

GENERAL INFORMATION FOR TEACHERS

OVERALL TEACHER RESPONSIBILITIES

1. Maintain satisfactory attendance.
2. Be on time to school and to each class.
3. Prepare well-planned, and appropriate, lessons which adhere to the standards and to the curriculum.
4. Practice effective classroom management strategies which are conducive to the well being o the class and the individual student.
5. Establish individual and class expectations.
6. State teaching objectives clearly.
7. Provide textbooks for each student.
8. Make regular parent contacts.
9. Maintain accurate and complete records as required.
10. Submit appropriate reports and records in a timely manner.

Additional goals and responsibilities include:

1. Strive for excellence for ALL students, including English Language Learners, Special Education, and Gifted.
2. Improve student achievement in ALL academic areas, with an emphasis on developing higher level thinking skills, and development of oral and written language skills.
3. Promote multicultural activities throughout the curriculum.
4. Encourage parent participation at the school level.
5. Supervise students to insure the general welfare of the school and the students.
6. Participate in, and supervise, student activities within or outside the classroom, as directed by the Principal.
7. Improve staff morale by regularly demonstrating appreciation for ALL certificated and classified employees.
8. Carry out a continuing program of safety, being alert to hazardous conditions of materials, equipment, and physical properties of the school. Report safety concerns to the Safety Committee and/or Plant Manager.
9. Maintain professional standards of citizenship, ethics, and personal appearance and grooming.

ABSENCES (TEACHERS)

It is the responsibility of the teacher who is to be absent to request a substitute and also to notify the school not less than thirty (30) minutes prior to the start of the school day of the first day of absence. If you know in advance that you will be absent, notify the Main Office as soon as possible so that a substitute can be arranged. If your absence is unexpected, and there is no time to notify the office, you are to call the *Subfinder* voice mail number at 1-(877) 528-7378. You will be prompted to choose "Secondary" (2), and "North" (1). After the "BEEP", provide the following information: day(s) and date(s) of absence, employee number, name, school, grade or subject, beginning time of first class, length of absence, reason, and preferred substitute.

When you are ready to return from an absence, it is very important that you notify the Main Office by 2:00 p.m. the day before the day of return. If the office is not notified by this time, the substitute will be held over for your classes. If you then report to work, and the substitute has been held over, you will be asked to return home and you will be charged with another day of absence.

Please be sure that there is a seating chart, lesson plan, and roll sheet available for the Substitute Teacher. Emergency lesson plans should be on file in the Main Office by the end of the third week of school.

ACCIDENTS

Teachers are reminded that California State Law requires that a report be made of any industrial injury or occupational disease which may occur while the employee is on duty performing School District responsibilities. These reports must be filed on the day of the injury. See the School Secretary for the necessary forms, and for a list of approved physicians.

ACTIVITY CLEARANCE

1. When planning an event or activity, the activity sponsor will check the Master Calendar for availability of dates and file a completed Activity Clearance Form with the appropriate administrator. (See administrative responsibilities).
2. All activities need to be approved 15 school days prior to the event. The exceptions are those events involving student body permits or transportation. These events need approval 20 school days prior to activity.
3. The form signed by the administrator will be given back to you to obtain all the necessary signatures. The completed form should then be returned to the Administrator for a final approval and distribution to the appropriate parties.
4. The activity is approved only when the activity sponsor receives a copy of the final form of the Activity Clearance. (**See Sample Forms.**)

ASSEMBLIES

Classroom Procedures at Beginning of Assembly Period

1. All students report to regular class period, (unless other arrangements have been made).
2. Take roll immediately.
3. Give instructions on passing in the halls, seating, and general assembly conduct before you leave the classroom.
4. Review the class seating location before you get to the Auditorium.

Passing Procedures

1. Keep your class together.
2. Prevent your class from mingling with other classes.
3. Stop your class as you near the Auditorium, allowing ample space so your class will not mix with another.
4. Proceed to the door when the class ahead has completely entered the building.

Seating Procedures

1. Hold your class at the door until directed by the assembly supervisor to enter. He/she will direct you to take your class down a specific aisle.
2. Lead your class down the assigned aisle.
 - A. Turn students into the closest available row to the front.
 - B. Fill in every seat quickly and quietly.
 - C. Sit or stand with your students.
 - D. Keep your students quiet.

