

Esperanza Elementary School



Employee Handbook

2024 - 2025

Dear Faculty and Staff,

As we embark on a new academic year, I am filled with a mix of excitement and nostalgia. This year marks my final year as principal of Esperanza Elementary School before I step into retirement. It has been an honor and a privilege to serve alongside such dedicated and passionate educators and staff. Reflecting on the journey we have taken together, I am immensely proud of our collective achievements. When we opened our doors in 2014, we set out with ambitious goals and a shared vision for our students' success. Through your unwavering commitment and hard work, we have not only met those goals but have surpassed them in ways we could have only dreamed of. Our test scores have more than quadrupled since our opening, a testament to the exceptional teaching, innovative practices, and supportive environment that you all foster every day.

This milestone is not just a reflection of our students' academic growth but also a tribute to the collaborative spirit and relentless pursuit of excellence that defines our school community. Your dedication to creating an inclusive, engaging, and nurturing learning atmosphere has been the cornerstone of our success. Each of you has played a vital role in shaping the futures of our students and the legacy of our school. As I prepare to pass the baton, I am confident that the foundation we have built together will continue to thrive and grow. I encourage each of you to keep pushing the boundaries of what is possible, to remain steadfast in your commitment to our students, and to support one another in this shared mission.

Thank you for your hard work, your passion, and your unwavering dedication. It has been an honor to lead such an extraordinary team, and I am grateful for the memories we have created together. Here's to a fantastic year ahead, filled with continued growth, achievements, and the same collaborative spirit that has brought us so far.

As this year begins please keep in mind that none of us own the absolute truth in this universe, and assuming positive intentions will create a more positive environment in our school. Finally, respecting the concept of multiple perspectives will solve almost any conflict possible..

Finally, please recall that any communication that is submitted orally, must be followed up with a written communication just to be sure it is not lost. Over the year, the greatest and most important improvement is how we interact with our students and our families. We must continually improve and cannot allow scores to go up and down. I know we can improve. I know our students are capable of great things and I know that it will take a team effort to reach the top. Together we can do it!

Again, welcome to 2024-2025 at Esperanza Elementary School. This will be a memorable year.

A handwritten signature in cursive script, appearing to read "Eulogio Alejandro". The signature is written in black ink on a white background.

Eulogio Alejandro, M.S.
Executive Director / Principal
Esperanza Elementary
August 1, 2024



School Calendar!



Esperanza Elementary Calendario/Calendar 2024-2025

| Agosto/August 2024 | | | | |
|--------------------|---------|---------------|---------|---------|
| Lun/Mon | Mar/Tue | Mié/Wed | Jue/Thu | Vié/Fri |
| | | | 1 # | 2 # |
| 5 # | 6 # | 7 # | 8 # | 9 # |
| 12 a b | 13 b | 14 b | 15 b | 16 o FM |
| 19 | 20 | 21 | 22 | 23 o |
| 26 CCM | 27 | 28 Leadership | 29 | 30 o FM |

| Septiembre/September 2024 | | | | |
|---------------------------|------------|---------------|---------|---------|
| Lun/Mon | Mar/Tue | Mié/Wed | Jue/Thu | Vié/Fri |
| 2 LABOR DAY | 3 | 4 | 5 | 6 o |
| 9 | 10 | 11 | 12 | 13 o FM |
| 16 | 17 SEP/PTC | 18 SEP/PTC | 19 o | 20 comp |
| 23 | 24 | 25 Leadership | 26 | 27 o FM |
| 30 CCM | | | | |

| Octubre/October 2024 | | | | |
|----------------------|--------------|---------------|----------------|---------|
| Lun/Mon | Mar/Tue | Mié/Wed | Jue/Thu | Vié/Fri |
| | 1 | 2 | 3 | 4 o |
| 7 | 8 | 9 o T1 ends | 10 FALL RECESS | 11 |
| 14 PL - # | 15 T2 begins | 16 | 17 | 18 o FM |
| 21 | 22 | 23 | 24 | 25 o |
| 28 CCM | 29 | 30 Leadership | 31 o | |

| Noviembre/November 2024 | | | | |
|-------------------------|---------|-----------------|---------|-------------|
| Lun/Mon | Mar/Tue | Mié/Wed | Jue/Thu | Vié/Fri |
| | | | | 1 no LEG FM |
| 4 | 5 | 6 | 7 | 8 o |
| 11 | 12 | 13 | 14 | 15 o FM |
| 18 | 19 | 20 Leadership | 21 | 22 o |
| 25 CCM | 26 o | 27 Thanksgiving | 28 | 29 |

| Diciembre/December 2024 | | | | |
|-------------------------|---------|---------------|---------|-----------------|
| Lun/Mon | Mar/Tue | Mié/Wed | Jue/Thu | Vié/Fri |
| 2 | 3 | 4 | 5 | 6 o FM |
| 9 | 10 | 11 | 12 | 13 o |
| 16 CCM | 17 | 18 Leadership | 19 | 20 o FM T2 ends |
| 23 Christmas | 24 | 25 Christmas | 26 | 27 |
| 30 Christmas | 31 | | | |

| Enero/January 2025 | | | | |
|--------------------|-------------|---------------|---------|---------|
| Lun/Mon | Mar/Tue | Mié/Wed | Jue/Thu | Vié/Fri |
| | | 1 | 2 | 3 |
| 6 no # | 7 T3 begins | 8 | 9 | 10 o FM |
| 13 | 14 | 15 | 16 | 17 o |
| 20 MLK DAY | 21 | 22 | 23 | 24 o FM |
| 27 CCM | 28 | 29 Leadership | 30 | 31 o |

| Febrero/February 2025 | | | | |
|-----------------------|----------------|---------------|---------|---------|
| Lun/Mon | Mar/Tue | Mié/Wed | Jue/Thu | Vié/Fri |
| 3 | 4 | 5 | 6 | 7 o FM |
| 10 | 11 SEP/PTC | 12 SEP/PTC | 13 o | 14 COMP |
| 17 HOLIDAY no | 18 Prof Dev no | 19 # | 20 | 21 o FM |
| 24 CCM | 25 | 26 Leadership | 27 | 28 o |

| Marzo/March 2025 | | | | |
|------------------|---------|---------------|-----------|---------|
| Lun/Mon | Mar/Tue | Mié/Wed | Jue/Thu | Vié/Fri |
| 3 | 4 | 5 | 6 | 7 o FM |
| 10 Chocolate | 11 | 12 | 13 end T3 | 14 no # |
| 17 T4 begins | 18 | 19 | 20 | 21 o FM |
| 24 | 25 | 26 Leadership | 27 | 28 o |
| 31 CCM | | | | |

| Abril/April 2025 | | | | |
|------------------|-----------|----------------|----------|-----------------|
| Lun/Mon | Mar/Tue | Mié/Wed | Jue/Thu | Vié/Fri |
| | 1 | 2 | 3 | 4 o FM |
| 7 Spring Break | 8 Break | 9 Spring Break | 10 Break | 11 Spring Break |
| 14 school | 15 spirit | 16 week | 17 | 18 FM |
| 21 | 22 | 23 Leadership | 24 | 25 o |
| 28 CCM | 29 | 30 | | |

| Mayo/May 2025 | | | | |
|---------------|--------------|---------------|---------|------------------------|
| Lun/Mon | Mar/Tue | Mié/Wed | Jue/Thu | Vié/Fri |
| | | | 1 o | 2 no # FM Prof dev day |
| 5 Teacher | 6 Apprec. | 7 week | 8 | 9 o |
| 12 | 13 | 14 | 15 | 16 o MF |
| 19 CCM | 20 Field Day | 21 Leadership | 22 | 23 a o |
| 26 no | 27 # | 28 | 29 o | 30 no contract Day |

| Junio/June 2025 | | | | |
|------------------|------------------|------------------|------------------|------------------|
| Lun/Mon | Mar/Tue | Mié/Wed | Jue/Thu | Vié/Fri |
| 2 summer school | 3 summer school | 4 summer school | 5 summer school | 6 summer school |
| 9 summer school | 10 summer school | 11 summer school | 12 summer school | 13 summer school |
| 16 summer school | 17 summer school | 18 summer school | 19 summer school | 20 summer school |
| 23 summer school | 24 summer school | 25 summer school | 26 summer school | 27 summer school |
| 30 | | | | |

| Julio/July 2025 | | | | |
|-----------------|---------|---------|---------|---------|
| Lun/Mon | Mar/Tue | Mié/Wed | Jue/Thu | Vié/Fri |
| | 1 | 2 | 3 | 4 |
| 7 | 8 | 9 | 10 | 11 |
| 14 | 15 | 16 | 17 | 18 |
| 21 | 22 | 23 | 24 | 25 |
| 28 | 29 | 30 | 31 | 1-Aug |

| LEGEND | |
|--------|--|
| o | Día corto / early dismissal |
| no | no hay clases / no school |
| a | Primer/último día de clases First/last day of school |
| b | Días corto de kindergarten solamente Early dismissal Kindergarten only |
| c | Noche de regreso a la escuela Back To School Night |
| SEP | Conferencia para el plan de estudios del estudiante Student Education Plan Conference |

| LEGEND | |
|--------|--|
| PTC | Conferencias de padres-maestros- Student-parent-teacher conferences - |
| # | Día de contrato para los maestros- no hay clases Teacher Contract Day-no school |
| no* | Exención de instrucción legislativa- no hay clases Legislative Exemption-no school |
| E | End of term- Fin de termino |

Additional Legend

LTM= leadership Team Meeting
CCM= Community Council Meeting
FM= Faculty Meeting
NABE=National Association for Bilingual Edution
PTC=Parent Teacher Conferences
IAIE=International Alliance for



Visit our webpage for UPDATED information:
www.esperanzaelementary.org

Bell Schedule



HORARIO

IN ORDER TO INCREASE PEDAGOGICAL EFFECTIVENESS THIS SCHEDULE MAY CHANGE IN 2024-2025. PLEASE VISIT OUR WEBSITE FOR CURRENT SCHOOL SCHEDULE.

| DAILY SCHEDULE | Desayuno en el Salón de Clase BREAKFAST IN THE CLASSROOM | | Salón de Clase CLASSROOM |
|--|---|---------------|-----------------------------|
| TIME | 8:10AM | 8:30AM | 8:10AM |
| Los estudiantes deben llegar entre las 7:45AM y 8:10AM – Nuestro edificio está abierto a las 7:30AM Students should arrive anytime between 7:45AM and 8:10AM – The building is open at 7:30AM | | | |
| REGULAR BREAKFAST ENDS AT 8:30AM | | | |

| RECREO AM - AM RECESS | | | COMIDA DE MEDIODIA - LUNCH | | | HORARIO DEL CAMPO DE JUEGOS LAA PLAYGROUND SCHEDULE |
|-----------------------|-------|-------|----------------------------|-----------|-----------|---|
| OUT | IN | Grade | PAYGROUND | CAFETERIA | CLASSROOM | |
| 9:30 | 9:45 | K | 11:30 | 11:45 | 12:00 | Solamente en el campo de juegos pequeño SMALL PLAYGROUND ONLY |
| 9:45 | 10:00 | 1st | 11:45 | 12:00 | 12:15 | Recreo AM- AM Recess - 9:45am-9:55am Hora de Comida LUNCH – CAMPO DE JUEGOS/Playground 12:00-12:15 |
| 10:00 | 10:15 | 2nd | 12:00 | 12:15 | 12:30 | Recreo AM- AM Recess 10:00am-10:10am Hora de Comida LUNCH – CAMPO DE JUEGOS/Playground 12:15-12:30 |
| 10:15 | 10:30 | 3rd | 12:05 | 12:20 | 12:35 | Recreo AM- AM Recess 10:15am-10:25am Hora de Comida LUNCH – CAMPO DE JUEGOS/Playground 12:25-12:35 |
| 10:30 | 10:45 | 4th | 12:10 | 12:25 | 12:40 | Recreo AM- AM Recess 10:30am-10:40am Hora de Comida LUNCH – CAMPO DE JUEGOS/Playground 12:25-12:40 |
| 10:45 | 11:00 | 5th | 12:15 | 12:30 | 12:45 | Recreo AM- AM Recess 10:45am-11:00am Hora de Comida LUNCH – CAMPO DE JUEGOS/Playground 12:30-12:45 |
| | | 6th | 12:20 | 12:35 | 12:50 | Recreo AM- AM Recess 10:45am-11:00am Hora de Comida LUNCH – CAMPO DE JUEGOS/Playground 12:35-12:50 |

| HORA DE SALIDA – END OF SCHOOL | | |
|--|--|------------------|
| DAILY SCHEDULE | Lunes a Jueves – Monday through Thursday | Viernes - Friday |
| KINDERGARTEN | 2:45PM | 12:45PM |
| 1st – 6th | 3:00PM | 12:55PM |
| Los padres de familia de estudiantes del 1er a 6o grados deben de llegar a las 2:55PM de L-J y a las 12:50PM los viernes Parents of students in grades 1st-6th should arrive after 2:55PM M-TH and 12:50PM On FRIDAYS | | |
| Music, chess, choir, and other schedules will be created by specialists. | | |

