**ARIZONA SCHOOL BOARDS ASSOCIATION**

**EMPLOYEE HANDBOOK FOR**

**Joseph City Unified School District No. 2**

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**Section 1: Introduction to the District**

A. District Vision and Mission Statements

- *Inspire a Passion for Learning by Making Education Relevant and Fun*

- *Challenge and Empower All Students to be Independent Thinkers, Life-long Learners, and Responsible Citizens*

B. District Administration

Bryan Fields, Superintendent

Eric Miller, JH/HS Principal

Darrel Mosier, Elementary Principal

Dan Bushman, Guidance Counselor and Testing Coordinator

C. Yearly Calendar (from each district)

https://www.jcusd.org/events/#container

**Section 2: Governing Board**

A. Governing Board Members: Eldon Larsen, Dayton Flake, Catherina Hansen, Karsten Flake, Lexi Nelson.

B. Governing Board Policy Manual:

https://policy.azsba.org/asba/browse/josephcity/welcome/root

**Section 3: Aspects of Employment**

A. Personnel Policies: Personnel policies adopted by the Governing Board are to serve as the framework for the efficient and successful functioning of the District. Policies are framed and intended to be interpreted within the context of applicable laws and rules that govern public schools. Changes in the laws and agency rules, as well as in the needs, conditions, purposes, and objectives of the District may result in revisions, deletions, and additions to the Manual. Therefore, to the extent permitted or required by law, District personnel policies may be modified, amended, or repealed at any time as the Board determines to be in the best interest of the District.

Employees do not have a vested right to continuing employment or benefits associated with District employment except as may be required by law and provided in the respective employee's written contract or employment agreement.

Reference: Governing Board Policy GB@

B. Assignment and Transfers:

1. *Support Staff* - All support staff assignments shall be based on the needs of the District, on the individual's qualifications, and on their expressed desires. When it is not possible to meet all three (3) conditions, an employee shall be assigned first in accordance with the needs of the District, second where the Superintendent determines the employee is most qualified to serve, and third as to the expressed preference of the employee.

Support Staff Transfers: The transfer of support staff members will be based on the needs of the District. However, staff members may apply for transfer whether or not a current vacancy in the District exists.

The resolution of any conflicts over the need for a transfer shall be based on what is best for the District's instructional program, the needs of the students, and the overall needs of the District as defined by the Superintendent.

The above applies to transfers within the same job classification and pay grade. The assignment of an employee to a position of greater or lesser pay requires the recommendation of the Superintendent followed by Board approval.

Reference: Governing Board Policy GDJ@

2. *Professional Staff* - The Superintendent has the responsibility of assignment and transfer of all professional staff in the District. The procedure for assignment and transfer of professional staff members will be based on the needs of the District's instructional program. No right to an assignment in a specific department, position, school, grade, or teaching assignment shall be inferred from the professional staff member's contract.

   Professional staff members may apply for transfer whether or not a vacancy exists. However, transfers will not be approved by the Superintendent during the school year unless the needs of the District dictate such approval.

   In the case of vacancies in new or existing positions, first consideration will be given to qualified applicants among current employees.

   The transfer of teachers from one school to another school within the District shall take into consideration the needs of the pupils in the District and the current distribution of teachers across all of the four (4) performance classifications as adopted by the State Board of Education and noted in Arizona Revised Statute 15-537~~.~~

   A teacher who has been employed by the District for the major portion of three (3) or more consecutive school years and who is currently designated in the lowest performance classification, as adopted by the State Board of Education and noted in Arizona Revised 15-537, for two (2) consecutive school years shall not be transferred as a teacher to another school in the District unless the District has issued a preliminary notice of inadequacy of classroom performance and approved a performance improvement plan for the teacher and the Governing Board has approved the new placement as in the best interests of the pupils in the school. Following a transfer under this provision, a teacher who continues to be designated in one (1) of the two (2) lowest performance classifications shall not be permitted to transfer to another school.

   The resolution of any conflicts over the need for a transfer shall be based on what is best for the instructional program, the needs of the students, and the overall needs of the District as defined by the Superintendent.

   Reference: Governing Board Policy GCK@

C. Assistance Programs

1. Employee Assistance - Employees may be required by the Superintendent, for purposes of employment or retention, to submit to such tests or examinations as a licensed physician deems appropriate.

When, in the opinion of the immediate supervisor and/or the Superintendent, the employee's physical or emotional condition warrants, the District may require a complete examination, at District expense, by a licensed physician selected by the District.

For employee safety, the District maintains compliance with the requirements of the Occupational Safety and Health Administration (OSHA), including an exposure-control plan, methods of compliance, work-practice controls, post-exposure evaluation and follow-up, and administering vaccine to employees exposed to Hepatitis B virus.

All employees who, as a result of their employment, have had significant exposure to bloodborne pathogens (Hepatitis B/Human Immunodeficiency Virus) are required to report the details of the exposure in writing to the District and are required to follow post-exposure evaluation and follow-up activities in accordance with Arizona and federal laws. An employee who chooses not to complete these reporting requirements will be at risk of losing any claim to rights.

Reference: Governing Board Policy GBGC@
Administrative Exhibit GBGC-E@

2. Workers Compensation - All District employees are covered by workers' compensation insurance for any accident while on assignment, including an accident on school property or while on official business off school property. Employees must report any such work-related accident to their supervisor immediately.

   Reference: Governing Board Policy GBGD@
   Administrative Regulation GBGD-R@

3. Wellness Programs - It is a condition of employment that, unless exempted, all employees, including substitutes, shall present proof of immunity to rubella (measles) prior to reporting for work. Similarly, unless exempted, all employees, including substitutes, shall present proof of immunity to rubella (German measles) prior to reporting for work.

   Exempted employees include those with medical contraindications for receiving vaccines and those who refuse immunization for religious reasons. Nonimmune employees, including those who utilize the exemption, shall, in the event of an outbreak of either disease, be put on leave without pay, or they may use accumulated sick leave during the period they are excluded from work due to the outbreak. If a staff member does not have any earned sick leave, a salary deduction of one day will be made for each day of authorized leave used.

   Reference: Governing Board Policy GBGCA@
   Administrative Regulation GBGCA-R@

D. Conflict of Interest – The District has policy language that addresses conflicts of interest regarding the employment of relatives, business relations, vendor relations and competitive purchasing. Policy establishes that:

1. No person employed by the District may be directly supervised by a close relative.

2. An employee who has, or whose relative has, a substantial interest in any decision of the District shall make known of this interest and shall refrain from any related aspect of the decision.

3. Employees are restricted from accepting gifts from any person, group, or entity doing, or desiring to do, business with the District other than widely distributed, advertising items of nominal value.

