

# Princeton Joint Unified School District Staff Handbook



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**Preface:** The Princeton Joint Unified School District Staff Handbook summarizes the basic procedures that are necessary for maintaining safe, orderly and productive schools. Other documents that provide more specific information are also available. These documents include our Single Plan for Student Achievement, Emergency Procedures Plan, Student Handbook, and State Curriculum Frameworks for Core Academic Standards.

**Accidents and Accident Reports:** The office must be informed of any serious injury that occurs on campus. Accident Report forms must be completed for injury of students, staff members and visitors. Accident report forms are available at both site offices and on the website at:

**After School Programs:** See SPARK Program.

**Animals:** Student pets are not allowed on campus or in the classroom for sharing. Animals may be brought onto the campus for instructional purposes only. Prior approval is required by the teacher and Site Administrator. Teachers may house animals in their classrooms with the permission of the Site Administrator. Teachers that do so are responsible for the care of the animals, as well as the cleaning and maintenance of cages and tanks.

**AERIES:** AERIES.net is the website that Princeton staff members use to collect and store data, track daily student attendance, and communicate with parents. All teachers will be trained to use the AERIES.net; attendance submission is required daily and gradebooks should be regularly updated.

**Assemblies:** School-wide assemblies are funded by district funds, ASB funds, and outside fundraising. Teachers or grade levels may organize assemblies that support grade level instructional goals or school wide goals. Prior approval by the Site Administrator is required.

**Assessment:** The purpose of assessment is to gauge student performance. This information is used to inform and provide parents with information related to student achievement and student deficiencies. Assessment results also help to revise and or modify core curriculum to ensure continual alignment to the state academic standards. Various forms of assessing student achievement are used by teachers that include the following: STAR, DIBELS, ASVAB, formative and summative teacher generated tests, and authentic assessment.

**In-Program:** These are the assessments used by each classroom teacher to gauge how well students are progressing in the adopted curricula. In developing teacher made assessments teachers must ensure that such assessments are aligned with State Standards and that the information gained from teacher made assessments cannot be subject to arbitrary interpretation.

**School-wide:** Grade-level assessments are conducted for all students in grades 1 through 8 as part of the Accelerated Reader and Accelerated Math programs. Additionally, DIBELS is used as the assessment tool to measure growth in reading fluency and comprehension when evaluating RTI placement and to reshuffle groupings as part of this targeted assistance.

**State Standardized assessments** are given on an annual basis and are required by the state. These include the CELDT, SBAC, STS, Aprenda, and the 5<sup>th</sup> & 9<sup>th</sup> grade Physical Fitness assessment.

**Attendance (including Independent Study):** Daily Attendance for students in grades 1<sup>st</sup>-12<sup>th</sup> is compulsory. Teachers at all grade levels are required to take roll daily and by period in grades 7<sup>th</sup> to 12<sup>th</sup>. Weekly roll sheets will be provided, and they must be signed by each teacher. It is the responsibility of each classroom teacher to keep accurate records.

**Independent Study (ISP):** Students who will be absent for five or more days may be eligible to participate in short term independent study. Parents are required to contact the school prior to the absence. A contract is created between the student, parent, and teacher. Once the contract has been established, the teacher must inform the school secretary,

who will then implement attendance accounting procedures. It is essential that completed work be returned to the office within five school days following when the work is turned in by the student. Please note: Independent Study must be aligned with state curriculum standards and the work should be comparable to work expected from students in the regular classroom setting. State law requires that an accurate accounting of Independent Study follow these procedures:

- As soon as a parent requests Independent Study, the teacher(s) must notify the school site secretary and the secretary will provide required forms.
- The teacher meets with the parent, completes the contract, and provides the assigned work.
- The student must return all completed work on the *first* day he or she returns to school.

The teacher grades the work. If not all of the work is completed as per the contract, the teacher assigns a percent of the work completed. All original documents, including student work, must be returned to the secretary within ONE week of receiving the work. The attendance system software requires data about the missed days to be completed within this time frame. When work is returned later than one week, the secretary must correct the software files. These files are transmitted to the district and ultimately to the state. Communication is essential to ensure the independent study process works. It is important that parents, teachers and the school secretary let each other know when there needs to be changes made to the contract.

**Back to School Night:** The purpose of Back to School Night is to provide information to parents relevant to each classroom. Schedules will be provided to staff, students and parents prior to the scheduled event. Teachers are expected to attend and participate in Back to School activities.

**Board Meetings, Agendas and Board Packets:** District board meetings are held on the third Thursday of each month (unless the third Thursday falls on or during a holiday period) at 6:00pm. Staff members are encouraged to attend board meetings. Agendas and board packets for regular meetings are prepared and posted on the Monday preceding the board meeting. All agenda items must be approved by the District Superintendent. If a staff member would like an item to be placed on the board agenda, please provide all information and back up documents that pertain to the agenda item one week prior to the scheduled board meeting. Board packets are available for review in the district office on the day that the agenda is posted. A complete board packet is also provided to one representative of each collective bargaining unit.

**Board Policies and Administrative Regulations:** In addition to the items in this handbook, the district also has Board Policy and Administrative Regulations that guide our practice. All employees have access to Board Policy and Administrative Regulations on the district website. It is every employee's responsibility to follow Board Policy and Administrative Regulations at all times.

**Budgets:** School-based budgets are established each spring for the following year and revised throughout the school year. School-based groups, such as School Site Councils (SSC), are responsible for planning and monitoring their budgets. These programs provide support services that include instructional assistants, supplementary materials, and instructional supplies. Teachers are provided an instructional classroom supply budgets each year. Budgets are developed based upon individual needs and in direct relationship to available resources.