BEHAVIOR



STANDARDS

CLASSROOM BEHAVIOR MANAGEMENT STANDARDS

Every employee at Esperanza Elementary School is responsible to teach, model, and expect proper conduct in school.

CLASSROOM ENVIRONMENT: Physical and Affective

1. Physical: Environment supports learning: it is orderly, inviting, allows for smooth transitions, fosters student interaction, and accommodates instruction.
 - a. Desk arrangement – To allow easy traffic flow and to provide access to learning for all students
 - b. Special needs students accommodated and placed in close proximity to meet hearing, seeing, or behavior needs in order to maximize learning.
 - c. Materials neat and orderly to allow for easy student/teacher access. Label shelves, bind boxes, extra pencils, markers, etc., floor space to accommodate groups and centers.
 - d. Materials that support and reinforce learning should be clear, bold and simple.
2. Affective: Develops positive supportive relationships with students, is firm, fair and friendly, safe, and supportive. Implement elements of Invitational Education
 - a. Classroom climate should be inviting, engaging, non-threatening, and safe.
 - b. Respect should be shown to all; everyone has opportunity to be heard and understood.
 - c. Positive emotional growth is taught and reinforced.

CLASSROOM RULES AND PROCEDURES:

1. Rules: Must be written and explicitly taught, modeled, practiced, recognized), and celebrated.
 - a. Classroom rules and expectations should be posted so all students can see them. They should be referred to them often.
 - b. Classroom incentives should be understood by all students.
2. Procedures: Must be explicitly defined and consistently reinforced. Students must be able to know: “How do I act?”, “How do I talk?”, and “How do I move?” during all classroom settings and procedures including: bell work, direct instruction, independent and guided practice, cooperative learning, transitions, when task is finished, and during an attention signal. Establish and teach signals for “zero” noise level and active listening. Establish and use PROMPTS for independent practice or work (i.e. school flag up), group work or practice (soft music)

Office Referral Protocol

Once a teacher determines that a student's behavior has deteriorated to the point where it is preventing other students from learning, please adhere to the following process:

1. Complete an OFFICE REFERRAL.
2. Call the office and inform secretary on duty that a student is coming to the office- Secretary will locate the school administrator or designated person to process the office referral.
3. If secretary is unavailable, the student will see the principal's designee.

Students without an office referral will be sent back to class.

If a student refuses to leave a classroom.

1. Please contact school secretary immediately. School secretary will find the assistant principals or a designated staff member of the emergency team to help remove the offending student out of the classroom.
2. If secretary is unavailable, you as the teacher call the assistant principal (EXT 305)
3. If the assistant principal is unavailable, contact the school principal directly (EXT 304).
4. If the principal is unavailable, if the student is still extremely agitated and unwilling to cooperate, contact parent or emergency contact to come and pick up student.
5. If the parent or emergency contact is unavailable, you as the teacher will make an important decision to call another teacher out of class to help you with the situation. Work together to find next BEST step, which may include: A. Cooperating teacher takes student to his/her classroom. B. Remove students to another room and uncooperative student remains with staff assistant and one teacher C. call parent again. D. If the situation warrants, call 911.



BE RESPECTFUL

1. Be kind by giving classmates time and space.
2. Be polite by moving out of the way.

BE RESPONSIBLE

1. Follow the rules even when there are no adults around.
2. Let adults know when someone is not being responsible.

BE SAFE

1. Be careful with equipment.
2. Be sure you don't hurt yourself or others.

SÉ RESPETUOSO

1. Sé amable dando a tus compañeros de clase tiempo y espacio.
2. Sé cortés moviendo fuera del camino.

3. SÉ RESPONSIBLE

1. Sigue las reglas, incluso cuando no hay adultos alrededor.
2. Avísale a un adulto cuando alguien no es ser responsable.

SÉ PRUDENTE

1. Ten cuidado con el equipo.
2. Asegúrate causar daño, ni a tí, ni a tus compañeros de clase.



Please review the expectations during the first week of school and thereafter, at least once a month. Provide examples of expected behaviors for each expectation. Consider reviewing the expectation when students return from any long weekend of 4+ days off, including Saturdays and Sundays.

REFERRALS MUST BE COMPLETE AND STUDENT(S) REFERRED TO THE OFFICE MUST HAVE AN OFFICE REFERRAL. CALL THE SCHOOL SECRETARY BEFORE SENDING STUDENT.

**Esperanza Elementary School
OFFICE REFERRAL**

STUDENT INFORMATION

Name _____ Home Phone #: _____

INFORMATION ABOUT INCIDENT

Date: _____ Time: _____

Description of Incident

- **Level I violation- Teachers are expected to manage these types of violations**
- Level II violation _____
- Level III violation _____
- Level IV violation _____

COMMENTS

PARENT CONTACT: (Date/person contacted/Outcome) _____

TEACHER: _____ DATE: _____ TIME: _____



Do not write below this line

ACTION TAKEN:

- Office Intervention _____
- Guardian Contact _____
- Follow up scheduled _____
- Suspension (in school) _____
- Suspension (out of school) _____
- Other _____

School Administrator

Date

Time

Employee Dress



Employee Dress

PLEASE NOTE THAT THERE ARE NO EXCEPTIONS TO THE EMPLOYEE DRESS

FACULTY & STAFF MUST ALWAYS ADHERE TO THIS EMPLOYEE DRESS EXPECTATIONS

The objective of this dress standard is to enable employees to project a professional, business-like image while exercising good judgment in the selection of clothes to wear at the workplace. Appropriate employee dress at Esperanza Elementary School is defined as clothing that is clean, neat, and in good repair that is considered appropriate for workplace attire. The clothing should be comfortable and easy to wear. The type of workplace attire is dependent upon the work being done. For example, those staff assigned to school cleaning would be expected to dress differently than those staff assigned to in the classroom and office staff working directly with the public would be dressed differently. Any special considerations due to a unique project or special assignment are to be directed to the building administration. In the work environment, all employees are expected to demonstrate modesty in the choice of clothing.

Since no dress standard can cover all contingencies, employees must exercise a certain amount of judgment in their choice of clothing to wear to work. Again, the general expectation is that all clothing worn to work is clean, neat, in good repair and modest in style. These standards are not intended to supplant dress requirements of certain departments that provide employee uniforms (i.e. Custodial, contractors, Food Service).

Slacks, Pants

Pants/Slacks worn in the workplace are expected to project a **professional** image.

Inappropriate slacks or pants includes, but is not limited to: sweat pants, exercise pants, beach shorts, short shorts, bib overalls, loose baggy clothing, leggings and any spandex or other form fitting pants such as for biking. Jeans, Levi's and other work pants should not be worn. Exceptions must be requested and received in writing.

Skirts, Dresses and Dress Shorts

Dresses and skirts that are split at or near the knee are acceptable. Dresses and skirts should be at a length at which one can sit comfortably in public. Dress shorts should be knee length or longer.

Inappropriate attire for the workplace includes, but is not limited to: short shorts, tight skirts; mini-skirts, sun dresses, beach dresses or halter top dresses/tops.

Shirts, Tops, and Blouses

Casual shirts, dress shirts, sweaters, tops, golf-type shirts and turtlenecks are acceptable attire for the workplace. In addition, school logoed shirts/tops/sweatshirts are acceptable in the workplace.

Inappropriate attire for work includes tank tops, midriff tops, shirts with potentially offensive words, terms, logos, pictures, cartoons or slogans, halter-tops, or low cut blouses/tops.

Shoes and Footwear

All employees are expected to wear appropriate footwear that allows participation in educational activities and allows the employee to perform all required duties of their work assignment without undue risks of injury.

Inappropriate footwear for the workplace includes beach flip flops.

Body Piercings and Tattoos

All employees must limit visible body piercings to the ear. Other piercings and tattoos must be covered during contract hours and school-related activities. Employees may be required to remove earrings which pose a safety hazard or create a disruption. Exceptions to this expectation must be approved by school principal. Please submit request in writing.

SPECIFIC QUESTIONS & REQUESTS FOR WAIVERS MUST BE MADE IN WRITING TO EAlejandre@esperanzaelementary.org

Revised August 1, 2024

Copyright



Copyright and Fair Use for Teachers



What is Copyright? What is Fair Use?

Copyright provides legal protection for original creative works, including, but not limited to, poetry, movies, video games, videos, plays, paintings, sheet music, recorded music performances, novels, software code, sculptures, photographs, choreography and architectural design. Copyright holders, and those they authorize, have several rights afforded to them, including:

- Public display or performance of work.
- Reproduce the entire work or parts of it.
- Distribute copies of the work.
- Derive works, such as translations or dramatizations.

Copyright protection has limitations and exceptions. Fair Use allows copyrighted material to be used under certain guidelines, without the copyright holder's permission, for purposes such as news reporting, teaching, research, criticism, and parody. Fair use consideration includes four factors:

- Purpose and character of use.
- Amount of work to be used.
- Nature of the work.
- Effect of any use on the market for the work.

Keep in mind that education purposes do not guarantee permission to copy or distribute work. Many cases may be permissible, but it is important to evaluate each use individually. There are several resources that you can consider, including asking your media specialist.

Copyright and Fair Use Educator Resources...

- Great for students, this popular video uses Disney characters to demonstrate, [A Fair\(y\) Use Tale](#).
- OCPS Management Directive B-7: [Guidelines for Use of Copyrighted Materials](#).
- Interested in [Teaching Copyright?](#) Full curriculum resources, including quizzes.
- Further information about [PBS' extended recording rights for K-12 schools](#).
- ALA's interactive online, [Fair Use Evaluator](#) for determining copyright exceptions.
- Printable PDF [Fair Use Checklist](#), which can be used by teachers and students.
- Printable two-page PDF chart, [Copyright and Fair Use Guidelines for Teachers](#).
- The Center for Social Media's Copyright and Fair Use [teaching resources and videos](#).

Further Resources.....

- The entire text of the [U.S. Copyright Act of 1976](#).
- The Copyright Office also discusses [Fair Use in greater detail](#).

What is Creative Commons?

