

2021-2022

MAINE CONSOLIDATED SCHOOL DISTRICT

10 N. Spring Valley Rd.

PO Box 50010

Parks AZ 86018

928-635-2115

Staff Handbook

Revised 7/2019

General Information

Maine Consolidated School

**10 N. Spring Valley Rd.
Parks AZ 86018
Telephone: 928-635-2115
Transportation: 928-635-2115 ext. 120
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Maine Administration

Dr. Justin Roberson, Superintendent

Governing Board

President – *Scott McClung*
Vice-president *Kirsten Ironside*
Member—*Brienne McDowell*
Member—*Katie Cloud*
Member--- *Raena Woods*

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Mission Statement

*Maine Consolidated School District is dedicated
to achieving educational excellence for all.*

Through high expectations, the development of lifelong learning habits, promoting active parental involvement, and quality professional development; we enable our students to embrace the change, growth, and opportunities for achievement in the diverse world of their future, and thereby become productive and successful citizens.

Success by choice through academic achievement, every child, every day.

Educational Quality Bill of Rights

A. Every child has the right to:

1. A school that has a commitment to a clear, specific set of challenging learning goals for all students.
2. Academic content that matches the school's learning goals.
3. Effective teaching, provided by qualified educators who are continually seeking ways to improve their teaching skills.
4. Opportunities for attention to a child's particular learning needs and support whenever a child is experiencing difficulty in mastering the learning goals.
5. Ongoing reporting of the child's progress that, shows what students know and can do, is shared with the student and his/her parents/guardians, and is used to help the child's progress.
6. Appropriate decisions concerning program placement, promotion, graduation.
7. The resources and materials needed, provided in a safe and healthy school learning environment.

B. Every family – each child and his/her parents/guardians – has a right to:

1. Be partners in decisions affecting their child's education.
2. The information, training, and assistance needed for full and informed participation in their child's education.
3. Ways to insure that their educational rights are fully implemented.
4. All of the above, free from all discrimination on the basis of race or national origin, income, disability, limited English proficiency, gender, family status, or prior achievement.

MCSD School Family Involvement Policy

Mission Statement:

We are families and schools partnering to help our youth become responsible contributing members of the

The MCSD School family involvement partnership- schools-families and the community- recognize that a child's education is a responsibility shared by all. To ensure that all students are effectively educated, the schools and parents must work as knowledgeable partners.

Our community's diversity is a strength we can build on to establish programs and practices that enhance family involvement and reflect the specific needs of students and their families. These will be comprehensive and coordinated in nature, with a regular evaluation of effectiveness and changing needs.

Family involvement can be defined in many different ways... from the traditional sense (attending parent conferences and school performances) to more foundational needs. Families can promote effective school/home partnerships by:

- ensuring that children are at school every day and on time;
- making education a priority;
- setting a routine and providing a space for completion of homework;
- maintaining communication with school and teachers; and,
- reading to or with children every day.

Schools can promote effective family involvement by:

- providing avenues for regular, two-way clear communication of student learning goals and progress toward achievement of them;
- promoting and supporting responsible parenting;
- encouraging and providing resources for families to play an integral role in assisting student learning;
- welcoming families in the school;
- providing opportunities for families to engage in informed participation in educational decisions;
- seeking community resources to strengthen school programs, family practices and student learning.

Working together, schools, homes and the community can best support children's educational needs by:

- Ensuring basic needs are met (physical, social, health);
- Setting goals and expectations;
- Being available for children; and,
- Expressing positive attitudes.

The MCSD School family involvement partnership recognizes the barriers to meaningful family involvement and has a commitment to address those barriers in order to best meet the needs of the families and students.

Among the primary barriers identified are the following;

- distance and transportation;
- technology and communication access;
- time and competing priorities;
- socio-economic status and job commitments;
- intimidation factors (i.e., lack of education, poor literacy skills, personal insecurities or adverse educational experiences);
- holding meetings and activities at times conducive to the greatest participation.

Parents or guardians are willing to assist their students in learning, but many times are not sure what assistance is most helpful and appropriate. Helping parents connect to their children's learning enables parents to communicate in powerful ways that they value what their children achieve. Whether it's working together on a computer, displaying student work at home, or responding to a particular class assignment, parents' actions communicate to their children that education is important.

Parent Empowerment and Education

- Provide understandable, accessible, and well publicized processes for influencing decisions, raising issues or concerns, appealing decisions, and resolving problems.
- Provide parents with current information regarding school policies, practices, and both student and school performance data.
- Distribute information regarding cultural, recreational, academic, health and hygiene, social and other resources that serve families within the community.
- Sponsor workshops or distribute information to assist parents in understanding how students can improve skills, get help when needed, meet class expectations, and perform well on assessments.
- Provide information regarding how parents can foster learning at home, give appropriate assistance, monitor homework, and give feedback to teachers.
- Translate communications to assist non-English-speaking parents.
- Develop a system for contacting all parents to assist as the year progresses.
- Using a variety of communication tools, disseminate information on school reforms, policies, discipline procedures, assessment tools, and school goals, and include parents in any related decision-making process.
- Promote parent participation on school, district, state, and national committees and issues.
- Communicate with parents regarding positive students behavior and achievement, not just regarding misbehavior or failure.
- Encourage immediate contact between parents and teachers when events at home or school arise that affect the student's education.
- Regularly assign interactive homework that will require students to discuss and interact with their parents about what they are learning in class.
- Provide clear information regarding course expectations, student placement, school activities, student services, and optional programs.

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- Provide an accessible parent/family information and resource center to support parents and families with training, resources, and other services.
- Communicate the importance of positive relationships between parents and their children.
- Link parents to programs and resources within the community that provide support services to families.

Volunteerism

- Involve community members in school volunteer programs.
- Ensure that parents who are unable to volunteer in the school building are given options for helping in other ways, at home or place of employment.
- Organize an easy, accessible program for utilizing parent volunteers, providing ample training in volunteer procedures and school protocol.
- Ensure that volunteer activities are meaningful and built on volunteer interests and abilities.
- Educate and assist staff members in creating an inviting climate and effectively utilizing volunteer resources.
- Encourage employers to adopt policies and practices that promote and support adult participation in children's education.

