Kyrene School District

TEACHER HANDBOOK
Table of Contents

Introduction and Purpose ........................................................................................................ Page 1

District Vision and Mission Statement .................................................................................. Page 1

Resources ................................................................................................................................. Page 1
• Governing Board Policy ........................................................................................................ Page 1
• Meet and Confer Document ................................................................................................ Page 1
• Family Handbook ................................................................................................................ Page 2
• Kyrene Adopted Curriculum ................................................................................................ Page 2
• Office and Administrative Staff .......................................................................................... Page 2

General Information and Procedures ..................................................................................... Page 2
• Absences ............................................................................................................................... Page 2
  When you will be absent ....................................................................................................... Page 2
  Please report your absence as soon as possible ................................................................ Page 2
  Reporting your absence on line .......................................................................................... Page 2
  Reporting your absence by phone ...................................................................................... Page 3
  Preparing for a Guest Teacher .......................................................................................... Page 3
• Acceptance of Gifts .............................................................................................................. Page 4
• Dress Code .......................................................................................................................... Page 4
• Visitors to School ................................................................................................................ Page 4
• Emergency Procedures ....................................................................................................... Page 4
• Sexual Harassment ............................................................................................................. Page 4

Your Classroom ....................................................................................................................... Page 5
• ID Badge/Keys ..................................................................................................................... Page 5
• Security ............................................................................................................................... Page 5
• Room Maintenance ............................................................................................................ Page 5
• Professional Staff Schedules and Calendars .................................................................. Page 5
• Pets/Animals ....................................................................................................................... Page 5
• Personal Items .................................................................................................................... Page 5
• Staff Cell Phones ............................................................................................................... Page 6
• Student Use of Classroom Phones ................................................................................... Page 6
• Birthday and Other Celebrations ...................................................................................... Page 6
• Holiday Celebration Guidelines ....................................................................................... Page 6
• Non-District Flyers ............................................................................................................. Page 7

Student Procedures ............................................................................................................... Page 7
• Morning Tardies ................................................................................................................ Page 7
• Pledge of Allegiance and Moment of Silence ................................................................ Page 7
• Discipline ............................................................................................................................ Page 7
• Bus Pass ............................................................................................................................. Page 7

Supervision of Students .......................................................................................................... Page 8
• Supervision ........................................................................................................................ Page 8
• Transportation ..................................................................................................................... Page 8
• Keeping Students after School ......................................................................................... Page 8
• Tutoring in the Classroom .................................................................................................. Page 8

Instruction and Adopted Materials .......................................................................................... Page 8
• Textbook Ordering ............................................................................................................. Page 8
• Supplementary Materials/Tradebooks .............................................................................. Page 9
• Supplies ............................................................................................................................. Page 9
• District Print Shop ............................................................................................................. Page 9
• Supplemental Materials Copyright Regulations ........................................ Page 9
• Educational Motion Media Use .......................................................... Page 9
• Use of Any Motion Media for Incentives and/or Rewards ......................... Page 10
• Guidelines for Off-Air Recording ....................................................... Page 10
• Homework .......................................................................................... Page 10

Extracurricular Activities ................................................................. Page 10
• Off-Campus after Hours Student Parties .............................................. Page 10
• Educational Study Trip Procedures .................................................... Page 11
• Planning a Special Event .................................................................. Page 11

Attendance ......................................................................................... Page 11
• Attendance – Elementary School ........................................................ Page 11
• Attendance – Middle School ............................................................... Page 11
• Permission to Leave School .............................................................. Page 12

Grading/Assessment Systems ............................................................ Page 12
• Grading .............................................................................................. Page 12
• Report Cards and Records .................................................................. Page 12
• Promotion and Retention of Students ................................................ Page 12

Student Wellness and Health Services ............................................. Page 13
• Nutrition Guidelines .......................................................................... Page 13
• Physical Activity .............................................................................. Page 13
• Health Services ................................................................................ Page 13
• Chronic Illness .................................................................................. Page 13

Financial ............................................................................................. Page 13
• Student Fees, Fines, and Charges ....................................................... Page 13
• Money Collection .............................................................................. Page 14
• Fund Raising ..................................................................................... Page 14
• Student Activity Fund ..................................................................... Page 14

Technology .......................................................................................... Page 14
• Use of Computer and Technology Resources ...................................... Page 15
• Appropriate Use of Electronic Resources .......................................... Page 15
• Employee Responsibility .................................................................. Page 15
• Staff Use of Digital Communications and Electronic Devices – Policy GBEF Page 16
• Filtering and Internet Safety .............................................................. Page 16
• Email System .................................................................................... Page 16
• Privacy .............................................................................................. Page 17
• Educational Multimedia Copyright and Fair Use Guidelines ................ Page 17
• iVisions ............................................................................................. Page 17
• INFORM .......................................................................................... Page 17
• Genesis ............................................................................................. Page 17
• Laptops ............................................................................................... Page 17
• AV Equipment and Materials ............................................................ Page 17

Parent/Teacher Communication ....................................................... Page 18
• Curriculum Presentation ..................................................................... Page 18
• Conference Opportunities .................................................................. Page 18
• Teacher Websites ............................................................................... Page 18
• Email and Phone Calls ....................................................................... Page 18
• Resolution of Public Concerns and Complaints .................................. Page 18
• Child Abuse/Neglect Information ....................................................... Page 19

Student Records .............................................................................. Page 19
• General Information .................................................................................................................. Page 19
• Parent/Guardian Access to Students and their Records ........................................................ Page 20

Kyrene Pronunciation, School Meanings and Mascot Guide..................................................... Page 21
INTRODUCTION AND PURPOSE

DISTRICT VISION AND MISSION STATEMENT

Vision
Kyrene’s vision is to prepare all students to meet future educational and life challenges in order to make positive contributions to society.

Mission
To realize our vision, Kyrene seeks to inspire and engage our diverse community of students, staff, families, and citizens to ensure continuous academic achievement and personal growth for every student.

To support the Kyrene School District’s Vision and Mission, it is important that all employees are successful in their respective job assignments. The purpose of the Staff Handbook is to provide each employee with useful information to help facilitate that success. Employees of the Kyrene School District are mandated to follow the Policy and Regulations of the District, as well as other agreements and directives. This handbook provides a summary of basic information, however please note that comprehensive information can be found at the following:

- Student/Family Handbook
- Kyrene Teacher Instructional Resources: [http://www.kyrene.org/Page/800](http://www.kyrene.org/Page/800)
- Employee Resources: [http://www.kyrene.org/domain/1011](http://www.kyrene.org/domain/1011)

Please note the following:
The material contained in this handbook does not constitute a contract between the Kyrene School District and its employees. The material is provided as a service for staff members to outline District procedures. The staff member understands that the information contained in this handbook may be modified unilaterally without prior consent or agreement from the employee.

Further, the Certified Meet and Confer agreement sets forth items of employment, salary, and benefits which have been agreed upon by the Governing Board of the Kyrene School District and KEA for each school year. To the extent that there is a conflict between information contained in this handbook and the Certified Meet and Confer agreement or District Policy, the Meet and Confer agreement or District Policy will prevail. All employees are encouraged to read and become familiar with the relevant employee agreements and policies.

RESOURCES

There are a great number of informational resources available to you. Some of the most commonly used are listed below, however, please contact your office staff with any question.

**Governing Board Policy**
The Governing Board Policy Manual can be found on-line at the District’s website ([http://policy.azsba.org/asba/Z2Browser2.html?showset=kyrene](http://policy.azsba.org/asba/Z2Browser2.html?showset=kyrene)). All Kyrene School District employees are responsible to follow the directives of policy.

