



**EMPLOYEE PROCEDURES
MANUAL
2024-2025**

SUPERINTENDENT: Greg Thornock
BUSINESS ADMINISTRATOR: Jeremy Snell
ADMINISTRATIVE ASSISTANT: Angie Holden
DISTRICT SECRETARY: Sarah Underwood

Table of Contents

Employee Leave & Substitutes	Page 1
Leave Request Form	Page 2
Contract/Employee Time	Page 3
Time Cards.....	Page 3
District Vehicles.....	Page 4
Transportation Request Form	Page 5
Per Diem Claims	Page 6
Expense Voucher	Page 7
Reimbursement Claims	Page 8
Tuition & Education Expenses Reimbursements	Page 8
Lane Changes.....	Page 8
Payroll/Stipend Payments	Page 9
Payroll/Stipend Payment Form	Page 10
Fitness Center.....	Page 11
Tintic School District & Building Purchases.....	Page 11
Tintic School District Purchase Request Form.....	Page 12
Eureka Elementary School Purchase Request Form.....	Page 13
Tintic High School Purchase Request Form.....	Page 14
West Desert Elementary School Purchase Request Form	Page 15
West Desert High School Purchase Request Form.....	Page 16
Trustland Fund Purchase Request Form	Page 17
Motel Reservations	Page 18
Sack Lunch Requests	Page 18
Sack Lunch Request Form	Page 19
Lunchroom Policies & Procedures	Page 20
Technology Repairs & Form	Page 23
Maintenance Repairs & Form.....	Page 24
Facilities Use Request ...Page 25..... Internal Page 26..... External Page 27	
Special Request of the Board & Form	Page 32
State Tournament Subsidy	Page 33
Written Communication Procedures.....	Page 34
Retention Criteria & Form	Page 35

Employee Leave & Substitutes

1. Employees at Tintic School District are expected to be present for work, on time, every day. Regular attendance and punctuality are important to keep your team and the District running smoothly. Arriving late, being tardy, or absence from work causes disruptions and burdens colleagues.
2. All employees are required and responsible to fill out and submit their own Employee Leave Request form any time the employee is out of their assigned building for 15 minutes or more. **All employee leave is recorded in 15 minute increments.** Employee Leave Request forms are available for download from the District website.
3. All leave sheets are to be filled out and submitted by the employee to the school secretary or your supervisor three (3) working days in advance of the date(s) requested. An employee has three (3) working days upon returning to work to submit a leave request form for any unexpected absence(s).
4. The use of substitutes is limited to classroom teachers.
5. The use of personal and/or sick leave during the first and last week of school as well as parent teacher conference days will not be approved. Extenuating circumstances will be considered on an individual basis.
6. All leave request forms must be signed by you and approved and signed by the building principal and/or direct supervisor.
7. The school secretary will forward the Leave Request form to the District Office for processing.
8. An Employee Leave Request form is attached to this policy.

Part-Time Employees without Leave

1. Employees at Tintic School District are expected to be present for work, on time, every day. Regular attendance and punctuality are important to keep your team and the District running smoothly. Arriving late, being tardy, or absence from work causes disruptions and burdens colleagues.
2. All employees are required and responsible to fill out and submit their own Employee Leave Request form for any business done outside of their building and all out of district business. **All employee leave is recorded in 15 minute increments.** Employee Leave Request forms are available for download from the District website.
3. All part-time employees without leave benefits will have fifteen (15) days* (12-months/year employees) or twelve (12) days* (9-month employees) of leave available as Leave without Pay for the school year calendar. All leave is to be approved by building administrators up to two days per month. Special circumstances will be considered on an individual basis.
*days based on scheduled daily hours
4. Habitual or excessive absence means missing more than two days per month. Missing more than two days per month will result in speaking with your supervisor, possibly being written up, and possible termination, depending on the severity of the absence(s). Extenuating circumstances will be considered on an individual basis.



Employee Leave Request / Authorization Form

Date Submitted: _____

Name: _____ Work Location: _____

I request leave for the following day(s): _____

Check Appropriate Box: ☐ Full Day ☐ Other (specify time): _____

***Leave will only be recorded in ¼ hour increments**

Type of leave requested:

<input type="checkbox"/>	S	Sick Leave <input type="checkbox"/> Personal Illness <input type="checkbox"/> Family Illness <input type="checkbox"/> Bereavement <input type="checkbox"/> Dr./Dental Appt.
<input type="checkbox"/>	P	Personal Leave
<input type="checkbox"/>	V	Vacation Leave (if applicable)
<input type="checkbox"/>	W	Leave Without Pay (Military, Workers Compensation, Other) _____
<input type="checkbox"/>	A	Student Activity _____
<input type="checkbox"/>	I	In-District Assignment _____
<input type="checkbox"/>	E	Excused (Approved Association Leave, Jury Duty) _____
<input type="checkbox"/>	O	Out of District on Assignment (dates, purpose, location) _____

Employee: _____ (Signed) Date: _____

☐ Approved

☐ Disapproved

(Signature of Supervisor) Date: _____

Contract/Employee Time

1. Variations of this time commitment should not vary from school to school. If there is a need for personnel to leave the school premises during contract time, employees must get permission from the building administrator (except if during a duty-free lunch). **Employee must also turn in a leave request if out of their assigned building for 15 minutes or more.**

Personnel may leave the building if they have:

1. Issued the reasoning to the building administrator and been excused (email or in person, with conformation).
2. Notified the Main Office of administrator approval with provided document, estimated time of absence, and reason for absence (personal, curricular, etc.).
3. Notified the Main Office of their return and collect any and all messages that may have occurred during absence.

