

Edu-Prize Staff Handbook



2009-2010

EDU-PRIZE MISSION STATEMENT

Edu-Prize is committed to teaching the “whole child”. Our mission is to foster students’ innate giftedness by providing an array of opportunities in which children can discover and develop their own interests and abilities. Emphasis is placed on nurturing a love for learning and self-direction through the use of a hands-on, developmentally appropriate, science-driven curriculum.

Preface

This employee handbook is intended to answer some of your questions and provide information on matters of importance to you as an employee. It explains many of our policies and procedures, as well as our normal working guidelines; however, nothing in this employee handbook or any other personnel document creates or is intended to create a promise or representation of continued employment for any employee or to limit Edu-Prize's freedom to make changes or terminate a person's employment at will.

Edu-Prize reserves the right to revise, modify, delete, or add to any and all policies, procedures, work rules, or benefits stated in this handbook or in any document at any time. However, any such changes must be in writing and must be signed by the director. Any written changes to this handbook will be distributed to all employees so that employees will be aware of the new policies and/or procedures. No oral statements or representations can in any way change or alter the provisions of this handbook or your employment agreement.

The policies and procedures in this handbook are for general reference only and may not be applicable in all cases. All previously issued handbooks and any inconsistent policy or benefit statements are superseded. You are encouraged to visit with your supervisor whenever you need additional information or wish to discuss a concern.

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A. Accountability

1. Addendum

For the 2008-2009 school year, the addendum stipend will be awarded by September 1, 2008 following successful completion of the prior year requirements. Part year contracts will have partial addendums. Addendum will be withheld from teachers who do not fulfill their entire contract.

a. Student Performance

- Student proficiency on State Standards - 80% of grade level appropriate skills for reading, language and math as evidenced by on-line testing or series unit testing.
- Student at or above previous state mandated test data.
- At least 1 years growth on on-line software programs.

b. Program Adherence

Refer to your current signed addendum agreement for specific addendum requirements.

c. Professional Requirements

- Certified teachers must complete 3 credit hours of graduate level coursework per year or an approved course of study. Submit a form for pre-approval to the Edu-Prize Director prior to March 15th. After receiving approval and then completing the course, submit grades or documentation to verify completion of the course by May 15th.
- Certified staff must attend ALL faculty meetings, inservices, and team meetings.
- **Certified staff must participate in leadership roles such as committee participation, inservice presentation, and team building.**

2. Evaluations

Teachers are evaluated on the long form for their first three years at Edu-Prize. Beginning new teachers will be evaluated using the short form evaluation in the first 9-week session followed by the long form evaluation in the third nine-week session. Beginning with the fourth year, the short form is used for two consecutive years followed by the long form. All Edu-Prize employees are evaluated annually. All teachers will have a growth area identified through the identification process. Successful completion of identified goals is required for full addendum award.

B. Payroll, Benefits, and Employment Practices and Policies

1. Payroll

a. All employees

- Checks are disbursed every other Friday with a one week delay for the period.
- Teaching staff will receive their balance of pay at summer checkout (not including the addendum).
- Direct deposit is available for all staff other than Substitutes.
- Any paycheck, balance of paychecks, or addendum may be reduced to reflect deductions from pay (i.e., absence days not approved or used in excess of days earned).
- Addendum funds will be released on or before the 1st of September.
- Employees cannot receive financial compensation from other sources during the contractual day. Edu-Prize employees may not tutor, coach, counsel, or be in the employ of any other person, company, or entity while performing Edu-Prize contractual obligations. Tutoring is allowed when performed within Edu-Prize guidelines.

b. Hourly Employees

Reporting of Time

Accurate recording of time worked is the responsibility of every hourly employee. Federal and state laws require Edu-Prize to keep an accurate record of time worked by non-exempt employees in order to calculate employee pay and benefits.

1. Hourly employees should accurately record the time they begin and end their work, as well as the beginning and end of each meal period through punching the time clock. Any errors in punching should be reported promptly.
2. Duties that are performed by an employee on a daily basis cannot be performed on a volunteer basis.
3. Hours worked during EACH WEEK may not exceed employment agreement hours without prior authorization. Pre-approval authorization forms may be found in the file cabinets in Building I under "Additional Hours".
4. Each employee should sign their own time records to certify the accuracy of all time recorded.
5. Any violation, inaccurate timekeeping, or exceeding employment agreement weekly hours can subject an employee to disciplinary action.

2. Benefits

- a. Social Security -
Currently, each pay period you will contribute 7.65% of your gross pay to Social Security/Medicaid. Edu-Prize makes a matching contribution. This money provides certain important benefits for each employee. Information about available Social Security benefits may be obtained from a local Social Security office.
- b. Arizona State Retirement System (ASRS)
- All eligible employees are required to participate in the ASRS. Eligible employees are those who work for a participating employer for a total of 20 or more hours per week, for 20 or more weeks in a fiscal year, or who are hired for more than 20 hours per week.
 - Participating employees make a contribution of 8.95% of gross pay per pay period.
 - Edu-Prize makes a matching contribution of 8.95%.
 - Change of name, address or beneficiary: ASRS should be notified as soon as possible for a change of name, address or beneficiary. Forms can be obtained from the ASRS website at <http://www.asrs.state.az.us>.
 - If an employee resigns prior to retirement, the employee is eligible to do one of the following by contacting ASRS:
 - * Obtain a return of contribution (refund);
 - * Rollover pre-tax contributions to an IRA or another qualified retirement account;
 - * Leave the retirement account on deposit with ASRS in an inactive membership status;
 - * If eligible, retire and begin drawing a retirement benefit; and
 - * If disabled, apply for long-term disability benefits.
- c. Long Term Disability (LTD)
- The Arizona State Retirement System provides each active member with long-term disability. (Only employees participating in ASRS are eligible for LTD).
 - The employee LTD contribution is .5% of gross pay per pay period.
 - The employee contribution is matched by Edu-Prize.
- Note: LTD contributions are non-refundable
- d. Medical and Dental Coverage –
- Aetna health insurance is available to salaried, full-time employees. Coverage for only the Employee is available at a cost of \$60 per pay for the CPOS plan or \$80 per pay for the QPOS/HMO plan or as noted on the employment agreement. Open enrollment for continuing employees is in December unless there is a qualifying event.
 - Spouse or child(ren) coverage may be added for employees who have medical coverage for an additional cost. The additional cost for this coverage will be withheld from employees regular pay.
 - American Dental is included at no additional cost to Edu-Prize health insurance subscribers. American Dental may be purchased by any employee at full subscription cost.
 - Benefits begin on OCTOBER 1st for new-hires who begin employment in July or 2 months after the month in which employment begins.
 - 30-day written notice is required to drop insurance
 - Open enrollment is in December. Changes at other times should meet one of the following criteria:
 - Termination of employment with Edu-Prize
 - Birth or adoption of a child
 - Other insurance coverage
 - Loss of employment by spouse
 - Dependent change in status
 - New full time employee
 - Change in current coverage which is not through Edu-Prize
 - All employees must complete paperwork requesting or denying health benefits and Section 125 benefits.
- e. COBRA –
- Health insurance coverage is available to resigning employees under COBRA. It is the responsibility of the employee to complete the paperwork.
- When a qualifying event occurs, such as termination of employment, Edu-Prize will notify the employee of their right to continue health insurance coverage under COBRA.
 - To continue coverage, the employee (or beneficiary) must timely elect to exercise their COBRA rights, and
 - Must timely pay the total premiums required as required per COBRA.

- It is important to keep Edu-Prize advised of changes within the family unit, so that the appropriate notices may be sent in a timely manner to covered family members.

3. Leave - Contracted Employees

a. Absences Procedures

- (1). Planned Absence: Please email Patty.Holmquist@Edu-Prize.com at LEAST 2 WEEKS in advance. If the absence is for a full day (4 hours or more) or ½ day (up to 4 hours), and the time of the first class that that will be missed. (A half day is usually 7:30-11:30 or 11:30-3:30). Mandatory days are mandatory days and are not to be used for planned leave. If absent on a mandatory day, a letter must be written to the Edu-Prize Board of Directors.
- (2). Emergency Absence: Less than 48 hours prior to your absence, Please call Patty Holmquist (480) 332-3242 before 9 p.m. or as early as possible (after 5am) the day of the absence. State your name, date of absence, grade level, and if the absence is for a full day (4 hours or more) or ½ day (up to 4 hours), and the time of the first class that that will be missed. (A half day is usually 7:30-11:30 or 11:30-3:30) **(See your teacher commitment form for your required work hours.)**

b. Sick Leave

- Full Time/certified /salaried, employees may accrue one sick day per month of completed service for a total of up to 10 days per year.
- Unused earned days may be carried forward from year to year.
- If at any time your absences exceed accrued days, the following paycheck(s) and the employment agreement will be reduced by a prorated amount.
- Performance bonuses from Proposition 301 monies during 2008-2009 will be awarded at the end of the year. This is calculated by deducting leave used during 2008-2009 from total 2008-2009 earned leave. Money will be awarded for 2008-2009 accrued days that are not used in the current year. This will constitute a monetary bonus that will be awarded in June as follows:

10 days \$300	9 days \$225	8 days \$150	7 days \$75
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 Partial days will be rounded down (ie, 9.5 days will be rounded to 9 days).
- Accrued sick day “buy out” is available to non-terminated employees leaving Edu-Prize on good terms at the conclusion of a contract year. Employee must provide a written request to the Edu-Prize Board of Directors no later than the contract due date with the words “See letter of resignation” written on the contract in order to be eligible, and must be accompanied by a letter of resignation. Failure to meet these guidelines will result in a refusal to grant buy out of sick leave. The buy out is calculated as follows: daily contractual wage (annual contract amount not including addendum, divided by the number of days under contract) x .325 (buy out factor) x number of days accrued. The daily contractual amount is based on the contract amount not including addendum.
- Employees leaving after successful completion of their contract may qualify for the sick day buy-out as well as the performance bonus.
- Sick days may NOT be donated. Only the employee may use their earned days.
- Fridays are treated as full days for teachers. If you have a sub on Friday, it counts as one full day deducted from your earned leave.
- Submitting for long-term leave must be in writing, for Board approval.

c. Absences on inservice days & before/after intersessions

- For a complete list of required days, see "2009-2010 Required Teacher Attendance Days" in back of the Handbook or on the website. Probationary teachers are considered to be teachers in their first and second year(s) of teaching at Edu-Prize.
- Annual Teacher Agreements allow for the possible maximum accrual of 10 leave days throughout the year, EXCEPT the following “critical days”. **TEACHING STAFF MUST BE IN ATTENDANCE ON THE FOLLOWING CRITICAL DAYS:**
 - Inservice training days
 - Open House (Welcome to parents/students)
 - Any contract school day connected to an intersession break and any day before or after a holiday or weekend connected to a holiday. (In the event that a situation occurs that may preclude a teacher from attending work on one of these “critical days,” a specific procedure must be followed and specific sanctions may occur).

Procedures:

- i. For all absences on contracted work days, attached to an absence on a “Required Teacher Attendance Day(s)”, the following procedures will apply. For example, an employee who is absent during the entire Thanksgiving week and the Monday following would need to submit a letter concerning the Monday, Tuesday and Wednesday of Thanksgiving week, as well as for the

Monday following the week of Thanksgiving. In this circumstance, per Board policy, all 4 days would be off contract unless otherwise approved.

ii. Submit a letter to the Board for pre-approval to miss a specified day, complete with details describing why the situation is critical, unavoidable, and documentable. During the next scheduled Board meeting, the request will be reviewed and taken into consideration. Depending on circumstances, possible determinations may be:

- Approved absence with no loss of pay or addendum monies
- Approved absence with loss of pay for the mandatory day and any other day(s) extending employee leave, but no addendum monies lost. For example, a returning, full time teacher, who misses the July 16th inservice will have the contract amount reduced by 1/188. For a probationary full time teacher missing the same day, the contract would be reduced by 1/191.
- Approved absence with loss of pay for the mandatory day(s) and any other day(s) extending employee leave and partial loss of addendum monies
- Disapproved absence wherein a prorated amount will be withheld from the next pay period for the mandatory day and or the days extending employee leave.
- Sick days used for inservice days or days prior to holidays and intersessions will require a doctor's note for substantiation.

- Addendum pay may be affected if any of the above days are missed. Employment Agreement will be reduced by a prorated amount. For example, a returning, full time teacher, who misses the July 22nd inservice will have the contract amount reduced by 1/186. For a new, full time teacher missing the same day, the contract would be reduced by 1/1.
- Substitutes must be hired for all absences. Please note that due to liability we cannot have parent volunteers for substitutes.

d. Planned Leave

All planned leave must be submitted to the Board, in advance, for consideration. Accrued leave days MAY be approved by the Board for planned leave up to but not exceeding 1/2 of the employees total accrued days.

e. Administrator leave

1. Leave days are agreed upon per contract and should be scheduled during school breaks. Exceptions may be approved by the Board and should not exceed 5 days per year.
2. Leave Days may be used for any day which is not a school day, required teacher day or administrative planning day.
3. Leave days are to be calendared before the start of the contract year.
4. School days or required teacher days which are missed will be taken from accrued/earned leave days and are subject to Employee Handbook policy.
5. There are 9 recognized holidays: New Year's Day, Martin Luther King Civil Rights Day, Presidents' Day, Memorial Day, July 4th, Labor Day, Veterans Day, Thanksgiving Day, Christmas Day.
6. The number of available vacation days is stipulated in the employee employment agreement.
7. Leave days do not accrue and are for use during the contract year.
8. Absences will follow the guidelines in the current employee handbook.

f. Bereavement leave

Leave will be granted for the death of a spouse, parents, parent in-laws, siblings, grandparents, and children without a letter to the Board and is also excluded from mandatory attendance policy. Up to 5 accrued leave days may be used. Any additional days used or days for which no leave has accrued will be off contract.

g. Extended Leave Policy

Extended Leave shall mean:

- Ten or more consecutive employment days during one school year, or
- Intermittent leave of 20 contractual days or more during one school year.
 - Employees may use up to 50% of accrued personal days during a planned extended leave due to pregnancy or other related circumstances per FMLA. This must be applied for through a letter of petition to the board.
 - Employees may not accrue sick leave or benefits during continuous extended leave or while "off contract".
 - Employee Agreement Addendums may be affected. There is no penalty or effect to the stipend if total extended leave is 30 workdays or less and employee meets the addendum requirements. After a total of 30 days is missed, stipend from Section 1 and Section 2 of the addendum will be prorated based on actual days worked divided by number of contractual days possible and meeting of criteria in Sections 1 and 2. That fraction will be multiplied times the contracted

addendum amount for the new payable amount for Sections 1 and 2. Criteria of Section 3 of Addendum may be awarded in its entirety based on student performance. Any teacher missing 30 days or more will be subject to review and reduction of addendum.

- Any paid leave will be disbursed with regular payroll periods as leave days are applied for all leave that met the approved leave criteria.
- Leave of absence for an entire school year must be petitioned and addressed by the Board on a case-by-case basis.
- Medical insurance premiums must be prepaid before leaving active employment with Edu-Prize if this is an extended-leave. If this is an extended leave under FMLA guidelines, the employee's portion of medical payment must be prepaid.

h. Work-Related Injury Leave

An employee who sustains an on-the-job injury and provides notice will be granted a leave of absence while the employee is temporarily unable to perform the duties of his job. This leave will run concurrently with any available FMLA leave. The rules for long-term leave will be followed.

i. Leave related to birth or adoption of employee's children

1. Maternity

- As a general policy, let the nurse know if you are pregnant. She is aware of health issues that occur in school and can keep you informed of any issues about which you need to know.
- Requests for time off due to pregnancy-related disabilities will be treated in the same manner as requests for leave due to other non-work-related disabilities (if the employee is not covered by FMLA), or will be treated as an FMLA-covered absence (if the employee is covered by FMLA).
- Requests by the mother or father for leave to care for a newborn baby (or for a newly-adopted child) will be considered in the same manner as any other request for leave (or will be considered to be covered by the provisions on FMLA leave, if the employee is eligible for such leave).

2. Adoption or birth of employees child (not maternity)

- Up to 1/2 of employees accrued leave, not to exceed 5 days may be used.

j. Family Medical Leave Act (FMLA)

- Eligible Employees:

- * FMLA is available to an "eligible employee" of a covered employer who has been employed by the Edu-Prize for at least 12 months, and
- * has been employed for at least 1250 hours of service during the 12-month period immediately preceding the commencement of the leave.

- FMLA Leave will be granted for the following circumstances:

- * The birth and care of a child,
- * Placement of a child for adoption or foster care with an employee,
- * Care for a seriously ill spouse, child, or parent (and under FMLA, generally not for other relatives including relatives by marriage).

- For purposes of FMLA, a serious health condition or disability includes inpatient care in a hospital, hospice, or residential medical care facility; continuing treatment by a health care provider for a chronic serious health condition; and temporary disabilities associated with pregnancy, childbirth, and related non-permanent medical conditions.

- Length of Leave:

- * Eligible employees are normally granted leave for the period of the disability, up to a maximum of 12 weeks within the fiscal 12-month period beginning July 1st of each year. A husband and wife who are eligible for FMLA leave and are both employed by Edu-Prize, may be limited to a combined total of 12 weeks of leave during any 12-month period.
- * Employees who are absent for a work-related injury may have special rights to additional leave.

- Long-term leave rules will apply to routine FMLA-covered absences of several days duration.

- Providing Notice:

Eligible employees should make requests for medical leave to the Director, Lynn Robershotte, at least 30 days in advance of foreseeable events, and as soon as possible for unforeseeable events. A health care provider's statement may be required, to verify the need for medical leave, and its beginning and expected ending dates. Any changes in this information should be promptly reported to Edu-Prize.

- Continuation of Medical Health Insurance:

During FMLA leave, Edu-Prize will continue to provide health insurance benefits on the same basis as provided before commencement of the leave. For example, if the employee was required to pay a portion of the health insurance premiums before the leave, he will continue to be required

to pay such premiums during the leave. Monthly premiums are due, in full, on or before the 1st day of the month for which premiums are required.

Employees may be entitled to intermittent leave under FMLA, in order to obtain an ongoing course of treatment for a chronic serious health condition. In order to obtain intermittent leave, the employee should contact Sheri Drew to complete the necessary paperwork. In the case of intermittent leaves, Edu-Prize reserves the right to reassign the employee for the duration of leave to another position where the intermittent absences can be accommodated more easily.

