



“Where Character Counts and Eagles Soar”

**Staff Handbook
2011-2012**

TABLE OF CONTENTS

Preface	3
Mission Statement.....	3
Teachers Work Day.....	3
Duties and Supervision.....	3
Presence in the Classroom.....	3
Leaving Campus.....	4
Staff Attendance/Absences.....	4
Lesson Plans.....	5
Letters/Emails.....	5
Video/DVD Policy.....	5
Computer Use.....	5
Staff Emails	6
Teacher Evaluations.....	6
Grading Policy.....	6
ReportCards/Awards.....	7
Progress Report.....	7
Possible Retention/Retention.....	7
Classroom Maintenance.....	7
Classroom Parties.....	7
Security.....	8
Staff Dress Code.....	8
Hygiene.....	8
Clean Up.....	9
Daily Attendance Procedures.....	9
Student Passes.....	9
Discipline.....	9
Mandatory Reporting.....	10
Administering Medication.....	10
Extra Curricular Activities/After School Activities.....	10
Student Uniforms.....	10
Volunteers.....	11
Field trips.....	11
Sales/Fundraisers.....	11
Warehouse Requisitions Procedure.....	13
Requisition/Purchase Order Procedure.....	14
Activities/Fundraising/Deposits Procedure.....	16
Requesting Field Trips Procedure.....	19
Custodial/Maintenance Procedure.....	21
PTL Request Form.....	23

Preface:

Teachers should be familiar with the policies and practices directed toward the building site, curriculum, staff members and the instruction of students.

This handbook is designed as a quick –not exhaustive- reference to:

- Policy, practice and procedures particular to Desert View Academy site; and
- Policy, practice and procedures particular to the classroom and students

Additional policies and practices may apply pertaining to HR, OSHA and other policies and practices as required by statute, state law, Executive Director or Governing Board.

Mission Statement:

It is the mission of Desert View Academy to “**Educate** our students with knowledge, **Empower** our students with Character and **Equip** our students for Life.”

Work Day

- Teachers: All teachers will arrive at school by 7:45 a.m. (7:30 if inclement weather or assigned duties) and remain until work is done or duties are complete. This time is necessary to prepare for the arrival and supervision of students.) Students enter the campus at 7:30a.m. Instruction begins at 7:50 a.m.
- Office Staff and Interventionists: Interventionists will arrive by 7:30 p.m. and remain until 4:00 p.m.
- Custodial and Maintenance: As assigned.

Duties and Supervision

It is the responsibility of teachers and Interventionists to supervise students and ensure a safe and orderly environment. Teachers will stand in their classroom doorways or just outside the classroom as students enter and exit to monitor and supervise students.

Please meet and greet students daily with a smile and kind words. Teachers are to report to their scheduled station **on time**, making themselves visible while circulating in their designated areas to supervise students. Persons on duty should be moving about-not standing idle to visit with another staff member. If someone is scheduled to relieve you of your duty, do not leave until the next duty person arrives. If your relief person is habitually late, please notify the Administrator.

Teachers are expected to teach on their feet; do not sit at your desk or computer sending/reading email or planning during instructional time. Interventionists are to assist with intervention, monitoring and small group instruction during instructional time. **This is not a time to be grading papers, making copies or running errands for the teacher.**

Presence in the Classroom

It is expected that all teachers and interventionists will remain in their classroom during their assigned periods while students are present. **Students are not to be unsupervised at any time**; in emergencies, there should be an attempt to secure either office or other staff assistance. Teachers are not to leave their classroom unattended to make copies, check their boxes, make phone calls, visit other teachers, go to the restroom, etc.

ALL STAFF: the use of cellular phones during instructional/work time (except breaks) is prohibited. Please do not accept or view incoming calls, texts or emails while working. Incoming telephone calls will not be transferred (except during planning and lunch times) unless employee gives prior notification that they are expecting a particular important phone call or in the event of a family emergency. Please notify family to call only in an emergency or very urgent event.

Leaving Campus

Staff members should notify the Administrator and sign out in the office before leaving the campus for personal or professional business.

