



# Salt River Schools Staff Handbook

2023-2024



[www.saltriverschools.org](http://www.saltriverschools.org)

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## Letter from the Superintendent

Ske:g Taş/Kamduum, Colleagues!

Welcome to what I know will be a great year of excellence! This handbook includes information about:

- professional development (in-service) expectations;
- staff expectations during high stakes and benchmark assessment testing windows;
- support for all graduations and/or promotion events;
- improved Health Services procedures; and
- Division-wide efforts to incorporate and utilize the expertise and curriculum of our Native Culture and Language Department in every classroom and event.

Your adherence to and practice of these expectations are greatly appreciated. As staff, we are a reflection of our Division and services. May our decisions and actions always be in the best interest of our students, their families, and the Community.

I value you, your hard work and your continued efforts toward excellence. Matt'o t'vem ab o ju. Mat asheevk uuweshuum. We will do this together.

Sincerely,

Dr. Melody Herne  
Superintendent/Director of  
Education  
Salt River Schools



## Salt River Schools Academic Calendar

Education Board Approved 3/20/23

NOTE: This calendar is subject to change. It is also subject to Council-approved holidays and Education Board approval. Calendar updates and school events are available at [www.SaltRiverSchools.org/calendar](http://www.SaltRiverSchools.org/calendar).

<b>3 &amp; 17   SRS Education Board Meeting</b> <b>4   Independence Day - SRS Closed</b> <b>24   New Teacher Orientation</b> <b>24-28   ECEC No Students</b> <b>25-28   All Teacher In-service</b> <b>25   Annual Staff-only Welcome Event</b> <b>27   ECEC Open House</b> <b>31   First Day of School: ECEC, SRES, ALA</b>	<b>JULY 2023</b> M T W Th F (3) 4 5 6 7 10 11 12 13 14 (17) 18 19 20 21 24 25 26 27 28 31 1	<b>JANUARY 2024</b> M T W Th F 1 2 3 4 5 8 9 10 11 12 15 (16) 17 18 19 22 23 24 25 26 29 30 31 16	<b>SRS Education Board Meeting   16</b> <b>New Year's Day - SRS Closed   1</b> <b>Staff Development - No Students   8</b> <b>Early Release (SRES/ALA)   10, 17, 24 &amp; 31</b> <b>Third Quarter/Semester 2 Begins   9</b> <b>Dr. MLK, Jr. Day - SRS Closed   15</b>
<b>7 &amp; 21   SRS Education Board Meeting</b> <b>2, 9, 16, 23 &amp; 30   Early Release (SRES/ALA)</b> <b>15   ALA Open House</b> <b>22   SRES Open House</b> <b>23   ECEC - No Students</b>	<b>AUGUST 2023</b> M T W Th F 1 2 3 4 (7) 8 9 10 11 14 15 16 17 18 (21) 22 23 24 25 28 29 30 31 23	<b>FEBRUARY 2024</b> M T W Th F 1 2 (5) 6 7 8 9 12 13 14 15 16 19 (20) 21 22 23 26 27 28 29 20	<b>SRS Education Board Meeting   5 &amp; 20</b> <b>Early Release (SRES/ALA)   7, 14, 21 &amp; 28</b> <b>Kindergarten Roundup at SRES   6</b> <b>SCR Parent Information Night   13</b> <b>Presidents Day - SRS Closed   19</b> <b>ECEC - No Students   20</b> <b>Community Forum   27</b>
<b>5 &amp; 18   SRS Education Board Meeting</b> <b>4   Labor Day - SRS Closed</b> <b>6, 13, 20 &amp; 27   Early Release (SRES/ALA)</b> <b>12   Community Forum</b> <b>28   ECEC - No Students</b> <b>29   Native American Day - SRS Closed</b>	<b>SEPTEMBER 2023</b> M T W Th F 1 4 (5) 6 7 8 11 12 13 14 15 (18) 19 20 21 22 25 26 27 28 29 19	<b>MARCH 2024</b> M T W Th F 1 (4) 5 6 7 8 11 12 13 14 15 (18) 19 20 21 22 (25) 26 27 28 29 15	<b>SRS Education Board Meeting   4 &amp; 18</b> <b>Parent/Teacher Conferences   1-31</b> <b>Early Release (SRES/ALA)   6, 13 &amp; 27</b> <b>Third Quarter Ends   15</b> <b>Spring Break   18-22</b> <b>ECEC - No Students   22</b> <b>Fourth Quarter Begins   25</b> <b>Spring Holiday - SRS Closed   29</b>
<b>2 &amp; 16   SRS Education Board Meeting</b> <b>1-31   Parent/Teacher Conferences</b> <b>4, 18 &amp; 25   Early Release (SRES/ALA)</b> <b>6   First Quarter Ends</b> <b>9-13   Fall Break</b> <b>13   ECEC - No Students</b> <b>16   Second Quarter Begins</b> <b>26   Spooktacular Fall Celebration</b>	<b>OCTOBER 2023</b> M T W Th F (2) 3 4 5 6 9 10 11 12 13 (16) 17 18 19 20 23 24 25 26 27 30 31 17	<b>APRIL 2024</b> M T W Th F (1) 2 3 4 5 8 9 10 11 12 (15) 16 17 18 19 22 23 24 25 26 29 30 22	<b>SRS Education Board Meeting   1 &amp; 15</b> <b>State Testing in April</b> <b>Early Release (SRES/ALA)   3, 10, 17 &amp; 24</b> <b>Annual Education Fair   4</b> <b>Early Release   10 &amp; 24</b> <b>ECEC - No Students   24</b>
<b>6 &amp; 20   SRS Education Board Meeting</b> <b>National American Indian Heritage Month</b> <b>1, 8, 15, 22 &amp; 29   Early Release (SRES/ALA)</b> <b>10   Veterans Day - SRS Closed</b> <b>14   SCR Parent Information Night</b> <b>22   ECEC - No Students</b> <b>23-24   Thanksgiving - SRS Closed</b>	<b>NOVEMBER 2023</b> M T W Th F 1 2 3 (6) 7 8 9 10 13 14 15 16 17 (20) 21 22 23 24 27 28 29 30 19	<b>MAY 2024</b> M T W Th F 1 2 3 (6) 7 8 9 10 13 14 15 16 17 (20) 21 22 23 24 27 28 29 30 31 12	<b>SRS Education Board Meeting   6 &amp; 20</b> <b>Early Release (SRES/ALA)   1 &amp; 8</b> <b>Kindergarten Celebration   13</b> <b>PreK Promotion at ECEC   14</b> <b>6th Grade Promotion   15</b> <b>Last Day of School/End of Fourth Quarter   16</b> <b>Staff Development - No Students   17</b> <b>Memorial Day - SRS Closed   27</b>
<b>4 &amp; 18   SRS Education Board Meeting</b> <b>6, 13 &amp; 22   Early Release (SRES/ALA)</b> <b>22   ECEC - No Students</b> <b>22   End of Second Quarter &amp; Semester 1</b> <b>Dec. 27 through Jan. 9   Winter Break</b> <b>25 &amp; 26   Christmas Observance - SRS Closed</b>	<b>DECEMBER 2023</b> M T W Th F 1 (4) 5 6 7 8 11 12 13 14 15 (18) 19 20 21 22 25 26 27 28 29 16	<b>JUNE 2024</b> M T W Th F (3) 4 5 6 7 10 11 12 13 14 (17) 18 19 20 21 24 25 26 27 28 16	<b>SRS Education Board Meeting   3 &amp; 17</b> <b>SRPMIC Day - SRS Closed   14</b> <b>Juneteenth - SRS Closed   19</b> <b>ALA Graduation   25</b> <b>ECEC - No Students   26</b> <b>Community Graduation Dinner (23-24SY)   27</b>

## LEGEND

[ - Quarter Begins  
] - Quarter Ends

○ Education Board Meeting  
Red numbers denote instructional days per month.



- Holiday - All Schools/Offices CLOSED
- Important Date/Event
- School Break/No Students ECEC Childcare Available
- Staff Development - No Students
- Early Release half-day for SRES/ALA only
- ECEC Early Head Start in Session
- ECEC No Students/ECEC Staff Professional Development

## Higher Education Program Funding Application Deadlines

College/University

Fall Semester: JUN 30\* | Spring Semester: NOV 30 | Summer Semester: APR 30

## Vocational Schools

- APR 30: School start date in May, June & July
- JUL 30\*: School start date in August, September & October
- OCT 30: School start date in November, December & January
- JAN 30: School start date in February, March & April

\* Applications will be accepted on the following business day.



## Professional Development Calendar

Salt River Schools is excited for the staff learning opportunities built into the 2023-24 Academic Calendar. Nearly every Wednesday during the school year is an Early Release day at SRES and the ALA. The ECEC has its own professional development days scheduled. Staff will undertake important trainings and/or be provided time to prepare classrooms and curriculum. Please avoid scheduling time off on the dates listed below. If you have any questions, please connect with your supervisor or site/program leader.

### 2023

#### JULY

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

#### AUGUST

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

#### SEPTEMBER

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

#### OCTOBER

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

#### NOVEMBER

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

#### DECEMBER

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

### 2024

#### JANUARY

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

#### FEBRUARY

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

#### MARCH

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

#### APRIL

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

#### MAY

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

#### JUNE

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

Teacher Prep	Division PD	Site PD	Team PLC	ECEC PD
08/02/23	08/09/23	08/16/23	08/30/23	08/23/23
09/06/23	08/23/23	09/13/23	09/27/23	09/28/23
09/20/23	10/18/23	10/04/23	10/25/23 SRES Conferences	10/13/23
11/15/23	11/08/23	11/01/23	11/29/23	11/22/23
12/13/23	12/06/23			12/22/23

Teacher Prep	Division PD	Site PD	Team PLC	ECEC PD
		01/10/24	01/24/24	1/8/24
01/31/24	01/17/24	02/07/24	02/21/24	2/20/24
02/28/24	02/14/24	03/06/24	03/13/24	3/22/24
04/10/24	03/27/24	04/03/24	04/17/24	4/24/24
05/01/24	04/24/24			5/17/24
05/17/24	05/08/24			6/26/24

## About this Handbook

For the purposes of an all-inclusive handbook for students at all sites, please note the following definitions:

- *Salt River Schools* (a.k.a. "SRS") is the name of our school district and is sometimes referred to as Salt River Pima-Maricopa Indian Community Schools, Education Division, or the Division.
- *Site Leader* refers to the ECEC leader, SRES/ALA principals, and site administrators.
- *Parent* refers to parents, legal guardians, and other adult family members of students.
- *Community* (when capitalized) refers to the Salt River Pima-Maricopa Indian Community.
- Policies referred to in this document can be viewed at [www.SaltRiverSchools.org](http://www.SaltRiverSchools.org) or on the staff intranet.

## Mission, Vision & Goals

### Our Mission

The purpose of Salt River Schools, in partnership with the Community, is to provide EXEMPLARY EDUCATION in a safe learning environment IMMERSED IN THE O'ODHAM and PIIPAASH CULTURES in order for all students to secure a successful future.

### Our Vision

Community empowerment, through culture, engagement, academic achievement, and excellence.