Time Cards

1. Classified employees are to meet with their building principal or supervisor prior to the start of school each year and establish, in writing, what their daily work schedule will be. The building principal will keep a copy of this schedule at the school and will also forward a copy to the District Office.
2. Time card records must be kept for all scheduled hours worked. No other hours are to be recorded on time cards (e.g. **do not** report substitute hours, on time card). Employees must “clock out” when going on break and “clock in” when returning back to work.
3. Time cards must be properly “punched” by the time clock. Hand written recording of time is not acceptable. All hand written time cards need to be presented to, authorized and signed by the building administrator. It is the responsibility of the employee to present the time card to their building administrator.
4. There will be only three (3) accepted building administrator signatures on time cards. After the three (3) allowed signatures have been exhausted, the time will be recorded as leave without pay.
5. Time cards are to be collected by the building secretary at the end of each week. These will then be forwarded to the District Office for processing.
6. **All time cards must be received in the District Office for the prior month no later than the 5th of the month. If not received, employee could possibly not be paid for time cards not received until the next payroll.**

District Vehicles

1. Employees who require the use of a district vehicle **must completely fill out** a Transportation Request form, available for download from the District website (*Transportation Request*) and is attached to this policy.
2. Completed forms must be approved by the building administrator AND the District Transportation Director or the Superintendent.
3. Forms must be submitted at least **ten (10)** school days in advance of the date the vehicle is requested.
4. Employees are not permitted to take any other vehicle other than the one they are assigned as it may be assigned to another individual.
5. If there are insufficient vehicles available to cover requests, an employee may be asked to use their own vehicle and be reimbursed mileage. All such incidents require the advanced approval of the Superintendent or Business Administrator.
6. Mileage will only be paid if a District vehicle is unavailable for the event. Mileage claims require the **advanced approval** of the Superintendent or Business Administrator.
7. A District Vehicle Checklist will be in all District vehicles and **must be completely filled out** prior to the trip and upon the return of the trip. This form needs to be returned to the District Office, not left in the vehicle or garage.
8. If the return time is after 4:00 p.m. or on Friday-Sunday, please leave the keys and checklist form in the **unlocked** vehicle and close the garage door.



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Transportation Request

This form must be submitted ten (10) calendar days prior to the need for a bus or vehicle.

☐ Field Trip

☐ Summer Program

☐ Activity

☐ Athletic Trip

☐ Other

Date Submitted: _____

Reason for Trip _____

Teacher / Driver _____ School _____

Number of Students _____ Number of Adults _____

Date of Trip _____ Departure Time _____ Return Time _____

Bus Driver _____ Destination _____

Authorization

Building Administrator

Superintendent/Transportation Director

Per Diem Claims

1. Per diem claims are generally processed one time each month. Requests must be submitted with receipt(s) and a signed Expense Voucher form to the District Office by the 5th of the month.
2. All per diem claims must be filled out by the employee requesting the per diem on an Expense Voucher form, available for download from the District website and is attached to this policy.
3. **Forms must be signed by the employee and the appropriate administrator.**
4. All per diem claims require documentation of the event being attended. Employees must provide a photocopy of the event announcement or a copy of the email announcing the event.
5. Per diem rates will be paid according to the U.S. General Services Administration.
6. The 2024 payment for per diem is as follows:
 - \$32.00 for a half day
 - \$64.00 for a full day

*If lunch is provided at the conference or meeting no per diem will be provided

Reimbursement Claims

1. Reimbursement claims are generally processed one time each month. All reimbursement claims must be filled out by the employee requesting reimbursement on an Expense Voucher form, available for download from the District website (*Expense Voucher*). **Forms must be signed by the employee and appropriate administrator and submitted to the District office by the 5th of the month.**
2. Receipts are required for all reimbursements.
3. All reimbursements must be submitted to the District Office within 30 days of expenditure.
4. An Expense Voucher form is attached to this policy on the previous page.

Tuition & Education Expense Reimbursements

1. Payments for tuition and education expense are always subject to availability of funding.
2. Each year employees who desire tuition and education expense reimbursements for the school year must submit an itemized proposal to the Superintendent no later than September 1st.
3. The Superintendent will then notify each employee of the amount of funding available to them based on the number of requests received, the amount of available funding, and regulations or restrictions placed upon each funding source.
4. Requests for reimbursement must be filled out by the employee requesting reimbursement on an Expense Voucher form available for download on the District web site (*Expense Voucher*).
5. Full documentation including receipts must be attached to the form.
6. The Superintendent must sign all tuition reimbursement requests.
7. If advance tuition payments are made, it is the responsibility of the employee to provide the District with all documentation as it becomes available. Any subsequent payments may be withheld until all documentation for prior payments are complete.
8. An Expense Voucher form is attached to this policy on the previous page.

Lane Changes

1. Certified employees who are expecting a lane change for the next contract year must submit an official/unofficial transcript from a college/university showing the credit hours and grades required for the lane change.
2. Credits must be earned prior to July 1 to be eligible for inclusion in the lane change calculation. Transcripts and proper documentation of the proposed lane change must be received by the District Office no later than August 5.
3. Transcripts and/or credits will be reviewed by the Superintendent for eligibility and approval.

