grades may be approved at the District level:

90% - 100% = A

80% - 89% = B

70% - 79% = C

60% - 69% = D

Below 60% = F

**GRADING (EXCEPTIONAL STUDENTS):** Students that are being serviced under an Individual Education Plan (IEP) or a 504-Special Accommodation Plan for Medical Issues are entitled to specified instructional accommodations that are protected under federal law. Accommodations specified in both IEPs and 504s are legally binding. Every stipulation in these documents must be strictly adhered to by educational professionals.

Specific instructional accommodations are designed to assist the child move forward in the general curriculum. Examples of typical accommodations may be some of the following:

- Extra time to complete assignment and assessments
- Modified assignments
- Reduced number of problems or questions
- Use of a “study buddy” or “seated next to a fellow student that is helpful”
- Presented with a spelling/vocabulary list, the student will successfully spell/define 8 out of ten words
- Presented with mathematical problems, student will successfully solve 8 out of ten equations
- Modified grading scale

The above is only a partial list of all the accommodations and modifications that may be found on an IEP or a 504. It is important that every classroom staff member be completely familiar with every instructional accommodation found in these documents.

**GRADE BOOK WEIGHTING:** Student grades are made up of various academic activities that include, but are not limited to: homework, class work, quizzes, tests, participation, and other assignments. Generally, classroom teachers have the responsibility to manage student grades, weight the assignments and activities appropriately, and place them into the Synergy student management system, in a timely manner. CRUHSD staff members are required to post student grades into Synergy, no later than 7:00 AM on the first day of the academic week.

In an effort to develop continuity across the campus classrooms, each academic department has established a clear policy that weights grades consistently across core academic areas. Each classroom teacher is required to clearly state their grading policy in the course syllabus.

#### **Common Formative Assessments (CFA's)**

As part of CRUHSD's instructional framework, all academic classrooms are required to conduct Common Formative Assessments on a weekly basis. CFA's provide the classroom teacher and instructional specialists with valuable pieces of data that are used to make various academic decisions. CFA's are five question quizzes, made up of 3 multiple choice questions and two open-ended, written response questions. CFA's are used to evaluate student performance in relation to specific learning standards.

#### **HOMEWORK**

Homework/Check for Understanding can be modified based on need of the individual student. It should not carry the stigma of punishment. Homework is at the teacher's discretion.

#### **LESSON PLANS**

Lesson plans will be uploaded into Synergy, on or before the first day of the academic week, no later than 7:10 am. Lesson plans will include the following:

- **Learning Intentions**
- **Success Criteria**
- **Closure**

Teachers shall make thorough preparation for all daily lessons and shall prepare their plans to reflect such preparation.

Guidelines for the implementation of policy IMA shall include:

- Lesson plans shall be developed according to District-wide formats and shall reflect the scope and sequence of the courses of instruction. Acceptable alternatives may be approved by the principal.
- Lesson plans shall demonstrate the correlation of the lesson with State Board standards when applicable.
- Lesson plans should include information pertinent to the effective implementation of a lesson. When commercially prepared plans are in use, lesson plans may simply refer to the appropriate aspects of such plans.
- While teachers are required to be thoroughly prepared for each daily lesson, plans may be prepared for each lesson or on a long-term basis (i.e., unit of work), whichever is most appropriate.
- 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.
- The provision that copies of lesson plans must be available for substitute teachers.

### **Mandatory Management Protocols**

The administration and staff of CRUHSD believe that well-managed, engaging, and academically focused classrooms yield consistently improved test scores and improve the overall educational performance of our students. In keeping with this ideal, the following requirements will become a mandatory component of each classroom, beginning with school year 2021-22:

1. Procedures for classroom processes will be outlined in a course syllabus.
2. Rules will be included in the syllabus and displayed in the classroom and consistently enforced.
3. Tiered process for behavior modification:
  1. Notify the student of behavior
  2. Reteach
  3. Contact Parent
  4. Referral to office - Synergy

### **Mandatory Reporting**

Any school official or employee who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect, or who has observed a child being subjected to circumstances or conditions which would reasonably result in abuse or neglect, will immediately report or cause a report to be made to the Arizona Child Abuse Hotline, as required by law.

[Mandated Reporter Online Reporting](#)

[1-888-SOS-CHILD \(1-888-767-2445\)](#)

### **MEALS**

Chartwell's Incorporated is a member of the multinational corporation, Compass Group. They are a private contractor providing food services to CRUHSD. Complaints regarding service, food quality, and any staff or organizational issues are reported directly to school administrators.

Staff prices are set by Chartwell's and district administration. All staff and faculty members are required to pay for meals. The following are prices for food services during school year 2021-22:

Staff Breakfast:	\$2.75
Lunch:	\$4.75
Entrée:	\$1.00
Milk:	.30
Juice:	.25
Side only	.50

Please note, per CRUHSD policy, anything added to an entrée selection becomes a full meal (\$4.75).