### Our Goals

#### Improve Student Achievement to Cultivate Highly Achieving Schools

- Increase the graduation rate.
- Improve attendance of students and staff.
- Enhance readiness (Early Head Start to College).
- Achieve higher test scores.
- Increase academic achievement and growth on assessments.
- Increase academic rigor in curriculum and instruction.

#### Recruit, Develop and Retain Teachers, Students and Staff

- Provide ongoing differentiated support to every school, staff member and student.
- Provide safe and secure schools (bully-free zones).
- Build a positive, flexible support with students, staff, and families to find solutions to help all be successful.

#### Increase Positive and Consistent Involvement from Students, Staff, Family, Community and Stakeholders

- Create consistent, meaningful interactions, events, and opportunities.
- Develop common scheduled times for events planned in advance that account for events at all schools.
- Communicate effectively to stakeholders/Community using the appropriate methods for the situation.
- Solicit input from stakeholders on ways to improve involvement and increase opportunities for stakeholders to participate in meaningful roles or committees.

#### Become a School of Choice for the Community

- Integrate language fluency, Piipaash, O'odham and cultural history and create a balance.
- Offer Internships, volunteer opportunities and college and career opportunities to prepare students for post-secondary opportunities.
- Develop and enhance partnerships with businesses, stakeholders, departments, and others to provide students unique opportunities and experiences.



## Our Schools

### Early Childhood Education Center (ECEC)

The ECEC provides early childhood education for children ages 6 weeks to 5 years old. Head Start programs support children's growth from birth to age 5 through a variety of services, including early learning and development, health, and family wellbeing. We offer a home-based learning program for expectant parents and families with children under 3 years old. The ECEC's purpose is to prepare enrolled children for success as lifelong learners and to strengthen families of enrolled children.



### Salt River Elementary School (SRES)

SRES provides education for students in the grades, PreK-6. The purpose of our school is to develop and sustain a positive learning environment where the O'odham and Piipaash cultures are honored and academic goals and standards are met. We are committed to providing an intentional system of support where growth is achieved and celebrated.

### Accelerated Learning Academy & GED (ALA)

ALA provides education for students ages 16 years and older and allows students the opportunity to earn a high school diploma or a GED. Our environment allows students to complete requirements at an accelerated pace for credit recovery while providing students college and career readiness opportunities through internships. Specific criteria for enrollment can be found in the Student & Parent Handbook.



Early Childhood Education Center ECEC.SaltRiverSchools.org	Salt River Elementary School SRES.SaltRiverSchools.org	Accelerated Learning Academy & GED ALA.SaltRiverSchools.org
4836 N. Center St. Scottsdale, AZ 85256 Office: (480) 362-2200 <b>Attendance: (480) 362-2239</b>	11526 E. Highland Ave. Scottsdale, AZ 85256 Office (480) 362-2400 <b>Attendance (480) 362-2467</b>	4827 N. Country Club Dr. Scottsdale, AZ 85256 Office: (480) 362-2130 <b>Attendance: (480) 326-2130</b>
<b>Instructional Day Hours</b> 7:30 a.m. to 2 p.m. <i>Parents may drop of students starting at 7 a.m.</i>  <b>Childcare Extended Hours of Operation</b> 2-5:30 p.m.	<b>Instructional Day Hours</b> 7:45 a.m. to 2:45 p.m.	<b>Instructional Day Hours</b> 8:30 a.m. to 2:55 p.m.
<b>Early Dismissal Hours</b> 7:30 a.m. to Noon  <b>Early Dismissal Childcare Extended Hours of Operation</b> 1-5:30 p.m.	<b>Early Dismissal Hours</b> 7:45 a.m. to Noon	<b>Early Dismissal Hours</b> 8:30 a.m. to 12:45 p.m.
<b>Office Hours</b> 7 a.m. to 5:30 p.m.  Summer Office Hours 7 a.m. to 5:30 p.m.	<b>Office Hours</b> 7:15 a.m. to 4 p.m.	<b>Office Hours</b> 8 a.m. to 4:30 p.m.

**"Instructional Day" means students are scheduled to attend school for instructional time.**

## School Compact

Salt River Schools values the importance of working with the parents and Community to help students achieve high academic and social standards. This compact is a voluntary agreement that supports the partnership in educating our students.

### Student Agreement - I will do my personal best to:

- Attend school each day and on time.
- Complete and return assignments every day.
- Set aside time to study.
- Respect others, my environment, and myself.
- Learn and apply classroom and Native lessons to daily life.

### Parent/Guardian Agreement - I will do my personal best to...

- Support the education provided by Salt River Schools.
- Support the SRPMIC Native languages and cultural heritage in and outside of the classroom.
- See that my child attends school daily and on time.
- Request assignments for any absences.
- Request additional assistance for my child when needed.
- Establish a time to review my child's assignments.
- Encourage my child's efforts to the best they can be.
- Stay aware of what my child is learning.
- Read with my child on a regular basis.
- Support the guidelines set in the Student & Parent Handbook.

### Teacher Agreement: I will do my personal best to...

- Prepare, deliver, and differentiate academic lessons for students using standards set by the National Head Start Association (ECEC), the Bureau of Indian Education (SRES), and Arizona State Standards (ALA).
- Support the SRPMIC Native languages and cultural heritage in and outside of the classroom.
- Provide appropriate assignments for students.
- Encourage students to do their best every day.
- Provide necessary assistance to parents and families so they can help with assignments.
- Encourage students and parents by providing on-going information about student progress.
- Nurture students emotionally, socially, and academically.

### Principal Agreement - I will do my best to:

- Support standards-based teaching with effective delivery.
- Support the SRPMIC Native languages and cultural heritage.
- Provide instructional leadership.
- Ensure teachers provide assignments that will reinforce classroom instruction.
- Nurture students emotionally, socially, and academically.
- Provide an environment that allows for positive communication between teacher, parent, and student.
- Ensure teachers and staff communicate effectively and timely with students and parents. This includes phone calls, emails and other forms of communication which meet our families where they are.
- Support Salt River Schools Staff emotionally, socially, and academically.
- Support parents/guardians by providing opportunities for active participation in promoting student achievement.

### Education Board Agreement - I will do my best to:

- Appreciate and respect the students, parents, teachers, and administration of Salt River Schools
- Encourage and integrate parent/guardian, community and staff interests to continually improve Salt River Schools both academically and culturally.
- Support students and staff by actively participating at a school at least once a month.

## Division Policies

### Personnel Policies

Personnel Policies are posted on SharePoint: [Administration Policies & Procedures](#) and posted on [www.saltriversschools.org](http://www.saltriversschools.org). In the absence of Salt River Schools Policy, SRPMIC policies apply. All staff members are expected to be familiar with the policies contained therein.

### Calendar

Please view the current academic year calendar online at [www.saltriversschools.org](http://www.saltriversschools.org). Sites and programs must submit all events to the SRS [SharePoint](#) calendar; these events must be approved by site leaders and/or SRS administrators. Do not schedule an event on a date that already has an event posted or it may be rescheduled or canceled by SRS administrators.

### Job Expectations

1. For information on job descriptions, see the job descriptions posted on the SRPMIC intranet (LUCY HR). For those who do not have access to the intranet, contact Human Resources at 480-362-7935.
2. Per policy, all staff are expected to follow the chain of command.
3. All staff are responsible for complying with Education Division Code of Conduct, Ethics, Confidentiality Agreement, FERPA legislation, Driving Eligibility Compliance, and all other Education Division Policies as adopted by the Education Board and procedures as provided by the Superintendent or site leader. Staff should address questions regarding policies and procedures with their site leader.

## Evaluations

There is a formal process of evaluating all personnel. The purpose of evaluation is to improve the quality of instruction and workplace performance. This process to achieve the greater measure of success shall be predicated on the assumption that the evaluation will be a cooperative procedure, with the evaluator and the employee having full knowledge of the criteria, process, and results. Every employee will receive evaluations annually. Refer to the Employee Performance Evaluation and Teacher Performance Evaluation handbooks for more information.

The following statements give specific purposes for evaluation:

- Determine how well the objectives held by the school and/or department are being carried out. The success of the educational program is dependent upon the quality of classroom instruction or workplace performance, supervision, and administration.
- Provide the basis for motivation and self-improvement, permitting personnel to be aware of their strengths and weaknesses in order to improve.
- Provide a basis for planning professional development training and supervisory activities. Such activities can be most effective when they are based upon clear evidence of need as shown by evaluation studies.
- Provide the basis for administrative decisions. Decisions may include the employment of personnel, their assignment, the granting of continuing status, promotion, demotion, or termination.
- Aid in determining the adequacy or inadequacy of classroom performance.
- Provide information about where additional resources or adjustment to facility use may be needed, such as textbooks, electronics, programmatic supports, etc.

### Work Schedule

The Superintendent, with input from SRS stakeholders, will develop and submit to the Education Board for approval the [academic/instructional calendar](#). All staff members shall report to their duty stations on time each workday and shall, as scheduled, be available until the designated time(s) they are scheduled to leave.

The Superintendent or designee may alter or extend the school day for meetings, special events, and activities. Staff are expected to be in their respective offices or areas as the schedule prescribes so that they may see students, parents, and/or attend to other duties as assigned. To ensure the safety of students and the security of school campuses, teachers may be assigned supervisory duty during the teaching day. These duty assignments shall be considered a regular part of a teacher's duties and shall be fulfilled accordingly. Certified staff may perform duties other than classroom teaching.

## School Hours and Staff Expectations

### Work Shifts & Break Procedure

#### ECEC

1. All hourly staff are required to clock (and sign) in and out at the start and end of each shift and lunch breaks. Any errors in clock in/out times must be reported to the timekeeper and direct supervisor immediately. Salaried staff are required to sign in and out. Lunch breaks may vary from 30 minutes to one hour depending upon staffing needs.
2. Classroom staff are expected to participate in "family-style" dining. Personal lunch breaks are not permitted in the classrooms. A staff break room is available. Classroom staff are expected to keep their own beverages in a closed, unmarked container away from children. Outside food and hot beverages are not permitted in classrooms.

#### SRES and ALA

Staff are expected to work an 8-hour day. Staff will have a half hour (30 minutes) off duty-free lunch that does not count towards hours worked. For safety and security, staff must sign in and out when leaving the campus.

### Overtime Requests

Hourly staff should work within the 40 hours a week expectation. All employees are expected to adhere to their designated work schedule. Supervisors are expected to plan all staff work schedules well in advance to avoid excessive and unnecessary overtime. Any overtime exceeding two (2) hours per week requires the supervisor to obtain Superintendent approval prior to requiring hourly employees to work overtime. Hourly employees must have prior approval from their supervisor prior to working overtime.

### Staff Absences, Leave Requests, and Classroom Documentation

Staff attendance has an impact on student attendance. Regular staff attendance is expected and is vital to student success and school operations. Staff attendance of 95%+ is expected will be monitored and/or addressed by the direct supervisor. All attendance acceptability rates are based upon the contract year.

### Certified Staff

There is an additional standard for certified staff to qualify for 301/301 Equivalent monies outlined in the 301/301 Equivalent Handbook. Certified staff are required to work contractually agreed upon hours. Certified staff are expected to work an 8-hour day and are provided a half hour (30 minutes) duty-free lunch.