## Calendars

**District:** Each spring, the school board adopts a school-year calendar to implement the following school year. There are 180 instructional days incorporated into the calendar each year.

**Master Calendar:** A Master Calendar (this is not the Jr/Sr High School Master "Schedule") is located in each site office and is maintained by the office staff. All calendar events such as field trips, assemblies and rallies must be approved by the Site Administrator. All classroom and schoolwide trips, plays, events, etc. must be reported to office staff in order to be placed on the master calendar. This notification must be in writing. This level of

communication is essential so that office staff is able to provide parents, students and staff with accurate information. No other employee may alter the Site Master Calendar.

## Cell Phones

**Student:** Students are allowed to carry cell phones per board policy, but may not use them during class. We encourage students to check their phones in at the office in the morning for safe-keeping, but cannot require them to do so.

**Staff:** Cell phone use by staff should be restricted to before and after school, and recess and lunch. Cell phones should not be used when a staff member is responsible for students (in class or on yard duty).

**Chaperones:** The primary purpose of school sponsored activities, on or off campus, is to enhance the education of students and to enrich their lives. All student sponsored activities, including off campus field trips, must be adequately supervised and chaperoned by faculty members and/or class advisors approved by the administration. Chaperones and/or class advisors shall be responsible for maintaining a safe and secure environment for students under their supervision. Teachers, staff members, and/or parents who chaperone must understand their role as an adult chaperone. There is an expectation that chaperones will ensure that all students are safe from harm, physically and emotionally, during all functions, on or off campus. In the case of an emergency or if an unsafe condition should arise, chaperones are to alert the site administrator immediately.

**Check Out (end of year):** Teachers are required to check out at the end of the year. Specific forms and procedures are provided in an end of the year memo. Teachers must have their room readied and approved by the custodial staff. Final checkout requires signatures from office secretary and the Site Administrator.

**Child Abuse Reporting:** All school employees are mandated child abuse reporters. Upon learning of any potential incident or condition where abuse is suspected, staff must act accordingly. An appropriate agency must be contacted and a written report filed within 48 hours of contacting the agency. Reporting forms are available in the office. Please note: staff members do not have the legal authority to determine if a situation or incident is abusive. It is our absolute responsibility to report suspected abuse of any kind. The appropriate agency will investigate and determine if an abusive situation is present.

**Class Advisors:** Class Advisors shall be responsible for supervising and promoting student events and/or activities that help to promote student leadership stimulate class and school-wide cohesiveness and school spirit. Class Advisors shall:

- Maintain a safe and secure learning environment for students.
- Meet monthly with grade-level students to plan events and activities and to discuss student/school issues, concerns and expectations.
- Work with the school bookkeeper and the class treasurer to develop and maintain a budget for the current school year.
- Prepare and submit a fund-raising and expenditure plan to the Administration and to the ASB Advisor no later than October 15<sup>th</sup> of each school year.
- Secure qualified chaperones for dances and other school activities. All chaperones must be approved by the Administration and they must understand their role and responsibilities.
- Approve, in conjunction with the Administration, and schedule all class activities.
- Supervise all fund-raising activities that contribute to the class account.
- Oversee class expenditures and follow district guidelines and procedures for spending student generated funds.
- Assist the ASB Advisor with class officer elections.
- Participate in off campus class activities/field trips and insure the welfare and safety of students at all times during these activities/events.
- Perform other related tasks/activities as assigned by the Administration.

**Committees - Professional Responsibilities:** All certificated personnel share responsibility in serving on district and/or site committees. Committee representation should be established early in the school year. Such committees or professional responsibilities may include school calendar committee, site council, class and club advisor (e.g., Senior Class Advisor or FFA advisor). Participation in the WASC accreditation process is a requirement for all staff members. Participation may include WASC Training, WASC Focus Group involvement and or active participation in the school's Leadership Team.

## **Communication**

**Classroom:** All teachers are expected to regularly communicate with parents. This requirement can be fulfilled in a variety of ways (e.g., newsletters, written notes, phone calls, Aeries, etc.).

**Phone Tree:** The entire district staff is included in the district phone tree for the purpose of communication during times of emergency. The phone tree is updated annually and revised when new students enroll. The emergency plan is provided to each staff member prior to October 31 annually.

**Calling the Office:** Princeton Elementary has a direct line system that connects each classroom with the office secretary through a switchboard. There is currently no dedicated line out from any classroom. Princeton Jr/Sr High School communicates through classroom telephones or via the intercom system.

**Computers:** Each elementary classroom has two computers for students to use to support the in-class instructional programs. Teachers district wide have a computer to use for instructional purposes, daily attendance, communication with staff and parents. All classrooms are connected to the Internet via a T1 fiber optic cable through the district-owned equipment. Personal computer equipment should not be connected to the network. Laptop computers are not allowed to be connected to the network unless they are district owned.

**Computer Lab:** Computer labs have been established at each site for students to have access to technology to supplement their learning. All computers are networked. The lab supports the regular instructional program in a variety of ways. A part-time computer aide is on staff at the elementary site to assist teachers and a daily schedule is established each school year for use of both labs.

**Internet Access:** All students accessing the Internet must have a parent and student signed Internet Access Use Agreement form on file (forms are included in the first day packets). These forms are kept in the office and must be renewed each school year. Each teacher is responsible for checking in the office to make sure their students have parent permission before using the internet.