## **PLANNING PERIODS**

Planning periods must be used for instructional preparation. This time is also to be used for professional collaborations and parental contacts.

## **PROFESSIONAL CONDUCT**

**Tobacco/Alcohol/Drug Use:** The possession or use of alcohol, tobacco products, tobacco substitutes, electronic cigarettes, other chemical inhalation devices, vapor products, or recreational drugs is prohibited in the following locations:

- School grounds.
- School buildings.
- School parking lots.
- School playing fields.
- School buses and other District vehicles.
- Off-campus school-sponsored events.

**Staff Dress Code:** Dress and maintain a general appearance that reflects their position and does not detract from the educational program of the school.

**Staff Conduct:** Employees are expected to exercise general supervision over the conduct of students, not only while in the schoolroom, but also before and after school and during recess. At all times teachers and other staff members will accord students the dignity and respect that they deserve, and avoid embarrassing any student unnecessarily.

All personnel employed by the District are expected to relate to students of the District in a manner that maintains social and moral patterns of behavior consistent with community standards and acceptable professional conduct.

Relationships between staff members and students that include "dating," "courtship," or "romantic involvement" are prohibited. These behaviors deviate from ethical or professional standards and shall be deemed unacceptable and contrary to the expectations of District governance.

Staff/student relationships shall reflect mutual respect between staff members and students and shall support the dignity of the entire profession and educational process.

The use of personal cell phones is discouraged during class time.

## **PROFESSIONAL DEVELOPMENT**

Continuing education is an essential component of school improvement activities. Generally, the first Friday of each month are non-contact student days and are set aside for site and district professional development. The following is a tentative agenda for training days:

7:00 to 8:00: All staff report to site

7:00 to 8:00: Leadership Meeting

8:00 to 10:00: Department Planning

10:00 to 12:00: Administrative debriefing with individual departments

12:00 to 1:00: Lunch

1:00 to 3:00: District briefing and site-based professional development

Dates for PD (subject to change):

August 5, 2022

September 9, 2022

October 7, 2022

November 18, 2022

December 2, 2022

January 20, 2023

February 3, 2023

March 3, 2023

April 7, 2023

May 5, 2023

## PROFESSIONAL RESPONSIBILITIES

In addition to the classroom responsibilities, teachers are expected to be a part of the professional team. Included in this aspect are the following:

- Pursue professional studies in his/her teaching field and keep abreast of improvements and trends.
- Work for continuous improvement of instruction in classes.
- Work with colleagues and administration in organizing and improving courses of study and curriculum.
- Function as a member of the Continuous Needs Assessment process and participate in the action plan school and/or District committees to improve the quality of the school.

## PROGRESS REPORTS

Progress reports must be posted at the scheduled time.

## PURCHASE ORDERS

District funds are expended only when an employee makes a request to purchase using a Purchase Order Request Form (requisition), and it is approved. All purchase order requests must be filled out completely with the vendor's name and address and the name of the person requesting the purchase order. With an auxiliary account, the full amount requested has to be in the account at the time of the purchase order request.

If the request to purchase (Purchase Order Request Form) is approved by an employee's Principal or Supervisor, it is sent to the District Office where a numbered purchase order is printed. Because the District is prohibited, by statute, from purchasing anything without a purchase order, **anyone who makes a purchase without first obtaining a purchase order number will not be reimbursed for any purchases.** An open purchase order in the name of the club/sponsor is the exception to this.

If you plan to purchase any items throughout the school year from a single vendor, a quote form needs to be filled out containing three (3) competitive quotes, including in-person, online, or verbal quotes. If a vendor is the sole source or manufacture of an item, requests must go to the CRUHSD Board. Please contact the District Office for correct procedure.

## SAFETY PROCEDURES

It is the goal of CRUHSD to create a safe and academically appropriate school environment. The district works with all staff and community agencies to develop practices in accordance with that goal. Emergency drills are conducted regularly. Teachers must prepare each of their classes for fire and lockdown drill procedures the first week of school. Teachers are responsible for making sure their emergency bags are ready.

## STUDENT ATTENDANCE

Post attendance in Synergy by the end of each period. Attendance verification will be sent the next morning. Verify your attendance for each class even if there were no absences.

For first hour, if a student arrives after the bell, send them to the attendance office for an admit slip.

### Attendance Criteria

To be in attendance, a student must be physically present for more than one-half (1/2) of the class. Absences shall not be counted against the student for the purposes of Policy JH when they result from:

- The student's participation in a school-related activity
- The student's excused absence for religious purposes<sup>1</sup>.

- The student being suspended for misconduct.
- The student being absent due solely to illness, accident, or disease, when the student's absence is certified by a medical doctor and received within 48 hours of student's return (JE-EB), **and** the student has completed all course requirements.
- Death in the student's immediate family.
- Mandated Court Appearances; Legal Detention
- Prearranged Absences.

***"Prearranged absences"*** consist of excused absences which have been prearranged by a parent or guardian at least one (1) school day prior to the absence. Arrangements must have been made in advance with the principal or designees by written request, including the reason for the absence. The student must obtain a Pre-Planned Absence Form in the attendance office. Each teacher must sign the form.