**Meet and Confer Document**
The Meet and Confer document for each employee group outlines terms of employment, salary, and benefits for the current school year. The Meet and Confer documents are available on-line under the ‘employment’ link of the District website ([http://www.kyrene.org/domain/1011](http://www.kyrene.org/domain/1011)).
**Family Handbook**
At the beginning of each school year, you will receive a copy of the student handbook. Please familiarize yourself with the document. It will be a great source of information for you.

**Kyrene Adopted Curriculum**
The Kyrene Adopted Curriculum can be found on-line at the District’s website (http://www.kyrene.org/Page/732). Your curriculum chair, math or literacy coach and school administration can also assist you.

**Your Office and Administrative Staff**
Your office and administrative staff is your key resource. In all probability, the answers to most questions you may have can be provided by your office and administrative staff.

**GENERAL INFORMATION AND PROCEDURES**

**Absences**

**When you will be absent**
Refer to the Certified Meet & Confer document to become familiar with Sick and Personal day usage, Personal Day restrictions, and Blackout Days. If you need to be absent for a reason that is eligible under FMLA or another Board approved leave, you must obtain authorization in advance to request a leave of absence from Human Resource Services, Employee Relations. For any absence that will extend beyond five consecutive work days, please contact Employee Relations to inquire about whether a leave of absence is available. To review and complete the Request for Leave Packet, locate the link on the Human Resource Services/Employee Information and Forms/All Employees page found at: www.kyrene.org. Failure to follow Meet and Confer and District Policy pertaining to absences and leaves can result in loss of pay or disciplinary action.

**Please report your absence as soon as possible**
If you or an immediate family member are ill when you go home in the evening, or become ill during the night, or if there is an unforeseen emergency, report your absence through Aesop immediately. Please make sure that you receive a confirmation number for this absence. Aesop will begin searching for a substitute immediately. However, if your illness or emergency occurs with less than an hour before the start of school or during the school day, please call the Substitute Specialist at 480-541-1301 to report your absence.

The Aesop system is operational twenty-four (24) hours a day, seven (7) days a week, and begins calling substitute teachers at 5:30 a.m. It is imperative that you call as soon as possible so that Aesop can begin working to secure a substitute. It is also important that you inform your supervisor of your absence.

It is necessary to call Aesop each day of an absence unless you have previously entered an approved absence extending over several days. In addition to being the means to secure a substitute, Aesop is also an absence tracking system, so all absences must be reported in Aesop, even if a substitute is not required.

**Reporting Your Absence On-Line**
You may report your absence through Aesop on the district website. Go to www.kyrene.org, select the Employees link, then Aesop Online. Employee quick start instructions can be found below the logon link. Your logon ID and PIN can be found in the welcome letter received from the Substitute Specialist in Human Resource Services.

1. At the close of the reporting, the system will indicate that you have successfully reported an absence by giving you a confirmation number. Please write this number in your records for verification of absence reporting. If the absence needs to be changed or cancelled, you will need the confirmation number.
2. If you assign a Substitute to your absence, Aesop will email the substitute with the confirmation number. **Please use the pre-assigned option only when you have confirmed the position with a substitute.** If your preassigned substitute cancels, Aesop will send you an email notification and the job will be viewable online to all substitutes. If the job has not filled within two days of the absence Aesop will then begin calling all available substitutes.

3. At this point you may upload special instructions for the substitute teacher such as information on where to find lesson plans, duty schedule, or if your position requires travel to another school site, you can leave information on your schedule.

**Reporting Your Absence by Phone**

1. Dial 800-942-3767 and enter your ID number (followed by the # sign) then your PIN number (followed by the # sign).

2. Press (1) to report absence; followed by (1) if you will be absent today, (2) tomorrow, or (3) for another date.

3. Enter your reason for absence by selecting one of the options given.

4. Select whether or not you need a substitute for your position. When entering a pre-assigned substitute, Aesop will email the substitute with a confirmation number of the absence. If the substitute does not accept the job, Aesop will then open the job to other available substitutes. **Please use the pre-assigned option only when you have confirmed the position with a substitute.**

5. At this point you may leave special instructions for the substitute teacher such as information on where to find lesson plans, duty schedule, or if your position requires travel to another school site, you can leave information on your schedule. You may also upload shared documents that would be helpful for the substitute.

6. Please write the confirmation number in your records for verification of absence reporting. If the absence needs to be changed or cancelled, you will need the confirmation number.

**Preparing for a Substitute Teacher**

You are responsible for having clear and complete lesson plans with a full explanation of routine tasks in preparation for an unforeseen absence or emergency situation. In addition to the items mentioned in the Lesson Plan Book (seating chart, discipline plan, desired learning objectives and activities to achieve them, etc.), the substitute teacher folder should have “survival” information as well as:

- Attendance procedures
- Lunch count (elementary only) procedures
- Time schedules for various subjects including special areas
- Procedures for recesses, lunch, dismissal and taking students to the buses
- Procedures for sending children to the health assistant/nurse
- Any special requests and information you have for a guest teacher (duty schedule)
- Special medical problems of students as well as students with special behavioral, academic or physical needs
- Names of good student helpers, parent volunteers, and their schedules
- Times and lists of resource students
- A campus map listing fire drill and emergency evacuation routes
- The name of your adjoining teacher or Team/Grade Level Leader and how to contact the office

Substitute teachers and your students will appreciate your thorough planning. Your advance preparation will enable instruction to continue to meet your goals and allow you to be absent without undue concerns about your class.

If changes to your lesson plans should occur during the year, please remember to update your substitute teacher folder to ensure continuous student progress.
Acceptance of Gifts
Students, parents, and other patrons of the District shall be discouraged from presenting gifts to employees. This should not be interpreted as an intention to discourage acts of generosity in unusual circumstances and simple remembrances expressive of affection and gratitude are not regarded as violations of policy. (Policy GBI) Employees should not encourage students to provide gifts for staff members.

Students shall be discouraged from collecting money, setting aside funds, or purchasing gifts for teachers or for the school. (Policy JL)

Dress Code
All staff is expected to dress and maintain a general professional appearance that reflects their position and does not detract from the educational program of the school (Policy GBE-R).

Visitors to School
We encourage parents to be a part of their children’s education by volunteering at school. For safety reasons, and to minimize disruptions to instruction, we have procedures established for visitors and volunteers on our campuses.

Every visitor to the school campus is required to first go to the office, sign in as a visitor, and receive a visitor badge. No visitors should be in the school or on campus unless they are wearing a visitor’s badge.

Non-student visitors or siblings are not allowed on campus during the school day nor before or after school when Kyrene students are present. Adult visitors and volunteers may not bring students’ younger siblings or other non-students with them to school during the school day.

Parent requests to observe in the classroom are to be scheduled through the office in advance and have prior knowledge of the teacher. Observations should not disrupt students’ instructional time. An observer who wishes to speak to the teacher will need to schedule an appointment before or after school.

EMERGENCY PROCEDURES
Staff members are to follow the established emergency procedures as outlined in the District Emergency Procedures Handbook. This includes procedures for fire drill, emergency evacuation, and lockdown.

