



# **EMPLOYEE PROCEDURES MANUAL**

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

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## **Employee Leave & Substitutes**

1. 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. Employee Leave Request forms are available for download from the District website (Staff, District Forms, *Leave Request*).
2. All leave sheets are to be filled out and submitted by the employee to the school secretary 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).
3. The use of substitutes is limited to classroom teachers, preschool teachers and cooks.
4. All use of substitutes is not permitted unless extending circumstances arrive. Substitute use is to be recorded in the appropriate space on the Employee Leave Request form by the school secretary.
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 and approved 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 the back of this policy.

## **Part-Time Employees without Leave**

1. 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. Employee Leave Request forms are available for download from the District website (*Leave Request*).
2. 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.

\*days based on scheduled daily hours



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

Employee: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signed)

☐ Approved ☐ Disapproved

\_\_\_\_\_  
(Signature of Supervisor) Date: \_\_\_\_\_

## School Use

Substitute Required ( yes / no ) \_\_\_\_\_

Substitute Hired \_\_\_\_\_

Date(s) Worked \_\_\_\_\_ Hour(s) Worked \_\_\_\_\_

## **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).

### **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.

## **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.

## District Vehicles

1. Employees who require the use of a district vehicle must fill out a Transportation Request form, available for download from the District website (*Transportation Request*).
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 five (5) 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.
8. If the return time is after 4:15 p.m. or on Friday-Sunday, please leave the keys and checklist form in the **unlocked** vehicle and close the garage door.
9. A Transportation Request form is attached to the back of this policy.



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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 for reimbursement must be submitted with receipt(s) and a signed Expense Voucher form to the District Office.
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 (*Expense Voucher*). **Forms must be signed by the employee and the appropriate administrator.**
3. 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.
4. Per diem rates will be paid according to the U.S. General Services Administration. You can find those rates by going to <http://www.gsa.gov/portal/category/21287>.
5. The 2022 payment for per diem is as follows:
  - \$29.50 for a half day
  - \$59.00 for a full day

\*If lunch is provided at the conference or meeting no per diem will be provided
6. An Expense Voucher form is attached to the back of this policy.



## 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 appropriate administrator.**
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 the back of this policy.

## 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 1<sup>st</sup>.
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 the back of this policy.



## 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*).
2. Payments for special services will only be made as part of the monthly payroll process.
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 building administrator.
5. Payments will be made on the 15<sup>th</sup> of each month. Only time and hours for the month prior will be paid on that payroll. Requests must be submitted by the 5<sup>th</sup> of each month. Payments received after the 5<sup>th</sup> of the month will be processed with the following month's payroll.
6. Please see sample of a completed Payroll/Stipend Payment form and documentation below.
7. A Payroll/Stipend Payment form is attached to the back of this policy.

[illegible]

Date	Student Name	Hours
5/1	Bridley Robinson	1.5
5/1	Curly 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
5/4	Kevin White	1
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	Curly Martinez	0.5
5/15	Kacey Garcia	1
5/15	Kevin White	1
5/16	James Smith	0.5
5/17	Bridley Robinson	1
5/17	Mary Williams	1
5/18	Megan Thompson	1.5
TOTAL		22



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## Payroll/Stipend Payment

School \_\_\_\_\_ Admin. Approval \_\_\_\_\_

Funding Source \_\_\_\_\_ Employee Signature \_\_\_\_\_

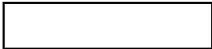
Event Description \_\_\_\_\_

Date of Attendance	Employee Name	Hours	Hourly Rate

**\*Attach documentation for multiple days and/or students.**

## **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.
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 (*Purchase Request*). 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 1<sup>st</sup>.
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.
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 is attached to the back of this policy.



