

CHOLLA HIGH SCHOOL



Faculty Handbook

2017-2018

*2001 W. Starr Pass Boulevard
Tucson, Arizona 85713*

Mr. Frank Armenta
Ms. Cindy Shepard-Mady
Mr. Tariq Rasool
Ms. Cathy Adams

<http://cholla.tusd1.schooldesk.net/>



CHOLLA HIGH SCHOOL

CHOLLA PLEDGE

I am committed to making Cholla High School a great place to teach and learn. I know that my efforts to be successful impact others, just as their efforts impact me. To help all students and staff achieve success, I take personal responsibility to:

- ✓ Show Charger spirit with a proud and positive attitude.
- ✓ Show respect for every person I encounter at Cholla by communicating openly and honestly and by accepting that other people, with their differences, can also be right.
- ✓ Work collaboratively and professionally with colleagues to support each other's and Cholla's growth and success.
- ✓ Maintain high expectations for all students, believe that they can reach them, and support them along the way.
- ✓ Celebrate successes, large and small.

CHOLLA HIGH SCHOOL

Vision

“Charging Fearlessly Toward Academic and Personal Excellence”

Mission

Our commitment as Cholla Chargers is to:

- Take risks in learning and respect the learning of others
- Practice persistence
- Demonstrate responsibility
- Embrace international-mindedness
- Build leadership in ourselves and others

CHOLLA HIGH SCHOOL

Values are the attitudes, beliefs and commitments educators make in school.

- We value every student as an individual with the capacity to learn, improve and create both as an individual and as a community member.
- We value high expectations for students' success.
- We value classrooms as communities that foster respect, civility and service.
- We value honoring the differences among cultures, seeing diversity as a benefit and interacting knowledgeably and respectfully among a variety of cultural groups.
- We value cooperation and teamwork among teachers, administrators, parents and students in order to further student achievement and academic excellence.
- We value a safe, secure and clean school environment that supports learning and creativity.
- We value positive action (collaboration and professional development) based on data and research.
- We value making meaningful connections between learning tasks and life experience, providing clear pathways to continued education and work beyond Cholla High School.
- We value collaborative decisions that promote sustainable practices.

CHOLLA HIGH SCHOOL

TABLE OF CONTENTS

	<u>Located on Page #</u>
Accidents	8
Alarms	8
Announcements	8
Area Reservation Forms (ARFs)	9
Assemblies/Assembly Supervision	9
Attendance (Faculty)	9
Attendance (Students)	10
Burglaries/Vandalism	11
Bulletin Boards	11
Calendar	11
Call Slips	11
Campus Passes	11
Club Sponsors/Coaching Guidelines	11-12
Communication	12-13
Computers/Printers	13
Conferences (Parents)	13-14
Copies of Class Materials	14
Counseling Department	14-15
Credentials	15
Custodians	15
Department Chairs	16
Discipline with Dignity	16-17
Dismissal	17
Due Process for Students	17-18
Eligibility for Extracurricular Activities	18
Emergency Communication	18
Emergency Lesson Plans	18
Evacuation Information	18-19
Field Trip Travel Information	19
Final Exams	20
Finance Office	20
Grading Policy	20-21
Guest/Guest Speaker	22
Health Office	22

CHOLLA HIGH SCHOOL

Homework Policy	22
Keys	22
Lesson Plans/Unit Plans	22
Library	23
Line of Communication	23
Lockdown Procedures	23
Lost and Found	23
Lounge	24
Mailboxes	24
Mandatory Reporting of Crimes Against Minors	24-26
Parking Permits	26
Personal Information	27
Personal Leave	27
Positive Behavior Intervention Supports (PBIS)	27
Professional Development/PLCs	27-28
Report Cards/Progress Reports	28
Room Care	29
Schedule Changes	29-30
School Tax Credit Funds	30
Sign In/Out Log	30
Smoking	30
Special Events	30
Staff Dress Code	30-31
Student Aids	31
Student and Staff I.D. Policy	32
Student Suspensions	32
Supervision of Students	32
Syllabus	33
Tardy Awareness	33-35
Teacher Hub	35
Technology Devices	35
Telephone/Internet Usage	35
Tier 1 Interventions and MTSS	35-36
Valuables	36
Videos/Movies	36
Visitors	37
Voice Mail	37-39
Volunteers	40

CHOLLA HIGH SCHOOL

GOVERNING BOARD POLICIES AND REGULATIONS

All Cholla High School, rules and regulations abide by the Tucson Unified School District Governing Board Policies and Procedures. These policies and procedures can be found at the following web site: <http://www.tusd.k12.az.us/contents/govboard/gbpolreg.html>

In particular, please review the following policies, including all sub policies:

GBEBA: Dress Code for Employees

GBEA: Staff Ethics

GBEBB: Staff Conduct with Students

GBEBB-R: Additional Staff Conduct with Students

GBI: District and Staff Participation in Political Activities

GBGC-R1: Reporting Industrial Injuries or Illnesses

EJC: Technology Telecom Services

EJA: Acceptable Use of Technology Resources

IJOC-R: School Volunteers

IKA-R: Grading/Assessment Systems

JLF: Reporting Child Abuse/Child Protection

CHOLLA HIGH SCHOOL

10/10 RULE

There will be no student passes during the first OR last 10 minutes of every class, unless in case of an emergency. Please also attempt to limit any passes during 4th hour, as this is lunch time and can add to possible student conflict situations.

ACCIDENTS

If an accident should occur to you while teaching on school business, please report to the nurse's office at the earliest possible time even if you believe the injury is not serious. The nurse will complete an industry injury form. Notify your administrator. Report all on-the-job injuries or illnesses to the on-call nurse triage.

Call 1-888-252-4689, Press 2.

If a student under your supervision has an accident during the school day, an accident report must be filled out giving a detailed account of the circumstances and disposition of the case, including any property damage. Forms may be obtained from the nurse or can be completed online at <http://intranet/RiskMgt/sar.asp>.

All injuries occurring at school should be reported to the school nurse immediately after the injury occurs. The nurse will keep records of all reported injuries. It is only from these reports that the school may draw its information for reports to the insurance company. In cases where an injury could be of a serious nature, it is recommended that the faculty members concerned provide an escort for the student to the nurse's office. The principal and supervisor should also be notified on any serious injury.

ALARMS

All buildings are alarmed after business hours and on weekends. Teachers who need access to the campus during these times must make arrangements in advance with a site administrator. When entering an alarmed building, alarm must be turned off as soon as you enter. Contact School Safety at 584-7676 as soon as alarm is turned off. Before leaving campus, you **must ensure** that the campus is secure and alarms are re-activated.

ANNOUNCEMENTS

Announcements will air periodically during 2nd period for 2-3 minutes. Please be sure your students are courteous and attentive during this time.

If you wish to have an announcement made, please submit your information in writing to the Administrative Assistant for Activities and Operations at least two days prior to the announcement. Announcements will only be run for those days designated on the Announcement Request Form.

CHOLLA HIGH SCHOOL

AREA RESERVATION FORMS (ARFs)

Area Reservation Forms (ARFs) are available on the Teacher Hub and must be submitted any time there is a need to use an area on campus other than as a classroom during its regularly scheduled time. Should the request be for a group not including a CHS class, club, or team, the person must contact the district rental department. No unauthorized activities may occur on campus without permission.

ASSEMBLIES/ASSEMBLY SUPERVISION

Appropriate assemblies will be scheduled throughout the school year by administration and/or Student Council. **All teachers are expected** to attend school assemblies and sit with students in their seats. Student behavior at assemblies is positively impacted by our staff members sitting among the students. Teachers are to include this expectation as part of their lesson plan for a substitute when the teacher is absent from school.

ATTENDANCE (FACULTY)

CONTRACT TIME

Teachers must be on campus from 7:50 a.m. – 3:20 p.m. A teacher's contract time consists of all scheduled classes, a planning period, a professional learning community (PLC) period, and professional development responsibilities. Professional development responsibilities may be scheduled between 2:07 p.m. and 3:20 p.m. on Wednesdays. Please reference, TEA, Articles 9-1 through 9-12, "Normal Work Day."

PLANNED ABSENCES

An absence request form can be found on the district intranet. From the homepage, click Forms (on the right side column), and search Individual Time Off Request Form. Submit the form to your supervisor. If a teacher knows he/she will be absent, this form must be completed and submitted for approval prior to the absence. Once the supervisor signs the form, the employee will submit the form to the Office Manager. Substitute plans must be provided to the department chair or other designee 24 hours prior to a planned absence.

UNPLANNED ABSENCES

Teachers who need a substitute due to an emergency or illness must use Aesop prior to 7:00 a.m. If the emergency occurs after 7:00 a.m., the teacher needs to contact the staff assistant at 225-4006 or the Office Manager at 225-4004 to arrange for a substitute. **ALL ABSENCES, PLANNED OR UNPLANNED, REQUIRE LESSON PLANS.** Lesson plans MUST be provided for each course, including seating charts and other relevant information such as fire drill procedures, and emailed to BOTH the Office Manager and the Office Assistant no later than 7:00 a.m. on the day of the absence.