Administrators will review emergency plans with staff prior to the start of each school year. Teachers are responsible for:
- Informing their classes of the expected procedures.
- Practice of fire drill procedures within the first week of school and the first week of each grading period.
- Making sure students are aware of evacuation procedures, evacuation routes, and alternative evacuation routes.
- Orienting new students who have entered class during the school year. This will be done within one week of the student entering school.
- Posting an emergency exit map at each exit in the classroom.
- Placing visibly near the exit the emergency folder with student rosters, classroom emergency backpack, and any other relevant materials as designated by the principal.
- Maintaining an updated copy of all emergency plans and updating those plans if changes are made.
- Communicating any relevant changes to students within one week following notification of the change.
- Including an explanation of emergency procedures for guest teachers.

Sexual Harassment
Sexual Harassment is prohibited by policy and will not be tolerated. The District is committed to creating and maintaining a learning and working environment free of objectionable and disrespectful conduct and/or communications of a sexual nature. Any individual who engages in sexual harassment while acting as a member of the school community or while on District property shall be in violation of the Sexual Harassment policy. (Policy ACA)
Anyone who is subject to sexual harassment, or who knows of the occurrence of such conduct, should inform the Compliance Officer, as provided in ACA-R, by calling Human Resource Services. A substantiated charge against a staff member in the District will subject the employee to disciplinary action. A substantiated charge against a student in the District will subject that student to disciplinary action, which may include suspension or expulsion.

YOUR CLASSROOM

ID Badge/Keys
You will sign for and receive a District ID badge which you will be expected to wear on a lanyard around your neck or attached to your clothes, no lower than at the waist. In addition to being an ID badge, this badge will also open specified doors to the school and allow for entry into the school on off-hours.

You will sign for and receive your badge and keys for your classroom door and classroom cabinets. If you need access to another area, please see the office staff. Badges and keys are YOUR responsibility when you sign for them and cannot be duplicated. Please do not loan your badge or keys to others (staff, students, or parent volunteers). Do not lose your badge or keys by school or room number. In the event a key is lost, you must notify your principal immediately. If an ID badge is lost, immediately notify your principal and Human Resources Services who will deactivate the badge for security purposes.

In the event you need to be absent, staff personnel in the office will provide a substitute badge and classroom key for your guest teacher. Your student teacher will not be given cabinet keys and cannot access work or materials you may have secured. Keep this in mind when you plan for a substitute teacher. Please advise the secretary if the substitute will need to sign out an LSU key or if one will be left for the substitute.

Security
To ensure good room security:
- Keep your room locked when not in use.
- Do not permit students to be in your room when you are not present.
- Keep personal valuables at home. THERE IS NO SCHOOL INSURANCE FOR PERSONAL BELONGINGS.
- If you are collecting money for a school project, have it put in the office safe daily. Keep the receipt you receive from the secretary.
- Report any indications of theft/vandalism to the office staff members immediately.
- NEVER prop open an outside door to carry items inside the building, etc.

Room Maintenance
- Train your students to remove any paper, paper clips, and staples from the carpet (Staples break vacuums.)
- Stack or have off the floor all chairs prior to leaving at the end of the day.
- If you choose to have plants or animals in your room, they and their cleanliness are your responsibility.
- Report any maintenance needs, in writing, to the lead custodian at your site.

Professional Staff Schedules and Calendars
Professional staff members are expected to be in their respective rooms or work areas as the schedule prescribes so that they may see students, parents, and/or attend to other duties as assigned. Family members are not allowed in teacher work areas during scheduled duty hours. (Policy GCL)

Pets/Animals
Animals may be brought into the classroom for educational purposes only. However, they must be cared for in an appropriate and humane manner and properly handled. Any person who wishes to bring an animal into the classroom must receive prior permission from the principal.

Animals must be appropriate for the school setting and properly housed. The pet cannot be transported on the school bus. (Policy IMG, IMG-R)
Students are not permitted to take a pet home if it follows him/her to school.

**Personal Items**
The District will not assume responsibility for the loss of, or damage to, personal property stored, installed, or used on school premises. (Policy ECAD)

**Staff Cell Phones**
In order to minimize disruptions to instruction, staff cell phones should only be used for extenuating circumstances, during designated breaks, and when students are not present. (Policy GCL-R)

**Student Use of Classroom Phones**
School telephones are not intended for student use. In emergency situations, students may ask a staff member for access to a telephone.

**Birthday and Other Celebrations**
No celebrations of individual student birthdays are to be held in classrooms or on the school campus (nor are students to hold parties for their teachers at school). Parents may not distribute party invitations at school. Balloons, flowers, other bouquets, cakes, candy, or any other food items cause many distractions and cannot be allowed on campus or on the bus. Parents, guardians, family, and friends are asked not to have these items delivered to school for student celebrations. If these items are delivered to the school, they will be kept in the office. This policy helps to ensure that instructional time is protected and that all students are treated equally.

Classroom parties/celebrations may be held four (4) times a year. Schools may choose to celebrate at the following times: winter break, end of year, and two (2) additional optional times agreed upon by each school independently. (Policy JJB) These celebrations are designed to be instructional and to recognize the value of religious and cultural diversity. This approach introduces students to new learnings and enables them to be more understanding of other students’ heritages and beliefs.

When planning snacks for these four classroom parties/celebrations, state law requires that no home-cooked food be distributed to students during school hours. This practice is intended to protect students from the spread of communicable disease. The aforementioned four (4) parties/celebrations that take place during the school day are exempt from the Arizona Nutritional Standards. For all other activities during the school day that include food for students, the Arizona Nutrition Standards must be followed (Policy reference JL and regulations JL-RA and JL-RB). For more detailed information on the State Nutrition Standards, please refer to [www.ade.az.gov](http://www.ade.az.gov).

**Holiday Celebrations Guidelines**
Please follow these guidelines during the holiday seasons:

1. We value the diversity in our community and believe in practices that are inclusive and honor that diversity.
2. We have an obligation to teach the Kyrene curriculum and to utilize our instructional time wisely.
3. We recognize that the children in our classrooms are a captive audience and we are mindful of that in the decisions we make about classroom activities and celebrations.

The following information comes from *A Teacher’s Guide to Religion in the Public Schools*, published by the First Amendment Center, and endorsed by the organizations listed below.

**How should I treat religious holidays in the classroom?**
Teachers must be alert to the distinction between teaching about religious holidays, which is permissible, and celebrating religious holidays, which is not. Recognition of and information about holidays may focus on how and when they are celebrated, their origins, histories and generally agreed-upon meanings. If the approach is objective and sensitive, neither promoting nor inhibiting religion, this study can foster understanding and mutual respect for differences in belief. Teachers may not use the study of religious holidays as an opportunity to proselytize or otherwise inject personal religious beliefs into the discussion.

The use of symbols, provided they are used only as examples of cultural or religious heritage, is permissible as a teaching aid or resource. Religious symbols may be displayed only on a temporary
basis as part of the academic lesson being studied. Students may choose to create artwork with religious symbols, but teachers should not assign or suggest such creations.

The use of art, drama, music or literature with religious themes is permissible if it serves a sound educational goal in the curriculum. Such themes should be included on the basis of their academic or aesthetic value, not as a vehicle for promoting religious belief. For example, sacred music may be sung or played as part of the academic study of music. School concerts that present a variety of selections may include religious music. Concerts should avoid programs dominated by religious music, especially when these coincide with a particular religious holiday.


Non-District Flyers
We do not distribute promotional materials from community organizations in the classroom. The Kyrene School District will allow community organizations to display/distribute approved materials in a kiosk located in the office of each school. Approval for all flyers must be obtained before distribution or placement in the kiosk. (Policy KHC)

Promotional material means written material that is intended solely to notify students and their parents of the opportunity to participate in a youth-related program, activity or event that aims to improve the health, education or welfare of students. Promotional materials may take the form of notices, announcements, brochures and flyers.