### Attendance Policy

**Scheduled Absence (defined per policy):** A scheduled absence is an absence that is submitted in advance of the requested leave by an employee and approved by the immediate supervisor, regardless of the type of leave.

**Unscheduled Absence (defined per policy):** An unscheduled absence is an absence that has not been requested by the employee and approved by immediate supervisor more than one (1) business day prior to absence.

Unscheduled absences of more than (6) occurrences within a (12) month period shall be considered excessive and may result in disciplinary action.

An unscheduled absence from a scheduled work shift is counted as one (1) occurrence. If an employee is away from work for more than one (1) consecutive day for the same reason, the multiple day absence will only count as one (1) occurrence.

Advanced planning for leave requests and professional development requests are required. Staff should contact their supervisor with any questions.

### Attendance Procedure Notification, Reporting, and Documentation

1. **Unscheduled Leave/Tardy**
  - a. Employees are required to communicate and provide as much notice for a leave as possible and must notify their supervisor at least two (2) hours prior to the start of their shift when they need unscheduled leave. Department management may establish a different timeframe based on operational requirements.
  - b. For unscheduled absences, submit an online "Leave Request" on the day the employee returns to work.
  - c. Employees using sick leave for three (3) or more consecutive workdays may be required to provide supporting medical documentation explaining their absence. Please refer to SRS [Personnel Policy: Article 3](#).
  - d. Employees not in observance of work hours may be subject to disciplinary action. See SRS [Personnel Policy: Article 3](#).

## 2. Falsifying Time

- a. Hourly (non-exempt) staff shall not “clock-in” or “swipe-in” another person’s Time & Labor card. Inaccurate reporting of an employee’s work hours is fraudulent, and all parties involved will be subject to disciplinary action. If an employee missed a swipe, time must be reported to the designated timekeeper and supervisor. Arrangements can be made through email requests to the timekeeper to document time that cannot be captured in the timekeeping system. In these cases, explicit written permission from the site leader or other appropriate supervisor arranged in advance will be necessary.

## 3. Scheduled Leave Procedure

- a. Complete an on-line “Leave Request” in SharePoint for any scheduled absence as soon as the anticipated absence is known. Scheduled absences include any leave that is requested and approved prior to the day the leave is taken.
  1. Seminar Local & Seminar Travel: The Offsite Professional Development & Travel Pre-Approval Form must be completed prior to using and entering a leave request for Seminar Local & Seminar Travel. If an employee requests a personal day to attend a conference, a Request for Annual Leave must be used as the leave type. Out-of-state and/or overnight travel/professional development require Education Board approval.
  2. When Council-Approved Administrative Leave is granted (e.g., the Wednesday before Thanksgiving) hourly staff’s administrative leave time must be entered to equal an eight (8) hour day. All staff able to take at least more than two and a half (2.5) to four (4) hours of the leave must do so on the day it is granted. Required personnel may work the day if it is granted and then must use the Council-Approved Administrative leave within five (5) to seven (7) business days, no exceptions. Timekeepers shall enter the leave for those individuals the same as the Council-Approved Administrative Leave.

## 4. Classroom Documentation

- a. All staff members are encouraged to keep an organized, structured classroom, as well as accurate and thorough records for all students. Confidential files, particularly those files containing any student(s) names, should be locked.
- b. All student information such as, but not limited to, grades, attendance, and parent contacts, are to be kept updated in the site’s Student Information System (SIS), as defined by each site leader.
- c. All teachers are responsible for student attendance documentation.
- d. Classroom teachers must leave detailed lesson plans and complete materials for the substitute teacher when an absence is scheduled. This is in addition to the expectation of having updated emergency lesson plan/plans on file in the front office and clearly displayed in the classroom in the event of an unscheduled absence. It should include instructions, updated rosters, and all necessary materials needed for the substitute to teach class. un

## 5. Leave Request Adjustments

- a. Hourly staff should work within the 40 hours/week expectation. All employees are expected to adhere to their designated work schedule. In the event an hourly employee takes leave and also works overtime, the leave request will be amended to reflect a lesser amount to bring the employee to or closer to 40 hours. This is to the benefit of the employee, as they will use less annual/sick leave hours. As per policy, the leave requests may be amended by designated timekeeper.

## Offsite Professional Development & Travel

We must be ever mindful of all travel expenditures. Travel to local, state, and national conferences and meetings must be done with intention and purpose toward the benefit of the stakeholders we serve. Every employee given authorization to travel assumes a fiscal responsibility to SRS and the Community to keep the cost of travel to a minimum. Employees may only travel to meetings and conferences that:

- promote the delivery of instruction and are critical to the instructional needs of SRS, or furthers the efficient operation of SRS,
- are educationally necessary and fiscally prudent.
- are directly related to and within the scope of the employee’s current responsibilities and SRS professional development plan.

All professional travel is contingent on funds availability and SRS priorities. Every effort will be made to keep the number of days absent from the classroom or regular duty assignment due to travel by any employee to a minimum.

### Professional Development & Travel Requests

The **Off-site Professional Development and Travel Pre-Approval** form is required for all off-site, local, out-of-state, and overnight PD/travel. The form does not need to be submitted if the duration of the off-site, local PD/meeting is less than half of the workday or if the PD/meeting is facilitated by SRS or the Community. Requests for out-of-state and overnight travel for **all staff** require Education Board approval prior to payment for any travel costs.

Upon approval, the appropriate leave request must be submitted via LUCY HR. Requests for PD and any travel for staff must align and be included in the SRS or site PD plan. Failure to complete all staff travel requirement policies may result in denial of future offsite PD and travel requests.

*Administrative Policies, Chapter 1, Administration: 1-15 Travel Expense Policy (<http://connect/administration/policies/cho1/1-15.pdf>)*

### *Limitations on Travel*

The following limitations apply regardless of the funding source for the travel.

#### **Superintendents/Administrators/Managers**

- All travel is contingent upon availability of funds and the direct relationship to position with appropriate supervisor approval.

#### **Site Leadership**

- Principals: One out-of-state conference per year
- Assistant principals: One out-of-state conference every other year (assigned rotation)

#### **Specialists/Coordinators**

- Each department may send a maximum of two specialists/coordinators per year to an out-of-state conference.
- Travel requests will not be approved if the total number of absences exceeds 10 days.

#### **Classroom Professionals**

- In-state travel only during school year; exceptions to be managed by site and division leadership
- Travel requests will not be approved if the total number of absences exceeds 10 days.
- The number of multiple or consecutive days should be limited, particularly close to testing days.
- Supervising student activities, such as academic or athletic events and chaperoning field trips, are not included in the 10-day count.

#### **Non-classroom Professionals (including counselors, nurses, librarians)**

- Each campus may send one non-classroom professional per year to an out-of-state conference.

#### **Instructional Aides, Assistant Teachers, and Teacher Aides**

- Supervisors will approve in-state travel, as appropriate.

\*All requests for out-of-state travel for all categories above must be Education Board approved prior to registration.

Teachers and other employees who provide site-level instructional support to students and staff should limit travel to no more than five (5) days per semester or 10 days per school year. Additionally, employee travel will be limited based on the employee's overall attendance. Supervisors are responsible for monitoring the frequency of travel and staff attendance. No more than three (3) persons per site or department may attend a meeting/conference unless specified by a grant or program requirement. The Superintendent may approve exceptions, as appropriate.

### *Offsite Professional Development and Travel Pre-Approval Form Procedures*

The employee requesting approval ("the traveler") is responsible for completing the Offsite Professional Development & Travel Pre-Approval Form and collecting all required documentation. Fill out the PDF form completely and print the form (e-signing may be an option). The traveler assumes responsibility for obtaining written authorization to travel from their immediate supervisor and their department head. Please ensure spelling, grammar, and account coding is checked as the request may be submitted to the Education Board for review. The traveler will give a signed copy of the form to the traveler's designated requisitioner to be submitted to the Superintendent. The form must be submitted to the Superintendent four (4) weeks in advance for in-state requests and six (6) weeks in advance for out-of-state requests as these requests will require Education Board approval.

### *Travel Advance*

**After** the Superintendent has approved the request, the traveler will be responsible for completing all documentation for the travel advance (if applicable), including but not limited to finding and booking flight and hotel arrangements that are compliant with the [Community's Administration Policy: 1-15 Travel Expenses](#). All itemized receipts must be copied to the Finance Departmental Liaisons.

### *Travel Claims*

After the traveler has returned, required documentation for a travel claim must be submitted to the Departmental Liaisons with a copy of the signed Pre-approval form within 10 business days. **Note:** For travel that requires Education Board approval, the traveler is responsible for submitting a one-page summary to their supervisor on how the professional development has/will improved their workplace performance and/or supported classroom instruction and/or classroom improvements. All supervisors will report the outcomes and impacts from travel in their monthly administrative reports to the Education Board.

### **Timekeepers and Designees**

Tracking employee time during approved PD and travel is important to document need for substitutes or alternate coverage. Timekeepers and/or designees are responsible for entering the appropriate leave types when an employee is off-site for approved PD and travel.



## Attendance for Professional Development and Assessments

Leave requests are not permitted during staff PD days. All applicable staff members are required to attend and participate in their designated PD. Certified staff may be required to work longer hours beyond the listed office and/or certified staff hours. Leave requests are *not permitted* during student state achievement or benchmark testing.

## Expectations for Non-Employee Travel Paid by Salt River Schools

### Education Board Member Travel

Attendance at conferences and seminars or other meetings can provide significant information relative to a board member's educational policy-making role. The Education Board is encouraged to participate in state and national conferences associated with their professional organizations. Request for travel by individual board members shall be submitted to the Board Chair in advance of any travel arrangements for approval. Allowable expenditures shall follow the guidelines established for all SRS employees. Prior approval by the Board Chair shall be necessary for reimbursement. In instances where it is necessary to limit the number of board members attending a conference, the Board Chair shall select participants. When approval for travel has been received, the Education Board/Superintendent Secretary will make the necessary arrangements for registration, lodging, and travel, in accordance with SRPMIC Administrative Travel Policy, or the board member may choose to handle travel arrangements and apply for reimbursement, in accordance with all applicable laws, policies, and financial accounting procedures. *After participating in a state, regional, or national conference/seminar, the board member shall submit a trip report to the Board Chair, which will include information on sessions attended and knowledge gained to benefit Salt River Schools.*

### Student Travel

All SRS student travel should comply with SRS Policies. No student may travel to represent SRS unless accompanied by an SRS employee. Students may not be transported in a personal vehicle under any circumstances.

### Chaperone Travel

A chaperone is required for all student trips. There shall be no fewer than 1 adult per 10 students on any given field trip. There must be a same-sex chaperone for all students traveling overnight.

# Teacher Planning and Preparation

## Lesson Plans

Teachers will submit and maintain lesson plans. Lesson plans are due weekly as determined by your site administrator and/or evaluator. Lesson plans should clearly demonstrate a link between the school's documented standards and curriculum, identified outcomes, learning goals, success criteria, and planned activities. In addition, lesson plans should indicate adaptations and accommodations for students with special needs and plans for intervention for students that struggle with instruction and extensions for student who can demonstrate they can perform the required tasks. Additional lesson plan guidance may be provided by the site leader.

