

MAINE CONSOLIDATED SCHOOL DISTRICT



STAFF HANDBOOK 2024-25

School Year 2024-25

**"In Conflicts between Governing Board Policies and this handbook,
Governing Board Policies shall govern." Adopted by the Board on 05.13.24**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

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Vision and Mission:

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.

Governing Board: <https://mcsd10.org/governing-school-board/>

Governing Board Policy Manual: <https://policy.azsba.org/asba/browse/allmanuals/welcome/root>

Administration and staff: <https://mcsd10.org/staff-directory/>

Dr. Justin Roberson Superintendent: jroberson@mcsd10.org

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Aspects of Employment

Personnel Policies:

Nondiscrimination/ Equal Opportunity/ Harassment

EQUAL EMPLOYMENT OPPORTUNITY

Discrimination against an otherwise qualified individual with a disability or any individual by reason of race, color, religion, sex, age, or national origin is prohibited. Efforts will be made in recruitment and employment to ensure equal opportunity in employment for all qualified persons.

<https://policy.azsba.org/asba/browse/allmanuals/maine/AC>

<https://policy.azsba.org/asba/browse/allmanuals/maine/GBA>

SEXUAL HARASSMENT

All individuals associated with this District, including, but not necessarily limited to, the Governing Board, the administration, the staff, and students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment.

Sexual harassment is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964.

The Equal Employment Opportunity Commission defines "sexual harassment" as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- A. Submission to such conduct is either explicitly or implicitly made a term or condition of an individual's employment; or
- B. Submission to or rejection of such conduct is used as a basis for employment decisions affecting such individual; or
- C. Such conduct has the purpose or effect of substantially interfering with an individual's work performance, or creating an intimidating, hostile, or offensive work environment.

Sexual harassment may include, but is not limited to:

- A. Suggestive or obscene letters, notes, invitations, derogatory comments, slurs, jokes, epithets, assault, touching, impeding or blocking movement, leering, gestures, or display of sexually suggestive objects, pictures, or cartoons.

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- B. Continuing to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction between peers is not considered sexual harassment.)
- C. Implying or withholding support for an appointment, promotion, or change of assignment; suggesting that a poor performance report will be prepared; suggesting that probation will be failed.
- D. Coercive sexual behavior used to control, influence, or affect the career, salary, and/or work environment of another employee.
- E. Offering or granting favors or employment benefits, such as promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassifications, et cetera, in exchange for sexual favors.

Anyone who is subject to sexual harassment, or who knows of the occurrence of such conduct, should inform the compliance officer, as provided in ACA-R.

A substantiated charge against a staff member in the District shall subject such staff member to disciplinary action.

All matters involving sexual harassment complaints will remain confidential to the extent possible.

Adopted: September 14, 2020

<https://policy.azsba.org/asba/browse/allmanuals/maine/ACA>

Hazing: <https://policy.azsba.org/asba/browse/allmanuals/maine/JICFA>

Conflict of Interest:

STAFF CONFLICT OF INTEREST

Employment of Close Relatives

No person employed by the District may be directly supervised by a close relative (father, mother, son, daughter, sister, brother, or spouse). This policy will apply for summer or part-time work as well as for full-time employment.

A dependent of a Board member (a person more than half of whose support is obtained from a Board member) cannot be hired in the District except by consent of the Board. The spouse of a Board member cannot be employed by the District.

Business Relations

Any employee who has, or whose relative has, a substantial interest in any decision of the District shall make known this interest in the official records of the District, and shall refrain from participating in any manner as an employee in such a decision.

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Refrain from participating in any manner means more than just refraining from making a final decision. It means participating in any way in the process leading up to a decision. An employee with a conflict of interest must not make recommendations, give advice, or otherwise communicate in any manner with anyone involved in the decision-making process.

Vendor Relations

No employee of the District will accept a gift or benefit from any person, group, or entity doing, or desiring to do, business with the District as described in Policy DJ, Purchasing (Purchasing Ethics Policy).

District Purchases from Employees

The District must comply with competitive purchasing rules for any acquisition of goods or services from District employees regardless of the dollar amount. The District may acquire equipment, material, supplies, or services from its employees only under an award or contract let after public competitive bidding [A.R.S. [38-503](#); A.G.O. 106-002]. The requirement applies to any purchase using District monies, including extracurricular activities fees, tax credit contributions, and monies held in trust by the District such as student activities monies, when a District employee acts as the vendor. Oral and written quotations do not satisfy the public competitive bidding requirements.