Since Copyright protection limits free use of many works, it can sometimes be difficult to find sources for teacher or student projects and multimedia presentations. Fortunately, [Creative Commons](#) allows users to share images, music, video and other creations freely. Established in 2001, Creative Commons is a nonprofit corporation, whose purpose is to make it easier for people to share, mix and build upon the works of others. Utilizing six main licenses, creators freely share their work under certain conditions and uses, or dedicate them to the public domain. Depending upon the license, users can use works in collaborative ways and then, publish and license their final product.

To learn more about utilizing Creative Commons...

- Watch the videos, [Get Creative](#) and [Wanna Work Together](#).
- Learn about the six primary [Creative Commons licenses](#).

What are some resources for Creative Commons?

- **Images:** [Pics4Learning](#), a site that has donated images for teacher and student use. [Flickr](#), an excellent source for images, with a specific search for those with CC licenses.
- **Video:** [Blip.tv](#), a video hosting website, which allows users to search by CC license.
- **Sounds:** [The Freesound Project](#), an extensive database for sounds either generated or field recorded, that have CC Sampling Plus Licenses. [SoundBible.com](#), the "Encyclopedia of Sounds," allows users to make requests of the online community and contains royalty free sounds effects that are either in the public domain or have CC Attribution licensing. [SoundTransit](#), an original German phonography project, is now an international collaborative online community that provides field recordings with CC Attribution licensing.
- **Music and spoken word:** [CC Mixer](#), a community website for music and spoken word audio clips. [American Music](#), a subscription based database that offers copyright free music, requires a login (ocps) and password (copyright).
- **Audio, video, text:** [Internet Archive](#), founded in 1996 and widely known for the [Wayback Machine](#), the Internet's archived web page history, is a non-profit Internet Library that continues to add resources. Full text is available for public domain books through Project Gutenberg and other collections. The audio database includes recordings from The Grateful Dead and historic radio programs, as live recordings are of particular interest to the Archive. The video database collection contains classic movies and user created files. Usage rights vary on the site, due to the large collections and sources.
- **Sounds, video, and images:** [Wikimedia Commons](#), formatted similarly to Wikipedia, is a user created wiki that serves as a "media file repository." Each file is individually licensed by its contributor.



Copyright and Fair Use Cheat Sheet

| Work | Fair Use | Violation |
|--|---|--|
| Poem | <ul style="list-style-type: none">• Single copy for teacher use.• One copy per student, provided material is brief, spontaneously copied, and meets the four fair use considerations.• Students and teachers may incorporate text into multimedia projects.• Multiple copies allowed of a complete poem, up to 250 words -- no more than two printed pages.• Multiple copies of up to 250 words from longer poems.• Copyright and attribution provided. | <ul style="list-style-type: none">• Copies used multiple times without permission, not to exceed nine occurrences per class term.• Copies made with the intent to avoid purchase of the selected work. |
| Chapter of a book | <ul style="list-style-type: none">• Single copy for teacher use.• One copy per student, provided material is brief, spontaneously copied, and meets the four fair use considerations.• Students and teachers may incorporate text into multimedia projects.• Copyright and attribution provided. | <ul style="list-style-type: none">• Copies used multiple times without permission, not to exceed nine occurrences per class term.• Copies made with the intent to avoid purchase of the selected work.• Workbooks and consumables may not be copied. |
| Prose, short story, web, newspaper, or magazine article | <ul style="list-style-type: none">• Single copy for teacher use.• One copy per student, provided material is brief, spontaneously copied, and meets the four fair use considerations.• Copies of complete work of less than 2,500 words and excerpts up to 1,000 words or 10% of work, whichever is less.• For works of 2,500–4,999 words, 500 words may be copied.• Students and teachers may incorporate text into multimedia projects.• Copyright and attribution provided. | <ul style="list-style-type: none">• Copies used multiple times without permission.• Copies made with the intent to avoid purchase of the selected work. |

| Work | Fair Use | Violation |
|---|--|---|
| Artwork or graphic image | <ul style="list-style-type: none"> • Five images, or fewer, of an artist/photographer in one program or printing and not more than 10% or 15% of images from published collective work, whichever is less. • Copyright and attribution provided. | <ul style="list-style-type: none"> • Alteration of image into another form, for other than temporary purposes. |
| Video | <ul style="list-style-type: none"> • The material must be legitimately acquired or purchased by the school. • Must be for instructional classroom use, not entertainment. • Clips used in a multimedia presentation may be 10% or three minutes, whichever is less. • Copyright and attribution provided. | <ul style="list-style-type: none"> • Multiple copies prohibited. • Alteration of video into another form, for other than temporary purposes. • The video must be a legitimate copy, not rented or bootleg. |
| Music | <ul style="list-style-type: none"> • Clips used in a multimedia presentation may be 10% of a composition. • Copyright and attribution provided. | <ul style="list-style-type: none"> • Alteration of composition into another form, for other than temporary purposes. • Multiple copies prohibited. |
| Broadcast television shows (not cable) | <ul style="list-style-type: none"> • Single copy of broadcast may be made, but shown to multiple teachers. • Copy should be shown during the first ten days from air date, up to forty-five days after recording date. • Copyright notice required. • PBS offers extended recording rights of up to one year on most programs. | <ul style="list-style-type: none"> • May not be altered. • May not be recorded at the request of an administrator or district. • Multiple copies prohibited. |

Miscellaneous



Instructions

Parent Teacher Conferences

In order to increase the number of parents coming to PTC, the following procedures will be taken.

1. Set an appointment time and request a phone call directly to the teacher reschedule if there is a conflict.
2. All teachers are expected to call all parents to remind them of the conferences.
3. All employees are expected to work during parent teacher conferences to help parents as hosts, monitor the building and to translate, if necessary.

After School Activities

The following activities are tentatively scheduled this school year:

1. Mariachi Band (grades 4-6, exceptions are possible- 2nd grade for the Aguilitas Mariachi)
2. Chess Club
3. Folkloric Dance Group
4. Hip Hop Dance Group
5. Choir for grades K-3rd.
6. Sports Program- Primary objective is participation (sports to be decided)
7. Tutoring- May be required for some students

Code of Conduct & School Rules

Esperanza Elementary School has adopted the Invitational Philosophy and Positive Behavior and Intervention Support philosophy. We make every effort to adhere to the following:

1. State rules in the affirmative whenever possible.
2. Students will be given multiple opportunities to adhere to school's expectations whenever possible.
3. School rules will be reviewed by teacher at least four times throughout the year. A. At the start of the school year B. After the fall break C. After the winter break and D. After the spring break. Teachers may also review the rules at the start of each grading term.

Teachers are expected to have ALL rules posted in the classroom.

1. Keep the minimum of 4-1 Positive to Negative Ratio
2. The school rules are A. Be respectful B. Be responsible C. Be safe
3. All employees are expected to teach, enforce the expectation, correct students' behaviors

Parent Complaints

Typically, parents will be directed to resolve any conflict with teachers before reporting a complaint to the administrator.

Student Refuses to Leave a Classroom

1. Please contact MAIN OFFICE immediately. FRONT OFFICE WILL CONTACT MEMBERS OF EMERGENCY RESPONSIVE TEAM to remove the offending student out of the classroom.
2. IF NO ANSWER, CONTACT ASSISTANT PRINCIPALS EXTENTION NUMBER _____
3. IF NO ANSWER, CONTACT ASSISTANT PRINCIPALS CELLULAR NUMBER _____
4. IF NO ANSWER CONTACT PRINCIPAL'S CELLULAR NUMBER (385-333-8280)
5. IF NO ANSWER CONTACT OFFENDING STUDENT'S PARENTS OR OTHER RESPONSIBLE ADULT.
6. IF NO ANSWER & THE PROBLEM PUTS STUDENTS IN HARM'S WAY, CONTACT 911.

Intruder in the Building or Other Threat to Safety

1. Please contact MAIN OFFICE immediately. FRONT OFFICE WILL KNOW WHO MAY HELP. IF NO ANSWER, CONTACT HEAD SECRETARY CELLULAR NUMBER .
2. IF NO ANSWER, CONTACT ASSISTANT PRINCIPAL CELLULAR NUMBER _____
3. IF NO ANSWER CONTACT PRINCIPAL'S CELLULAR NUMBER (385-333-8280)
4. IF NO ANSWER CONTACT OFFENDING STUDENT'S PARENTS OR OTHER RESPONSIBLE ADULT.
5. IF NO ANSWER & THE PROBLEM PUTS STUDENTS IN HARM'S WAY, CONTACT 911.

Family Members in the Building- THIS EXPECTATION APPLIES AT ALL TIMES- NO EXCEPTIONS!

Visitors to our campus are always welcome. Please ask family members to keep visits short and infrequent as to not keep employee from doing his/her job, disrupt the learning environment and to minimize liability to our school as much as possible. In the event that an employee's children attend Esperanza Elementary School, students must remain under the direct supervision of the employee and the employee must continue to be able to perform duties. When employee is no longer required to work, his/her own children must continue to remain under his/her supervision. Please insist that ALL adult visitors register in the office, which includes a state background check that take a couple of minutes to complete.

Use of School Facilities

School facilities will only be used to conduct the business of the school. Any faculty, staff, or patron may rent school facilities for other uses. Please see school secretary for more information. The school principal may approve inconsequential, infrequent, or temporary use if there is no liability to the school.

School Work Day

Licensed employees' work day begins 7:45 in the morning and it ends at 3:45 in the afternoon. Unless there are specific needs, teachers will get an uninterrupted 30-minute lunch whenever possible. Additional evening hours will be required, as part of the teaching contract in order to meet with parents and to supervise special events. Non-licensed employees will work according to individual employment agreement. All licensed and/or contract employees are expected

Use of Leave ----- WE ARE BACK TO PRE-PANDEMIC EXPECTATIONS!!!

Sick leave, personal leave, and all other leave MUST be used in full or half day only. Additionally, all leave must be approved, except for sick leave which must be reported as early as possible. Teachers are expected to be on time 100% of the time, except for emergencies which will not affect any responsibility in the invitation to work agreement. Leave of absences must be submitted as early as possible, but at least 48 hours in advance. Faculty & staff are expected to be in the building at least 90% of the contract days.

For Additional Allowable Activities

Please submit questions in writing and allow 48 hours for a response. When in doubt, let's talk!

Board *Policy*

EMPLOYMENT AT WILL POLICY

Esperanza Elementary does not offer tenured or guaranteed employment. Either the school or the employee can terminate the employment relationship at any time, with or without cause, with or without notice. **This at-will employment relationship exists regardless of any other written statements or policies contained in this handbook or any other school documents or any verbal statement to the contrary.**

EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of Esperanza Elementary to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, national origin, religion, sex, age, disability or any other characteristic protected by law. Esperanza Elementary complies with applicable state and local laws governing non-discrimination in employment.

PROHIBITION OF BULLYING, HARASSMENT, HAZING, AND VIOLENCE

Esperanza Elementary is committed to an environment in which all students, staff, and volunteers are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment and educational opportunities and prohibits discriminatory practices, including harassment, hazing, bullying, and any violence or threat of violence.

DEFINITIONS

Bullying: Intentionally or knowingly committing an act that endangers the physical health or safety of a school employee or student, whether the act involves physical brutality, consumption of food or other substances, dangerous physical activity, or physically obstructing an employee or student's freedom to move, that is done for the purpose of placing an employee or student in fear of physical harm or of harm to the employee or student's property. Such conduct constitutes bullying regardless of whether the person against whom it is committed directs, consents, or acquiesces in the conduct.

Civil rights violation: Bullying, cyberbullying, harassment, or hazing that is targeted at a federally protected class.