STUDENT PROCEDURES

Morning Tardies
Students are to be in class prior to the ringing of the tardy bell. Students reporting late to school MUST obtain an admit pass from the office.

Pledge of Allegiance and Moment of Silence
State law and Board policy requires that every school morning begin with a moment of silence and the Pledge of Allegiance. While individual students have the right not to participate, they, like all students, must remain respectful. In addition, students in grades four (4) through six (6) shall recite the following passage from the Declaration of Independence:

“We hold these truths to be self-evident, that all men are created equal, that they are endowed by their creator with certain unalienable rights, that among these are life, liberty and the pursuit of happiness. That to secure these rights, governments are instituted among men, deriving their just powers from the consent of the governed…”

Policy IMD also states that each teacher in charge of a classroom shall conduct a period of meditation, not to exceed one (1) minute in duration. No other activities will be allowed in the classroom at that time.

Parents may request that their student(s) not participate in the meditation period or patriotic observances, but students not participating will be expected to observe the courtesy of not disturbing others.

Discipline
All appropriate behaviors should be taught, modeled, and practiced, not just assumed (i.e., how to listen, etc.). Students should be made aware of consequences for their behaviors. Schools may have a school-wide discipline plan or grade level/team plan. Please check with your principal regarding discipline plan expectations.
**Bus Pass**
A bus pass can be issued by the principal or designee for emergencies only. Students must bring a written note from the parent specifying the reason for the need and the person who will be responsible for their child when they get off the bus. Students are not allowed to ride a bus other than their assigned bus. Different bus arrangements can be made for permanent baby-sitting situations. Bus passes are not issued for convenience of students to visit friends or to participate in after school activities (Little League, soccer, scouts, etc.).

**SUPERVISION OF STUDENTS**

**Supervision**
Teachers are responsible for student supervision during all instructional activities and at other times as assigned. When assigned before school, after school, or lunch supervision responsibilities, teachers should be at their duty stations promptly to insure proper supervision and safety of students. Supervision shall include being within the physical presence and, whenever possible, within a line of vision of the students.

If an emergency situation makes it necessary for a teacher to leave students, the teacher shall make a reasonable effort to obtain a school employee to supervise students during the teacher’s absence. In no case shall the teacher leave students unsupervised if there is a reasonable possibility that harm to students or property will result from the students being left unattended.

It is the teacher’s responsibility to inform a guest teacher of supervision responsibilities when the teacher is absent. (Policy JLIA)

**Transportation of Students**
During school or school-sponsored functions, students may be transported only in school-approved vehicles operated by District authorized personnel unless specific approval by the Superintendent has been obtained. It is forbidden for any employee to transport students for school purposes with their private vehicle without prior authorization by the Superintendent. (Policy EBBA, EEAE)

**Keeping Students after School**
Students may be kept after school only with written or verbal parent/guardian permission. Arrangements must be made the day prior to staying after school.

**Tutoring in the Classroom**
Except by prior written permission from the Superintendent:
- School buildings are not to be used for private tutoring or classes for which students pay a fee to a staff member unless a rental contract has been entered into with the District.
- A staff member is not permitted to provide tutoring for pay to any student who attends or is registered in any of the staff member’s own classes.

**INSTRUCTION AND ADOPTED MATERIALS**

The primary resources for teaching the curriculum are Kyrene Governing Board adopted materials. At times a supplementary material may be needed to provide alternative or additional practice. Kyrene teachers employ practices that promote active student engagement and student involvement. The use of blackline masters and practice books should be made on an individual student basis. The Kyrene School District does not support the use of practice books and blackline masters as the primary means of learning new content or skills.

**Textbook Ordering**
Adopted textbooks are provided for students by the Curriculum Department. Textbooks are bar-coded and checked out to students for use. The district inventory of textbooks are assigned where needed based on student enrollment. At the end of each school year teachers may be asked to box a classroom set of materials and send to another school site. In most cases, Kyrene provides textbooks at the ratio of
one per student. If you have specific questions or needs, please ask your principal. Every effort is made to ensure that students have the books they need to learn prior to the beginning of the school year.

**Supplementary Materials/Tradebooks**

All curriculums have adopted texts, which are approved by the Governing Board. Selection of these materials is done through a textbook adoption committee, which is composed of teachers, administrators, and parents. Teachers are expected to use these materials with their students to support the adopted curriculum. Supplementary materials may be used if the adopted materials are not sufficient. If commercial supplementary materials are to be used, they must meet District guidelines and receive approval by the assistant superintendent that supervises curriculum and special programs prior to use. Use of materials other than those adopted texts must also be approved. (Policy IJ, IJJ)

**Supplies**

There will be some variance among schools in these areas. Some schools have an “open supply room,” others order by departments or grade levels. Your office staff has information regarding ordering textbook, supplies, and materials at your school.

All textbooks, supplies, supplementary books, and instructional materials including workbooks and other consumable items required by the District to be used by students for the successful completion of required courses or projects are furnished at no cost to the students. Pencils and paper will be issued to students as needed. However, the District does accept donations of classroom supplies used by students such as pencils, paper, and notebooks.

**District Print Shop**

Each school has a copy and duplicator machine, these are for low volume needs. However, a District Print Shop is available to handle your instructional printing needs. Please see your school secretary for details on how to submit jobs to the Print Shop.

**Supplemental Materials Copyright Regulations**

Educators use a variety of materials to assist in the instructional process. District employees have a legal responsibility to follow the copyright law, as well as to educate students in the area of copyright regulations. The following section lists some regulations and guidelines to follow when using the most common supplementary materials, e.g., computer software, CD’s, DVD’s, and written materials.

- **COMPUTER SOFTWARE, CD’S, DVD’S**
  Reproducing any of these without authorization violates the United States Copyright Law.

- **WRITTEN MATERIAL**
  It is illegal to reproduce any copyrighted material of any manner or kind without the permission of the owner.

**Educational Motion Media Use**

**Instruction/Instructional Support Guidelines**

Educational motion media (DVD, Video, Television, etc.) may be used in classrooms as supplementary materials for the purpose of instructional enhancement and support of curriculum objectives. The occasional use of “G” rated (General Audiences) video/DVD may be acceptable for this use.

All educational motion media must receive prior approval from your principal prior to airing in the classroom. Please check with the school office for the appropriate form.

“PG” rated (Parental Guidance Suggested) video/DVD is restricted to when no other appropriate instructional materials are available.

Further restrictions for the use of “PG” rated video/DVD is as follows:

- Prior principal or designated administrator approval required.
- Prior notification to parents/guardians of intent to use “PG” rated video/DVD is required. Students will be automatically included in the viewing of such video/DVD unless specifically requested by parents/guardians to be excluded.
- Video/DVD must be critical to the effective teaching of the objective(s).
Video/DVD use must be limited to teaching, supporting and enhancing of curriculum objective(s). The use of PG-13 videos/DVDs is not allowed.

**Use of Any Motion Media for Incentives and/or Rewards**
The use of video for group incentives and/or rewards or for other non-academic activities is inappropriate.

