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Dear Colleagues,

Welcome back to another great year of excellence!

In this staff handbook, you will note a few changes. These changes express our commitment to ensuring we are a unified Division, which is why we now share the same handbook and expectations.

Handbook updates include:
- 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
- great clarify for fundraising and soliciting donations 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.
Mat’o t’vem ab o ju, Mat asheevk uuweshuum, We will do this together!

Sincerely,

Dr. Cynthia Clary
Acting Superintendent
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 junior high and high school 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)
ECEC provides early childhood education for students from the ages of six (6) weeks up to five (5) years old. ECEC provides transitional services to Salt River Elementary School. The ECEC recognizes the importance of high-quality early childhood education in preparing children for success, not only in Kindergarten but throughout their lives. ECEC’s purpose is to prepare enrolled children for success as lifelong learners and strengthen families of enrolled children.

4836 N. Center St., Scottsdale, AZ 85256
Office: (480) 362-2200

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.

11526 E. Highland Ave., Scottsdale, AZ 85256
Office (480) 362-2400

Salt River High School (SRHS)
SRHS provides education for students in grades, 7-12. SRHS strives to provide a culturally rich and challenging educational environment that empowers students with the skills for a successful journey of life-long learning. We are committed to enhancing spiritual, mental, emotional and physical well-being while actively involving family and Community Members. SRHS fosters an atmosphere of respect, self-determination and tribal sovereignty, to students’ roles as responsible citizens.

4827 N. Country Club Dr., Scottsdale, AZ 85256
Office: (480) 362-2000

Accelerated Learning Academy & GED (ALA)
ALA provides education for students from the ages of sixteen (16) years and up. The onsite and online environment, 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.

1759 N. Longmore Road, Scottsdale, AZ 85256
Office: (480) 362-2130
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 for assignments and review it.
- 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 of the Student/Parent Handbook.

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

- Prepare, deliver and differentiate academic lessons for students using the Arizona State Standards.
- 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/guardians so that they can help with assignments.
- Encourage students and parents by providing on-going information about student progress.
- Nurture the students emotionally, socially, and academically.

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

- Support the teaching of the Arizona State Standards with effective delivery.
- Support the SRPMIC native languages and cultural heritage.
- Provide instructional leadership.
- Ensure teachers provide assignments that will reinforce classroom instruction.
- Nurture the students emotionally, socially, and academically.
- Provide an environment that allows for positive communication between the teachers, parent and student.
- Ensure teachers and staff communicate effectively and timely with students and parents/guardians. 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.

**About this Handbook**

Site Leader - refers to the ECE Leader, principals and site administrators.

Parent – refers to parents, guardians, and families of students

**Division Policies**

**Personnel Policies**

Personnel Policies are posted on SharePoint: Administration Policies & Procedures and website http://saltriverschools.org/about/education_board/policies. All staff members are expected to be familiar with the policies contained therein.

**Calendars**

Please view the current academic year calendar online at www.saltriverschools.org

**Job Duties**

1. For information on job descriptions, see the job descriptions posted on the Intranet at HR Classification & Compensation
   a. For those who do not have access to the Intranet, contact Human resources at 480-362-2500 for job description information.
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. If staff has any questions regarding policies and procedures they should be addressed to the site leader.

**Evaluations**

A formal process of evaluating all personnel will be implemented. The purpose of evaluation shall be to improve the quality of instruction and workplace performance. Such a 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 evaluatee having full knowledge of the criteria, process, and results. Every employee will receive an evaluation annually. Please refer to the Employee Performance Evaluation (EPE) and Teacher Performance Evaluation (TPE) 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.

Definitions
When used in this regulation:
• Instructional day will mean a day in which students are scheduled to attend school for instructional time.

School Hours and Staff Expectations

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Hours of Operation
7:30 a.m. – 1:00 p.m.

*Parents may drop off students starting at 7 a.m.

Childcare Extended Hours of Operation
2:00 p.m. – 6:00 p.m.

Early Dismissal of Operation
2:30 p.m. – 1:00 p.m.

Early Dismissal Childcare Extended Hours of Operation
1:00 p.m. – 6:00 p.m.

Office Hours
7:00 a.m. – 6:00 p.m.

Instructional Day Hours
7:45 a.m. – 2:45 p.m.

Instructional Day Hours
9:00 a.m. – 3:45 p.m.

Instructional Day Hours
7:30 a.m. – 2:00 p.m.

Office Hours
7:15 a.m. – 4:00 p.m.

Office Hours
8:00 a.m. – 4:15 p.m.

Office Hours
8:00 a.m. – 4:30 p.m.