All teachers should provide an emergency lesson plan for each course to their department chair at the beginning of the school year in the case of situation in which a teacher is unable to send plans

CHOLLA HIGH SCHOOL

LEAVING CAMPUS DURING THE CONTRACT DAY

Teachers are required to sign in and out with the Office Manager or the Security Office if leaving campus during the contract day, regardless of the length of the leave. This expectation is for each staff members' own protection regarding liability and may not be avoided. If a teacher needs to leave early, he/she needs to notify the principal and supervisor in writing. Planning period is not free time; it is time to plan effective instruction that raises student achievement. Planning Periods and PLC Periods are designated to assist teachers with planning for effective instruction with the goal of raising student achievement. These periods should not be used for off-campus activities without permission.

ATTENDANCE (STUDENTS)

Student attendance records will be maintained electronically through Synergy. Teachers are responsible for entering attendance for each class period within the first 10 minutes of that class period – this includes attendance for teacher aides. **NO EXCEPTIONS.** The information in the system is the official documentation of student attendance required by the district and the state. Under no circumstances may students be permitted to enter attendance data. Students are to be marked absent if they arrive when more than 50% of the class period has passed. If a student enters the classroom after attendance has been submitted, the attendance must be corrected in Synergy. All teachers must keep a hard copy of a tardy log sign in form. If student attendance becomes a barrier to student success, teachers are expected to reach out to the student, parent/guardian, and the appropriate administrator. Please ensure that accurate attendance is kept at all times. With the Synergy system, parents will have the ability to check their child's attendance and grades at any time.

Office Staff

Attendance clerks and/or registrar will check attendance every period to ensure that each teacher has taken attendance and run a report at the end of each day. If attendance has not been taken in a class, an attendance clerk will email the teacher to remind the teacher to input attendance.

Substitutes

If there is going to be a substitute in a class, include in the lesson plan to have a student runner deliver the attendance roster to the attendance office within 10 minutes of the start of class. The attendance clerks will input the attendance for the substitute.

Rosters

Every student in the class must be in Synergy. If a student is not on the roster in Synergy, the student should be sent to the assigned counselor and teacher should follow up with an email to the counselor.

Students Leaving Early

Students who leave campus before the end of their regularly scheduled day must check out through the attendance office. The office will notify the classroom teacher to send the student to the office either by phone call, written pass, or a monitor. No student will leave with someone who is not on the emergency card on file in the nurse's office. If a non-employee adult or a student without an appropriate pass from the office comes to the classroom to take a student, teachers are to direct them back to the office.

CHOLLA HIGH SCHOOL

BURGLARIES/VANDALISM

Notify the Administrator of Facilities/Operations, 225-4012, immediately if there appears to be a break-in, theft, or vandalism. Check to determine if anything has been disturbed but do not touch any potential evidence until the area has been cleared. Please see Administrator of Facilities/Operations to complete a TUSD incident form. Reminder: the school district insurance does not cover any individual personal property.

BULLETIN BOARDS

Classroom bulletin boards can be an integral adjunct to classroom instruction and learning; however, any student work posted should not display grades. Teachers should consider frequent changes in order to showcase student work or updated information to reinforce classroom teaching.

CALENDAR

The district calendar, site PD calendar, and Athletics/Activities calendar will be posted on the school's web site and Teacher Hub. Teachers should reference the calendars regularly for updates regarding site events.

CALL SLIPS

At times, it is necessary to send a call slip for a student to report to an office. Teachers need to honor the call slip, mark the time the student leaves the classroom, and initial or sign the slip. All call slips will designate the location of the staff member requesting the student. Should a teacher question the validity of the call slip, the teacher is encouraged to call the office at 225-4000 to verify.

CAMPUS PASSES

It is vital to students to be in the classroom to receive instruction. In order to keep all students accounted for at all times, no student should be allowed to leave a classroom without an official pass during class time. Students without a pass will be required to return to class and have one issued. **Teachers are to utilize a sign in/out sheet for all passes to document when a student has left the classroom.** Teachers are encouraged to include a no hall pass policy for the first and last 10 minutes of each period in their course policies. Student aides are required to wear a Student Aide ID card outside of the classroom. Student Aide ID cards can be obtained from the finance office.

CLUB SPONSORS/COACHING GUIDELINES

Below are some guidelines for Club Sponsors and Coaches related to fundraising and other financial matters. On occasion there may be two or more organizations that attempt to raise funds at the same time. The guidelines outlined below are intended to make sure all sponsors have an equal opportunity to raise funds without conflict for their respective organizations.

CHOLLA HIGH SCHOOL

Fundraising

All fundraising efforts are coordinated through CHS Student Council. A **Fundraising Request Form** must be submitted for all fundraising efforts. Prior to scheduling a fundraising activity, sponsors must first check with the finance manager, Student Council, and the administrator overseeing Activities in order to ensure no other clubs/teams are scheduled for the same fundraising effort at the same time. During any given time, only one type of fundraiser will be allowed. For example, no 2 clubs/teams will be approved for a car wash on the same Saturday. Sales of discount cards, like VIP cards, must also be coordinated through the finance office.

Deposits for Single Large Events

When raising funds on campus through a single large event (e.g. dance, talent show, play), club sponsors will have the finance manager prepare a “cashbox.” All funds raised and the initial funds provided in the cashbox will be deposited in the vault at the end of the event by an administrator.

Deposits for Extended Fundraising Events

Funds raised over a period of days or weeks (e.g. candy sales, flower sales, discount cards) will be deposited with the finance manager on a **daily basis**. **NO** funds will be kept in the sponsor classroom. Money must be submitted to any administrator if finance personnel are unavailable.

Off Campus Fundraisers

Funds raised off campus (e.g. car wash) must be deposited with the finance manager on the next workday after the fundraising event.

COMMUNICATION

Please keep the principal informed of matters that require special attention. Frequent contact with students, parents, administration and other student specialty personnel is required and serves to benefit the child. Lines of communication must be kept open to all involved.

Email

Microsoft Outlook is an avenue to message important information and maintains open lines of communication. **Teachers are expected to read their email each day.** If a parent contacts a teacher through email, they are expected to respond within 24 hours. Proper, professional etiquette when communicating with parents is required. Email messages should be archived weekly to avoid mailboxes that are too full to accept new mail.

Please refer to Board Policy EJC
EJA – Acceptable Use of Technology Resources

Telephone

Parent contact is essential regarding student performance, attendance and behavior. Teachers must plan to make phone calls or send emails home to parents on at least a weekly basis and return parent messages within 24 hours. A teacher’s voicemail is expected to be set up, working and monitored daily. Please refer to the Teacher Hub for directions. Any contact home should be recorded on Synergy for reporting purposes.

CHOLLA HIGH SCHOOL

Synergy

Synergy is the most efficient avenue for parents and students to self-monitor grades and attendance. TUSD board policy indicates that teachers upload grades every week in order to maintain timely communication with families regarding student progress. Grades can be in the form of formative and summative assessments. A report on teacher uploads will be generated weekly for administrative review.

Parent-Teacher Conferences

Parent-Teacher Conferences present one of the few designated times throughout the school year for parents to visit our campus and meet all of their student's teachers in person. Bell schedules are adjusted during the week of conferences to balance a teacher's contracted hours. **All teachers are expected to attend conferences unless prior approval has been obtained by the principal for the absence.** Every effort should be made to ensure attendance at this event. The dates for the 16-17 school year are posted on the TUSD online calendar.

Please refer to TEA Article 9-1 through 9-12.

White/Chalk Boards

All teachers must post their daily objective in a location that is easily accessible to students, parents, and visiting guests. All teachers must have a daily board configuration posted in their classroom, complete with daily objective(s), agenda, vocabulary, essential question and formative/summative assessment (closure). Please notify administration if you need resources to accomplish this.

COMPUTERS

All computers and their components are numbered. Each teacher will have access to a desktop or a laptop. All pieces need to remain together – do not attempt to move any computers without permission. The same applies for the printers. The instructional technology technicians are of service to teachers and will help with any needs or problems. Teachers who need assistance need to submit a work order either by emailing TrackIt or calling 225-6333.

Please refer to EJ-R – Acceptable Use of Technology Resources.

CONFERENCES (PARENTS)

Parent conferences are the primary strategy used to communicate with our parents about a student's progress, needs, and concerns. It is used to as a team approach to ensure the success of the student. A teacher's input is important to building the relationship between the school and home.

Parent-teacher conferences are not optional. A teacher will be given appropriate notice prior to the conference and is expected to attend. If a teacher is unable to attend, the teacher must notify his/her supervisor of the conflict and provide an alternate meeting time. **Special education and 504 laws require that teachers must be present at conferences or provide input or no decisions can be made regarding the student's IEP.**

If a teacher chooses to hold an individual meeting with a student and parent(s), it should be conducted privately in a classroom or a conference room. Conference rooms may be reserved by completing an area reservation form. If a teacher desires another school official to be present, the teacher should contact a counselor, department chair, another teacher or an administrator to be present.

CHOLLA HIGH SCHOOL

Please refer to TEA Article 9-1 through 9-12.