**Guidelines for Off-Air Recording of Broadcasting Programming for Educational Purposes**
- A broadcast program may be recorded off-air simultaneously with a broadcast transmission (including simultaneous cable retransmission), and retained for a period not to exceed forty-five (45) calendar days after the date of recording. Upon conclusion of such retention period, all off-air recordings must be erased or destroyed immediately. “Broadcast programs” are television programs transmitted by television stations for reception by the general public without charge.
- Off-air recordings may be used once by individual teachers in the course of relevant teaching activities and repeated only when instructional reinforcement is necessary during the first ten (10) consecutive school days in the forty-five (45) day calendar day retention period.
- Off-air recordings may be made only at the request of and used by individual teachers and may not be regularly recorded in anticipation of requests. No broadcast program may be recorded off-air more than once at the request of the same teacher regardless of the number of times the program may be broadcast.
- A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers under these guidelines. Each additional copy shall be subject to all provisions governing the original recording.
- After the first ten (10) consecutive school days, off-air recordings may be used up to the end of the forty-five (45) calendar day retention period only for teacher evaluation purposes (i.e., to determine whether or not to include the broadcast program in the teaching curriculum) and may not be used for student exhibition or any other non-evaluation purpose without authorization.
- Off-air recordings need not be used in their entirety, but the recorded programs may not be altered from their original content. Off-air recordings may not be physically or electronically combined or merged to constitute teaching anthologies or compilations.
- All copies of off-air recordings must include the copyright notice on the broadcast program as recorded.

* American Broadcasting Companies, Inc.
1330 Avenue of the Americas, New York, NY 10019

**Homework**
Homework is an instructional practice used by teachers to provide students with additional practice or to deepen a student’s understanding of content that has been taught. (Policy IKB)

Good homework should be well planned and purposeful. The assignment purpose should be clear, with instruction and directions taught prior to a student taking it home. Homework should be assessed, and follow-up assignments should be provided if indicated.

**EXTRACURRICULAR ACTIVITIES**

**Off-Campus After Hours Student Parties**
The District does not have insurance coverage for students or for staff for off-campus, after-hours student parties that are not sponsored by the school. Invitations or information about such parties may not be sent home with students.

School sponsored end-of-the-year off campus parties will be held for 8th graders only and may be held at water entertainment centers such as Big Surf and Water World. If you have questions, contact your principal.
**Educational Study Trip Procedures**

Each educational study trip sponsored by the schools shall be educational in nature and shall be related to the subject matter and the appropriate grade level objective(s). Educational study trips are lessons and are to be planned as such with definite outcomes determined in advance.

You will find the Study Trip Guidelines and Procedures, as well as appropriate study trip forms at: T:\Instructional Services Tools\Field Trips\Study Trip Guidelines.

When you have identified your educational objective(s) and decided upon a destination, begin planning in ample time so that you and your class will not be disappointed by following these steps:

1. Obtain a packet of information from your school secretary and read carefully the Educational Study Trip Guidelines. The site principal MUST approve ALL educational study trips. Trips that extend beyond the normal school day, overnight trips, or out-of-state trips MUST have assistant superintendent approval PRIOR TO PLANNING the trip.

2. All transportation of children for school events must be in school or previously approved commercial vehicles. **Private vehicles may not be used.**

3. Make arrangements for supervision of any student(s) who may remain at school for any reason.

4. It is advisable to have one adult for every ten (10) children. Invite parents to assist in the supervision (clearly state supervisory expectations). However, advise parents that **ONLY** children who are in the class(es) participating in the field trip may ride the bus. Parents and volunteers must receive an orientation training regarding expectations and responsibilities.

5. **Submit completed packet to your school secretary.**

**Planning a Special Event**

Each school secretary maintains a master activity calendar. Coordination of requests to use facilities is essential since the use of our facilities is also requested by various community groups. Schedule well in advance of event to ensure availability as calendars fill up quickly with events throughout the year.

In your planning, remember, you will need to design a schedule with minimal disruption to instructional times. All plans must have principal approval prior to placement on the master calendar and notification of students or parents. You will also need to allow for any custodial services which might be required such as set ups of seating, technical equipment, etc.

**ATTENDANCE**

**Daily Attendance (Elementary School)**

The classroom teacher is responsible for the accuracy of the attendance record for each time a class meets. Absences are reported by entering the attendance electronically through Teacher Experience. Student attendance must be received in the office within 15 minutes after the start of school and within 15 minutes after lunch. At the end of each week, each teacher will receive a printout of their weekly attendance which they must verify is accurate on the report. The teacher must sign and date the weekly report for each class and return the attendance sheet to the office. Check with the school attendance personnel for any additional attendance reporting requirements by an individual school principal.

**Period Attendance (Middle School)**

The classroom teacher is responsible for the accuracy of the attendance record for each time a class meets. Absences are reported by entering the attendance electronically through Teacher Experience. Student attendance must be received in the office within 15 minutes after the start of the period. At the end of the week, each teacher will receive a printout of their weekly attendance which they must verify is accurate on the report. The teacher must sign and date the report for each class and return the attendance sheet to the office. Check with the school attendance personnel for any additional attendance reporting requirements by an individual school principal.
Absences: Parents are requested to call the school attendance line or attendance office as soon as they know the student will be absent. School attendance personnel will follow up by contacting those parents of absent students who have not contacted the school. A note from the parent may be required when the student returns if attendance personnel have not been able to contact the parent during the student's absence.

Permission To Leave School
The school principal is the only person who can legally grant permission for a student to leave the school grounds during the school hours. Permission may be granted in the following instances:

- In the event of illness, the student reports to the nurse/health assistant and he/she will make a decision as to whether the parents/guardians should be notified to take the student home.
- In special cases, a parent/guardian may desire to take a student from the school. These persons MUST obtain permission from the school office staff members. Only parents/guardians or persons authorized by the parent/guardian or persons listed on the health service emergency information card may remove a student from the school. **Under no circumstances is a parent or other person allowed to take a student from school without contacting the school office staff members.** If a student leaves the school without permission, the teacher should notify the school office immediately.
- Do not send a student to the office to be excused until you are either contacted by the office that the parent/guardian has arrived or the student has a pass from the office indicating they are to come to the office at a designated time.
- Students will not be released to go to a restaurant or other food vendor without being accompanied by a parent/guardian who has signed them out from school.

Grading/Assessment Systems

Grading
The subject grade should be based upon pupil 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 either too high or too low, the teacher should discuss the matter with the principal. (Policy IKA)

Report Cards and Records
Teachers will keep a careful record of the grades assigned to students.

Written reports to parents concerning student achievement will be made every nine (9) weeks by the teacher, and additional written reports will be made when necessary.

Teachers will confer with parents when necessary concerning academic progress and discipline of students.

Teachers will report to parents on students' conduct, scholarship, attendance, or excessive tardiness.

Report cards include an explanation of the system of marks used. Before cards are distributed each nine (9) week period, the teacher should explain the marking system to the students. (Policy IKAB)

Students who enroll in school during the last quarter will receive a report card grade provided they attended school for at least four (4) weeks and were passing at their previous school.

Promotion and Retention of Students
Because our educational approach is based on an objectives-based continuous-progress model, in any given grade level students will be taught at many instructional levels. The responsibility of the District, school, and teachers is to determine the appropriate instructional objectives for each student and help students master those objectives and progress on a continuum of curriculum objectives. If a student is
making inadequate progress in mastering learning objectives, teachers will intervene to modify the
instructional program as needed to facilitate progress.

The goal of the District is to identify as early as possible students who exhibit limited academic progress,
intervene, and closely monitor the progress of those students to decrease the likelihood of retention. On
occasion, individual circumstances may lead to a decision that retention is appropriate for an individual
student.
The District has established specific procedures and timelines for the retention process. Please consult
with your principal regarding those procedures and timelines if needed.