**Conferences (Parent/Teacher):** Parent/teacher conferences are held at the end of the first trimester for all elementary students. Spring conferences may be held for students at the discretion of the teacher. At this time, parents of students who are behind grade level standards should receive this information in writing. The process for retaining a student requires that the teacher first meet to discuss this with the Site Administrator, followed by the SST process. Certificated staff members should schedule parent teacher conferences during times when parents are readily available. Some parents may require evening conference times and these requests should be honored by each respective teacher, translation services will be made available upon advance notice by the teacher. Teacher/Parent communication for a variety of reasons at all grade levels in the Princeton Joint Unified School District is extremely important and required.

**Cumulative Record Folders:** Cumulative record folders ("cum folders") are legal documents that contain official school records. Cum folders are kept in school site offices, sorted by grade level. Cum folders may not leave the office building. Cum folders are considered confidential and may only be reviewed by school staff with a specific need. Teachers are required to update cum information annually. Among the required updates are attendance, grades, STAR results, EL progress, and Remedial program progress. Anyone wishing to view the cums must make arrangements with the school counselor or the school secretary.

## Curriculum

**Site Adopted/State Approved:** The Princeton Joint Unified School District has adopted instructional materials in all core subject areas. The Reading/Language Arts curriculum, California Treasures, for K-8 students was recently adopted by our School Board. The Mathematics program is Harcourt Mathematics, Social Science and Science adopted materials are Harcourt. It is the District's intent that these materials provide a consistent and articulated program for K-8 students.

The textbooks in use at the Jr/Sr high school are recommended by each respective teacher and viewed by the public for a period of two to four weeks. Once the public viewing period had passed, the Superintendent makes a formal recommendation at the next scheduled board meeting where each 7<sup>th</sup> - 12<sup>th</sup> grade text book is formally adopted by the Board of Trustees. Please see Textbook Adoption Process for additional information.

**Standards:** The California Common Core State Standards are followed at Princeton Joint Unified School District in all core academic courses.

**Custodial Services:** Princeton Unified has a staff of three custodian / bus drivers and a Director of Maintenance and Operations. Classrooms and workspaces are cleaned regularly. Teachers needing additional custodial services during the school day should contact the office, which will contact our Director of Maintenance and Operations.

## Displays

**Bulletin Boards:** Classrooms are provided bulletin boards to display student work and other information. The display of student work has a high correlation to positive classroom environments. It is expected that each teacher will regularly display student work.

**Cafeteria:** There are display areas located in the cafeterias dedicated to student work. If you have student work you would like to display, please make arrangements with the cafeteria manager or the school administrator.

**Dress Code:** Staff members are expected to dress in a professional manner. Student dress requirements are outlined in the Student Handbook.

**Drug/Alcohol/Tobacco Free Workplace:** Princeton Joint Unified School District is a "Drug Free Workplace". Employees should be aware that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace at any and all times. This includes but is not limited to during the regular workday and during any school related activity. Any violation of state, federal and local laws with regard to a controlled substance will result in appropriate action which may include termination consistent with the requirements of the Rehabilitation Act of 1973. Any employee / applicant who has been convicted of a controlled substance violation of any type, must disclose the conviction in writing within 5 days of the conviction or have included the disclosure during the application of employment process. Any violation of this may also result in termination.

**Emergency Procedures/Drills:** California Education Code requires schools to conduct fire evacuation drills. Each classroom should have the school evacuation map clearly displayed near the exit. Schools are also required to conduct twice-annual duck and cover drills. Typically, these are led by the Director of Maintenance and Operations, toward the end of each month. Teachers must notify the Director of Maintenance if they are in need of Emergency Procedures and an Evacuation Map at the beginning of each school year.

**English Learner Programs:** Princeton Unified serves a diverse population that includes students whose primary language is not English. Teachers provide instruction that includes modeling and scaffolding of skills and concepts through SDAIE instructional strategies. All teachers at Princeton Unified possess appropriate credentials to serve English learners in all core subjects. This permits Princeton Unified to fully integrate English learners in all classrooms.

Additionally, Princeton Elementary School has an ELD teacher who supplements the classroom instruction for all English Learners who are not I-FEP (Initially Fluent English Proficient) or R-FEP (Reclassified Fluent English Proficient). One period of ELD instruction is also offered at the Jr/Sr High School site. The ELD teachers also administer all Initial and Annual CELDTs (California English Language Development Test). Reclassification of an EL to R-FEP is followed by a process specified in the district's English Learner Handbook (and correlates to State requirements for Reclassification). The process can be initiated by classroom teacher, ELD teacher or parent. The ELD teacher is responsible for following the steps of Reclassification by gathering all required evidence of proficiency, conducting required meetings, and ensuring documentation is kept in the student's cum file.

**Evaluation:**

**Certificated:** Teachers with permanent status in the Princeton Joint Unified School District are evaluated every second year. Probationary and temporary teachers are evaluated twice annually. The Site Administrator conducts teacher evaluations according to the Collective Bargaining Agreement. The process includes notification that the teacher will be evaluated, formal observation, and a summative conference. Prior to the formal observation, teachers are required to submit a brief overview of the lesson to be observed. This overview should include the following: 1) a brief description of the lesson; 2) the intended instructional goals and standards addressed; 3) where the lesson falls into the unit of study (e.g., introduction of new skills, review of previously taught material, etc); and 4) what accommodations have been made to make the lesson accessible to English learners. Daily lesson plans are required of all teachers regardless of evaluation status.

**Classified:** Classified employees are evaluated annually by the Site Administrator. Areas evaluated are dependent upon the job description and follow the Classified Collective Bargaining Agreement. Evaluation conferences are scheduled in the spring.