Staff Attendance/Absences

In order for students to receive the best education possible it is important to have consistency with the same teacher in the classroom. Therefore we request you limit your absences for illness and emergencies. Please try to schedule appointments after 3:30 p.m.. To properly report absences call the Administrative Assistant (first), or Administrator (if the Administrative Assistant is not available). You should call the evening before if possible or no later than 6:00a.m. the day of the absence, so a substitute may be assigned. **Please do not call the school to leave a message that you will not be in. Absences, other than for emergencies or personal illness, will be reflected on your evaluation.**

If you know in advance you will be absent, submit your leave request thru our ADP payroll system for approval prior to taking leave. If you are unexpectedly absent, the administrative assistant will enter your leave into the ADP payroll system. Leave requests for the day before or the day after a holiday or break (in most cases) will not be granted and, if taken without approval, may result in disciplinary action to include loss of pay and or termination. Illness the day before or after a holiday or break will require a doctor's note or other proof of illness.

If you are taking leave for professional training or school field trips you are **required to submit your request thru ADP as professional leave.**

Staff members are to attend staff meetings as designated and all scheduled Professional Development and committee meetings. Please plan to attend for

the full length of the meetings/trainings, etc. If you must leave early you must obtain prior approval from the Administrator. Please be courteous and respectful during staff meetings (turn cell phones off, do not grade papers, do not talk when others have the floor).

Lesson Plans

Planning is essential for effective classroom instruction and management; therefore, each teacher is responsible for having – and following - lesson plans. While not required for submission, plans must be available for viewing at any time. Always leave your Guest Teacher a folder (with all items on the folder checklist enclosed). **Checklist includes:** Class attendance sheet, class time schedule, seating charts and lesson plans for the substitute. This information should be located on your desk or it should be easy to spot for a guest teacher or the Administrator. Include specific instructions regarding supervisory duty and any other pertinent information.

Letters/Notices/Newsletters

Letters, notices and newsletters to parents or community members that are linked to the school in any way **must have Administrator's approval** prior to being mailed or sent home with students.

Video/DVD Policy

The administration recognizes movies can enhance students' understanding of information. Current research indicates that movie clips are strategic and more effective than full-length movies. Therefore G-rated movie clips designed to specifically reinforce or illustrate an instructional objective may be used.

Please see <http://www.wbra.org/html/edserv/ntti/nttipdf/02media.pdf> for media usage tips. Only movie clips germane to a specific lesson are permitted, but all movies **should be clearly noted in the teacher's lesson plans and use the required video viewing guide**; ALL videos **MUST** be approved by the Administrator one week in advance. An activity form must be completed listing the movie title and rating which should only be G. PG/ PG-13 may only be viewed by students with parental notification and a signed permission form. These permission forms must be turned into the office prior to a movie being shown to the students. Also, see <http://www.ovguide.com/education-academic.html> for video resources. Adhering to the "Using Instructional Video in the Classroom" guide is required in order for videos to be shown during instructional time.

Computer Use

The use of computers as an instructional tool is strongly encouraged; however, students must have a Computer Use Form on file and usage must be supervised.

Staff Emails

Our email system is for official school business only and subject to review by school officials. Emails are also subject to public records requests so please, if you don't want it printed on the front page of the newspaper, don't write it. Also, routing of school wide personal emails (i.e. religious quotes, scripture, jokes, business solicitations, etc.) is prohibited.

Teacher Evaluations

All teachers will receive a formal evaluation which includes a post observation conference twice per year for new teachers, once per year for returning teachers scoring well. Evaluations will be completed by November 30 and April 30. The Administrator shall make frequent informal observations giving feedback throughout the year as well.

Lesson plans and Guest teacher folders may be reviewed. The Administrator will also look for evidence of how the teacher is differentiating instruction, using data to drive the instruction, integrating technology, using character education concepts and language, and active engagement of all students.

As school funding permits, salary increases, merit pay and Prop 301 monies will be based upon the teachers administrative responsibilities, professional responsibilities and academic responsibilities. Each area will be evaluated and rated for up to 1/3 each of the total monies available.

Grading Policy

Each teacher must have a written grading policy describing the grading categories (tests, quizzes, papers, homework, etc.) and weighting for each category (i.e. tests are 25% of the overall grade. Quizzes are 15%, etc.). This policy must be communicated to all parents and students and available for viewing. Teachers are required to input grades weekly in PowerGrade. The following guidelines will apply:

Kindergarten through Third Grade homework will be considered as a separate grade and does not count toward the content grade.