Cyberbullying: Using the Internet, a cell phone, or another device to send or post text, video, or images with the intent or knowledge, or with reckless disregard for the possibility, that the text, video, or image will hurt, embarrass, or threaten an individual, regardless of whether the person against whom it is committed directs, consents, acquiesces, or voluntarily accesses the electronic communication.

Federally protected class: Any group protected from discrimination under federal law. These groups include race, color, national origin, disability, religion, gender, and sexual orientation. Policies against bullying, cyberbullying, harassment and hazing apply to all persons, but there are special reporting requirements for federally protected classes.

Harassment: Repeatedly communicating to another individual, in an objectively demeaning or disparaging manner, statements that contribute to a hostile learning or work environment for the individual. Sexual harassment involves unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace (including electronically) of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature. Sex-based harassment, that is,

harassment not involving sexual activity or language (e.g., male manager yells only at female employees and not males) may also constitute discrimination if it is severe or pervasive and directed at employees because of their sex.

Hazing: Intentionally or knowingly committing an act that endangers the physical health or safety of a school employee or student, whether the act involves physical brutality, consumption of food or other substances, dangerous physical activity, or physically obstructing an employee or student's freedom to move, that is done for the purpose of initiation or admission into, affiliation with, holding office in, or as a condition of membership or acceptance, or continued membership or acceptance, in any school or school-sponsored team, organization, program, or event, or if the person committing the act knows that the targeted person is a member of, or candidate for, membership with a school, school sponsored team, organization, program, or event to which the person committing the act belongs to or participates in. Such conduct constitutes hazing regardless of whether the person against whom it is committed directs, consents, or acquiesces in the conduct.

Retaliation: Any act of communication intended as retribution against a person for reporting bullying, cyberbullying, harassing, or hazing, or to improperly influence the investigation of, or the response to, a report of bullying or hazing.

Title IX/Section 504 monitoring officer: The head or senior counselor at Esperanza Elementary is assigned the responsibility to conduct investigations of incidents of bullying, cyberbullying, harassment, and hazing, and to monitor the school's compliance with all the policies in this section, including but not limited to those mandated by Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973.

Prohibitions

No school employee, volunteer, or student may engage in bullying, harassing, hazing, or cyberbullying a school employee or student at any time or in any location.

No school employee, volunteer, or student may engage in violence or threat of violence against any employee, volunteer, or student at any time or in any location.

No school employee, volunteer, or student may engage in retaliation against a school employee, volunteer, student, investigator for, or witness of, an alleged incident of bullying, harassing, cyberbullying, hazing, or retaliation against a school employee, volunteer, or student.

No school employee, volunteer or student may knowingly make a false allegation of bullying, cyberbullying, harassment, hazing, or retaliation against a school employee, volunteer, or student.

Any bullying, harassing, or hazing that is found to be targeted at a federally protected class is further prohibited under federal anti-discrimination laws and is subject to compliance regulations from the Office for Civil Rights.

Reporting and Investigation

School employees and volunteers are required, and students are strongly encouraged, to report any incident or suspected incident of bullying, cyberbullying, harassment, or hazing to the principal or designated Title IX/ Section 504 monitoring officer. All complaints and reported incidents will be investigated promptly by the principal or the senior counselor.

Incidents that may constitute criminal activity will also be reported promptly to law enforcement, and those that may constitute child abuse will be reported to Child Protective Services. Such reporting will be in addition to, not in place of, a thorough investigation and follow-up by school personnel. Incidents that may constitute civil rights violations will be reported promptly to the Office of Civil Rights.

After investigation, Esperanza Elementary will take appropriate action to end the bullying, cyberbullying, harassment or hazing, to eliminate any hostile environment, to prevent recurrence, and to prevent retaliation for reporting.

Individuals accused or suspected of bullying, cyberbullying, harassment, and hazing will have a fair and timely opportunity to explain their actions before consequences are imposed, and procedures for ensuring due process will be followed.

Verified incidents of bullying, cyberbullying, harassment, or hazing will result in consequences for the perpetrator(s) which may include, but are not limited to, student suspension or removal from school-sponsored activity, student expulsion, employee suspension or termination for cause, or other appropriate consequences. Consequences will not be administered when an anonymous report is the only evidence that an incident occurred.

AMERICANS WITH DISABILITIES ACT POLICY STATEMENT

Esperanza Elementary is committed to complying with all applicable provisions of the Americans with Disabilities Act ("ADA"). It is the school's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with this policy of nondiscrimination, the school will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made the school aware of his or her disability, provided that such accommodation does not constitute an undue hardship on the school.

Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should inform the school principal.

Procedure for Requesting an Accommodation

On receipt of an accommodation request, the principal will meet with the employee to discuss and identify the precise limitations resulting from the disability and the potential accommodation that the school might make to help overcome those limitations.

The school will determine the feasibility of the requested accommodation considering various factors, including, but not limited to the nature and cost of the accommodation, the availability of tax credits and deductions, outside funding, the school's overall financial resources and organization, and the accommodation's impact on the operation of the school, including its impact on the ability of other employees to perform their duties and on the school's ability to conduct business.

The school will inform the employee of its decision on the accommodation request or on how to make the accommodation. If the accommodation request is denied, employees will be advised of his or her right to appeal the decision by submitting a written statement explaining the reasons for the request. If the request on appeal is denied, that decision is final.

The ADA does not require the school to make the best possible accommodation, to reallocate essential job functions, or to provide personal use items (i.e., eyeglasses, hearing aids, wheelchairs etc.).

An employee or job applicant who has questions regarding this policy or believes that he or she has been discriminated against based on a disability should notify the board of trustees. All such inquiries or complaints will be treated as confidential to the extent permissible by law.

IMMIGRATION LAW COMPLIANCE

Esperanza Elementary complies with the Immigration Reform and Control Act of 1986 and will use the federal E-Verify system as required by state law. Every new employee at the school is required to complete the Employment Eligibility Verification Form I-9 and show documents that prove identity and employment eligibility. If an employee leaves the school and is rehired, he or she must complete another Form I-9 if the previous I-9 with the school is more than three years old, or if the original I-9 is not accurate anymore, or if the school no longer has the original I-9.

Employees can direct questions or complaints about the immigration law to the principal without fear of punishment or retaliation.

EMPLOYEE CLASSIFICATIONS

Exempt

Teachers, counselors, administrators, supervisors, and other professional staff members paid an annual salary are exempt employees, not covered by the Fair Labor Standards Act. They do not receive overtime pay or compensatory time. They are expected to fulfill the requirements of their job regardless of hours. Teachers, counselors, administrative secretarial staff, and administrators are referred to as “faculty” and do not receive paid vacation time apart from school holidays. Expected days of work are outlined in each person’s employment agreement.

Non Exempt

These employees are paid an hourly wage and are covered by the Fair Labor Standards Act, including compensation for overtime work, either as overtime pay or compensatory time, when they work over 40 hours per week. The employee’s supervisor must approve overtime work In ADVANCE.

EMPLOYEE CATEGORIES

Regular Full Time: Employees **scheduled** to work 30 or more hours per week are considered full time and are eligible for full benefits.

Regular Part Time and Temporary Employees: Employees scheduled to work fewer than 30 hours per week are considered part-time and are not eligible for benefits.

PAID LEAVE

Vacation: All Exempt and Non-exempt full time employees working year-round are eligible for 10 days, if contract includes less than 220 days and 12 if contract is for 220 days or more. This leave can be used for vacations, personal, or sick leave.

Bereavement Leave: Will be granted on a limited, as needed basis for a death in the employee’s immediate family.

OUTSIDE EMPLOYMENT

Esperanza Elementary employees may be employed elsewhere only as long as such employment does not interfere with the employee's required hours of work, effective performance of required job duties, or the professional reputation of the school.

EMPLOYMENT OF RELATIVES - NEPOTISM

As a general policy, the employment, supervision and evaluation of relatives are discouraged at Esperanza Elementary. The Board of Trustees recognizes that there may be circumstances where this situation is unavoidable and has adopted guidance policies.

Definitions

"Relative" means a father, mother, husband, wife, son, daughter, sister, brother, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, or daughter-in-law.

"Appointee" means an employee whose salary, wages, pay, or compensation is paid from school funds. "School officer" means a person who holds a position that is compensated by school funds; or who holds a position on the Esperanza Elementary Board of Trustees.

Policy

No school officer may employ, appoint, vote for or recommend the appointment of a relative in or to any position of employment, when the appointee will be directly supervised by a relative, except as follows:

- Appointee will be employed for a period of 12 weeks or less
- Appointee is a volunteer
- Appointee is the only person available, qualified, or eligible for the position
- The board determines that the school officer is the only person available or best qualified to perform supervisory functions for the appointee

No school officer may directly supervise an appointee who is a relative, except as follows:

- Relative was appointed or employed before the school officer assumed their position, if the relative's appointment did not violate the provisions of this policy in effect at the time of their appointment
- Appointee will be employed for a period of 12 weeks or less
- Appointee is a volunteer
- Appointee is the only person available, qualified, or eligible for the position
- Esperanza Elementary Board of Trustees determines that the public officer is the only person available or best qualified to perform supervisory functions for the appointee

No appointee may accept or retain employment if he or she is under the direct supervision of a relative, except as follows:

- Relative was appointed or employed before the school officer assumed their position, if the relative's appointment did not violate the provisions of this policy in effect at the time of their appointment
- Appointee is the only person available, qualified, or eligible for the position
- Appointee is employed for a period of 12 weeks or less
- Appointee is a volunteer
- Esperanza Elementary Board of Trustees determines that the appointee's relative is the only person available or best qualified to supervise the appointee

When a school officer supervises a relative as allowed above, the officer shall make a complete written disclosure of the relationship to the Esperanza Elementary Board of Trustees and the school officer who exercises authority over a relative may not evaluate the relative's job performance or recommend salary increases for the relative.

The Esperanza Elementary Board of Trustees reserves the right to consider other employees within this policy based on personal relationships (friend, roommate, significant other, and etc.).

REFERENCE CHECKS

Only the principal or a supervisor authorized by the principal may provide employment references on behalf of Esperanza Elementary. The principal will provide reference inquirers with the information required by GRAMA, and with additional information as appropriate and permitted or required by law. Any other employee asked to provide a written or verbal reference must not use school resources and must make it clear that he or she is acting as an individual and not as an agent of Esperanza Elementary.

MILITARY LEAVE

An employee who is a member of the United States Army, Navy, Air Force, Marines, Coast Guard, National Guard, Reserves or Public Health Service will be granted unpaid leave of absence for military service, training or related obligations in accordance with applicable law. At the conclusion of the leave, upon the satisfaction of certain conditions, an employee generally has a right to return to the same position he or she held prior to the leave or to a position with like seniority, status and pay that the employee is qualified to perform.

Continuation of Health Benefits

During a military leave of less than 31 days, an employee is entitled to continued group health plan coverage under the same conditions as if the employee had continued to work. For military leaves of more than 30 days, an employee may elect to continue his/her health coverage for up to 24 months of uniformed service, but may be required to pay all or part of the premium for the continuation coverage. [NOTE: Employees and/or dependents who elect to continue their coverage may not be required to pay more than 102% of the full premium for the coverage elected. The premium is to be calculated in the same manner as that required by COBRA.]

Requests for Leave for Active or Reserve Duty, Training, and Other Related Duties

Upon receipt of orders for active or reserve duty, an employee should notify his/her supervisor as soon as possible, submitting a copy of the military orders, unless he/she is unable to do so because of military necessity or it is otherwise impossible or unreasonable).