## Substitute Preparation

In the event of unforeseen emergencies, all teachers must have detailed lesson plans, updated rosters, and complete materials for the substitute. Additionally, an updated emergency lesson plan(s) shall be on file in the front office and clearly displayed in the classroom.

## Promotion and Retention

Promotion and/or retention for students will be in accordance with the [Article 4 – Students Policy](#). The following are the SRS policies that support decisions of promotion and/or retention of students. The decision of whether to promote a student to the next grade or retain them in the same grade shall be made by the combined efforts of the student's teacher(s), the promotion/retention committee, site leader/designee, and the parent. Efforts will be made to ensure the appropriate grade placement for each individual student. The site leader/designee shall attempt to reach a consensual decision on promotion or retention; however, if this does not occur, the site leader/designee shall make the decision to promote or retain the student and the site leader/designee's decision shall be final. The site leader is encouraged to consult, as necessary, with SRS administration.

The following timeline will take place when a grade K-6 student is at-risk for retention:

- October – Parents are notified in writing of Unsatisfactory Progress.
- December – Parents are notified in writing of Possible Retention and Student Study Team (SST) Process Begins.
- March – Parents are notified in writing of Possible Retention and SST Process completed.
- May – Parents are notified in writing of Final Retention.



## Report Cards and Progress Reports

Report cards and progress reports shall be provided to parents of minor students on-time according to the site reporting schedule.

### ECEC

ECEC provides Progress Reports to families during fall, winter, and spring conferences.

### SRES

#### Report Cards

Teachers are responsible and accountable for the following:

1. Ensure all standards-based report card information recorded is accurate and up-to-date, including attendance.
2. Send home standards-based report cards within five (5) days of the end of each quarter.
3. Submit copies of standards-based report cards to the registrar for the student's cumulative files.
4. Ensure the final standards-based report card has been filed in the student cumulative file at year's end. Standards-based report cards are official school records that are subject to the Records Retention Policy.

#### Progress Reports

Teachers are responsible and accountable for the following:

1. Teachers are required to issue standards-based progress reports at the end of the fifth (5<sup>th</sup>) week of each quarter to communicate each student's progress to parents.
2. Submit copies of standards-based progress report cards to the Registrar for the student cumulative files.

### ALA

Teachers will be expected to keep accurate and up-to-date grades on all students. **Teachers must update grades weekly.**

1. Teachers are expected to enter a minimum of nine (9) grades per course. Teachers will record student grades in Power Teacher Gradebook.
2. The teachers will use the entered scores to compute a final grade. Teachers will mark the course completed in Power Teacher Gradebook.
3. Progress reports will be sent home every five weeks and report cards will be sent home every quarter through the registrar's office.

## Classroom Management

In each facility, teachers are responsible for creating a positive learning environment for students. Teachers must provide instruction that meets applicable federal, state, and SRS guidelines for a safe and secure environment. This is best accomplished by providing interesting and relevant classroom artifacts and interactive, motivational instruction. Trauma Informed Education and MTSS practices and strategies should be utilized. Additionally, teachers should establish a routine that includes high expectations supported by classroom rules, preferably developed with student input.

## School Events

School events and/or field trips require at least 60 days advance planning. Please consult the immediate supervisor, and ensure all necessary approvals are in place including any contractual/legal accommodations (changes) to contracts.

## Grading

Teachers are expected to post student grades in the site's School Information System (SIS) within 48 business hours of when the assignment is due. Teachers are also expected to report their student attendance daily that complies with the applicable school attendance standard operating procedures (SOPs).

## Grading Guidelines

The purpose of Grading Guidelines is to provide a framework for teachers to measure and report student progress towards mastery of content and standards. Best practices include measuring student learning in multiple and varied ways to calculate a valid student grade. It is critical to measure student academic attainment, not by the amount of time a student spends on learning, but by the level of attainment in terms of the skills and knowledge that student has mastered. Student can then apply that knowledge and use it to problem solve, create, and continue to learn and grow.

## Grading System

### SRES

SRES uses Infinite Campus to manage all student information. Report cards will be sent home to parents at the end of each grading quarter. Families will receive semester grades, which indicate earned standards-based grade. The grading scale is as follows:

Grade	Proficiency	Description
HP	Highly Proficient	Student has surpassed the grade level standard
P	Proficient	Student has met the grade level standard
PP	Partially Progressing	Student has partially met the grade level standard
MP	Minimally Progressing	Student has minimally met the grade level standard
NP	Not Progressing	Student has not met the grade level standard

### ALA

Grades reflect student learning and achievement toward mastery of standards-aligned course outcomes. Grades and credits are not to be awarded for any other purpose. ALA use PowerSchool to manage all student information. Parents of minor students have access to attendance, grading, and contact information; parents of adult students do not have access to student records unless the adult student provides signed consent to the school. Progress reports are mailed during the middle of each grading period. Progress reports are a communication tool between the school and home and indicate the status of a student's academic performance.

Report cards are mailed at the end of each grading quarter. Parents of minor students will receive semester grades that indicate earned letter grade and credit earned (grades 9-12). The grading scale is as follows:

Grade	Description	Grade Points	GPA Credit Points
A	Excellent	90-100	4.0
B	Above Average	80-89	3.0
C	Average	70-79	2.0
D	Below Average	60-69	1.0
F	Failing	59 -0	0

## Student Discipline

School staff may impose consequences and disciplinary actions. It is expected that site leaders will work closely with the staff that is in the classroom, and decisions to discipline a student are a joint decision with the site leaders. Individual student behavior modification plans and emergency plans should be adhered to with designated personnel only. In any case, please make sure the class adheres to the rules of the facility. For more information regarding student conduct and discipline, please refer to the Student Conduct & Discipline Handbook.

### Incident Reports

Any serious disruption or serious incident in any classroom that requires the assistance of school staff must be followed up by the staff member with an incident report. The required incident report form is located on SharePoint.

- Staff are required to submit an Incident Report when a student is sent out of class for any verbal/ physical classroom disruption or negative behavior.
- A timely and completed incident report is required to take proper action. Timely is defined as a report submitted prior to the end of the instructional day.

In the event a student is disruptive or inappropriate in a classroom, it is expected that the staff member and the site leader will confer and agree whether it is necessary to remove the student from the instructional setting.

## Professional Conduct

### Confidentiality - Student Records

School employees are required to safeguard student records and maintain their confidentiality. Only factual information is to be maintained in the permanent records of students. Federal law protects the privacy of student medical and education records. SRS complies with the Health Insurance Portability and Accountability Act (HIPAA) and the Family Education Rights and Privacy Act of 1974 (FERPA).

All student and family personal information, records, and sensitive data, regardless of storage media, are kept strictly confidential. Information will be released only upon signed consent by the parent. The exception is as required by applicable tribal, state, or federal law or law enforcement authorities. If a student reaches the age of 18 and that student wants their parent to continue to have access to their student records, then the student must sign a Student Records Release Form. The school will keep the signed form on file in the student's permanent records.

The ECEC complies with the Head Start Protections for the Privacy of Child Records 1303.24 Maintaining Records & 1303.54 Record Retention. The ECEC also complies with CCDF Record Keeping & Record Retention requirements.

### Staff Relationships

SRS strives to create a professional, family-friendly environment for the Community we serve. As we further our mission and vision, we acknowledge building rapport and personal relationships among staff will create and maintain positive professional relationships. Staff will exercise professional judgment and shall not let relationships compromise the performance or the professionalism of the workplace environment. Staff relationships should not appear or raise concerns of favoritism, bias, ethics, or conflict of interest. Every employee has the right to be treated with dignity and should not be the subject of gossip or unfavorable treatment. Should a problem arise among staff, the conflict resolution and/or mediation process should be initiated before involving others.

### Staff & Parent Relationships

Parent involvement is a pertinent component to the student's educational experience. All staff should approach parents in a welcoming and professional manner. We believe every employee interaction with parents is important and an opportunity to build rapport and enhance the educational experience SRS provides. Staff are encouraged to develop a supportive, positive, and professional relationship with the parent by exercising the following:

1. Establish collaborative partnerships.
2. Highlight positive aspects of the student.
3. Be responsive to questions and comments. This includes initiating phone calls, emails, and notes to parents to recognize the academic or behavioral achievement of the student. If staff are unsure of a proper response, contact a supervisor.
4. Active listening.
5. Respect their time by giving adequate notice—a minimum of two weeks—for class events, field trips, schedule changes, etc.
6. Show appreciation for their time and involvement.
7. If a student is 18 years of age or older, the student must give signed consent for SRS staff to contact the parent regarding the student's progress in any form. If the student is a dependent ward of a court, any educational contact will need to be directed to the student's case manager. In this case, any contact with biological parent(s) is not permitted without written or verbal permission from the student's case manager.

### SRS Staff Relationships as Parents, Legal Guardians, and Relatives

Those who are SRS employees *and* the parent of an SRS student are expected to abide by the SRS Staff Handbook, Personnel Policies, Student & Parent Handbook, and Community policies. Issues concerning the employee's student must be routed through the proper channels and follow the same procedures outlined in the Student & Parent Handbook. Those who are SRS employees and not the student's parent (e.g., they are some other relative) must also abide by the same expectations of a parent. SRS will comply with FERPA regulations pertaining to student information confidentiality.

### Student & Staff Relationships

Staff are authoritative figures and are responsible for maintaining student trust and respect. We acknowledge building rapport and positive interaction among students will create and maintain a positive educational experience. Staff should exercise professional judgment and shall not let relationships compromise the performance or the professionalism of the educational environment. Student-staff relationships should not appear or raise concerns of favoritism, bias, ethics or conflict of interest. The relationship between staff and students should be one of cooperation, understanding, and mutual respect. The staff has the responsibility to provide an atmosphere conducive to learning, and to motivate each student to perform to the student's capacity. Although it is desired that staff have a sincere interest in students as individuals, partiality is prohibited, and staff-student relationships must be professional at all times.

Exchange of cell phone numbers or email addresses between staff and students is not permitted and should not be done unless there are special circumstances (e.g., for athletics or activities) and the exchange is pre-approved by administration and the parent. Administrative authorization for such an exchange shall be limited and shall require full justification for the request. **Staff are *not* permitted to connect with students on social media and social networks; staff connecting with students will be subject to disciplinary action.**

## Unprofessional Conduct

Personnel policies define unprofessional conduct, disciplinary policies, and the appeal process. Personnel policies are posted on the [Human Resources > Policies SharePoint page](#). Employee discipline and causes for disciplinary action are described in Article 3. Unprofessional conduct as described in the Personnel Policy may constitute grounds for disciplinary action up to and including the termination of an SRS employee.

## Chain of Command

It is expected that all SRPMIC/SRS employees work within their department's managerial framework and follow their respective chain of command when seeking to bring work-related questions, suggestions, and concerns to the attention of management.