4. The District complies with strict competitive purchasing rules. All employees are required to adhere to these rules.

   Reference: Governing Board Policy GBEAA@
   Administrative Exhibit GBEAA-E@

E. Drug-Free Workplace - As a condition of employment, each employee shall abide by the terms of District policy respecting a drug-free workplace. The Workplace includes any District building or any District premises and any District-owned vehicle or any other District-approved vehicle used to transport staff members or students to and from school or school activities or on District/school business. The workplace includes any District/school-sponsored or District/school-approved activity, event, or function where students and/or staff members are under the jurisdiction of the District. In addition, the *workplace* shall include all property owned, leased, or used by the District for any educational or District business purpose.

   Reference: Governing Board Policy GBEC@
   Administrative Exhibits GBEC-EA@, GBEC-EB@

F. Nondiscrimination/Equal Opportunity - The Board is committed to a policy of nondiscrimination in relation to race, color, religion, sex, age, national origin, and disability regarding all aspects of the work environment. Any employee who believes they have been the recipient of any form of discrimination has the responsibility to report the situation to their immediate supervisor or any District administrator.

   Reference: Governing Board Policies AC and GBA@
   Administrative Regulation AC-R@
   Administrative Exhibit AC-E@

G. Resignation/Retirement

1. *Support Staff* - A member of the District's support staff who voluntarily terminates their service with the District is expected to give advance notice of not less than ten (10) working days. This notice should be submitted in writing to the person's supervisor. The notice should specify both the last day of work and the reason for terminating. For staff members who earn vacation credit, authorized unused vacation credit will be paid to employees with the last paycheck.

Reference: Governing Board Policy GDQB@

2. *Professional Staff* - All resignations or requests to be released from contract shall be presented in writing to the Board for approval. A release from an uncompleted teacher contract may be granted contingent upon the availability of a well-qualified, certificated teacher as a replacement.

   A teacher who resigns contrary to this policy shall be deemed to have committed an unprofessional act and shall be subject to the penalty as provided under Arizona statutes and State Board of Education regulations.

   Reference: Governing Board Policy GCQC@

3. Retirement of Professional and Support Staff –

   Reference: Governing Board Policy GCQE@

H. Nondiscrimination & Equal Opportunity/Harassment

1. Nondiscrimination & Equal Opportunity: The Governing Board is committed to a policy of nondiscrimination and providing equal opportunity to all staff members in relation to race, color, religion, sex, age, national origin, and disability. Employees are expected to conduct themselves in a manner that does not represent any form of discrimination or that compromises equal opportunity toward other staff members, students, the public, educational programs and services, and individuals with whom the Board does business.

   Reference: Governing Board Policy AC@

2. Sexual Harassment - All staff members employed by the District including, but not necessarily limited to, the administration, professional staff, and support staff, part or full time, are expected to conduct themselves at all times so as to provide an atmosphere free from any form of sexual harassment. The Equal Employment Opportunity Commission defines "sexual harassment" as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

   - Submission to such conduct is either explicitly or implicitly made a term or condition of an individual's employment; or
   - Submission to or rejection of such conduct is used as a basis for employment decisions affecting such individual; or
   - Such conduct has the purpose or effect of substantially interfering with an individual's work performance, or creating an intimidating, hostile, or offensive work environment.

   Sexual harassment may include, but is not limited to:

   - Suggestive or obscene letters, notes, invitations, derogatory comments, slurs, jokes, epithets, assault, touching, impeding or blocking movement, leering, gestures, or display of sexually suggestive objects, pictures, or cartoons.
   - Continuing to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction between peers is not considered sexual harassment.)
   - Implying or withholding support for an appointment, promotion, or change of assignment; suggesting that a poor performance report will be prepared; suggesting that probation will be failed.
   - Coercive sexual behavior used to control, influence, or affect the career, salary, and/or work environment of another employee.
   - Offering or granting favors or employment benefits, such as promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassifications, et cetera, in exchange for sexual favors.

Anyone who is subject to sexual harassment, or who knows of the occurrence of such conduct, should inform the compliance officer, as provided in administrative regulation ACA-R.

A substantiated charge against a staff member in the District shall subject such staff member to disciplinary action.

All matters involving sexual harassment complaints will remain confidential to the extent possible.

Reference: Governing Board Policy ACA@
Administrative Regulation ACA-R@
Administrative Exhibit ACA-E@

I. Staff Ethics/Staff Conduct

1. Staff Ethics: All employees of the District are expected to maintain high standards in their school relationships. As members of the staff and as a staff in whole, the District's primary purpose is to provide educational opportunities to the students we serve. To that end, every employee assumes responsibility for providing ethical leadership in the school and community. This responsibility requires the employee to maintain standards of ethics that are exemplary. In addressing these responsibility employees are expected to recognize that their actions will be viewed and appraised by the community, associates, and students. Any form of behavior that is deemed as bullying, discrimination, harassment, or does not meet the District's standards of ethics will not be tolerated.

   Reference: Governing Board Policy GBEA

2. Staff Conduct: All employees of the District are expected to conduct themselves in a manner consistent with effective and orderly education and to protect students and District property. No employee shall, by action or inaction, interfere with or disrupt any District activity or encourage any such disruption. All employees shall at all times attempt to maintain order, abide by the policies, rules, and regulations of the District, and carry out all applicable orders issued by the Superintendent.

   Staff members are to report any suspected crime against a person or property that is a serious offense, involves a deadly weapon or dangerous instrument, or that could pose a threat of death or serious injury and any conduct that poses a threat of death or serious physical injury to employees, students, or others on school property. All such reports shall be documented and communicated to the Superintendent who shall be responsible for reporting to local law enforcement.

   Reference: Governing Board Policy GBEB@
   Administrative Regulation GBEB-R@
   Administrative Exhibit GBEB-E@

J. Use of Physical Force: Any administrator, teacher, or other school employee entrusted with the care and supervision of a minor may use reasonable and appropriate physical force upon the minor to the extent reasonably necessary and appropriate to maintain order. Similar physical force will be appropriate in self-defense, in the defense of students and school personnel, and to prevent or terminate the commission of theft or criminal damage to the property of the District or the property of persons lawfully on the premises of the District.

The threat or use of physical force is not justified as a response to verbal provocation alone, nor when the degree of physical force used is disproportionate to the circumstances or exceeds that necessary to avoid injury to oneself or to others or to preserve property at risk.

Reference: Governing Board Policy GBEB
Administrative Regulation GBEB-R

**Section 4: Employee Benefits**

A. Compensation

1. Support staff compensation is established by the Governing Board and is reflective of budget considerations and specific job responsibilities. Compensation levels are evaluated yearly as a part of budget planning for subsequent budget years. Compensation adjustments that may occur generally become effective at the beginning of the fiscal year. Periodic compensation for support staff is calculated on an hourly basis during a specific pay period.