Employees will also be granted time off for military training (normally 14 days plus travel time) and other related obligations, such as for an examination to determine fitness to perform service. Employees should advise their supervisor of their training schedule related obligations as far in advance as possible.

Notice of Return from Military Leave

Upon return from military service, an employee must provide notice of or submit an application for reemployment in accordance with the following schedule:

- 1) An employee who served for less than 31 days or who reported for a fitness examination, must provide notice of reemployment at the beginning of the first full regular scheduled work period that starts at least eight hours after the employee has returned from the location of service.

- 2) An employee who served for more than 30 days, but less than 181 days, must submit an application for reemployment no later than 14 days after completing his/her period of service, or, if this deadline is impossible or unreasonable through no fault of the employee, then on the next calendar day when submission becomes possible.
- 3) An employee who served for more than 180 days must submit an application for reemployment no later than 90 days after the completion of the uniformed service.
- 4) An employee who has been hospitalized or is recovering from an injury or illness incurred or aggravated while serving must report to his or her supervisor (if the service was less than 31 days), or submit an application for reemployment (if the service was greater than 30 days), at the end of the necessary recovery period (but which may not exceed two years).

Required Documentation

An employee whose military service was for more than 30 days must provide documentation within two weeks of his/her return (unless such documentation does not yet exist or is not readily available) showing the following: (i) the application for reemployment is timely (i.e. submitted within the required time period); (ii) the period of service has not exceeded five years; and (iii) the employee received an honorable or general discharge.

LEAVE UNDER THE FAMILY AND MEDICAL LEAVE ACT ("FMLA")

As an employer with fewer than 50 employees, Esperanza Elementary is not required to comply with the Family and Medical Leave Act (FMLA). The school will make every effort to accommodate employee's needs for extended unpaid family and medical leave. Employees should contact their supervisor or the principal as soon as the need for such leave becomes apparent.

WORKER'S COMPENSATION INSURANCE

All employees are covered by workers' compensation insurance, which compensates an employee for lost time, medical expenses, and loss of life or dismemberment from an injury arising out of or in the course of work. Employees must report any accident or injury immediately to his or her supervisor and the principal.

CHILD ABUSE REPORTING

Employees and volunteers of Esperanza Elementary must strictly adhere to the requirements of the Utah Child Abuse Reporting Law, which are as follows:

- Any person who has reason to believe a child has been subjected to abuse or neglect to immediately notify the nearest Utah Division of Child and Family Services or law enforcement agency.
- Any person who observes a child being subjected to conditions that would result in abuse or neglect to immediately notify the nearest Utah Division of Child and Family Services or law enforcement agency. Failure to obey this law constitutes a class "B" misdemeanor and is punishable by up to six months in jail and/or a \$1,000 fine. Utah Code Ann. 62A-4a-411 (1994).

To make a report, call the statewide Child Abuse Hotline at 1 855- 323-3237. or the Salt Lake Intake Office at 801-281-5151, or the South Salt Lake Police Department at 801-840-4000 An employee who suspects and reports child abuse should also notify the principal or a Esperanza Elementary counselor, but should not delay reporting in order to make this notification.

Note that the law does not require proof of child abuse, but only “reason to believe” abuse has occurred. Persons who report child abuse in good faith are immune from liability, and will not be identified by the Division of Family Services.

EMPLOYEE PROFESSIONAL CONDUCT

General

Esperanza Elementary employees, whether in or outside the classroom are role models for the students and should conduct themselves at all times as respectful, responsible adults and good citizens. Employee should guide their behavior by what is in the best interest of the students and the school. Employees must constantly maintain professional boundaries between themselves and the students. PLEASE RECALL THAT PROFESSIONAL TEACHERS FOLLOW THE SCHOOL’S EXPECTATIONS AND ADVOCATE TO STUDENTS TO DO THE SAME.

Employees are expected to dress, speak, and behave appropriately for their assignments and with due respect for the seriousness of the educational endeavor and due regard for their position as role models for young people. Esperanza Elementary School serves students whose parents attended schools outside of the United States where school employees are held to a higher dress standard. Employees are expected to meet logical and just expectations of all parents.

Employees are expected to know and comply with the Educator Standards Rules of the Utah State Office of Education (R277-515 of the Administrative Rules Consolidated, pp. 323-328, <http://schools.utah.gov/law/Administrative-Rules.aspx>).

Family Educational Rights and Privacy Act (better known as FERPA)

FERPA prohibits the improper disclosure of personally identifiable information derived from education records or school interactions with students and their families. School personnel cannot discuss a student’s social, emotional, psychological, behavioral, and academic performance with anyone who does not need to know in order to address academic or behavioral performance. The receiver of such information must be an employee of Esperanza Elementary and must be in a positions to support and affect services to the student.

ARRESTS

Employees are advised that an arrest for any reason or at any time or place may jeopardize the employee’s educator license and must be reported to the supervisor or principal as soon as possible, but certainly within three days. This requirement applies to every employee of Esperanza Elementary School without exception.

Attendance and Punctuality

Employees are expected at work on all scheduled work days and during all scheduled work hours and to report to work on time. An employee must notify his or her supervisor or the principal as far in advance as possible, but not later than one hour before his or her scheduled starting time if he or she expects to be late or absent. An employee who fails to contact his or her immediate supervisor or the school principal may be considered as having voluntarily resigned. Arriving earlier or staying later than expected on one day to justify arriving late or leaving early on a different day is prohibited. There is no comp time allowable.

Complaints and Concerns

The school promotes an atmosphere whereby employees can talk freely with each other and with members of the administration. Employees are encouraged to openly and promptly discuss problems with their supervisor or the

principal so that appropriate action may be taken. Employees who believe the principal has not handled their complaint or concern fairly may contact the chair or vice-chair of the Board of Trustees.

Drug and Alcohol Abuse

Manufacture, distribution, dispensation, possession, or use of any illegal drug, alcohol, or controlled substance while on Esperanza Elementary's premises or while on duty for the school is strictly prohibited. These activities constitute serious violations of the school rules, jeopardize the school and can create situations that are unsafe or that substantially interfere with job performance. Employees in violation of the policy are subject to appropriate disciplinary action, up to and including dismissal. The school reserves the right to require an employee to undergo a medical evaluation under appropriate circumstances.

Educator Licenses and Other Credentials

Employees of Esperanza Elementary are responsible for obtaining and maintaining the credentials and licenses required for their positions. If employees are hired before completing required credentials, these must be completed within the period of time stated in the letter of hire. Employees who fail to meet the established deadline, who allow licenses or credentials to expire, or who violate the terms of their licenses and credentials are liable for termination.

Knowledge of School Safety Plan

Esperanza Elementary employees must read and follow the school safety plan, participate fully in safety drills and trainings, and report safety or security risks promptly to their supervisor or the principal.

E-MAIL AND VOICE MAIL POLICIES

The e-mail and voice mail systems are the property of Esperanza Elementary and are provided for use in conducting school business only. All communications and information transmitted by, received from, or stored in these systems are the property of Esperanza Elementary.

Employee's personal use of Esperanza Elementary's e-mail and voice mail systems must be limited to essential work-day functions and must comply with all of the following policies.

No Expectation of Privacy

Employees have no right of personal privacy in any matter stored in, created, received, or sent over the Esperanza Elementary e-mail and voice mail systems. Esperanza Elementary, in its discretion as owner of the systems, reserves and may exercise the right to monitor, access, retrieve, and delete any matter stored in, created, received, or sent over the e-mail or voice mail systems, for any reason and without the permission of any employee. Any password used by employees for the e-mail and voice mail systems must be revealed to the school, as accounts may need to be accessed by Esperanza Elementary in an employee's absence.

Employees should be aware that deletion of any e-mail or voice mail messages or files will not truly eliminate the messages from the system. All messages are stored on a central back-up system in the normal course of data management.

Even though Esperanza Elementary has the right to retrieve any e-mail and voice mail messages, those messages should still be treated as confidential by other employees and accessed only by the intended recipient. Employees are not

authorized to retrieve or read any e-mail or voice mail messages that are not sent to them. Any exception to this policy must receive the prior approval of the principal.

Courtesy and Professionalism in E-mail and Voice Mail Use

Employees are expected to check their school e-mail and voice mail accounts for new messages at least once per work day, and to reply to messages from students, parents, supervisors, and colleagues within one working day of their receipt.

Users should routinely delete outdated e-mail and voice mail messages to reduce maintenance costs.

Users should compose email and phone communications with no less care, judgment and responsibility than they would use for letters or internal memoranda written on Esperanza Elementary letterhead. Employees are reminded to be courteous to other users of the system and always to conduct themselves in a professional manner. Because e-mail and voice mail records and computer files may be subject to discovery in litigation, Esperanza Elementary employees are expected to avoid making statements in e-mail, voice mail, or computer files that would not reflect favorably on the employee or Esperanza Elementary if disclosed in a litigation or otherwise.

Esperanza Elementary's policies against bullying and harassment apply fully to the e-mail and voice mail systems, and any violation of those policies is grounds for discipline up to and including termination. Therefore, no messages should be created, sent, or received if they contain intimidating, hostile, or offensive material concerning race, color, religion, sex, age, national origin, disability or any other classification protected by law.

The e-mail and voice mail systems may not be used to solicit for religious or political causes, commercial enterprises, outside organizations, or other non-job related solicitations.

The e-mail and voice mail systems shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization from Esperanza Elementary administration

E-mail and Telephone Communication with Students

In electronic communication with students, users must maintain professional boundaries by never sending a message to a student that the user would not readily share with other students, teachers, administrators, or the student's parents. Employees and volunteers must ensure that all electronic communication with students is carried on through the school's e-mail system, never through the employee, volunteer, or student's private e-mail account.

INTERNET AND COMPUTER USE POLICIES

Use of the Internet via Esperanza Elementary's computer system constitutes consent by the user to all of the terms and conditions of this policy. Violations of this policy will be taken seriously and may result in disciplinary action, including possible termination, and civil and criminal liability.

No Expectation of Privacy

The computers, computer accounts, and Internet access given to Esperanza Elementary employees are to assist them in performance of their jobs. Employees should not have an expectation of privacy in anything they view, create, store, send, or receive on the computer system. The computer system belongs to the Esperanza Elementary and may only be used for school purposes.

The Esperanza Elementary has the right, but not the duty, to monitor any and all of the aspects of its computer system, including, but not limited to, monitoring sites visited by employees on the Internet, monitoring chat groups and news groups, reviewing material downloaded or uploaded by users to the Internet, and reviewing e-mail sent and received by users.

Prohibited Internet and Computer Activities

Esperanza Elementary may use software to block inappropriate Internet content, but blocking or filtering software cannot substitute for the user's good judgment. The following uses of the Internet are prohibited at Esperanza Elementary, whether or not they are blocked:

- Viewing, downloading, storing, or producing material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise unlawful, inappropriate, offensive (including offensive material concerning sex, race, color, national origin, religion, age, disability, or other characteristic protected by law), or that violates Esperanza Elementary's equal employment opportunity policy and its policies against sexual or other harassment.
- Games and entertainment software, except for legitimate educational use by Esperanza Elementary teachers.
- Illegal copying. Employees may not illegally copy material protected under copyright law or make that material available to others for copying. Employees may not agree to a license or download any material for which a registration fee is charged without first obtaining permission from the principal.
- Accessing the Internet by modem. To ensure security and to avoid the spread of viruses, employees accessing the Internet through a computer attached to Esperanza Elementary's network must do so through an approved Internet firewall. Accessing the Internet directly by modem is strictly prohibited unless the computer you are using is not connected to the Esperanza Elementary's network.
- Installing or downloading software. Software installation must be approved by the principal and handled by Esperanza Elementary's IT provider.
- Storing audio, video, or picture files except for legitimate school purposes.