Employee Training and Acknowledgement of Understanding

The Governing Board may require annual employee training to ensure District conflict of interest policies are communicated to employees and acknowledged as received and understood. Each employee shall complete and sign the conflict of interest form, GBEEA-E, as determined by the District.

The District will investigate allegations of inadequate disclosure of substantial interests and/or inappropriate participation when a substantial interest may exist.

<https://policy.azsba.org/asba/browse/allmanuals/maine/GBEEA>

Form:

<https://policy.azsba.org/asba/browse/allmanuals/maine/GBEEA-E>

Drug Free Workplace:

DRUG -FREE WORKPLACE

No employee shall violate the law or District policy in the manufacture, distribution, dispensing, possession, or use, on or in the workplace, of alcohol or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance, as defined in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 C.F.R. 1308.11 through 1308.15.

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Workplace includes any school building or any school premises and any school-owned vehicle or any other school-approved vehicle used to transport staff members or students to and from school or school activities or on school business. Off school property, the *workplace* includes any school-sponsored or school-approved activity, event, or function where students or staff members are under the jurisdiction of the District. In addition, the *workplace* shall include all property owned, leased, or used by the District for any educational or District business purpose.

Any employee who has been convicted under any criminal drug statute for a violation occurring in the workplace, as defined above, shall notify the Superintendent within five (5) days thereof that such conviction has occurred.

As a condition of employment, each employee shall abide by the terms of the District policy respecting a drug-free workplace.

Any employee who violates this policy in any manner is subject to discipline, which may include, but is not limited to, dismissal.

<https://policy.azsba.org/asba/browse/allmanuals/maine/GBEC>

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.

Assignment and Responsibilities:

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 8:00 a.m., unless in EDCP or supervised extracurricular activities.

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

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. Staff 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.

Menu

A weekly cafeteria menu will be distributed on each Thursday 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. E-mail is restricted to school related communication only.

Computers

Each classroom is equipped with devices that are connected to the internet. There is also a classroom computer(s) assigned as instructional computer(s) and primarily for use by the staff for instruction. In addition to instructional use, teachers will be able to use these computers for

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administrative purposes including managing records, preparing lesson plans, communicating inside and outside the building, etc. All devices 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.

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.***

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. Staff 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 staff must be consistently and continuously involved in the enforcement of school policy.

All staff share in the responsibility of supervision before school and between classes.

Visitors on Campus

All visitors need to check in at the front office

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 staff 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 Report:

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.

Assistance Programs:

- **Employee Assistance:** EAP through our health insurance Meritain <https://www.meritain.com/healthier-employees-corporate-wellness/>
- **Workers Compensation:** If you have questions, please see the business manager
- **Wellness Program:** The district has representatives (Phyllis Fielder and Cindy Guthrie) for the employee wellness program as well as the insurance provider.

Resignation:

RESIGNATION OF PROFESSIONAL STAFF MEMBERS

All resignations or requests to be released from contract shall be presented in writing to the Board for approval. A release from an uncompleted contract may be granted contingent upon the availability of a well-qualified, certificated teacher as a replacement.

A teacher who resigns contrary to this policy shall be deemed to have committed an unprofessional act and shall be subject to the penalty as provided under Arizona statutes and State Board of Education regulations.

<https://policy.azsba.org/asba/browse/allmanuals/maine/GCQC>

Staff Ethics/ Conduct:

Staff Ethics:

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 schools 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

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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:

- A. Makes the well-being of students the fundamental value of all decision making and actions.
- B. Maintains just, courteous, and proper relationships with students, parents, staff members, and others.
- C. Strives for the maintenance of efficiency and knowledge of developments in the employee's field of work.
- D. Fulfills job responsibilities with honesty and integrity.
- E. 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 who has the responsibility for improving the situation.
- F. Supports the principle of due process and protects the civil and human rights of all individuals.
- G. Obeys local, state, and national laws and does not knowingly join or support organizations that advocate, directly or indirectly, the overthrow of the government.
- H. Implements the Governing Board's policies and administrative rules and regulations.
- I. Refrains from using school contacts and privileges to promote political or sectarian religious views or personal agenda of any kind.
- J. Pursues appropriate measures to correct any laws, policies, or regulations that are not consistent with sound educational goals.
- K. Avoids using position for personal gain through political, social, religious, economic, or other influence.
- L. Maintains the standards and seeks to improve the effectiveness of the profession through research and continuing professional development.
- M. Stresses the proper use and protection of all school properties, equipment, and materials.
- N. 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.