- If an employee has questions, suggestions, problems, or concerns that cannot be resolved at their level, the employee's next step is to communicate the situation to their immediate supervisor for action or a response. All employees have a responsibility to talk to their immediate supervisor before raising an issue up the managerial chain of command.
- If employees want to electronically send or provide information to other SRPMIC divisions/departments, Education Board, or SRPMIC Council, the employee must receive approval from their immediate supervisor.
  - The immediate supervisor will request approval from the next level supervisor and, if necessary, follow the chain of command to the Superintendent.
  - If approved, the immediate supervisor may disseminate the information to the appropriate audience.

## Personal Social Media & Electronic Communication

Social media can be a fun and rewarding way to share content and opinions with family, friends, and co-workers. Social media also presents certain risks and carries with it certain responsibilities. To assist in making responsible decisions about use of social media, the following guidelines have been established for appropriate use of social media. All work-related correspondence including email and other work products are SRS property. Staff are encouraged to share photos and videos with the SRS Communications & PR Administrator, so long as parents have given permission.

### Guidelines

In the rapidly expanding world of electronic communication, social media can mean many things. The term "social media" means web-based interaction through online multi-media and social networking websites (may include but not be limited to Facebook, TikTok, and YouTube), blog and microblogs (e.g., Wordpress), wikis (e.g., Wikipedia) and gaming sites (e.g., World of Warcraft). The principles and guidelines found in SRS policies and values apply to activities online. Ultimately, every individual is solely responsible for what is posted online. Before creating online content keep in mind that any conduct that adversely affects personal job performance, the performance of fellow staff members, or otherwise adversely affects Community members, parents, students, or people who work on behalf of SRS may result in disciplinary action up to and including termination.

#### *Know and Follow the Rules*

Carefully read these guidelines and the ethics policy described in [Article 3 of the Personnel Policy](#). To ensure postings are consistent with policies, SRS requires every staff member to adhere to [Article 10 - Information Technology Policy](#). Inappropriate postings that include discriminatory remarks, remarks that violate the interest of SRS, harassment and threats of violence, or similar inappropriate or unlawful conduct will not be tolerated and may be subject to disciplinary action up to and including termination.

#### *Be Respectful*

Always be fair and courteous to fellow staff members, Community members, parents, students, or individuals working on behalf of SRS. For work-related issues or complaints, talk to the supervisor or contact Human Resources for assistance with conflict resolution. Do not post personal grievances on social media. Avoid using statements, photographs, video, or audio that reasonably could be viewed as malicious, obscene, threatening, and intimidating. Avoid speech that disparages others that may constitute as harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion, or any other status protected by law or policy.

#### *Be Honest and Accurate*

Ensure all content is honest and accurate when posting information or news. Correct mistakes quickly. Be open about any previously altered posts. Remember that the internet archives almost everything; therefore, even deleted posts can be searched. Never post any information or rumors that are known to be false about SRS, fellow staff members, members, customers, suppliers, or people working on behalf of SRS. Post only appropriate and respectful content.

- Maintain the confidentiality of SRS information. Unless expressly authorized do not post internal reports, policies, procedures, or other internal work-related confidential communications.
- Express only personal opinions. Never represent or allude to being a spokesperson on behalf of SRS. Be clear and open that you are an employee if SRS is the subject of the content created. Be clear that personal views do not represent those of SRS, fellow staff members, Community members, parents, students, or people working on behalf of SRS. For published work, such as a blog or post related to job duties, be clear that you are not speaking on behalf of SRS. It is best to include a disclaimer, such as, "The postings on this site are my own and do not reflect the views of Salt River Schools."

## Social Media at Work

Refrain from using social media while on work time or on work equipment, unless it is work-related as authorized by the site leader or manager. Do not use SRS email addresses to register on social networks, blogs, or other online tools utilized for personal use. Only individuals and entities authorized by the Community Manager, Education Board, and SRS leadership to engage in social networking on behalf of SRPMIC may do so or represent that they do so. The Social Media Policy can be found in [Article 10 – Information Technology](#).

## Retaliation

SRS prohibits taking negative action against any staff member for reporting a possible deviation from this policy or for cooperating in an investigation. Any staff member who retaliates against another staff member for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

## Media Contact & Further Guidance

Staff members should not speak to the media on behalf of SRS or the Community. All media inquiries shall be directed to the SRS Communications & PR Administrator. For questions or further guidance pertaining to social media or electronic communication, please contact [Human Resources](#).

## Prohibited Harassment

The following shall aid in identifying the kinds of behavior that constitutes prohibited harassment and shall apply to all staff and volunteers, including Education Board members. See Personnel Policies on [SharePoint > Human Resources > Policies and Tribal policy 2-17 Prohibited Harassment](#). Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based on a person's race, national origin, religion, age, pregnancy, gender, sexual orientation, or disability that creates an intimidating, hostile, or offensive work environment. The behavior can be verbal, written, visual, or physical in nature. Examples of harassment could include, but are not limited to:

- Verbal comments of a proactive or suggestive nature.
- Inappropriate jokes, slurs, or innuendoes related to the prohibited categories.
- Suggestive looks, demeaning looks, or leering.
- Harassment will be treated as misconduct with appropriate disciplinary action. Refer to [Policy 2-12, Discipline](#).
- Retaliation is a serious violation of this policy and must be reported immediately to Human Resources. Any person found to have retaliated against another for the good faith reporting of prohibited harassment will be subject to appropriate disciplinary action. Refer to [Policy 2-12, Discipline](#).

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where:

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

## Examples of Prohibited Conduct

- Suggestive or obscene letters, notes, invitations, derogatory comments, slurs, jokes, epithets, assault, touching, impeding or blocking movement, leering gesture, or display of sexually suggestive objects, pictures, or cartoons.
- Continuing to express sexual interest after being informed that the interest is unwelcome.
- Implying or withholding support for an appointment, promotion or change of assignment; suggesting that a poor performance report shall be prepared, or suggesting probation will take place.
- Coercive sexual behavior used to control, influence, or affect the career, salary, and/or work environment of another employee.
- Offering or granting favors or employment benefits, such as promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, etc., in exchange for sexual favors.
- Retaliating against individuals who attempt or do complain about the behaviors described.

## Conflict Resolution Protocol

Every effort is made to provide a respectful and professional working environment. When a concern arises, please refer to [SharePoint > Human Resources > Policies and Tribal policy 2-15 Dispute Resolution](#).

## C.L.E.A.R.

The intent of Communication Linking Employees And Resolutions (C.L.E.A.R.) is to provide a way for employees to alert the Community on various issues. All employees are strongly encouraged to make every effort to resolve any workplace conflict by utilizing the conflict resolution protocol in Article 3. The preferred mode for addressing issues in the workplace is using the chain of command and conflict resolution procedures. For more information, please refer to the [C.L.E.A.R. intranet site](#).

## Staff Dress Code

Research has proven the direct relationship between school staff dress and grooming and student behavior. Professional dress communicates school pride and professionalism to colleagues, students, parents, and the Community. Additionally, considerations for staff safety help guide the following grooming and dress requirements. Staff are expected to dress appropriately. SRS is a gang-free workplace and gang affiliation clothing items are not permitted on campus. Acceptable attire must be clean and untattered. Attire should not be distressed, worn out, or faded. Staff are strongly encouraged to consider job duties/expectations and exercise professional judgment when interpreting and executing dress code requirements. The dress code rubric applies to all staff unless specified otherwise.

Site administrators may determine designated staff who may deviate from the dress code. While select staff from School & Community Relations, Food Services, Transportation, PE teachers, and Security may not be subject to the dress code, they are still expected to dress professionally and safely. When in doubt, please contact the immediate supervisor.

## Casual Attire Day

Fridays are considered Casual Attire Days. Acceptable dress consists of adornments listed in the rubric below, as well as jeans (absent of any holes, tears, and/or fading). Additionally, an appropriate uniform shirt or dress shirt is acceptable. Jeans are not required for casual dress days. Staff who meet with outside professionals on Fridays are strongly encouraged to dress professionally.

## Summer Dress Code

For staff who work during the summer months of June and July, the dress code still applies. Depending on job duties, permission may be given to dress casually. Professional dress is still *strongly encouraged* for those who must meet with outside professionals. This timeframe begins the first Monday in June and ends prior to the start of the next academic year when all staff return to work. Immediate supervisors should be consulted for further guidance.

## Badge Replacements

SRS staff are provided with a work badge on the first day of employment. As stated in the Dress Code Rubric below, current badges must be worn while on duty. Lost and stolen badges must be reported to Human Resources to be appropriately deactivated by Security. One replacement badge will be provided to staff at no charge. Upon the second replacement, and any replacement thereafter, will cost the employee \$5.00 cash.

## Dress Code Rubric

	Acceptable	Unacceptable
<b>Badge</b>	Badge must be worn and visible at all times.	-
<b>Cultural Attire</b>	Safe, modest clothing that reflects one's cultural heritage, while also supporting the professional climate of the workplace is acceptable.	-
<b>Bottoms</b>	Dress slacks. Jeans are acceptable as long as they are not blue.	Includes bleached, ripped/torn, or faded, blue jeans. Athletic or "athleisure" wear (e.g., yoga pants, leggings, bike or golf shorts, sweatpants, etc.).
	Cropped or ankle dress pants, which meet below the knee or lower.	Pants that fall above the knee. Shorts of any style.
	Dresses and skirts (knee-length to ankle-length). Tights, leggings, and hosiery are acceptable with a dress or long tunic.	Skirts that fall above mid- knee by more than 3 inches.
<b>Tops</b>	Dress shirts and blouses (modest sleeveless blouses are acceptable). Shirts must cover the waistband or be tucked in.	Shirts or blouses that show undergarments. Shirts with straps thinner than 2 inches. T-shirts. Cropped shirts.
	Casual, collared shirts (e.g. polo shirts)	Large lettering or distractive imagery on shirts.
	Site/school uniform shirts.	Tops not issued by the site/school (e.g. Community event shirts).
<b>Dresses</b>	Professional and casual dresses (modest sleeveless dresses are acceptable). Tights and hosiery are acceptable with a dress or long tunic.	Dresses that are above the knee by more than 3 inches.
<b>Suits</b>	Suit jacket, suit pants, and blazers.	-
<b>Footwear</b>	Dress boots and shoes (e.g., loafers, Oxfords, etc.), dress flats and heels*, dress sandals*, slides*, clogs*, mules* Medically-recommended footwear (may require a doctor's note).	Flip flops/thongs, athletic shoes, sandals without a heel strap, slippers. <b>*ECEC staff entering classrooms for any period of time are not permitted to wear heels or open toed shoes when children are scheduled to be on-site.</b>
<b>Accessories</b>	Jewelry is acceptable given staff position and safety requirements as it relates to teaching and caring for students. Ensure accessory is age-appropriate for the group being taught and cared for. Hosiery, tights, belts, and/or socks are appropriate for completing a professional look. Culturally-relevant jewelry is appropriate and acceptable.	Jewelry that poses a risk to staff/student safety.
<b>Piercings</b>	Pierced ears are acceptable. Gaged ears must be discreet. Discreet facial piercings are acceptable.	Piercings that pose a safety risk. Gaged ears with distracting jewelry. Facial piercings that are either large and/or distracting.
<b>Tattoos</b>	Discrete tattoos and culturally-relevant tattoos.	Inappropriate tattoos should not be visible. Tattoos deemed inappropriate require an appropriate cover, such as a bandage and/or makeup. This includes, but is not limited to, obscene and/or gang-affiliated tattoos.