Fourth through Sixth Grade homework will be averaged as part of the content grade.

A letter grade will be determined by averaging all weighted in-class assignments, tests/quizzes, group projects and home projects. Group and home projects to be submitted for a grade must have a scoring rubric. In grades fourth through sixth science fair projects are mandatory and will be weighted as 25% percent of the science grade for the final grading period.

Students who are absent will be allowed one day for each day absent to make up work. Late work must be submitted within two days of the due date, but may have points deducted for each day late. After two days, late work will be accepted and graded but teacher has the option to include or not include the grade in the overall average. Assignments more than 10 days late will not be accepted except in instances of long-term illnesses or other serious extenuating circumstances.

Report Cards/Awards

Report cards will be posted and/or sent home upon parent request at the end of each quarter. Final report cards will be sent home on the last day of school. An awards assembly will be held for each quarter for each grade level.

Progress Reports

Frequent contact by teachers with parents regarding students is required. **Parent contact must be made if a student's grade falls below a C or drops more than one letter grade from the previous grading period.**

Progress Reports will be posted on PowerSchool or sent home upon parent request at the end of each four-week grading period. However, parents may request, or teachers may provide, more frequent reporting as necessary in order to support student success.

Possible Retention/Retention

Possible Retention letters will be sent home by January 31 and Final Retention Notices will be sent by April 30. The Executive Director ultimately authorizes retention.

Classroom Organization/Maintenance

Prior to the close of each school day, teachers should hold the students responsible for leaving the room/floor clear of clutter, textbooks, and other items. Keep classrooms clean and orderly; this will assist the custodians who have the difficult task of keeping all buildings and classrooms clean. Textbooks must be numbered and assigned to each student. **Teachers are required to keep a log of assigned textbooks.** Teachers who do not keep a log of assigned books will be responsible for replacement of lost books.

Classroom Parties

Birthday parties will be limited to one day per month. All food items must be store bought. Food must be disposed of in the outside dumpster prior to the teacher leaving campus. Please encourage parents to bring in food items prior to the start of the instructional time.

In addition to monthly birthday parties, the following holiday parties are also approved (dates are to be determined): 1) Christmas Party, 2) Valentine's Day Party, 3) End of the Year Party. **No other holiday parties are authorized.**

All parties must be held during the final 45 minutes of the instructional day. If you choose to have additional parties, or need to hold them at a different time, you must email the Administrator for prior approval one week in advance. Please refrain from rewarding students with parties for every academic achievement, (i.e. AR, performances, etc.). We celebrate school wide for AR, AIMS/ST10 and attendance. Rewarding excessively creates an attitude of expectation for a reward, rather than a cause for a celebration.

Security

Students or unauthorized personnel are not to be entrusted with building or classroom keys at any time or to have the use of a classroom without a teacher or other authorized staff member present. Building, classroom, and gate keys are the property of Desert View Academy and may not be duplicated. Staff members may be liable for the cost of replacing lock and keys if they are lost or stolen. Please notify the office immediately if you lose your keys.

Upon leaving your room each day, lights should be turned off, thermostat adjusted and doors and windows closed and locked. If you are the last to leave

the campus, be sure the office lights are off and doors locked. **IF YOU ARE THE LAST ONE TO LEAVE YOU ARE RESPONSIBLE FOR SETTING THE ALARM.** If the alarm goes off and you are the only one present or if you set the alarm off, you are responsible for contacting Alarm Security at 1-800-877-3624. Please refer to your handout for pass codes. **It is imperative that you contact the alarm company as soon as possible when the alarm goes off.**

Staff Dress Code

Staff members are encouraged to project a professional image by dressing appropriately and professionally. Typically, shorts, sweatpants and jeans are not considered professional attire. Denim jeans or shorts of any kind or color may not be worn. However, jeans will be permitted on Fridays, (with the exception of the award assemblies) and when activities warrant. Shorts may also be appropriate during some activities (i.e. field day, swim day and some field trips). Denim dresses and skirts do not fall in to the jeans category. **Dresses, skirts and dress shorts must not be shorter than 1 inch above the knee cap and should not be exceptionally tight. Mini skirts are not acceptable.**

Shirts/Blouses that expose midriffs or cleavage while sitting, standing bending or reaching, as well as spaghetti straps (unless worn with an over blouse), are not appropriate, nor is extremely tight fitting clothing or t-shirts and screen shirts. Sleeveless shirts or blouses are not permitted.