Personal Use of School Computers

An employee's occasional use of Esperanza Elementary's computer facilities to type a term paper for an educational course or prepare an announcement for a charitable event is acceptable. The use of the system for such personal efforts must occur outside of business hours, and any files created are to be deleted at the end of the project. Also, because of the normal heavy load on the system, these outside projects will not receive priority over late evening operational requirements, system maintenance, or file back-up. Esperanza Elementary may purge files on its computer at any time, without notice.

Using the computer facilities for other than educational or charitable activities, following the procedures described above, is not permitted. Specifically, faculty, and staff cannot sell, nor promote the sale of any product or service on the premises of Esperanza Elementary School or on its communication systems, such as phone and computer equipment. Partisan political activities must occur on employees' own time and school resources cannot be used to conduct such activities.

PERSONAL AND SCHOOL USE OF SOCIAL MEDIA

Esperanza Elementary employees must be extremely cautious in their personal use of social media that may be accessible to students from within or outside of school. Employees who post inappropriate or excessively personal

information or photographs that students can reasonably associate with the employee or the school are not serving as appropriate role models and as such may be in violation of professional licensing standards as well as school policies.

Employees should never “friend” students on their personal Facebook or other social media accounts, and should decline or ignore “friend” requests from students. Employees should set privacy settings on personal social media accounts at a level such that no student can view or access any material that will reflect poorly on the employee or the school.

Teachers, moderators, and coaches who wish to use social media to organize and communicate with student groups should inform the principal, create a separate group account, and connect it to Esperanza Elementary’s Facebook page or website. All content on school-related social media sites and any other websites created by school employees or volunteers for school purposes must clearly indicate their official connection to Esperanza Elementary, and must use high professional standards that reflect well on the school. All such sites must be open to all Esperanza Elementary students, or, in the case of classroom sites, to all students enrolled in a particular course.

USE OF ESPERANZA ELEMENTARY EQUIPMENT AND SUPPLIES

The Esperanza Elementary provides supplies, equipment and materials necessary for employees to perform their jobs. These items are to be used solely for the Esperanza Elementary's purposes. Employees are expected to exercise care in the use of Esperanza Elementary equipment and property and use such property only for authorized purposes. Loss, damages or theft of Esperanza Elementary property should be reported at once. Negligence in the care and use of Esperanza Elementary property may be considered grounds for discipline, up to and including termination.

Employees must not deliberately or negligently perform acts that waste school resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, engaging in online chat groups, printing multiple copies of documents, or otherwise creating unnecessary network traffic. Because audio, video and picture files require significant storage space, files of this or any other sort may not be downloaded unless they are school-related.

The Esperanza Elementary's equipment, such as telephone, postage, facsimile and copier machine, is intended to be used for business purposes. An employee may only use this equipment for non-business purposes in an emergency and only with the permission of his or her supervisor and with appropriate reimbursement of the school by the employee.

Upon termination of employment, the employee must return all Esperanza Elementary property, uniforms, equipment, work product and documents in his or her possession or control.

INTERNAL INVESTIGATIONS AND SEARCHES

Esperanza Elementary may conduct internal investigations pertaining to security, auditing or work-related matters. Employees are required to cooperate fully with and assist in these investigations if requested to do so.

Work areas (i.e., desks, file cabinets, etc.) and personal belongings (i.e., brief cases, handbags, etc.) may be subject to a search with or without notice.

TERMINATION

Every school employee has the status of "employee-at-will", meaning that no one has a contractual right, express or implied, to remain in school's employ. The school may terminate an employee's employment, or an employee may

terminate his/her employment, without cause, and with or without notice, at any time for any reason. No supervisor or other representative of the school has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above.

Any employee whose conduct, actions or performance violates or conflicts with the school's policies may be terminated immediately and without warning. Causes for immediate termination include, but are not limited to:

- Violence or threats of violence against any person
- Possession of a dangerous weapon on the premises
- Conviction of a felony
- Suspension or revocation of educator's license
- Willful violation of an established policy or rule
- Falsification of Esperanza Elementary records
- Gross negligence
- Dishonesty or breach of trust
- Insubordination
- Violation of the Anti-Harassment or Equal Employment Opportunity Policies
- Theft or unauthorized use of property belonging to any co-worker, visitor, or student
- Undue and unauthorized absence from duty during regularly scheduled work hours
- Deliberate non-performance of work
- Sleeping on duty
- Excessive absenteeism or lateness
- Willful damage or destruction of any supplies, equipment or property of the school
- Violation of the Alcohol or Drug Policy
- Failure to meet the requirements of a written warning or corrective action plan

In the event of dismissal for misconduct, all benefits end at the end of the month. COBRA may not be available to anyone dismissed from the school for gross misconduct.

DISCIPLINE OTHER THAN IMMEDIATE TERMINATION

All employees are expected to meet the school's standards of work performance. Work performance encompasses many factors, including attendance, punctuality, personal conduct, job proficiency and general compliance with Esperanza Elementary's policies and procedures and the employee's job description.

If an employee does not meet these standards, the school may, under appropriate circumstances, take corrective action other than immediate termination.

The intent of corrective action is to formally document problems while providing the employee with a reasonable time within which to improve performance. The process is designed to encourage development by providing employees with guidance in areas that need improvement such as poor work performance, attendance problems, personal conduct, general compliance with Esperanza Elementary's policies and procedures and/or other disciplinary problems.

Employees under corrective action are not eligible for salary increases, additional compensation, bonuses, promotions or transfers during the warning period.

PROCEDURES FOR RESIGNATION AND TERMINATION

Departing employees must return all property of Esperanza Elementary, including keys, computers, and instructional materials, before their final paycheck can be issued. This paycheck will be mailed or auto-deposited during the next normal pay period and will reflect any unpaid obligations to Esperanza Elementary.

In order to receive a disbursement of any amounts due from the Retirement Plan, the employee is required to complete and sign a distribution form and submit it to the principal.

Benefits (Life, Medical and Dental) end on the employee's last day of employment. An employee, unless dismissed for gross misconduct, has the option to convert to individual life insurance, and/or to continue Medical/Dental Benefits in accordance with the Consolidated Omnibus Budget Reconciliation Act ("COBRA") regulations.

Policy Prohibiting Sexual Harassment, abuse, bullying, molestation, other forms of harassment

Sexual harassment is unlawful and is contrary to Esperanza's policy. Unwelcome sexual advances, request for sexual favors, or other sexually degrading verbal or physical conduct may constitute sexual harassment. Abuse of any type is unlawful and forbidden at Esperanza Elementary School, including bullying, molestation, and general harassment.

Please Report and of the following to Mr. Eulogio Alejandre, M.S. who is Esperanza Elementary School's Executive Director 801-305-1450 or EAlejandre@esperanzaelementary.org. You may also file a complaint with the chair of the board of directors.

Complaints of...

1. Any type abuse,
2. Bullying
3. Molestation, and/or
4. Any type of harassment

Concussion Management Protocol

1. Recognize the signs/symptoms of a concussion and other closed head injury
2. When a concussion is suspected require teachers and coaches must follow the following steps
 - i. Remove the athlete/student from play.
 - ii. Student/athlete must be evaluated by an appropriate healthcare professional.
 - iii. Informing the athlete/student's parents or guardians about the possibility of a concussion and giving them information about concussions
 - iv. Keep the athlete/student out of play until an appropriate healthcare professional certifies that student/athlete is safe to return to play.

A red-bordered sign with a yellow background and rounded corners. The text "Emergency Drill" is written in bold black font, centered on the sign.

Emergency Drill

**Emergency
Preparedness
Expectations**

DATE:

RESULTS

MESSAGE:

Earthquake Drill



Teachers

1. Explain the process to students during in class.
2. When the rumblings begin
 - A. Students and FACULTY will drop to their knees and bend to a kneeling position with their head on their knees and cover the back of the head and neck with their hands. Individuals should make every attempt to put their heads underneath tables or desks to avoid injury from falling objects. In addition, everyone should move as far away from windows as possible.
 - B. Students are to hold this position until the teacher (or another responsible) adult tells them it is SAFE to get up.
 - C. Move students to outside of the building.
3. Teacher remains with students until directions are given to you on how to proceed.

Students

1. Follow your teacher's instructions.
2. If you in the bathroom or in other areas **not** immediately supervised by an adult follow the following directions:
 - a. Drop to your knees and bend to a kneeling position with your head on your knees and cover the back of your head and neck with your hands. Make every attempt to put your head underneath tables or desks to avoid injury from falling objects. In addition, everyone should move as far away from windows as possible.
 - b. Hold this position you hear an adult give you directions that it is SAFE to get up and leave the area
 - c. Follow your teacher's directions.
3. Remain with your teacher until directions are given to you on how to proceed.

Esperanza Elementary School

Lockdown (Intruder in the Building) Protocol

Announcement

We are in a lockdown situation; please secure your students and your room.

Upon hearing the announcement, do the following:

| Teachers | Students |
|---|--|
| Close and lock the classroom doors and windows and close the blinds. | Remain in classroom |
| Move students to area least visible to doors and away from windows. | Stay quiet |
| Account for each student in class. | If not in a classroom, go immediately to computer lab or faculty room, whichever is closest. |
| Turn off lights and cover glass windows on doors, if possible. | Follow all directions from your teacher or responsible adult. |
| Stay in place until an ALL-CLEAR message is received from Administrator. In some cases UNIFORMED officers will help evacuate the building. Always follow their orders. | Write down any relevant observations and report to law enforcement after the lockdown. |
| Do not answer the phone or knocks on door. <u>Those who need to come in will have a key.</u> | Report anything suspicious to teacher or other responsible adult. |

| Principal | | Assistant Principal | | Secretaries | |
|--|-----------------------------------|-------------------------------|--|--|----------------------------|
| Call 9-1-1 Work with law enforcement & safety team. | <u>Monitor all cameras</u> | Secure Administrative Offices | Keep in touch with Principal and monitor the building. | Report to Library (one secretary only) and secure it. Take the names of students reporting there. Once secretary report to faculty lounge. | Secure office. Lock doors. |

Teachers, report missing students to person escorting your students to safe location.

ALL DOORS ARE EXPECTED TO REMAIN OPEN & LOCKED- under normal conditions

Fire Drill

Date & Time

Secretary will make sure that all classified staff, volunteers, and guests are safe & accounted for.

Principal- Heads command post under all emergencies until law enforcement arrives.

Teachers

- 4. Explain the process to students.
- 5. The alarm is pulled:
 - A. Take your students to the area identified on the map.
 - B. Take your roll with you.
 - C. Call roll and account for all students in designated area.
 - D. Wait outside until you are directed by administrator. ONLY THE ADMINISTRATOR ON DUTY has been designated to officially declare the building safe.

PLEASE LINE UP OUTSIDE IN ORDER- SEE MAP FOR INSTRUCTIONS.

Students:

- 4. Follow your teacher’s instructions to the designated meeting area.
- 5. If you are in the bathroom or in other areas, meet at the designated area.
- 6. Remain with your teacher until the building is cleared.
- 7. Follow your teacher’s instructions to return to your classroom.