Work Schedule
The Superintendent, with input from the staff, 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. Professional staff members 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. Family members are not allowed in teacher work...
areas during scheduled duty hours. In order 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.

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 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 per Head Start standards. Personal lunch breaks are not permitted in the classrooms; there is a break room available for staff use. Classroom staff are expected to keep their own beverages in a closed unmarked container away from children. Hot beverages are not permitted in the classrooms.

**SRES, SRHS & ALA**

Staff are expected to work an 8-hour day. Staff will have a half hour (30 minutes) of 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 in order to avoid excessive and unnecessary overtime. Any overtime in excess of 2.0 hour per week requires the supervisor to obtain Superintendent/Director 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. All staff will have a 95%+ attendance rate for the year (8/1/19 through 2/29/2020) determined by unscheduled annual leave, sick leave and leave without pay as measured by human resources.

Certified Staff

There is an additional standard for certified staff to qualify for 301/Equivalent monies. In order to meet the requirements, certified staff must meet the attendance rate of 95%, which includes scheduled and unscheduled sick leave, annual leave and leave without pay. 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. All attendance acceptability rates are based upon the contract year.

Attendance Policy

**Scheduled Absence (defined per policy):** A scheduled absence is an absence that is submitted at least one (1) business day (24 hours) 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.

Contact Education Human Resources for any further questions.
Advanced planning for leave requests and professional development requests are required.

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 (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 the leave request via on-line “Leave Request” on the day of return to work. Unscheduled absences are usually due to illness or family crisis.
   c. Employees absent for three (3) consecutive workdays, using sick leave, may be required to provide supporting medical documentation explaining their absence. Please refer to the Personnel Policy: Article 3.
   d. Employees not in observance of work hours, may be subject to disciplinary action. See also the Education Personnel Policy: Article 3.
2. Falsifying Time
   a. 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. 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 (i.e. the Wednesday before Thanksgiving) hourly staff’s administrative leave time must be entered to equal an eight (8) hour day. All staff who are 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. Only essential 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. Time keepers 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 up-to-date 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 an up-to-date 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 and all necessary materials needed for the substitute to teach class. Please refer to the Substitute Teacher Handbook.

5. Leave Request Adjustments
   a. Hourly staff should work within the 40 hours a week expectation. All employees are expected to adhere to their designated work schedule. In the event that 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 limited. Every employee given authorization to travel assumes a fiscal responsibility to the Salt River Schools 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 the Division, or furthers the efficient operation of the Division,
- are educationally necessary and fiscally prudent.
- are directly related to and within the scope of the employee’s current responsibilities and the Division’s professional development plan.

All professional travel is contingent on funds availability and Division 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 work day or if the PD/meeting is facilitated by the Division 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 the Education SharePoint Leave Request Page.
Requests for professional development and any travel for staff must align and be included in the professional development plan at the site and/or the Division. Failure to complete all requirements that are compliant with the travel policies may result in denial of future offsite professional development and travel requests.

Administrative Policies, Chapter 1, Policy 1-5: Travel & Entertainment (http://connect/administration/policies/ch01/1-15.pdf)

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

Superintendents/Directors/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—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.
- 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 ten-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 days per semester or ten 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 & 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 (SharePoint>Administration>Forms & Templates>Travel Forms). 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 hard copy of the form to the traveler’s Business Coordinator/Designated Requisitioner to be submitted to the Superintendent. The form must be submitted to the Superintendent’s Office 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 and Entertainment, Section III. Travel. All receipts must be copied for the Business Coordinator.

Travel Claims
After the traveler has returned, required documentation for a travel claim must be submitted to the traveler’s Business Coordinator/Designated Requisitioner within ten (10) business days.

Note: For travel which requires Education Board approval, the traveler is responsible for submitting a one-page summary to their supervisor, regarding how the professional development has 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 Board.

Timekeepers and Designees
Tracking employee time during approved PD and travel is important to tracking and documenting 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 & Assessments
During staff professional development days, leave requests are not permitted. All applicable staff members are required to attend and participate in their designated professional development. Certified staff may be required to work longer hours beyond the listed office and/or certified staff hours.

Leave requests are not permitted during students’ state achievement testing and district-wide benchmark testing.
Expectations for Non-Employee Travel Paid by the Division

School Board Member Travel
Attendance at conferences and seminars or other meetings can provide significant information relative to Education Board Members’ educational policy-making role. Board Members are 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 employees of the School System. Prior approval by the Board President 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 make the selection of 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 travel procedures, or the Board Member may choose to handle travel arrangements and apply for reimbursement, in accordance with all applicable laws, policies, and System financial accounting procedures.