Payroll/Stipend Payments

1. Requests from staff to receive payment for payroll/stipend payments (i.e. Quality Teaching, Student Success, coaching stipends) must be made on a Payroll/Stipend Payment form available for download from the District website (*Payroll/Stipend Payment*) and is attached to this policy.
2. Payments for special services will only be made as part of the monthly payroll process and appropriate completed forms received by the 5th of the month.
3. **Documentation must accompany all requests for payment.** Documentation includes, but is not limited to, Daily Tutoring Logs, Summer School Attendance Rolls, and evidence of attendance at professional development training, etc.
4. All requests for payment must be signed by the employee and building administrator.
5. Payments will be made on the 15th of each month. Only time and hours for the month prior will be paid on that payroll. Requests must be submitted by the 5th of each month. Payments received after the 5th of the month will be processed with the following month's payroll.
6. Please see sample of a Payroll/Stipend Payment form and documentation below.

[illegible]

Date	Student Name	Hours
5/1	Bridley Robinson	1.5
5/1	Carly Martinez	0.5
5/2	Bridley Robinson	1
5/2	George Anderson	1
5/2	James Smith	1
5/3	John Johnson	0.5
5/4	Kacey Garcia	1
5/4	Kevin White	1.5
5/8	Bridley Robinson	1
5/8	Mary Williams	1
5/9	James Smith	1
5/9	Kevin White	1
5/9	Megan Thompson	0.5
5/10	Mcaine Martin	1
5/10	Richard Wilson	1
5/10	James Smith	0.5
5/11	Bridley Robinson	0.5
5/11	Carly Martinez	0.5
5/12	Kacey Garcia	1
5/15	Kevin White	1
5/16	John Johnson	0.5
5/17	Bridley Robinson	1
5/17	Mary Williams	1
5/18	Megan Thompson	1.5
TOTAL		22

Fitness Center

1. All Tintic School District staff and immediate family members 12 years old and up are welcome in the Fitness Center with District Employee present at no charge.
2. All immediate family members are welcome in the gymnasium with District Employee present. Guests welcome to attend with District Employee, but must pay \$1.00 per day, \$10.00 per month or \$100 per year. High school activities, Jr. Jazz basketball, etc. will take precedence over use and scheduling of the gymnasium.
3. There will be a monitor / custodian in the building during evening hours. All posted rules will be enforced.

Tintic School District and Building Purchases

1. Prior approval from the building administrator/responsible financial person(s) and/or Business Administrator or Superintendent is needed for all purchases and charges to Tintic School District, Eureka Elementary, Tintic High, West Desert Elementary and West Desert High. All purchases made must be submitted on a building specific Purchase Request form.
2. All purchases made from District controlled funds (i.e. Trustlands, etc.) or building specific funds (i.e. Admin, CTE, etc.) require a purchase request form. In order to make a purchase, employees must submit the appropriate building Purchase Request form filled out completely, available for download from the District website. All purchases made from District controlled funds (i.e. Trustlands, etc.) or building specific funds (i.e. Admin, Teacher Supply Money, etc.) **must be made before May 1st**.
3. Purchasing procedures, including the obtaining of bids as outlined in Board Policy CBB, must be followed.
4. Completed purchase request forms MUST include the funding source being used and an itemized list of products to be purchased. The list may be submitted by email in the form of links to a website.
5. Completed Purchase Request forms will then be turned into the appropriate school building or District Office for approval.
6. The District Office can make purchases for employees and/or schools from District controlled funds.
7. A Purchase Request form for each building is attached to this policy.



Purchase Request

Person Requesting Purchase

Employee Name _____

Purchase Order Bill to Address _____

Funding Source _____

Employee Signature _____

Building Admin. Approval _____

[illegible]

55 East Main Street
P.O. Box 170
Eureka, UT 84628
(435) 433-6927 fax (435) 433-6622

Purchase Request

Employee Signature: _____ Date Sent to Admin: _____

Building Admin. Approval _____ Date Approved: _____

☐ Needs Reimbursed

☐ Already Ordered Date: _____

☐ District Please Order

Purchase Order No.
*If needed

Vendor Information

Person Requesting Purchase

Building Admin. Approval _____ **Date Approved:** _____

☐ Needs Reimbursed

☐ Already Ordered Date: _____

☐ District Please Order



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Trustlands Purchase Request

Date: _____ Employee Name: _____ School: _____

Vendor Information

Name _____

Ordered: ☐

Address _____

Please Order: ☐

City _____ State _____ Zip _____

Please Reimburse: ☐

Phone _____

Funding Source (select only one, separate forms for multiple funding sources must be filled out)

- | | |
|---|--|
| <input type="checkbox"/> 199 - Other Salary | <input type="checkbox"/> 300 - Professional & Technical Services |
| <input type="checkbox"/> 400 - Repairs & Maintenance | <input type="checkbox"/> |
| <input type="checkbox"/> 510 - Student Transportation & Admission | <input type="checkbox"/> 530 - Site Licenses |
| <input type="checkbox"/> 550 - Printing | <input type="checkbox"/> 580 - Staff Travel & Per Diem |
| <input type="checkbox"/> 610 - General Supplies | <input type="checkbox"/> 641 - Textbooks |
| <input type="checkbox"/> 642 - Online Curriculum or Subscriptions | <input type="checkbox"/> 644 - Library Books |
| <input type="checkbox"/> 650 - Technology Related Hardware/Software (<\$5,000 per item) | <input type="checkbox"/> 670 - Software |
| <input type="checkbox"/> 730 - Equipment (Computer Hardware, Instruments, Furniture) | <input type="checkbox"/> 734 - Technology Equipment > \$5,000 |