   Reference: Governing Board Policies DKA@, GDBA@

2. Salaried staff in the District are subject to the terms of employment contracts. Salaries are differentiated in relationship to duties and responsibilities. Compensation levels are evaluated yearly as a part of budget planning for subsequent budget years. Compensation adjustments that may occur generally become effective at the beginning of the fiscal year. Periodic compensation for contracted staff is calculated subject to the terms of the employment contract.

   Reference: Governing Board Policies DKA@, GCBA@

B. Involuntary Deductions: Involuntary deductions reduce gross compensation through contributions for federal and state taxes, social security, and employee contributions to the Arizona State Retirement System.

Reference: Governing Board Policy DKB@

C. Voluntary Contributions: Voluntary contributions are determined by the employee based on the following Governing Board authorized programs (District specific options may adjust the following list):

1. Insurance premiums for staff members or dependents who are being covered under Board-approved Section 125 cafeteria programs.
2. Direct deposits of net payroll with financial institutions.
3. Tax-sheltered annuities for companies approved by the District.
4. Credit union deposits.
5. U.S. Savings Bonds.
6. Professional dues.
7. Contributions to qualified charitable organizations.
8. Contributions to a public school for the support of extracurricular activities or character education programs of the public school.

Reference: Governing Board Policy DKB@

D. Employee Benefits

1. Bereavement Leave: An employee may be granted, upon request to the, up to Three (3) days of leave per year, with pay, to be used in the event of death in the employee's family member as defined in Policy GCCA@.

Extensions of bereavement leave may be granted upon personal request to the Superintendent. If approved, all such extensions of bereavement leave shall be deducted from the employee's accrued sick leave.

In the absence of any accumulated sick leave, and upon request, the Superintendent may approve an unpaid leave of absence for each day of extended bereavement leave used.

Reference: Governing Board Policy GCCH@

2. FMLA: The District fully complies with the Family and Medical Leave Act (FMLA) and all interim and final regulations interpreting the FMLA issued by the U.S. Department of Labor. FMLA requires the District to provide up to twelve (12) weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons. Employees are eligible if they have worked for the District for at least one (1) year, and for a minimum of one thousand two hundred fifty (1,250) hours over the previous twelve (12) months. The FMLA permits employees to take leave on an intermittent basis or to work a reduced schedule under certain circumstances. (not for Districts that are exempt due to size)

Reference: Governing Board Policy GCCC@
Administrative Exhibits GCCC-EA@ through GCCC-EE@

3. Jury Duty: The Board recognizes that no employee is exempt from jury duty. Employees called for jury duty shall be granted leave for the duration of the obligation. An employee excused from jury duty after being summoned shall report for regular District duty as soon as possible. It is the responsibility of the Employee to reimburse the District for jury duty pay when such pay is made directly to the employee.

   Reference: Governing Board Policy GCCD

4. Leave Without Pay: A leave of absence, without pay, may be granted to a member of the certificated or support staff for not longer than one (1) year. Leave of absence may be requested for, but not limited to, the following purposes:

   a) For additional education that relates to the employee's primary assignment. A plan of contemplated course work must be presented to the Superintendent.

   b) To provide for an unpaid leave in a situation where the employee will be absent from work because of 1) a reason that conforms to a policy currently in effect but the maximum number of days provided for in that policy will be exceeded, or 2) failure to report to work without prior notification to the Superintendent.

   c) For a leave of absence that benefits or is in the best interest of the District, as determined by the Board upon review of the application.

   d) For leave under the Family and Medical Leave Act.

   A leave of absence requested pursuant to this policy may be approved by the Superintendent if the leave period does not exceed twelve (12) weeks; or recommended by the Superintendent and approved by the Governing Board if the leave period exceeds twelve (12) weeks.

   A request for leave of absence shall not be denied by the District if the employee is entitled to the leave under the Family and Medical Leave Act. All other applications for leave of absence may be granted or denied by the District, in its sole discretion.

   Each request for such a leave of absence shall be in a written application stating the purpose, starting date, and duration of the leave of absence, the reasons for its necessity or desirability, and any other information the applicant deems relevant to the request.

   The leave of absence shall be only for the purpose and duration approved and may not be extended without written approval by the District.

   All rights of continuing status (certificated teachers only), retirement, salary increments, and other benefits shall be restored at the level earned when the leave was granted. All accrued sick, vacation, personal, and other paid leave shall be applied to the leave period unless otherwise agreed to by the District or prohibited by the Family and Medical Leave Act.

Reference: Governing Board Policy GCCC@

5. Maternity Leave: Sick leave may be used for childbirth during the time the physician verifies that the employee is physically unable to perform her normal duties. If the employee does not wish to return to her duties following childbirth, an extended leave of absence must be requested, consistent with existing District policy.

   Reference: Governing Board Policies GCCA, GCCC@
   Administrative Exhibits GCCC-EC, GCCC-EE@

6. Military Leave: An employee who is a member of the Military Reserve or National Guard shall be entitled to a leave of absence without loss of pay, time, or efficiency rating when engaged in field training. An employee who is a member of the uniformed service may use any vacation leave or other accumulated paid time off during their service, or may take unpaid leave of absence.

   The District shall reemploy uniformed service members, as defined in 38 U.S.C. 4303, returning from a period of service, if the service member qualifies under conditions prescribed by law.

   Reference: Governing Board Policy GCCD@
   Administrative Exhibit GCCD-E@

7. Personal Leave: Each staff member is granted personal leave not to exceed two (2) days per year. No more than ten percent (10%) of the staff or other groupings of employees may take personal leave at any one time. Requests for personal leave must be received at least four (4) working days prior to the first day of leave, and must be approved by the employee's supervisor. Requests shall be considered in order of receipt. Approval may be limited due to such things as the number of requests made for a specific time period and the impact on District resources.

   Personal leave will not be granted on the day immediately preceding or following a holiday or vacation, or during the first two (2) or last two (2) weeks of the school year.

   Reference: Governing Board Policy GCCB (District to verify information above is aligned with information in Policy Manual)

8. Leave for Conferences/Visitations/Workshops: To attend a conference, schedule a visitation, or participate in a workshop an employee must obtain approval from their direct administrator at least twenty (20) days prior to the event (whenever such prior request is possible). Approval to attend will be based on value of the event, available funding, and District resources such as substitute teachers.

   Employee absences for attendance at, or participation in, professional association activities are not eligible for compensation under the employee's contract or work agreement. The District may authorize an employee to take other eligible unused accumulated compensated leave for a personal, professional, or other lawful purpose.

   Reference: Governing Board Policies DKC@, GCCE@, IJOA@
   Administrative Regulation IJOA-R@

9. Sick Leave: Sick leave for District personnel is a designated amount of compensated leave that is to be granted to a staff member. Earned paid sick time shall be provided to an employee by the District for:

   a) An employee's mental or physical illness, injury or health condition: an employee's need for medical diagnosis, care, or treatment of a mental or physical illness, injury or heath condition: an employee's need for preventive medical care:

   b) Care of a family member with a mental or physical illness, injury or health condition; care of a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition; care of a family member who needs preventive medical care:

   c) Reasons related to childcare, domestic violence, sexual violence, abuse or stalking, and legal services as described in A.R.S. 23-373.