COPIES OF CLASS MATERIALS

The Copy Room is located in the E-POD hallway wing. Teachers need to complete a copy request form and submit with the originals. Please plan appropriately and expect a 24 hour turn around. Poor planning is not an excuse for emergency copies and should not occur with regular frequency.

Fair Use Guidelines for Duplicating Copyright Materials

Books	One chapter may be copied for teacher use 1000 words or 10% may be copied for class
Encyclopedias	One story or article may be copied for teacher use
Anthologies	2500 words or one story may be copied for class use
Periodicals	One article may be copied for teacher use 2500 words or one article may be copied for class use
Charts, Cartoons	One per book may be copied for teacher use
Pictures	One per class may be copied for class use

COUNSELING DEPARTMENT

Cholla High's counselors organize and implement the guidance program with the support and assistance of teachers, administrators, students, parents, community members, and agencies. The components include:

- **The Guidance Curriculum:** delivered to all students through large group presentations, classroom presentations, small group guidance activities and interdisciplinary teaching. The curriculum is competency based and organized around three domains: Personal/Social, Academic/Educational, and Career/Occupational. Evaluation of student results is an integral part of instruction.
- **Individual Planning:** addresses personal/social issues as well as insures that all students graduate with a career/advanced educational plan.
- **Response Services:** attends to special needs through individual, crisis, and small group counseling, as well as through outside referrals and consultations.
- **System Support Teams:** along with other staff members, counselors maintain a comprehensive guidance program while meeting school and district responsibilities.

All guidance program goals are related to three developmental areas:

CHOLLA HIGH SCHOOL

1. Academic Achievement
2. Career Planning
3. Personal and Social Development

Accessibility

The counseling office is open from 7:55 a.m. – 3:20 p.m. Monday through Friday. Students requesting an appointment to see a counselor should come to the office before/after school, lunchtime, and only with a pass. To maintain instructional time, please do not send students to the counseling office during class time unless it is an emergency. At least one of the counselors will be available at all times to work with students on any emergency basis.

Counselors may also send call slips for students. Students should be sent at teacher convenience unless the slip is marked with an appointment time or marked as urgent. Counselors will mark a return time on the call slip when sending students back to class.

Counselor Assignments:

Counselors are assigned to specific groups of the alphabet. Please remember to send students to the appropriate counselor to expedite meeting times. Counselors are located in the Student Services department.

CREDENTIALS

All certified personnel are responsible for renewing teaching and other certificates along with maintaining a highly qualified status for the classes they teach. Be alert for expiration deadlines and renew certificates well in advance. It is a teacher's responsibility to take or send a copy of the certificate, with the Pima County Superintendent's signature, to the Human Resources Department.

All certified personnel are responsible for providing copies of the following items to the Office Manager by the first day of school:

1. Current state certification
2. Current state fingerprint clearance card
3. College transcripts
4. Highly qualified status form
5. CPR/First Aid cards

Highly qualified paperwork will be kept in the HQ binder located in the office of the Administrative Assistant of Athletics and Operations.

CUSTODIAN

Should anyone need a custodian, please email the appropriate administrator. Include detailed information such as location and type of service.

CHOLLA HIGH SCHOOL

DEPARTMENT CHAIRS

The role of the department chair is important and vital to the school. Department chairs serve on the Instructional Council team and are expected to attend the IC meetings that are held weekly. Teachers who serve as department chairs serve as a conduit to their colleagues along with:

- Assist administration in the development, implementation and monitoring of the curriculum
- Plan, develop, implement and model strategies that promote student success
- Facilitate professional growth within the department
- Advise administration in the selection and assignment of the teaching staff within the department
- Act as a resource person to teachers within the department
- Recommend budget and coordinate requisition procedures for the department
- Are responsible for the capital outlay process and inventories for the department
- Maintain an effective working relationship with other department chairpersons
- Analyze assessment data to ensure articulation and coordination of instructional goals and proper student placement
- Assist in ensuring that each teacher has an emergency lesson plan on file

DISCIPLINE WITH DIGNITY

Building positive relationships is vital in developing an effective positive classroom management plan. The classroom management plan must be taught, not just recited, to the students. A major task for teachers is to teach the students the rules, consequences, incentives, procedures, and routines of the classroom. Furthermore, the teacher must review, reinforce, reward, and re-teach the management plan as needed, prior to correction, in order to ensure success. The classroom management plan serves as the foundation for teaching curriculum and provides the framework from which the teacher can teach and students can learn.

1. **Level 1 behavior infractions need to be handled by classroom teachers.** Teachers should follow the PBIS/Classroom Management plan. Remember that Tier 1 interventions are a mandatory piece of this process.
2. Before referring a student to the MTSS Facilitator, teachers must have attempted behavior interventions. All interventions must be documented in Synergy. After several interventions and no improvement in student behavior, teacher should write a referral to the appropriate administrator. In emergency situations, call 225-4012 for a campus monitor. Students in extreme violation of classroom rules must never be sent out to an administrator without adult supervision as that places liability on the teacher.

School-wide Procedures and Norms

The Tucson Unified School District Student's Guide to Rights and Responsibilities in Grades K – 12 is in effect from portal to portal and at school events. Effective teachers spend a good deal of time the first weeks of the school year introducing and teaching the Rights and Responsibilities Guide as well as school procedures in detail. These procedures should be revisited throughout the year. Behavior must be taught, modeled, monitored, and re-taught.

CHOLLA HIGH SCHOOL

Guidelines for Discipline

The following guidelines should be used to establish norms and consequences. It is important to remember that students need to perceive that they are capable, can make meaningful contributions and influence what happens to them. The guidelines establish a good classroom climate and can effectively deal with minor issues that arise in class. These efforts must be documented in Synergy prior to sending a referral for a student.

- Classroom procedures and norms will be cooperatively established, reviewed, posted, and enforced. Well established procedures help eliminate wasted time.
- Conflict resolution and problem solving will be taught and utilized to solve conflicts. Class meetings are an excellent way to model interpersonal skills and the process of solving conflicts.
- Causes for misbehavior will be analyzed to facilitate prevention of behavior problems.
- It is important to help students respond to the limits and responsibilities of everyday living and adapt with flexibility and integrity. Natural and logical consequences are ways of helping students understand results of poor choices in a fair way.
- Students need to be treated with respect.
- Communication among students, staff and parents needs to be on-going.
- Support staff and teams need to be consulted as needed.
- Alternative approaches for dealing with child's misbehavior will be developed based on the analysis of causes as well as the effectiveness of previous approaches.
- If, after the teacher has attempted the above documented efforts including contact with the parents and the behavior still persists, the restorative process will be used, which may include a referral.

Teachers are encouraged to deal with behavior difficulties that occur with their students including contacting parents and creating a behavior plan for future reference. Administrators should never be the first persons to contact parents regarding misbehavior and conduct issues in the classroom.

In the case of a serious discipline issue (weapons, drugs, alcohol, fighting, vandalism, etc.), students should be escorted to the office immediately by a school monitor. In the case of a serious violation of the guidelines, do not allow students to go to the office alone.

DISMISSAL

Please refer to the bell schedule for dismissal times. Teachers are liable for the activities of students during the entire scheduled period; therefore, **teachers are not permitted to dismiss students early from class for lunch or any other reason.** The bell schedule is posted on the Teacher Hub.

DUE PROCESS FOR STUDENTS

Appropriate due process must include adequate notification and an opportunity for a fair hearing. Unless an emergency condition exists, due process will be provided prior to the imposition of any disciplinary action. One of the implications of procedural due process for students is the teacher must listen to the student's

CHOLLA HIGH SCHOOL

version of an incident even when the teacher observed the incident occur. To provide consequences without hearing the student's voice is a clear violation of his/her procedural due process rights.

Corrective action is to be taken only after an examination of facts and the nature of the corrective action must be reasonably related to the nature and circumstances of the violation(s). For teachers, due process requires that students must be informed of (1) classroom rules and (2) consequences for violating these rules. Questions related to student due process and appropriate disciplinary procedure should be directed to the appropriate administrator.

ELIGIBILITY FOR EXTRA CURRICULAR ACTIVITIES

In order for students to participate in extracurricular activities, students must meet all academic eligibility requirements.

- All students, including incoming freshmen, who participate in extracurricular activities, must be earning at least a "D" in every class at the end of each grading period, including progress reports.
- All students must be enrolled in six classes. Seniors must be enrolled in at least five classes.
- A student who receives an "F" at any grading period is ineligible.
- A student who receives an "I" at any grading period is ineligible. The student must complete all work within 10 school days at the beginning of the following grading period but eligibility once the grade is replaced with a passing grade is not guaranteed.
- The administrator for athletics, along with the Athletic Coordinator, will coordinate the eligibility process and reports to the coaches.

Teachers are encouraged to contact coaches of students who may be in danger of failing in order to receive extra assistance for student success in the classroom.

EMERGENCY COMMUNICATION

There is an emergency call button located in each classroom for emergency use. Staff may also call the security office at 225-4012 or the Office Manager at 225-4004.