***"Unexcused Absences"*** exist when any of the following occur:

- Absence without parental or guardian permission.
- Absence without notice from a parent within forty-eight (48) hours as to the reason for the absence.
- The student is on or near campus and is not in his/her assigned classroom without legitimate permission.
- The student leaves campus and is absent from any assigned class without a pre-planned excuse, off-campus pass from the attendance office or approval from the school's nurse.
  - Out-of-school suspensions are also considered unexcused absences but will not count in the eight (8) absence total.

### **Makeup Work**

All absences from class, including out-of-school suspensions, allow for the completion of work missed in each class. It is the responsibility of the student to obtain these assignments; one (1) day for each absence will be allowed for makeup work. Failure to make up the work will result in an "F" for the missing work.

***"Excessive Absenteeism"*** occurs when the number of absent days exceeds ten per cent of the number of required attendance days prescribed in A.R.S 15-802 (eighteen per year or nine per semester). For the purposes of this policy, excessive absenteeism will result in losing credit for a course anytime a student exceeds eight (8) absences per semester in any class.

### **STUDENT DRESS**

Students must wear the approved school shirts in an unaltered state. On special/activity days, students will be able to dress for their clubs, organizations or interscholastic activities such as spirit week or game days with the approval of the Principal. Pants must have a 6-inch inseam or longer and skirt length must be equivalent to a 6-inch inseam or longer (even if leggings are being worn). If a student is not within the dress code parameters, the student needs to be sent to the Vice Principal's office. They will be sent back to class after they meet the dress code.

#### **UNACCEPTABLE CLOTHING DURING SCHOOL HOURS**

- Altered school polo or tee shirts.
- Shorter than 6-inch inseam (even if leggings are being worn).
- No holes or start of holes in pants above the 6-inch inseam.
- Skirts or dresses with less than a 6-inch "inseam" (no more than 4 inches above top of knee cap).
- Bandannas ("rags"), excessively baggy clothing or any other item representative of gang identification.
- Hairstyles or accessories representative of gang identification.
- Visible undergarments or bike shorts.

- Clothes bearing phrases or slogans which are sexually suggestive, promote or suggest the use of drugs or alcohol, or contain vulgar language or ethnic slurs, or any logos or words other than those approved by Governing Board policy.
- Sunglasses, head coverings/visors may not be worn in the buildings. be worn on campus, teachers will determine if they may be worn in the classroom.
- Any gang related items will be turned over to the school resource officer.
- Shoes must be worn.

#### SCHOOL DRESS REGULATIONS

- School T-shirts or Polo shirts must be worn during school hours (7:00 am – 3:45pm).
- The school shirt logo may not be placed on any other shirts.
- School shirts may not be altered in any way and must be clearly visible.
- The following shirt alterations are unacceptable as defined by the school administration to include, but not limited to:
  - Defaced shirts
  - Names added to shirts
  - Rolled up sleeves
  - Cut-off shirts
  - Knotted shirts
  - Half shirts
  - Shirts tied at waist or top of pants
  - Exposed midriff

#### OUTERWEAR

- Must be in School Appropriate and you must wear a school uniform shirt underneath.

#### SPIRIT WEAR:

- Spirit Days/Spirit Weeks (approved by the school administration)
- Students will wear club shirts, approved school activity shirts, approved school shirts.
- Adhere to student handbook rules, except when school shirts are not required but must meet the minimum standards for school dress.
- Themes/styles are approved by the administration.
- Picture Day
- Adhere to student handbook rules.
- School shirts must be worn on Picture Day (students may bring other clothes to change into).

#### ID CARDS

- ID cards are school property and may not be defaced in any way.
- ID cards must be carried at all times during school hours.
- First ID is free. Replacements cost \$3.00 for the ID card. A maximum of \$25 may be charged to purchase IDs.
- Students shall carry ID cards at all times, unless for safety reasons, teachers direct otherwise during specific classroom activities.
- ID cards must be carried to ride the school bus.

#### SUBSTITUTES

A substitute folder, lesson plans, seating charts, daily schedule (including duties and special classes), emergency action plan, and other instructions **MUST** be available for the substitute.

## **USE OF EQUIPMENT**

Staff members are not permitted to use school equipment for personal purposes.

## **VOLUNTEERS**

The District may fingerprint or require any other employee of the District to obtain a fingerprint clearance card, whether paid or not, or any other applicant for employment with the School District not otherwise required by law. The District may not charge the costs of the fingerprint check or fingerprint clearance card to the fingerprinted applicant or nonpaid employee.

The candidate's fingerprints shall be submitted, along with the form prescribed in GDFA-E, within twenty (20) days after being selected. The form shall be considered a part of the application for employment. The District may terminate an employee if the information on the affidavit required by A.R.S. [15-512](#) is inconsistent with information received from the fingerprint check or the information received in connection with a fingerprint clearance card application.