Following attendance at state, regional, or national conference or 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 be in compliance with Division Policies. No student may travel to represent SRS unless accompanied by a 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 less 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 no later than close-of-business (COB) Thursday before the lesson’s implementation to the appropriate Site Leader and/or Evaluator. The approved Division Lesson Plan Templates shall be used. Lesson plans should clearly demonstrate a link between the documented Arizona State Standards 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.

Substitute Preparation
In the event of unforeseen emergencies, all teachers must have detailed lesson plans and complete materials for the substitute. Additionally, an up-to-date emergency lesson plan(s) shall be on file in the front office and clearly displayed in the classroom. Please refer to the Substitute Teacher Handbook for more information.
Promotion and Retention

Promotion and/or retention for students will be in accordance with the Article 4 – Students Policy. The following are the policies of Salt River Schools to 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 Division 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 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

The following timeline will take place when a Grade 7-8 student is at-risk for retention:

- In instances where a student has not shown sufficient maturity, social and emotional growth, and has failed to acquire sufficient mastery of basic skills, it may be best for the student to repeat the grade. SRHS will convene a retention team when and if a student receives more than one failing grade per semester. This team will consider the following prior to making a decision:
  1. Careful consideration of the student’s growth in all areas of school work.
  2. Careful study of test results.
  3. Conferences with teachers and parents.

The following timeline will take place when a Grade 9-12 student is at-risk for retention:

- Once the student enters ninth (9th) grade, cohort membership is established. Cohorts are assigned based on a four year expectation for graduation. Students maintain their cohort year, although their credits earned might not reflect their cohort year.

Report Cards and Progress Reports

Report Cards and Progress Reports shall be provided to Parents on-time according to the site reporting schedule.

ECEC

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

Report Cards
Teachers are responsible and accountable for the following:

1. Ensure that 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 cumulative files.
4. Ensure the final standards-based report card has been filed in the student cumulative file at year 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 (5th) week of each quarter to communicate each student’s progress to the parents.
2. Submit copies of standards-based progress report cards to the Registrar for the student cumulative files.

SRHS

Report Cards

1. Report cards are sent home at the end of each quarter. Grades are to be submitted in a timely and punctual fashion. Teachers are required to verify that reported grades are accurate and up-to-date. The school registrar will notify teachers of dates for grades to be submitted.
2. Incomplete grades may be assigned by the teacher in consultation with the student and family. Incomplete grades must have a specific completion plan and the grade should be resolved within 3-4 weeks after the quarter has ended. If a resolution has not been met, the grade will be entered as a failing letter grade (F).
3. No SRHS student will receive a failing grade without having been notified in advance, and having been provided specific information regarding which assignments / grades are missing and a specific plan to address the missing work. This plan must consist of more than a progress report, and will include parent contact. Ideally, the conversation will have been on-going between the teacher and the student, but a planned and documented conversation should absolutely take place during the last 3-4 weeks of the term.

Progress Reports
Progress reports will be used for the purposes of teacher documentation and communication with parents. All teachers are required to issue progress reports during the fifth (5th) week of each quarter (start preparing for these reports on the 4th week). However, it is recommended that students be issued progress reports on a biweekly basis, especially toward the end of a marking period.

ALA
Accelerated Learning Academy teachers will be expected to keep accurate and up to date grades on all students. Grading should be done quickly and accurately to provide feedback to students and allow for corrections and revisions in a timely manner. Students should receive feedback and grades on work handed in within 48 hours of submitting assignments. Teachers must update grades every Wednesday at a minimum.

1. Teachers are expected to enter a minimum of nine grades per course. Teachers will record student grades in PowerTeacher Gradebook.
2. The teachers will use the entered scores to compute a final grade. Teachers will mark the course completed in PowerTeacher and notify the Principal or designee that the student completed the course.
3. Report cards will be generated by the office to reflect the credits and grades earned by each student each quarter.

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 division guidelines for a safe and secure environment. This is best accomplished by providing interesting, relevant classroom artifacts and interactive, motivational instruction. 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 sixty (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 the Grading Guidelines are 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 in order to calculate a valid student grade. It is critical that student academic attainment be measured, 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. The student then has the ability to apply that knowledge and use it to problem solve, create and continue to learn and grow.