Results

Alarmed pulled:

All Students accounted for:

Building swept:

Students returned to class:

Items to address:

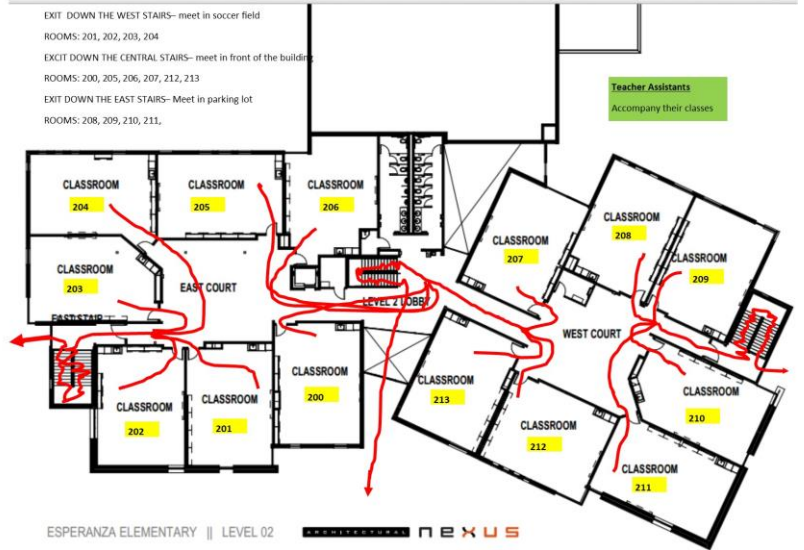
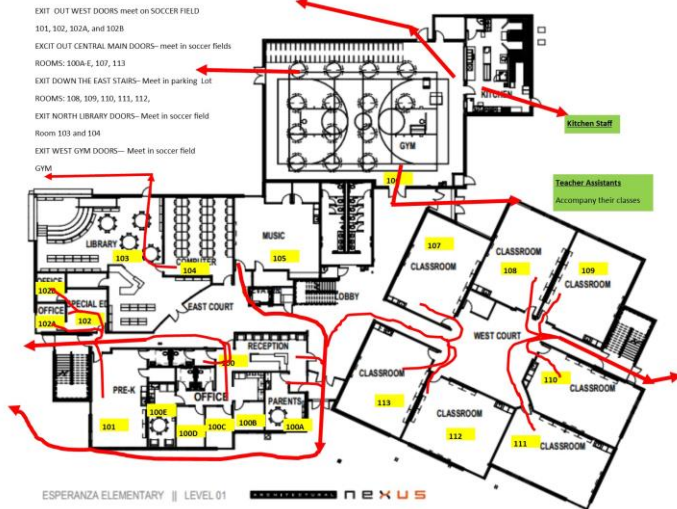
- 1. _____
- 2. _____.
- 3. Door open in room # _____



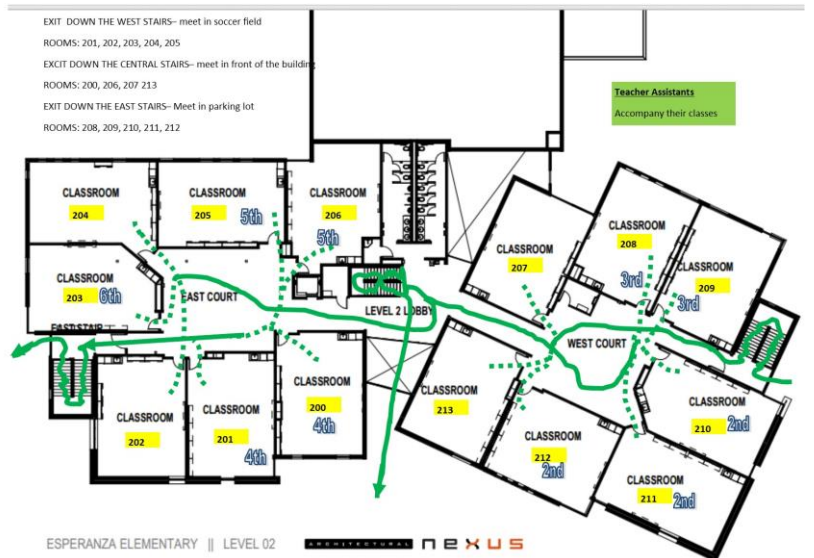
Administrator

Date

PRIMARY EMERGENCY EXITS



ALTERNATIVE EMERGENCY EXITS



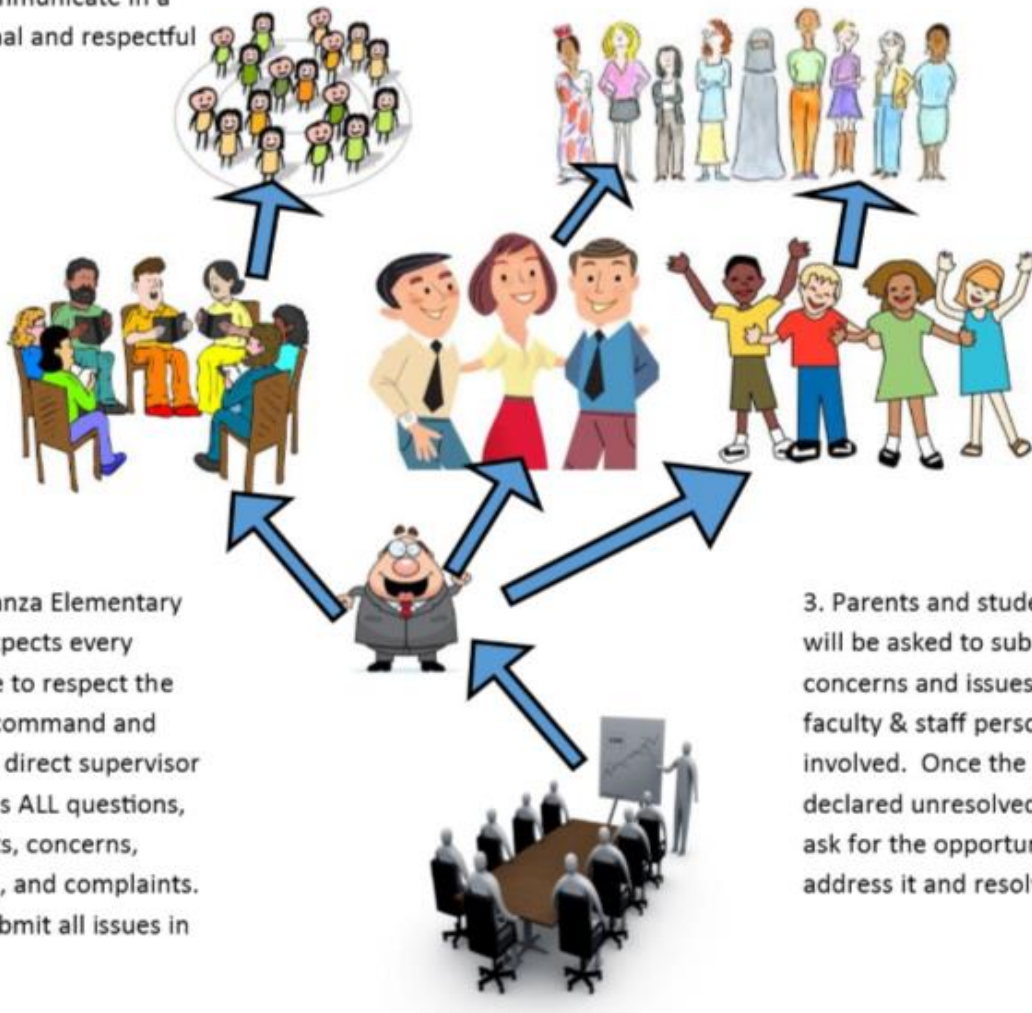
Cadena de Mando

Chain of Command

ESPERANZA ELEMENTARY SCHOOL



1. Make every effort to resolve conflict at the root of the issue. If a recess monitor has an issue or concern with a teacher, please communicate in a professional and respectful manner.



2. Esperanza Elementary School expects every employee to respect the chain of command and allow the direct supervisor to address ALL questions, comments, concerns, problems, and complaints. Please submit all issues in writing.

3. Parents and students will be asked to submit all concerns and issues to the faculty & staff person involved. Once the issue is declared unresolved, I will ask for the opportunity to address it and resolve it.

School Purchases

ALL FINANCIAL TRANSACTIONS MUST BE PROCESSED THROUGH THE AUDITABLE SCHOOL FINANCIAL SYSTEM. All monies (checks, cash, credit cards transactions, etc.) must be deposited in school's bank account. All payments must be made using the school's checks, credit card, or bill.com, and other auditable system.

Making Purchases on Behalf of Esperanza Elementary School

1. All purchases will be approved in advance, unless the funding has been allocated to an employee's budget.
2. An employee can process a transaction (make the purchase) and pay using one of the following methods:
 - A. Purchase order. The vendor allows the employee to take possession of the item and sends us an INVOICE so that we can pay.
 - B. Reimbursement. Employee pays for the item with personal funds and submits this form to request for reimbursement.
 - C. In emergency situations, a check or credit card can be used to make the purchase, but the requisition will still be needed for record keeping. All purchases must be preapproved.
3. Complete the requisition form as show on the graph below.
4. Please submit all requisitions within THREE WORK DAYS.

PLEASE REMEMBER.....
FACULTY & STAFF CANNOT RECEIVE CASH FROM ANYONE AT ANYTIME. DESIGNATED OFFICE STAFF MUST ALWAYS ISSUE A RECEIPT WHEN RECEIVING CASH FROM ANYONE.

Esperanza Elementary
 4956 W 3500 S
 West Valley City

PO #: _____
 DATE: _____

Purchase Order
Invoice
Reimbursement Request
Director Debit Card
 (circle one)

VENDOR BILL TO: Esperanza Elementary
 4956 W 3500 S
 West Valley City, UT 84119

REIMBURSEMENT
 Make Check Payable To: _____
 Address (if first time): _____

| QTY | Expense # | DESCRIPTION | UNIT PRICE | LINE TOTAL |
|-----|-----------|-------------|------------|------------|
| | | | | |
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| | | | | |
| | | | | |

Program (circle one)
 K - Isabel S. 1 - Montal P. 2 - Irma Z. 4 - Mariana M.
 K - Ivette G. 1 - Eddy M. 3 - Matthew R. 5 - Michael C.
 K - Flavia M. 2 - Jorge L. 3 - Susana DG. 5 - Luisa E.
 1 - Emerald T. 2 - Isabel B. 4 - Preston G. 6 - Trishia R.

General: School Land Trust Music Art
 Lunch Prgm: Title 1 Other: _____
 Special Education: K-3 Reading Ach Parent Org: _____
 Library

Procurement: If the item/service is over \$1,000 you are required to request 2 bids, please attach both bids to this requisition and a brief explanation of why you chose the vendor.

SUBTOTAL _____
SHIPPING _____
SALES TAX _____
TOTAL _____

Submitted by: _____
 Director's Signature (must get Director signature for over \$100) _____
 Board Signature (required if over \$3,000) _____

Purchasing ANYTHING on Behalf of Esperanza Elementary School

1. Be certain that the intended purpose is allowable.
2. Complete requisition form
 - A. COMPLETE name & address of the business
 - B. Quantity, Description, Unit Price, & Line Totals
 - C. Which funds will be used to make the purchase
 - D. Circle correct form of payment
 - E. Include a Subtotal, Taxes, Shipping, and TOTAL
 - F. Sign the form
 - G. As the principal to approve the purchase
3. Submit the request to head secretary
4. Please allow 1-2 weeks to process

EXTREMELY IMPORTANT!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!
 PLEASE SUBMIT ALL REIMBURSEMENT REQUESTS PRIOR TO JUNE 1st of each year for the concluding academic year. **ADDITIONALLY, PLEASE SUBMIT REIMBURSEMENT REQUESTS WITHIN 90 DAYS AFTER PROCESSING A PURCHASE.** We will only accept receipts dated within the previous 90 days before submission. **PLEASE PLAN ACCORDINGLY!!!!**

Faculty Room, Refrigerator, and Storage Shelves

In order to maintain a clean environment and to prevent the spread of disease, and household bugs, the following expectations are established for the faculty room use.