STUDENT WELLNESS AND HEALTH SERVICES

Nutrition Guidelines
Children with adequate nutrition are better able to focus on learning, and they have improved behaviors
and fewer absences. To support the health of our students, and to meet requirements outlined in the
Arizona Revised Statues, all foods and beverages made available to students at school during the school
day and as part of Kyrene’s before and after school programs are to be consistent with the Arizona
Nutrition Standards. **The Arizona Nutrition Standards limit the percentage of sugar and fat to be
consumed by children in their diet and the overall number of calories to be consumed by children
daily.** These standards were developed to meet the requirements of ARS 12-242.

In order to meet the Arizona Nutrition Standards, staff members are to refrain from providing
students with foods that do not support the nutritional standards. Foods high in sugar and/or fat
do not meet these nutritional guidelines. The one exception to the nutrition standards permitted in the
statute will be for the **four designated classroom parties/celebrations per year (prior to winter break, the
end of the school year, and two other days to be determined by each school).**

When planning for snacks for the four classroom parties/celebrations, state law requires that no home-
cooked food be distributed to students during school hours. This practice is intended to protect students
from the spread of communicable disease.

Physical Activity
It is important that students develop the knowledge and skills to participate in physical activities and to
maintain their physical fitness. Grades kindergarten through five will have recess and/or physical
education classes daily. PE should not be considered as a replacement for recess; on days that PE is
offered, recess should not be eliminated.

Because physical activity is important to students’ overall health, teachers are discouraged from removing
a student from PE in order to complete assignments for another class or keeping a student from more
than one recess per day in order to complete assignments.

Health Services
- When sending a child to the Health Office, always send the student with a pass. State the exact
  reason for sending the child.
- All medications brought to school must be taken to the Health Office by an adult. Teachers must
  not dispense any medications. (Policy JLCD, JLCD-R, JLCD-E)
- If a child becomes quite ill, an adult should take the child to the Health Office or notify the office
  that assistance is needed.
- The teacher will be notified if a child is going to be sent home.
- All information about a student’s medical condition will be treated with strict confidentiality.

Chronic Illness
Arizona State Law required that school districts identify students with chronic health conditions and make
provisions for:
- Homework availability to ensure that students with chronic health conditions have the opportunity
to successfully complete assignments and avoid losing credit because of their absences from
school. (Policy JHD)
- Flexibility in physical education activity requirements so that students with chronic health conditions may participate in the regular physical education program to the extent their health permits. (Policy JHD)

FINANCIAL

Student fees, fines, and charges
The Board may impose fees to fund certain activities that are not financed by local, state, or federal funds. Students are not required to supply specific types of school supplies or equipment as a prerequisite to successful completion of a required course or project. However, parents are encouraged to donate normal school supplies whenever possible, such as pencils, paper, and notebooks. No pressure shall be placed on parents or students for these supplies, and they will be provided to students as needed. Fines may be levied for damaged or lost school materials and property.

Money Collection
Money will not be collected from students without prior approval of your principal. A "Fund-Raising Authorization" form is required to make such a request. Money collected must not be kept in the classroom. You are required to fill out the appropriate paperwork and deposit in the school safe daily. See your school secretary for specifics.

Fundraising
Fund raising activities by students on school premises or elsewhere as representatives of the school or in connection with school-sponsored activities will be permitted only when connected with specific school activities and approved by the superintendent.

Instructional time cannot be used for any type of fund-raising activity even if sponsored by PTA/PTO. There can be no door-to-door solicitation of any type at the elementary school level. Home baked items cannot be sold during school hours. If you wish to do fund-raising, check with your building principal before planning any activity. Please discourage students from having large sums of money in their possession. If students bring money to school, remind them not to leave it in their desks.

Student Activity Fund
The principal is responsible for administering the STUDENT ACTIVITY FUND. All monies earned by individual classes, groups, etc., must be deposited in this fund. A vote for expending the money will be through the club or student organization such as student council. Written meeting minutes approving an expenditure must accompany any P.O. Request for use of these funds. The school secretary will be responsible for record keeping and processing the requests for funds. Teachers will be responsible for filling out the appropriate paperwork and depositing all money collected for that day in the school safe. Requests must be made at least two (2) weeks in advance so a council meeting can be held to act upon the request and the paperwork processed.

TECHNOLOGY

Technology is an essential component of the learning experience. The Kyrene Technology Department is committed to providing tools, resources, and support for the all-important work teachers and staffs do with students each day.

Knowing that all teachers are also learners, technology deployed in Kyrene is always accompanied by the necessary professional development to ensure successful use. District Educational Technology Specialists assigned to schools work closely with teachers and administrators to meet the needs of all learners. For more information about Educational Technology: http://www.kyrene.org/Page/36304

The technology department has a staff of User Support Technicians that provide technology assistance as needed. Together with the support of the Network Specialists and Student System Administrators, they help teachers use the District systems, software, and online tools, and keep equipment running in top form.
Use of Computers and Technology Resources and Electronic Resources

The use of computers and technology resources in the Kyrene School District is outlined in the Acceptable Use Policy. The Kyrene School District Governing Board has adopted Policy IJNDB regarding the use of technology resources in instruction.

The Kyrene School District provides electronic information services (EIS) to qualified students, teachers and other personnel who attend or who are employed by the District. Electronic information services include networks (e.g., LAN, WAN, Internet), databases, and any computer-accessible source of information, whether from hard drives, tapes, disks (CD/DVD), jump drives, or other electronic sources. Access is provided upon the receipt of a signed User Agreement Form. Users may have access to:

- Computers/networked workstations
- Peripheral devices
- District-approved applications
- Audio/visual equipment

Teachers and students have secure, password protected, network drives available for information storage, retrieval, and sharing. Files stored in these locations are backed up nightly:

- H drive – personal password protected folder (staff and student)
- T drive – file sharing across the district (staff only)
- X drive – school specific folders for storage and sharing at the school site (staff and student)

Kyrene provides a comprehensive software toolkit and online resources to support teaching and learning. To view current software and Internet tools:

- Kyrene Software and Online Tools Matrix
- Kyrene Educational Resources

Kyrene also provides teachers with remote access to network servers from home. The use of these services shall be in support of education, research, and the educational goals of the District. Inappropriate use of the Technology policy may result in cancellation of use of information services and/or appropriate disciplinary action by the Superintendent or designee.

The District will repair any equipment that breaks while being used in an approved manner. However, teachers may be required to pay all costs of repair to any hardware and software that is damaged through their negligence or a result of violating District policy or regulation. Additional information concerning technology services can be found at: http://www.kyrene.org/Page/687

Employee Responsibility

- Supervise students to ensure proper use of technology resources.
- Refrain from copying, downloading, uploading or installing software without authorization and proper licensing.
- Adhere to Fair Use and copyright and trademark laws pertaining to publishing Internet Web sites and creating multi-media lessons, assignments and projects.
- Use technology resources for instruction of Kyrene students and work related to the educational objectives consistent with the educational goals and objectives of the School District.
- Never submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, violent, racially offensive, or illegal materials.
- Never reveal home addresses, personal phone numbers, email addresses, user names, passwords (yours or those of students) or any other personally identifiable data unless authorized to do so according to the FERPA guidelines.
- Never add students’ last names to class work or images being published on the Internet.
- Never use the technology resources for commercial use or financial gain.
- Take all responsible precautions to protect personal network username and password.
- Users may not connect or install any computer hardware, hardware components or software, which is their own personal property to and/or in the district’s Technology Resources without the prior approval of the Technology Department.
Staff Use of Digital Communications and Electronic Devices – Policy GBEF