- E. Remove any student who is disruptive and escort to an area of the Auditorium which is empty.
- F. Take the entire class out and back to the classroom if the class shows poor assembly conduct.

Dismissal Instructions

1. Keep your students seated until dismissed by someone at the microphone.
2. Students are to lift their seats when they stand up.
3. Maintain orderly flow of traffic.

Points to Cover on Assembly Conduct

1. Leave books in the classroom if returning; Do not leave purses and other valuables in the classroom.
2. Keep talking to a minimum and never above a whisper.
3. Show courtesy to the guests and performers by sitting up straight in your seat and giving your attention to the program.
4. Show your appreciation by applause. Whistling, screaming, booing, or stomping of feet are unacceptable behavior.

AUDIO-VISUAL EQUIPMENT

Overhead projectors, filmstrip projectors, slide projectors, and tape recorders are under the supervision of the Audio-Visual Coordinator. The use of any of this equipment must be requisitioned through the coordinator at least 48 hours in advance.

AUDITORIUM USE

The use of the Auditorium will be scheduled by the administrator in charge. A requisition for stage equipment (lighting, stage settings, public address equipment, etc., should accompany the request for use of the Auditorium, or arrangement made with the stage crew sponsor at least one week in advance. An "Activity Clearance" form will need to be completed and turned into the administrator so that she/he will be able to calendar the event. For use of the Auditorium: Student groups should not be admitted to the Auditorium unless the sponsor is present. Please check the doors to make sure they are all secure before you leave.

BUILDING AND CLASSROOM MAINTENANCE

Clean and attractive buildings and classrooms have a positive impact on students. This not only aids in class control and student behavior, but student are encouraged to help keep our buildings and classrooms clean when they see efforts being made to properly maintain them.

It is suggested that the following procedures be followed:

1. The custodial staff will clean and sweep classrooms according to schedule and see that adequate trash containers are provided.
2. Teachers are urged to see that students refrain from throwing trash on classroom floors, i.e., gum and candy wrappers, sunflower seeds, crayons etc. It is suggested that the teacher and class take the necessary time to evaluate and correct shortcomings before students are dismissed each period.
3. Prior to leaving school each day, teachers should check to make certain that lights are off, windows are closed, doors are locked and electric appliances are turned off and if necessary unplugged.
4. Textbooks or other supplemental reading materials should be returned to the textbook room and

5. not left in the classroom at the end of the school year. Personal instructional materials should be housed in a filing cabinet, built-in cupboard or boxed and taken off campus.
5. Students who are observed defacing desks, classroom walls, or other school property should be referred to their respective administrative liaison.
6. Please instruct students not to use wall to remove dust from erasers. Erasers should be pounded in the trash can.
7. Administrators will periodically check classrooms in an effort to provide assistance in building and classroom maintenance.
8. Special problems should be brought to the attention of the Plant Manager by completing a Maintenance Form and placing the form in the Plant Manager's mailbox.
9. Follow-up services will be monitored by the Assistant Principal in charge of the plant.

BULLETIN

A weekly bulletin is published every Monday. Homeroom teachers are expected to read the bulletin to their students, making sure students record important calendar dates in their Binder Reminder. It should be posted in a prominent place on a bulletin board. Highlights, and important events, are also read over the P.A. during Homeroom each morning.

If you wish to include an item in the bulletin, complete the appropriate form, (available in the Main Office), and submit it no later than 3:30 p.m. on Thursday. In preparing notices for the bulletin:

1. Submit only bulletin notices which must reach a large number of the campus population.
2. Use the minimum number of words necessary to convey your message.
3. Tell what, when, where, the price of the activity, and where to get more information.
4. The originator must clear with the Assistant Principal responsible for the Master Calendar prior to scheduling an activity or publishing announcements.
5. Check for spelling, punctuation, and grammatical structure.
6. Bulletin notices are to submitted to the appropriate administrator for approval.

CLASS COVERAGE

Any time that a teacher needs to be gone from his/her assigned classes, prior administrative approval must be obtained.

1. Coverage due to a colleague's illness is a paid coverage.
2. Personal Necessity coverages are paid, if it qualifies as defined in the Contract.
3. Bereavement coverage is a paid coverage.
4. Required Coverage is when you are assigned to cover a class for a colleague because that teacher is fulfilling another educational responsibility authorized by the Principal. This may or may not be a paid coverage.