   Family, for purposes of sick leave, is defined in Governing Board Policy GCCA@.

   Earned paid sick time shall be provided upon the request of an employee. Such request may be made orally, in writing, or electronically. When possible, the request shall include the expected duration of the absence.

   Each staff member shall be credited with a sick leave allowance at the rate (see policy) days per month up to ten (10) or twelve (12) days, determined by the number of months employed per year.

   When a staff member exhausts all days of accumulated sick leave, an unpaid leave of absence must be requested, pursuant to District policy.

Sick leave of any staff member who does not serve a full school year shall be prorated at the rate of one (1) day per month.

See Governing Board policy GCCA@ for further information.

Reference: Governing Board Policy GCCF@

10. Vacation

Professional staff: Twelve (12)-month administrators earn four (4) weeks of vacation, which shall be taken when school is not in session. Vacation may accumulate to a maximum of set days, at which time no more vacation can be earned. As accumulated vacation days are used and drop below 1 day, an eligible employee may again accumulate vacation up to the maximum limit. If workloads disallow vacations as established, the Superintendent may approve vacation days during the school year.

Reference: Governing Board Policy GCD@

Support Staff: All regular twelve (12) month support staff employees shall accumulate vacation with pay equivalent to the working days per month during the first year of employment. Vacations shall be taken as approved by the Superintendent.

Reference: Governing Board Policy GDD@

**Section 5: Evaluation of Staff**

A. Teachers: The process and purpose of evaluation for certificated professional staff members is to result in improvement of the quality of instruction and the strengthening of the abilities of the professional staff. The teacher evaluation process is prescriptive and definitive. Teachers should refer to Governing Board Policy GCO@ and subsequent regulations to gain a full understanding of the evaluation process.

Reference: Governing Board Policy GCO@
Administrative Regulations GCO-RA@, GCO-RB@

B. Support Staff: All support personnel shall be evaluated by the appropriate supervisor or administrator. A written evaluation of effectiveness of each support staff member shall be completed during the first year of employment and not later than ninety (90) days after the first day of work. A second first-year evaluation will occur not later than the anniversary date of employment. At least once each year thereafter, an evaluation will be conducted. The evaluation will be used to increase job proficiency and for recommending continued employment.

Reference: Governing Board Policy GDO@
Administrative Exhibits GDO-EA, GDO-EB

C. Administrators

1. Principals: The evaluation system for the evaluation of the performance of principals may include the over-all instructional program, student progress, personnel, curriculum, and facilities. Principals will be given a review of evaluation procedures prior to beginning the process. Principals should refer to Governing Board Policy GCO and their direct supervisor for program specifics.

2. Other Administrators: The format for the evaluation system for other administrators (other than the Superintendent) has been developed under the leadership of the Superintendent. The program focuses on the responsibilities and outcomes which support the over-all instructional program and needs of the District. Evaluation procedures, timelines, and methods to be used for the communication of evaluation results will be reviewed with each employee prior to beginning the process.

Reference: Governing Board Policy GCO
Administrative Regulation GCO-RA

D. Other Staff: Staff members not mentioned above should refer questions related to evaluations to their immediate supervisor.

**Section 6: Additional Topics**

A. Appropriate Work Attire

B. Arrangements for a Substitute Teacher: When utilizing District leave policies, it shall be the responsibility of the teacher to notify their supervising principal, as soon as possible, of the need for a substitute teacher. If the teacher knows in advance that a return to duty will be assured on a certain day, the principal should be so notified in order that the substitute may be informed.

Reference: Governing Board Policy GCGB@
Administrative Regulation GCGB-R@

C. Certification of Professional Staff/Fingerprinting: All professional staff are required to have appropriate certification in place at the time of hire and maintain appropriate certification for the duration of employment in the District. As a further requirement of hire and continued employment all professional staff are required to have a valid fingerprint clearance card.

Reference: Governing Board Policy GCFC
Administrative Exhibit GCFC-E

D. Child Abuse Reporting: Any school personnel who reasonably believes that a minor is or has been the victim of physical injury, abuse, child abuse, a reportable offense or neglect that appears to have been inflicted upon the minor by other than accidental means or that is not explained by the available medical history as being accidental in nature or who reasonably believes there has been a denial or deprivation of necessary medical treatment or surgical care or nourishment with the intent to cause or allow the death of an infant who is protected under A.R.S. 36-2281 shall immediately report or cause reports to be made of such information to a peace officer or to the Department of Child Safety (DCS) of the Department of Economic Security, except if the report concerns a person who does not have care, custody, or control of the minor, the report shall be made to a peace officer only. Such reports shall be made immediately either electronically or by telephone.

A person who fails to report abuse as provided in A.R.S. 13-3620 is guilty of a class 1 misdemeanor, except if the failure to report involves a reportable offense, the person is guilty of a class 6 felony.

Abuse means the infliction or allowing of physical injury, impairment of bodily function, or disfigurement, or the infliction of or allowing another person to cause serious emotional damage as evidenced by severe anxiety, depression, withdrawal, or untoward aggressive behavior, and which emotional damage is diagnosed by a medical doctor or psychologist pursuant to A.R.S. 8-821, and which is caused by the acts or omissions of an individual having care, custody, and control of a child. Abuse shall include inflicting or allowing sexual abuse pursuant to A.R.S. 13-1404, sexual conduct with a minor pursuant to A.R.S. 13-1405, sexual assault pursuant to A.R.S. 13-1406, molestation of a child pursuant to A.R.S. 13-1410, commercial sexual exploitation of a minor pursuant to A.R.S. 13-3552, sexual exploitation of a minor pursuant to A.R.S. 13-3553, incest pursuant to A.R.S. 13-3608, or child prostitution pursuant to A.R.S. 13-3212.

Mandated reporter may submit non-emergency reports via a secure online reporting website. Non-emergency reports are those in which a child is not at immediate risk of abuse or neglect that could result in serious harm. Mandated reporters may submit non-emergency

reports twenty-four (24) hours a day without wait times. All reports made via the online website will require the person making the report to provide contact information. A representative from the Child Abuse Hotline may contact the source for additional information, if necessary.

All emergency situations where a child faces an immediate risk of abuse or neglect that could result in serious harm must be reported by calling 911 or 1-888-SOS-CHILD (1-888-767-2445). If a reporting source is unsure as to whether or not the report is an emergency situation, the reporting source should call one of these numbers to make a report.

Any certificated person who reasonably suspects or receives a reasonable allegation that a person certificated by the Department of Education has engaged in conduct involving minors that would be subject to the reporting requirements of A.R.S. 13-3620 shall report or cause reports to be made to the Department of Education in writing as soon as is reasonably practicable but not later than three (3) business days after the person first suspects or receives an allegation of the conduct.