<https://policy.azsba.org/asba/browse/allmanuals/maine/GBEA>

Staff Conduct:

All employees of the District are expected to conduct themselves in a manner consistent with effective and orderly education and to protect students and District property. No employee shall, by action or inaction, interfere with or disrupt any District activity or encourage any such disruption. No employee, other than one who has obtained authorization from the Superintendent, shall carry or possess a weapon on school grounds. All employees shall at all times attempt to maintain order, abide by the policies, rules, and regulations of the District, and carry out all applicable orders issued by the Superintendent.

Potential consequences to employees of the District who violate these rules may include, but are not limited to:

- A. Removal from school grounds.
- B. Both civil and criminal sanctions, which may include, but are not limited to, criminal proceedings under Title 13, Chapter 29, Arizona Revised Statutes.
- C. Warning.
- D. Reprimand.
- E. Suspension.
- F. Dismissal.
- G. Having consideration given to any such violations in the determination of or establishment of any pay or salary in later contracts or employment, if any.

Reporting Suspected Crimes or Incidents

Staff members are to report any suspected crime against a person or property that is a serious offense, involves a deadly weapon or dangerous instrument or that could pose a threat of death or serious injury and any conduct that poses a threat of death or serious physical injury to employees, students or others on school property. All such reports shall be documented and communicated to the Superintendent who shall be responsible for reporting to local law enforcement. Conduct that is considered to be bullying, harassment or intimidation shall be addressed according to Policy JICK as required in A.R.S. [15-341\(A\)\(36\)](#).

The school district or charter school is to notify the parent or guardian of each student who is involved in a suspected crime or any conduct that is described above, subject to the requirements of federal law.

On or before January 1, 2020, the District shall post the policies and procedures pertaining to "Reporting Suspected Crimes or Incidents" on its website as the Department of Education shall develop a process to verify that each school district has adopted the required policies and procedures by this date.

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If the District maintains an online Manual of policies and procedures, the District may post a link to that manual with a reference to the appropriate policies and procedures.

A person who violates the reporting requirements may be disciplined for violating the policies of the School District Governing Board pursuant to A.R.S. [15-341](#) and notwithstanding A.R.S. [15-341](#), may be subject to dismissal. Each school district governing board shall prescribe and enforce policies and procedures that require the School District to maintain a record on any person who is disciplined pursuant to this policy and, on request, shall make that record available to any public school, school district governing board or charter school governing body that is considering hiring that person.

A person who is employed by the School District or is an applicant for employment with the School District, who is arrested for or charged with any non-appealable offense listed in section [41-1758.03](#), subsection B and who does not immediately report the arrest or charge to the person's supervisor or potential employer is guilty of unprofessional conduct and the person shall be immediately dismissed from employment with the School District or immediately excluded from potential employment with the School District. A person dismissed from employment for failure to report being arrested for or charged with a non-appealable offense has no right to appeal under the provisions of A.R.S. [15-539](#), subsection F. Prior to an action to terminate for failure to report, an employee will be given the opportunity to provide a written explanation of circumstances or events which they believe mitigate the failure to report.

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.

<https://policy.azsba.org/asba/browse/allmanuals/maine/GBEB>

Use of digital communication and devices:

<https://policy.azsba.org/asba/browse/allmanuals/maine/GBEF>

Employee Benefits

Compensation:

- Support staff: <https://mcsd10.org/wp-content/uploads/2022/04/salaries.pdf>
- Salaried staff: <https://mcsd10.org/wp-content/uploads/2022/04/salaries.pdf>

Involuntary Deductions:

- ASRS: Contribution rate fluctuates each year. School year 24-25 will be 12.02%
- Social Security
- Medicare

Voluntary Deductions:

- Tax Sheltered Annuities:
Available to full-time employees as a voluntary reduction in pay. See the business manager if interested
- Insurances: <https://www.meritain.com/>
If you have specific questions, please see the business manager
- Supplemental health and savings programs:
Available to full-time employees as a voluntary reduction in pay. See the business manager if interested

Employee Benefits:

- Bereavement leave: <https://policy.azsba.org/asba/browse/allmanuals/maine/GCCH>
- FMLA: <https://policy.azsba.org/asba/browse/allmanuals/maine/GCCC-EA>
- Jury Duty: <https://policy.azsba.org/asba/browse/allmanuals/maine/GCCD>
- Leave Without Pay: <https://policy.azsba.org/asba/browse/allmanuals/maine/GCCC>