EMERGENCY LESSON PLANS

Each teacher must prepare a set of emergency lesson plans to cover a minimum of two days. The plans are to be pertinent to the subject area but need not be sequential lessons. Instructions must be specific so they can be used as an alternative to a regular lesson. These lesson plans are to be filed with the office manager and the teacher's department chair no later than the second full week of school.

EVACUATION INFORMATION

1. All staff will be trained and provided with information and specific details. Information will be available in the public folder.
2. Fire drills will occur on a monthly basis per state law.
3. Faculty members are to supervise students at all times.
4. Students are not permitted to go to the restrooms during an evacuation.
5. Teachers are to turn off the lights and secure classroom doors upon leaving.
6. All teachers are to escort students from their classrooms to the designated assigned area.

CHOLLA HIGH SCHOOL

7. All staff members are to evacuate every time the fire alarms sounds in their assigned building, even if it occurs during a teacher's planning period.
8. Teachers and students may return to the buildings only when the all clear signals have been given.
9. Safety areas are:
 - Competition fields
 - Practice fields
 - Parking lots

Teachers should discuss the evacuation procedures frequently with students and practice with each class.

FIELD TRIP TRAVEL INFORMATION

Any teacher or staff member planning a field trip or school activity using school vans, school busses, city busses, walking or private transportation must secure a Student/Travel Transportation Request Form 953, a Released Time Form and any relevant district forms (dependent on the destination) from the Activities Office (Main 121) before the activity is approved. Teacher or staff members must be approved by the Activities Office and TUSD Risk Management.

After approval, please expect the following lead times:

- Private transportation, walking or city busses – TWO WEEKS
- Any local trips using school vans or busses – TWO WEEKS
- Out-of-city activity (must have regional approval) – SIX WEEKS
- Out-of-state activity (must have board approval) – TWO MONTHS

Field Trip Procedures

All field trip requests must be cleared through the Assistant Principal for Activities.

1. The teacher must have clearance in writing from the parent before he/she can take the student on the field trip. Forms 180 (Permission for Child to Participate in School Excursions) and 951 (Authorization to Consent to Treatment of Minor) must be used for every field trip. Form 179 (Provisions for Transportation and Supervision for Children on School Excursions) must be filled out by the driver of a private vehicle (volunteer driver). Other forms, such as the 953 and Release Time form, may also be required.
2. Teacher will distribute and collect all required forms (180 and 951) from each student at least one week in advance of the field trip. Teachers should keep all forms on file for own protection.
3. Teacher must submit an alphabetical list of those attending, with matriculation numbers, to the Office of Activities and the Attendance Office no later than noon the day before the field trip. Only list those students who have completed and turned in the required forms. The Office of Activities will then email the staff to notify teachers of the absence with a statement that make up work is expected.
4. The teacher will be required to make supervision arrangements for the students not attending the field trip. Students will need to be informed of where they are to report during the class time. In addition, students will need to be informed they are to attend all of their other classes.
5. If a student does not report on time and misses the field trip, the student should report to the Attendance Office to correct their status and then attend all of their classes.
6. Upon return to the school, the teacher needs to verify the students who participated in the field trip and those that did not show with the Attendance Office.

All forms need to be filled out completely and submitted on time.

CHOLLA HIGH SCHOOL

FINAL EXAMS

Teachers need to submit a copy of the final exam and answer key for each course taught to the Office of Teaching and Learning before final exams are given in either December or May. Please see Teacher Hub for exam schedule.

FINANCE OFFICE

The Finance Office will handle all collection and distribution of monies. **Under no circumstances are teachers to sell materials to students.** Students and parents will make all payments to the finance office and will be given a receipt for verification of any payment or purchase.

Teachers are encouraged to make an appointment with the finance manager when needing to bring a class to the office to issue books. Students needing to go to the finance office on an individual basis are encouraged to go during lunch time and after school.

GRADING POLICY

The subject grade should be based upon student mastery of the content of the course. The teacher will establish a reasonable standard for average achievement in each of the subjects. If at any time the teacher is in doubt that this standard is too high or too low, the teacher should discuss the matter with the department chair.

The teacher will establish a uniform system of grading. This system is based upon attainment of what the teacher requires. Content of the course shall be set up to be measured by numerical percentages which are then transferred to letter or numerical equivalents. The follow scale will serve as a guide for the distribution of grades but reasonable alternative letter grades may be approved at the district level:

Letter Grade Scale		Numerical Scale
90 – 100	A	4
80 – 89	B	3
70 – 79	C	2
60 – 69	D	1
Below 60	F	0

The following should be observed in implementing a grading system:

- The grading system should be consistent within the class for the entire year.
- The students should understand the system thoroughly, such as the content on which the grade for the course depends, the weight attached to various phases of the material, the manner in which the grade is devised, and the meaning of the final grade which is sent home as a report to the parent.
- If a teacher from year to year consistently promotes classes with predominantly high or low scores for the majority of the pupils in each class, then such practice causes parental and pupil difficulties for the succeeding teacher. If a teacher consistently finds the grades high or low for a large percent of the class, then the teacher should evaluate their established standards of average achievement on grading.
- **NOTE: Conduct and other non-academic factors may not be included in the academic grade.** See governing board policy regarding academic grades.

CHOLLA HIGH SCHOOL

- Pass/Fail (P or F) grades are used only for student aides and for students with an IEP that so indicates. No Grade (NG) is only for new students enrolled for fewer than ten days without a transfer grade. Incomplete (I) can be used with supervisor permission.

Grades are cumulative throughout the semester. The progress and quarter grades should reflect where the student actually stands relative to the final semester grade. The semester grade is not the average of the two quarter grades; rather, it should be based on the total semester percentage plus a final exam.

Grade Entries

A minimum of two grades will be collected each week. The type of grades could be formative or summative.

- Formative: a score which provides information to be used as feedback to modify the teaching and learning activities in which students are engaged
- Summative: a score which represents a teacher's evaluation of student learning

Please refer to Board Policy IKA-R - Grading/Assessment Systems.

Honor Roll Policy

Honor Roll status is a 3.50 on a 4.00 grading scale for students in 6th – 12th grade.

Transfer Grade

Sometimes it is necessary for a student to receive a schedule change. Students may change into an existing course within the same subject area. If a grade is established in the course prior to the change, the established grade will transfer to the new course selected until the subsequent grades can be earned to replace the transfer grade. The new teacher may administer an assessment in order for the student to demonstrate competency in the content standards to date.

When students enroll at CHS from another school, they should be graded on work assigned once they enter the class. When the transfer grades are received from the previous school or teacher, the registrar will forward the grades to the teachers and the grades should be included in the new average. If a student arrives with no transfer grades, teachers are urged to identify the key standards that have been taught and require students to show mastery of those standards. It is not necessary to have students make up every assignment prior to their enrollment.

Accurate Record Keeping in Synergy

In order to improve our organizational efficiency and to support our district initiatives, CHS needs the cooperation of all teachers. Therefore, it will be a requirement of all teachers to maintain accurate records in Synergy and upload grades weekly. As a result, CHS will be able to provide weekly reports on the academic achievement of all students. This focus on student achievement is necessary for:

- Providing current information to families who monitor their child's progress through Synergy
- Providing support for all students as they interact with their teacher during conference period
- Monitoring the progress of seniors toward graduation
- Maintaining a focus on academic achievement for all members of the school community
- Monitoring progress for athletic eligibility
-

CHOLLA HIGH SCHOOL

GUEST/GUEST SPEAKERS

Guests and guest speakers need to be approved in advance by the supervising administrator. Teachers must provide Governing Board Policy IMC (found online) to all guests prior to the visit. Teachers should contact the security office at 225-4004 the day before the guest or guest speaker arrives at school so campus monitors at the booths are notified. All guests and guest speakers must sign in at the Office Manager's office to be issued a guest pass. It is recommended the teacher have a student waiting at the office to escort the guest to the classroom.

HEALTH OFFICE

A full time nurse, a part time nurse and a full time health assistant staff the nurse's office during the school day. The Nurse's office will distribute Nurse Passes at the start of the school year. Students should be sent only with this pass from the responsible teacher to the nurse's office from class. If an emergency situation occurs, staff members should call security at 225-4012 and request specific assistance.

HOMEWORK

Recognizing that the education of children is a cooperative enterprise between the home and the school, the Governing Board values the assignment of homework as an integral part of the learning process. Therefore, every school will develop homework procedures and expectations consistent with the following guidelines:

- The type and amount of homework to be assigned should be appropriate to students' grade level and general level of ability.
- Homework assignments should be specific and have clearly understood expectations.
- Homework should generally be used to introduce, reinforce, or expand what is taught in the classroom.

KEYS

Keys must be acquired by obtaining a key slip from the Office Manager and collecting keys from Key Control. Keys are limited to the classrooms and buildings that are a part of a teacher's work assignment. Keys to gates and other buildings may be checked out on a temporary basis with administrative approval.

Notify an administrator of lost keys immediately. Under district policy, there will be a fee charged for lost keys.

AT NO TIME SHOULD STUDENTS BE ALLOWED TO HANDLE KEYS AND UNDER NO CIRCUMSTANCES ARE KEYS TO BE DUPLICATED.