Grading System

SRES

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:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Proficiency</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HP</td>
<td>Highly Proficient</td>
<td>Student has surpassed the grade level standard</td>
</tr>
<tr>
<td>P</td>
<td>Proficient</td>
<td>Student has met the grade level standard</td>
</tr>
<tr>
<td>PP</td>
<td>Partially Progressing</td>
<td>Student has partially met the grade level standard</td>
</tr>
<tr>
<td>Grade</td>
<td>Description</td>
<td>Grade Points</td>
</tr>
<tr>
<td>-------</td>
<td>---------------------</td>
<td>--------------</td>
</tr>
<tr>
<td>A</td>
<td>Excellent</td>
<td>90-100</td>
</tr>
<tr>
<td>B</td>
<td>Above Average</td>
<td>80-89</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>70-79</td>
</tr>
<tr>
<td>D</td>
<td>Below Average</td>
<td>60-69</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>59-0</td>
</tr>
</tbody>
</table>

**SRHS**

Grades are to reflect learning and student achievement toward mastery of standards-aligned course outcomes. Grades and credits are not to be awarded for any other purpose. SRHS and ALA use PowerSchool to manage all student information. SRES uses Infinite Campus to manage all student information. Parents have access to attendance, grading, and contact information. Progress reports are mailed to the parents 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. Refer to SRS Secondary Course Catalog for specific course offerings at: [www.saltriverschools.org](http://www.saltriverschools.org)

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

**Credit Recovery Course Grading Guidelines**

Students will only be allowed to take the mastery tests twice. This will place higher importance on the students to take comprehensive notes and ask more questions before taking the mastery tests. The teacher will continue to work with the student one on one and in small groups to provide more instruction to prepare them for review tests and final exams. If a student does not reach mastery prior to the second attempt, they will receive additional instructional support.

**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. 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.

- Each staff member is 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 completely filled out 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 that 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.

Student Fees

Unreturned Textbooks, Uniforms, Instruments & Equipment

Depending on the student coursework, electives and extracurricular activities, items including but not limited to textbooks, instruments, library materials and uniforms may be checked out to students. If the item is lost, stolen, damaged or unreturned for any reason at the end of the course or activity, SRS may charge the student for the cost of the item. Money may be refunded when the items are returned with the receipt issued when the student/parent paid the original fee for the item. Consequently, staff are responsible for ensuring the appropriate collection procedures are followed consistently with every student in order to ensure all items are returned before the school year ends.

Class/Activity Fee

Students will be informed in advance if a fee is required for a class or extra-curricular activity. Items billed to a student account like yearbooks, t-shirts, etc. must be paid prior to the end of the class or semester.

Unpaid Student Fees

Students must pay fees for lost/damaged books, materials, and/or equipment before being permitted to enroll in the next quarter.

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)
- SRS complies with 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 in-person written and 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 eighteen (18) years old, 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.

ECEC complies with the Head Start Protections for the Privacy of Child Records 1303.24 Maintaining Records & 1303.54 Record Retention. ECEC 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 between 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 educational experience of the student. Thus, all staff should approach each parent in a welcoming and professional manner. We believe every employee interaction with the parent is important and will build the 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 parent(s) phone calls, emails and notes home to recognize the academic or behavioral achievement of the student; timely notices for field trips, schedule changes and other notifications. If unsure of a proper response, contact a supervisor.
4. Actively listen.
5. Respect their time by giving adequate notice for class events, 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 written approval for the education staff to contact the parent(s) 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 a SRS student are expected to abide by the SRS Staff Handbook, Personnel Policies, Student Handbook and Parents, Guardians & Community Policy. Issues concerning the employee’s student must be routed through the proper channels and follow the same procedures outlined in the Student Handbook. Those who are SRS employees and not the student’s parent or legal guardian (e.g. grandparent, aunt, uncle, etc.) 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 highly discouraged and should not be done unless there are special circumstances (i.e. for athletics or activities) and the exchange is pre-approved by administration. 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, causes for disciplinary action and the like 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 a Division employee.

**Chain of Command**

It is an expectation that all Community 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 promote information to other SRPMIC divisions/departments, Education Board or 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/director. If approved, the immediate supervisor may disseminate the information to the appropriate audience.

**Personal Social Media & Electronic Communication**

Salt River Schools understands that 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 the property of Salt River Schools.
Staff are encouraged to share photos and videos with the PR & Communications Director, 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, Yahoo! Groups and YouTube), blog and microblogs (e.g. Twitter), wikis (e.g. Wikipedia) and gaming sites (e.g. World of Warcraft).

The principles and guidelines found in Salt River Schools’ 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 Salt River Schools 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 Salt River Schools, 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 Salt River Schools. For work-related issues or complaints, talk to the supervisor or contact Education 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 which 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 Salt River Schools, fellow staff members, members, customers, suppliers, or people working on behalf of Salt River Schools.