Any school employee who has orally reported to DCS or a peace officer a reasonable belief of an offense to a minor must provide written notification to the principal of the oral report not later than the next workday following the making of the report.

Reference: Governing Board Policy JLF@
Administrative Regulation JLF-R@
Administrative Exhibit JLF-EA@

E. Communication with Students and Parents: The Superintendent has established which technologies are approved for use by employees to communicate with parents and students. Also see, Emergency Operation Plan

Reference: Governing Board Policies GBEF, KB
Administrative Regulation KB-R

F. Conduct with Students: All employees of the District are expected to relate to students in a manner that maintains social and moral patterns of behavior consistent with community standards and acceptable professional conduct. At all times all staff members will accord students the dignity and respect that they deserve, and avoid embarrassing any student unnecessarily. Relationships between staff members and students that include "dating," "courtship," or "romantic involvement" are prohibited. These behaviors deviate from ethical or professional standards and shall be deemed unacceptable and contrary to the expectations of District governance.

Reference: Governing Board Policy GBEBB

G. Copyright Compliance: The District does not condone violations of the United States copyright law. Subject to certain specific exceptions, the owner of a copyright has the exclusive rights to reproduce, distribute, perform, or display the copyrighted work, or to authorize such reproduction, distribution, performance, or display by others. Specific exceptions are noted in Governing Board Policy EGAD. District employees are responsible to ensure that their use of any material that has a copyright does not violate copyright law.

Reference: Governing Board Policy EGAD@

H. Curriculum/Instruction/Lesson Plans: Various instructional programs have been developed to maintain a balanced, integrated, and sequential curriculum that will serve the educational needs of all school-aged children in the District. The curriculum will be broad in scope and provide for a wide range in rate, readiness, and potential for learning. The Governing Board, through policy, authorizes the Superintendent to oversee the development of curriculum, in accordance with requirements of the state of Arizona, for the District to support an interrelated instructional program that provides for the growth and development of District students. To meet student needs and address requirements of the State, the District is continually developing and modifying the curriculum. The Superintendent is authorized by the Board to organize committees to review curriculum. Committees will consist of an appropriate balance of students, parents, teacher and administrators. All new programs and courses of study will be subject to Board approval, as will the elimination of programs and courses, and extensive alteration in curriculum content.

Curriculum guides are developed and provided to instructional staff to serve as a framework from which a teacher will develop units of study, individual lesson plans, and approaches to instruction that will serve the students' particular needs at a particular time. The guides shall be used to map the logical sequence of instruction. Teachers are required to adhere to the guides. Utilization of guides to construct lesson plans shall be a practice of all instructional staff. Specific requirements for lesson planning and their implementation are found in Administrative Regulation IMA-R.

Teaching staff are expected to employ effective instructional strategies that are consistent with characteristics of the District's teacher evaluation instrument.

Reference: Governing Board Policies GCO, IA, IGA, IGD, IGE, IHA and IMA
Administrative Regulations GCO-RA, GCO-RB, IGE-R and IMA-R

I. District Keys: In an effort to enhance the security of District property the Superintendent has established an Administrative Regulation addressing facility access and possession of keys. The Superintendent has determined that the majority of staff members will have limited access to facilities and be provided an access key based on need. Staff who have been entrusted with a facility key shall adhere to the following:

1. Assigned keys may not duplicate or loaned.

2. All keys must be surrendered when no longer needed or upon request by the Superintendent.

3. The loss of a key must be reported to the Superintendent upon discovery of the loss. The employee may be required to pay for rekeying or replacing all affected locks.

4. Use of keys for unauthorized purposes will be cause for surrender of keys. Employees will be subject to discipline and/or dismissal for unauthorized use of keys.

Reference: Governing Board Policy ECA@
Administrative Regulation ECA-R@

J. District Vehicles: Only Governing Board members or District employees may drive a District vehicle. No District vehicle shall be used for personal business, unless the personal business is incidental to a school-related trip. On a space-available basis, an employee's family may be included on an out-of-town trip if approval is granted by the Superintendent. A District vehicle shall not be taken to an employee's home at night unless the employee has permission from the Superintendent. The Board specifically forbids any employee to transport students for school purposes without prior authorization by the Superintendent.

Each District employee authorized to use a private vehicle for District purposes shall be notified in writing that the employee's automobile insurance is the primary coverage and District insurance coverage is secondary.

The possession or use of tobacco products, tobacco substitutes, electronic cigarettes, other chemical inhalation devices, or vapor products is prohibited in District vehicles.

An employee charged with the use of a District vehicle shall report all damage to that vehicle to their supervisor.

Reference: Governing Board Policies EBBB, EEAG, EEB, GBED
Administrative Regulation EEAG-R

K. Emergency Procedures: Under the guidance of the Superintendent, the District has established emergency response plans for each school, department, and other District facilities. It is imperative that each District staff member become knowledgeable of these plans and be ready to implement a necessary response if needed. Training components for staff are included in the District's emergency response plans and training will occur on a periodic basis.

Reference: Governing Board Policy EBC@

L. Employee Discipline, Suspension and Dismissal

1. Professional Staff: The discipline of members of the professional staff is highly regulated by Governing Board Policies which is reflective of specific statutory requirements. Categories of misconduct that a professional staff member may be disciplined for, up to and including termination, are as follows:

a) Engaging in unprofessional conduct.
b) Committing fraud in securing appointment.
c) Exhibiting incompetency in their work.

d) Exhibiting inefficiency in their work.
e) Exhibiting improper attitudes.
f) Neglecting their duties.
g) Engaging in acts of insubordination.
h) Engaging in acts of child abuse or child molestation.
i) Engaging in acts of dishonesty.
j) Being under the influence of alcohol while on duty.
k) Engaging in the illicit use of narcotics or habit-forming drugs.
l) Being absent without authorized leave.
m) Engaging in discourteous treatment of the public.
n) Engaging in improper political activity.
o) Engaging in willful disobedience.
p) Being involved in misuse or unauthorized use of school property.
q) Being involved in excessive absenteeism.
r) Carrying or possessing a weapon on school grounds unless they are peace officers or have obtained specific authorization from the appropriate school administrator.

Governing Board Policy GCQF provides for clarification of related statutory requirements, provisions for discipline under statute and discipline procedures regarding such things as appropriate notice, hearings, and appeals. To become knowledgeable of the professional staff discipline policy staff members are directed to policy GCQF.

Reference: Governing Board Policy GCQF

2. Support Staff: Policy defines two distinct groups related to staff discipline related to support staff: 1.) At-will employees, and, 2.) Term Employees.

   a) At-will employees may be suspended without pay for a period of more than five (5) days by action of the Superintendent for any conduct that, in the judgment of the Superintendent, is inappropriate. Before suspending an at-will employee, the Superintendent will inform the employee of intent to suspend the employee and will give the employee an informal opportunity to explain why, in the employee's opinion, the suspension should not be imposed. The Superintendent's decision will be final.