- * A copy of all documents (including this form, any invoice, and/or other documentation that includes a price) must be kept in the specific school Trustland file
- * Any Trustlands purchase request improperly filled out will be returned to the employee
- * For questions regarding qualified expenditures, funding source selection, or other Trustland purchase questions, please contact USOE School Land Trust at 801-538-7500

Approval

Building Admin Approval _____

Qty	Part #	Item Description	Unit Cost	TOTAL
			Sub Total	
			Shipping & Handling	
			TOTAL	

Motel Reservations

1. Requests for motel reservations to be made by the building Secretary must be made no less than ten (10) working days in advance of the event.
2. The employee making the request must provide a list of motels and phone numbers that is near the area the employee is requesting for.
3. Once the reservation is secured, the building secretary will report back to the employee and provide them with the confirmation number.
4. Motel reservations are not approved for single day events less than 125 miles from the employee's school. Exceptions to this procedure must be approved by the Superintendent or the Business Administrator.
5. Motel reservations for multi-day events are approved only for the nights between event days (i.e., a one night stay for a two-day conference, etc.). Motel reservations are not approved for multi-day events that are less than 60 miles from the employee's school. Exceptions to this procedure must be approved by the Superintendent or Business Administrator.

Sack Lunch Requests

1. Employees need to remember that special lunch requests, such as for sack lunches, always require extra work, time and preparation by school lunch workers. In addition, they almost always have to make a special food order in meeting such requests.
2. Requests must be made on a Sack Lunch Request form available for download on the District website and is attached to this policy.
3. Requests must be made no less than **two (2) weeks** in advance of the event.
4. Requests must be signed by the building administrator.
5. Requests may be made for a breakfast and a lunch or just a lunch only. Requests for two lunches do not comply with Federal School Lunch regulations and cannot be honored.
6. Special requests cannot be honored during the last week of school due to inventory and reporting requirements that must be met during that week.
7. Teachers must provide the food service manager with the name(s) of the student(s) who will need a sack lunch. Teachers will mark off the students when they take a meal.
8. The sack lunch roster shall be maintained for three years, plus the current year.

Lunchroom Policies & Procedures

1. All State and National School Lunch & Breakfast Programs are Federally Funded Programs, thus policy and procedures **MUST** be accurately followed. If this program is used outside the procedures and guidelines set forth, schools could be audited and fines imposed.

Processing of Meal Applications

1. Each school secretary will be responsible for the processing of the free and reduced meal applications they receive. Training has been completed so that the processing can be done immediately. However, an eligibility determination must be made and the family notified of its status within 8 operating days of the receipt of the application. In addition, parents must be informed that students are considered **FULL PAY STUDENTS** until eligibility has been determined.
2. In order to process applications, applications must include **ALL** the required information per guidelines set forth by USOE. Any application that is missing required information, contains inconsistent information, or is listed as unclear, is considered an incomplete application and **CANNOT** be processed.
3. Once eligibility status has been determined, **ALL** applications will be given to the Food Service Director, where they will be kept on file for a minimum of three (3) years after the final claim is submitted.
4. A determining official other than the individual who made the initial eligibility determination must review each application selected for verification to ensure the eligibility was determined correctly the first time. The sample size for verification is determined by the State Board of Education and only the sample size can be verified. The Food Service Director will be responsible for conformation reviews. Training will be provided annually prior to the start of a new school year.

Processing and Receiving Payment for Student and Staff (Adult) Lunches

1. All payments for school meals must be received by the building secretary of the school which the student or adult resides. Handling of funds outside of a school's front office is prohibited. (No money will be allowed to be exchanged in the lunch line.) If a student or adult in the lunch line has not made adequate payment for meals, the following procedures will apply.
2. When a student or adult meal account reaches a remaining fund balance of \$5.00 the School Secretary will issue a notification to parents/guardians and staff notifying them of account status.

Elementary School Students

1. Charges not to exceed \$7.00 (Contact will be made after each charge).
2. Alternative Meals will be provided after noncompliance.
3. After a charge is made students will be issued a charge ticket by the secretary that the student will provide to the lunch worker for receipt of a meal.

High School Students

1. Charges not to exceed \$7.00 (Contact will be made after each charge).
2. Alternative Meals will be provided after noncompliance.
3. When an insufficient fund has been established, students will be issued a charge ticket by the secretary that the student will provide to the lunch worker for receipt of a meal.

Adult Meals

1. Charges not to exceed \$7.00 (Contact will be made after each charge).
2. Pre-payment is available: utcloud1.infinitecampus.org/campus/tintic

Daily Lunch Count

1. School Secretaries are responsible for the processing of the daily lunch count. Once the school lunch count has been accounted for the School Secretary will email the count directly to the Food Service Manager: shardman@tintic.org
2. All Daily lunch counts must be submitted by **9:30 a.m.** with a final count no later than **10:30 a.m. (Email)**.