Every effort is made to make sure that paid and unpaid coverages are assigned in a fair and equitable manner. If you need class coverage you must complete a purple request form, (available in the Main Office). Fill it out completely, and return it to the Main Office. You will be notified if there is a problem. Please check with the Main Office if you want to know who will be covering for you.

CONFERENCE PERIOD

Each full-time classroom teacher has been assigned a Conference/Preparation Period to be used for such professional duties as: preparation for class, conferences with parents by phone or in person, or meeting with other staff members. During this period, the employee shall not be expected to perform supervisory or classroom teaching functions except as reasonably needed during school-

related activities, during emergencies, or when replacement or auxiliary pay is received, pursuant to Article XIV, Sections 25.0 and 28.0

COPY MACHINES

The Konica and Duplo copiers, which are for teacher use, are located in the Administration Building, in the room directly across from the ELD Office. Please make sure that you are familiar with the operation of the machine before you use it. If you are running off more than 30 copies of a single master, it is more economical to use the Duplo. The Konica should be used for making less than 30 copies. Teachers may use the machines themselves, (a code is needed for the Duplo), or fill out a request form and have the Title I Office make the copies. The turnaround time is usually within 24 hours.

CUSTODIAL/MAINTENANCE REPAIRS OR SERVICE

To report a problem, or request service, complete a form, (which can be obtained in a box at the top left corner of the small set of mailboxes in the Main Office), and place it in the Plant Manager's mailbox, (bottom right corner of the same set of mailboxes.)

DISCIPLINE

Middle School students often experiment with inappropriate behavior. Such actions should not be condoned to the point that they develop into emergency situations or a crisis of any kind. It is important to remain aware of the fact that suspensions, opportunity transfers, and recommendations for expulsion must only be the result of a careful process or an extreme situation.

In order to maintain a highly successful instructional program, a basic component is a classroom management system that has a disciplinary policy that is fair, firm, and consistent. This is best accomplished through the cooperation of all staff members.

Most disciplinary problems, especially those occurring in the classroom, should be handled by the classroom teacher. In most cases, individual conferences with the student lead to improved behavior. Teachers are strongly encouraged to initiate direct communication with parents by means of a phone call as soon as possible. It is desirable that the emphasis be positive and just limited to the negative behavior.

Teachers should also work closely with other team members to develop a team discipline policy, which includes clear rules and consequences.

Serious discipline problems, such as fighting, possession or use of alcohol, tobacco, or drugs, stealing, vandalism, profanity to any adult, or open defiance of school authority should be referred to the Dean.

All attendance problems, if no improvement after teacher remediation, should be referred to the Assistant Principal, Secondary Student Services.

Referral Procedures

1. Use the official office referral form. Small notes tend to get lost and provide no space for action taken on referral.
2. Inform the student of the rule violated.
3. Indicate the date and method of previous contact(s) with parents.
4. Complete all the required information; list the reason and give specific details.
5. If an incident occurs during your supervision, send the student to the office immediately and send the referral later after you complete your duty.

6. If the violation is not observed by you, please indicate the name of one or more witnesses in the space provided for other information.
7. Send the student to the Dean's Office with the referral.
8. If a student is thought to be in possession of drugs, tobacco, weapons, or explosives, **DO NOT** send the student to the office. Send another student with a note requesting assistance.

Suspensions

Suspension from school:

The principal, or designee, may suspend a student for a period not to exceed five school days, and not more than 20 days per school year. The person suspending the student must follow the procedures below:

1. Parent and pupil must be notified of the pupil's rights and a conference must be offered for counseling unless the parent waives this right.
2. Appropriate suspension notices must be given to the student, a copy mailed home and a copy kept for the school files.
3. The Principal must keep a file of substantiations for any and all suspensions.

Suspension from class:

1. A teacher may suspend a student from the teacher's class for any act enumerated on the Pupil Accounting Report form. The period of suspension shall be for the remainder of the period during which the violation took place, and for the next period that the class meets. The teacher shall immediately report the suspension to the principal or designee (Dean) and send the student to the principal or designee and send the student to that person for appropriate action.
2. The teacher shall ask the parent/guardian of the student to attend a parent-teacher conference to discuss the reason(s) for the suspension. Whenever possible, the Dean should also attend the conference. If requested by either the teacher or the parent/guardian, a school administrator shall attend the conference.
3. The student shall not be returned to the class from which he/she was suspended during the period of suspension without the concurrence of the teacher who effected the suspension.
4. A student suspended from a class must attend all other classes.
5. A teacher may require the completion of tests and assignments missed during the period of suspension.