The Governing Board recognizes the value of social media and how web-based and mobile technologies are changing individual and group communication. However, the Board recognizes that the misuse of such technologies can be potentially damaging to the District, employees, students and the community. Board Policy GBEF establishes the following rules and requirements that District employees:

- Are expected to maintain high standards in their school relationships. Every employee assumes responsibility for providing leadership in the school and community. This responsibility requires the employee to maintain standards of exemplary conduct. It must be recognized that the employee’s actions will be viewed and appraised by the community, associates, and students;
- Shall adhere to all Governing Board policies and administrative regulations related to technologies including but not limited to the use of District technology, copyright laws, student rights, parent rights, the Family Educational Rights and Privacy Act (FERPA), staff ethics, and staff-student relations;
- Are responsible for the content of their posting on any form of technology through any form of communication;
- Shall only use District controlled technologies approved by the Superintendent when communicating for professional and educational purposes;
- Shall ensure that technologies used to communicate with students and District staff are maintained separate from personal technologies used to communicate with others;
- Shall not communicate with students via social media that is not approved by the Superintendent;
- Shall not use District owned or provided technologies to endorse or promote a product, a cause or a political position or candidate;
- Must recognize their association with the District and their individual responsibility to ensure the content of any posting is consistent with the presentation of a professional image to colleagues, community members, parents and students;
- Shall not use District logos or District intellectual property without the written approval of the Superintendent;
- Shall use technologies to enhance and add value to communications with all recipients associated with the District and be respectful of those with whom or about whom they communicate;
- Shall immediately report all misuse or suspected misuse of technology to their direct supervisor/administrator who in turn will immediately report to the Superintendent/Designee.
- Shall comply with all applicable records management parameters established by Arizona State Library, Archives and Public Records

Filtering and Internet Safety

The Kyrene School District uses content filtering and SPAM filtering systems to help prevent access to sites or emails that are deemed inappropriate (including, but not limited to: obscene, child pornography, online gambling, or harmful to students or staff members) for our users. However, students, teachers and other personnel may still encounter material that is inappropriate or offensive. It is the user’s responsibility not to access this type of information. The protective measures shall also include: monitoring online activities and unauthorized disclosure of personal information.

Email System

- District’s Technology Resources will be used for educational purposes only.
- District/school rules regarding communication apply to email. Uses of profanity, verbal abuse, or threatening statements are not tolerated.
- Email accounts are created, monitored, and managed by email administrators designated by the District.
- By signing the Technology Resources User Agreement, an email account will be provided to staff.
- Users will not access/utilize another person’s email account and password.
- Users will not share email passwords, or provide email access with anyone.
- Users will not access, send, or display offensive pictures or messages.
- Users will not harass, insult, attack others or use obscene language in written communications.
- Users will not create, retrieve or display any material that is defamatory, abusive, obscene, profane, gang related, sexually threatening, explicit, racially offensive, or illegal.
- Users will not post anonymous messages.
- Users will not post chain letters.
**Privacy**
Students, teachers, and other personnel must respect the privacy of others and the integrity of the network by accessing only appropriate files. Staff and student users are assigned an individual username once they are employed or enrolled in Kyrene. Each user then creates a personal password. For security reasons, student passwords are changed yearly; staff passwords are changed more often. Users log on to the network using their personal username and password and may not share passwords with others.

**Educational Multimedia Copyright and Fair Use Guidelines**
The copyright guidelines associated with print material also apply to the use of audio, video, images, and text on the Internet. Educators need to comply with these fair use guidelines and make informed decisions before using materials in the classroom.

Teachers may include portions of copyrighted works when producing their own multimedia project for their teaching in support of curriculum-based instructional activities at educational institutions. Teachers may use their project for:
- assignments for student self-study
- remote instruction provided the network is secure and is designed to prevent unlawful copying for conferences, presentations, or workshops
- professional portfolios

**Kyrene School District iVisions™ Self-Service Portal**
Kyrene provides this secure on-line site to further enhance the communications and flow of data in the District. Once logged into the site staff will have access the following important departments:
- Business Resources - important information regarding our business operations.
- Employee Resources - view and change address information, request time-off, review compensation history, access contracts, view benefits information, submit coursework, access employee training, and tax information.

**Synergy**
The District's Student Information System is called Synergy. Teachers access Synergy from their computers, either at school or at home, in order to submit daily attendance and grades (where applicable). The electronic grade book and the Kyrene Parent Portal facilitate communication with parents.

**Laptops**
All teachers are assigned a District laptop for which they sign an Authorization for Loan of Laptop Form. This laptop is designed for educational and management use by the teacher and may be taken home as desired. However, the laptop must be returned to school each day so that it is available to be used for the daily work of the teacher, including attendance, grade book, data analysis, communications, lesson development, and use at meetings and professional development opportunities. It is also essential that the laptop be connected to the network so that it may receive necessary updates of software, operating system and virus protection.

**AV Equipment and Materials**
- AV equipment and materials will be checked out for you by the library media specialist or technician. Students must be instructed in proper use and care of equipment.
- For information regarding checking out equipment to take home, please contact your library media specialist or technician.
PARENT/TEACHER COMMUNICATION

Regular and ongoing communication between parents and the professional staff at schools is important to the successful partnership among parents, students and teachers. Schools sponsor a variety of means to communicate proactively with parents. Meet the teacher, curriculum night, parent-teacher conferences, and kindergarten roundup are among the opportunities for direct interaction with parents. The above mentioned events will be scheduled so as to encourage full parental participation.

Curriculum Presentation
An evening curriculum-based presentation will be held at all school sites during the first month of school with required attendance of certified staff.

Conference Opportunities
Principals and teachers will collaborate annually to develop a communication plan which continues to meet the needs of the community served and which supports parent-teacher partnerships.

- For K-5 schools, this plan will include two evening conference opportunities during the first semester and two evening conference opportunities during second semester. If a teacher has met needs of parents, community and colleagues in one evening, the second evening will not be required.
- For grades 6-8, there will be two evening opportunities for conferences; one in the winter and one in the spring.
- For all grades, additional parent-teacher conferences will be mutually arranged upon request.
  ➢ In order to adequately prepare for conferences and the issuance of report cards, school, staff and district meetings will not be held during the two week conference window and the week prior to the issuance of report cards. Exceptions may be made under extraordinary circumstances.

Teacher Websites
Creating and maintaining website for your class is an invaluable tool in your communication with students and parents. All teacher and school websites must be hosted by the District or District-contracted vendor. Staff members on your campus, as well as your school’s Educational Technology Specialist can assist you in creating your website.

Email and Phone Calls
Messages need to be returned at the teacher’s earliest convenience. Email messages and phone calls are usually returned before the end of the next business day.

Resolution of Public Concerns and Complaints
The Superintendent has developed procedures for the timely and respectful resolution of concerns about District policies or operations. This policy not intended to address personnel concerns or student discipline concerns. Complaints about school personnel and student discipline issues must follow appropriate due process procedures prescribed in Arizona law; therefore; complaints about these issues are covered by other policies.

The following information concerning a complaint is required:

- The name(s) of the person(s) making the complaint.
- Whether the person(s) making the complaint represents an individual or a group. If a group is represented, information shall be provided about the nature of the group and the manner in which the group has reviewed and taken a position on the matter.
- Whether the person(s) making the complaint has discussed the problem with the employee in question.
- A summary of the complaint.

