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DISTRICT VISION AND MISSION STATEMENT

Vision

Murphy's vision is a place for all students to grow academically and personally towards a successful future.

Mission

Murphy's mission is to passionately making the difference by inspiring, engaging, and supporting students to excel in school and in life.

GENERAL INFORMATION AND PROCEDURES

Non-Discrimination

The Murphy Elementary School District is committed to a policy of non-discrimination in relation to race, color, religion, sex, age, national origin, and disability. This policy will prevail in all matters concerning staff members, students, the public, educational programs and services, and individuals with whom the Murphy Elementary Board does business.

Individuals who believe they have been subject to violations of this policy are to direct their concerns to the school principal.

- Plan curriculum and activities to meet the needs of all students.
- Provide the materials, personnel, and facilities necessary to carry out an effective educational program.
- Establish regulations and rules of attendance and behavior that will create an atmosphere conducive to learning.
- Make future plans, based on the needs of the students.

Professional Day

Professional staff members are expected to be in their respective rooms or work areas as the schedule prescribes so that they may see students, parents, and/or attend to other duties as assigned.

If school business is conducted away from the school or instructional materials need to be purchased at or returned to some destination outside the district, you will sign out in the "**Staff Sign-Out Log**" located in the school office. Please do not have another staff member sign you out or in.

Please schedule all personal appointments, activities, and meetings after the school day or when school is not in session if possible.

Those staff members that need to leave early MUST first have it cleared with the administration and then sign the "Staff Sign-Out Log".

Supervision

As a teacher, it is your duty to supervise your students during all instructional activities and any other assigned times. If you have before or after-school responsibilities, it is important to be at your duty station promptly to ensure the safety and proper supervision of your students. Please adhere to the assigned duty schedule and timeframes.

Staff Leave

To ensure a quick absence approval and prompt dispatch of a substitute, it is important to inform your supervisor right away and submit your absence request through the employee access portal for compensation.

The District shall provide leave to an employee for:

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

Staff are discouraged from taking leave two days prior or two days after a school holiday or break.

All employees who are absent (3) or more consecutive days of leave are required to provide documentation of their absence to Human Resources.
See Policy GCCA

Time Sheets

Timesheets for all classified personnel will be available in the school office. Timesheets are to be completed and submitted every other Thursday. Timesheets are due to payroll on the following Monday, starting July 10, 2023. Please make sure any absences on Thursday and Friday are updated on the timesheet.

Professional Dress

Teachers are role models for students. The children we teach set their standards by what they observe us wearing. The staff will be expected to dress professionally, modestly, and in good taste. (Policy GBEBA and GBEBA-R)

Blue Denim style jeans (for example Levi's) will be worn on Fridays or approved days by the administration.

If you have questions about whether certain items in your wardrobe fit the 'Business Casual' category site administration will gladly meet with you to discuss the issue.

Staff Lounge

The lounge is designated for **staff use only** - no students are allowed without supervision at any time.

Please help us keep the lounge clean. If you eat in the lounge, please dispose of all wrappers, containers, etc. Please remember to write your name on your belongings. Anything left will be discarded. This includes any dishes left on tables or sinks.

Teacher Workroom and Equipment

This is an area of constant use; therefore, please make every effort to keep it in proper condition for the next person. Please keep all materials stored in the correct place when finished.

Large Cut Paper Cutter - Please close the arm when finished and please **do not remove it** from the workroom.

Copy Machine -It is vital that you learn how to use the copy machine since office staff will not be able to correct your printing problems. If you are using the copy machine and see a warning light go on or the paper is jammed, please let someone in the office know ASAP. Please notify the office if you notice any other problems.

Telephone--The workroom telephone is for business calls only unless it is an emergency and should not exceed five minutes per telephone call. **Long-distance telephone calls cannot be made. PLEASE DO NOT USE THE PHONES IN THE OFFICE FOR ANY CALLS**

Office Procedures

Please place any requisitions and other requests in the school secretary's designated inbox and/or mailbox. When school-related forms (e.g. Discipline Office Referrals, Announcement Slips, Student Passes, Receiving Reports) are needed you may get them from the **Forms Organizer** located in the workroom and/or school office.