**Facility Use:** As a publicly funded entity, Princeton Unified School facilities are available for use by non-profit organizations outside of the school day. Prior approval by the Site Administrator and Superintendent must be obtained. The district maintains the right to recover any costs associated with making the facility available. A form is available in each office to initiate a facility use permit. Proper insurance must be presented to the district office. District sponsored activities take precedence over outside non-school-related functions.

**Facilities:** Any and all modifications to school district facilities (e.g., painting, wall papering, new construction, etc.) require prior approval from the Director of Maintenance and Operations and the Superintendent.

**Field Trips:** Field trips are an opportunity for students to have hands-on learning experiences. Use of appropriate forms for scheduling field trips, including supervision, lunch, and transportation needs is mandatory. All forms are available from the office secretaries. A Field Trip Planning form must be completed and submitted to the Site Administrator for prior approval. Any field trip in excess of 100 miles from the school district requires prior board approval as per Board Policy. If access to water is involved, a separate permission slip is required. The office will list the field trip on the master calendar following approval. The office will return the approved form to the requesting teacher.

Bus / Van reservations must be arranged with the transportation department by the requesting teacher with the appropriate form submitted to the office for approval. The office will forward the form to transportation. District vans (we have two) accommodate nine students plus one driver. These should be used when they meet the needs of the teacher. Sack lunches are available to all students attending the field trip. A Sack Lunch order form must be submitted to the site food service coordinator no later than one week before the day of the field trip. All students must have written parent permission prior to attending any / all field trips. Permission slips are available in the office and the school advisor is responsible for ensuring that all students leaving the campus to attend field trips have in his/her possession a current permission slip. A copy of the permission slip *must* be supplied to the office prior to leaving. Field trips may be required to be self supporting. At the discretion of District Administration, teachers may be required to use fund-raisers

and/or charge fees to students sufficient to pay for all costs associated with a field trip. Teachers must consider alternative forms of funding for students who are not able to pay a fee as no student is denied the opportunity to attend a school field trip.

The requesting teacher must complete the proper deposit form for fundraising or the collection of fees for such field trips. These forms are turned in with collected funds to the office staff. When private vehicles are used to transport students, each driver must complete a Use of Private Vehicle form, provide proof of adequate insurance coverage and provide a current clean DMV report. These forms are turned into the district office and must be approved by the Site Administrator prior to the day of the field trip. Please note: many drivers do not have the required insurance minimums on their vehicles (\$1,000,000 in liability). It takes time for drivers to amend their insurance policies. Please take this into consideration and give yourself ample time when planning field trips that required the use of private vehicles. Student siblings and staff members' children who are not registered in the class may attend school-sponsored field trips only when parents/staff members provide transportation to and from the event and cover any cost related to the "non-student" attendee. Safety is of primary concern. Be sure to arrange appropriate supervision of all students. Also, make contingency plans in case any person becomes separated from your group.

**Fundraising:** While fundraising endeavors are important to our schools, we must be mindful of what our community can support. It is important that we not inundate our supporters with multiple fundraisers during the same timeframe. Therefore, planning and in house communication is essential. All fundraisers must be approved, in advance, by the site administrator via an Activity Form that can be obtained from the business office. After approval has been granted, teachers must list the fundraiser on the Master Activity Calendar and inform the staff of the fundraiser, at a teacher meeting, prior to the fundraising event. Money generated by fundraisers may not be counted by a student or an individual staff member: the two adult rule applies. All fundraising funds must be deposited directly into active student body accounts. There will be no exceptions to these procedures.

**Furnishings/Equipment, Classroom:** Princeton Unified has established grade level minimum requirements for furnishing classrooms. Requests for new or replacement items are made to the Site Administrator.

**Glenn County Office of Education (GCOE):** GCOE offers many resources for our staff and students. Following is a partial list of programs / consortiums / fee for service available to our staff and students: Special Education services, Book Mobile (Princeton Elementary two Thursdays per month), Library-Audio-Visual services, SARC, TUPE, Safety and Violence prevention, Technology Services, Staff Development, ROP and Adult Education. GCOE has a modern media center available to staff (see Library-Media Section for additional information).

**Health:** Students sent to the office due to illness or injury will be assisted by office personnel. In most cases parents are called to pick up the student. Students returning to school following an absence related to an illness must provide a note or a phone call from the parent or guardian. Students who miss school due to a medical appointment should provide a note or appointment card from the attending physician or medical professional. If this is not possible, a note from a parent or guardian will suffice.

**Classroom Supplies:** Each classroom is provided a supply of First Aid items. If students are being transported in a school vehicle, then a First Aid kit must be in the vehicle. Request for a First Aid kit or replacement of supplies should be made through the Director of Operations & Maintenance.

**First Aid:** Teachers may administer First Aid to students requiring minor treatment, such as the application of band-aids. Any student requiring other types of First Aid treatment should be brought or sent to the office. No employee is required to administer First Aid if they are uncomfortable doing so. Any employee administering First Aid must wear gloves.

**Medications:** Students may not keep medications (including over the counter items) in their classrooms, backpacks, or on their person. All medications must be stored in the office. Students may only be administered



medications by school staff if a current authorization from a physician is on file. Parents may come to school and administer medications to their children.

**Nurse:** The nurse is shared Countywide, and does not make regular visits to Princeton school sites. When on duty, the nurse is responsible for administering First Aid. Other duties include maintaining health records for all students, conducting vision, hearing and dental screenings, and contacting parents when health related issues arise.