Please refer to Board Policy ECA-R - Key Control Program.

LESSON PLANS/UNIT PLANS

Teachers are expected to have written lesson plans and unit plans available and visible upon request of site or district administration. It is recommended that lesson plans for formal observations be written using the Danielson Framework template that can be found online or on the Teacher Hub. Lesson plan templates with all components may vary with the individual teacher's preference. There are several examples on the Teacher Hub.

CHOLLA HIGH SCHOOL

LIBRARY

The library is open 8:00 a.m. – 3:20 p.m. Monday through Friday with the exception of Professional Development times. During school hours, students must either be with their teacher or have a pass written specifically to the library. Sending students to work individually in the library should be minimal and used sparingly as they should be attending class and receiving instruction.

Planning for Classes in the Library

Successful learning experiences in the library are dependent on planning and preparation with the librarian. In order to avoid conflict and overcrowding, staff must sign up with the librarian for class time. This will guarantee equal access to reference resources, fiction and non-fiction books, magazines, computers, etc. **Substitute teachers should not bring classes to the library.** Please respect the library as a classroom resource.

The library exists to serve staff and student needs. Please utilize it as a resource. The librarian is available to assist with designing/teaching of lessons based on your alignment of objectives to the library's collection and technology resources.

LINE OF COMMUNICATION

If the principal is absent, please refer to the immediate supervisor. Should either be unavailable, refer to the Office Manager for the name of the person who has been placed as principal designee.

LOCKDOWN PROCEDURES

When the alarm sounds, all teachers and staff members are expected to comply with the following procedures:

- STOP instruction.
- Secure and lock all doors and windows. If there are any students in the hallways, immediately get them into the classroom/office.
- Cover classroom/office door windows and turn off lights.
- Within the classroom, move students to a location outside of the line-of-site of the doors or windows.
- Remain quiet.
- Do not allow students to use school or cellular phones.
- Check emails for updates periodically.
- Do not open doors until the "all-clear" announcement comes from an administrator.

LOST AND FOUND

The Lost and Found service is located in the Finance Office.

CHOLLA HIGH SCHOOL

LOUNGE/OFFICE AREAS

Lounges are a place for employees to relax and enjoy the company of others. It is the responsibility of those who use the lounge to take care of the area. Everyone is expected to clean up after themselves. Dishes are not to be left in sinks. Wipe spills out of the microwaves. The refrigerator should be checked for any food that is old. No one should take any food item that belongs to someone else. All food items and utensils should be labeled with the person's name.

MAILBOXES

Each teacher is provided with a mailbox located in the mail area of the administrative office. Teachers will be assigned a mailbox by the Office Manager and are expected to check the mailbox for messages once a day. Messages that require immediate responses will be delivered or emailed directly to the teacher. Teachers should collect their own mail as the mailroom is off limits to students. In addition, sending a student down to collect mail is not appropriate as there could be confidential information about a student in the mailbox.

MANDATORY REPORTING OF CRIMES AGAINST MINORS

Mandatory Reporting (A.R.S. 13-3620)

Statutory Obligation

...any person having responsibility for the care or treatment of children whose observation or examination of any minor discloses **reasonable grounds** to believe that a minor is or has been the victim of injury ...abuse ...molestation ...neglect ...exploitation ...shall immediately report or cause reports to be made...to a Peace Officer or CPS...except when the abuser is known to be someone **other than** a parent, guardian, or custodian the report shall be made to law enforcement only...failure to report (sexual abuse) can be punishable as a felony offense.

When to Suspect

- Observation:
 - Physical indicators can include but are not limited to bruising, cuts, burns, fractures, injuries to genitalia, suspicious marks, recurring lice, persistent hygiene issues, malnourishment, sexually transmitted diseases, and pregnancy.
 - Emotional indicators can include but are not limited to violence, sexual aggression/promiscuity, self-stimulation, disruptive outbursts, distracted behavior, self-mutilation, alcohol and drug abuse, animal cruelty, arson, and bedwetting.
- Listening:
 - Third party disclosure occurs when someone hears of an abusive situation from another who has heard about it or observed the situation directly.
 - First hand disclosure occurs when the victim discloses the abuse or neglectful situation.
 -

What does Reasonable Grounds (Suspicion) Mean?

Reasonable suspicion means that because of what a person has seen or heard, it is possible that abuse may explain the child's current condition. Reasonable suspicion does not require expanded proof or evidence. **REASONABLE SUSPICION IS ALL THAT IS NEEDED TO MAKE A REPORT.**

CHOLLA HIGH SCHOOL

How to File a Report

If the concern involves an emergency situation, contact the School Resource Officer immediately to begin evaluating the situation. Law enforcement officers are required to ensure the safety of the child and therefore offer several critical questions:

Can the child go home? Who is the perpetrator? Does the child have someone who will protect him/her?

For all child abuse and neglect reports, contact DCS (formerly CPS) at 1-888-SOS-CHILD or for non-emergency situations, the website <https://dcs.az.gov/services/suspect-abuse-report-it-now> can be used to file a report.

FAQs:

Should the parents be called? NO

Can law enforcement and DCS interview a child on campus without our presence? YES

Should offices be made available to law enforcement and DCS to conduct student interview? YES

Should school officials talk to the child to determine if the report is a valid abuse situation? NO

When should a report be filed? IMMEDIATELY

Who should file the report? PERSON WHO RECEIVED THE INFORMATION

Is the person who files a report liable for the report? NO

Statutory Defenses to Sexual Conduct with a Minor

A.R.S. 13-1404

A.R.S. 13-1405

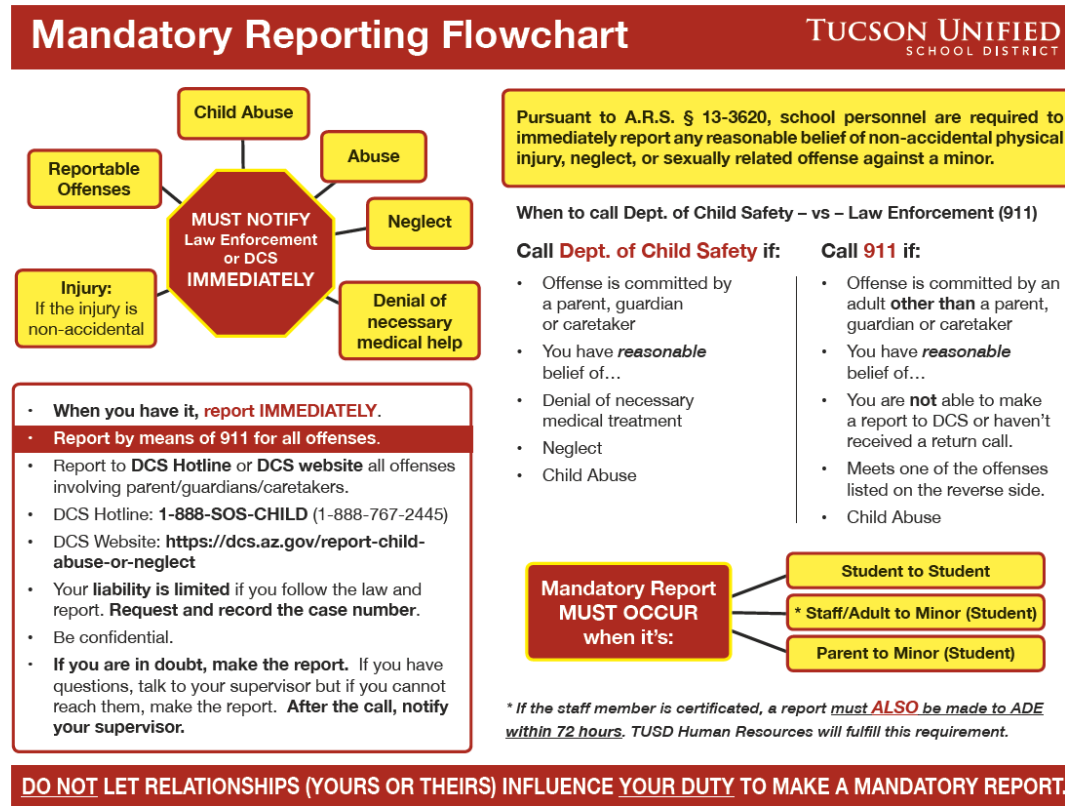
A.R.S. 13-1407

A.R.S. 13-3620

Please refer to Board Policies GBEA, GBEB, JLF-R, and JLF-E for additional information.

CHOLLA HIGH SCHOOL

Tucson Unified School District Mandatory Reporting Flowchart



PARKING PERMITS

Staff parking is available in two different lots: the middle lot off Starr Pass Boulevard and the lot behind the Commons Building off of La Cholla Boulevard. All staff members must register their vehicle with the Finance Office. As this is a closed campus, all gates must be locked to ensure safety for our staff and students. Each staff member will be issued an orange parking permit to hang from their rear view mirror. Registration of vehicles should take place prior to the completion of the second week of school in August. Following this process allows our security team to ensure that all visitors and staff members have been correctly identified.