Staff Needs

- Provide staff development regarding effective communication techniques and the importance of regular two-way communication between the school and the family.
- Encourage staff members to demonstrate respect for families and the family's primary role in the rearing of children to become responsible adults.
- Inform staff members of the resources available in the community and strategies for utilizing those resources.

Supporting Students and Families

- Treat parental concerns with respect and demonstrate genuine interest in developing solutions.
- Show appreciation for parents' participation, and value their diverse contributions.
- Survey parents regarding their interests, talents, and availability, then coordinate the parent resources with those that exist within the school and among the faculty.
- Design opportunities for those with limited time and resources to participate by addressing child care, transportation, work schedule needs, and so forth.
- Establish policies that support and respect family responsibilities, recognizing the variety of parenting traditions and practices within the community's cultural and religious diversity.
- Reach out to all families, not just those who attend parent meetings.
-

Collaboration

- Provide opportunities, including informal activities, for parents to communicate with principals, administrative staff, faculty and community members.

Maine Consolidated School Staff Handbook

- Develop partnerships with local business and service groups to advance student learning and assist schools and families.
- Collaborate with community agencies to provide family support services and adult learning opportunities, enabling parents to more fully participate in activities that support education.
- Disseminate information to the school community, including those without school-age children, regarding school programs and performances.
- Encourage the formation of PTAs or other parent groups to identify and respond to issues of interest to parents.
- Include parents on decision making, and where site governance bodies exist, give equal representation to parents.
- Encourage employers to adopt policies and practices that promote and support adult participation in children's education.



MCS D School/Parent/Student Partnership

Parent/Guardian Agreement

I the under-signed parent/guardian am committed to helping my student be successful in school. Therefore, I will encourage my son /daughter by doing the following:

- See that my child is on time and attends school daily, well rested and ready to learn
- Support and enforce the MCS D school rules
- Make a time for homework in a quiet and well lit place, review homework daily with my child, and check my child's agenda.
- Stay aware of what my child is learning by communicating with the teacher and attending all conferences.
- Read with my child and let my child see me read as often as possible.
- Provide for the health, hygiene, and nutritional needs of my child
- Support my child's education by helping at MCS D School through PTO, open-house, or other events with which I may assist.

Signature _____ Date _____

Student Agreement

It is important that I work to the best of my ability. Therefore, I will do the following:

- Attend school on time daily.
- Display self motivation and independent learning.
- Pay attention in class and ask for help, if needed.
- Come to school ready to learn and put forth my best effort.
- Complete and return all homework and class work assignments
- Follow all school and district rules, respect myself, and others.
- Participate willingly in the learning process everyday.

Signature _____ Date _____

Teacher Agreement

I will teach to the best of my ability to ensure student success. Therefore, I will do the following:

- Provide schoolwork and assignments for students that are meaningful and address the Arizona State Academic Standards.
- Provide suggestions to parents to enable them to help their child(ren) be successful in school.
- Encourage students and parents by providing information about student progress.
- Encourage students to become self learners and independent readers.
- Encourage and welcome parents as partners in the school setting.
- Support and enforce the MCS D school rules.
- I will strive to collaborate with my colleagues to provide an optimum educational experience for every student.
- Provide students the opportunity to learn the skills to become self learners and independent readers.

Signature: _____

Superintendent/Principal Agreement

In support of the Educational Quality Bill of Rights (EQBR), the under signed administration will adhere to the following:

- Provide an environment that allows for positive communication and consistent support among and between the teachers, family, and students, thereby fostering positive relationships.
- Provide a copy of the EQBR and its current implementation at MCS D to all parents or interested parties.
- Support and enforce the MCS D school rules.

Signature _____ Date _____

Staff Phone List

| NAME | XT | POSITION | E-MAIL ADDRESS |
|--------------------|-----|-------------------------------------|--|
| Brown, Kristin | 123 | Special Education | kclark@mcsd10.org |
| Cauthen, Rebecca | 115 | Music/Spanish | rcauthen@mcsd10.org |
| Crouse, Susan | 106 | 2 nd Grade | scrouse@mcsd10.org |
| Zink, Rick | 108 | 4 th Grade | rzink@mcsd10.org |
| Silverman, Scott | 132 | Maintenance | ssilverman@mcsd10.org |
| Hermann, Tiffani | 120 | Transportation | thermann@mcsd10.org |
| Mitchell, Tara | 111 | 6 th Grade/MS Science | tmitchell@mcsd10.org |
| Fielder, Phyllis | 121 | Food Service Director | pfielder@mcsd10.org |
| Hearn, Dylan | 114 | P.E. | dhearn@mcsd10.org |
| Brown, Patrick | 110 | 7 th grade/MS Math | pbrown@mcsd10.org |
| Hill, Wendie | 107 | 3 rd Grade | whill@mcsd10.org |
| Christian, Diane | 109 | 3 rd Grade | dchristian@mcsd10.org |
| Kennedy, Rebecca | 112 | 8 th Grade/MS Lang. Arts | rkennedy@mcsd10.org |
| Grantham, Jennifer | 105 | 1 st Grade | jgrantham@mcsd10.org |
| Roberson, Justin | 101 | Superintendent | jroberson@mcsd10.org |
| Besler, Kayla | 104 | Kindergarten | kbesler@mcsd10.org |
| Hearn, Julie | 100 | Office Manager/Registrar/HR | jstafford@mcsd10.org |
| Rodriguez, Tangi | 116 | Pre-School | trodriguez@mcsd10.org |
| Smith, Pam | 113 | Library/Technology | psmith@mcsd10.org |
| Velazco, Melani | 103 | Business Manager | mvelazco@mcsd10.org |
| Smith, Hattie | 113 | EDCP | hsmith@mcsd10.org |
| Grantham, Jennifer | 105 | Title 1 Reading | jgrantham@mcsd10.org |
| Christian, Diane | 109 | Title 1 Math | dchristian@mcsd10.org |
| | | | |