**Homework:** The purpose of homework is to develop good study skills and to practice and extend classroom work. At Princeton Elementary School, a green folder containing homework is sent home with each student every Thursday. When homework is assigned, the homework is due the following week, with each teacher determining which day it is due in their particular class. Homework at the Jr/Sr high school site is assigned and graded by each respective teacher.

**Inclement Weather Procedures:** Students eat lunch in the multi-use room as with the regular Daily Schedule. Students have recess in their assigned classrooms during wet weather. Teachers are responsible for monitoring their own students when they are required to stay in the classrooms during recesses due to inclement weather. A Rainy Day schedule created by the Site Administrator assigns Classified Staff and Certificated Staff (who do not have their own classroom students, such as ELD and RSP) for providing limited supervision in the classrooms so teachers can have a break during recess times. The Rainy Day schedule also provides for monitoring students during lunch periods.

**Independent Study:** (See Attendance)

#### **Instructional Assistants:**

**Bilingual:** Princeton Elementary School has one full-time bilingual Paraprofessional. She/he is available to provide primary language support for EL students and translate all notices sent to parents. This position is provided through district categorical funding.

**Special Education:** Special Education services are provided through the Glenn County Office of Education, with a full-time RSP teacher split between the Elementary and Jr/Sr site and one full time instructional aide assigned to each site. A psychologist visits the district one day per week and on additional days when needed. A Hearing/Language Specialist visits the district twice weekly and schedule varies year to year. The Special Education personnel participate in IEPs for Princeton Unified students.

**Title I:** Princeton Elementary is a schoolwide Title I school, which means that Title I funded Instructional Assistants may provide support to all students.

**Legal Issues/Requests:** Please refer all legal questions or related issues to the Site Administrator/Superintendent.

**Library - Media Center:** Princeton Elementary and Princeton Junior Senior High School have on site libraries. The staff and students also have access to the public library which provides for nice walking field trips (permission slips are required). GCOE has a modern library and media center located in Orland at 676 E. Walker Street. Staff members are highly encouraged to utilize this service in lesson planning, enrichment and for any other viable need. The media center provides access to over 26,000 books, CD-ROMS, DVD's & video cassettes. Teachers can also check out thematic units, Reading Rainbow kits and Foss science kits. Please visit the web site at <http://www.glenncoe.org>, click on services, then library/media center to view full list of services.

**Lost and Found:** The site offices maintain Lost and Found items. The elementary has a lost and found rack near the office and the high school lost and found items are boxed in the cafeteria. Students may visit the Lost and Found areas with teacher permission during recess times or before and after school.

**Lunch and Lunch Recess:** The majority of Princeton Elementary students participate in the hot lunch program. Classes go to the lunchroom according to their scheduled time so that one class follows the next in line. Teachers are required to remain with their students until the following class arrives. Supervision during lunch is scheduled among staff so that all teachers receive a 30 minute duty-free lunch time. The junior-senior high school students take a lunch break on a staggered schedule based upon grade levels. Staff members are encouraged to purchase lunch through our district cafeterias. Our food service personnel do a great job providing flavorful and nutritious lunches for our students and staff. Lunch accounts are established in each respective office and a key pad code is assigned to each staff member

**Mail:** All regularly assigned staff members are provided a school mailbox. All U.S. mail is opened and sorted by the Jr-Sr High School secretaries and subsequently delivered to school sites. School mailboxes are also used to deliver inter-district and interschool correspondence.

**Maintenance and Repair:** The district maintenance department repairs structural items on an as needed basis. Princeton staff members should report items in need of repair to the Director of Maintenance and Operations immediately.

**Maps:** Emergency evacuation maps are posted in each classroom. It is important to familiarize yourself and your students with appropriate evacuation procedures.

**Multi-Use Room/Cafeteria:** Teachers must schedule any use of this room for their class use (plays, activities, assemblies, etc.). The secretary or Site Administrator will add it to the office master calendar. Outside personal use of the site facilities is allowed but does not take precedence over a school sponsored activity. Applicable fees will be enforced for non school use of facilities.

**Open House:** Open House is an optional event usually held in the spring in the evening.

**Parent Classroom Observations:** California Education Code permits parents to visit and observe their child's classroom. School policy requires parents to make an appointment with the classroom teacher prior to any observation.

**Parking:** The gravel area at the north-west end of the elementary school is a parking lot used by most staff. Parking is also available at the side of the kindergarten classroom. Designated parking areas are located along the entire north side of the Jr-Sr high school site. There is a student parking lot located adjacent to the high school gym. Senior students have historically had first choice of parking spaces, with Junior students having 2<sup>nd</sup> choice and so on. Princeton staff members are asked to use areas dedicated to staff and visitor parking.

**Personal Items:** The school and district assume no responsibility to replace or repair any personal item brought to school.

**Phone Messages:** School secretaries accept phone messages for staff members. Messages will be sent to staff members via email. Secretaries will not interrupt a class to deliver phone messages unless there is an emergency situation.

**Playground and P.E. Equipment:** Each elementary classroom has a supply of playground and physical education equipment. Requests for additional equipment may be made to the Site Administrator. The Jr-Sr high school has sports equipment and activities that can be checked out thru the student services aide during the noon break.

## **Purchasing**

**Supplies:** Classroom supplies can be ordered through various catalogs that are kept in the office.

**Purchase Orders:** Blue (District) or Yellow (Student Body) purchase orders are used to purchase any item(s). Purchase order forms are available from the elementary secretary or the district bookkeeper. All purchase

orders must be completed and submitted to the elementary secretary or the district bookkeeper for approval and processing. The district keeps credit cards for local vendors which can be checked out by the school secretaries. At no time are the district credit cards to be used for personal items. Cards, original receipt and completed blue or yellow purchase order form must be returned to appropriate office within 48 hours of use.