Rubber flips flops or any type of rubber shoes will not be permitted except on swim day. Dress sandals, leather flip flops and open toe shoes are acceptable.

Professional attire is required for all professional training sessions. When attending professional training off campus, professional attire is required. Please represent our school well!

Hygiene

Please keep hair, teeth and body clean. Just as you are offended by students with bad body odor and bad breath, they, likewise are offended by bad body odor and bad breath. Please clean up after yourself in the restrooms and wash your hands with soap (20 seconds recommended). Dispose of personal hygiene items properly. We set the example for our students. We want to maintain a healthy, safe and clean environment.

Visible body piercings are prohibited. Tattoos of offensive nature to school community is restricted and must be covered, tattoos will be address on an individual basis if necessary.

Clean Up

Staff members must clean up after themselves if using the lounge and kitchen facilities (to include washing your dishes and wiping up spills from countertops, microwave and the floor). Any leftover food remaining in the refrigerators should be removed every Friday by 3:00p.m.or it will be disposed of (container and all).

Please do your part to help clean up after staff gatherings. Clean up is much quicker if every one does their part.

Daily Attendance Procedures

Attendance records are a fundamental part of school records and funding is contingent upon student enrollment and attendance. Therefore, it is crucial that teachers record attendance accurately and in a timely manner. Attendance sheets will be due to the front office by 8:15 a.m. Students are considered tardy if they are not in class by 7:50 a.m.

Student Passes

Students should **rarely** be allowed to leave the room during instructional time. A student's primary responsibility is to the teacher to whom he/she is assigned during a specific period. However, if a student has a legitimate reason to be out of the classroom, he/she should have a pass. Occasionally a teacher needs to send a student on an errand; be sure to send only the number of students needed to complete the errand (i.e. delivering a message, taking attendance to the office requires only one student, with the exception of lower grades (K-2) who use the buddy system).

All teachers should check students and visitors on the campus to determine if they have a pass or guest pass from the office. If not, take the student to his/her teacher and if it is a visitor ask him/her to report to the office to sign in and obtain a visitor's pass.

Discipline

Teachers should not send students to the office for disciplinary reasons other than serious offenses such as fighting, drugs, weapons, etc. However, the teacher may submit a referral form for less serious infractions **via email** and the Behavior Specialist will call for the student. All referrals must be filled out completely and sent directly to the Behavior Specialist. Teachers are responsible for managing discipline in their classrooms. Do not send students to the office or write a referral for minor offenses such as chewing gum, dropping trash, not bringing supplies or homework to class, etc. Contact the parents and involve them in finding solutions for these types of inappropriate behavior. **Handle these minor offenses in the classroom.** Lunch detention is an option. Follow the appropriate procedure to assign lunch detention. If you have sent a referral and have not heard from the Administrator or designee by the following day, check to be sure the referral has been received.

Before a teacher writes a referral (except in cases of serious offenses, such as a fight, etc.) teachers should first attempt to correct the problem in the classroom and contact the parents by phone. If attempts to reach the parents by phone are unsuccessful, a note can be sent. Keep a copy for documentation and a log of phone calls/attempts in the event future incidents arise. Teachers may not assign a student to SRC or Out of School Suspension. The Administrator and/or the Behavioral Specialist are the only ones who has the authority to assign out of school suspension. Teachers may not dismiss a student from class, place a student outside their classroom, or tell the student he/she cannot return to their class for disciplinary reasons.

If a student is suspended out of school, he/she is required to obtain a re-entry form signed by the Administrator or designee before returning to class after a

suspension. If he/she does not have a re-entry form upon returning to class, please send the student to the office to obtain one. Please sign the form and return it to the Administrator's box by the end of the day.

Mandatory Reporting

Occasionally a child may confide in you about family matters or personal problems. If at any time you suspect child abuse or neglect, the law requires mandatory reporting. If a student provides you with information which causes you to believe the child may be in danger, abused or neglected, please report this to the Behavioral Specialist so we may assist you in reporting to the proper authorities. This information should remain confidential between you, the school officials and authorities.

Administering Medication

Only the School Administrator, Health Coordinator, or school employees who have been designated by the Administrator may administer medication to students. All medication, prescription or over the counter, MUST be stored in the Health Coordinator's office.