Our business is education and children belong in the classroom. If materials/errands are needed, make a list and take care of them during your prep periods, and before or after class time. **Do not send students to the office or workroom to make copies or get materials.**

Instructional Supplies

There will be some variance among schools in this area. Your office staff has information regarding ordering supplies and materials at your school.

Staff Ethics & Conduct

At all times a professional relationship must exist between all staff members. How we speak, act, and work with each other is a direct reflection of ourselves and the environment we have chosen to establish. Please keep in mind that we may not always agree with a co-worker but we must always be professional about the relationship. (Policy GBEA and GBEB)

Chain of Command Protocol

Each employee will refer matters requiring administrative action to the administrator/supervisor immediately in charge of the area in which the problem arises. All building principals will act as the chief administrative officers for their respective school buildings, under the direction of the superintendent. They will be responsible for and have authority over the actions of students, employees, visitors, and persons employed for special tasks. (Policy CCB-R)

Rainy Day Schedule / Heat Advisory Schedule

Occasionally we are forced to place the rainy day/heat advisory schedule in effect. Unfortunately, this causes somewhat of a disruption in all of our schedules and routines. So that everyone is aware of the procedures, the following information applies:

Classrooms or designated areas are to be opened 15 minutes prior to the start time. Staff who would normally be on playground duty at lunchtime should report to the cafeteria or designated area and assist with supervision. Teachers should allow students 20 minutes to eat their lunch. Teachers should then return to the cafeteria or designated area to assemble students and return to the classroom. The instructional period should begin at the regular time schedule.

Supervision of Students

All students are to line up at their designated location immediately upon hearing the first bell sound. Teachers will meet their students at the designated area at that time.

Each teacher must be aware of the presence or absence of each student in his/her charge at all times during the school day.

In the event that a child leaves the school grounds or leaves his/her class without proper permission, his/her teacher must make every effort to locate the student and notify the school office.

Special Area Classes

All students are to be taken to and picked up at all special area classes on time. They are to be properly supervised during this exchange. When special activities are scheduled, **special area teachers are responsible for supervising the class they have at that time at the location of the activities.**

Health Service

ALL MEDICATION SHOULD BE SENT TO THE HEALTH OFFICE.

All medical notes regarding medication or illness should be sent to the Health Office. Students should not be excused from P.E. unless he/she has a medical pass from the health office. **No medication is to be kept in the classroom or dispensed by the teacher.**

In case of an accident or sudden illness, students may report directly to the Health Office. If not seriously ill or injured, or if the illness/injury occurs during the class period, the student should report to the teacher to have a signed pass in order to go to the Health Office. In any event, the health office determines if the student should go home, and the parent/guardian and the teacher will be contacted.

Students requiring medicine at school, including aspirin, must have a parent's written request on file.

Students are not able to carry any medications, including cough drops, or other over-the-counter medications, with them at any time. All prescription medication must be brought to school in the original prescription bottle. All medications and inhalers must be kept and administered in the Health Office. The Health Office may not dispense any prescription medication that has been prescribed for anyone but the student. (Policy JLCD)

Special Excuse Slips

Any student leaving or being sent to the school office or health office must have a written pass and will not be seen unless he/she has one (Exceptions will be allowed in emergencies only). An important factor is to note the time the student left the classroom. Any student sent to the office or nurse without a pass will be returned to the classroom.

School Records

All school records in the permanent file will remain in the office and can be reviewed at the teacher's convenience. A teacher may check out the permanent records with the school secretary and review them in the conference room or workroom but must return the records by the end of their contracted workday. Current test results may be analyzed in the classroom when received.

Verification Letters

Please do not complete any forms or letters of verification for the parents or families of your students. These are legal documents that must be sent out by the administration only.

Videos in the Classroom

All videos longer than 10 minutes must have administrative approval (**3-5 days**). A "Video Request" via e-mail to the Principal must be submitted at least 3 days in advance of the showing.

Videos must relate to the current instruction-taking place in your classroom.

It is the view of the administration that video instruction can be used as a proven instructional technique.