1. Use the storage shelves and drawers to keep dry or canned items for short durations of less than one month.
2. Store items in the refrigerator for one week or less.
3. **Be sure to write your name on any item in the faculty room.**
4. If you want to share anything, please place a sign by it and at the end of the day clear all items, including empty containers from the faculty room.
5. Please only use items that belong to you, unless there is clear evidence that is being shared.
6. The refrigerator will be EMPTIED on the last school day prior to a weekend. Please remove everything that belongs to you before you leave on the last day before the weekend.
7. All items that show an expiration date that has passed will be thrown away.
8. Wash ALL utensils and **remove from the faculty room.** Dirty dishes and utensils left anywhere in the faculty room will be thrown away.
9. Open containers of any kind left on countertops will be removed on the last day of work weeks.
10. The expectation is that **ONLY** adult employees will use the faculty room.
11. Please keep cutlery, cups, plates, dishes, and paper products in your room, not in the faculty room.
12. Do your part, please help us keep our faculty room clean and safe.



Ya es hora de limpiar el refrigerador, el frigorífico, la nevera, la heladera, the refrigerator, or whatever you want to call it. **WE NEED TO CLEAN!** Please take lo que sea suyo. Anything here durante LONG fines de semana will not be here cuando we return on the primer día of the work week.

Muchas thank you s!

Atentamente, La Administración

Esperanza Elementary School
CODE OF CONDUCT/APPROPRIATE BEHAVIOR POLICY

1. PURPOSE AND PHILOSOPHY

The GOVERNING BOARD of Esperanza Elementary School is committed to establishing and maintaining appropriate standards of conduct between staff members and students. These standards of conduct are also known as professional boundaries. Staff members shall maintain professional and appropriate demeanor and relationships with students, both during and outside of school hours, as well as both on and off campus, that foster an effective, non-disruptive and safe learning environment.

2. DEFINITIONS

- a) "Boundary violation" means crossing verbal, physical, emotional, or social lines that staff must maintain in order to ensure structure, security, and predictability in an educational environment.
- i) A "boundary violation" may include the following, depending on the circumstances:
- (1) isolated, one-on-one interactions with a student out of the line of sight of others;
 - (2) meeting with a student in rooms with covered or blocked windows;
 - (3) telling risqué jokes to, or in the presence of a student;
 - (4) employing favoritism to a student;
 - (5) giving gifts to individual students;
 - (6) staff member initiated frontal hugging or other uninvited touching;
 - (7) photographing an individual student for a non-educational purpose or use;
 - (8) engaging in inappropriate or unprofessional contact outside of educational program activities;
 - (9) exchanging personal email or phone numbers with a student for a non-educational purpose or use;
 - (10) interacting privately with a student through social media, computer, or handheld devices; and
 - (11) discussing an employee's personal life or personal issues with a student.
- ii) "Boundary violation" does not include:
- (1) offering praise, encouragement, or acknowledgment;
 - (2) offering rewards available to all who achieve;
 - (3) asking permission to touch for necessary purposes;
 - (4) giving a pat on the back or a shoulder;
 - (5) giving a side hug;
 - (6) giving a handshake or high five;
 - (7) offering warmth and kindness;
 - (8) utilizing public social media alerts to groups of students and parents; or
 - (9) contact permitted by an IEP or 504 plan.
- b) "Grooming" means befriending and establishing an emotional connection with a child or a child's family to lower the child's inhibitions for emotional, physical, or sexual abuse.
- c) "Sexual conduct" includes any sexual contact or communication between a staff member and a student including but not limited to:

- i) “Sexual abuse” means the criminal conduct described in Utah Code Ann. §76-5-404.1(2) and includes, regardless of the gender of any participant:
 - (1) touching the anus, buttocks, pubic area, or genitalia of a student;
 - (2) touching the breast of a female student; or
 - (3) otherwise taking indecent liberties with a student;
 - (4) with the intent to:
 - (a) cause substantial emotional or bodily pain; or
 - (b) arouse or gratify the sexual desire of any individual.
- ii) “Sexual battery” means the criminal conduct described in Utah Code Ann. §76-9-702.1 and includes intentionally touching, whether or not through clothing, the anus, buttocks, or any part of the genitals of a student, or the breast of a female student, and the actor’s conduct is under circumstances the actor knows or should know will likely cause affront or alarm to the student touched; or
- iii) A staff member and student sharing any sexually explicit or lewd communication, image, or photograph.
- d) “Staff member” means an employee, contractor, or volunteer with unsupervised access to students.
- e) “Student” means a child under the age of 18 or over the age of 18 if still enrolled in a public secondary school.

3. POLICY

Staff members shall act in a way that acknowledges and reflects their inherent positions of authority and influence over students.

- a) Staff members shall recognize and maintain appropriate personal boundaries in teaching, supervising and interacting with students and shall avoid boundary violations including behavior that could reasonably be considered grooming or lead to even an appearance of impropriety.
- b) A staff member may not subject a student to any form of abuse including but not limited to:
 - i) physical abuse;
 - ii) verbal abuse;
 - iii) sexual abuse; or
 - iv) mental abuse.
- c) A staff member shall not touch a student in a way that makes a reasonably objective student feel uncomfortable.
- d) A staff member shall not engage in any sexual conduct toward or sexual relations with a student including but not limited to:
 - i) viewing with a student, or allowing a student to view, pornography or any other sexually explicit or inappropriate images or content, whether video, audio, print, text, or other format;
 - ii) sexual battery; or
 - iii) sexual assault.

- e) Staff member communications with students, whether verbal or electronic, shall be professional and avoid boundary violations.
- f) A staff member shall not provide gifts, special favors, or preferential treatment to a student or group of students.
- g) A staff member shall not discriminate against a student on the basis of sex, religion, national origin, gender identity, sexual orientation, or any other prohibited class.
- h) Staff member use of electronic devices and social media to communicate with students must comply with Esperanza Elementary School policy, be professional, pertain to school activities or classes, and comply with the Family Educational Rights and Privacy Act.
- i) A staff member may not use or be under the influence of alcohol or illegal substances during work hours on school property or at school sponsored events while acting as a staff member. Additionally, a staff member may not use any form of tobacco or electronic cigarettes on school property or at school sponsored activities in an employment capacity.
- j) A staff member shall cooperate in any investigation concerning allegations of actions, conduct, or communications that if proven, would violate this policy.
- k) Esperanza Elementary School recognizes that familial relationships between a staff member and a student may provide for exceptions to certain provisions of this policy.
- l) Conduct prohibited by this policy is considered a violation of this policy regardless of whether the student may have consented.

4. REPORTING

- a) A staff member who has reason to believe there has been a violation of this policy shall immediately report such conduct to an appropriate supervisor or school administrator. If a staff member has reason to believe a school administrator has violated this policy, the staff member shall immediately report the conduct to the administrator's supervisor.
- b) In addition to the obligation to report suspected child abuse or neglect to law enforcement or the Division of Child and Family Services under Utah Code Ann. §62A-4a-403:
 - i) a staff member who has reasonable cause to believe that a student may have been physically or sexually abused by a school staff member shall immediately report the belief and all other relevant information to the school administrator, or to Esperanza Elementary School Administration;
 - ii) a school administrator who has received a report or who otherwise has reasonable cause to believe that a student may have been physically or sexually abused by a school staff member shall immediately inform the Esperanza Elementary School Administration of the reported abuse; and
 - iii) if the staff member suspected to have abused a student holds a professional educator license issued by the Utah State Board of Education, the Esperanza Elementary School Administration shall immediately report that information to the Utah Professional Practices Advisory Commission;

- iv) a person who makes a report under this subsection in good faith shall be immune from civil or criminal liability that might otherwise arise by reason of that report.
- c) A staff member who has knowledge of suspected incidents of bullying shall immediately notify the student's building administrator in compliance with Esperanza Elementary School Bullying Policy.
- d) Failing to report suspected misconduct as required herein is a violation of this policy, the Utah Educator Standards, and in some instances, state law, and may result in disciplinary.

5. TRAINING

- a) Within 10 days of beginning employment with Esperanza Elementary a staff member shall receive training regarding this policy and shall acknowledge in writing having received training and understanding the policy.
- b) Staff members employed by Esperanza Elementary at the time of initial adoption of this policy shall receive training regarding this policy prior to the first day of the 2019-2020 school year on which students will be in attendance and shall acknowledge in writing having received training and understanding the policy.

6. VIOLATIONS

A staff member found in violation of this policy will be subject to disciplinary action.

REFERENCES

Title 62A, Chapter 4a, Part 4, *Child Abuse or Neglect Reporting Requirements*
Utah Code Section 53E-6-701, *Mandatory Reporting of Physical or Sexual Abuse of Students*
Utah Admin. Code R277-401, *Child Abuse-Neglect Reporting by Education Personnel*
Utah Admin. Code R277-515, *Utah Educator Professional Standards*
Utah Admin. Code R277-322, *LEA Codes of Conduct*
Utah Code Section 63G-7-301, *Waivers of Immunity*
Utah Code Section 76-5-401.1, *Sexual Abuse of a Minor*
Utah Code Section 76-9-702.1, *Sexual Battery*

ESPERANZA ELEMENTARY CODE OF CONDUCT
STAFF MEMBER ACKNOWLEDGEMENT

Name: _____ Position: _____

Date of Training: _____ Trained by: _____

I received training about the requirements of Esperanza Elementary School Code of Conduct Policy. I understand the requirements of the policy and that I am responsible to recognize and maintain appropriate personal boundaries while interacting with students. I also understand that if I have reason to believe a staff member is violating the Code of Conduct, I will report my suspicions to my supervisor, building administrator, or Esperanza Elementary School administrator.

Signature of Staff Member

Date

**ESPERANZA ELEMENTARY SCHOOL
HANDBOOK AND POLICY ACKNOWLEDGMENT**

I acknowledge that I have received a copy of the Esperanza Elementary Employee Handbook. I understand that this handbook replaces any and all prior verbal and written communications regarding Esperanza Elementary working conditions, policies, procedures and appeal processes.

I have read and understand the contents of this handbook and will act in accord with these policies and procedures as a condition of my employment with Esperanza Elementary.

I understand that if I have questions or concerns at any time about the handbook, I will consult my immediate supervisor, the principal, or the board of trustees.

I acknowledge that the handbook contains an employment-at-will provision that states:

- Either Esperanza Elementary or I can terminate my employment relationship at any time, with or without cause, and with or without notice;
- That this employment-at-will relationship is in effect regardless of any other written statements or policies contained in this handbook, in any other Esperanza Elementary documents, or in any verbal statements to the contrary; and
- That no one can enter into any differing employment relationship, contract, or agreement.

Printed Name

Signature

Date

In compliance with the Drug-Free Workplace Act (41 U.S.C. 701) I acknowledge that I have read and understood and will comply with the following drug-free workplace policy:

Manufacture, distribution, dispensation, possession, or use of any illegal drug, alcohol, or controlled substance while on the school's premises is strictly prohibited. These activities constitute serious violations of the school rules, jeopardize the school and can create situations that are unsafe or that substantially interfere with job performance. Employees in violation of the policy are subject to appropriate disciplinary action, up to and including dismissal. Additionally, the school reserves the right to require an employee to undergo a medical evaluation under appropriate circumstances

Printed Name

Signature

Date