****These numbers will be updated shortly.**

Staff Organization

| | | |
|-----------------|--|--|
| Administrators: | Dr. Justin Roberson | Superintendent/Principal |
| Teachers | Kayla Besler Jennifer Grantham Susan Crouse Wendie Hill Rick Zink Diane Christian Patrick Brown Tara Mitchell Rebecca Kennedy Rebecca Cauthen Kristin Brown Dylan Hearn Pam Smith Tange Rodriguez | Kindergarten 1 st Grade 2 nd Grade 3 rd Grade 4 th Grade 5 th Grade 6 th Grade 7 th Grade 8 th Grade Music/Spanish Special Education/Administration P.E. Librarian/Technology Preschool |
| Specials | Northland Rural Therapy Rehab Therapy Services | Speech/Hearing Provider OT Provider |
| Support Staff | Scott Silverman Phyllis Fielder Tiffani Hermann Ed Noenickx Vince Velazco Charle Leiz-Belous Melani Velazco Julie Hearn Jennifer Grantham Diane Christian Hattie Smith | Maintenance Food Service Director Transportation Coordinator/Driver Transportation Driver Transportation Driver Transportation Driver Business Manager Office manager/Registrar/HR Title 1 Reading Title 1 Math EDCP |

Staff Evaluation

Certificated Evaluation

Certificated evaluations will be by the Superintendent. If evaluated as a “Noncontinuing Teacher”, each teacher will have at least two formal evaluations. First evaluation, including observation, will be prior to Nov. 15th and the second evaluation prior to Jan. 10th.

If evaluated as a “Continuing teacher”, each teacher will have at least one evaluation annually.

Classified Evaluation

Classified evaluation will be completed by their immediate supervisor and Superintendent. They will be evaluated on the timeline established from their hire date and status.

*See Maine Consolidated School District Policy #'s
GCO, GCO-RA, GCO-RB, GDO-EA, GDO-EB, GDO-EC*

Administrative Responsibilities

| |
|---|
| Dr. Justin Roberson Superintendent |
| Organization and Maintaining of School Operations |

Office Support Staff

| |
|---|
| Melani Velazco Business Manager |
| Deposits, Account Payables Purchasing / Receiving Federal and State Grants, Payroll, Maintain Insurance Accounts Student's Activities Account |

| |
|---|
| Julie Hearn Office Manager/Attendance/Registrar/HR |
| Attendance, Student Files, Registration, Health Aide, Arranges Substitutes, Calendar, Memos/Announcements, Mail, Keys, Bells and General Office Duties, New Employee Benefits |

Professional Attire

It is important for all staff to model appropriate personal care. All staff will present a clean, well-groomed, professional appearance. Professional attire will meet the needs of the specific curriculum activity.

Campus Supervision

All staff members share supervisory and disciplinary duties. Anything that needs attention on campus is everyone's responsibility. Staff members should never walk away from problems needing supervision.

Teachers are expected to spend time each day supervising students in unstructured areas. The presence of teachers in these areas is usually sufficient to prevent the development of any serious problems. All teachers must be consistently and continuously involved in the enforcement of school policy.

All teachers share in the responsibility of supervision before school and between classes by:

- Keeping students engaged in class activities for the entire class period (students are not to stand at or outside the door waiting for the bell, nor are they to be dismissed from class prior to the end of the period.)
- Going to the door with the class during change of classes, at lunchtime and at afternoon dismissal.
- Cautioning any violators of conduct and taking appropriate action when necessary.
- Using a friendly "interest in you" approach in dealing with students. Make passing time, a chance to greet and talk to your student.

Tutoring Students

No teacher, during the school year, may tutor for pay any pupil to which the teacher is assigned. Teachers may have their names placed on a tutor referral list by contacting the superintendent.

Regular Schedule

9 - 12 Grades

6:45

Bus to Flagstaff Middle/High School

6th -- 8th

7:00 - 8:00

Before School Program (student must be registered)

8:00 - 8:20

Breakfast Served / Before School Recess

8:20

Classes begin

12:00-12:40

Lunch

3:30

Classes Released

3:40

Buses Depart

3:30 - 6:00

EDCP (Extended Day Care Program)

K - 5 Grades

7:00 - 8:00

Before School Program (student must be registered)

8:00 - 8:20

Breakfast Served / Before School Recess

8:20

Classes begin

10:30-10:45

Recess

11:30-11:30

Lunch Recess

11:50-12:15

Lunch

12:15 – 3:00

Students' in Classes

2:00 - 2:15

K – 3 Recess

3:30

Classes Released

3:40

Buses Depart

3:30 - 6:00

EDCP (Extended Day Care Program)

Curriculum

The Arizona State Standards are the bases for all instruction at MCSD. Instruction is to include but not be limited to: Math, Language Arts (reading), Social Studies, Science, Technology, Music, Physical Education, Spanish, Art, Life-skills, and Character Education.

Snow Delay Schedule

K - 8 Grades

School will begin at 10:00

Assembly Schedule

Assembly schedules are based on individual events. Places and times are announced accordingly.

Certified Assignment - Normal Work Day

All certified staff should be at their assigned workstations ready to perform their assigned duties at the regular starting time of 7:30 a.m. On days when the pre-announced starting time is different than 7:30 a.m., staff shall be at their assigned station at the designated time. Snow schedule for certified is 9:00 a.m.

The teacher workday is based on an 8.0-hour day and usually begins at 7:30 a.m., ending at 3:30 p.m. Workday is defined as being on duty at school, working as a teacher supervising students whether in a classroom learning situation or learning situations outside of the classroom. Supervision of students during the school day is the responsibility of all staff members. Normally teachers will conduct five in-class learning situations where specific academic skills are emphasized and have one preparation period. It is the responsibility of all teachers to use their educational expertise to instruct students in the appropriate social skills throughout the school day. *Teachers may leave campus during their duty-free lunchtime. The “In” and “Out” Logbook will need to be completed. They should also notify the office personnel when leaving and upon returning. They are not to leave campus at any other time during the school day unless arranged in advance with an administrator.*

Preparation Period

One class period per day is provided to classroom teachers for preparation. The “planning period” is provided as a work period for planning, organizing, developing, conferencing, recording, studying, consulting, checking inventory, ordering and other tasks necessary as part of your teaching assignment.