Prescription medication must be in its original container with instructions clearly written.

Over the Counter medication must be in its original container, sealed and unopened with written instruction from a parent or physician. All medication must be administered in the Health Office (except in case of an emergency, i.e. insulin shock, allergic reaction, etc.).

If a student has medication on his/her person, please take the medication from the student and notify the office.

Extra Curricular Activities/After School Activities

Extra Curricular activities are an integral part of school life. Staff members are encouraged to be involved in activities outside the class when possible. Staff members are required to attend monthly PTL meetings. We have a committed, strong PTL and we want to continue to show our support.

Student Uniforms

All students are required to wear the school uniform on a daily basis. P.E. uniforms are required on the students' designated P.E. day.

All staff members are responsible for monitoring to ensure that all students are in compliance with the uniform policy. Teachers should check uniforms prior to students entering their classrooms each morning (to include proper shoes, which enclosed the entire foot). If students are out of uniform they should be sent to the office immediately to call home for proper uniform attire. Please refer to the parent/student handbook for uniform violations consequences.

Volunteers

All volunteers must have a form on file. Remind your volunteers to sign in and obtain a volunteer pass at the office every time they come on campus to assist.

We log our volunteer hours for reporting purposes and for Volunteer Appreciation Day. Pre-school aged children **may not** accompany parent volunteers in the classroom (some exceptions may apply for appropriate activities-Administrator approval is required).

Field trips

One field trip per class will be allowed each quarter and must be scheduled 10 school days in advance. Students must have written permission on file to attend a field trip. Verbal consent is not acceptable.

Chaperones must have fingerprint clearance cards if they are supervising students without a staff member present at all times. Grade levels will absorb all expenses for chaperones, with the exception of fingerprint clearance cards. Exclusion of any student from a field trip must be approved by the Administrator.

Once the cost per child for a field trip has been determined, parents should be given the option to participate in fundraising activities or make a monetary donation to cover the expense for their child. Students should know upfront how much money they must fundraise. Please encourage your parents to take advantage of tax credit donations.

Sales/Fundraisers

No sales will be conducted in the school or away from the school in the school's name without the permission of the Administrator. No students or staff members are permitted to engage in "free lance fundraising" for themselves on school property during operating school hours.

Fundraisers must be justified and related to a specific school/classroom/club need or field trip. Fundraising will be distributed among the grade level requested and/or based upon needed expenses. Once your goal has been reached, fundraising for your grade level will cease.

Teachers who collect money from students or parents for field trip fees or fundraiser sales must issue a receipt.

All deposits must be made daily to the Administrative Assistant and a deposit slip must accompany the deposit, all coins must be wrapped. The person responsible for depositing money must verify the amount being deposited and obtain a signed receipt to keep for their records (depositor's signature is also required). No money is to be kept with the teacher or in a classroom overnight.

Office Procedures/Forms

- Warehouse Requisitions
- Requisitions
- Activity/Fundraiser Request/Deposits
- Field trip Request
- Custodial Work orders
- PTL requests

- SysAid/Technology Procedures

PROCEDURES FOR WAREHOUSE REQUISITIONS

The Warehouse Requisition will be used for requesting in stock supplies/materials.

There will be a two day turn around on items that are in stock, i.e. staples, tape, paper, etc. You will receive your supplies from the front office receptionist no later than the end of the second day after your request has been received.

The steps are as follows:

1. Obtain your Warehouse requisition form from the DVA website.
2. Complete your requisition. List the quantity, and supply description.
3. Submit your requisition to the front office receptionist in-box.

Desert View Academy Warehouse Requisition

Employee: _____

Date: _____

Item #	Qty.	Description of Supplies	Warehouse Use Only
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

List of in-stock items: paper clips, tape, post its, staples, white out liquid & tape, highlighters, permanent markers, board markers, board erasers, board cleaner, blue & black pens, binder clips. Envelopes, brass fasteners, clasp envelope-various sizes, file folders, hanging folders, transparencies, dividers tabs, sheet protectors.

Limited color of construction paper and color paper are in stock. A warehouse requisition is not needed.

REQUISITION PURCHASE ORDER PROCEDURE

Requisition forms will be used to request for purchase of supplies/materials that are normally not maintained as a Warehouse (In-stock) item.