Follow the procedures below to suspend a student from your class:

1. The teacher makes the decision to suspend the student and must provide anecdotal records to support suspension.
2. Send the student to the Dean's Office with the UTLA form.
3. The Dean will complete section of the Pupil Accounting Report (PAR).
4. The PAR will be returned to the teacher along with the "Parent Notification of Student Suspension."
5. The teacher will complete section 3 of the PAR and request information on the "Parent Notification of Student Suspension."
6. The teacher will return both forms to the Dean before 2:30 p.m.

7. The teacher is to make every attempt to contact the parent by phone before leaving campus that day to set up a conference. If no contact is made, an attempt should be made the day following the suspension and then followed by a letter; if needed the PSA worker should be asked to go to the home.
8. The Dean will give the student the pink copy of the PAR and "Parent Notification of Student Suspension" to take home.
9. The student must return the signed "Parent Notification of Student Suspension" on the following day to the Dean.
10. The student will report to the Dean's Office during the class period of the suspension.
11. The Dean will return the PAR to the teacher who will complete the results of the parent conference in the section marked "Comments." When the PAR is completed, it is to be returned to the Dean.

Parent Conference

1. No penalties may be imposed on a student for the failure of the student's parent/guardian to attend a conference with school officials. The student's return to school at the end of any suspension period shall not be contingent upon attendance by the student's parent/guardian at such a conference.
2. The parent conference shall, whenever possible, be in the primary language of the parent/guardian.

FACULTY/TEAM/DEPARTMENT MEETINGS

The following is a list of regularly scheduled monthly meetings:

- | | |
|---------------|---------------------------------------|
| 1st Tuesday - | Faculty Meeting |
| 2nd Tuesday - | Team Leader/Department Chairs Meeting |

Meetings during Common Planning Time on Thursdays, from 2:10-3:08 p.m., alternate between Team Meetings and Department Meetings.

FLAG SALUTE

At Van Nuys Middle School the American and California Flags are flown throughout the school day on the flag pole at the front entrance to the school.

Respecting the American Flag

We respect the Flag and are reminded of its meaning each morning with the "Call to Colors" and participation in the "Pledge Of Allegiance."

The "Call to Colors"

When you hear the "Call to Colors" over the P.A. system at the beginning of Homeroom, students are to rise from their seats, face the flag in the room and stand at attention in silence.

The Pledge of Allegiance

After the bugle has sounded, a Student Leadership representative will ask that everyone follow in

reciting the "Pledge of Allegiance." Please remind students from time to time that if they are walking on campus when the bugle sounds, they must stop, face the front entrance to the school until the "Pledge of Allegiance " is over. If, for religious reasons, students do not salute and pledge allegiance, they should stand quietly at attention during the pledge.

HALL PASSES

Teachers will receive a different colored hall pass each month. Be sure that it has your name and room number written on it, and that it is completely filled out when the need arises for a student to leave your room, (other than to go to the Dean's office with an official referral.) Be discriminate in issuing a hall pass so that instructional time is not lost.

Unless it is an emergency, do not send students out during the first, or last, ten (10) minutes of each class period.

INSTRUCTIONAL MATERIAL ACCOUNT (I.M.A.) - 4170

Each school is allotted funds for an instructional material account (I.M.A.) to which all orders, requisitions and purchases for library books, supplies, equipment and replacement of equipment are charged. Department Chairperson or Team/House Leaders may use the I.M.A. for ordering supplies from the District Warehouse, by ordering from an outside vendor using a school purchase order or by submitting receipts through the imprest method.

NOTE: AS OF JULY 1, 2003, NEW PURCHASING POLICIES ARE IN PLACE. CERTAIN "TOP-SELLING ITEMS MUST BE ORDERED FROM THE DISTRICT WAREHOUSE. THESE ITEMS ARE LISTED IN THE FRONT OF THE SUPPLIES & EQUIPMENT CATALOG. EACH TEAM LEADER WILL HAVE A COPY, AS WILL EACH OFFICE.