Lunch Deliveries

1. Lunch deliveries are the responsibility of the building school administrator.
2. Lunch carry outs will be prepared by the district food service staff and ready for pick up no later than 11:20 a.m.
3. Daily lunch count procedures listed above will be followed. In the cases of unexpected disciplinary actions, arrangements can be made directly through the Food Service Director.
4. Detained (ISS) students will be provided the opportunity to sign up and receive a district-designated lunch. Students with insufficient funding will be issued the alternative or substitute lunch and will be funded by the buildings administration.

Special Diet Accommodations

1. A written medical statement is required from a State licensed healthcare professional in support of a request for a meal modification. The nature of the disability and the age of the child shall be considered when developing appropriate meal modifications.
2. All disability considerations must be viewed on a case-by-case basis.
3. The medical statement does not need to provide a specific diagnosis by name or use the term “disabled” or “disability.” The medical statement must include:
 - The food or foods to be omitted from the child’s diet; and
 - The food or choice of foods to be substituted.

4. If food service personnel do not receive a medical statement from a recognized medical authority, the student will receive a meal containing the required meal components found within the approved meal pattern. Medical statements completed by parents or guardians will not be accepted. The following occupations are authorized to write medical prescriptions in Utah:
 - Physician (M.D.)
 - Physician Assistant (P.A.)
 - Osteopathic Physician (D.O.)
 - Advance Practice Registered Nurse (A.P.R.N.)
 - Naturopathic Physician (N.D. or N.M.D.)
5. Students with an approved Special Dietary Needs Request form will be marked in Aspire (SIS).
6. Special Dietary Needs Request form must be maintained for three years, plus the current year.
7. Meals served outside of the planned menu date due to a special diet request must be documented on production records.
8. Special diet information including the Special Dietary Needs Request form can be found on the district web site under food service department for parents who need to change their student's meals due to allergies or other special diet accommodations.

Civil Rights Complaints

1. Complaints alleging discrimination in the food service department shall be accepted by the Food Service Director.
2. Complaints must be submitted in writing. If this is not possible, all required information must be recorded by the Food Service Director on a Civil Rights Complaint Form.
3. Any time a civil rights complaint is filed, the Utah State Board of Education must be notified.

Revenues and Expenses

The Food Service Director along with the District Business Administrator will evaluate annually food costs, meal prices, employee hours and production costs. If year-end expenses are in excess of revenues, a general fund transfer will be performed by the external auditor during the yearly District financial audit.

Revenue and expenses from nonprogram foods shall be reported separately. Meal costing and the USDA Nonprogram Revenue Calculator shall be performed annually to ensure minimum revenue required from the sale of nonprogram foods is being met. If the minimum revenue is not met, funds from a general food service fund transfer will be allocated to the nonprogram food account.

Technology Repairs

1. The quickest way to receive help with technology repairs is to submit a Technology Repair Request to the technology director at: mallen@tintic.org. Be sure to provide as much detail as possible.
2. Employees may also submit a hard copy. Forms for technology repairs may be downloaded from the District website and is attached below.
3. All emails and/or forms must be copied and submitted to the building administrator.



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Technology Repair Request

Name _____ Date _____

School _____ Computer Make/Model _____

Operating System Windows _____ Mac _____ Other _____

Type of Problem (please circle) Hardware Software Internet Network

Printer Other _____

Describe the problem: _____

Steps you've taken to solve the problem: _____

Office Use

Date Received _____ Action Taken _____

Date Problem Solved _____ Alternative Solution _____

Maintenance Repairs

1. The quickest way to receive help with maintenance repairs is to email a Maintenance Repair Request to the maintenance director at: **bunderwood@tintic.org**. Be sure to provide as much detail as possible.
2. Employees may also submit a hard copy. Forms for maintenance repairs may be downloaded from the District website and is attached below.
3. All emails and/or forms must be copied and submitted to the building administrator.



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Maintenance Repair Request

Name _____ Date _____

School _____ Admin. Signature _____

Describe the problem: _____

Steps you've taken to solve the problem: _____

Office Use

Date Received _____ Action Taken _____

Date Problem Solved _____ Alternative Solution _____

Facilities Use Request

1. Employees and Coaches who would like to use the District building or school parking lots must fill out and submit a Facilities Use Request Permit form.
2. Forms must be submitted at least **ten (10)** school days in advance of the date the facility is requested.
3. Receipt of approval is required before date of facility use.
4. Internal and External Facilities Use Request forms are available on the website and are attached to this policy.



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Facilities Request Form

Date Submitted: _____

Form must be submitted 10 (ten) calendar days before date/dates of use

Contact Name: _____ School: _____

District Employee in Charge: _____

Employee in charge will be responsible for clean-up after activity

Club/Organization: _____

Phone: _____ Email: _____

Type of Activity: _____

Purpose for Rental: _____

Room set up description (ex. number of tables, chairs, classroom setting, etc.): _____

Date(s) Requested: _____

Start Time(s): _____ End Time(s): _____

Preferred Location – 1st Choice: _____ 2nd Choice: _____

Number of People Expected: _____

Sound and Lights: _____ Microphone/Stand _____ Other _____

Will you be charging an admission fee? _____ If so, how much? _____

Will you be earning income/selling items? _____

If so, what products? _____

Signature of District Employee in Charge

Date

Signature of Principal

Date

Signature of Superintendent

Date



FACILITIES USER REQUEST FORM AND PERMIT

This user request form is required for use of a Tintic School District Facility. This is not a confirmation of your request. Once received by Tintic School District, we will reply as soon as possible. If your request is approved for use as a Civic Center below, it will constitute a permit for use of this property pursuant to UCA § 53A-3-413 and 414. The Tintic School District is thereby not liable for any claims, injuries, or lawsuit arising from use of school property under UCA § 63G-7-301(5).