No Purchasing is to be done without prior approval and a Purchase Order. The Business Office is not allowed to pay invoices that have not gone through the proper procedure.

Requisition forms must be **completed electronically** as follows:

1. Complete Name and Address of Vendor. (This is very important as some vendors have many addresses.) Please provide vendor phone and fax # if available.
2. Please indicate who the order will go to with a specific name, list under Requesting Person, this will help the Administrative Assistant know who to disperse the supplies/materials.
3. List items to be purchased. List quantity, unit and stock number. If the requesting materials need to be ordered thru a catalog, a completed vendor order form needs to be attached to your requisition. It is very important that you are using a current catalog. It is the responsibility of the employee to verify current price list. Do so by contacting vendor directly.
4. Please complete the "Justification" portion, **print or email** and submit completed requisition to the Administrative Assistant who will route your requisition to the Business Office for Purchase Order processing.
5. Once the Business Office prepares the Purchase Order, the original P.O. will be sent to Administrative Assistant for order processing.

There will be a 15 day turn around on items that must be ordered or purchased.

DESERT VIEW ACADEMY

REQUISITION FORM

Date:		Requested By:	
Vendor			PO #
Line	Qty	Item (Full Description)	Est. Cost/Item Total Cost
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
Suggested vendors, Special Instructions:			Subtotal:
			Tax at 9.40%
How Will this benefit the school/students?			S/H Charges
			Total

Note: One Item to each requisition or one group of items sold by same vendor.

Please allow a 10-15 day turn-around time to receive your supplies unless otherwise indicated.

I certify that articles or services requested are necessary for use by this program/school for the purpose indicated.

Principal Authorization

Date

Funding Source

Account Code

Funding Source Approval

Executive Director Approval

Date

Activities/Fundraising/Deposits

Activities

1. All club, outside classroom activities, etc. need to have prior approval by the School Administrator.
2. An Activities Request Form needs to be completed and submitted for approval before any activity can take place.
Please check calendar with the Administrative Assistant for conflict dates if school facilities are needed.
3. Once you receive approval of your activity you may begin planning.

Deposits/Request for Funds

1. All deposits must be made daily to the Administrative Assistant. Money kept by the teacher becomes the responsibility of the teacher in the case of theft or loss.
2. A completed Fundraising form must accompany your deposit. All coins must be wrapped. Coin wrappers may be obtain from the front office.
3. Deposit totals will be verified by the Administrative Assistant; teacher must wait for a receipt. Do not leave money on the Administrative Assistant's desk without verification.
4. To request funds from your class account, club account or general student activities a requisition form must be completed, and receive approval before making a purchase. Receipts must be submitted before reimbursement is processed. **The person requesting reimbursement should be listed as the vendor.**

**Desert View Academy
Activity Request Form**
(Rev. 7/28/09)

Person Requesting Activity: _____ Date: _____

Date of Activity: _____ Name of Activity: _____

Time of Activity: From: _____ To: _____

Facility Usage: YES NO Location: _____

Justification/Purpose: _____

Person(s) responsible for setup/takedown/clean up: _____

Movie Title(if applicable): _____ Rating: _____

Staff Signature: _____ Date: _____

Administrator Signature: _____ Date: _____

Approved: YES NO Comments/Special Instructions: _____

DVA Fundraising Check Form

Staff Member: _____

Apply funds to account: _____

Cash	Eaches	Total
\$100.00		
\$50.00		
\$20.00		
\$10.00		
\$5.00		
\$2.00		
\$1.00		
	Total Cash	

Coin	Eaches	Total
\$1.00		
\$0.50		
\$0.25		
\$0.10		
\$0.05		
\$0.01		
	Total Coin	

Checks	Eaches	Total
	Total Checks	

GRAND TOTAL	\$
--------------------	----

Office Use Only: Amt. Verified: \$ _____
Receipt # Issued: _____
Verified by: _____

PROCEDURE FOR REQUESTING A FIELD TRIP

1. Obtain a Field Trip Request form from the DVA website.
2. Complete the request form and submit request form to the Administrative Assistant.
3. Administrative Assistant will coordinate buss with Transportation Coordinator.
4. Once transportation arrangements have been made, a permission slip will be generated by the Administrative Assistant. This is your approval to move forward with your field trip plans.
Teachers ARE NOT to make their own permission slip.
5. Request form must be submitted no later than 10 school days prior to the field trip. Final field trip arrangements should not be made until authorization is received.
6. Requesting funds from PTL must be requested prior to the field trip date or funds must be available in your class/grade level account. You may also request tax credit money for educational field trips.