## Health & Safety

### Health & Wellness

#### WellPath

SRPMIC provides a wellness program for employees, and their dependents participating on the SRPMIC Health Plan, to improve and maintain excellent health. Participants earn incentives based on participation. For more information <https://www.srpmic-nsn.gov/wellpath/>.

#### School Wellness Policy

Salt River Schools has a School Wellness Policy, which improves nutrition education and increases physical activity for all SRS enrolled students. Staff support is appreciated in carrying out the provisions of this policy ([Article 9 – Wellness](#)). The goals of the wellness policy identify the importance of having healthy, productive, and successful Community members and students. These goals meet the requirements of Section 204 of Public Law 111-296 and the Healthy, Hunger-Free Kids Act dated December 13, 2010. SRS commits to increasing student's physical activity through a physical education curriculum, nutrition education in the classroom, and providing parents with information on healthy lifestyles. For questions about how to support better health for students, please contact the site leader.

Much of the wellness policy lies with [SRS Food Services](#), which implements nutritional guidelines for school meals. Food Services also promotes nutrition via notifications, videos, taste testing, etc., pertaining to nutrition/health topics of interest and provide public notification of menus. If students bring meals from home, the SRS wellness policy recommends meals to include five healthy food components: fresh fruits and vegetables, whole-grains, meat, and dairy. If home lunches do not include these components, Food Services may offer a school lunch free of charge. To promote healthy eating, we ask that lunches not include foods of low nutritional value, such as candy, soda, and fast food, etc.

#### Student Rewards, Fundraisers, and Food Sales

Rewards and incentives will include non-food items (e.g., stickers, pencils, school supplies, etc.). Fundraisers and food sales on campus during school hours must comply with USDA regulations. Exception: Fundraisers and food sales that will occur after school hours or during non-school days are exempt from this policy.

#### Class Parties, Snacks, and Treats

Encourage parents to notify classroom teachers in advance to recognize a student birthday or holidays with the class. Set clear expectations in advance for parents and families to understand that the wellness policy discourages snacks with low nutritional value, as well as foods that may trigger allergic reactions (contains eggs, milk, or tree nuts). The recommended alternative includes and encourages non-food rewards/incentives, such as stickers, pencils, etc. Birthday/holiday items will be distributed at the end of the day and there must be enough for the entire class. Food is allowed in the classroom with teacher permission. If a snack is provided, it must be pre-packaged, unopened, and not contain eggs, milk or tree nuts. Homemade foods are prohibited. Balloons are prohibited. ECEC students are prohibited from bringing any outside food for the class or sending food home with students.

### Health Services

Health Services are available to assist students with illnesses and injuries sustained on campus. In addition, health staff conduct health screenings, make referrals for medical services, follow-up with students and families, and act as a health education resource. The goal of Health Services is to remove barriers to the health and safety of students. Our health assistants are in designated locations during school hours under the guidance of a Community Health Liaison, who is available in emergent situations. *In the absence of health staff, a designee will assist ill or injured students.*

1. When sending a student for medical attention, ALWAYS fill out a **"Nurse Office Pass."** The pass will be returned with the student, indicating any findings after examination and any actions taken. ALA students are also required to sign in with the nurse or designee.
2. Serious injury will require the school nurse and/or health assistant to be called to the playground and/or classroom for immediate medical assistance. In the event of an emergency, please call 911.
3. Passes should be retained for the school year by the teacher. Health staff will provide each class with a master of the passes. *This does not apply to ECEC students, as adult supervision is required.*

### Illness

In the event a student becomes ill while at school, health staff will be notified and will evaluate the student. Health staff will notify the parents, if necessary. Staff are expected to follow the site's applicable health procedures and protocols.

## Child Protective Services (CPS) and Guidelines for Reporting

The following describes the general process for reporting child abuse within the Community.

1. It is the responsibility of any person who knows or has reasonable cause to suspect that a child has been physically or sexually abused, neglected, or emotionally maltreated should first report to CPS or SRPD site administrator and then to the Salt River Social Services or SRPD. A person may remain anonymous.
2. Persons who are mandated to report include teachers, teacher aides, counselors, bus drivers, truancy officers, principals, or other official or employee of any Community, federal, public or private school, or any other person having responsibility for the care of children whose observation or examination discloses evidence of abuse or death that appears to have been inflicted on a child by other than accidental means or which is not explained by the available medical history as being accidental in nature. (Taken from Article IV. Section 11-27 of the Child Protection Code.)
3. Those persons mandated to report and who make an oral report to the Community's Child Protective Services or law enforcement agency, must follow through with a written report. The written report should include the name, address, and place of residence of the child; the name of the child's parent or guardian; a narrative as to the nature and extent of the child's abuse or neglect of the child; the suspected date of the abuse or neglect; the name, age, address, and place of residence of the person alleged to be responsible for the child's abuse or neglect; and, the name, address, agency and telephone number of the person making the report.
4. Within SRPMIC, any person failing to report known or suspected child abuse and neglect shall be subject to a civil penalty of not more than \$5,000. Any person who supervises, or who has authority over a person mandated to report, and who prevents that person from making the known or suspected child abuse or neglect report or intentionally suppresses such report, shall be subject to a civil penalty of not more than \$5,000. (Taken from Article IV. Section 11-27 of the Child Protection Code.)

## Child Abuse / Protection Services / Reporting Procedures

### Definition

1. Child abuse includes, but is not limited to, any case in which a child is subjected to sexual assault, sexual molestation, sexual exploitation, sexual contact, or prostitution, a child is dead or exhibits evidence of skin bruising, bleeding, malnutrition, failure to thrive, burns, fractures of any bone, soft tissue swelling, and where such a condition is not justifiably explained or may not be the product of any accidental occurrence.
2. Child neglect includes, but is not limited to, negligent treatment or maltreatment of a child by a person, including a person responsible for the child's welfare, under circumstances that indicate that the child's health or welfare is harmed or threatened. Some general circumstances of child neglect might include a person who exhibits a chronic pattern of not providing a child under 18 years of age with adequate supervision, protection, food, clothing, medical care and/or emotional nurturance.
3. For more specific examples of common physical and behavioral indicators of child abuse and neglect, see the school counselor or school health staff.

### ECEC Procedures

1. Listen to (do NOT interview) the student for information about what happened, who did it, when it happened, and where it happened.
2. Find the Family Services Coordinator (or any Family Services staff) to assist with the process and answer any questions. The mandatory reporter must complete a CPS referral.
3. **Make a confidential referral by calling the SRPMIC CPS Hotline at 480-362-2600 (or 480-362-7995 after hours).**
4. SRS Administration will be notified by the Family Services Coordinator and the mandatory reporter that a CPS referral was made.
5. The Family Services Coordinator and SRS Administrator will contact the SRO or SRPD if immediate harm or safety is a concern (e.g. marks and/or safety concerns at home).
6. A confirmation email will be sent to the mandatory reporter from CPS as a receipt of the referral. You may call the hotline if you do not receive an email or have a concern.

### SRES and ALA Procedures

1. Listen to (do NOT interview) the student for information about what happened, who did it, when it happened, and where it happened.
2. Communicate to the student that the information may be shared with proper authorities for the student's safety.
3. **Make a confidential referral by calling the SRPMIC CPS Hotline at 480-362-2600 (or 480-362-7995 after hours).**
4. Immediately notify SRS Administration that you made a CPS referral.
5. Inform the SRS Administrator and contact the SRO or SRPD if immediate harm or safety is a concern (e.g., marks and/or safety concerns at home).
6. A confirmation email will be sent to the mandatory reporter from CPS as a receipt of the referral. You may call the hotline if you do not receive an email or have a concern.

## Emergency Procedures

The most important priority is to ensure the safety of students and staff. Therefore, all SRS sites and programs will practice fire drills, lockdown/shelter-in-place drills, bus evacuations, and mass evacuations. Emergency drills and evacuations are scheduled often to teach students the safest, quickest route out of the SRS building and school buses. Every SRS site/program must complete the following drills. For more information regarding drills and evacuations, refer to [Article IV – Students Policy](#).

- Fire Drill: 1 per month
- Lockdown Drill: 1 per quarter (every 3 months)
- Bus Evacuation: 1 per school year
- Mass Evacuation: Each site will rotate 1 per school year
- Parents are welcome to participate in these drills.
- Parents are asked to support schools by talking with their child about the importance and seriousness of drills and evacuations and following the necessary procedures.

## Security & Safety

Staff support and cooperation is needed to help ensure a safe student environment. The following is a list of items that may require reporting to the School Resource Officer (SRO). Please consult the site leader for any questions.

- Weapons: Dangerous items, including weapons or imitation toy weapons are strictly prohibited unless they are in the possession of a sworn peace officer. Parents of any child in possession of harmful items will be contacted immediately by the school.
- Suspicious Activity: Please report suspicious activities or unauthorized persons on campus to the site leader immediately. Unusual situations in surrounding neighborhoods should be reported to the appropriate law enforcement personnel.
- Student/Passenger Safety: SRS Security and SRPD perform ongoing safety checks in the site parking lot and patrol traffic to protect students while riding in vehicles. Safety checks are to ensure children are traveling in an age-appropriate child restraint seat at all times.
- Gang Ordinance: Wearing or displaying gang clothing or attire on campus, including the parking lot, is prohibited and will be reported to law enforcement. Criminal sanctions may be imposed for violations of this Ordinance. Interested parents can pick up a copy of the Community's Criminal Code, Criminal Street Gang Statute Ordinance (SRO-347-09) by contacting the SRPMIC Council Secretary's Office at 480-362-7400 or by visiting the Council Secretary's Office located on the third floor of the Two Waters Administration building (southeast corner of Longmore and Osborn).
- To ensure safety, all staff are required to sign in and out when arriving and departing campus.
- For more information, please refer to the [Student Conduct & Discipline Handbook](#).

## Parents, Volunteers & Visitors

For the safety of students and staff, the front office of every site must be aware of the identity and visitation purpose of all visitors while on campus. A visitor is anyone who is not a student or site-specific staff member entering a campus for school business. All visitors must check-in and sign-in at the front office before they are permitted to enter any classroom or school grounds. Any individual providing services on campus and has access to students for more than two days will require a background check.

## Practical Matters

### Brand Standards

All staff play an important role to the reputation, image, and branding of SRS and the Community. As such, every staff member has a responsibility to follow the [Brand Standards Guide](#). Please take time to read and follow it, as there are important tools, tips, and guidance in it. All flyers shall be approved by the immediate supervisor and must include either the school site logo or the SRS logo; logos must be unmodified (e.g., cropped, warped, recolored).

### Email Signature

Email is an important tool staff use to communicate internally, with families, and with other external stakeholders. As such, email signatures must have a consistent, professional look and feel. All employees must utilize one of the two email signature templates below. The email body or signature will not include any additional logos, emblems, seals, colors, font styles, spacing, or backgrounds, which can interfere with the readability of your email, especially for those who use screen readers. An Outlook image or avatar of just the employee is acceptable.