Contact Name: _____

Organization: _____

Address: _____

Phone: _____ Email: _____

Type of Activity: _____

Purpose for Rental: _____

Date(s) Requested: _____

Start Time(s): _____ End Time(s): _____

Preferred Location – 1st Choice: _____ 2nd Choice: _____

How Many People are Expected: _____

Sound and Lights: _____ Microphone/Stand _____ Other _____

Will you be charging an admission fee? _____ If so, how much? _____

Will you be earning income/selling items? _____

If so, what products? _____

By signing the agreement, I agree to the following:

1. I will only use the facility for the stated purpose requested.
2. Facility may not be utilized for personal use.
3. Any damage to facility or costs incurred will be deducted from the deposit.
4. I will pay the rental in full prior to using.
5. I agree to provide proof of liability insurance of no less than \$500,000. The Board shall be named as an additional insured.
6. Damage or excessive cleanup as a result of use will be billed to the organization/individual renting the facilities.

I agree to hold Tintic School District harmless in the event of injury or accident to any party affiliated with the rental activity and/or facility.

If the renter does not have insurance, the renter assumes all liability and must have board approval before use of facility.

Further charges may be incurred for lighting, sound, etc.

Print Name: _____ Signature: _____

Rental Category

Schedule 1 _____ Schedule 2 _____ Schedule 3 _____ Schedule 4 _____

No Charge _____ (charity event, voting precinct, civic activity, alumni)

Deposit _____ Total Rental Charge _____

For Profit Organization? Y ☐ N ☐ If yes, a certificate of insurance must be provided.

Non Profit? Y ☐ N ☐ If yes, a 501(c)(3) form and/or Internal Revenue Services (IRS) Determination Certification Document must be provided.

*All payments are due 5 days prior to the event

INDEMNIFICATION: User warrants to the district that it will provide all the supervision necessary for the safe use of facilities. User understands and agrees it takes full responsibility to provide medical and emergency care to all those involved in the event, including, participating and spectators. User warrants to the district that all medical and emergency care will be appropriate and sufficient. User agrees to indemnify, hold harmless and defend the district, and all its boards, officials, officers, employees, agents, and volunteers from any and all lawsuits, claims, damages, liabilities, costs, and expenses, including attorney fees arising out of, or in any way, connected with this Use of District Facilities Agreement, except such that result from the sole negligence of indemnities. User agrees to adhere to all federal, state, and district rules and regulations.

INSURANCE: User warrants that it maintains all legally required insurance. For the purposes of this agreement, user shall also have Comprehensive General Liability Insurance covering this event in the amount of \$1,000,000 per occurrence/\$2,000,000 aggregate and have the district named as an additional insured. **Five working days prior to the event, the user will give the district a Certificate of Insurance which will include the above stated amount and showing that Tintic School District has been added as an insured.**

Adopted by Tintic School Board : 10/12/2015

User received a copy of the Community Use of School Facilities Guidelines ____ (initials)

This user agreement is entered into this ____ day of _____, 20__ . User agrees on behalf of him/herself and their group that they will use the facilities, equipment and/or furnishings as described above. User has received and agrees to follow the Community Use of School Facilities Guidelines.

Your request has been approved for use of school property at

____ (location)

____ (date and time)

BELOW FOR OFFICE USE ONLY

PERMIT

Your request has been Approved ____ Declined ____

You are hereby granted this PERMIT to use Tintic School District property as described above. Use at your own risk. The school is immune from liability for your use pursuant to UCA § 53A-3-413 and 414 and § 63G-7-301(5). You are advised to obtain insurance for your own liability.

Renter Signature

Date

Building Administrator

Date

District Superintendent

Date

Board President

(required only if approved with no insurance)

Date

USE OF BUILDINGS AND GROUNDS

Purpose

Utah State Code 53A-3-413 designates school buildings as “civic centers,” established and maintained as a limited public forum to district residents for supervised recreational activities and meetings. This policy establishes guidelines delineating allowable uses of school property, when such use does not conflict with the program of regular school activities.

Definition

Non-profit: any person or organization that does not sponsor or manage an activity for profit.

School Employee: any person whose salary is paid through district payroll and is entrusted with keys to enter the facility where they are assigned.

Guidelines

1. To secure the use of buildings and grounds, all groups or individuals must make application, in advance, through the building administrator of the school involved.
2. Use of buildings and grounds requires adult supervision (21 or older) by a school employee, unless a qualified renter of the building has agreed to accept supervisory duties and the responsibility for the upkeep and security of the building.
3. Application for the use of facilities implies the acceptance of the rules and regulations of the Board of Education governing their use. The building administrator has the responsibility to see that these rules and regulations are adhered to by the community groups using these facilities.
4. School property may be used by school employees for purposes outside the school curriculum or school responsibilities of the school employee only with the express permission of the school administrator, and may not be used for the profit of the individual or any party. If use of the property is for a for-profit activity, school employees are subject to following the same procedures as other patrons.
5. Students or student groups must obtain permission from the building administrator to use any buildings and grounds. These groups must have an approved chaperone with them.
6. When a building is rented for activities, other than school functions, additional fees may be charged. The payment of school district employees necessary to supervise buildings and equipment shall be the responsibility of the renter, paid to the school.
7. Non-school events will not be scheduled until assurances and financial guarantees have been made to minimize damage or loss potential.
8. Any group or individual who fails to comply with standards for appropriate care and concern for district property may be denied future use or required to provide property damage insurance or a deposit to cover cleaning and repairs.