      At-will employees may be terminated by action of the Governing Board for any reason, or for no reason, with or without advance notice, as the Governing Board desires. If the Superintendent recommends that the Governing Board terminate an at-will employee, the recommendation shall be submitted to the Governing Board in writing and a copy of the recommendation shall be delivered to the employee. The at-will employee may submit to the Governing Board prior to the Board meeting a written response to the recommendation. If the at-will employee chooses to attend the Board meeting when the recommendation is considered, the Governing Board may, in its discretion, permit the employee to address the Governing Board concerning only the recommendation.

   b) Term employees may be suspended without pay for a period of more than five (5) days by action of the Superintendent for any conduct that, in the judgment of the Superintendent, is inappropriate. If the Superintendent intends to suspend a term employee without pay for more than five (5) days, the notice and hearing procedures

prescribed for the dismissal of term employees shall be followed, except that the hearing officer shall be designated by the Superintendent and the findings of the hearing officer shall be a final decision. At the Superintendent's option, the Superintendent may request that the Governing Board act as the hearing officer. If the hearing officer or the Governing Board finds that there is not cause to suspend the employee without pay for more than five (5) days, the Superintendent may, after reviewing the findings, impose minor disciplinary action.

Term employees may be terminated for cause by action of the Governing Board at any time prior to the expiration of the term of employment. For the purposes of this provision, *cause* means any conduct that, in the judgment of the District, is detrimental to the interests of the District or its personnel or students.

Governing Board Policy GDQD provides clarification of provisions for discipline, suspension, and dismissal related to support staff. To become knowledgeable of the support staff discipline policy staff members are directed to policy GDQF.

Reference: Governing Board Policies GDQD and GCQF

M. Employee Grievances: A *grievance* is a complaint by a District employee alleging a violation or misinterpretation, as to the employee, of any District policy or regulation that directly and specifically governs the employee's terms and conditions of employment. The term *grievance* shall not apply to any matter for which the method of review is prescribed by law, or the Governing Board is without authority to act. For instance, the suspension or dismissal of employees is covered by statute and, therefore, is not a grievable matter. Also, assignment, reassignment, or transfer of an employee to another position or duties is not grievable beyond the Superintendent unless there is a reduction in compensation or the Superintendent requests that it go to the Board. Administrative regulation GBK-R defines the grievance process which addresses both the District's Informal and Formal process. It is important for District staff to understand that the process clearly states, "Failure at any step of this procedure to appeal a grievance to the next step within the specified time limits shall be deemed an acceptance of the decision rendered at that step, and there shall be no further right of appeal. It is also important for staff to utilize the appropriate grievance form, GBK-EA, which has been established for the purpose of filing a grievance.

Reference: Governing Board Policy GBK@
Administrative Regulation and Exhibit GBK-R@
Administrative Exhibits GBK-EA@ through EE@

N. Employment Outside the District: A regular, full-time employee's position in the District shall be given precedence over any type of outside work or self-employment. Employees are free to carry on individual work or self-employment projects as long as no District facilities, equipment, or school(s) are used, except as provided by policy, and the outside work or self-employment does not interfere with the employees' performance of District-assigned duties.

An employee may not perform any duties related to outside work or self-employment during regular District working hours or during the additional time that is needed to fulfill the responsibilities of the District position.

Reference: Governing Board Policies GCR and GDR

O. Drugs/Alcohol: The nonmedical use, abuse, or possession of drugs and/or use or possession of alcohol is forbidden on District property or at District-sponsored activities. The District recognizes Arizona's medical marijuana law and shall not discriminate against a person in hiring, termination or imposition of any term or condition of employment or otherwise penalize a person on the basis of the person's status as an eligible medical marijuana cardholder, or as a registered qualifying patient, having a positive drug test for marijuana components or metabolites, unless the person used, possessed or was impaired by marijuana on District property, at a District event, or during the hours of the persons regular or extended hours of employment, or as prescribed by law.

The Superintendent has developed procedures for the implementation of a program that is in compliance with the applicable provisions and regulations of the Omnibus Transportation Employee Testing Act of 1991 and Arizona Revised Statutes. Each employee of the District who is required to have a commercial driver's license (CDL) for performance of job functions shall take part in the compliance program.

Reference: Governing Board Policies GBECA@, GBECB@, and EEAEAA@

P. Identification Badges: Employees are required to wear their District identification badge when on duty and when engaged in any District activity.

Q. Participation in Political Activities: The Board recognizes the right of its employees, as citizens, to engage in political activity. However, school time, personnel, equipment, supplies, materials, buildings, or other resources may not be used to influence the outcomes of elections.

Employees of the District may not use the authority of their position to influence the vote or political activities of any subordinate employee.

District employees who hold elective or appointive office are not entitled to time off from their school duties for reasons incident to such offices, except as such time may qualify under the leave policies of the Board.

District employees shall be permitted time as provided in statute, if required, to vote in the primary or general election.

Reference: Governing Board Policy GBI@

R. Personal Property: The District shall not assume responsibility for the loss of, or damage to, personal property stored, installed, or used on school premises.

Reference: Governing Board Policy ECAD@

S. Physical Restraint/Seclusion: Restraint and seclusion are not to be used as disciplinary consequences. However, restraint or seclusion techniques on any pupil may be used if both of the following apply:

1. The pupil's behavior presents an imminent danger of bodily harm to the pupil or others.
2. Less restrictive interventions appear insufficient to mitigate the imminent danger of bodily harm.

"Restraint" means any method or device that immobilizes or reduces the ability of a pupil to move the pupil's torso, arms, legs, or head freely, including physical force or mechanical devices.

"Seclusion" means the involuntary confinement of a pupil alone in a room from which egress is prevented.

Reference: Governing Board Policy JLDB@
Administrative Exhibits JLDB-EA@, JLDB-EB@, JLDB-EC@, JLDB-ED@

T. Prohibited Personnel Practices: It is a prohibited personnel practice for any District employee, who has control over personnel actions, to take reprisals against another employee for a disclosure of a matter of public concern, by that other employee, to a public body when the employee believes there has been a violation of law, mismanagement, a gross waste of monies, or an abuse of authority.

An employee, or former employee, who believes that an adverse personnel action taken is the result of such person's disclosure of information shall make a complaint to the Board.

Reference: Governing Board Policy GBP@

U. Public Records: Arizona law requires all officers and public bodies to maintain records reasonably necessary to provide an accurate accounting of their official activities and of any government funded activities. All District employees are expected to comply with the requirements in Arizona’s Public Records Law.