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- **Maternity Leave:** <https://policy.azsba.org/asba/browse/allmanuals/sierravista/GCCA-RB>
- **Military Leave:** <https://policy.azsba.org/asba/browse/allmanuals/maine/GCCD>
- **Personal Leave:** <https://policy.azsba.org/asba/browse/allmanuals/maine/GCCB>
- **Leave for Conferences/ Visitations/ Workshops:**
<https://policy.azsba.org/asba/browse/allmanuals/maine/GCCE>
- **Sabbatical Leave:** <https://policy.azsba.org/asba/browse/allmanuals/maine/GCCF>
- **Sick Leave:** <https://policy.azsba.org/asba/browse/allmanuals/maine/GCCA>
- **Vacation:**
 - **Support Staff:** <https://policy.azsba.org/asba/browse/allmanuals/maine/GDD>
 - **Professional staff:** <https://policy.azsba.org/asba/browse/allmanuals/maine/GCD>

Evaluation of staff

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.

<https://policy.azsba.org/asba/browse/allmanuals/maine/GCO>

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.

<https://policy.azsba.org/asba/browse/allmanuals/maine/GDO>

Additional Information

- **Arrangements for substitutes:**

If you are going to be out for personal, vacation or sick leave, please fill out the “leave approval slip” and place in administration’s box. Before the day of leave comes, please check to make sure your leave is approved and the substitute who is covering. Please prepare detailed lesson plans and leave on your desk.

If calling in sick the night before, please call the office manager and email administration. Email detailed lesson plans to office manager and administration.

- **Certification:**

Please check periodically that your certification and fingerprint clearance cards are up-to-date

<https://www.azed.gov/educator-certification/forms-and-information/certificates>

- **Child Abuse Reporting:**

1-888-SOS-CHILD

<https://dcs.az.gov/profile/report-child-abuse-or-neglect>

- **Communication with students and parents:**

- **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.

- **Copyright compliance:**

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:

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- 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.)

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.

- **Curriculum/ Lesson plans:**

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.

Lesson plans are to be submitted Sunday night by 8pm, if you are absent, please leave detailed lesson plans on your desk for the substitute.

- **District Keys:**

All keys are to be signed out with the office manager and returned promptly.

- **District vehicles:**

District vehicles are to be used by authorized personnel only.

- **Emergency procedures:**

<https://mcsd10.org/srp-operation-guidelines/>

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.

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 exit 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.

- **Employee discipline:**

Professional staff: <https://policy.azsba.org/asba/browse/allmanuals/maine/GCQF>

Support staff: <https://policy.azsba.org/asba/browse/allmanuals/maine/GDQD>

- **Employee grievances:** <https://policy.azsba.org/asba/browse/allmanuals/maine/GBK>

- **Employment outside the district:** <https://policy.azsba.org/asba/browse/allmanuals/maine/GCR>
- **Drugs/ Alcohol:** <https://policy.azsba.org/asba/browse/allmanuals/maine/GBECB>
<https://policy.azsba.org/asba/browse/allmanuals/maine/GBECA>
- **Participation in Political Activities:** <https://policy.azsba.org/asba/browse/allmanuals/maine/GBI>
- **Personal Property:** <https://policy.azsba.org/asba/browse/allmanuals/maine/ECAD>
- **Prohibited Personnel Practices:**

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 non-disposable 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

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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.

Cleaning equipment:

Non-disposable 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.

- **Public Records:**

If you need to see any public records on students, you can view in the front office, records are not allowed to leave the front office, if you need assistance see the office manager

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.

- **Purchasing Procedures:**

To purchase items, please fill out a requisition form along with a due diligence form; for approval, please place in administration's box.

- **Receipt of Legal Papers or Threats of Litigation:**

For the receipt of all legal papers, please submit immediate to the office manager. Persons seeking to serve the District with legal papers and/or threats of litigation should be directed to the office manager. No staff member but the office manager has the authority to accept service of process on behalf of the District or any employee of the District, and should refuse to accept service of legal documents. Also, important deadlines and response timeframes are triggered from the date of service of legal papers, and it is important that a uniform procedure be followed.

- **Smoking/ Tobacco:** <https://policy.azsba.org/asba/browse/allmanuals/maine/GBED>

- **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.

- **Use of District Equipment/ Property:**

With all district property, please use with care.

- **Weapons:** <https://policy.azsba.org/asba/browse/allmanuals/maine/JICI>

- **Volunteers:**

Maine Consolidated encourages the involvement of family and community members, all volunteers need to have a fingerprint clearance card