Video requests for classroom use must have the prior principal's approval and require an approved video form. (Policy IJND and INJD-R)

Visitors

All visitors are to report to the school office. This includes guests of staff members as well as relatives of staff members. They must have an **Office Visitor's Pass** label to be on campus. Review the district procedures for visitors and volunteers. You must report all unauthorized visitors to the office immediately. (Policy KI and KI-R)

Keys

If any staff member loses their classroom and/or cabinet keys, PLEASE NOTIFY THE OFFICE IMMEDIATELY. **There will be a \$50 fee charged to replace lost keys.**

Fire Drills

Fire Drills are held monthly. Immediately, following the signal, students should walk in an orderly manner to designated areas. Teachers should get their class roster, and/or attendance folders, close the door, but do not lock them, turn off the classroom lights, and proceed with students to the designated area.

- Exit maps with designated paths should be placed on walls next to the door.
- Roll call should take place immediately to make sure all students have cleared the building.
- An **ALL-CLEAR** sound will signal you to return to your classroom.

Lockdown Drills

Lockdown practices are held at least twice a year. Staff should refer to the Emergency Classroom Flip Chart and school procedures when conducting a lockdown.

Emergency Classroom Flip Chart

Review for information regarding
Bomb threats, Universal Intruder Alert Plan/ Lockdown Procedures, etc.

INSTRUCTION

Instruction

Instruction in the Murphy School District is based on the Arizona College and Career Ready Standards for all content areas. The administration will visit classrooms and look for direct interaction between teachers and students.

Murphy Elementary School District has adopted a Structured English Immersion (SEI) program to assist with language development efforts. A system of determining placement on a language continuum will be utilized and monitored. As previously mentioned, Murphy District will be following the state ELD-mandated procedures, as per available procedures.

Written Individual Compensatory Plan (WICP)

This plan is for those FEP students that are not meeting standards in their core subject areas. This is to be developed and implemented for those students that continuously struggle after receiving the FEP label or on the RTI or MTSS process.

State and District Standardized Testing

Portions of the District Assessment Plan (DAP) which are AASA, MAP, STAR Reading, and AZELLA will be administered in all grades throughout the year. District exams are given at the end of a course of study and/or near the end of the year. All testing is part of our student and district assessment plan.

In the Spring the AASA testing will be administered to 3rd - 8th grade students in English Language Arts (ELA) and Math, and in 5th & 8th grade the AZSci.

Homework

Teachers may assign homework during the school year. Homework papers need to be checked, recorded, and returned to students for review, then sent home or kept in parent folders.

Specific homework policies will be communicated by each teacher at the first parent meeting of the school year. The office will need a copy of the policy that was set for your grade level.

Make-up Work

Upon returning to school after an absence, **STUDENTS MUST ASK** their teacher for work missed. Two calendar (2) days for each day missed will be allowed to complete make-up work.

National Junior Honor Society

To be recommended for NJHS, a student must maintain a GPA of 3.5 - 4.0.

- A grade of "F" in any subject area including special areas will eliminate a student from being considered.
- One grade of "A" in any subject area, including specials, will be allowed.
- No Needs Improvement "N" in the areas of Work and Study Habits or Citizenship will be allowed.

GRADING/ASSESSMENT SYSTEM

The subject grade should be based upon pupil 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 either too high or too low, the teacher should discuss the matter with the principal.

The teacher will establish a uniform system of grading. This system is based upon the attainment of what the teacher requires. The content of the course shall be set up to be measured by numerical percentages. The following scale will serve as a guide for the distribution of grades

Highly Proficient (100%-90%)
Proficient (89%-75%)
Partially Proficient (74%-60%)
Minimally Proficient (59%-0%)

The following should be observed in implementing a grading system:

A. The grading system should be consistent within the class for the entire year.

B. 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 grade is devised, and the meaning of the final grade which is sent home as a report to the parent.

- Weights of grading will be as followed; Homework 5%, Classwork/Projects 35%, Assessments 60%
- A minimum of 18 grades will be given each quarter.

C. 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 percentage of the class, then the teacher should evaluate their established standards of average achievement on grading.

D. 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.

Report Cards

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 nine (9) weeks will also be recorded in the grade book.

A progress report will be sent home with each student every four and a half (4½) weeks. Parents should review the progress report and direct questions to the specific teacher. More progress reports will be issued if necessary.