Records are defined as books, papers, maps, photographs, or other documentary materials regardless of physical form or characteristics, made or received by a governmental agency in pursuance of law or in connection with the transaction of public business and preserved by the

agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of government. Examples of public records and other matters include calendars, reports, legal memoranda, policies and procedures, accident reports, training videos and materials, tape recordings of meetings where there are no written minutes, personnel records, case files, and data bases.

Reference: Governing Board Policy EHB@
Administrative Regulation EHB-R@

V. Purchasing Procedures: The District is responsible for ensuring that all procurements are done in accordance with relevant sections of the Arizona Revised Statues, Arizona school district procurement rules, and Governing Board Policy. No purchases shall be made by the District or any District employee using means not prescribed by statute, procurement rules, or policy.

Reference: Governing Board Policies DGD@, DJ@, DJE@, ED, GBEAA
Administrative Regulations DGD-R@, DJE-R@

W. Receipt of Legal Papers or Threats: A District employee who is in receipt of legal papers or is in receipt of a threat of litigation, related to the District in any form, shall advise their immediate supervisor.

X. Smoking/Tobacco: The possession or use of tobacco products, tobacco substitutes, electronic cigarettes, other chemical inhalation devices, or vapor products is prohibited in the following locations:

1. School grounds.
2. School buildings.
3. School parking lots.
4. School playing fields.
5. School buses and other District vehicles.
6. Off-campus school-sponsored events.

Reference: Governing Board Policy GBED@

Y. Staff Meetings: The Superintendent, principals, and department supervisors will arrange for and hold staff meetings as the need may arise. All employees noticed of the meeting shall attend unless officially excused by the Superintendent, principal, or department supervisor prior to the meeting.

Reference: Governing Board Policy GCMC@

Y. Use of Digital Communication and Electronic Devices: The Governing Board requires all employees to adhere to related adopted policies and to utilize digital communications and electronic devices in a professional manner at all times.

All District employees:

1. shall adhere to all Governing Board policies related to technologies including but not limited to the use of District technology, copyright laws, student rights, parent rights, the Family Educational Rights and Privacy Act (FERPA), staff ethics, and staff-student relations;

2. are responsible for the content of their posting on any form of technology through any form of communication;

3. shall only use District controlled and approved technologies when communicating with students or parents;

4. shall ensure that technologies used to communicate with students and District staff are maintained separate from personal technologies used to communicate with others;

5. shall not use District owned or provided technologies to endorse or promote a product, a cause or a political position or candidate;

6. in all instances must be aware of his/her association with the District and ensure the related content of any posting is consistent with how they wish to present themselves to colleagues, community members, parents and students;

7. shall not use District logos or District intellectual property without the written approval of the Superintendent;

8. shall use technologies to enhance and add value to communications with all recipients and be respectful of those with whom they communicate;

9. shall immediately report all misuse or suspected misuse of technology to their direct supervisor/administrator who in turn will immediately report to the Superintendent;

10. shall comply with all applicable records management parameters established by Arizona State Library, Archives and Public Records.

Reference: Governing Board Policy GBEF

AA. Use of District Equipment/Property: Employees are responsible for the proper care of all District facilities, equipment, and property in their custody or control. All transfer of property within a school or other District location must first have the approval of the principal or department

head. Transfers of equipment from one school to another must be approved by the business manager, whether the transfer is temporary or permanent. Only under specific conditions noted in Governing Board Policy may District equipment be used for non-District purposes.

Reference: Governing Board Policies EDB@, EDC@
Administrative Regulation EDB-R@

BB. Weapons: No employee, other than one who has obtained authorization from the appropriate school administrator, shall carry or possess a weapon on school grounds. Staff members are to report any suspected crime against a person or property that is a serious offense, involves a deadly weapon or dangerous instrument or that could pose a threat of death or serious injury to employees, students or others on school property.

Reference: Governing Board Policies GBEB@, GCQF@, JICI@, KFA@
Administrative Regulation GBEB-R@

**Section 7: Related Student Information**

A. Attendance: State law mandates that the District record reasons for all student absences. Therefore, when a student is absent, it will be necessary for the parent to call the school on or before the day of the absence in order to advise the school as to the reason for the absence. When it is impossible to call on the day of the absence, the school should be notified on the morning the student returns, in time for the student to obtain an admission slip prior to the student's first class. All absences not verified by parental or administrative authorization will remain unexcused. Teachers will be advised by their principal of specific steps that are to be taken to ensure student absences are appropriately recognized and related data maintained.

Reference: Governing Board Policy JH@, JHB@
Administrative Regulation JH-R@.

B. Ceremonies and Observances

1. Pledge of Allegiance and Moment of Silence

a. Each student shall be provided with an opportunity to participate in the Pledge of Allegiance or other patriotic observance each day.

b. Each student in grades four (4) through six (6) shall recite the following passage from the Declaration of Independence:

"We hold these truths to be self-evident, that all men are created equal, that they are endowed by their creator with certain unalienable rights that among these are life, liberty and the pursuit of happiness. That to secure these rights, governments are instituted among men, deriving their just powers from the consent of the governed…"

c. Each teacher in charge of a classroom for the first class of each day shall conduct a period of meditation (moment of silence), of at least one (1) minute but not to exceed two (2) minutes in duration. No other activities will be allowed in the classroom at that time. The teacher or other school employee must not suggest the nature of any student reflection, but shall encourage parents to discuss with children the nature of their reflection.

d. Students whose parents have informed the school that they are not to take part in the meditation period or patriotic observances will be expected to observe the courtesy of not disturbing others.

2. When special days or significant events are recognized, it is recommended that appropriate classroom and assembly programs be presented in keeping with the traditional and historical significance of the event or season.

Reference: Governing Board Policy IMD@

C. Released Time for Religious Instruction: Students may be granted released time to attend religion classes near the school campus under conditions established in Policy.

Reference: Governing Board Policy JHCB@

D. Student Evaluation and Grading: Student achievement reports will be distributed to students and parents. Reports will be clear, concise, and accurate, and will provide a basis of understanding among teachers, parents, and students regarding student achievement.

The following specific requirements are established:

a. Parents will be informed each three (3) week period as to the progress their children are making in school.

b. Parents will be alerted and conferred with as soon as possible when a student's performance or attitude becomes unsatisfactory or shows marked or sudden deterioration.

c. Insofar as possible, distinctions will be made between a student's attitude and academic performance.

d. At comparable levels, the school will strive for consistency in grading and reporting except as this is inappropriate for certain classes or certain students.

e. When grades are given, school staff members will take particular care to explain to parents the meaning of marks and symbols as they apply to student achievement.

f. When no grades are given but evaluation is made informally in terms of the student's own progress, such evaluation will be a realistic appraisal of the skills developed by the student.

g. Reports of progress for students qualified for services under the Individuals with Disabilities Education Act (I.D.E.A.) shall be based on each student's progress in achieving the goals stated in the student's individualized education program (IEP) by the end of the school year. Such progress reports shall be provided as directed in the IEP.