Normal sick pay rules will apply to routine FMLA-covered absences of several days duration.

However, when recurrent, intermittent leave is required, the employee will be permitted to apply sick pay to such absences based upon increments equal to the actual amount of time missed from work, subject to the rules established by the sick pay and long-term leave policies.

- Use of sick leave: The same rules follow as for long-term leave.
- Job Protection: The employee must be reinstated to the employee's job description/position unless the position no longer exists (this is without regard to whether the employer filled the position with a replacement during the period of leave); in which case, the employee shall be reinstated to an available equivalent position.
- Medical verification and scheduling of treatment:
Edu-Prize may require medical verification of the need for leave for the following types of leave:
 - * to care for a family member who suffers from a serious health condition;
 - * the employee's own serious health condition; and/or
 - * to care for the employee's sick child.
- Use of paid leave: Follows the same rules as sick leave and long-term leave.

4. Work related injuries:

Complete an accident report, which can be obtained from the school nurse. A copy is included in the Appendix. See "Work Related Injury Leave" for additional information.

Safety will be addressed on an ongoing basis as well as at an annual staff meeting.

5. Employment policies:

- a. An Equal Opportunity Organization: Edu-Prize does not discriminate on the basis of age, race, color, religion, sex, marital status, handicap/disability, or national origin.
- b. Drug Free Workplace: Edu-Prize maintains a drug-free workplace and reserves the right to test employees for use of alcohol or drugs on the basis of at will.
- c. At Will: The employment of any employee is on an "at-will" basis, meaning that the employment relationship may be terminated at any time by either the employee, upon giving proper notice, or the School, for any reason not prohibited by law. Any oral or written representation to the contrary should not be relied upon by any prospective employee. Should employee not complete a three month probationary period, employee understands that he/she will be responsible for reimbursement to employer for keys and wands, fingerprint processing fees, other agreement fees per contract, etc.
- d. Forms, documents & agreements: Prior to employment, an applicant for employment must have completed and submitted to Edu-Prize: an Application for Employment, I-9, W-9, W-4 and A-4, their Fingerprint Clearance Card for photocopying or Fingerprint Clearance Card Application, a signed Employment Agreement, resume and any other required forms or documents.
Returning employees may be required to complete and submit additional forms, agreements and/or documents.
- e. Fingerprint Policy
 - All staff must produce one of the following:
 - * A valid Fingerprint Clearance Card is to be photocopied for Edu-Prize files.
 - * All employees with Fingerprint Clearance Cards must maintain current and valid cards.
 - Payment of fingerprinting and Fingerprint Application Card fees.
 - * Substitute teachers: All substitute teachers must provide Fingerprint Clearance Cards and are responsible for all fees.
 - * Aides - the fees for Fingerprint Clearance Card Application will be paid by Edu-Prize.
 - * All other employees will be fingerprinted at their own expense.
 - Continuing employees whose Fingerprint Clearance Cards are soon to expire are responsible for all fees and timely submission of the new application, prior to expiration of card in order to receive the new card prior to the expiration of the old card. After receipt of the new card, the card must be submitted so that a photocopy of the new card can be made for Edu-Prize files.
- f. Resignation & Termination Notice for Hourly Employees: If circumstances force you to give up your job we need at least two weeks' notice so that we will have time to find a replacement for you. Failure to provide two weeks' notice may result in ineligibility for re-hire with Edu-Prize. All Edu-Prize property must be returned at the time you leave.

g. Harassment/Sexual Abuse Policy

1. Edu-Prize does not allow sexual harassment in any form. Should you have any reason to believe that you are in danger or being harassed you must:
 - Speak to your immediate supervisor or the director to ensure your immediate safety.
 - Report, in writing, your concerns to the Board of Directors.
 - Sexual harassment as based on the provisions of Title VII of the Civil Rights Act of 1964 and other applicable laws that prohibit sexual harassment shall not be tolerated and will be cause for termination.
2. Staff may never be secluded in the presence of only one child. Teachers/staff who do not uphold this policy will be terminated.

h. Campus hours

Personnel should not be on campus before 5:00 am or after 8:00 pm, with exceptions for special arrangements.

6. General policies

a. Confidentiality

Student information should be safeguarded and only released to those as noted in student permanent files.

- b. The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

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

c. Internet Policy

- Edu-Prize ensures that blocks and filters and/or firewalls are currently in place These blocks and filters protect against access by both adults and minors to visual depictions that are obscene, child pornography, and other things harmful to minors.
- Edu-Prize has port filtering

- Edu-Prize currently monitors online activity. Children are under the direct supervision of their main teacher when using the computers in the classroom. The Tech Lab instructor monitors students using the internet in Tech Labs. Children may not have access to the labs other than when a lab instructor is present.
 - Edu-Prize requires that all students and parents fill in a "Student Application, Contract for Internet/Computer Use" when they are enrolled. (Copy in Appendix)
 - Edu-Prize policy does not allow electronic mail, chat room or any other form of direct electronic communication available to our students on site.
 - Edu-Prize does not subscribe to any programs that disseminate personal information regarding minors or see their subscriber list.
 - Edu-Prize, through careful vigilant monitoring, restricts minors' access to material that is harmful to them.
 - Edu-Prize had a public meeting in which the Technology Protection Measure and Internet Safety Policy have been addressed. (Board meeting 8/6/01)
 - Edu-Prize initially obtained multiple bids for virus protection.
- d. Network & Computer
- Edu-Prize monitors its network and computers. Information stored in or on Edu-Prize facilities is subject to inspection at any time without notice. Employees have no personal privacy right in anything created, received, or sent on or from the computer and/or internet system; by accessing the system, employees expressly waive any right of privacy in anything they create, store, send, or receive on the system. By accessing the system, employees further consent to allowing personnel of Edu-Prize to access all material created, sent, or received on the system.
 - Under no circumstances are pornographic or harassing materials to be sent, received, or accessed using company facilities at any time or using personal facilities during working hours, which shall be deemed as unprofessional conduct.
7. Professionalism
- a. Certification
- It is the responsibility of the certified teacher to maintain a current teaching certificate from the State of Arizona. Renewal requirements and forms are available on the State Department of Arizona web site. The State requires professional development hours for certificate renewal
 - Present documentation in the form of a list of classes and seat hours accrued since the period that your last certificate was awarded, certificates validating attendance, and the completed renewal form from the State to the Director of Edu-Prize for processing. Allow at least one week for your paperwork to be reviewed by the director. Edu-Prize maintains professional development files for employees.
- b. All Edu-Prize teachers must meet the SEI requirements set by the State.
- c. Work day
- Teachers are to be on campus at least 30 minutes before and after students each day. Let the administrator know if you have a critical, unavoidable conflict with these time requirements. Notify the principal when it is necessary to leave campus for any reason during the school day except for lunch.
 - Fridays are full workdays for staff and 1/2 day for regular schedule students. The purpose of early dismissal is to allow time for staff, teams, committees, etc., to meet as well as provide extra teacher preparation time. Staff is expected to be on campus until 3:45 on Fridays. Exceptions must be approved by the principal and should be for situations that are critical and unavoidable.
 - Students should be picked up outside at least 5 minutes before the school day begins to ensure that at the posted start time of the day students are in their seats and engaged in learning.
- d. Professional Dress
- As a charter school, our clientele judges Edu-Prize very critically. Our goal is to be judged as having high professional standards that are above reproach. The Board-adopted dress code is to wear neat clean clothes with sleeves. Dresses should be below the knees. Wearing Edu-Prize tee shirts is strongly encouraged. Jeans may be worn on Fridays. No shorts or plunging necklines.
- e. Advanced Degrees
1. Completion of hours towards or completion of a masters or doctorate must be turned in prior to August 1 of the current school year to be receive a contract reflecting the degree and/or hours.
 2. Masters degrees earned after August 1 - a prorated amount based on the number of full quarters remaining in the contractual school year will be awarded with the balance of pay for all Masters earned before the end of the Edu-Prize third quarter. Teacher will sign a stipend agreement, and a check will be disbursed at the end of the year at check out. All others will be recognized on future contracts.

3. Student teaching hours are not recognized in the computation of additional pay for masters level, or higher, course work.
8. Safety
The most important thing we do is to keep children safe. Safety must be our first consideration in everything we do at Edu-Prize. Safety is a legal and moral obligation. Safety extends to students, staff and visitors to our school. Safety practices include the following:
- a. Diligent supervision of students during play time and in classrooms.
 - b. Keeping doorways free from obstruction.
 - c. Using ladders rather than standing on desks and such to reach high places.
 - d. Submitting work orders for tasks outside the scope of your duties.
 - e. Never leaving children unattended
 - f. Never allowing one student with one teacher alone in any situation.
 - g. Never transporting students without a signed permission of a parent or guardian.
 - h. Reporting suspicious behavior of any/all student(s) or adults to administration.
 - i. Reporting student injury or illness immediately to the nurse.
 - j. In the case of a severe injury, calling 911, notifying administration, and if it is a child, notify a parent or guardian.
 - k. Reporting weapons or guns on campus, immediately, to administration
 - l. Requiring that live animals must be contained for the safety of all
 - m. Using universal precautions with regards to the handling of blood and bodily fluids.
 - n. Not remaining on campus after dark or when alone.
9. Abuse
Should you suspect that a child is being abused or neglected, you must:
- a. Formally report all concerns and information to administration
 - b. Send child to the nurse for verification/substantiation of physical harm or markings.
 - c. Assist administrator in contacting agencies (i.e., police, CPS, etc.)
10. Corporal punishment
Edu-Prize will not allow corporal punishment. Physical interaction should occur only to restrain a child from harm to self or others.