The regular requisitions and school purchase orders (S.P.O.) forms are available from Sue Harris, Assistant Principal, in the Main Office.

The imprest fund may be used to make direct purchases of instructional material not available from the district warehouse or items that had not been anticipated in advance. To use the imprest fund, the following procedures must be used:

1. Obtain a pink "Request for Check-Imprest Fund" form from the Assistant Principal .
2. Before you purchase the materials, obtain prior approval from the team leader or department chair. (Limit of \$50 per reimbursement)
3. Purchase the materials and obtain a receipt from the vendor.

JURY SERVICE

Excerpt from Bulletin No. S-10 (Rev.) "*Jury Service for Certificated Employees*" published April 28, 2003. For questions or more information, see the SAA.

"District policy for certificated employees continues to grant paid absence for jury service for a limited number of days provided certain responsibilities have been satisfied by the employee. It is the policy of the District to encourage employees to provide jury service during periods when the continuity of instruction and District operations will not be adversely affected. Paid absence for jury duty shall be provided to certificated employees for up to twenty working days for involuntary jury service under the following conditions, as provided under Board Rule 4611 and Article XII, Section 18 of the District-UTLA Agreement.

An employee summoned to involuntary jury duty shall notify the immediate administrator of such summons. As a condition for paid absence, the employee shall seek postponement of the jury service to the employee's upcoming recess. An employee who does not wish to request postponement of the jury summons to a recess will be granted unpaid absence for the jury service. Any unpaid, assigned hours may negatively impact the employee's benefits."

KEYS

It is the responsibility of each staff member to take special care of all keys issued. All staff shall follow these procedures:

1. All keys will be issued as needed, with the authorization of the principal/designee.
2. Staff members are required to complete a Key Inventory when receiving keys.
3. Keys will be collected from all staff on the last day of school in June.
4. Lock all doors when leaving for the day.
5. Take keys home – DO NOT leave them in your desk or mailbox.
6. **DO NOT GIVE KEYS TO ANY STUDENT – FOR ANY REASON.**
7. Report the loss of key immediately to an administrator and School Police.
8. Obtain prior approval from the principal for entering any school building when school is not in session.

LEAVING CAMPUS

If you must leave school early for personal business or an emergency, the Principal or designated administrator must be notified. The Office Assistant in the Main Office will then make arrangements for another teacher to cover your class.

While teachers are entitled to leave campus during their duty-free lunch period without the necessity of requesting permission, the County Counsel has ruled that it is "...reasonable to require personnel to 'check in and out of school premises' so that school officials may readily ascertain who is available in case of an emergency". Therefore, please notify the Main Office if you plan to leave campus for any reason during the school day, and sign out in the binder located on the counter in the Main Office.

MASTER CALENDAR

Any teacher, department or team responsible for a school program, event or activity which requires calendar approval must clear at least two weeks in advance of the date. The "Request for a School Calendar Date" form can be obtained from the Main Office. Conflicting calendar dates will be resolved by the administrator in charge of the calendar following the guidelines of the nature of the activity, the number of students involved and the date of the request. After the activity has been placed on the Master Calendar, an "Activity Clearance" form must be circulated to appropriate staff members.

METAL DETECTORS

Zero tolerance for any type of weapon is maintained by daily, random metal detection. When an administrator comes into your classroom, randomly selected students will be escorted to another location where they will be "wanded".

If you feel that a student poses a threat to other students, let the Dean know and someone will come to your room.

ORDERING SUPPLIES/MATERIALS

Instructional materials and/or supplies are generally ordered by the Department Chair or Team Leader. In some cases, this responsibility may be delegated to another teacher. Ordering is done in one of the following ways:

1. District Warehouse
 - a. Yellow Requisition form is obtained from Assistant Principal, completed and returned to A.P. for processing.
2. Outside Vendor - same process as above.
3. Imprest Reimbursement
 - a. With prior approval, a teacher may purchase materials from a local store then complete a **pink** reimbursement, (available from the Assistant Principal). This form must have signature of Department Chair or Team Leader. **PLEASE LIMIT AMOUNT OF PURCHASE TO \$50, UNLESS GIVEN PRIOR APPROVAL FROM ASSISTANT PRINCIPAL.**

Team purchases, especially equipment, stays with the team at the end of each school year, even if team membership changes.