Student report cards are distributed every nine weeks. Student grades are reported in a Performance Based Form that represents the student's progress in meeting the Arizona State Standards. Report cards are sent home according to a schedule that is developed at the beginning of the school year.

Grade Books

Teachers will need to have a minimum of 18 grades (15 assignments/projects and 3 assessments) from which grades can be generated. Two grades per week (for each content area) per grade period is an adequate number.

Promotion and Retention

Per district policy the classroom teacher has the right to make the decision to retain any student who has failed the program of study at their grade level. The administration in each individual case will review the student's file to ensure the following has occurred. (Policy IKE-RA)

Teachers need to be familiar with the Review of the Promotion/Retention Decision statute. A.R.S. **15-701** states that every teacher shall make the decision for the promotion or retention of students.

Parents do not have the authority to overturn the decision of the teacher; however, parents can appeal the decision to the governing board.

If a parent or legal guardian chooses not to accept the decision of the teacher as provided in A.R.S. 15-701, the parents or legal guardian may request in writing that the Governing Board review the teacher's decision.

The pupil has the burden of proof to overturn the decision of a teacher to promote, retain, pass, or fail the pupil. In order to sustain the burden of proof, the pupil shall demonstrate to the Governing Board that the pupil has mastered the academic standards adopted by the state board of education. (ARS 15-342). The decision of the board will be made on the basis of adopted promotion and retention guidelines.

The calendar of timelines to meet for retention notices is located on the Murphy District Calendar located in the Appendix. See the retention checklist in the appendix.

Promotions/Retention Timelines

According to District Policy, please send home the Retention Notice four times during the school year. The school secretary will work with teachers on coordinating these notices with parents. The schedule for Retention Notices sent out this year will be

November 1-15- 1st Notice to Parents about the identification of potential student retention.

January 1-15- 2nd Notice to Parents the identification of likely student retention.

April 1-16- 3rd Notice to Parents the identification of probable student retention.

May 1-16- 4th Notice to Parents the identification of recommended student retention.

June 1st Notices to Parents the recommended student retentions list to the Superintendent and parents.

Please understand that teachers have the legal responsibility to decide the issue of retention as long as it can be supported and defended by objective criteria. Retention should be viewed in the context of the individual student, with consideration given to the research related to retention. (Policies IKE, IKE-RA, IKE-RB, IKE-RC, IKE-RD)

Promotion and Retention of Students with Special Needs

- For students on IEP who are in inclusion or pull-out services for their special needs, the general education and special education teachers must collaborate on specifically designed accommodations and interventions for instruction, social/emotional, adaptive, functional, speech/language, and/or behavior disabilities.
- Students with IEPs cannot receive failing grades, fail a school year, or not be promoted if the general and special education teachers do not design specific interventions for the student with special needs in the general education classroom.
- All accommodations and interventions must be documented.

- General and special education teachers must communicate on a regular basis about students with special needs in inclusion and pullout.
- General and special education teachers should also collaborate on progress reports, quarter grades, and final grades for all students with special needs in inclusion and pullout. For example, if a student is receiving special education services for reading, then the general and special education teachers should combine their grades for a reading grade on the progress report, quarter grades, and final grades.
- If, after attempts at helping the student with fidelity are still not working, the special education teacher should schedule an IEP meeting to discuss the student's progress and what needs to happen next.

Promotion Requirements

8th Grade

Each student who has successfully completed the requirements for a certificate of promotion and is in good standing may participate in promotion exercises if the student receives the teacher's recommendation and if the student meets the following requirements:

- Achievement of class assignments, homework, projects, and tests. The minimum standard for achievement is 60% on class assignments, homework, projects, and tests. The student must maintain an average of 60% in all subjects reported.
- Attaining a minimum attendance of 85% of the required school days during the student's time of enrollment. Exceptions to this criterion shall be considered on a case-by-case basis.

Field Trips

As part of our school mission, providing learning experiences that are diverse and enriching to our school curriculum can enrich the education of our students. There may be an array of opportunities to enhance the educational aspects of student learning.