Criteria for High School Gymnasium and Auditorium Use

1. Generally, high school gymnasiums and auditoriums should be used first for high school events, second for other school events, and third for community uses. When possible, the high school should schedule in advance so other groups will have a reasonable opportunity to schedule.
2. High school gymnasiums and auditoriums should be used primarily for large events where their unique features can be used to an advantage. Events that do not need a large audience capacity, or which have a high potential for wear and tear on the main floor, would be better scheduled in other venues. Community recreation activities would fit this criteria and usually should be encouraged to use auxiliary gyms.
3. Small group activities should not generally be scheduled in the main event portion of the gymnasiums.

Insurance

The Tintic School District requires a certificate of insurance from the organization (using group) requesting the use of District facilities showing that the organization has obtained \$500,000 of public liability and property damage insurance. This policy must name the Board as an additional insured and must cover any and all use of school property by or under the sponsorship or control of the user organization. Responsibility for obtaining such insurance coverage rests solely with the organization requesting the use of the District facilities. Responsibility for reporting to

Adopted by Tintic School Board : 10/12/2015

the principal of the facility involved any losses or damages rests solely with the organization using the District facilities.

Exception to Insurance

The Tintic School District use policy works well in most circumstances. However, when it comes to non-profit civic center type of activities as determined by the building administrator, it is unreasonable to require the user to obtain a \$500,000 liability and property damage insurance policy. Therefore, when building (facility) use is requested for these types of activities, the following guidelines will apply:

1. The user will be required to complete a Tintic School District Use of School Facilities Application Form and must comply with all provisions contained in this form, except that the user will not be required to provide proof of liability and property damage insurance coverage.
2. The user will not hold or receive funds on state and district resourced property.

Schedules 1 & 2 are Reserved for One Day to Three Day Events

1. Schedule 1: Sponsored by for profit organizations, groups intending to realize a profit at the conclusion of the event or activity. \$200.00 deposit required before the event or activity. A full refund will be returned minus custodial costs incurred.
2. Schedule 2: Non-profit community sponsored meetings, activities, and events, for public improvement, no intentions to realize a profit. \$100.00 deposit required before the event or activity. A full refund will be returned minus custodial costs incurred.

Facility	Schedule 1 Rate Per Hour	Schedule 2 Rate Per Hour
Classroom	\$50.00	\$15.00
Dining Area/Multi-Purpose	\$100.00	\$25.00
Auditorium	\$100.00	\$40.00
Library/Media	\$70.00	\$20.00
Gymnasium	\$200.00	\$75.00
School Field Areas	\$200.00	N/A

Schedules 3 & 4 are Reserved for Multiple Practices, Rehearsals, Activities

1. Schedule 3: Sponsored by community for profit organizations, groups, teams, and activities that realize a profit but also directly benefit and offer opportunity to Tintic School District students. These groups are seeking to use Tintic School District facilities for multiple days, practice, rehearsals, etc. This time frame is not to exceed 4 months. Use is dependent upon availability of facilities.
 - a. Initial deposit of \$400.00 per group or team. Upon completion of the contract \$100.00 will be returned minus real custodial costs incurred
2. Schedule 4: Sponsored by community non-profit organizations, groups, teams, and activities that do not realize a profit and directly benefit and offer opportunity to Tintic School District students. These groups are seeking to use Tintic School District facilities for multiple days, practice, rehearsals, etc. This time frame is not to exceed 4 months. Use is dependent upon availability of facilities directed by the building principal.
 - a. Initial deposit of \$200.00 per group or team. Upon completion of the contract \$100.00 will be returned minus real custodial costs incurred.

Waiver of User Fees

Exceptions for charged fees may be extended to non-profit activities based on the program being offered. Each waiver must be requested of the board and can only be approved by specific action by the Board of Education.

Accounting

1. Building rental money will be receipted or remitted to the Tintic School District Office.
2. Rental reports, plus money received from the building rental, will be submitted to the district office prior to the rental date.

Making a Special Request of the Board

1. Employees should feel that they are welcome in making a special request of the Board.
2. The employees making the request, whether for resources or Board permission, should first contact their building administrator and discuss the need for the request. Administrators should approve all requests that impact their building.
3. Employees need to submit the Special Board Request form, available for download from the District website and attached below.
4. The employee or the administrator should then contact the Superintendent and ask to be placed on the Board Meeting Agenda no later than **two (2)** weeks prior to the scheduled Board Meeting. The schedule for board meetings may be found on the District website.



545 East Main Street • P.O. Box 210 • Eureka, UT 84628 • (435) 433-6363 fax (435) 433-6643

Special Board Request

Date of Board Meeting _____

School or Group _____

Representative _____

Projected Cost _____

Funding Source _____

Admin. Signature _____

Project or Request Description _____

Please attach this form to any supporting documents that will be used in making the request.