C. Curriculum

1. State Standards:
Be sure to have a copy of the State Standards for your grade level in your handbook or planning book. These should be used to assess areas of focus when completing STPs, Parent/Teacher Academic contracts, or planning 9 week units per curriculum.
2. Direct Instruction
Direct instruction of all students is a must. All groups/individuals should meet with the teacher daily for the instruction of skills. The Edu-Prize program is TEACHING CHILDREN AT THEIR INSTRUCTIONAL LEVEL SO THAT ALL CHILDREN ARE CHALLENGED AND FEEL SUCCESS. Students should be pre-tested and placed accordingly in reading and math.
3. Lesson Plans
Lesson plans must be done at least one week in advance and always available/displayed on each teacher's desk. They should be specific enough for any substitute to be able to use them to conduct instruction in your absence and without additional communication. Student materials referenced in lesson plans should be adjacent to plans or plans should clearly note where materials can be found. Every Friday before leaving the following weeks plans should be completed and on the teacher's desk.
4. Enterprise Lab: Labs contain a set of manipulative activities. They are provided for each classroom. These activities should be used to cement sub skills and actively involve students in their learning. These materials may be used by small groups or individual students while the teacher provides direct instruction to other groups. Tracking sheets should be filled out by the student and initialed by the teacher or parent helper. Younger students should use a workspace board on their desk or along the perimeter of the room to display their completed lab activities. When the teacher changes groups, he/she may visit the student work boards to validate completion and/or give verbal feedback. Older students can replicate their manipulative activities in lab journals through graphic representation. Teachers can validate/initial completion of work between groups or at the end of the period. Materials should be carefully returned to appropriate cassettes and tubs.
5. Homework: Homework should provide additional reinforcement of basic skills and skills being covered in the classroom such as: basic facts practice, computation practice, and spelling and vocabulary word practice. Home reading should be assigned weekly. Students in grades K-2 should not exceed 30 minutes of assigned

homework M-Th and grades 3-4 should not exceed 45 minutes. Homework for students in grades 5-8 should not exceed 60 minutes. Uncompleted class work may need to be done as homework in addition to the assigned homework. Accommodations should be made for students with special needs. Be sure to ask parents how long the homework is taking each child and modify assignments as necessary. Weekend, holiday, and intersession homework is discouraged. Optional or extra credit activities may be provided during these times. Summer practice is encouraged through summer practice packages.

6. Model day
 - a. 15 minutes of DEAR and journal entries
 - b. 20-30 minutes of Daily Oral Language 4 times a week
 - c. 60-90 minutes of reading
 - d. 45 minutes of writing process 3 times a week
 - e. 60-90 minutes of math
 - f. 45-60 minutes of science/cottage 4 times a week
7. Penmanship
 - a. Daily instruction on the 5 critical elements of penmanship: slant, space, neatness, line & formation
 - b. Students in grades K-2 are to be instructed in traditional manuscript
 - c. Students in grades 3-6 should be instructed in cursive
 - d. Students in grades 5-8 should complete all daily work in cursive unless otherwise specified in an IEP or like instrument.
 - e. Students should be given continual corrective feedback and small group instruction as necessary.
8. Math:
 - a. Math journals for rules and examples of application
 - b. Saxon math
 - c. Mad Minute for math facts or Saxon math facts
 - d. Focus skills per timelines
 - e. Use of manipulatives
 - f. Math lab activities
 - g. Assessments – Oral and written tracking forms must be completed on every child.
 - h. 60-90 minutes a day of direct instruction for every child.
 - i. Calendar and/or mental math application.
9. Phonics
 - a. Recipe for Reading, Systematic Sequential Phonics, Harcourt Brace
 - b. Phonics timeline or focus
 - c. Whole to part daily reinforcement of phonetic elements
10. Reading
 - a. Harcourt Brace reading series at least 4 times weekly; completion of one assigned grade level as evidenced by student scores on tracking sheet
 - b. Unit mastery tests which are recorded on test record sheets
 - c. Daily reading groups
 - d. Practice book pages completed, graded and sent home weekly with progress reports
 - e. Quarterly oral fluency checks and vocabulary acquisition reporting
 - f. Right Reading Program: Encourage students to accumulate 100 hours of recreational reading hours. Track the hours for an end of the year team reward.
 - g. Grades 1-2: Slossen Word Inventories
 - h. Enterprise Lab Journals!
 - i. Vocabulary flashcards (Harcourt Brace)
 - j. DEAR – drop everything and read
 - k. Reading Counts
11. Spelling:
 - a. Primary: Edu-Prize developed phonics program or use of Harcourt Brace Trophies reading program.
 - b. Grades 2 – 6: lists based on reading level comprised of high frequency words, phonics rules, reading vocabulary words, and cottage words or Harcourt Brace Trophies word list.
12. Cottages:
 - a. Use of science units and materials related to cottage theme
 - b. Student products completed and displayed in classroom and in hallway by end of third week
 - c. Theme wall(s) visually stimulating with cottage name prior to the start of every quarter
 - d. Grades 1-6 complete four 9-week thematic units per year
 - e. Cottage title and graphics displayed on wall visible from door entrance and in hallway
 - f. Interactive centers relating to cottage
13. Written Language

- a. Daily journals
 - b. Writing rubrics to assess student progress/6 traits of writing
 - c. Writing sample for student portfolio. Beginning and end of the year writing samples to be evaluated using rubric and placed in student portfolio. Use same topic for ease of comparison
 - d. Daily whole group focus (State Standards) mini lessons
 - e. Daily oral language
 - f. Writing process at least 3 times a week
 - g. Writing folders
 - h. Writer's Workshop
 - i. State Poetry Contest; deadline for entry is usually early March. Encourage student participation
 - j. Continual corrective feedback on all student writing and assignments
14. Use of videos
- a. Material should be appropriate for the age level of the student
 - b. Material shown should have a G rating. If there are exceptions, parents should be notified prior to viewing and signed permission slips. Submit a copy of the permission slip to the principal.
 - c. Material should enhance curriculum goals
 - d. Videos for strictly entertainment purposes should be limited.

D. Classroom Procedures

1. Attendance:
Send your attendance slip to the office within fifteen (15) minutes of the start of each day (no earlier) and have students place it in the tray on the counter. Teachers MUST do the attendance slip and check it for accuracy. The slips are used to enter data into our audited records so it is critical that the information is complete and correct. Include first and last names. If a regular session child enters your room after your start time, they need to be marked as tardy on the attendance slip. If a child enters class after attendance has been sent to the office, they must report to the office for a tardy slip. Students may not take roll at any time. It is the teacher's job to report completely accurate daily roll as funding is based on this. Office staff calls home for any students marked absent, and it is very upsetting to parents who have their child in attendance and we call asking where they are. Therefore, teachers must take roll.
2. Donations
 - a. Edu-Prize parents are generous. Free stuff is great, but always ask if they expect a tax credit for their donation. If the answer is yes, the item must **first be reviewed by Lisa Greenhalgh or Lynn Robershotte**, processed, and given an inventory number. Do not accept or encourage any technology donations unless they are new.
 - b. **ECA** – Sign up for withholding from each pay between Aug. – Dec. Each married couple may donate \$300 or single person may donate \$200. This comes completely off your Arizona taxes, and goes directly to Edu-Prize. Encourage family, neighbors and all who pay AZ taxes to participate.
3. Field Trips
 - a. In ADVANCE make a copy of all emergency cards for your class. Take these with you on all field trips.
 - b. Complete a Field Trip Request Form 4 WEEKS prior to the trip.
 - c. Write the event on the master calendar in the office of building 2.
 - d. Check with the school nurse for any inhalers or medications that need to be taken on the trip.
 - e. Have a cell phone with you. Make sure all drivers have the number so they can call you if there is a problem.
 - f. Parents may not drive any child, including their own, to school sponsored field trips. This includes students who are present or absent from school.
 - g. Parents may not meet you with their child at the field trip or withdraw their child from school and then attend.
 - h. No field trips are allowed to private residences or water parks without special permission from the Board.
 - i. Siblings may not attend.
 - j. All transportation for field trips must be by chartered buses or Board approval
 - k. Permission slips are required for any activity meeting the following criteria:
 - 1. Activity is off campus
 - 2. Hours are extended beyond regular classroom hours.
 - 3. Any risk is involved.
4. Maintenance of classroom; trash
 - a. Classroom Pick-Up: Students should leave the classroom clean at the end of each day. Chairs should be stacked; floor should be free of all litter, and counters, cubbies, and shelves should be wiped. Don't cover