Staff Meetings

All teachers are expected to be in attendance at all staff meetings unless absent from school or absence is arranged in advance with an administrator.

Other Duties

Attendance at other functions (Open House, Curriculum Nights, etc.), which are part of the normal responsibility of a teacher, will be expected.

Student Hours at School

Because our students need to be supervised, we have developed the following policies for students on campus.

Arrival

The main office will open at 7:30 a.m. for business. Students are not to arrive at school before 8:10 a.m., unless in EDCP or supervised extracurricular activities. Library will be open during normal school hours, 8:30 a.m to 3:30 p.m..

Departure

After school, all students are to be out of all school buildings by 3:30 p.m. unless involved in one of the following activities.

- School athletic teams
- Spectating at sports competitions (not practices)
- Club meeting supervised by a teacher
- Supervised detention supervised by a teacher
- Special arrangement in classroom supervised by a teacher
- Enrolled in EDCP

Monthly Calendar

A monthly calendar with updated activities and events will be compiled and distributed at the end of each month. Calendar requests need to be filled out and submitted in a timely matter.

Menu

A weekly cafeteria menu will be distributed on each Friday with informational items regarding activities, events and any other information that needs to be announced.

Communication

Electronic Mail

All staff members are connected to the electronic mail system. This will allow e-mail communications throughout the building and the district. The system is an Internet system, this means you can communicate outside the district as well. There is no added cost to the system for long distance communication. E-mail is restricted to school related communication only.

Fax

A FAX machine is available in the office for professional use. Since faxes are charged in the same manner as telephone calls, there is a long distance charge for long distance faxes. Just as school phones are not to be used for personal long distance calls, neither is the fax machine to be used for long distance personal use.

Computers

Each classroom is equipped with a computer that is connected to the Internet. This computer is assigned as INSTRUCTIONAL COMPUTER and is assigned primarily for use by the teacher and/or students for INSTRUCTIONS. In addition to instructional use, teachers will be able to use these computers for administrative purposes including managing records, preparing lesson plans, communicating inside and outside the building, etc. All computers installed by the district meet a standard as to programs and capability. This standard includes the district being able to service and maintain them. *No one is to install additional or upgrade programs or applications on these computers without permission from the District Office.*

Daily Announcements

Student and staff announcements are read over the intercom first thing each morning.

Personal Cell Phone Use

Many staff members have personal cell phones. These should not be used during the school day (except during your prep times or your lunch period). If you are expecting an emergency phone call, please notify the office and we will get the message to you right away.

Emergency Evacuation

In cases of emergency and during routine fire drills, it will be necessary to evacuate all buildings. This evacuation is to take place in an orderly manner and as quickly as possible. Emergencies and drills will be announced by the ringing of the fire alarm bell. Anytime this alarm sounds, staff and students are to follow the procedures outlined below. At no time are you to assume that the alarm signifies a drill and that no real emergency exists! Every time is to be treated as a real emergency.

When the evacuation alarm sounds, all class/campus activity is to stop immediately. Students are to exit from the classroom/building and not take time to gather books or other belongings. The teacher should be the last one to leave the room. He/she is to take the class grade/attendance book and accompany the class, making sure that no students remain in the room. Refer to MCSD Emergency Handbook.

An emergency evacuation route is posted in all classrooms/buildings. This route is to be followed in all emergencies. In the case that the posted route is blocked by fire or fallen debris, proceed to the nearest exist that is clear.

Be sure you do not stop in an area that would be in the path of emergency vehicles. Students are to be quiet and orderly as they exit so that any emergency instructions can be heard.

Students and their teachers/employees are to proceed to the area designated by their evacuation route. The teacher is to take roll and report any missing student/employee immediately. Students are to remain quiet and orderly in the emergency area.

When the emergency or drill is over, an “all clear” will be given. At this time teachers are to direct their students to their classroom.

See Maine Consolidated School Districts’ “Emergency Handbook”

Books and Materials

The selection of textbooks conforms to the rules and regulations of the State Board of Education. Maine Consolidated School provides textbooks for use by the students. Students are responsible for the care and use of their text. The teacher is responsible for accurate accounting of textbooks received and the assessment of the condition of each book at the opening and closing of the school year. The following procedures are to be used in the issuance, identification and return of textbooks.

Issuance

Each teacher will record and keep a record of the textbooks assigned to each of his/her students. Textbooks should be checked at the time of issue to see they are numbered and each is labeled inside the front cover with the student's name, room number and current condition of the book given. Any damage on a textbook, i.e., torn pages, soiled, writing in book, damaged binding, missing pages, etc. should be noted on an index card and signed by the teacher and student. If the student damages the book further the student will pay damages or may have to pay for the replacement of the book, if the book is returned in unusable condition.

Return

Students will be financially responsible for lost or damaged books. Teachers must submit annually to administration an inventory of textbooks.

Report Cards and Progress Reports

Report cards are issued to all students at the end of each quarter and reflect the grades that are a part of the student's permanent record. Progress reports will be issued between the 4th and 5th week of each quarter.

During each grading period of the school year, parents/guardians of any student who is receiving an "F," an "I," or an "NM" (no mark) in academic performance on his/her report card **MUST BE** notified in writing or by phone of the impending grade prior to the issuance of the report card for that quarter. This contact should be documented by maintaining a copy of the written notification or by notation of a phone call in the grade book or other manner that the teacher uses to maintain such information. (A mid-quarter progress report grade of an "F" will serve as this notice, although it is hoped that, prior to the end of the quarter, the teacher will have further communication about that student's performance with the parent/guardian of a student who is failing.)

Make-Up Work

It will be the students' responsibility to ask for makeup work and to arrange for a time to make up tests when the student returns.