**Reimbursement:** In certain circumstances, staff members may purchase items with their own funds and be reimbursed for the item(s). Prior approval by the district secretary is required for all reimbursement purchases. If prior approval is not sought, your request for reimbursement will be denied. Original receipts and a Blue (district) purchase order form must be completed for each reimbursement.

**Psychologist:** Glenn County Office of Education provides Princeton schools with an educational psychologist one day a week as part of the Special Education Services. The psychologist is responsible for assessing eligibility of students enrolled in, or recommended for enrollment in, Special Education programs. Referrals of students to the psychologist for assessment go through the Student Study Team process which is conducted by the Site Administrator.

**Recesses** are as follow:

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|------------------------------|-----------------------------|
| • Before School: 8:10 – 8:30 | Morning: 10:00 - 10:20 a.m. |
| • Lunch: Noon to 12:30 p.m.  | Afternoon: 1:30 - 1:45 p.m. |

Teachers participate in supervision during these times according to the school supervision schedule created by the Site Administrator. Supervision duty is assigned on a rotating basis. Teachers not assigned to a supervision duty have a duty-free break. All teachers receive a 30 minute duty-free lunch period. However, there are unforeseeable circumstances when staff will need to supervise at unscheduled times.

### **Releasing Children to Adults**

**During the Instructional Day:** Students may only be released to their parents, legal guardians, or adults listed on emergency cards. Students may not be released to any other adult without permission from the Site Administrator or designee. Students may not be released during the instructional day to any adult who comes to the classroom for this purpose. Our practice for mid-day release is to have the adult come to the office to request the release of the students. *Students must be signed out before they will be released.* The office will contact the teacher and request that the student come to the office. Students may only be released to an adult from the playground if the adult has checked into the office, signed the student out and has a release pass signed by an office staff member.

**After School:** Students may only be released to their parents, legal guardians, or adults listed on the emergency cards. Students may not be released to any other adult without permission from the Site Administrator or designee. Teachers are expected to closely monitor the release of their students. Teachers will be given information regarding any student for whom there is a concern about the potential attempt to be picked up by an unapproved adult. Teachers are expected to ensure that these students are matched each day with the appropriate adult scheduled to pick up the student

**Remedial Programs:** Princeton Unified has several remedial programs for students who are either not meeting grade level expectations or who have been designated as At-Risk of Retention. Designated programs at Princeton Unified are those taught during the Response to Intervention time as well as the Accelerated Reader and Accelerated Math programs that are available to each classroom teacher. Princeton Unified offers a summer school program that is currently open to all students. Those students at risk of retention or those who are not on track to graduation must attend the summer school program. Additionally, teachers use other programs in class to supplement the adopted curriculum materials, before and after school tutoring is also available.

**Report Cards:** Princeton Elementary School has developed trimester report cards for use in reporting student progress to parents. The first reporting period includes a parent-teacher conference for all students. The second reporting period includes parent-teacher conferences for students who are not meeting grade level expectations. A parent-teacher conference is mandatory for students who have been identified as At-Risk of Retention. The teacher must notify the Site Administrator of any student who is At-Risk of Retention prior to scheduling a conference with the parent. Princeton Junior-Senior high school teachers issue report cards on a semester basis, with progress reports at the quarter. Parent teacher conferences are also held in the fall and are available to all students.

## **Textbooks**

### **Mandatory Textbook Adoption Process for Teachers**

- 1) Select the textbook(s) you are interested in using. K-8 textbooks *must* be included on the California State Adopted List at <http://www.cde.ca.gov/ci/cr/cf/ap1/plsearch.asp>. Be sure to include all staff members who may be using the textbooks for instruction in their classroom in the selection of textbooks and/or curriculum.
- 2) Contact publishers to obtain sample copies for public viewing.
- 3) Upon receipt of samples, complete Public Viewing Notice (available in office). This notice must be posted at all school sites. The District Office must also receive a copy of the notice.
- 4) After the 2 week public viewing is complete, submit the preferred textbook for board approval. Agendas are posted on the Monday preceding all regular Thursday board meetings. Requested agenda items must be received by the Superintendent no later than 11:00 am on agenda posting days.
- 5) After the board has approved/adopted the selected textbook, provide the district purchasing staff with the following:
  - a) Name, publisher and ISBN for the selected textbook.
  - b) Copy of page from the State Adopted List for K-8 textbooks.
  - c) A copy of the public viewing notice.
  - d) The date of board approval.
  - e) The total number of student copies needed.
  - f) The total number of teacher editions needed and ISBN # for Teacher Edition.

Please note, the district receives supplemental funding annually for new textbooks. This funding has been reduced to approximately \$40 per student. Please be cost conscious when choosing textbooks. Try to select textbooks/curriculum whose publisher provides on line supplements and cost effective teacher materials to help maximize those textbook dollars.

**Safety:** The safety of all students and personnel is our most important concern and responsibility. There are several ways to ensure that our school is a safe place for all. These include:

- All adult or teacher invited visitors during the instructional day are required to report to the office. Staff members are responsible to direct all unfamiliar adults to the office. Should such a person resist this request, staff members should immediately report this situation to the office.
- Student visitors are not permitted on campus during the instructional day.
- Classroom doors can be locked from the inside.
- Staff members are also responsible for reporting to the office any knowledge of a potentially unsafe condition. Examples may include broken glass in a hallway, a damaged table or bench on the playground, and carpeting peeling away from the floor.
- Skateboards and roller-blades are not permitted on school grounds. Princeton Elementary School faces many problems related to the use of the grounds for these purposes. However, it is not the responsibility of staff members to confront or reprimand offenders. Staff members should report the presence of skateboarders or roller-bladers to the office.
- Staff members should use equipment as intended. For example, the last two rungs on ladders are not intended for climbing. Please keep your feet below the two highest rungs.