These field trips must be approved by the site principal. Please read the field trip policy prior to scheduling your trip. (Policies IJOA, IJOA-RA, IJOA-RB)

- Check the school calendar with the school secretary for availability of dates.
- Make arrangements at least ten days (**10**) before the date of the trip.
- Complete and turn into the office a Field Trip Transportation Request Form.
- Complete and turn in the Cafeteria form to Cafeteria Manager.
- It is recommended that you keep a copy of these forms as you turn them in.
- Send home permission slips at least three (3) days before the trip.
- Absolutely no student is allowed to participate without written permission.
- On the day of the Field Trip- notify the cafeteria of those students present.
- There are **no** trip deviations to the Field Trip Transportation Form.
- Field trips will not be taken during the AASA, MAP, and AZELLA testing window.
- Please clear it with the administration to have any instructional assistants go along on any trip.
- We strongly urge you to take parents along as chaperones when it is appropriate.

Field trips take an extra amount of time and energy to provide within the school day. Our bus schedule is extremely tight and to continue with the schedule we need your help. If your field trip is scheduled from 9:00 am to 1:30 pm you need to have your class ready so the bus can leave at 9:00 am. That means standing at the bus stop waiting to leave 5 minutes early. This also applies to departure times. If you cannot get your class ready to leave on time, do not schedule your trip to leave at that time.

Your lunch count is no different than a normal day. It is your responsibility to send the notice to the cafeteria exactly as a normal day. Needed are the names of absent students and the exact number of students going along with you. Lunch will not be provided unless this is taken care of and please ensure that this is done before your trip. Do not try to do this at the same time that you are leaving, it will not work.

Parents are in charge of paying for their own lunch. They need to pay beforehand, so they, too, are ready. **No siblings are allowed to go on field trips.** If Childcare cannot be found, then the parent will not be able to chaperone. Chaperones must be eighteen years old and listed in the office on the parent permission to release form. In addition, parents need to have a volunteer packet on file before they are approved as chaperones. Also, all non-parent chaperones will need to be approved by the principal.

Please remember that delays in your trip will create a scheduling problem elsewhere for another teacher's field trip. Often we schedule the bus for more than one field trip in a day. We can only do this if you stick to the schedule you have written for us on the field trip request form.

Preparing for a Substitute Teacher

You are responsible for having clear and complete lesson plans with a full explanation of routine tasks in preparation for an unforeseen absence or emergency situation. In addition to the items mentioned in the Lesson Plan Book (seating chart, discipline plan, desired learning objectives and activities to achieve them, etc.), the substitute teacher folder should have “survival” information as well as: Attendance procedures Lunch count (elementary only) procedures Time schedules for various subjects including special areas Procedures for recesses, lunch, dismissal and taking students to the buses Procedures for sending children to the health assistant/nurse Any special requests and information you have for a guest teacher (duty schedule) Special medical problems of students as well as students with special behavioral, academic or physical needs Names of good student helpers, parent volunteers, and their schedules Times and lists of resource students A campus map listing fire drill and emergency evacuation routes The name of your adjoining teacher or Team/Grade Level Leader and how to contact the office Substitute teachers and your students will appreciate your thorough planning. Your advanced preparation will enable instruction to continue to meet your goals and allow you to be absent without undue concerns about your class. If changes to your lesson plans should occur during the year, please remember to update your substitute teacher folder to ensure continuous student progress. Please leave subfolders and lesson plans in your classroom when it is accessible.

Classroom Conditions

All students will clean the area around their desks before leaving the class at the end of the day. If this is made a routine, it will become effortless and take about 30 seconds of time.

Teachers will need to erase all writing on the whiteboards. If you need to save instructions, section off an area and dedicate it to that purpose.

Classrooms should be kept as neat as possible.

Do not store anything on top of the cabinets. This is for safety reasons.

The last three minutes of each teaching day should be utilized for putting materials in their proper places, removing paper from the floor, cleaning desks, etc. Please try not to use more than five minutes for this.

Bookshelves and teachers’ desks should be cleaned daily if at all possible. There’s a need for each teacher to do his/her part toward keeping the school environment clean. This is conducive to good work habits and sets a good example for our students.

Each classroom should reflect a warm educational climate. This will include the displaying of student-generated projects and written assignments that reflect the school-wide goal of raising the achievement levels of our students.

Respond to Intervention (RtI)/Multi-Tiered Systems of Support (MTSS)

Any student in your class who is not exhibiting success at your grade level (45 days screener may be used to refer to the MTSS process) with academics/behavior should be considered for MTSS.