P.A. ANNOUNCEMENTS

1. All student announcements must have written approval from their sponsor prior to making announcements.
2. Participants should have practiced giving the announcement so that it is clearly and correctly presented.
3. Announcements for each activity or event shall NOT EXCEED two minutes.
4. Group announcements:
 - A. Must have sponsor's prior written approval
 - B. Must be supervised by an adult during the presentation.
 - C. Must be edited by the Assistant Principal the day before the presentation.
5. Teachers who wish to have an announcement read over the P.A. during Homeroom must submit the announcement to the Assistant Principal for approval the day before the announcement is to read. (Forms are available in the Main Office.)

PARENT COMMUNICATIONS

While we encourage frequent communications with the parents, letters to parents, course requirements, etc. must have the initial of an administrator prior to their being sent home.

PARTIES

Classroom Parties:

It is our policy not to interrupt regular class instruction. If a class party is desirable, it may be held during Nutrition, Lunch or after school.

PERSONAL NECESSITY AND BEREAVEMENT LEAVES

Bereavement

Certificated and classified employees are entitled to paid bereavement absence in accordance with the following policies:

1. A member of the employee's immediate family (defined the same as for personal necessity) must have died. (Immediate family means parent, grandparent, child, grandchild, brother, sister, spouse or any relative living in the employee's immediate household.)
2. The absence may not exceed three (3) days or five (5) days if out-of-state travel is required.
3. If more than one qualifying death occurs simultaneously, a three day absence for each death may be taken consecutively and the additional two days for out-of-state travel may be added to the sum of the three day absence.
4. The paid absence must commence within 10 days of the death.

Certification for Personal Necessity or Bereavement Leave

Verification of absence will continue to be made on the existing forms that are currently available in the Main Office. The forms to be used are 60.471 for Personal Necessity and 60.470 for Bereavement.

PERSONAL PROPERTY

All staff members are encouraged, and advised, to leave personal property at home. In the event that it is essential for your instructional program, be sure that you register the item(s) in the Main Office. (See School Administrative Secretary for the Property Registration Form). Keep it locked up and report any loss immediately to the Assistant Principal. At this time, there is no District reimbursement for personal property that is lost due to theft, vandalism, etc.

PUBLICITY

Posters and Flyers

1. All publicity posters or flyers must carry the sponsor's approval as to:
 - A. Materials used
 - B. Slogans
 - C. Content
2. Suggestions regarding flyers or posters:
 - A. Do not post on doors, posts or painted walls
 - B. Use masking tape or paper clips for hanging or affixing them to a surface. Do not use scotch tape.
 - C. Do not staple flyers or posters to walls, doors or any wooden surface.
3. Suggested areas for flyers or posters:
 - A. Classroom windows (with teacher's approval)
 - B. Showcases and display cases
 - C. Classroom bulletin boards (with teacher's approval)

SAFETY REMINDERS

All staff members are reminded of the importance of avoiding behaviors that could be construed as inappropriate. While we all understand the desirability of cultivating positive relationships with students, staff is advised to generally refrain from situations such as the following:

1. Meeting with a student alone behind closed doors
2. Remaining on campus after the last administrator leaves the school site (The offices close at 4:30 p.m.) There are exceptions to this rule, such as teachers rehearsing for a drama, music, or drill team activity with students.
3. Taking students off campus for other than a District approved school trip
4. Transporting students in a personal vehicle without proper authorization forms on file
5. Calling students at home except in an emergency situation
6. Providing students with a personal home telephone number

In the event that a staff member fails to follow these recommendations and there are rumors and/or innuendoes of an employee engaging in inappropriate behavior, the employee is entitled to due process, which may include some form of investigation and the taking of appropriate progressive discipline steps.

SCHOOL MAIL

Inter-school/District communication is made possible through the school mail service. The address should state the full name of the school or office, and return addresses should identify the school. Envelopes should not be sealed. You may also use school mail for all official school correspondence, e.g. letters to parents. The envelope, which also should not be sealed, must show the complete address as well as the school's return address and name of sender. The mail bag, which is used for inter-District mail only, is located on a hook behind the counter in the Main Office, close to the mailboxes. Below the bag is a box which is used for District mail that requires postage.