#### OPTION 1

**[Name, Credentials]**

*[Preferred Gender Pronoun\*]*

[Title]

[School/Site or Department], **Salt River Schools**

**Office:** (480) 362-2500

**Cell:** (480) 362-2500

**Fax:** (480) 362-2501

[www.SaltRiverSchools.org](http://www.SaltRiverSchools.org) | [Facebook](#) | [Instagram](#) | [YouTube](#) | [LinkedIn](#)

#### OPTION 2

**[Name, Credentials], [Preferred Gender Pronoun\*], [Title]**

[School/Site or Department], **Salt River Schools**

**Office:** (480) 362-2540 | **Cell:** (480) 265-5647 | **Fax:** (480) 362-2596

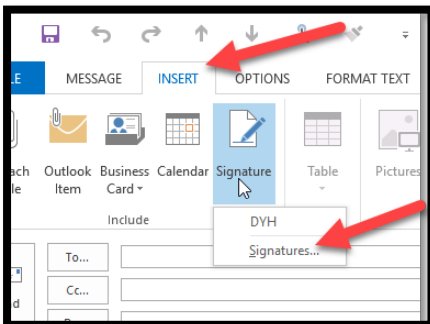
[www.SaltRiverSchools.org](http://www.SaltRiverSchools.org) | [Facebook](#) | [Instagram](#) | [YouTube](#) | [LinkedIn](#)

\*Optional

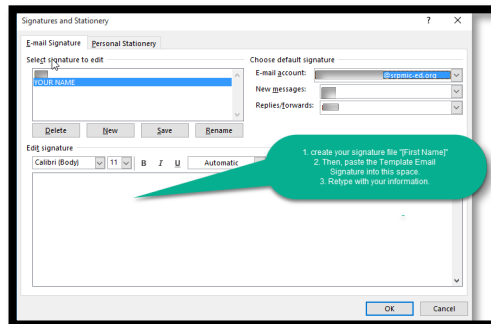
Please ensure your hyperlinks are correct:

- Website → <https://saltriverschools.org> (or site-specific web address is approved)
- Facebook → <https://www.facebook.com/saltriverschools/>
- Instagram → <https://www.instagram.com/saltriverschools/>
- YouTube → <https://www.youtube.com/user/SRPMICEducationDiv/videos>
- LinkedIn → <https://www.linkedin.com/company/salt-river-indian-community-schools/>

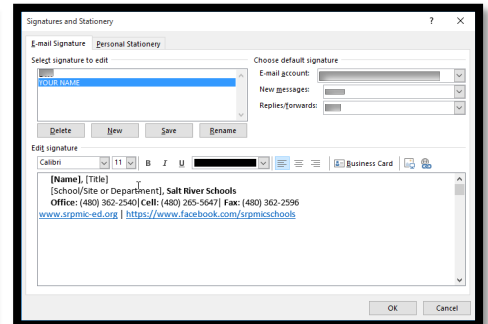
1



2



3



## Protocols

All staff are expected to follow applicable protocols which can be [found here](#).

## Employment Contract

Upon hire and/or renewal of employment, Human Resources will provide each staff member with their employment contract. Staff are responsible for reading and signing their employment contract prior to submitting to Human Resources. Staff are also responsible for adhering to deadlines for submission. This contract is not subject to negotiation. Human Resources will not accept employment contracts with edits, comments, or markings. Corrections should be communicated to Human Resources for review and corrections if applicable.

## Termination Check-Out Form

Employees who leave their employment must complete an official termination process to receive the final check. An employee's last day worked is considered their last day. Supervisors/Principals are required to ensure all employees exiting employment have leave requests submitted and approved at least seven (7) business days prior to the last day of work (or last day of school). Prior to, or on their last day, employees must meet with their direct supervisor/designee to complete a formal check out process that includes returning all SRS office equipment, technology equipment, keys, badge, and an optional exit survey.

## Graduation/Promotions

School graduations and promotion events are wonderful family and Community celebrations. Staff are expected to support and attend their school's graduation and/or promotion events.

## Extra Duty Assignments

1. Extra Duty assignments may be available for assignments in accordance with the Education Board adopted Extra Duty Schedule. To participate in Extra Duty assignments, notify the principal/designee of specific areas of interest. Extra Duty assignments are intended as assignments outside the scope of an existing job description.
2. Extra Duty assignments may be subject to SRS hiring practices and competitive selection.
3. In accordance with the Education Board approved Extra Duty Schedule, some assignments are compensated based on a fixed lump sum amount. Some assignments are compensated based on hours worked. A majority of Extra Duty assignments require documentation, such as timesheets tracking hours and work performed during those hours.
4. Employees are not authorized to start working on extra duty assignments until a signed stipend assignment has been issued and signed by all parties. The employee is required to maintain a copy of the extra duty assignment for personal records to refer to scope of work, deadlines, deliverable, and/or pay date(s).
  - a. Once the principal finalizes the listing of Extra Duty assignments, the principal shall communicate and receive approval from the Superintendent or designee. The Education Board reviews and takes action on the Extra Duty Assignment positions listed on the *Extra Duty Compensation Assignment Schedule*.
  - b. The principal shall ensure both HR and Finance have the complete listing of Extra Duty assignments.
5. If an extra-duty assignment is being issued to a non-employee, then that non-employee must first apply for and be hired officially. This includes the successful completion of a background check performed by HR.

## Salaried Employees

Read the Extra Duty assignment document to understand documentation requirements and deadlines. Salaried employees may be required to record hours worked in accordance with the Extra Duty schedule. The Extra Duty timesheet is located on [SharePoint > Human Resources > Forms](#).

Salaried employees are responsible for the following:

1. Ensuring payments are not greater than the maximum specified in the Extra Duty Assignment.
2. Timesheets are reviewed by the site leader/designee to confirm that there are no overlapping dates and times.
3. Assuring that the specific extra duty contract is clearly identified on the timesheet, and that dates and times are recorded accurately.
4. Completing all tasks outside of standard school hours.
5. Assuring that time reporting is submitted by requested deadlines to assure timely payment through the payroll process.

## Hourly Employees (During the 10-Month School Year)

Read the Extra Duty Assignment document to understand documentation requirements and deadlines. Hourly employees must record all extra-duty time at the time clock. If the work is performed off-site submit a "Justification Form" to the Time Reporter to record the hours. Completion of timesheets is for the purpose of identifying which hours are attributable to the 10-month fund source and which hours are attributable to the Extra Duty Contract so that expenses are recorded to the appropriate fund source.

Hourly employees are responsible for the following:

1. Timesheets are reviewed by the site leader/designee to confirm that there are no overlapping dates and times.
2. Assuring that the specific extra duty contract is clearly identified on the timesheet, and that dates and times are recorded accurately.
3. Assuring that time reporting is submitted by requested deadlines for timely and accurate expense recording.
4. Submitting timesheets as required and applicable.

#### *Hourly Employees (During Summer School)*

Read the Extra Duty Assignment document to understand documentation requirements. Hourly employees must record extra-duty time at the time clock. Completion of timesheets during summer months is usually not necessary. Hourly employee hours are fully expensed to the Extra Duty Assignment funding sources during summer months; therefore, may not be required to complete a separate timesheet. Hourly employees with multiple assignments *may* be required to complete timesheets. If the Extra Duty Assignment stipulates that timesheets are to be completed, the reporting process is the same as during the 10-month school year.

### **Driver Responsibility & Use of Community-Owned Vehicles**

All staff are expected to abide by the policies described in the Driver Responsibility and Accountability Policy ([Council Policy 1-7](#)) when driving on official Community/SRS business. When staff need to conduct official Community/SRS business, they are required to request a vehicle from the SRS Transportation Manager. Should an employee choose to use a personal vehicle for official Community business, the employee must have a valid Arizona Driver License and proof of insurance that meets the minimum requirements for the state of Arizona. Staff who use their personal vehicle for official Community business are required to obtain driving clearance, which can be obtained by contacting HR. Staff are required to plan in advance to request a tribal vehicle if needed for an out-of-state trip. When a tribal or GSA vehicle requires maintenance, communicate in advance and coordinate with the SRS Transportation Manager.

#### *Procedures for Checking out Community-owned Vehicles by Authorized Users*

1. If an employee needs to reserve a car or van, complete a Vehicle Use Request form with all pertinent information, i.e. primary and alternate driver info, purpose, and number of students or staff being transported, dates, times, etc. The site leader or department head must sign approval before submitting to the SRS Transportation Manager. Submit requests as early as possible. Vehicles should be requested at least 10 business days in advance of the proposed date. The SRS Transportation Manager will inform the employee when the use has been authorized.
2. When picking up the keys and signing out the vehicle, employees will receive their original Vehicle Use Request form to complete which includes recording starting mileage (prior to starting the trip).
3. Employee drivers are expected to abide by traffic laws and speed limits.
  - i. All Authorized Users will be held personally responsible and liable for any traffic or any other citations received while driving in a Community-owned vehicle. See Council Policy 1-7.
  - ii. If employee drivers do not abide by traffic laws and speed limits, then they may be subject to disciplinary action up to and including termination.
4. Upon return, employees will fill in the ending mileage and fuel level on the diagram and initial all returning procedures as they check each line item.
5. If fuel was purchased, employees will keep and turn in all receipts to the SRS Transportation Manager at the end of the vehicle usage.
6. All vehicles should be returned to the appropriate parking lot unless the employee is instructed otherwise. Keys and the completed form **MUST** be returned to the appropriate Front Desk immediately upon returning.
  - i. SRS Transportation has an after-hours key drop box for all vehicles except for GSA vehicles.
  - ii. SRS Transportation does not have a key drop box for GSA vehicles. If returning a GSA vehicle after hours (after 5 p.m. or on the weekend), then staff should keep the keys until next business day.
7. All SRS Transportation vehicles, buses, and shuttles are able to enter the main gate to the bus yard. Other vehicles may be parked in the ALA parking lot. If an employee returns a vehicle on a weekend or at night after the appropriate parking lot has been closed, the SRS Transportation Manager will alert Security to allow access into the parking lot.
8. Employees are expected to clean up after themselves at the end of every vehicle use.
9. If a vehicle is not available, mileage reimbursement is available in an amount as adopted by the federal government GSA and as posted on [SharePoint > Connections > Finance > Office Services > Mileage Claim Form](#). The mileage amount is subject to change at the discretion of the GSA. Mileage calculation must be from the school site to destination, and back to the school site.
10. If the employee did not request an SRS vehicle, then the mileage reimbursement rate will be lesser. It is required that staff make every effort to request and use a tribal vehicle when on SRS/Community business.
11. Employees are expected to abide by safe driving standards including obeying the speed limits and following rules of the road. SRS receives daily reports on vehicles. Employees flagged for road safety violations will be subject to progressive consequences up to losing the opportunity to drive Community-owned vehicles.



### *Prohibited Use of Personal Vehicle.*

Employees shall not transport clients, customers, or members of the public in their personal vehicles while on official SRS/Community business. If staff need to transport a client, customer, or members of the public while on official SRS/Community business, then staff must use a Community-owned vehicle and have prior approval from the Superintendent.