MTSS will provide assistance to you as you work through the year with a student who is not improving academically or behaviorally in your classroom.

MTSS is designed to provide behavioral modification suggestions and help the classroom teacher implement strategies aimed at increasing academic success and positive behavior management. MTSS will be a resource for ideas and applications when your normal remedies have not proven effective. Follow these simple directions when signing up for the MTSS.

MTSS Team

1. When your normal course of teaching and accommodation does not seem to be improving the academic flow or negative behaviors of a student, you need to sign the student up for MTSS.
2. You will need to sign the name, grade, last year’s teacher/school, and area of a problem (academic or behavioral)
3. As the meeting is arranged, you will need to bring evidence of past modifications to the meeting, samples of the student's work, a completed MTSS packet, (see appendix) parent contact information, and any other relevant information.
4. The MTSS meeting and subsequent implemented modifications will be the precursory step before the following student actions will occur:
 - Recommendations to refer a student for Special Education testing.
 - Suspension for chronic behavior problems, excluding severe infractions.
 - Retention for academic failure.
 - 504 plan created and implemented
 - Behavior plan

- Outside agency assistance

504 Accommodation Plan resulting from MTSS or retentions

This intervention could be the result of MTSS outcomes or based on findings from the evaluation system used for Special Education placement. This plan could also be enforced for retained students.

All retained students must be signed up for MTSS to allow appropriate follow-through with all relevant staff in the upcoming school year. All 504 plans should be copied and filed in the following areas: student's cumulative folder, teacher's files, and in the Principal's office.

Alternative Learning Plan (ALP)

This intervention could be the result of MTSS outcomes. An Alternative Learning Plan will be drawn up to address those areas of concern along with interventions and time frames for those interventions. This documentation will also be presented at meetings for those students, along with our classroom work and whether or not there was any success. An ALP should also be put into place for any retained children.

Reading Interventionist / Reading Coach

Reading interventionist provides classroom teachers with support, coaching, staff development, and resources. The goal of the program is to support teachers in providing the students with the necessary tools to reach literacy at or above their grade level.

STUDENT INFORMATION AND STAFF RESPONSIBILITIES

Attendance

School attendance is ultimately the responsibility of the student and his/her parents. Students should be absent from school only when absolutely necessary. We are working collaboratively with the Court Unified Truancy Suppression (C.U.T.S.) Program to reduce truancy, provide the appropriate resources to help your student be successful, and to increase the communication between you, our parents, and the school. Many classes use lectures, discussions, demonstrations, and participation as part of daily learning. Those who are absent cannot make up activities and these. Students with good attendance records generally achieve high grades, enjoy school more, and are more employable after graduating.

Attendance is compulsory for students who have not reached age sixteen or completed tenth grade.

If a student becomes ill after arriving at school, he/she must report to the nurse's office before going home. No one may authorize any departure from the school grounds except the school administration and/or nurse.

Teachers will take attendance twice a day. Once in the morning and once after lunch.

Excused Absences

An absence is excused when the school receives notice, by phone or note, from the parent/guardian explaining the student's absence. Arizona Revised Statutes require all children ages six (6) to sixteen (16) to be at school.

The school will excuse absences for the following reasons:

- A. Illness
- B. Doctor/dental/legal appointments
- C. Death in the family
- D. Court appearances
- E. Family Emergencies
- F. Religious Holidays

The school reserves the right to ask for documentation for absences.

Repeated absences for illness will result in the school asking for proof of illness, and a doctor's visit. A note from the doctor/dentist or other professional involved will excuse the absence for reasons of appointment.

Absence for religious holidays should be cleared with a note to the office prior to the holiday.

Absences for reasons other than those listed here need to be excused by the administration. Parents may be required to meet with the administration to discuss the situation.

The office will attempt to contact the parent/guardian of students who are absent within two hours after the first class in which the student is absent if an excuse or authorization of absence from a parent /guardian has not been provided.

Parents/Guardians need to keep contact numbers and addresses updated with the school office as changes are made.
Reference policy JH

Unexcused Absences

Absences that are not excused by phone or by note, and that do not apply to the categories listed above, will be unexcused.