## Schedules

### Elementary School

**Daily:** School begins at 8:30. Morning recess is 10:00-10:20. Lunch begins at 11:50am for K-3<sup>rd</sup> grade students and 12:10pm for 4th-6th, with classes staggered every 3-5 minutes. Afternoon recess is 1:30-1:45. School gets out at 3:00 p.m. each day, with busses leaving shortly thereafter.

**Rainy Day (Elementary):** On rainy days, students remain in their classroom for both recesses, supervised by their teacher. On a rotating basis, classified staff will go to each class so all teachers get a 10 minute break. Lunch rotation remains the same as the regular schedule. After students finish eating lunch, student supervision is done by classified staff who combine grade levels in classrooms. At the end of their 30 minute lunchtime allotment, each teacher should retrieve their children and return to their classroom to supervise until the end of the lunchtime.

### Junior-Senior High School

Please refer to Master Schedule – Appendix A

Please refer to Bell Schedule – Appendix B

**School-Parent Compact:** The School-Parent Compact, required by Title I law, is to be sent home once per school year. While it is preferable to have it signed by the parents and returned, this is not required. The Compact may be introduced at Back to School Night or mailed to the parents at the beginning of the school year. The Princeton Joint Unified School District and the parents of the students participating in activities, services, and programs funded by Title 1, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

### School Parent Compact

### School Responsibilities

Princeton Joint Unified Schools will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:
2. Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child's achievement.
3. Provide parents with frequent reports on their children's progress.
4. Provide parents reasonable access to staff.
5. Provide parents opportunities to volunteer and participate in their child's class and to observe classroom activities.

### Parent Responsibilities

We, as Princeton parents, will support our children's learning in the following ways:

1. Notify school when student is absent.
2. Verify all illness absences by doctor note or school official verification.
3. Ensuring that homework is completed.
4. Monitoring amount of television children watch.

5. Volunteering in child’s classroom.
6. Participating, as appropriate, in decisions relating to my child’s education.
7. Promoting positive use of my child’s extracurricular time.
8. Staying informed about my child’s education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.
9. Serving, to the extent possible, on policy advisory groups, such as being the Title I, Part A parent representative on the school’s School Improvement Team, the Title I Policy Advisory Committee, the District-wide Policy Advisory Council, the State’s Committee of Practitioners, the School Support Team or other school advisory or policy groups.

**Princeton Student Responsibilities**

We, as students, will share the responsibility to improve our academic achievement and achieve the state’s high standards.

1. Attend school each day school is in session.
2. Attend all classes on time.
3. Follow all school rules.
4. Maintain appropriate behavior at school.
5. Do my homework every day and ask for help when I need it.
6. Read at least 30 minutes every day outside of school time.
7. Give my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.

\_\_\_\_\_  
School Administrator

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

\_\_\_\_\_  
Parent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

**School Site Council:** The Princeton School Site Council (SSC) oversees the School Improvement Program (SIP) and Title I budgets. These funds represent the largest discretionary budgets for the school. Membership for Site Council is solicited each year through notes home with each student, and voting takes place on Back-to-School night. The Princeton SSC is comprised of two teachers, one classified representative, the Site Administrator, and two parents. Annual meeting schedules will be developed by the administration and made available to community members on Back to School Night at each school site. The Single Plan for Student Achievement is updated each year.

## **Sick Leave, Personal Necessity and No Tell Days**

Certificated employees earn up to ten sick leave days per year, seven of which may be used for Personal Necessity (PN). Three of the ten days may also be used as No Tell (NT) days, where no reason must be given for the absence.

Classified staff members are granted vacation and sick leave days. The number of days earned is pro-rated based upon years of service and individual employee full time equivalency (FTE). Classified unit members are entitled to use seven sick leave days per year for PN and are entitled to three NT days each school year.

Unrepresented employees (Administration and Confidential) earn vacation and sick leave according to years of service and FTE. These employees may also use 7 sick leave days annually for PN and are entitled to 2 NT days per year. No Tell days must be approved in advance by the site administrator. These days cannot be taken on the first five or last five days of any school year or be used to extend a holiday or vacation period.

Vacation requests must be made in a timely manner to allow for adequate site coverage. Planned absences such as a surgery, maternity leave or personal necessity leave must be requested as soon as the employee is aware of the need. Any absence in excess of three consecutive days requires a note from the employees' physician. The administrator may also request a letter from an attending physician if a pattern of abuse is suspected.

## **SPARK Program**

Glenn County Office of Education provides an after-school program that is available free of charge to all students who are enrolled in grades K thru 6th. Registration information will be provided in the students' first-day packets. SPARK is held each school day from 3:30 p.m. until 6:00 p.m., with snack provided daily as students arrive. A director and two assistants provide supervision while offering recreational activities and homework help. In addition, an academic enrichment component is part of SPARK. Certificated Staff are hired on an hourly contract basis separate from their duty day to provide academic teaching to students. This component, as well as the recreational activities and homework help are provided to all SPARK students by their choosing which area they want to participate in for the day. Students must be signed out each day to an authorized adult in order to be released from SPARK. All students are expected to be picked up no later than 6:00 p.m.