### Supply Reimbursement

SRS provides the necessary supplies and equipment to teachers for classroom instruction. If staff must purchase any item for a classroom activity with their own money, they must obtain prior approval from their immediate supervisor or site leader before making the purchase. To receive reimbursement, staff must submit the original receipt(s) to their supervisor who will work with the Departmental Liaisons to obtain reimbursement for the item purchased.

### Requests for Purchases

Requests for purchases require a justification form to document and prove alignment to curriculum, Arizona State Standards, Bureau of Indian Education standards, and/or academic priorities. All purchases shall follow the SRPMIC Procurement Policy, Finance Policy, and applicable funding requirements. Purchases related to or that will impact IT infrastructure will require approval from the IT Department. Purchases related to or that will impact the curriculum will require approval from the Curriculum and Instruction Director. All purchases require board action. Contact [SRPMIC Finance](#) with questions.

### Solicitations Involving SRPMIC Enterprises/Organizations

Salt River Schools follows the Community's Donation Policy 1-6 for donations and solicitations. Staff who want to request a donation on behalf of the school, SRS departments, or extracurricular activity, must first obtain Finance Department approval **and** Superintendent approval prior to submitting requests to the SRPMIC Donation Committee. This approval process includes donation request from the SRPMIC-owned enterprises, which are Casino Arizona, Talking Stick Resort, Salt River Landfill, Salt River Materials Group, Saddleback Communications, Beeline Pit Stop, Salt River Financial Services Institution, Salt River DEVCO, Talking Stick Golf Course, Salt River Fields at Talking Stick, Scottsdale AutoShow, etc. Requests must include a purpose, budget, desired objectives, matching funds, in-kind contributions and any other associated labor or costs. Those who are requesting donations are responsible for carrying out the processes of the Donation Policy and other stipulations, such as reporting requirements.

### Fundraising

Salt River Schools sponsors several student activities and events. If student clubs or groups choose to spend above the budgeted amount per activity/event, then fundraising may be necessary. Raising funds for projects, trips, dances, etc. can provide a valuable learning experience for our students and fosters a variety of real-world skills. Due to the risks involved with cash handling and inventory, a Fundraising Lead should be established to oversee the fundraiser from start to finish. All fundraising projects must be approved in advance by the principal where the Fundraising Lead must submit a written request outlining the purpose, scope, intent, location(s), and duration of the requested projects. Should any fundraising be performed at an SRPMIC-owned enterprise or at Tribal government offices, then the Fundraising Lead will ensure the appropriate management approvals are obtained at those sites **first**.

Once the project is approved by the principal, the Fundraising Lead must obtain Finance Department approval **and** Superintendent approval. Requests for new accounts must be routed to the Finance Department. Once approved, the Education Board must approve the fundraising project and, if necessary, authorize creation of a new account. A Board Report must be created and submitted to the Education Board Secretary in accordance with the Education Board's deadlines. Once the account is created, fundraising may begin. If supplies are purchased for the fundraiser, all receipts must be kept and submitted to the Department Liaison.

All funds raised must be submitted to the site Department Liaison in accordance with the cash handling procedures. The Department Liaison will provide a receipt each time funds are submitted. The Fundraising Lead must keep a record of all transactions, copies of all receipts and reconcile records with the Department Liaison on a regular basis. The Department Liaison will submit funds to the Finance Department.

### *Staff Requirements for Students*

Student participation in fundraising should not interfere with classroom time. If a student needs to miss a class to participate in a fundraising event, permission must be obtained from those teachers in advance. Students who are behind in class work or whose attendance has been poor should be denied fundraising participation that coincides with class time.



### Educational Websites and Software

Staff shall only utilize educational websites and software approved by Curriculum and Instruction. The approved sites and software have been vetted based on the following criteria: educational value and need; appropriate supplement to curriculum; effective usage patterns in the past; appropriate use of student information; and meeting the legal terms and conditions of SRPMIC.

Accepting terms and conditions (even if it is free or no cost) by setting up accounts, usernames, etc., in the capacity of an SRPMIC/SRS employee, subjects the employee to waiving the Community's sovereign immunity. Waiver of sovereign immunity can only be approved by the SRPMIC Council. Thus, the requirement for OGC to review and approve any terms of service, end-user agreements, terms and conditions, or the like, stands. Additionally, sites that will require a staff member to release student data/information for use is in violation of the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99).

## Culture Commitment Acknowledgement

Salt River Pima-Maricopa Indian Community  
Salt River Schools

### Salt River Schools Mission

The purpose of Salt River Schools, in partnership with the Community, is to provide EXEMPLARY EDUCATION in a safe learning environment IMMERSSED IN THE O'ODHAM and PIIPAASH CULTURES in order for all students to secure a successful future.

\*\*\*\*\*

I understand that as an employee of Salt River Schools, I will be responsible for learning about the culture and language of the Pima, "Akimel O'odham" (River People) and the Maricopa, "Xalychidom Piipaash" (People who live toward the water).

If I am a teacher, instructor, instructional aide, administrator, or administrative support staff, I understand that I will be required to incorporate information and teachings about the language and culture of the Community in the Salt River Schools curriculum and/or work place.

I will support the Education Board and the Community's commitment to teach the culture and language of its people by incorporating information and positive O'odham and Piipaash teachings in the curriculum and/or workplace of Salt River Schools at all times.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Date



## Staff Release / Opt-Out Form for Social Media

Staff Name: \_\_\_\_\_

Department: \_\_\_\_\_

The purpose of this form is to give staff an opportunity to opt out of any of the items listed below.

IF SALT RIVER SCHOOLS DOES NOT RECEIVE THIS FORM WITHIN FOURTEEN (14) CALENDAR DAYS FROM YOUR START DATE, SALT RIVER SCHOOLS WILL ASSUME CONSENT TO THE RELEASE OF THE CATEGORIES OF INFORMATION CONTAINED IN THIS FORM.

### Staff Information Release

This gives consent for the release of staff information/imagery as it applies to school-related activities, such as: yearbook, marquee information, parent organizations/committees, athletics, news media production, building projects, website staff list and/or classroom page, musical and art programs, honors and awards, drama productions, graduation/commencement, etc. *This release shall not apply to confidential staff records.*

Consent will remain in effect for the current school year or until permission is revoked by the staff member, requesting in writing such a revocation. Information may include: staff name; position title; department name; tribal affiliation(s); honors and achievements; etc.

\_\_\_\_\_ I DO NOT Give Consent(Initial)

### Staff Media (Photo/Video/Voice) Release *(All school-sponsored activities and promotions, except athletics.)*

There are times when Salt River Schools may be featured in various media. Journalists, photographers and/or film crews from TV, radio stations, internet, newspapers or magazines may wish to photograph and/or film you in relation to a story about our schools, programs or students. Classrooms or staff meetings might also participate in video-conferencing on the internet. Salt River Schools may also promote its business, activities and programs using staff imagery/voice. Salt River Schools are also visited by Community and public organizations or partners who are providing services to students; these organizations or partners may wish to photograph you and may want to use the photograph and/or your name and the name of the school/program in their publications and informational materials. Staff have the right to refuse participation and Salt River Schools will work to ensure media representatives respects these wishes as much as possible. If no refusal is made, your name and other (non-confidential) information may be included in the final media product. Unless otherwise noted, all rights and copyrights to media materials (photographs, videos, etc.) and related projects are the property of the outlet that recorded the media (i.e. Salt River Schools owns the photos and videos its staff or contracted vendors record of students/staff at school events, sites and programs).

This gives consent for staff photo/video/voice to be used by representatives of the media and for use in various media, such as newspapers, television, radio broadcasts, internet podcasts, press releases, school/Division newsletters, Division website and social media sites (i.e. Facebook, YouTube, Instagram and LinkedIn, etc.), school plays and contests. This does not include athletic events, which are considered public events.

\_\_\_\_\_ I DO NOT Give Consent(Initial)

### **SIGNATURE REQUIRED ONLY IF YOU DO NOT WANT TO BE PHOTOGRAPHED OR FILMED.**

The information I have provided on this form is accurate and true.

\_\_\_\_\_  
Staff Name *(Please Print, then Sign)*

\_\_\_\_\_  
Date

## Staff Handbook Acknowledgement Form

I, \_\_\_\_\_ (Print first & last name) have read and understand the staff handbook. I also acknowledge that my staff handbook is available online in our employee intranet website: <http://edintranet>. I understand that if I want a printed copy of the staff handbook then I will make that request by contacting the Human Resources department.

I agree to abide by all policies, procedures, and standards set forth by Salt River Schools and the Education Board of Salt River Pima-Maricopa Indian Community Schools and as may be directed or implied by the Salt River Pima-Maricopa Community Council Policies.

I understand that Education Board Policies can be accessed on SharePoint > Administration > Policies & Procedures, and on our public website <http://www.saltriverschools.org>.

I have read each section of this entire document and understand this handbook is intended to provide general information and is not intended to be an express or implied contract.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Date

## Signature Acknowledgement Form

This form acts as a comprehensive signature acknowledgement for use with policies.

**Instructions:** Initial next to each policy below to indicate read:

- \_\_\_\_\_ Staff Ethics  
Article 3, XIII. Ethics
- \_\_\_\_\_ Staff Ethics: Conflict of Interest  
Article 3, XIII. Ethics, Section F
- \_\_\_\_\_ Background Check: Notification of Criminal Charges  
Article 3, II. Background Check, Section D
- \_\_\_\_\_ Discipline: Loss of Credentials  
Article 3, XIV. Discipline, Section B.14
- \_\_\_\_\_ Discipline: Use of Electronic Devices While Driving  
Article 3, XIV. Discipline, Section B.22
- \_\_\_\_\_ Benefits: Leave  
Article 3, IV. Leave, Section C.3. Procedures
- \_\_\_\_\_ Benefits: Leave  
Article 3, IV. Leave, Section C.13. Leave Without Pay

You further acknowledge that you have read, understand and will comply with the rules and regulations outlined in each policy.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

## Family Educational Rights and Privacy Act (FERPA) Acknowledgement

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest
  - Other schools to which a student is transferring
  - Specified officials for audit or evaluation purposes
  - Appropriate parties in connection with financial aid to a student
  - Organizations conducting certain studies for or on behalf of the school
  - Accrediting organizations
  - To comply with a judicial order or lawfully issued subpoena
  - Appropriate officials in cases of health and safety emergencies, and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, Internet posting, inclusion in a bulletin, student handbook, or newspaper article) is left to the discretion of each school.

I understand that by the virtue of my employment with Salt River Schools, I may have access to records that contain individually identifiable information, the disclosure of which is prohibited by the Family Educational Rights and Privacy Act of 1974 (FERPA). I acknowledge that I fully understand that the intentional disclosure by me of this information to any unauthorized person could subject me to criminal and civil penalties imposed by law. I further acknowledge that such willful or unauthorized disclosure also violates Salt River School's Confidentiality Policy and could constitute just cause for disciplinary action including termination of my employment regardless of whether criminal or civil penalties are imposed. I acknowledge that I have read the attached document, which addresses FERPA. Further, I understand that if I have a question concerning a request for information from student educational records, I will notify my supervisor for assistance.

Employee Name: \_\_\_\_\_  
(Printed)

Employee Signature: \_\_\_\_\_  
(Signed)

Date: \_\_\_\_\_