CHOLLA HIGH SCHOOL

PERSONAL INFORMATION

It is important to have up-to-date information for all school personnel in case of an emergency. If there is a change in your address, phone number or emergency contact, notify the Office Manager of the correction. This information is confidential and will not be shared.

PERSONAL LEAVE

Requests for personal leave should be submitted on the official district form (found online) at least three days in advance except in case of an emergency. **Personal day requests may be granted on all days of the school year except for the day before or immediately following a legal holiday, school vacation period, school recess, on in-service days of parent/teacher conferences, or during the first or last week of the school year.** The supervising administrator must approve all personal leave requests.

POSITIVE BEHAVIOR INTERVENTION SUPPORT (PBIS)

One of the foremost advances in school-wide discipline is the emphasis on school-wide systems of support that include strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments. Instead of using individual behavioral management plans, a continuum of positive behavior support for all students within a school is implemented in areas including the classroom and non-classroom settings. Positive Behavior Support is an application of a behaviorally-based systems approach to enhance the capacity of schools, families, and communities to design effective environments that improve lifestyle results for all children and youth by making targeted behaviors less effective, efficient, and relevant, and desired behavior more functional. We will continue to support our PBIS initiative through the PBIS team and classroom matrix. The PBIS matrix is available on the Teacher Hub.

PROFESSIONAL DEVELOPMENT/PROFESSIONAL LEARNING COMMUNITIES (PLC)

Smaller PLC meetings will generally be held three times per week:

- Professional Learning Communities (PLC): PLC Workshops will be held in the library on a scheduled basis. All teachers must attend their designated PLC period. Smaller PLC meetings will also take place in smaller PLC groups during the designated PLC period. Sign-in sheets for PLC Workshops are collected by the Assistant Principal for Teaching & Learning, while smaller PLC sign-in sheets will be collected by group leaders.
- Professional Development: PD is scheduled for each Wednesday from 2:07 – 3:20 pm. Attendance is required unless otherwise excused per administration.

All faculty members are expected to attend on time as meetings are conducted during the contracted schedule day. Members not attending must contact their appropriate supervisor and the Office Manager to submit for time off.

PLC Workshops and PD Wednesdays are mandated events that are part of the contract day. You are required to participate in your designated PLC periods and also the PD time from **2:07 to 3:20 p.m. on Wednesdays**. You are accountable for your attendance in PLC to school administration, the district, but more importantly to each other. The norms and protocols you develop with your colleagues are the common values that you share about collaboration within and commitment to each other. It is imperative to build trust and respect among your colleagues by being on time to meetings and committing to meaningful collaboration during that one hour. Tutoring, parent meetings, etc. should not be scheduled during this time. PD is not to be used to work independently in your classrooms and/or for grading, but for collaborative work toward district and site goals.

CHOLLA HIGH SCHOOL

By signing in, you are reporting that you attended PD and PLC Workshops and therefore will receive 1 hour of recertification for Wednesdays and 45 minutes on PLC Workshop days as well as credit toward receiving 301 monies. One full hour of attendance in PD equals one hour of recertification.

It is imperative you sign in each PLC session. Sign in sheets will not be accepted by the Office of Instruction if they are older than 2 weeks so as to keep information in the Portal current for district central office. It is recommended that you keep track of your attendance. This collaborative time with your colleagues is vital. Minimizing personal absences strengthens the school community as a whole.

Please prioritize the time allotted for this valuable collaboration time – it matters to students!

REPORT CARDS/PROGRESS REPORTS

Report cards are mailed home every 4 ½ weeks throughout the school year. Their primary purpose is to inform parents of students' academic status at that juncture and provide the opportunity for parents to intervene if a student is failing or in danger of failing. However, it is expected that **teachers will contact parents in between these formal reports whenever a student's academic performance, behavior or attendance warrants such contact.** Teachers should document all parent contacts in Synergy. A report card or progress report should never be the primary notice a parent and/or student receives regarding academic progress, attendance or behavior, especially if a student is at risk for failure.

For quarter and semester reports: After a teacher submits grades in Synergy, the teacher needs to contact the registrar to request a verification report. Teachers need to compare their verification reports with the grade book and make corrections in Synergy and the report if needed. The teacher will sign the verification report once it is reviewed. The teacher's grade book must accurately represent the grades of the students and the grading scale.

All teachers will upload grades in Synergy and update them weekly.

Things to be aware of when completing progress reports/grades:

- If a student is in danger of failing and the student is given a D or F grade, at least one comment must be included in order to provide the parent with additional information on the causes for their student's lack of progress.
- If a student is found to be failing between progress reports and it was not indicated on the previous progress report, the teacher must contact the parent as soon as possible and keep documentation of contacts in all cases in Synergy.
- Teachers should compile and reflect on their grade distribution data for each formal reporting period.

Teachers must use Synergy and provide a hard copy of their grade book at the end of the school year for each semester to the Curriculum Administrator.

No students, including student aides, are to record grade or attendance information online or in a record book. It is a violation for an education institution or its employees to share student information with another student.

Please refer to the schedule on the Teacher Hub for planned grading days. Progress grading windows will be sent out to all staff when they become available.

CHOLLA HIGH SCHOOL

ROOM CARE

A safe, clean, organized and educational classroom environment needs to be maintained on a continuous basis.

Daily

At the end of each day, all items must be picked up from the floor. This enables the custodian to properly clean floors. Students should be responsible for their classroom environment at the end of each period.

Weekly

Computers should be dusted on a weekly basis. Counters and bookcases should be dusted and straightened.

All classroom materials need to be organized in a manner that promotes health, safety and independence for students. Cords must be taped down or placed in safe places. Boxes on high shelves must not protrude over edges or stacked on one another in an unsafe manner.

Bulletin boards need to reflect the current component of any year-long theme or current studies. Displays should be changed regularly. Visual displays should be well done and easily read and visible for students to see. High quality displays encourage students to do their personal best. Visitors form impressions on what they see so it is important that they accurately judge the quality of CHS programs.

Teachers need to notify the Facilities Assistant Principal of any unsafe conditions or items that need repair. The office will complete the work order and call the appropriate person/department for repairs.

All staff members are asked to enforce the campus policy of **NO FOOD OR DRINK IN THE CLASSROOMS**. Bottled water is the only exception.

Due to room sharing, please be cognizant of your colleagues and limit your personal artifacts.

SCHEDULE CHANGES

Guidelines for Scheduling

A regular program at CHS consists of seven courses for all students. Students in the 11th grade may petition for a reduced schedule down to six courses and students in the 12th grade may petition down to five courses. A petition for a reduced schedule would be granted based on need and must have the approval of the parent/guardian and the Administrator overseeing Student Services. In addition, all classes must be scheduled consecutively and students must be on track for graduation.

Guidelines for Schedule Changes

Upon completion of registration, no schedule changes will be made unless the request falls in one of the following categories:

1. Changes necessary to satisfy graduation requirements.
2. Doctor's request.
3. An error in registration or an incomplete registration.

CHOLLA HIGH SCHOOL

4. Completion of a course in summer school or correspondence.

SCHOOL TAX CREDIT FUNDS

General Information

Arizona Revised Statute allows taxpayers a credit for contributions made to public schools in the state for the support of extracurricular activities. Taxpayers who file a tax return as a single or head of household are eligible to receive a tax credit up to \$200 and married couples filing a joint return are eligible to receive a tax credit up to \$400. See Finance Manager for further details.

Participation Fees

All clubs and extracurricular activities that are recipients of tax credit money must charge a fee for participation. The fee can be as little as \$1.00 and it is at the discretion of the sponsor as to whether or not to waive the fee. Student participation fees are to be paid directly to the finance office and will be credited to the respective club/team account. See Finance Manager for further details.

SIGN IN/OUT LOG (Leaving Campus)

Off-Campus log books for certified and classified staff are located with the Office Manager in the Principal's Office. All staff must sign out when leaving campus during the school day and sign in upon returning whether on school or personal business. In the event of an emergency, it is important that we know who is actually on campus.

SMOKING

Smoking is prohibited anywhere on campus by state law and district policy GBED.

SPECIAL EVENTS

An Area Request Form (ARF) must be completed for any campus facilities use. The purpose of the request form is to ensure availability of the desired space and logistical support. Some events are done in conjunction with or as part of a fundraising effort. If this is the case, the sponsor must coordinate with the Finance Manager and submit a Fundraising Request Form. Area Reservation Requests may be obtained from the Administrative Secretary of Athletics and Operations.

No staff member is to utilize the campus without prior authorization.

STAFF DRESS CODE

The Governing Board believes that all employees should dress in a professional manner, setting an example for workplace attire for the students TUSD serves. The Governing Board recognizes that "professional" work attire will vary depending on the position held by individuals. Employees should wear attire suitable for the type of work they perform.

CHOLLA HIGH SCHOOL

Attire shall be considered professionally appropriate if it does not disrupt the educational or workplace environment. While individual style will be recognized, there are minimum standards of grooming and attire to which employees must abide. All employees will comply with the minimum standards established for students not subject to a standardized dress code (uniforms). Please review board policy GBEBA.