Absences that are not excused within 48 hours of the absence will be marked as unexcused.

Once your child has three (3) unexcused absences you will receive a warning letter. Once your child has (5-7) unexcused absences you and your child will meet with the administration and a C.U.T.S. Program member for a CUTS "Lite"/Pre-Citation Conference.

Once your child has (7-9) unexcused absences, an attendance contract will be put in place.

Excessive Absences (Excused & Unexcused Absences)

ARS 15-802, Section B states that parents are responsible to ensure that their child is in attendance for the full-time school is in session.

ARS 15-803 states that "Absences may be considered excessive when the number of absent days exceeds ten (10%) percent of the number of required attendance days."

When students are absent more than ten (10 %) percent of the required school days in which school is in session the school will consider the student to have excessive absences and the student will be referred to the administration or police who will investigate the matter and may issue a citation for truancy.

Police Interviews and Arrests

If the student is being questioned as a victim or as a witness, questioning may take place without parental notice. The police officer will notify parents if their child is being questioned as a suspect in a criminal investigation.

If a peace officer appears on campus requesting to interview a student attending the school, the school administrator shall be notified and the school office shall contact the student's parent(s). **Reference policy JIH.**

If the parent(s) cannot be reached, the peace officer should be requested to contact the parent(s) and make arrangements to question the student at another time and place.

A parent may be present during an interview. Exceptions to this policy include

- When police are responding to an emergency situation (i.e. weapon on the campus, student distributing controlled substances)
- When police are making an arrest or serving a subpoena or warrant
- When police are seeking to investigate child abuse or other criminal activity by the student's parent/guardian

When dealing with exceptions to parental notification the school will follow the finding of the Arizona Attorney General that:

- In either of the above cases, law enforcement must be granted immediate access to the student and must heed police advice regarding parental notification.
- School officials must comply with a police directive to not inform a student that they may consult with his or her parents prior to an interview with police, in instances where child abuse or criminal activity is alleged on the part of a parent.
- School officials are not required to comply with unconditional parental demands of prior notice before a police interview takes place.
- School officials are not required to advise a student of juvenile Miranda warnings unless the official is conducting a custodial interrogation and acting in the capacity of a law enforcement officer.

Arrests

If a student is taken into custody (arrested) by a peace officer, the arresting officer shall be requested to notify the student's parents or guardian. The arresting officer will be asked to complete and sign a "Form for Signature of Arresting Officer." School personnel shall make every reasonable effort to make sure parents have been notified that a student has been taken into custody. The personnel of the District shall cooperate fully with the police.

Food, Drink & Gum

- Students are not allowed to take food or drinks, of any kind into the library, office, classroom, gym, or anywhere on the campus. However, students are allowed to carry a water bottle to school and may have the water bottle in class with them and when it is empty please put it into the garbage can.
- Birthday parties are not allowed in the offices or gym.
- No chewing gum or possession of chewing gum or sunflower seeds is allowed on campus, in the buses, or in any buildings.

Fire or Emergency Evacuation

In the event of an emergency evacuation, a loud, continuous alarm should be heard. Students and staff will follow the printed maps posted in each classroom for evacuation.

Students are required to follow the instructions of the teacher and are required to form a single file line, not talk, and follow the teacher to the designated area.

Students are also expected to comply with directions given by any uniformed emergency personnel (police or firemen).

School Closure

In the event of an emergency school closure, parents and students should watch for email or other electronic notifications for updates, as well as ensure that phone numbers are updated, or call made by the school robocall on the school closure, if children have left for school prior to the announcement of a school closure parents may report the situation to school officials.

In the event of a prolonged school evacuation parents should tune to local radio & TV stations for information regarding evacuation sites and the procedure for picking up their child.

Cafeteria

Breakfast and lunch are available for all students and teachers. With the exception of water, all food and beverages will be consumed in the classroom. No food will be eaten on buses, or hallways of the school. The only exceptions allowed to this policy will be special events approved by the administration.

Industrial Injury Procedures

During the school year, for the protection of our employees, all employees must report industrial injuries to their immediate supervisor and school secretary on the day of the injury. If you are injured and it is a non-life threatening injury, you are required to Call the Alliance Nurse Triage at 1-888-252-4689