Post only appropriate and respectful content

- Maintain the confidentiality of Salt River Schools’ 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 Salt River Schools. Be clear and open that you are an employee if Salt River Schools is the subject of the content created. Be clear that personal views do not represent those of Salt River Schools, fellow staff members, Community
members, parents, students, or people working on behalf of Salt River Schools. For published work such as a blog or post related to job duties, be clear that you are not speaking on behalf of Salt River Schools. 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 equipment provided, unless it is work-related as authorized by the site leader or manager. Do not use Salt River Schools e-mail addresses to register on social networks, blogs, or other online tools utilized for personal use.

Only individuals and entities authorized by the Community Manager, SRPMIC Education Board and SRPMIC Education 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
Salt River Schools 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 Salt River Schools’ behalf. All media inquiries shall be directed to the School Communications and Public Relations Director. For questions or further guidance pertaining to social media or electronic communication, please contact Education HR.

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

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

1. Submission to such conduct is either explicitly or implicitly made a term or condition of employment; or
2. Submission to or rejection of such conduct is used as a basis for employment decisions affecting such individual; or
3. 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
1. 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.
2. Continuing to express sexual interest after being informed that the interest is unwelcome.
3. 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.

4. Coercive sexual behavior used to control, influence, or affect the career, salary, and/or work environment of another employee.

5. Offering or granting favors or employment benefits, such as promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassification, etc., in exchange for sexual favors.

6. 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, employees should first attempt to discuss the matter with the person involved in an effort to seek resolution. If the concern is not resolved, discuss with the immediate supervisor or Site Leader for conflict resolution assistance. If a resolution cannot be reached, a written complaint may be submitted to the supervisor or Site Leader for review and possibly Human Resource consultation.

**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](http://connect/dept/clear/SitePages/Home.aspx).

**Staff Dress Code**

Salt River Schools recognizes 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, parent and the Community. Additionally, considerations for staff safety help guide the following grooming and dress requirements. Staff are expected to dress appropriately.

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 described below is effective for all staff unless specified otherwise.

**Dress Code Rubric**

<table>
<thead>
<tr>
<th>Attire Description</th>
<th>Acceptable</th>
<th>Unacceptable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Badge</td>
<td>Badge must be visibly worn at all times.</td>
<td>-</td>
</tr>
<tr>
<td>Cultural Attire</td>
<td>Safe, modest clothing that reflects your Cultural heritage, while also</td>
<td>-</td>
</tr>
<tr>
<td>Attire Description</td>
<td>Acceptable</td>
<td>Unacceptable</td>
</tr>
<tr>
<td>--------------------</td>
<td>------------</td>
<td>--------------</td>
</tr>
<tr>
<td></td>
<td>supporting the professional climate of the workplace is acceptable.</td>
<td>Bleached jeans, ripped jeans, torn jeans, faded jeans, blue jeans.</td>
</tr>
<tr>
<td>Bottoms</td>
<td>Dress slacks. Jeans are acceptable as long as they are not blue.</td>
<td>Athletic or “athleisure” wear (e.g. yoga pants, leggings, golf shorts, sweatpants, etc.).</td>
</tr>
<tr>
<td></td>
<td>Cropped or ankle dress pants, which meet below the knee or lower.</td>
<td>Pants that fall above the knee.</td>
</tr>
<tr>
<td></td>
<td>Dresses and skirts (knee-length to ankle-length).</td>
<td>Shorts of any style.</td>
</tr>
<tr>
<td></td>
<td>Tights, leggings, and hosiery are acceptable with a dress or long tunic.</td>
<td>Skirts that fall above mid-knee by more than 3 inches.</td>
</tr>
<tr>
<td>Tops</td>
<td>Dress shirts and blouses (Modest sleeveless blouses are acceptable. Shirts must cover the waistband or be tucked in.)</td>
<td>Shirts or blouses that show undergarments.</td>
</tr>
<tr>
<td></td>
<td>Casual, collared shirts (e.g. Polos)</td>
<td>Shirts with straps thinner than 2 inches.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Large lettering or distractive imagery on shirts.</td>
</tr>
<tr>
<td>Dresses</td>
<td>Professional &amp; Casual Dresses (Modest sleeveless dresses are acceptable)</td>
<td>Dresses that are above the knee by more than 3 inches.</td>
</tr>
<tr>
<td></td>
<td>Tights and hosiery are acceptable with a dress or long tunic.</td>
<td></td>
</tr>
<tr>
<td>Suits</td>
<td>Suit jacket, suit pants and blazers.</td>
<td></td>
</tr>
<tr>
<td>Footwear</td>
<td>Dress boots, dress shoes (e.g. loafers, Oxfords, etc.), dress flats, dress heels*, dress sandals*, slides*, clogs*, mules*</td>
<td>Flip flops/thongs, athletic shoes, sandals without a heel strap, slippers.</td>
</tr>
<tr>
<td>Attire Description</td>
<td>Acceptable</td>
<td>Unacceptable</td>
</tr>
<tr>
<td>--------------------</td>
<td>------------</td>
<td>--------------</td>
</tr>
<tr>
<td>Attire Description</td>
<td>Medically-recommended footwear (may require a doctor’s note).</td>
<td>*ECEC teachers and aides are not permitted to wear heels or open toe shoes.</td>
</tr>
<tr>
<td><strong>Accessories</strong></td>
<td>Jewelry is acceptable given a staff person’s position and their safety requirements as it relates to the teaching and caring of students. Please ensure it is age appropriate for the age 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.</td>
<td>Jewelry that poses a risk to staff/student safety.</td>
</tr>
<tr>
<td><strong>Piercings</strong></td>
<td>Pierced ears are acceptable.</td>
<td>Piercings that pose a safety risk. Gaged ears must be discreet. Discreet facial piercings are acceptable.</td>
</tr>
<tr>
<td><strong>Tattoos</strong></td>
<td>Discrete tattoos and culturally-relevant tattoos.</td>
<td>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.</td>
</tr>
</tbody>
</table>