Minimum Standards

- All employees shall be neat and clean when reporting to work.
- Clothing shall be free from frays, holes, or tears and should not expose undergarments, buttocks, chests or midriffs.
- Clothing and exposed body art shall be free from
 - Profanity
 - Obscene gestures
 - Sexually graphic pictures
 - Supportive references to alcohol, cigarettes, drugs or sexual activity
 - Messages degrading others on the basis of race, color, religion, ancestry, national origin, gender, sexual orientation or disability.
- No gang related apparel or items are permitted.
- Dresses, skirts, and shorts should be mid-thigh or longer.
- Caps, hats, and sunglasses may be worn outside only.
- Shoes or sandals must be worn. Rubber/plastic flip-flops are not considered to be sandals.
- All employees will abide by all health and safety rules relating to their specific assignment. (Example: hairnets for food services workers or close-toed shoes for custodial staff). Please review board policy GBEBA.

The Governing Board recognizes all employees enjoy full rights of citizenship and liberty as guaranteed by the Constitution of the United States and Arizona. However, individual freedom of expression of employees must be balanced with the impressionability of students. Accordingly,

- Religious symbols or emblems are permissible as long as they do not proselytize or disparage religion, and
- Clothing should be free of non-neutral political messages. ("VOTE" is permissible; "VOTE for JONES" is not)

Please reference A.R.S. 15-511.

STUDENT AIDES

Requests for student aides can be initiated by a teacher or a student may request to be a teacher's aide. Student aides fulfill tasks such as filing, duplicating, equipment management and organizing materials. They may **not** enter grades or absences into the system or do any type of work that gives them private information about other students. Student aides receive elective credit and are to be issued a P (pass) or F (fail) grade. Teachers are responsible for the students assigned to them for the student assistant period. Teachers may not have more than one student aide per period. Teachers Aides must obtain a teacher's aide ID card from the Finance Office. It is the responsibility of the teacher to ensure that teacher aides are properly supervised and accountable at all times.

CHOLLA HIGH SCHOOL

STUDENT AND STAFF I.D. POLICY

At Cholla High School, providing a SAFE and ORDERLY learning environment is our number one priority. All faculty and support staff SHALL wear I.D.s at all times on campus. Having all people wear I.D.s on campus provides instant identification of personnel and students. Most important, wearing school I.D.s provides accountability and identification to Tucson Police Department and Rescue services in case of a crisis situation.

Please note:

1. I.D.s may not be defaced or altered in any way.
2. The first I.D. of each school year is provided free of charge. Students who lose their I.D. may get a replacement from the Finance Office at a \$3.00 cost.

STUDENT SUSPENSIONS

Make Up Work during student suspensions

Should a student be placed on suspension, a homework request form and progress report will be placed in the appropriate teachers' mailbox indicating the length of time for suspension pending a hearing, if needed. Per Governing Board policy, teachers must provide suspended students the opportunity to make up all work. Hard copies of assignments must be turned in to the suspending administrator's secretary within 24 hours. In addition, teachers may need to provide ongoing makeup work as work is submitted by the suspended student.

If the suspension is for 10 or more days, the district policy is to temporarily withdraw the student from the school until he/she returns. **DO NOT ASSUME THE STUDENT IS NOT RETURNING – TEACHERS STILL NEED TO PROVIDE ALL WORK TO THE ADMINISTRATIVE SECRETARIES.**

SUPERVISION OF STUDENTS

Teachers may never leave students unattended without making provisions with another responsible adult for their supervision. Staff members should always be the "first to arrive" and "last to leave" classroom, on field trips, and other extracurricular and co-curricular activities. Potentially dangerous activities either in the classroom, on campus, or at any other school-related activity may not be permitted by staff. All doors to classrooms or offices should be locked when rooms are not in use. All employees are expected to observe and maintain professional boundaries between themselves and students. A violation of professional boundaries will be regarded as a form of misconduct in violation of Governing Board Policy GBEBB, and may result in disciplinary action.

SYLLABUS

Teachers need to submit a copy of the syllabus for each course taught to the appropriate supervising administrator no later than the day before the first day of school. The syllabus may be emailed or printed. It is highly recommended that teachers include a signature form requesting receipt of syllabus along with best contact information from parents (phone and email). The syllabus should include the following sections of information:

- **Course Description/Overview**
 - Prerequisites
 - Welcome statement
- Purpose(s)/goal(s) of course

CHOLLA HIGH SCHOOL

- **Course Content**
 - Topics/themes/areas of study
 - Skills/objectives
 - Reading/writing requirements
 - Course calendar/schedule outline
- **Course Materials**
 - Textbooks
 - General supplies (e.g., pencils/pens, paper)
 - Calculators
 - Lab equipment
 - Mathematical tools (e.g., ruler, compass, protractor)
- **Course Policies**
 - Attendance/absences/tardiness
 - Make-up work/late work
 - Classroom rules/expectations
 - Disciplinary policy
 - Passes
 - Homework policy
- **Grading Policy/Assessment**
 - Grading scale
 - Point value of items graded
 - Calculation of grades
- **Course Procedures**
 - Extra credit
 - Types of assessments
 - Common assessment
 - Retesting
 - Progress reports
- **Course Procedures**
 - Course format/pacing
 - Work requirements
 - Labs/group work
 - Notebook/binders
 - Parent-student signature or contracts
- **Personal Statement**
 - Words of wisdom
 - Pedagogical assumptions
- **Additional Information**
 - Contact information
 - School-related opportunities
 - Extra help

TARDY AWARENESS

Conduct and other non-academic factors, such as tardies, may **not** be included in the academic grade; however, tardies can affect academic grades of activities that occur within the beginning stages of the class period (such as bell work activities, etc.).

Academic Philosophy

Cholla High School believes academic success is achieved by students making the most of instructional time and attending class on a regular basis. Research supports students who attend class regularly and punctually, leads to an effective learning environment and increased student achievement. Punctuality is a basic expectation of student responsibility, yet it is important that all stakeholders understand their role in tardy awareness so that we can make a collaborative effort to ensure students arrive to class on time ready to learn.

CHOLLA HIGH SCHOOL

Four Essential Parts to Cholla High School Tardy Awareness

- 1) Participation of all stakeholders involved in **awareness** (Teacher, Admin, Counselor, Multi-tier Support System Facilitator (MTSS), Campus Security Staff, Students, and Parents)
- 2) Consistent **enforcement** of the tardy recommendations by all staff
- 3) **Interventions** and consequences as deterrents for chronic tardiness
- 4) **Monitoring** of data to measure effectiveness of tardy awareness

Role/responsibility

Administrators - provide support to teachers, counselors and resource staff and resource staff by monitoring data and assigning the appropriate discipline and/or interventions in support of student responsibility appropriate discipline and accountability

MTSS Facilitator- through the use of restorative approaches, the MTSS conferences with students and assists them in accepting responsibility while working on solutions to learning barriers

Counselors- to work with resource staff and conference with students to discuss chronic tardies and help make parent contact to inform of further consequences

Campus Security Team- supervise and patrol the campus, control/usher student traffic, and assist students in getting to class on time with warning of tardy bell

Teachers - visible by greeting students as they enter classroom while announcing to other students in the hallway to get to class on time. Remember to take roll consistently and daily, model expectation of punctuality by being on time, use appropriate passes for students to leave class or when he/she is tardy from your class

Students- will be punctual to each class daily

Parents- support and encourage their child to arrive to school and class on time.

Everyone plays a vital role in enforcing tardy awareness.

Reminders:

- Encourage students to use passing periods for non-emergency issues.
- Do not issue any passes the first or last 10 minutes of class unless it is an emergency.
- Tardies will be calculated for each individual class period per semester.
- Do not allow students to remain in your classroom if they are not on your roster. This creates record keeping issues for other teachers.

CHOLLA HIGH SCHOOL

- Academic grades cannot be affected by tardies; assignments affected by student tardiness can be affected (i.e. missing a portion of notes, guided practice, quiz/test questions, etc.).
- Please use a valid hall pass with your name on it. Scraps of paper are not acceptable.

TEACHER HUB

Cholla High School's website has a link that is designated for Cholla teachers. The "Teacher Hub" provides instructional and site resources for teachers to access.

TECHNOLOGY DEVICES

Technology devices can be an enormous distraction in classrooms; however, they can also serve as a fantastic instructional tool. The approach to technology devices that are not serving as an instructional resource is only as effective as the follow through with the procedures that have been set. Administration asks that a student with a technology device that is used, seen, or heard in the classroom without permission is addressed by teachers appropriately. Administration appreciates the diligence of teachers in enforcing policies that have been designed for the best interest of students' right to learn and teachers' right to teach. Teachers are not authorized to review contents of student cell phones at any time. Please reference board policy EGA.

Strike One: Warning. (Put it away).

Strike Two: Teacher keeps phone until period ends.

Strike Three: Teacher confiscates phone and turns it into administration.

TELEPHONE AND INTERNET USAGE

Telephones

Classroom telephones are placed for teacher instructional convenience, safety and personal use. Most phones are limited to local calls. For technical assistance with telephones, submit a TrackIt request.