FIELD TRIP REQUEST FORM

Date: _____

Teacher/Staff: _____ Grade: _____ Date of Trip: _____

Destination: (Complete Address/Phone#)

Contact Information in-route/at destination:

Contact Person: _____ Cell Phone: _____

Contact Person: _____ Cell Phone: _____

Time of Departure from School: _____ Time of Arrival at Destination: _____

Time of Departure from Destination: _____ Time of Return to School: _____

No. of Pupils: _____ Cost per Pupil: _____ No. of buses: _____

No. of Chaperones: _____ Cost per Chaperone: _____

Source of Funds: (Fund raising, Tax Credit, etc.) _____

Names of Chaperones:

Substitute Needed for Chaperone?

_____ Yes No

_____ Yes No

_____ Yes No

Purpose/Objective of Field Trip (Be Specific)

1. _____
2. _____
3. _____

Follow-up Evaluation of Field Trip Learning Experience

1. _____
2. _____
3. _____

Are any students in need of special medical attention? Yes No

(Nurse's Signature Required) _____

Approved/Not Approved _____ Principal's Signature _____ Date: _____

Approved/Not Approved _____ Executive Director's Signature _____ Date: _____

Transportation Use Only:

Today's Date: _____ Bus # _____ Driver Assigned: _____

Driving Time: _____ Waiting Time: _____ Special Considerations: _____

Driver requested to remain with field trip: (circle one) Y N Arrangements made by: _____

Office/Finance Use Only:

Today's Date: _____ Driving Hours: _____ X # of Drivers _____ X hourly rate _____ = _____

Account to be charged: _____ Fees Collected: _____

Revised (7/10)

WORK ORDER PROCEDURE

1. Work Order form is available through the DVA website. Work Orders is use to request for classroom repairs, maintenance, assembly of furniture, installation, transfers, disposals, etc.
2. When the Work Order is completed submit your work order to the Administrative Assistant.
4. Administrative Assistant will work the Maintenance/Custodial staff regarding your request.

Please note at no time should you stop the custodians to repair, move, etc. without a work order in process (except in cases of dire need i.e. vomit, blood, etc.). If you need immediate attention please contact the office.

Technology Work Orders must be processed thru SYSAID.



Work Order Request

Complete a separate form each request
Submit to Office for Signature and routing

Route to: <input type="checkbox"/> Maintenance <input type="checkbox"/> Custodial <input type="checkbox"/> Other: _____	Type of request: <input type="checkbox"/> Repair <input type="checkbox"/> Disposal <input type="checkbox"/> Install <input type="checkbox"/> Emergency <input type="checkbox"/> Transfer <input type="checkbox"/> Other	Date: _____ Room # _____ Requestor _____
---	---	---

Provide a DETAILED description of problem/work needed along with what led up to and was happening at the time of problem.

Date work order completed _____ Signature _____

Description of work performed:

APPROVED BY: _____ Date: _____

Equipment Information:

Revised (7/10)

Desert View Academy
P.T.L. Fund
Request Form

Date of Request: _____
Requesting Person: _____ Class: _____

Fieldtrip / Item(s) Requesting:

Justification:

Amount Requesting: _____ Date Funds Needed: _____

Please check one of the following:

- I am requesting to be reimbursed for the **attached receipts**.

- I am requesting funds for the **attached order** to be processed by Desert View Academy. Make check payable to DVA.

- I am requesting funds for the **attached order** to be made payable to the company. Make check payable to: _____

- Other: _____

I understand the above items will be purchased on my behalf as an employee of Desert View Academy by funds, which were raised by DVA families and students to better our school and its surroundings. If recyclable, these items remain the property of Desert View Academy for future staff use, if I am no longer employed with DVA. Until that time I will hold possession of these items.

Requestor's Signature Date

Principal's Signature (Prior to submitting to PTL) Date

*****PTL USE ONLY*****

Meeting Date: _____

Amount Approved: _____ Check # _____

Declined due to: _____

Board Member Signature/Title Board Member Signature/Title

Board Member Signature/Title