State Tournament Subsidy

1. The district will pay the motel costs for Tintic School District players based on an occupancy rate of four team members per room. Team managers will not be considered as team members in determining reimbursement costs.
2. The district will reimburse up to three additional rooms to be used only for the coach, assistant coach, and a bus driver. If one of the coaches is also serving as the bus driver, then only two (2) rooms will be reimbursed.
3. The school will make all arrangements for lodging and per diem. The school will pay for the initial cost and then submit a reimbursement to the district.
4. The school will receive ten (10) dollars per team member for a single day event and fifteen (15) for an overnight event to help with food expenses.
5. The coach, assistant coach, and bus driver will be allowed to submit the regular per diem rate (See page 7).
6. Reimbursements will only be made for actual days that the team is playing in a tournament. The only exception to this will be when a team must play in either the first or last game of a day. Principals must consult immediately with either the superintendent or business administrator should such an occasion arise.
7. Any other costs associated with attendance at a state tournament will be the responsibility of the school to cover from their activity subsidies or donations.
8. All reimbursements must be submitted to the District Office within 30 days of expenditure.

Written Communication Procedures

Teacher/School Sending Notes Home

1. All notes home must be preapproved by the building administrator and have two methods of communication (note in a backpack, phone, text, email, etc....) to ensure the note reaches the parent.
2. Make communication a common and consistent practice.

Teacher/Administrative Email

1. Instead of a hard-copy note to parents, teacher email is often a preferred way to communicate with parents. At the start of the school year, each school building main office will collect email addresses from all available parents (SIS Communication email).
2. Teachers and administrators will issue out short, concise emails biweekly with pertinent items parents need to know. (Schedule changes, Activities, Travel, etc....) All communication must be preapproved by the building administrator.
3. All parents will receive an email notification of any issued notes home requiring permission slips to be signed, and returned. If a school has more info on a listed web page, include the required links.
4. **Regarding Behavior Issues** – All behavior issues should be handled in a direct contact, face to face or phone conversations with parents. Email should only be utilized in time-sensitive cases and when multiple efforts have been made.

Communication Tips:

- Do not email when a call should be made.
- If email communication is used, remain professional in both the salutation and the text.
- Do not put anything in writing that you do not want to be posted on the internet forever.

Retention Criteria

Any student who is in danger of failing a subject or grade level may be retained or required to take the class over if the following criteria have been met:

- A. If the student is having difficulty, the teacher must notify the administrator. The teacher and the administrator will discuss alternative instructional strategies. At the same time, a letter must notify the parent's regarding the student's academic problems.
- B. If, after five (5) school days, the instructional strategies/modifications are not working and the student is still not successfully completing the work and is in danger of failing, the parent, student, teacher and building administrator will meet to discuss the problem. At that time, a contract will be developed through mutual agreement between all parties.
- C. The contract must state specific teacher responsibilities, student responsibilities, and parent responsibilities. A meeting will be scheduled for five (5) to ten (10) school days with all parties (listed in #B above) to evaluate the success of the contract. The contract should also list specific tools for evaluation of the contract: e.g. Tests, specific student products (work), and any other items mutually agreed upon.
- D. If it is still apparent that the student will not successfully complete the required grade-level/subject work, then the building administrator, teacher and parent will meet with the Superintendent. Following this meeting, the Superintendent will make a decision regarding possible retention.
- E. Parents will be notified by mail of the decision. Any student being considered for retention at the elementary level must complete this process prior to May 12.

**Tintic School District
Student Retention Form**

Date: _____
Student Name: _____ Grade: _____
Guardian's Name: _____ Phone: _____
Address: _____
School: _____
Student referred by: _____ Parents _____ School

Meeting Agenda

As a team, we discussed the following items:

- | | |
|--|------------------------------------|
| _____ Student performance on “ End of Level Test ” scores | _____ Ages of Siblings |
| _____ Student age and size related to peers. | _____ Attendance Report |
| _____ Written Rationale for retention | _____ Learning Disabilities |
| _____ Norm referenced test performance (i.e. ITBS). | _____ Emotional Problems? |
| _____ Possible social impact of the decision. | _____ Other Factors? |
| _____ Parents’ perception of their child’s feelings about this matter. | |
| _____ The parent(s) are aware that retention is most effective at the end of kindergarten or when entering a new school to avoid social embarrassment for the child. | |
| _____ Research links retention with school drop-out statistics (30%/Year) | |
| _____ When retention is considered, it is a measure of last resort . This action would follow a history of failed interventions and is generally limited to students in grades kindergarten through 2 nd grade. <u>Remediation is more effective than retention.</u> | |

The committee recommends that this student be:

- A. Retained
 - B. No change in this student’s present grade level.
 - C. If a statement is necessary, please explain.
-
-

In the event where consensus has not been reached (please circle applicable number):

- 1. The district refuses to retain a student against the parents’ wishes.
- 2. If the district complies with a parental request against the advice of the principal and district director, all social, emotional, and academic implications associated with this decision rest entirely with the parents. Furthermore, the Tintic School District will not assume responsibility for future consequences of this decision.

Parent/Guardian

School Principal

Parent/Guardian

Director of Elementary Education

Other

Other

Copy to be stored in student’s permanent cumulative folder.