While select staff, such as S&CR Attendance Officers, Food Service staff, Transportation Bus Drivers, PE teachers & Security, are not subject to this 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 the appropriate adornments mentioned above, 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 “Dress Down or Casual Days.” Staff who have a meeting(s) 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 down” or wear “business casual” clothing. Professional dress is still strongly encouraged for those who must meet with outside professionals. The “dress down” or “casual dress” 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

All Salt River Schools staff are provided with a Salt River Schools badge on the (first day) of employment. As stated in the Dress Code Rubric, current badges must be worn while on duty. Lost and stolen badges must be reported to Education Human Resources to be appropriately deactivated by Security. Up to (1) replacement badge will be provided to staff at no charge. Upon the second (2nd) replacement, and any replacement thereafter, will cost the employee $5.00 cash.

Health & Safety

Health & Wellness

Salt River Schools participates in the 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. The policy can be found at: Article 9 – Wellness of the SR Educational Division Administration Policies. For questions about how to support better health for students please contact the Site Leader.

The goals of the wellness program 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 are committed to increasing student’s physical activity through a physical education curriculum, nutrition education in the classroom, and providing parents with information on healthy lifestyles.

A majority of the wellness policy lies with the SRS Food Services department who will implement nutritional guidelines for school meals. SRS Food Services will also promote nutrition via bulletin boards, etc. pertaining to nutrition/health topics of interest and provide public notification of menus. If students bring meals from home, Salt River Schools Wellness Policy recommends meals to include 5 healthy food components: fresh fruits and vegetables, whole-grains, meat and dairy. If home lunches do not include the 5 healthy food components, the Food Services staff may offer a school lunch free of charge. To promote healthy eating, we ask that lunches not include foods of minimal nutritional value such as candy, chips, soda, bakery items, and fast food.

Student Rewards

Rewards and incentives will include non-food items (e.g. stickers, pencils, school supplies, etc.)

Fundraisers & Food Sales

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 food/unhealthy snacks, foods and snacks that may trigger allergic reactions (contains eggs, milk, or tree nuts). The recommended alternative includes and encourages non-food rewards/incentives like stickers, pencils, etc. Birthday/holiday items will be distributed at the end of the day and there must be enough for the entire class. If a snack is provided, it must be pre-packaged, unopened and may not contain eggs, milk or tree nuts. Homemade items are prohibited for the safety of the students with food allergies. Balloons are prohibited. Per Head Start Program Standards ECEC students are prohibited from bringing any outside food for the class or sending food home with students.

**Food in the Classroom**

With the teacher permission, snacks in the classroom are permitted. If a snack is provided, it must be pre-packaged, unopened and may not contain eggs, milk or tree nuts. Homemade items are prohibited for the safety of the students with food allergies. Per Head Start Program Standards, 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 illness and injury related problems. In addition to these primary services, we conduct health screenings, assist students and families with referrals for medical services, follow-up, and act as a health education resource person for students and staff. The goal of Health Services is to remove barriers to the health and safety of students, enabling them to achieve their academic goals at school.