- outlets with paper or materials. Have students pick staples out of the carpet. Trash should be securely tied and taken to the trashcans by the bike racks.
- b. **Facility:** Encourage EDU-PRIDE often with your class. Discuss how to keep our school clean and neat and damage free. It takes effort from everyone to have a school of which we are proud. Do not allow students to tape signs on the walls or doors. No nails or large tacks should be used. Tacky stuff works best or staples may be used.
 - c. **Trash:** Trash should be securely tied and taken to the trashcans by the bike racks. Do not use the trash cans in the lunch area. Request additional trash bags should you need more. Each class is assigned a week to clean up the campus. Teachers accompany students while on trash detail. Once a day all areas of the campus should be cleaned. Students should be cautioned to pick up paper only, and to let the teacher know if there is broken glass or anything else an adult needs to handle.
5. **Lost and Found:** Lost and Found is located in the south hallway near the east door. Items will be given to charity on the last day of each month. Encourage students to check for lost items as soon as they realize they are missing something. Especially encourage them to check to make sure they are leaving with the outerwear they wore to school on cool mornings. A ton of expensive stuff is given away each year.
 6. **Parking**
After hours, Friday afternoons, or non-student days, you may park along the north curb. The **SOUTH CURB IS THE FIRE LANE** and should **NOT BE USED FOR PARKING**.
 7. **Lunch**
Teachers should ensure each morning that every student has a lunch. Teachers will receive a list of the students who have signed up for lunch at the beginning of each quarter. Please review the list with your class and let the office know if there are any problems. It is very difficult to resolve issues in the lunch line.
 8. **Food Policy**
 - a. You may:
 - Do the food related activities that are part of Saxon Math and other curricular class activities.
 - Do birthday treats, but store prepared and prepackaged are strongly recommended
 - Prepare simple foods in your classroom for class activities (ice cream sundaes, etc.) and you may have potluck or holiday feasts as long as the following guidelines of the Maricopa Health Department are followed:
 - Gloves are to be worn by persons handling food to be consumed by others
 - Food must be served at a safe temperature for that food.
 - b. You may NOT:
 - Sell homemade food/beverages at any Edu-Prize function (Cottage Fair, Wax Museum, Lunch, performances, etc.
 - Sell non-packaged food/beverages at any Edu-Prize function.
 - Prepare food/beverages to sell during an Edu-prize function. (For example, grilling, hot dogs to sell at a Cottage Fair is not permitted.)
 9. **End of quarter**
 - a. Send home student report cards by the last day of the quarter.
 - b. File copy of report card in office student file.
 - c. Pass all cottage materials to receiving teacher by noon of the final day of the quarter. Include the door sign in the storage box.
 - d. **Rotations of Units**
Plan easy, teacher friendly activities for the last days of the quarter so that you can neatly pack and rotate the materials, including the nameplate, to the receiving teacher. Units not being used are placed in storage. Complete a work order for pick-up.
 10. **Supplies and laminating**
 - a. Put items to be laminated in the box in the workroom with your name and room number on the back of every item to ensure that it is returned to you. Your supply account is charged for laminated items. Allow one week for return.
 - b. **Supplies**
Fill out a supply order form. Put it in the order box. Small orders will be put in your mailbox. Large orders will be placed in the workroom with your name on top. You will be left a voice mail that your order is ready. Get your items as soon as you are notified as the workroom is in constant use and things often are picked up by others. Allow 3 days for completion. Larger submissions must be turned in at least 2 weeks in advance.
- E. Cottage Fairs**
1. **Teacher requirements**
Teachers must attend all Cottage Fairs or approved alternate activities.
 2. **Parent Visits:**

Cottage Fairs are held just prior to the end of the quarter. Have a **PARENT CHECKLIST** on each student's desk outlining the things to see in the classroom and the places to visit in the school. This gives ownership for the visit to the child as they guide their parents through the room, and it frees up the teacher. At least one major hands-on product, student journals, and completed activities should be artfully displayed and available to parents. Decorate your room and hall with student work related to your cottage throughout the quarter. This will lessen your workload preparing for the parent visit and will enrich the student's experience and motivation throughout the quarter. Do the same with student products. Start early and pace yourself.

3. Rotations of Units

Plan easy, teacher friendly activities for the last days of the quarter so that you can neatly pack and rotate the materials, including the nameplate, to the receiving teacher. Units not being used are placed in storage. Complete a work order for pick-up.

4. Alternative activities

Teachers may submit alternative activities for cottage fairs during the second and third quarters to the Board for approval. Only a limited number will be approved. Submit a written request to the Board 45 days prior to the event. Alternative activities should be held during the 8th or 9th week of the second or third quarter.

- a. The event should be held at a time other than the night of cottage fair.
- b. An individual teacher, a pair, a group of teachers, or an entire team could hold the event.
- c. The alternative activity would be in lieu of participation in the cottage fair evening.
- d. The event would be for the community/parents.
- e. Students would do a presentation of some sort.
- f. The events must be cottage related as a culminating activity.
- g. The event could be held in the evening or during the school day.

F. Health Issues

1. HIV policy

Edu-Prize School will not exclude persons diagnosed with HIV from staff or student positions. Universal safety precautions regarding handling of any bodily fluids will be taught and implemented for the protection of all members of the Edu-Prize community. The school nurse will train staff on universal precautions annually. Gloves will be provided to all faculties in the event it is necessary to assist in handling bodily fluids.

2. Pregnancy

Report pregnancies to school nurse. She is aware of health issues that occur in school and can keep you informed of any issues about which you need to know.

3. Immunizations

Immunizations must be up to date and on file.

G. Parent Teacher Network (PTN)

1. Structure

See web site for specifics. The PTN is headed by a director who oversees committee functions. Each committee has a co-leader who meets at a time convenient to their group to plan and organize events and activities.

2. Otter pops

Otter Pops may be sold Monday - Thursdays. Proceeds from the sale of the Otter Pops will be deposited in the teacher's PTN classroom account. Students should not be used to sell otter pops. Teachers must recruit parents for this task. Stress that parents cannot bring children into the kitchen due to limited space, hot stuff, and lots of activity.

3. Money collection/student funds

- a. A Fee Form needs to be completed and APPROVED two weeks prior to any monies being collected for Cottage Fair Products, field trips, class activities, or other fundraisers. This will be strictly enforced and PTN will not accept any monies without prior approval through the Form process.
- b. Fundraisers - All fundraisers must have Board approval.
- c. Depositing monies - Complete a deposit form and give to the PTN treasurer. Teachers must know the amount they are depositing and are responsible for rolling all coins and bundling the bills
- d. Withdrawing money - Submit your receipts at the end of each quarter to the PTN director who will issue you a check and deduct the amount from your account. Items purchased through fundraisers should be marked Edu-Prize property and must be school-related.

4. Scholastic Books

- a. A Parent volunteer will be assigned a group of teachers. The parent will distribute order forms and information each month to those classes. They will collect all the orders and combine their set of teachers into one group to create the potential for mega bonus points.

- b. The total bonus points are divided equally between the teachers and the media center which benefits all Edu-Prize students. The media specialist supervises the program and keeps a tally of teacher points. Teacher orders using bonus points should be submitted to the media specialist.
 - c. Items purchased with bonus points should enrich classroom libraries and MAY NOT include personal property such as microwaves, TV's, refrigerators, etc.
5. Parent helpers
Please insist that your parent helpers sign in with the office and wear their nametags. Parent helpers are strongly encouraged. Teacher thank yous to volunteers should be ongoing.

H. **Special Education**

45 day screening

- 1. 45-day screening forms need to be completed on every new student and given to the special education director for review.
- 2. IEP/504
Teachers must have a copy of the IEP/504 for each student with such paperwork so that they are familiar with student goals. With our inclusion program, the teacher works closely with the special education team to help students make progress toward their goals. If you do not have a copy of the goals for your IEP/504 student, please contact the special education director.

I. **Parent Communication**

- 1. Weekly newsletters
Newsletters are to be sent home weekly. you must have at least one colleague PROOFREAD your letter and initial it. A copy of the newsletter and other reproduced communications must be given to the principal for your file. Your newsletters should contain notes to parents, spelling lists, assignments, weekly focus and objectives for reading, writing, math, and Cottages as well as other information about your class.
- 2. Conferences
Conference with parents 4 times a year. Conferences are **REQUIRED** in person for the 1st and 3rd quarters and may be done by phone or letter for the 2nd and 4th quarters. You are encouraged to meet with parents as often as needed to help your students do their best. STPs are developed during the first conference and reviewed at subsequent parent meetings.
- 3. Report cards
 - a. Kindergarten - by semester
 - b. Grades 1-6 - sent home no less than the 3rd, 6th, and 9th week of the quarter.
 - c. Junior high - sent home at the end of each quarter and mid-term grades will be sent at the end of the 5th week; grades are available to parents during the quarter through the online grading system.
 - d. Include any grades you have recorded on the report card with relevant graded work attached.
 - e. Specialists will send home a separate report card at the end of each quarter with the classroom report card. These should be signed and returned.
- 4. Contact with parents
Teachers are required to listen to phone messages and check their mailboxes twice a day (am and pm) and email at least once a day. Every attempt should be made to get back to parents on the same day if possible, but never more than 72 hours.
- 5. STPs
Student Tailored Prescriptions are completed by the first conferencing period each year. Special individual goals are recorded for each child based on parent/teacher input. Progress toward goals are reviewed each conferencing period. You may complete more than one STP per child per year or use different colored ink per quarter for new goals. One STP per year is a minimum requirement.
- 6. Parent-Teacher Academic Contract
If a student is a possible retainee, a Parent/Teacher Academic Contract form must be completed and the situation discussed with the parent by January 15. By May 15th, the bottom half of the form is completed. The teacher makes a copy of the form for the administrator, and the original is placed in the student's office folder.
- 7. "No surprises"
Parents should be notified of any problems or expected changes in performance in a timely manner. Home/school daily reports are very effective in communicating with parents of children with special needs.
- 8. Mailings
 - a. Teachers are responsible for mailing their own personal notes to parents and students. One bulk mailing is done each summer for the Welcome Back letters.
 - b. Some separated or divorced parents may ask you to mail student reports directly to them. While this is generally discouraged, you may ask the estranged parent to provide preaddressed, stamped envelopes so

that you can mail them copies of grades, newsletters, etc. However, be sure that they have rights to such information by checking the student's file for warnings.