Internet Appropriate Use and Internet Monitoring

Due to the ever growing magnitude of the Internet and the vast amounts of information that can be found on the Internet, good and bad, the district may monitor the usage of the Internet by its computer users. This is a proactive effort to insure the safety of our students and employees. Staff members are discouraged to share personal log in and password with another employee. Please reference board policy EJA – Acceptable Use of Technology Resources

TIER 1 INTERVENTIONS AND MULTI-TIERED SUPPORT SYSTEM

The classroom is the teacher's responsibility. To assist the school community with effective procedures, teachers are expected to:

1. Be at the door of the classroom during passing periods.
2. Dismiss students on time **but not in advance of the bell.** Students should never be released early.

CHOLLA HIGH SCHOOL

3. Be in the classroom during the entire class period. Students should never be left unsupervised.
4. Maintain proper discipline within his/her own classroom. All minor offenses should be handled at the classroom level.
5. Never use sarcasm or public scorn that would degrade or incite a student as a form of discipline.
6. Develop individual classroom rules and progressive consequences for violation of rules. Classroom policies should be explained to students at the beginning of each semester and on a regular basis as needed. Policies should be provided in writing to parents and teachers are encouraged to collect parent signatures verifying receipt.
7. Please refer to Cholla's academic and discipline guides prior to submitting a referral. Parent communication must occur prior to submitting a referral.
8. Contact administrative secretaries at 225-4012 or 225-4816 **for immediate and severe discipline problems** to temporarily remove the student from the classroom. The teacher must contact the designated administrator (email is acceptable) about the seriousness of the problem so the administrator has information before proceeding with the situation.

Guidelines for Successful Classroom Management

1. Plan ahead – teachers should have a clear idea what is to be taught and how it is to be taught. Lessons must be planned and organized coherently before the class begins. Students must know what is to be expected. Materials should be organized and ready.
2. Develop routines – teachers should have a routine procedure for accomplishing daily events (taking attendance, recording grades, dismissing students, etc.). For example, a seating chart can increase time on learning instead of using time to go through each name on a roster.
3. Monitor student behavior – teachers should be cognizant of all activities occurring in the classroom. Teachers should be actively scanning the room, situate self where students can be seen at all times, and be aware of which students are participating and which are misbehaving.
4. Handle inappropriate behavior promptly and consistently – teachers should monitor consistently to detect inappropriate behavior when it first occurs and easiest to correct without humiliation. Teachers should deal with the misbehavior calmly, quickly, and without disrupting the flow of the lesson. Some of the methods for dealing with inappropriate behaviors include:
 - Give student a non-verbal cue or reminder
 - Remind student of the correct norm or procedure
 - Ask student to repeat the correct norm or procedure
 - Tell student to stop and remind student of the norms

The MTSS process should be used to aid in classroom management. This includes, but is not limited to, Tier 1 interventions.

VALUABLES

Keep purses, money, and cellular phones locked away at all times, even during class. The district is not liable for any lost or stolen items.

VIDEOS/MOVIES

Teachers are encouraged to use copyrighted video in their lesson plans where appropriate. A specific educational objective must be noted.

Viewing of video within the classroom should be limited to 15 minutes or less and used to supplement curriculum. Full-length motion pictures must receive prior supervising administrator approval and have a G-PG rating. **Movies with discretion due to mature content, sexual content, violence, drug content, extreme behavior and other related issues MUST receive prior parental approval before shown in class.**

CHOLLA HIGH SCHOOL

Movies, clips, Youtube, etc., may not be used for the purpose of entertainment or rewards. Film Approval Forms must be completed and approved prior to showing films. The form is available on the Teacher Hub **Media Use Approval Form**.

VISITORS

It is the policy of the Governing Board to encourage parents and other interested citizens to visit schools and classrooms as long as such visits do not disrupt school operations or interfere with the educational process. Parents, citizens and members of the governing board shall have reasonable access to observe classes, activities and functions at the schools upon advance notice to, and authorization by, the building principal or designee.

In order to ensure that no unauthorized persons enter buildings and that the educational process or other school operations are not disrupted, all visitors to the schools shall report to the Principal's Office when entering, and must receive authorization before visiting other parts of the building. This requirement does not apply when visitors are attending an athletic event or other school program in areas typically used for large group assembly such as gymnasiums and auditoriums, or when parents are attending activities clearly for the purpose of parent involvement such as an open house or parent-teacher conferences.

- The school policy is to accept only those visitors who have a legitimate business at the high school. All visitors must report to the Principal's Office to sign in and receive a visitor's pass.
- Students are not to invite friends or relatives of any age to visit them on campus.
- Reasons visitors will not be issued a pass:
 - No legitimate business on campus
 - Visit is during mid-term or final exam periods or any other times during which an administrator deems it inappropriate to issue a pass
 - Lack of advanced notice

VOICEMAIL

ACCESSING YOUR VOICE MAILBOX

Normal log in from:

- A TUSD telephone dial 56799
- A telephone outside of the TUSD voice system dial 520.225.6799
- At the voice prompt enter your mailbox number (5 digit extension) followed by the # sign
- At the voice prompt enter your password followed by the # sign
- Listen to your voice messages. See PLAYING YOUR MESSAGES

First time log in OR after a password reset

- Follow first three (3) steps above.
- When prompted to enter the password use the TEMPORARY password (7 + your 5-digit mailbox #) followed by the # sign

CHOLLA HIGH SCHOOL

- The system lets you know you must change this **TEMPORARY** password
- You will be instructed to **Press 84**; follow the voice prompt instructions for Password Change.
- Enter the Temporary password when prompted for the “Old” password.

CHANGE YOUR PASSWORD

First time log in OR after a password reset see ACCESSING YOUR VOICE MAILBOX above.

Follow ACCESSING YOUR VOICE MAILBOX, Normal log in.

- Press 84
- Enter **OLD or Current Password**
- At the voice prompt enter the **NEW PASSWORD** (6-16 digits) followed by the # sign
- At the voice prompt enter the **NEW PASSWORD** again followed by the # sign
- You will hear: Your Password is changed

RECORD YOUR GREETING

Follow ACCESSING YOUR VOICE MAILBOX, **Normal log in.**

- Press 82
- Press **1 FOR EXTERNAL GREETING** for callers from outside the TUSD network
- Press **2 FOR INTERNAL GREETING** for callers within the TUSD network
- Press **3 FOR TEMPORARY GREETING** for all callers for a set temporary time
- Press **5 RECORD YOUR GREETING**
- Press **# to END RECORDING**
- Press **2 to PREVIEW Recording**
- Press 9 to set the expiration date and time for the temporary greeting
- Press **4 to EXIT to Main Menu**

PLAYING YOUR MESSAGES

Follow ACCESSING YOUR VOICE MAILBOX, Normal log in.

CHOLLA HIGH SCHOOL

- Press **2** to **PLAY** a message
- Press **1** to **SKIP BACK 5 seconds**
- Press **3** to **SKIP FORWARD 5 seconds**
- Press **4** to **Go To Previous Message**
- Press **6** to **Go To Next Message**
- Press **#** to **PAUSE** a message
(press **2** to continue through messages)
- Press **76** to **Delete/Restore a Message***
- Press **75** to **Compose a Message**
- Press **73** to **Forward a Message**
- Press **79** to **Send a Message**
- Press **83** to **LOG OUT**

***Deleted messages can only be restored during a current session. If you log out or hang up deleted messages are gone!**

CALLS DIRECTED TO VOICE MAILBOX

Call Forwarding to your voice mailbox

- **Lift handset and dial #1 or press Forward function key (depends on type of telephone)**
- **Dial 56799**
- **Hang up**
- **To cancel lift handset Dial #1 and hang up or press Forward function key(depends on type of telephone)**

Sending a caller to a voice mailbox

- **While caller is on the line, press Transfer or Flash key (depends on type of telephone)**
- **Dial 56798**
- **Enter voice mailbox number followed by # sign**
- **Hear confirmation of mailbox number**
- **Immediately press Transfer key or hang up. The caller hears the greeting**

VOLUNTEERS

CHOLLA HIGH SCHOOL

Tucson Unified School District values community and parent volunteers. Volunteers make many valuable contributions to the students and educational programs of the District. To ensure the safety of our students, each individual who wishes to volunteer at a school must first complete a volunteer application form (IJOC-E1). The completed form is maintained at the school site in a confidential file for the duration of the individual's volunteer efforts at the school.

Additionally, all volunteers must comply with the requirements of Governing Board Policy GDFA and GDFA-R regarding fingerprint clearance and certification relating to criminal offenses.

- Parent volunteers who have a child at the school at which they will be volunteering do not need to be fingerprinted but will need to complete the certification regarding criminal offenses (IJOC-E2). This certification will be maintained together with the volunteer application form in a secure location at the school site.
- Non-parent volunteers and those parents who are volunteering at a school site where they do not have a child enrolled must be referred to Human Resources for fingerprinting and certification regarding criminal offenses (Governing Board Policy GDFA and GDFA-R).

Regular volunteers should obtain an I.D. pass from the finance office.