**Special Education Services:** All Special Education services at Princeton Unified are provided by the Glenn County Office of Education on a contractual basis.

**Resource Specialist Program (RSP):** The RSP program serves students with identified learning disabilities. Students may be served up to 49% of their school day in RSP. The RSP intervention program is considered the least restrictive environment for learning disabled students. Student referrals are made by the classroom teacher to the Site Administrator for the process to be initiated through the Student Study Team procedures.

**Speech and Language Services:** Speech and language services are offered to Princeton Elementary students with identified need. Referrals are made by the classroom teacher to the Site Administrator, and proceed through the SST process.

**Staff Development:** Three district wide staff development days are scheduled each year. The district administration also schedules minimum days where students are released at 1:40 p.m. for staff development and/or collaboration time. These days are outlined on the yearly calendar.

**Staff Room:** The staff rooms are provided for staff use only. Students are not permitted in the staff room without prior permission from the Site Administrator. Daily responsibilities are limited to general straightening up. Staff members are expected to wash their own items after each use and periodically check on items left in the refrigerator and discard them if necessary.

## Student Expectations

**Discipline Procedures:** Each teacher at Princeton Unified creates their own classroom management plan that includes classroom rules, with incentives to encourage appropriate behavior and consequences for the failure to adhere to the rules. Teachers handle routine discipline transgressions within the context of their management plan. It is important to communicate often with parents to inform them of stellar student behavior as well as student behavior concerns. Students are referred to the Site Administrator after teacher/parent contact for classroom discipline issues when their behavior becomes habitual, disrupts the learning environment, or is of serious enough nature as to warrant a referral and the classroom teacher has exhausted their avenues for taking care of 'behavior problems'. Students sent to the office must come equipped with a completed referral form and will be released from the office when the bell rings to go to their next class.

**School Rules, Expectations and Consequences:** School rules, expectations, and consequences are published annually in the Princeton Joint Unified School Student Handbook and given to each student. At the beginning of each school year teachers are required to review the information contained in the Student Handbook with their students to ensure that they all know and understand all behavior expectations and consequences. Students then are required to sign a statement acknowledging that they have received and understand behavior standards found in the Student Handbook.

**Student Placement:** Students are initially assigned to classrooms determined to be in the best interest of their success in learning. Students who register during the summer are placed by the Site Administrator. Many factors are considered when placing a student. These factors include: number of students in the like-grade class, social make-up of each class, specific needs of the students, parent requests, and the need for primary language support.

**Student Study Team (SST):** The SST is a process used to develop strategies to serve students who are struggling academically, socially or emotionally. To initiate the SST process, the concerned adult speaks with the Site Administrator, having completed a Referral form, which is available in the school office. The Site Administrator oversees scheduling of all SSTs, with the school secretary scheduling the days and times to ensure all the participating adults can attend. Parents and teachers are active participants in this meeting. .

## Substitutes

**Calling System:** Teachers are responsible for notifying the school secretary as soon as it is known that a substitute will be needed. Teachers may request a specific sub.

**Lesson Plans:** Complete and comprehensive lesson plans must be left for the substitute when teachers are absent. It is requested that each teacher create a generic day of lesson plans for use in the event of an unforeseen emergency.

**TB Tests:** It is the responsibility of every staff member to keep TB tests current. Tests are valid for four years. District staff will notify employees of upcoming expirations. It is imperative that staff members provide the district with new test results prior to the expiration of current tests. The district reserves the right to hire substitutes (at the cost of the employee) and to hold paychecks for employees who have allowed a TB test to expire until the current clear test results are provided.

**Telephone System:** The telephone system at Princeton Elementary consists of one main line in the office, with three phones on that line. The main office number is 439-2501. Each classroom has a line that connects via switchboard to the office. There is no outside line in classrooms. The Junior-Senior high school site has telephones in some classrooms.



**Teacher Duty Hours:** Education Code stipulates that teachers are required to be at school 30 minutes before the first period bell rings, and 30 minutes after the final dismissal bell rings. It is highly encouraged that all teachers be in their respective classrooms to meet and greet students as they begin and complete their school day.

**Time Sheets:** Employees are required to complete a monthly time sheet and must turn this in to the office staff on the last day of each month. Absence requests must be completed for every absence including school business and must exactly match the time sheet.

**Yard Duty – (Elementary):** The Certificated staff duty day begins at 8:00 a.m. each day. All Certificated staff have a 30-minute duty free lunch. Their duty day ends at 3:30, subject to an additional 60 hours of time as requested by the Site Administrator or as required of the job, and in accordance with the Collective Bargaining Agreement. The Classified Duty Day is specific to each person's job description and/or annual contract. All yard supervision follows the Student Supervision Schedule created by the Site Administrator and rotates among teachers, as well as Classified Staff.

**Visitors and Volunteers:** All visitors during the instructional day are required to report to the office. Staff members are responsible to direct all unidentified adults to the office. Should such a person resist this request, staff members should immediately report this situation to the office.

Any adult who volunteers on a regular basis is required to complete a volunteer hold harmless agreement (which requires prior board approval), have current T.B. test results on file at the district office and may be required (district discretion) to be fingerprinted at GCOE prior to having contact with students. The district will reimburse any volunteer for costs related to the above requirements.

**Vandalism/Crime:** Any vandalism, including graffiti, discovered on school property must be reported to the administration immediately. The Superintendent will determine whether or not a crime has been committed and whether or not police intervention is appropriate. If so, he/she will make the initial contact with local law enforcement.