9. School newsletter

A school newsletter is sent home weekly. Staff should submit any items they would like included to the principal.

J. Records to maintain

1. Lesson plans

- a. Each classroom teacher and specialist must plan weekly using the Edu-Prize program as a guide.
- b. Plans should be kept open on the teacher's desk.
- c. A blue sub folder should hang on the hook by your door. The sub folder should outline a generic plan that a sub could follow and tell where relevant materials are located.
- d. Reviewing weekly/yearly lesson plans is part of the annual evaluation process.

2. Portfolios

- a. Portfolios should be maintained with samples of student records as indicated by the portfolio dividers.
- b. Portfolios are passed to receiving teachers at the end of each school year

3. Report Cards

- a. Kindergarten - by semester
- b. Grades 1-6 - sent home no less than the 3rd, 6th, and 9th week of the quarter.
- c. Junior high - sent home at the end of each quarter; grades are available to parents during the quarter through the online grading system.
- d. Copies of report cards are filed in the office student files at the end of the year.

4. STPs (see "Section I - STPs")

5. Parent-Teacher Academic Contracts (see "Section O - End of the year procedures")

6. Start of the year forms

The following need to be collected:

- a. Free and reduced lunch forms
- b. Home language survey for all new students
- c. Staff/student emergency cards
- d. Walker's forms for any students not being picked up at school
- e. Emergency form for classroom Emergency Folder
- f. Internet Access Agreement

K. Student Management

1. Before and after school

a. Before school

- Students should arrive no more than 15 minutes before their scheduled time to begin class
- Students wait in their designated area until their teacher picks them up. Students should not be in the building before school. Teachers will pick students up no less than 5 minutes before posted start times.

b. After school

- Teachers are to coordinate with their duty group to bring students out for pick-up to curbs.
- Siblings of students with a later dismissal time stay in the designated duty group classroom until their older brother/sister(s) are dismissed. A duty group teacher brings these students to pick-up.
- Students must be walked to pick-up by a teacher. No students should be dismissed from class. Teachers are on duty at this time to supervise the behavior of children from classes. During the first few weeks of school assistance will be needed by teachers to help students learn the pick-up procedures.
- Students will need consistent reminders to watch for their cars during pick-up.
- Staff children must stay with their parents or designee and may not be out on the playground.
- NO students should be on the playground, in the gym, in the front office, or wandering about. They must be in direct supervision of an adult.
- Students in building 1 exit USING THE SIDE DOORS, not the front office door.
- Safety is the foremost concern. Be sure that students are reminded to stay behind the lines to wait until their car has come to a complete stop before getting in.
- WALKER'S - If students are not picked up after school in a vehicle, the parents may complete a Walker's Form. Please check with your students during open house and first week of school to be sure you are aware of how each child gets home. Encourage walkers to be very respectful of the folks who live in the surrounding neighborhood. However, students may not cross major streets. Walkers should cross the crosswalk one time and not return to school
- For safety reasons, students are to be picked up only in front of the school, never in the neighborhood.

2. Bikes, scooters, skateboards, shoes with wheels

All bikes are to be placed in the bike racks during the school day at the rider's own risk. Bikes are always to be walked, never ridden, on campus. Skateboards, scooters, roller blades, etc. are discouraged

- and may not be ridden on school property
3. Buddy teacher
Students should be sent to a buddy teacher for time-outs. The use of a buddy teacher is an important Component of our school wide discipline plan. If a student does not respond favorably to your intervention, including a 15-minute time out in your room, send them to a buddy teacher for a 30 minute time out. Please do not use the office for this purpose. The office time out area will be used for in-school suspensions and serious issues.
 4. Classroom management and rules
 - a. Rules
 - Listen and follow directions the first time they are given.
 - Stay in your seat and raise your hands to ask any question.
 - Stay on task.
 - Keep hands, feet, and objects to yourself.
 - Follow the school rules.
 - b. Management
The school-wide discipline posters should be posted in each classroom. Begin with a verbal reminder to change behavior. If the student does not respond appropriately, use the warning system (turn light, mark clipboard, take “class money”, etc.). The light system consists of these consequences.

Green	Start and end each day by taking pride in yourself and all that you do.
Yellow	verbal warning – Students who have chosen to misbehave will be given the opportunity to identify and change their inappropriate behavior.
Red	Students who choose to misbehave earn time out in the classroom for 15 minutes. Student will fill out paper to send home to parent.
Double red	Students who choose to continue to misbehave earn 30 minutes of time out in another classroom. Student will fill out paper to send home with parent.
Severe	Students who continue to disrupt the learning of others, engage in aggressive behavior, use profanity, or steal should be sent to the office. Consequences may result in one or more of the following: in-school suspension, out-of-school suspension, parent conference, or loss of privileges. Provide the principal with as much information as possible.

Edu-Prize behavior tends to be excellent due to the time on task and structure of classrooms. Children are generally engaged in learning with their teachers. Most problems occur during recesses and free time. Please support the recess aides and work as a team to resolve misbehaviors. Prompt pick-up of students at recess and lunch is essential.
Comments related to guns or shooting or threats of any kind are not allowed at Edu-Prize.
Report incidents to the principal.
 5. Collectables/electronic games and cell phones
Collectables, I-Pods, MP3 Players, CD Players, Walkman, electronic games, etc. are strongly discouraged. The school assumes no responsibility for such. Cell phones must be turned off and kept in backpacks throughout the school day.
 6. Interior halls
Students should walk in lines, on the right side of the hall, silently, with their hands clasped behind their backs or at their sides. The purpose of this is to protect student displays on the walls and to allow classes to work without being disrupted by hallway noise. Students should not be in the hallways during recess or lunch unless they are with their teacher or have a pass. Students wait outside for the teacher to pick them up.
 7. Passes
Students must have a pass if they leave class to go to the nurse, restroom, etc. or if the teacher needs them to return to the classroom during lunch.
 8. Playing guidelines to be taught to students
 - a. Students should be kind to each other at all times and should keep hand and feet to themselves.
 - b. Students are to follow the directions of teachers or aides who are on duty.
 - c. Students should play in designated play area where they can see the adult on duty. They should not be on the kindergarten area or the basketball court north of building 2.
 - d. All games are open to all students.
 - e. Students are never to throw rocks.
 - f. Ball are not to be thrown against the building. No wall ball is allowed.
 - g. Bats and hardballs are not allowed on campus.

- h. Soccer games need to be limited to the appropriate section of the field.
 - i. Students are to avoid areas used by PE classes.
 - j. Restrooms are not play areas.
 - k. Do not retrieve a ball that goes over the fence or into the parking lot. Staff picks them up daily.
 - l. Snacks are only to be eaten in the patio area.
 - m. Physical contact (pushing, tackling, etc.) is not allowed.
 - n. No live animals are to be on the playground.
 - o. Equipment use:
 - Swings
 - * Count to 100 after a person starts swinging for the next turn.
 - * Sit in the seat; don't twist, turn, or jump.
 - Play structure
 - * No jumping from, on, or between any parts of the structure.
 - * No throwing anything from the structure.
 - Monkey bars
 - * Use the swinging crossbar only, not the outer support bars.
 - * Leave space between students.
 - * Do not skip bars; carefully grasp each bar in order.
 - Slide
 - * One child at a time should slide and always in the seated position.
 - * No blocking the slide. Students may not climb up slides at any time.
 - a. Ball games:
 - Only red playground balls should be thrown during games such as kickball, dodge ball, etc. and these are to be thrown only below the waist.
 - Students are never to hang on the rim during basketball.
 - Recesses are playtime, not competitive World Cup competitions. Good sportsmanship and fun should prevail. Using good sense and good manners makes the difference.
 - Playground balls brought from home must be marked with the owner's names and are the responsibility of the student who brings them.
9. Use of interior snack machines & water coolers
Adults only.
10. Recess
- a. Aides will supervise lunch recess.
 - b. Classroom teachers supervise other recesses. The office needs a recess duty schedule so that we know who is watching the children. The team leader will assume responsibility for submitting the schedule and updating changes that occur. Two teachers must always be on duty and never stand together or be distracted with incidental dialogue with students. Appropriate supervision requires teachers in separate locations to oversee the entire area moving and keeping continuous focus on the playground and all students.
 - c. Never send your children to recess; bring them out instead and make sure the teacher is on duty before you leave. The ratio of teachers to students should be 1 teacher per 80 children (but 2 must be on duty each recess). If more than four classes are out, additional teachers are needed to.
 - d. Teachers should not sit together when supervising children. One person needs to watch the playground and the basketball court; another needs to watch the field and table area.
11. Restrooms
Send no more than two students to the restroom at a time. When you escort your class, have a boy and a girl check the facilities before and after class use to make sure the restrooms are tidy, vandal free, with water turned off.
12. Lunch behavior
- a. Each teacher has a 30 minute duty-free lunch. In order to achieve this, a 40-minute block is set aside for each class to give the teacher time to get the children to lunch. Teachers should bring the children to the eating area and see that they get seated and settled. Children should sit on their bottoms, feet under the table.
 - b. On school lunch program days, the teacher monitors the distribution of lunch and marks off students. Have students who are participating in the program in alphabetical order.
 - c. Remind children to clean up after themselves and raise their hands when they are ready to be dismissed. The cafeteria monitors will check their area and then dismiss them for recess.