If the teacher is unable to supply the student with a makeup assignment, the student will not be held responsible for that makeup assignment.

If work is not turned in by the time the assignment is due, and the student fails to provide an explanation of the extenuating circumstances that would merit an extension, the teacher may reduce the grade of that assignment.

When a student has been absent for illness, ample time will be given for makeup work once the student returns to school. Adjustments may be made when it is in the best interest of the student(s).

In the case of extended illness, students may wish to obtain makeup work before returning to school.

Movies Guidelines

Any movie, film or video shown at school must have an educational purpose and be utilized to achieve a specific instructional objective. The instructor prior to use in the classroom must preview movies, films or videos, which are not available from the library. If a movie has a "PG" rating, advance notice of the title and showing dates will be issued for parent information. If parents do not wish to have their child watch the movie, they are to notify the teacher. Alternative arrangements will be made with no grade penalty to the student. No "R" rated movies or movies with questionable content will be shown.

Copyright Law

Use of videos rented by the District for the purpose of playing it for classes is permissible. The video may not be shown if a fee is charged. When playing a copy of a program which was recorded off the air and which is copyrighted, several rules apply:

- Repeated use of the same program by the same teacher is prohibited. It can be used once and repeated once for educational reinforcement per class.
- The teacher must use the recording within 10 days of recording it, except for one replay for educational reinforcement.
- The tape must be destroyed or erased within 45 days of making it.
- You cannot tape programs, which are not broadcast to the general public. (Cable is allowed, but closed circuit is prohibited.)
- Cutting and mixing programs to create an anthology is prohibited.
- Any copy made of anything copyrighted must include the copyright notice in the copy.

Music can only be copied in an emergency situation where existing sheet music is available and the performance is imminent. (Example: teacher and choir are at a state competition when the teacher discovers she left the student's music at home. She can copy her copy for the performance.) You are not allowed to copy music you never owned to begin with. Any copy made of music must include the copyright notice in the copy. You cannot copy music as a substitute for buying it. (Example: You cannot buy 15 copies and then make another 15 copies in order to have enough for each student.)

Sexual Harassment

Maine Consolidated recognizes its responsibility to provide an environment free from all types of discrimination, including sexual harassment. Any student or staff member who has been found, after appropriate investigation, to have sexually harassed another staff member or student will be subject to disciplinary action and/or discharge.

Sexual harassment can be identified as:

- Conduct of a sexual nature directed at a person because of gender
- Is unwelcome
- Is offensive
- Is severe or pervasive
- The recipient suffers injury

Students who feel they have been sexually harassed should report such complaint to any staff member with whom they feel comfortable. Staff members receiving such complaints are to report those to a site administrator.

Staff members who feel they have been sexually harassed should report such complaint to a site administrator or another district administrator whom they feel comfortable.

Students or staff members wishing to file a complaint will be allowed to bypass confrontation with the person(s) against whom the complaint is lodged.

Every complaint of sexual harassment will be investigated.

See Maine Consolidated District Policy #'s ACA, ACA-R, ACA-E

Visitors on Campus

Parents and volunteers are encouraged to visit and work at school. All visitors are expected to check in at the office and will be issued a visitors badge to wear at all times while on campus. If you encounter an adult visitor on campus that is not identified as a district employee by badge or is not wearing a visitor name tag, please direct or accompany him to the office for proper identification. Visitors who are minors are not permitted to be on campus during school hours or at school activities closed to the public.

Professional Travel

Application for attendance at professional meetings (at school or district expense(s)) may be secured from the office secretary. After the form is completed, submit it to the Superintendent for approval. The superintendent approves all out-of-state travel requests. These requests must be submitted in time for the Governing Board to approve each request at a regular board meeting.

Staff Work Day

The certified workday will generally be 7:30 a.m. to 3:30 p.m. Exceptions to this schedule will be announced. Included is a 30-minute duty free lunch period. Teachers may leave the campus during their lunchtime without permission. (Please notify someone in the office if you are leaving). You will be expected to obtain approval from an administrator to leave campus any time other than your lunch. The classified staff workday will be established based on assignment and program need. Classified persons may leave campus during their lunch. The “In & Out” Logbook must be used as well as notifying the office if leaving. Please advise an administrator, when you leave campus any time other than your lunch.

Keys

Classroom, restroom and other keys on a need basis will be issued to staff members. When keys are issued, staff members will sign an agreement regarding use and security of such. Keys are not to be given to students. Lost keys are to be reported immediately and a staff member will be held responsible for cost incurred if re-keying is necessary.

Student Records

Parents may review their child’s records and school employees will assist in interpreting these records. Parents are required to sign for the review or release of school records. This is in compliance with the Family Educational Rights and Privacy Act of 1974. Certain records may only be distributed through the district office. Please check with the Superintendent before releasing records found in the student’s cumulative file.

STAFF HEALTH AND SAFETY

(Communicable Diseases)

Handling Body Fluids in School

The following guidelines are meant to provide simple and effective precautions against transmission of disease for all people potentially exposed to the blood or body fluids of any person (student and/or school employee). No distinction is made between body fluids from persons with a known disease or those from persons without symptoms or with an undiagnosed disease.

The body fluids of all people should be considered to contain potentially infectious agents. The term *body fluids* includes blood, semen, drainage from scrapes and cuts, feces, urine, vomit, respiratory secretions (such as nasal discharge), and saliva.

- Whenever possible, avoid direct skin contact with body fluids. Disposable gloves are recommended when direct hand contact with body fluids is anticipated. If extensive contact is made with body fluids, hands must be washed afterwards. Gloves used for this purpose should be put in a plastic bag, secured, and disposed of daily.
- If direct skin contact does occur, hands and other affected skin areas of all exposed people shall be routinely washed with soap and water.
- Proper handwashing requires the use of soap and water and vigorous washing under a stream of running water for approximately [ten \(10\)](#) seconds.
- Clothing and other nondisposable items that are soaked through with body fluids should be rinsed and placed in plastic bags. If presoaking is required to remove stains, rinse or soak the item in cold water prior to bagging. Clothing should be sent home with the student for washing, with appropriate directions to parents and teachers (see *laundry instructions* below). Always wear gloves when handling items that have come in contact with body fluids.
- Contaminated disposable items shall be handled with disposable gloves, put in a plastic bag, secured, and disposed of daily.
- Body fluid spills on hard surfaces (i.e., floors, countertops, books, etc.) shall be disinfected with bleach (diluted to ten [\[10\]](#) parts water and one [\[1\]](#) part bleach). Gloves shall always be worn during cleanup.