Final examinations may be used as evaluation of student achievement when they are conducted in such a way that they effectively evaluate the achievement of the goals and objectives on which learning activities have been based.

Reference: Governing Board Policies IKAA@, IKAB@
Administrative Regulation IKF-R@

E. Special Instructional Programs: The District has developed procedures that provide educational opportunities for individuals with disabilities and that accomplish District compliance with federal laws including the Individuals with Disabilities Education Act (IDEA), the Arizona revised statutes, and the lawful regulations of the State Board of Education. Administrative Regulation IHB-R establishes detailed direction regarding the identification and placement of qualifying exceptional students as defined by federal and state regulations, rules and statutes. Staff members who work with qualifying students will receive specific direction related to individual education plans designed to meet a student's needs and will likely take part in decision making meetings related to student achievement and development of a student's individual education plan.

Reference: Governing Board Policy IHB@
Administrative Regulation IHB-R@

F. Student 504 Plans: It is the responsibility of the District to identify and evaluate students who, within the intent of Section 504 of the Rehabilitation Act of 1973, need special services or programs in order that such students may receive the required free appropriate education.

A student who may need special services or programs within the intent of Section 504 is one who:

1. has a physical or mental impairment that substantially limits one (1) or more major life activities, including learning,

2. has a record of such impairment; or

3. is regarded as having such impairment.

Students may be eligible for services under the provisions of Section 504 even though they do not require services pursuant to the Individuals with Disabilities in Education Act (IDEA). Students who are identified as individuals with exceptional needs, according to IDEA criteria, are not addressed under 504 plans.

Staff members who work with qualifying students will receive specific direction related to the student's 504 plan and may be involved in decision making meetings related to the plan.

Reference: Governing Board Policy IHBA@
Administrative Regulations IHBA-RA@, IHBA-RB@

G. Student Rights: Governing Board Policy establishes direction related to student rights. Students rights include but are not limited to the following items:

1. Participate fully in classroom instruction that is not abridged or impaired because of race, color, religion, sex, age, national origin, disability, or any other reason not related to the student's individual capabilities.

2. Attend school in an environment free from bullying, discrimination, hazing, and harassment.

3. Under specific conditions be released from school to attend religion classes.

4. Develop, believe, and follow personal viewpoints and beliefs to the extent their viewpoints and beliefs do not infringe upon nor denigrate the same rights of others.

5. Present a complaint or grievance regarding a violation of their constitutional rights, equal access to programs, discrimination, or personal safety.

6. Organize and attend meetings using District facilities under the provisions of Title VIII, the Equal Access Act.

Reference: Governing Board Policies JB@, JHCB@, JICEC@, JICK@, JII@, JJAB@, JJC@

I. Student Conduct, Rules and Discipline: The District has prescribed rules for the behavior, discipline, suspension, and expulsion of students that are consistent with their constitutional rights. Prescribed rules are established to protect the school environment for students and staff. District rules of behavior address but are not limited to the following items:

1. Any conduct intended to obstruct, disrupt, or interfere with teaching, research, service, administrative or disciplinary functions, or any activity sponsored or approved by the Board.

2. Threatening an educational institution by interference with or disruption of the school per A.R.S. 13-2911 and 15-841.

3. Physical abuse of or threat of harm to any person on District owned or controlled property or at District sponsored or supervised functions.

4. Damage or threat of damage to property of the District, regardless of the location, or to property of a member of the community or a visitor to the school, when such property is located on District controlled premises.

5. Forceful or unauthorized entry to or occupation of District facilities, including both buildings and grounds.

6. Unlawful use, possession, distribution, or sale of tobacco, alcohol, or drugs or other illegal contraband on District property or at school-sponsored functions.

7. Conduct or speech that violates commonly accepted standards of the District and that, under the circumstances, has no redeeming social value.

8. Failure to comply with the lawful directions of District officials or any other law enforcement officers acting in performance of their duties, and failure to identify themselves to such officials or officers when lawfully requested to do so.

9. Knowingly committing a violation of District rules and regulations. Proof that an alleged violator has a reasonable opportunity to become aware of such rules and regulations shall be sufficient proof that the violation was done knowingly.

10. Engaging in any conduct constituting a breach of any federal, state, or city law or duly adopted policy of the Board.

11. Carrying or possessing a weapon on school grounds.

Rules of behavior along with the appropriate and consistent application of responses to inappropriate behavior assist in the effort to maintain a classroom and school environment that is supportive of student growth and achievement. All staff members are charged with understanding the rules that apply to student behavior and the implementation of appropriate interventions when necessary. Instructional staff have a particularly important role in this effort and need to be knowledgeable of behavior techniques that enhance the application of student rules of behavior.

References: Governing Board Policies EEAEC, JHB, JI, JIC, JICA, JICB, JICEC, JICF, JICFA, JICG, JICH, JICI, JICK, JICL, JIH, JII, JJAB, JJJ, JK, JKA, JKB, JKDA, JKE, JLDB, JLI, JLIA, and all subsequent administrative regulations and exhibits

J. Supervision of Students: The District is required to provide reasonable supervision over all students engaged in all school-sponsored activities. To a great extent, this responsibility falls on school administration, teachers, and school support staff. Teachers shall exercise supervision as appropriate from the commencement of the school day, before classes begin, during class sessions, during lunch periods, between classes, and at any other time when performing teaching or related duties on behalf of the school. Support staff will assist in this effort through duties related to their specific assignment.

Reference: Governing Board Policy JLIA@

**Employee Acknowledgement Form**

School Year 2025- 2026

I_____, have received a copy of the

_____School District Employee Handbook. I understand and agree that it is my responsibility as an employee of the District to review the Handbook in its entirety. I further understand and agree that it is my responsibility to access and become knowledgeable of Governing Board Manual Policies inclusive of Administrative Regulations and Administrative Exhibits noted in the Handbook and found in the District's Governing Board Policy Manual. The District's Governing Board Manual, inclusive of policies, regulations, and exhibits can be found on the Arizona School Boards Association website at https://azsba.org/ by accessing *PolicyBridge* through the dropdown menu under the heading *Policy*. A link to the Manual can also be found on the District's website at

_____. Should I have any questions or concerns related to these responsibilities or the content of the Employee Handbook or Governing Board Policy Manual I shall consult with my Principal or direct supervisor.

I understand that as an employee of the _____School District it is my responsibility, as a condition of employment, to comply with the conditions and rules established in the Employee Handbook.

This Handbook may be adjusted in part or in its entirety at any time deemed appropriate by the District. District administration shall notify all employees any time adjustments are made in the handbook.

_____
Employee Name (Print)

_____ _____
Employee Signature Date of Signature

This signed document, with an original signature, shall be submitted to the employee's Principal or direct supervisor and maintained in hard copy or electronically as part of the employee's official personnel file.