- d. Each class has a large plastic container for children to place their lunch sacks after they are dismissed from tables.
 - e. Lunch will usually be served at the outside tables except when it is very hot or should it ever be very cold.
 - f. Go around the outside rather than through the multipurpose room at lunchtime.
 - g. Cafeteria rules to be taught to students: Respect and responsibility
 - Use soft voices.
 - Stay seated until dismissed.
 - Keep your hands to yourself.
 - Clean up after yourself.
 - h. Students earn 10 points each day for following the lunch rules. This system works well if the teacher reinforces the points by discussing them with students.
13. **Specials**
 Be sure to deliver students to the specials teacher on time and pick them up on time. Specialists are also to be on time to meet classes. Give as much advance notice as is reasonable if you need to cancel a special.

L. Technology

- 1. **Internet**
See "Internet Policy" on page 7
- 2. **Labs**
Tech teachers will plan lessons for Tech Lab classes, but they are very willing to have children word process writing that is done in class, do special research, or coordinate activities with the teachers. Let them know if you have something particular you would like your students to do.
- 3. **Repairs**
Put all technology requests on a Tech request (see "forms"). Do not have parents, friends, spouses, etc. install, fix computer stuff, or remove any components from your classroom.
- 4. **Software licensing**
Personal property licensing must be on file with the Director.
- 5. **E-mail accounts**
E-mail accounts are provided to all certified staff.

M. Tutoring

- 1. Tutoring is not allowed in any one on one setting on campus.
- 2. Student tutoring beyond the regular school day may only be done in the media center and only after special facility use forms or tutoring agreement forms have been completed.
- 3. Edu-Prize offers a Board approved tutoring program.
- 4. Teachers providing this service may only do so between 3:15-4:45 Tuesdays, Wednesdays, and Thursdays, and only after all paperwork and agreements have been completed.
- 5. No other on campus tutoring will be allowed.

N. Emergency Procedures

- 1. **Drills**
Each classroom has a red Emergency folder posted by the door that outlines procedures for emergencies, lockdown drills, evacuation drills, and weather situations. It is critical that you read through the folder prior to the first day of school. Staff should be aware of the guidelines as soon as children are on campus.
- 2. **Rainy days**
 - a. Before school
Children go to their classroom as they arrive at school. If the teacher has not yet arrived on Campus, the students sit in the hall outside the classroom and are supervised by aides or they go into the classroom and are supervised by the teacher in the next room.
 - b. Recess
Students stay in the classroom. Neighboring teachers trade off for a short break.
 - c. Lunch
Students will be supervised in the cafeteria for 15 minutes. Teachers then pick up the children and take them back to class. Neighboring teachers trade off for a short break. As aides are available, they will watch students so that teachers may use the restroom.
 - d. After school
Dismissal goes on as usual unless the rain is very heavy or dangerous weather is occurring. Students will stay in their classrooms until their carpool is called. Refer to the Emergency Folder for more information.

O. School Security

1. Visitors

All employees and non-employees who are on campus must wear a nametag from the office. If you see an adult who does not have on a nametag, please escort them to the office. We are a school of choice and we have many visitors. For security, it is critical that all visitors check-in with the office. The office holds their drivers' licenses while they tour the school. No school age non-enrolled students may be on campus unless they are accompanied by an adult.

2. Alarm systems

The alarms are set before 7:15 AM, after 8:00 PM, and on weekends and holidays. If you enter or exit the building during those times, you must use your wand. Going out any door except the front door will activate the alarm. When the alarm is tripped, the police are sent to the school and we are assessed a hefty fine. Please make sure you remember this and inform any friends, relatives (especially children), helpers, etc. who are with you not to use the doors without you there. The computer tracks who is entering the building. Should you accidentally set off the alarm, immediately call the number taped to the inside of the front office phone. Give your name and your secret code/password. Make sure that you have a password that is easy to remember and review this process so that you are prepared should the alarm be triggered.

P. End of Year Procedures

1. Student placement

- a. Teachers complete pink and blue sheets for each child.
- b. Concerns and input is received by teachers from parents during the third quarter.
- c. Placements are made by teachers at scheduled meetings. The principal makes final placements.
- d. All placements are confidential. DO NOT share class placement with ANY parents or staff members. There are always circumstances where changes need to be made after the placement process.

2. Check-out procedures (to be completed prior to issuance of summer checks)

- a. Remove ALL staples from walls and carpets, and report any damage that needs to be repaired.
- b. Prepare classroom for summer cleaning by clearing as much floor space as possible. Have students wash desks inside and out. Wipe down shelves, cupboards, etc. All loose papers, books, or other items must be cleared from furniture that will be moved during summer cleaning.
- c. Complete permanent record cards in the office following the posted example exactly.
- d. Send home report cards on the last day of school.
- e. Non-returning staff participates in an exit interview and turns in keys.
- f. Portfolios are sorted by receiving teacher. Portfolios should contain copies of the report card, Success maker scores, student fall and spring writing samples, continuum, math and reading tracking cards, etc.
- g. Complete a materials inventory sheet.
- h. Give the principal 30 copies of your Welcome Back letter as well as your master and extra paper.
- i. File report cards, STP's, Parent/Teacher Academic Contracts, and State test results in student office folders.
- j. Give a copy of the signed Parent/Teacher Academic Contract to the principal for all retained students.
- k. Signed contracts should be submitted to the Director.
- l. Course completion verification must be given to the Director by May 15 for addendum credit.
- m. Student performance validation (Success Maker, State testing, etc.) must be submitted to the Director by June 1.

Q. Photocopying

1. Risograph

Each teacher is given a Riso account. Submit items to be copied 4 days in advance. Use the Riso for sets of 20 or more. Copyright material cannot be submitted.

2. Workroom copy machines

Adults ONLY are to use the machines. They break down easily. If parents copy for you, be sure they know how to properly use the machines. Also remind them to let teachers break in to make copies.

3. Copyrighted materials

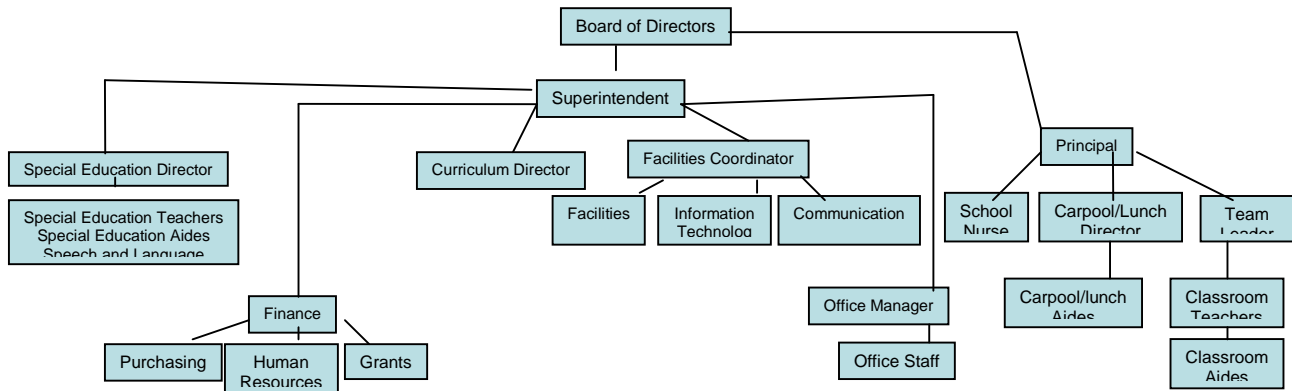
Copyright laws are to be obeyed.

4. HB reading unit tests

These can be found in the file cabinets in your building's workroom.

R. Line and Staff

The following represents the supervisory hierarchy for Edu-Prize. Bring questions and concerns to your immediate supervisor first.



S. Forms and Form Procedures

1. Field trip form - by first conference (week 5)
2. Liability release - At least 2 weeks in advance
3. Vandalism/Theft report -
4. Incident/Accident report -
5. Absence report - Day returning to work
6. Leave request - 2 weeks in advance when possible
7. Fee Form - 2 weeks in advance
A Fee Form must be completed and submitted to the principal for approval for any monies collected from students other than Scholastic Book money and Otter Pops. See "Parent Teacher Network, Money collection/student funds."
8. Student Tailored Prescription
9. Professional Development Class Pre-Approval - by March 15th annually
10. Application for Alternative Activity During Cottage Fair - 4 weeks in advance
11. Parent-Teacher Academic Contract - to principal by January 15th
12. Work Order - no verbal requests
Complete a Work Order form for maintenance requests and submit to the Director. In the event of an emergency, contact the front desk, and they will page the facility manager.
13. Technology order
14. Event form - at least 2 weeks in advance
An insurance Event Form must be completed any time the school day is extended and/or the facility is used after hours. See the principal for a form.
15. Teacher Commitment
To be completed and signed by all teachers before the start of the school year or prior to first day of teaching. Teaching hours are 1 hour before and after the student day.