Our Health Assistants are in the Health Office at designated locations during school hours under the guidance of a Division Lead Nurse who is available in emergent situations. *In the absence of the nurse and health assistant, 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.
   a. Students attending the Accelerated Learning Academy are 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 9-1-1.
3. Passes should be retained for the school year by the teacher. The School Nurse or Health Assistant will provide each class with a master of the passes. *For ECEC students, adult supervision is required, and therefore this does not apply.*

**Illness**

In the event a student becomes ill while at school, staff will notify the health assistant and/or nurse. The health assistant and/or nurse will evaluate the student and notify the parents if necessary. Staff are expected to follow the site’s applicable procedures and protocols.
Child Protective Services (CPS) and Guidelines for Reporting

The following is a description of the general process for reporting child abuse within the Salt River Pima Maricopa Indian 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 Salt River Pima-Maricopa Indian Community Police Department. A person may remain anonymous.

2. Persons who are mandated to report include: teachers, teachers’ aides, counselors, bus drivers, truancy officers, the Principal, 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 the Salt River Pima-Maricopa Indian Community, any person failing to report known or suspected child abuse and neglect shall be subject to a civil penalty of not more than five thousand dollars ($5,000.00). 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 five thousand dollars ($5,000.00). (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 nurse.

ECEC Procedures

1. Listen to the student for answers to: (Do Not Interview Them)
   a. What happened?
   b. Who did it?
   c. When did it happen?
   d. Where did it happen?
2. Please find the Family Services Coordinator* to assist you with the process and answer any questions you might have. The mandatory reporter is still required to complete the referral using the link in the following step.
   a. *If Family Services Coordinator is unavailable, any Family Services staff will assist you.
3. Complete a Salt River Pima-Maricopa Indian Community Confidential Referral Form Using the Following Link immediately: https://secure.srpmic-nsn.gov/cps_referral
4. Family Services Coordinator will contact School Administration with the mandatory reporter that you have completed the CPS form immediately after it is sent.
5. Family Services Coordinator will contact the SRO with School Administration if immediate harm or safety is a concern to make them aware. (Examples: marks and/or safety concerns at home)
6. A confirmation email will be sent from CPS as a receipt. CPS also provided their contact numbers at the before school training session that you can follow up with if you do not receive an email or have a concern.

SRES, SRHS, and ALA Procedures
1. Listen to the student for answers to: (Do Not Interview Them)
   a. What happened?
   b. Who did it?
   c. When did it happen?
   d. Where did it happen?
2. Communicate to student that such information may need to be shared with proper authorities, admin for their safety.
3. Complete a Salt River Pima-Maricopa Indian Community Confidential Referral Form Using the Following Link immediately: https://secure.srpmic-nsn.gov/cps_referral
4. Contact School Administration that you have completed the CPS form immediately after you send it.
5. Contact the SRO with School Administration if immediate harm or safety is a concern to make them aware. (Examples: marks and/or safety concerns at home)
6. A confirmation email will be sent from CPS as a receipt. CPS also provided their contact numbers at the before school training session that you can follow up with 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, the schools and the surrounding education buildings will practice the fire drills, lockdown drills, bus evacuations and mass evacuations. Emergency drills and evacuations are scheduled often to teach students the safest, quickest route out of the School building and the School buses. Every educational site must complete the following drills:

- Fire drill – one (1) per month
- Lockdown drill – one (1) per quarter (every 3 months)
- Bus Evacuation – one (1) per school year
- Mass Evacuation – Each site will rotate one (1) per school year
- Parents are welcome to participate in these drills especially if planning to participate in any school-sponsored field trips.
- Parents are asked to support the School by talking with their child about the importance and seriousness of drills and evacuations and following the necessary procedures.
For more information regarding drills and evacuations, please refer to Article IV – Students Policy which is located publicly at – [http://www.saltriverschools.org](http://www.saltriverschools.org).

**Security & Safety**

The safety of our students is of highest importance to the staff. 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**: The SRS and Salt River Police Department 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 which is located on the 3rd 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 Handbook, specifically the Student Conduct & Discipline section.

**Parents, Volunteers & Visitors**

For the safety of students, as well as the staff, the Front Office must be aware of everyone’s identity and location while on any SRS Campuses including visitors. A visitor is anyone who is not a student, or school staff member entering a school 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 who will provide service on the school campus and has access to students for more than two (2) days will require a background check.
Practical Matters

Brand Standards
All staff play an important role to the reputation, image and branding of Salt River Schools and its 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 Salt River Schools logo.

Email Signature
Email is an important tool all employees use to communicate internally, with families and 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.