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- Cleaning equipment:
 - Nondisposable cleaning equipment (such as dust pans, brooms, and buckets) shall be disinfected by thoroughly rinsing in diluted bleach (ten [10] parts water and one [1] part bleach). Mops shall be soaked in the disinfectant after use and then rinsed with hot water. The disinfectant solution shall be promptly disposed of down a drain pipe.
 - Disposable cleaning equipment (such as paper towels, the vacuum bag, or sweepings) shall be placed in plastic bags, secured, and disposed of daily. No special handling is required for vacuuming equipment. Gloves shall always be used during cleanup.
- Laundry instructions:
 - Clothing soaked with body fluids shall be washed separately from other items. Presoaking may be required for heavily soiled clothing. Otherwise, wash and dry as usual. If the material can be bleached, add one-half (1/2) cup of household bleach to the wash cycle. If the material is not colorfast, add one-half (1/2) cup of all-fabric bleach to the wash cycle.

A.R.S. 36-621 *et seq.*

HAZING

There shall be no hazing, solicitation to engage in hazing, or aiding and abetting another who is engaged in hazing of any person enrolled, accepted for or promoted to enrollment, or intending to enroll or be promoted to the District school within twelve (12) calendar months. For purposes of this policy a person as specified above shall be considered a "student" until graduation, transfer, promotion or withdrawal from the District school.

"Hazing" means any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student, and in which both of the following apply:

- The act was committed in connection with an initiation into, an affiliation with, or the maintenance of membership in any organization that is affiliated with an education institution.
- The act contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm or personal degradation.

"Organization" means an athletic team, association, order, society, corps, cooperative, club, or similar group that is affiliated with an educational institution and whose membership consists primarily of students enrolled at that educational institution.

It is no defense to a violation of this policy if the victim consented or acquiesced to hazing.

In accord with statute, violations of this policy do not include either of the following:

- Customary athletic events, contests or competitions that are sponsored by an educational institution.
- Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate extracurricular program, or a legitimate military training program.

All students, teachers and staff shall take reasonable measures within the scope of their individual authority to prevent violations of this policy.

Students and others may report hazing to any professional staff member.

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Professional staff members must report the incident to the [Superintendent](#), in writing, with such details as may have been provided. A failure by a staff member to timely inform the [Superintendent](#) of a hazing allegation or their observation of an incident of hazing may subject the staff member to disciplinary action in accord with District policies. The staff member shall preserve the confidentiality of those involved, disclosing the incident only to the [Superintendent](#) or as otherwise required by law. Any instance of reported or observed hazing which includes possible child abuse or violations of statutes known to the staff member shall be treated in accord with statutory requirements and be reported to a law enforcement agency.

To assure that students and staff are aware of its content and intent, a notice of this policy and procedure shall be posted conspicuously in [the](#) school building and shall be made a part of the rights and responsibilities section of the student handbook. Forms for submitting complaints are to be available to students and staff in the school offices.

Disposition of all reports/complaints shall be reported to the Superintendent. The Superintendent will determine if the policies of the District have been appropriately implemented and will make such reports and/or referrals to the Board as may be necessary.

All violations of this policy shall be treated in accord with the appropriate procedures and penalties provided for in District policies related to the conduct and discipline of students, staff, and others.

LEGAL REF.: A.R.S. 15-341
15-2301

PROFESSIONAL / SUPPORT STAFF SICK LEAVE / HOLIDAY PAY

Sick leave for certificated and classified personnel is a designated amount of compensated leave that is to be granted to a staff member who, through personal or family illness, injury, or quarantine, is unable to perform the duties assigned.

Each full-time staff member shall be credited with a sick leave allowance of up to ten, eleven, or twelve days, determined by contract length:

| | |
|------------------------------|---------|
| Twelve-month employees | 12 days |
| Eleven-month employees | 11 days |
| Ten-month employees | 10 days |

Sick leave may include other excused absences, such as medical, dental, or optical examination or treatment impossible to schedule on non-duty days.

Sick leave of any staff member who does not serve a full year shall be prorated.

At the time sick leave is requested, staff members shall inform the Superintendent of the following:

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

The Superintendent must approve sick leave.

Employees shall be entitled to all legal holidays during the school year as announced by the Superintendent and in compliance with Arizona Revised Statutes. Including Federal holidays, the following are compensated days if said days fall within contract: three days at Thanksgiving, fall holiday and spring holiday or Good Friday (if on school calendar).

Uncompensated days off will be established by the school calendar.

See Maine Consolidated School District Policy #'s GCCA, GDCA, GDD

PROFESSIONAL / SUPPORT STAFF PERSONAL / EMERGENCY LEAVE

Each staff member will be granted personal leave not to exceed three (3) days per year. Requests for personal leave must be received at least four (4) working days prior to the first day of leave, and must be approved by the Superintendent.

Requests shall be acted upon in order of receipt, and the availability of substitutes may limit the number of requests granted at any one time. No more than two (2) teachers may be granted leave for the same time period.

Personal leave will not be granted during the following periods:

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

See Maine Consolidated School District Policy #'s GCCB, GDCB

PROFESSIONAL / SUPPORT STAFF LEAVES OF ABSENCE WITHOUT PAY

A leave of absence, without pay, may be granted to a member of the staff upon recommendation by the Superintendent and approval by the Board for a period of not longer than one (1) year. All requests for such extended leave of absence shall be in writing.

An employee granted leave of absence under this policy will have the option of maintaining District health insurance during the period of approved absence, provided the employee pays the full cost of such insurance.