Acknowledgment

This employee handbook is for your use and a source of information about Edu-Prize and your job. It is not a contract of employment, express or implied, but merely sets forth regulations of employment, general information, and an explanation of your benefits and policies. Your signature below acknowledges your understanding that the employee handbook is on line at: www.edu-prize.com, and your acceptance that:

- a. I am responsible for reading, understanding, and adhering to the policies outlined in the Edu-Prize employee handbook and am invited to ask my supervisor any questions that I may have.
- b. The provisions of this employee handbook are guidelines, statements of policy, and procedure that may be changed by Edu-Prize at any time;
- c. The Board reserves the right to revise, modify, delete, or add to any and all policies, procedures, work rules, or benefits stated in this handbook or in any document at any time. However, any such changes will be in writing and must be signed by the Board president.
- d. Edu-Prize does not guarantee me specific benefits because benefits, policies, and procedures may change from time to time without my consent;
- e. No Supervisor or other representative of Edu-Prize, other than its Director, has the authority to enter into any agreement for employment for a specified period of time or to make any agreement contrary to the policies contained in this manual;
- f. Edu-Prize or I may terminate my employment relationship at any time, for any reason not expressly prohibited by law.
- g. Edu-Prize does monitor its network, and computers. Information stored in or on company facilities is subject to inspection at any time without notice. Employees have no personal privacy right in anything created, received, or sent on or from the computer and/or Internet system; by accessing the system, employees expressly waive any right of privacy in anything they create, store, send, or receive on the system. By accessing the system, employees further consent to allowing personnel of Edu-Prize to access all material created, sent, or received on the system. I further acknowledge that accessing, viewing, sending, or receiving pornographic or harassing materials will constitute unprofessional conduct and be grounds for dismissal.
- h. I understand that I must sign a proprietary agreement form to be employed in the system.

Employee Signature

Date

Edu-Prize Teacher Commitment

Being a part of a new educational concept requires tremendous dedication and specificity of expectation. Therefore, we ask that all of our staff read and whole-heartedly agree to the following:

- * Use the methodologies and materials that are integral to the Edu-Prize philosophy (i.e., Enterprise Lab, Harcourt Brace, and Math Programs, Thematic Skill Integration, etc.)
- * Provide weekly communication to parents in the form of a "newsletter" that:
 1. Informs of weekly objectives & activities
 2. Gives list of spelling words or other required materials
 3. Specifies homework activities or updates
 4. Provides weekly scores or behavior feedback
- * Dress in a professional manner at all times according to the teacher handbook
- * Conduct oneself in a professional manner at all times including all areas addressed in the employee handbook
- * Attend Weekly Team, Faculty, curriculum mapping and Committee Meetings
- * Interface with specialists, administration, and other faculty regarding special student needs
- * Support the school through activity in special committees (TAC, Science, Tech, etc.)
- * Be in attendance every day and provide **reasonable notice** by submitting appropriate forms when absent (Notify the Director of Operations, Patti Holmquist ext. 216 before 6:30 a.m.; provide lesson plans & materials, keep lesson plans on teacher desk at all times)
- * Maintain **WEEKLY LESSON PLANS**, materials, and substitute folder on Teacher desk
- * Encourage parent assistance both in and out of the classroom
- * Attend and prepare for all Cottage Fairs
- * Conference with all parents every 9-week session (in person 1st and 3rd quarters; 2nd and 4th quarters may be by phone or in person)
- * Timely maintain student portfolios, Mastery Data, and Student Tailored Prescriptions
- * Complete Report Cards per handbook and file upon completion
- * Maintain student confidentiality (records, personal information, names and numbers)
- * Complete permanent record cards annually
- * Participate in student placement
- * Support the decisions of the Administration & Board of Directors
- * Maintain duty stations as assigned
- * Participate in all Inservice sessions
- * Maintain a clean and orderly learning environment
- * Maintain my regular scheduled hours (Regular day: at least 1/2 hour before & after the student day; TOPS: at least 1 hour before & after the student day)
Hours I will regularly attend are _____
- * Receive monetary compensation biweekly per my contract
- * Complete the evaluation procedure annually
- * Provide all necessary employment paperwork and keep them current (certificate, immunizations, application, signed contract, Fingerprint Clearance Card, etc.)

I have read the above job description and am fully confident that I can meet these expectations and understand my commitment as an educator. I further understand that lack of compliance will affect my addendum and unprofessional conduct will be grounds for dismissal.

Staff Signature

Date

Absence / Leave Request

To request planned leave, or report an illness, please complete this form.
Submit this report to Dr. Robershotte upon completion.
Planned leave must be approved in advance.

Employee Name: _____

Date(s) requested: _____

Regular working hours: _____

Is a substitute required? _____

Salaried employees: Length of absence

Full Day _____

Half Day _____

Extended number of days: _____ Days

Reason for absence: Personal / Illness _____

Other: _____

Hourly Employees: Hours requiring coverage: _____

Above period will be covered by (name of employee): _____

Who can be reached at (phone number): _____

Date Submitted

Employee Signature

Date Approved

Directors Signature

Required Teacher Attendance Days

2009	Explanation
July 13	All Probationary Teachers* – Inservice
July 14	All Probationary Teachers* – Inservice
July 15	All Probationary Teachers* – Inservice
July 16	All Teachers* – Inservice
July 17	All Teachers – Inservice
July 20	Open House/Teacher Inservice
July 21	All Staff Inservice
July 23	First day of first quarter
September 3	Day before a holiday
September 8	Day after a holiday
October 2	Last day of first quarter
October 19	Teacher Inservice
October 20	First day of second quarter
November 10	Day before a holiday
November 12	Day after a holiday
November 25	Day before a holiday
November 30	Day after a holiday
December 18	Last day of second quarter

2010	Explanation
January 8	Teacher Inservice
January 11	First day of third quarter
January 15	Day before a holiday
January 19	Day after a holiday
February 12	Day before a holiday
February 16	Day after a holiday
March 12	Last day of third quarter
March 29	Teacher Inservice
March 30	First day of fourth quarter
April 1	Day before a holiday
April 5	Day after a holiday
May 28	Day before a holiday
June 1	Day after a holiday
June 3	Last teaching day of the fourth quarter
June 4	Teacher Inservice

Addendum may be affected if any of the above days or work days attached to these days are missed.

Employment Agreement will be reduced by a prorated amount.

If absent on a mandatory day, a letter must be written to the Edu-Prize Board of Directors.

*Probationary Teachers are those in their first and second year of teaching at Edu-Prize.

Signature of employee / Date

Building 1 – 580 W. Melody Ave.

40 WIRTZ	41 POLSELLI AM
	GRAY PM
PRIMARY	PRIMARY TOPS

42 SNELL AM	43 POWELL AM	44 LINDSTROM AM	45 ROGERS
RUNYON PM	FORSYTHE PM	K. HANSON PM	
PRIMARY TOPS	PRIMARY TOPS	PRIMARY TOPS	INT. I

MEDIA CENTER		TECH LAB 2
LEGG		
Lymer-Hanson		GREEN- HALGH
IT I Anderson		Kitchen

34 ROSS	35 RAND
PRIMARY	SPECIAL ED.
14	15
EVANS AM TOPS	<u>KENYON</u> AM ½ DAY
LANG PM TOPS	HUDZIETZ PM TOPS
KG	KG

36 FUNK	37 VINCENT	38 CURTIS AM TOPS	39 NETT
INT. I	INT. I	L. O'BRIEN PM TOPS	
PTN - HOLMQUIST AIDES ZEMLOCK & KORKOSZ	20 BOLL	21 QUIROGA AM	22 MANN AM
WORKROOM	19 DUPLISSA	WOODALL PM	YEARGAIN PM
	TECH LAB	SCIENCE LAB	INT. I TOPS
		INT. I TOPS	INT. I TOPS

MUSIC ROOM			
B. ANDERSON			RESTROOMS
23 B. O'BRIEN	24 HANTLA	25 M. PETERSON	
PRIMARY	PRIMARY	TECH LAB 4	

1 K HARRIS AM TOPS	2 BURNETT AM TOPS	OFFICES
ZAVISCH PM TOPS	McCULLOUGH PM TOPS	LANGSTON - RECORDS
KG	KG	GOULD - ADMIN
		KNAPP - ENROLLMENT
		DR ROBERSHOTTE DIRECTOR
		DREW & BIERLEIN - ACCOUNTANT

FRONT OFFICE	RESTROOMS	8 BEAL	9 KAMPER	10 SHEPHERD	11 BLOCK	12 SLEASE
YANTIS SCHOLLMYER BROOKS		PRIMARY	PRIMARY	PRIMARY	PRIMARY	13 MORSE
NURSES FABEY TINDAL						

Building 2 – 1500 N. Monterey