# Purchase Request

Vendor Information	Person Requesting Purchase
Name _____	Employee Name _____
Address _____	Purchase Order Bill to Address _____
City _____ State _____ Zip _____	_____
Phone _____	Funding Source _____

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

Employee Signature \_\_\_\_\_

Building Admin. Approval \_\_\_\_\_

[illegible]





525 East Main Street  
P.O. Box 230  
Eureka, UT 84628  
(435) 433-6939 fax (435) 433-6845

**Purchase Order No.**  
\*If needed

## Purchase Request

### **Vendor Information**

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Phone** \_\_\_\_\_

**Person Requesting Purchase**

Employee Name _____
Purchase Order Bill to Address _____
Funding Source _____

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

Employee Signature: \_\_\_\_\_

Building Admin. Approval \_\_\_\_\_

[illegible]

**HC 61 Box 440  
Trout Creek, UT 84083  
(435) 693-3193 fax (435) 693-3193**

## Purchase Request

West Desert Elementary Approval \_\_\_\_\_17





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### **Trustlands Purchase Request**

Date: \_\_\_\_\_ Employee Name: \_\_\_\_\_ School: \_\_\_\_\_

#### **Vendor Information**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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	

## Time Cards

1. Classified employees are to meet with their building principal 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, bus driving hours, etc. 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 kept in the rack adjacent to the time clock at all times.
6. 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.
7. All time cards must be received in the District Office for the prior month no later than the 5<sup>th</sup> of the month. If not received, employee could possibly not be paid for time cards not received until the next payroll.

## Motel Reservations

1. Requests for motel reservations to be made by the building Secretary or District Office 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 secretary or District Office personnel 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 (*Sack Lunch Request*).
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.
9. A Sack Lunch Request form is attached to the back of this policy.



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## Sack Lunch Request

**Requests must be made no less than two (2) weeks in advance of the event.**

Requested by \_\_\_\_\_

Admin. Approval \_\_\_\_\_

Date Submitted \_\_\_\_\_

Date Needed \_\_\_\_\_

Time Needed \_\_\_\_\_

Number of Lunches \_\_\_\_\_

### Special Instructions

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**Please note: You must attach documentation of a list containing the names of all students who will be receiving a sack lunch for this event.**



## **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**

1. All payments for school meals must be received by the building secretary of the school which the student 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 in the lunch line has not made adequate payment for meals, the following procedures will apply.
2. When a student meal account reaches a remaining fund balance of \$5.00 the School Secretary will issue a Parent Link notification to parents/guardians notifying them of account status.

### **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](mailto: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 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](mailto: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 (*Technology Repair Request*).
3. All emails and/or forms must be copied and submitted to the building administrator.
4. A Technology Repair Request form is attached to the back of this policy.



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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: \_\_\_\_\_

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Steps you've taken to solve the problem: \_\_\_\_\_

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### **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 (*Maintenance Repair*).
3. All emails and/or forms must be copied and submitted to the building administrator.
4. A Maintenance Repair form is attached to the back of this policy.



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## Maintenance Repair Request

Name \_\_\_\_\_ Date \_\_\_\_\_

School \_\_\_\_\_ Admin. Signature \_\_\_\_\_

Describe the problem: \_\_\_\_\_

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Steps you've taken to solve the problem: \_\_\_\_\_

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### Office Use

Date Received \_\_\_\_\_ Action Taken \_\_\_\_\_

Date Problem Solved \_\_\_\_\_ Alternative Solution \_\_\_\_\_

## **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 (*Special Board Request*).
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.
5. A Special Board Request form is attached to the back of this policy.





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 \_\_\_\_\_

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**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 our 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.

## **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 for a lane change must be earned and submitted to the District Office no later than July 1.

## **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**

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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 “ <b>End of Level Test</b> ” scores   | _____ <b>Ages of Siblings</b>      |
| _____ Student <b>age and size</b> related to peers.  | _____ <b>Attendance Report</b>     |
| _____ Written <b>Rationale</b> for retention   | _____ <b>Learning Disabilities</b> |
| _____ <b>Norm referenced test performance</b> (i.e. ITBS).   | _____ <b>Emotional Problems?</b>   |
| _____ Possible <b>social impact</b> 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 <b>social embarrassment</b> for the child.  |                                    |
| _____ <b>Research links retention with school drop-out statistics (30%/Year)</b>   |                                    |
| _____ When retention is considered, it is a measure of <b>last resort</b> . This action would follow a history of failed interventions and is generally limited to students in grades kindergarten through 2 <sup>nd</sup> 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.
- 
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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.