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 | 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 | Facebook | Instagram | YouTube | LinkedIn

*Optional

Please ensure your hyperlinks are correct:
- 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/
Protocols
All staff are expected to follow applicable protocols which can be found on the Education SharePoint under Administration > Policies and Procedures.

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 soon-to-terminate employees’ leave requests are 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 Human Resources to complete a formal check out process that includes returning all Salt River Schools office equipment, technology equipment, keys, badge and an exit survey.
Graduation/ Promotion
School graduations and promotion events are a wonderful family and Community celebration. Each staff member is expected to support and attend their school’s graduation and/or promotion events. Staff who have earned advanced degrees are strongly encouraged to wear their own graduation robes/gowns/hoods/etc.

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 (or 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 the Salt River School’s 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 the hours worked. A majority of Extra Duty assignments require documentation, such as timesheets tracking the 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, then the Principal shall communicate and receive approval from the Superintendent or designee.
   b. The Principal shall ensure both Education Human Resources and Education 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 Education Human Resources.

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. 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 (or 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.
6. Completing all tasks outside of standard school hours.
7. Assuring that time reporting is submitted by requested deadlines to assure timely payment through the payroll process.
The Extra Duty timesheet is located on SharePoint > Human Resources > Forms.

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 (or designee) to confirm that there are no overlapping dates and times. Timesheets are located on SharePoint > Human Resources > Forms.
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 weekly.

**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/Schools-Business. When staff need to conduct official Community/Schools-Business, they are required to request a community vehicle from the 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 encouraged to obtain driving clearance, which can be obtained by contacting the Human Resources Department. 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 Transportation Manager.

**Procedures for Checking out Community-owned vehicles by Authorized Users**

a. 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 Education Transportation Manager. Submit requests as early as possible. Vehicles should be requested at least ten business days in advance of the proposed date. The Transportation Manager will inform the employee when the use has been authorized.

b. 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).

c. 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.
d. 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.

e. If gasoline was purchased, employees will keep and turn in all receipts to Transportation Manager at the end of the vehicle usage.

f. 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. Education Transportation has an after-hours key drop box for all vehicles except for GSA vehicles.

   ii. Education Transportation does not have a key drop box for GSA vehicles. If returning a GSA vehicle after hours (after 5 pm or on the weekend), then vehicle and keys are kept until next business day.

g. All Education transportation vehicles, buses, and shuttles are able to enter the main gate to the bus yard. Other vehicles may be parked in the SRHS parking lot. If an employee returns a vehicle on a weekend or at night after the appropriate parking lot has been closed, the Transportation Manager will alert the on-site Security guard to allow access into the parking lot.

h. Employees are expected to clean up after themselves at the end of every vehicle use.

2. 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 > Forms & Documents > 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.

   a. If the employee did not request a tribal 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 Community business.

3. Employees are expected to abide by safe driving standards including obeying the speed limits and following rules of the road. Salt River Schools 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 Community Business without prior approval from the Superintendent. If an employee has a need to transport a client, customer, or members of the public while on Official Community Business, then the employee must use a Community-Owned Vehicle.

Supply Reimbursement

SRS is dedicated to providing the necessary supplies and equipment to teachers for classroom instruction. If an employee must purchase any item for a classroom activity with his/her own money, the staff member must obtain prior approval from his/her immediate supervisor or Site Leader before making the purchase. To receive reimbursement, the employee must submit the original receipt(s) to his/her supervisor who will work with the Purchasing & Business Coordinator 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 and/or academic priorities. All purchases shall follow the SRPMIC Procurement Policy, SRS Finance Policy and applicable funding requirements. Purchases related to or that will impact the information technology (IT) infrastructure will require approval from the IT Manager. Purchases related to or that will impact the curriculum will require approval
from the Curriculum and Instruction Director. All purchases require board action. Please contact Education Finance for 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 CFO or Chief of Staff 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 the 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 CFO or Chief of Staff approval and Superintendent approval. Requests for new accounts must be routed to the Education Finance Director. 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 Purchasing and Business Coordinator.

All funds raised must be submitted to the site Purchasing and Business Coordinator in accordance with the cash handling procedures. The Purchasing and Business Coordinator 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 Purchasing and Business Coordinator on a regular basis. The Purchasing and Business Coordinator will submit funds to the Education Finance Director.

**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 a Community 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 Acknowledgment Form
Salt River Pima-Maricopa Indian Community
Education Division

Education 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.

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I understand that as an employee of the Education Division 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 Education Division 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 Pima-Maricopa teachings in the curriculum and/or workplace of the Education Division 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 for the 2019-2020 school year. 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 Education 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.

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