SCHOOL PROPERTY

From time to time, on a case-by-case basis, school property may be removed from the campus for school business. To obtain authorization, school employees must obtain prior approval from the principal/designee and complete a Property Receipt – Return Form. (See SAA for the form.) The equipment is to be returned in the same condition in which it was received. Restitution must be made by the employee for any willful or negligent loss, damage, or improper use.

SIGN-IN AND SIGN-OUT

1. The LAUSD/UTLA Master Contract states that:...secondary classroom teachers shall be at their assigned duty station at least ten minutes before the first daily class or other assignment begins and shall remain at their assigned duty station at least ten minutes after the last class or scheduled period of work ends. For full-time secondary classroom teachers, the daily instructional time shall be six (6) hours, including passing periods and the preparation period, but not including lunch and nutrition periods:.
2. Teachers must sign in each morning and sign out each evening. A standard time card for this

purpose will be found on the counter in the Main Office.

3. Teachers who must leave campus before the end of the regular school day must get prior approval from an administrator, and must sign out in the "Leaving Campus" book, which is located on the counter in the Main Office.

SMOKING

Smoking and the use of all tobacco products shall be prohibited on all District property including District-owned or leased- buildings, and in District vehicles at all times, by all persons, including employees, students and visitors at any school or District site or attending any school-sponsored events. (In accordance with California Assembly Bill 816 (1994), and Federal legislation (Title IV), the District implemented the Tobacco-Free Workplace policy on January 1, 1995.

STUDENT STORE

The Student Store is open before and after school, during nutrition and lunch. Please do not send students to make purchases during or between class periods. The Lost and Found is located in the Student Store for lost items. Teachers should follow instructions given for the collection of funds in any drives or events. All money collected, and record forms, should be turned in to the Financial Manager each day. Do not keep money in the classroom.

TELEPHONES

School telephones are for **school business only**. Personal calls may be made on the pay telephone located in the Faculty Cafeteria.

Each classroom has a telephone connection to the Main Office and to other classrooms and offices. It is to be used for emergencies only. Emergencies are defined as situations in which **immediate** help is required. Remind students to stay away from the phone, and check regularly to insure that the phone is on the hook.

TEN MINUTE RULE

The ten minute rule is to be enforced daily. Students are not allowed to leave the room during the first or last ten minutes of each class period.

Use your professional judgment when allowing students out on a hall pass during class time. Generally, the tougher you are about not allowing students to leave, the better your classroom management system will work. This will also reduce the opportunities for students to "wander" and/or disrupt other classes, participate in tagging in restrooms, or even pull fire alarms.

VISITORS *[Bulletin No. 1325, October 11, 2004]*

The Los Angeles Unified School District is committed to providing a safe and secure learning environment for its students. The enhanced involvement and assistance of parents, community members, and organization representatives in school programs and activities have increased the

number of school campus visitors. In some instances, campus visitors have created concerns for staff. Therefore, all school campus visitors must be informed and must adhere to the laws and school policies of visitors to school campuses, as stated in California Education Code (*Education Code* §44810 (a); §44811 (a); §51101 (a): (a), (2), (12) and Board Rules (1265, 2002).

- Schools must develop and post a visitor's policy
- All campus visitors must have the consent and approval of the principal/designee. Permission to visit must be given at the time requested if at all possible or within a reasonable period of time following the request. This does not preclude visits occurring on the same day as requested.
- Children who are not enrolled at the school are not to be on the campus unless prior approval of the principal/designee has been obtained.
- Parents do have the right to:
 - be informed in advance of the procedures for visiting the school;
 - request and obtain approval of the principal/designee to enter a school campus;
 - observe in the classroom or classrooms in which their child is enrolled within a reasonable period of time after making a request;
 - observe in the classroom or classrooms for the purpose of selecting the school in which
 - their child will be enrolled;
 - request a meeting with the classroom teacher and/or school principal/designee following the observation; and,
 - meet with their child's teacher(s) and/or school principal/designee, within a reasonable period of time after making a request.
- Parents do not have the right to:
 - Willfully interfere with the discipline, order, or conduct in any school classroom or activity with the intent to disrupt, obstruct, or inflict damage to property or bodily injury upon any person.
 - Disrupt class work, extracurricular activities or cause disorder in a place where a school employee is required to perform his or her duties.