Processing of Complaint(s) Following Written Summation:

- The complaint shall be presented to the employee toward whom it is directed together with a suggested solution, in writing, by the person(s) filing the complaint. The employee will have a minimum of five (5) working days in which to reply to the complaint.
If the complaint is not resolved between the originator of the complaint and the employee, the compliant shall be reviewed by the employee’s supervisor. It is the responsibility of the employee’s supervisor to keep the Superintendent informed as the matter is reviewed at the various administrative levels. If resolution is not reached, the complaint shall be referred to the administrator at the next organizational level, which shall be the final administrative level, unless the complaint if made against the Superintendent. In that case the matter shall be referred to the Governing Board.

In all cases, the District shall consider all facts and provide the employee with all elements of due process as provided in law or policy in reaching a decision.

Child Abuse/Neglect Information
The State law on reporting child abuse and neglect mandates that certain professionals report suspected child abuse to the proper authorities; these include nurses, psychologists, school personnel and any other person having responsibility for the care and treatment of children. (Policy JLF)

“Any school personnel or any other person who reasonably believes that a minor is or has been the victim of physical injury, child abuse, or neglect that appears to have been inflicted upon the minor by other than accidental means or that is not explained by the available medical history as being accidental in nature or who reasonably believes there has been a denial or deprivation of necessary medical treatment or surgical care or nourishment with the intent to cause or allow the death of an infant who is protected under A.R.S. 36-2281 shall immediately report or cause reports to be made of such information to a peace officer or to the Child Protective Services (CPS) of the Department of Economic Security...”

Board policy states that such reports shall be made immediately by telephone or in person and shall be followed by a written report within seventy-two (72) hours. Policy further states, “Any school employee who has orally reported to CPS or a peace officer a reasonable belief of an offense to a minor must provide written notification to the principal of the oral report not later than the next workday following the making of the report.”

If the suspected abuse or injury is alleged to have been caused by an employee of the District, you should make an immediate report to your principal who will contact Human Resource Services for further direction. The Police will have first priority to investigate the report before the District begins its own investigation of allegations of employee misconduct. It is the sole option of the Superintendent to reassign the employee to home with pay, pending the outcome of the investigation.

Detailed information is available from your principal or school psychologist.

STUDENT RECORDS

PLEASE REMEMBER THAT STUDENT RECORDS ARE CONFIDENTIAL

General Information
A “Cumulative Record Folder” is kept in the office for each student. These folders are arranged alphabetically. These folders are not to leave the office area.

A “Permanent Record Card” is kept in the office for each student. These cards are kept in notebooks for each classroom. These cards are not to leave the office area.

When a student leaves the school, the “Permanent Record Card” and “Cumulative Folder” are sent by the secretary to student records in Exceptional Student Services Department prior to being forwarded to the new school. You need to provide information on attendance, grades, etc., up to the withdrawal date as quickly as possible as the school must forward the records within five days. An up-to-date progress report should be provided for the student to take to their new school. Teachers should make certain all school property (including library books) is returned.

It is important that we have up-to-date information for each student. If you are given a new address, phone number, parent’s employment, etc., please give the information immediately to the office personnel.
Student information (i.e., student’s address, parent names, date of birth) may not be given to any person or organization other than those specifically authorized by the Superintendent. Staff members shall not release student information of any kind nor respond to questions concerning students to unidentified persons.

Special Education records will be found on Genesea. Records for Gifted and English Language Learners may be in the cumulative folder or with child’s teacher.

**Parent/Guardian Access To Students And Their Records**

In most cases, natural or adoptive parents shall be given reasonable access to their children at school and to their children's official records. Exceptions to this will be made in cases in which one natural or adoptive parent has been awarded sole or partial custody rights to a child and there are court orders restricting the rights of the other parent to access a child and/or the child's official school records. It shall be the responsibility of the parent awarded sole or partial custody to notify school officials of the conditions and to provide school officials with all pertinent official documentation.

In cases in which a person other than the natural or adoptive parent has been granted guardianship, the rights and privileges of the natural parent shall be considered divested in the absence of court action granting the natural parents specific rights. In cases of guardianship, the legal guardian shall be responsible to notify school officials of the conditions of the guardianship and to provide school officials with all pertinent documentation.
Kyrene Pronunciation, School Meanings and Mascot Guide

- **Kyrene Akimel A-al Middle School** (Ah’-kee-mahl): Children of the River
  In the spoken word it is acceptable and appropriate to refer to Akimel A-al as “Ah’-kee-mahl”, which interprets “Akimel” only. In the written word please use the complete name “Akimel A-al.”

- **Kyrene Altadeña Middle School** (Ahl-ta-deh’-nyah): “High view” (deh is pronounced as in “death”)

- **Kyrene Aprende Middle School** (Ah-prehn’-deh): Learning

- **Ben Furlong Education Center**: The district administration building and grounds at 8700 S. Kyrene Road, Tempe, are named in honor of Dr. Ben Furlong, who served as Superintendent of the Kyrene School District from 1972 to 1987.

- **Kyrene de las Brisas Elementary School** (Bree-sahs): Breezes

- **Kyrene Centennial Middle School**: Centennial Middle School was named in honor of the 100th anniversary of the Kyrene School District (1888-1988). The groundbreaking of Centennial took place in 1988.

- **Kyrene de los Cerritos Elementary School** (She-ree’-tos): Little hills

- **Kyrene del Cielo Elementary School** (See-eh’-lo): Sky, heaven

- **Kyrene de la Colina Elementary School** (Ko-lee’-nah): Hill

- **de (deh)**: Of (pronounced deh, as in “death”)

- **del (del)**: Of the (a contraction of the preposition de and the masculine article el)

- **Kyrene de la Esperanza Elementary School** (Es-peh-rahn’-sah): Hope

- **Kyrene de la Estrella Elementary School** (Es-trâ’-yah): Star

- **Kyrene (Ki-reen’)**: The name “Kyrene” is believed to be derived from “Cyrene,” one of the five cities referred to as Pentapolis in the province of Cyrenacia. Cyrenacia was founded by the Greeks, 630 B.C. in northern Africa, with Carthage on the west, Egypt on the east and the Mediterranean Sea on the north.

- **la (lah)**: the (singular, feminine)

- **Kyrene de los Lagos Elementary School** Lah’-gos): Lakes

- **las (lahs)**: the (plural, feminine)

- **Kyrene de las Lomas Elementary School** (Lo-mahs): Foothills

- **los (los)**: the (plural, masculine)

- **Kyrene de las Manitas Elementary School** (Man-nee’-tahs): Little children’s hands

- **Kyrene de la Mariposa Elementary School** (Mah-ree-po’-sah): Butterfly

- **Kyrene del Milenio Elementary School** (Mee-en’-eo): Millenium (This name was chosen because the school opened in 2000, a new millennium.)

- **Kyrene de la Mirada Elementary School** (Mee-rah’-day): View

- **Kyrene de la Monte Vista Elementary School** (Mon’-te Vees’-tah): Mountain view

- **Kyrene del Niños Elementary School** (Nee’-nyos): Children

- **Kyrene del Norte Elementary School** (Nor’-te): North

- **Kyrene de la Paloma Elementary School** (Pah-lo’-mah): Peace, dove

- **Kyrene del Pueblo Middle School** (Poo-e’-blo): Town, village, inhabitants

- **Kyrene de la Sierra Elementary School** (See-ehr’-ra): Mountain range

- **Kyrene del Sureño Elementary School** (Soo-re’-no): South

- **C.I. Waggoner**: This elementary school is named in honor of C. Ilo Waggoner, who served as Superintendent of the Kyrene School District from 1939 to 1972.