See Maine Consolidated School District Policy #'s GCCC, GDCC

PROFESSIONAL / SUPPORT STAFF MILITARY / LEGAL LEAVE

It is recognized by the Board that no employee is exempt from jury duty and that leaves of absence for such duty must be granted. In addition to jury duty a leave will be granted when called to attend field-training services for the Military Reserve or National Guard.

When an employee receives notice that requires leave as delineated above, it is the responsibility of the employee to notify the Superintendent.

Salary payments for the various types of leaves are as noted below:

- Only the regular salary may be received by an employee on jury duty.
 - It is the responsibility of the employee to reimburse the District for jury duty pay when such payment is made directly to the employee.
 - An employee excused from jury duty after being summoned shall report for regular duty as soon as possible.
- An employee who is a member of the Military Reserve or National Guard shall be entitled to leave of absence without loss of pay, time, or efficiency rating when engaged in field-training.

See Maine Consolidated School District Policy #'s GCCD, GD CD

SUPPORT STAFF VACATIONS AND HOLIDAYS

All support staff employees shall accumulate vacation with pay in accordance with the following:

- Full-time, twelve (12) month, forty (40) hours per week employees:
 - First year with the District - five (5) days (forty [40] hours).
 - Second and third years with the District - ten (10) days (eighty [80] hours).
 - Fourth and subsequent years with the District - fifteen (15) days (one hundred twenty [120] hours).
- Ten (10) month, forty (40) hours per week employees:
 - First year with the District - thirty-three (33) hours.
 - Second and third years with the District - sixty-seven (67) hours.
 - Fourth and subsequent years with the District - one hundred (100) hours.
- Ten (10) month, thirty (30) hours per week employees:
 - First year with the District - nineteen (19) hours.
 - Second and third years with the District - thirty-seven (37) hours.
 - Fourth and subsequent years with the District - fifty-six (56) hours.

Vacations days are to accumulate on a yearly prorated basis. Vacation may be taken after three (3) full months of employment.

Vacation can accumulate to a maximum of fifteen (15) days, at which time no more vacation can be earned. As accumulated vacation days are used and drop below fifteen (15) days, an eligible employee may again accumulate vacation up to the maximum limit. Vacations shall be taken as approved by the Superintendent.

Employees shall be entitled to all legal holidays during the school year as announced by the Superintendent and in conformance with Arizona Revised Statutes. Uncompensated days off will be established by the school calendar.

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PERSONAL / EMERGENCY /
RELIGIOUS LEAVE

Each staff member will be granted personal leave not to exceed **three (3)** days per year. **No more than ten percent (10%) of the staff or other groupings of employees may take personal leave at any one time.** Requests for personal leave must be received at least four (4) working days prior to the first day of leave, and must be approved by the Superintendent.

At the end of the school year, any unused personal days will be converted to sick days beginning with the next school year.

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

Personal leave will not be granted during the following periods:

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

Adopted: **date of manual adoption**

LEGAL REF.: A.R.S. 15-510

(Statement of Ethics for School Employees)

All employees of the District are expected to maintain high standards in their school relationships. These standards must be idealistic and at the same time practical, so that they can apply reasonably to all staff members. The employees acknowledge that the school **belong** to the public **they serve** for the purpose of providing educational opportunities to all. However, every employee assumes responsibility for providing leadership in the school and community. This responsibility requires the employee to maintain standards of exemplary conduct. It must be recognized that the employee's actions will be viewed and appraised by the community, associates, and students. To these ends, the **Board adopts** the following statements of standards.

The school employee:

- Makes the well-being of students the fundamental value of all decision making and actions.
- Maintains just, courteous, and proper relationships with students, parents, staff members, and others.
- Strives for the maintenance of efficiency and knowledge of developments in the employee's field of work.
- Fulfills job responsibilities with honesty and integrity.
- Directs any criticism of other staff members or of any department of the school system toward improving the District. Such constructive criticism is to be made directly to the **Superintendent**.
- Supports the principle of due process and protects the civil and human rights of all individuals.
- Obeys local, state, and national laws and does not knowingly join or support organizations that advocate, directly or indirectly, the overthrow of the government.
- Implements the Governing Board's policies and administrative rules and regulations.
- Refrains from using school contacts and privileges to promote partisan politics, sectarian religious views, or selfish propaganda of any kind.

- Pursues appropriate measures to correct any laws, policies, or regulations that are not consistent with sound educational goals.
- Avoids using position for personal gain through political, social, religious, economic, or other influence.
- Maintains the standards and seeks to improve the effectiveness of the profession through research and continuing professional development.
- Stresses the proper use and protection of all school properties, equipment, and materials.
- Honors all contracts until fulfillment or release.

In the performance of duties, employees shall keep in confidence such information as they may secure unless disclosure serves District purposes or is required by law.

LEGAL REF.: A.A.C. R7-2-205

Use of Physical Force by Supervisory Personnel

Any administrator, teacher, or other school employee entrusted with the care and supervision of a minor may use reasonable and appropriate physical force upon the minor to the extent reasonably necessary and appropriate to maintain order. Similar physical force will be appropriate in self-defense, in the defense of other students and school personnel, and to prevent or terminate the commission of theft or criminal damage to the property of the District or the property of persons lawfully on the premises of the District.

The threat or use of physical force is not justified as a response to verbal provocation alone, nor when the degree of physical force used is disproportionate to the circumstances or exceeds that necessary to avoid injury to oneself or to others or to preserve property at risk.

REGULATION

REGULATION

STAFF CONDUCT

No employee, while on or using school property, otherwise acting as an agent, or working in an official capacity for the District shall engage in:

- Physical or verbal abuse of, or threat of harm to, anyone.
- Causing damage, or threat of damage, to property of the District or property of a member of the community or a visitor to the school when the property is located on premises controlled by the District.
- Forceful or unauthorized entry to or occupation of District facilities, including buildings and grounds.
- Use, possession, distribution, or sale of alcohol or of drugs or other illegal substances.
- Use of profane or abusive language, symbols, or conduct.
- Failure to comply with lawful direction of District officials, security officers, or any other law-enforcement officer, or failure to identify oneself to such officials or officers when lawfully requested to do so.
- The carrying or possession of a weapon on school grounds without authorization from the [Superintendent](#).
- A violation of District policies and regulations.
- Any conduct violating federal, state, or applicable municipal law or regulation.
- Any other conduct that may obstruct, disrupt, or interfere with teaching, research, service, administrative, or disciplinary functions of the District, or any other activity sponsored or approved by the Board.

In addition to the foregoing, all staff members are expected to:

- Thoroughly acquaint themselves with the rules, regulations, and other information applicable to them contained within the policies of the Board.

- Conduct themselves in a manner consistent with effective and orderly education and to protect the students and the District property.
- Maintain order in a manner consistent with District policies and regulations.
- Comply promptly with all orders of the Superintendent and the administrator who is their immediate supervisor.
- Dress and maintain a general appearance that reflects their position and does not detract from the educational program of the school.
- Comply with the requirement of A.R.S. 15-515 by immediately reporting to the Superintendent or the administrator who is their immediate supervisor:
 - A violation of A.R.S. 13-3102 [possession of a deadly weapon on school grounds].
 - A violation of A.R.S. 13-3111 [possession of a firearm by a minor without authorization (in Maricopa and Pima Counties and where otherwise adopted by local ordinance)].
 - A violation of A.R.S. 13-3411 [possession, use, or intent to sell marijuana, peyote, or dangerous or narcotic drugs, or intent to sell prescription-only drugs in a drug-free school zone (i.e., school grounds and the area within **three hundred** [300] feet and public property within **one thousand** [1,000] feet of school grounds, the area at a school bus stop, and a school bus)].

Any administrator receiving a report of a violation of A.R.S. 13-3102, 13-3111, or 13-3411 shall immediately report such violation to a peace officer in compliance with A.R.S. 15-515.

Employees of the District who violate these rules are subject to disciplinary action.

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STAFF CONDUCT WITH STUDENTS

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.

Students are expected to regard all school employees as individuals who are employed to provide direct or indirect contributions to learning. While students are to have considerable latitude in making choices for themselves, they shall be required to respect the rights of all school employees and other students, and interference with those rights will not be tolerated.

Students shall not have the right to interfere with the efforts of instructional staff members to coordinate or assist in learning, to disseminate information for purposes of learning, or to otherwise implement a learning program. Nor shall a student have the right to interfere with the motivation to learn or the learning activities and efforts of other students. No student shall have the right to interfere with or disrupt any employee's work activities.

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.

Violations of the above shall be considered serious and may result in severe disciplinary action.

LEGAL REF.: A.R.S. 15-321(C)
15-341(A)(1)
15-514

CROSS REF.: JIC - Student Conduc

REGULATION

REGULATION

STAFF GRIEVANCES

Definitions

A *grievance* is a complaint by a District employee alleging a violation or misinterpretation, as to the employee, of any District policy or regulation that directly and specifically governs the employee's terms and conditions of employment. The term *grievance* shall not apply to any matter for which the method of review is prescribed by law, or the Governing Board is without authority to act. The suspension or dismissal of employees is covered by statute and, therefore, is not a grievable matter. Assignment, reassignment, or transfer of an employee to another position or duties is not grievable beyond the Superintendent unless there is a reduction in compensation or the Superintendent requests that it go to the Board.

A *grievant* shall be any employee of the District filing a grievance.

Terms and conditions of employment means the hours of employment, the compensation therefore, including fringe benefits, and the employer's personnel policies directly affecting the employee. In the case of professional employees, the term does not include educational policies of the District. A *day* is any day during which the District conducts business. The *immediate supervisor* is the lowest-level administrator having line supervisory authority over the grievant.

Informal Level

Before filing a formal written grievance, the grievant must attempt to resolve the matter by one (1) or more informal conferences with the immediate supervisor. The first of these informal conferences must be conducted within ten (10) days after the employee knew, or should have known, of the act or omission giving rise to the grievance. A second or any subsequent conference must occur within five (5) days after the initial informal conference, or any subsequent conference.

Formal Level

Level I. Within fifteen (15) days after the employee knew, or should have known, of the act or omission giving rise to the grievance, the grievant must present the grievance in writing to the immediate supervisor.

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The grievance shall be a clear, concise statement of the circumstances giving rise to the grievance, a citation of the specific article, section, and paragraph of the policy or regulation that directly and specifically governs the employee's terms and conditions of employment that are alleged to have been violated, the decision rendered at the informal conference, and the specific remedy sought.

The **immediate supervisor** shall communicate a decision to the employee in writing within five (5) days after receiving the grievance.

Within the above time limits either party may request a personal conference to attempt to resolve the matter.

Level II. In the event the grievant is not satisfied with the decision at Level I, the decision may be appealed to the Superintendent within five (5) days after receipt of the decision. If the immediate supervisor is the Superintendent, then Level III shall apply.

The appeal shall include a copy of the original grievance, the decision rendered, and a clear, concise statement of the reasons for the appeal. The Superintendent shall communicate a decision within five (5) days after receiving the appeal. Either the grievant or the Superintendent may request a personal conference within the above time limits.

Level III. If the grievant is not satisfied with the decision at Level II, the grievant may, within five (5) days, submit an appeal in writing to the Superintendent for consideration by the Board. The written appeal shall include a copy of the original grievance, the decision rendered, and a clear, concise statement of the reasons for the appeal.

General Provisions

Section 1. Failure at any step of this procedure to appeal a grievance to the next step within the specified time limits shall be deemed an acceptance of the decision rendered at that step, and there shall be no further right of appeal. Failure to file a grievance within **fifteen (15)** days after the employee **knew**, or should have known, of the circumstances upon which the grievance is based shall constitute a waiver of that grievance.

Section 2. The filing or pendency of any grievance under the provisions of this policy shall in no way operate to impede, delay, or interfere with the jurisdiction of the Governing Board or the Superintendent.